
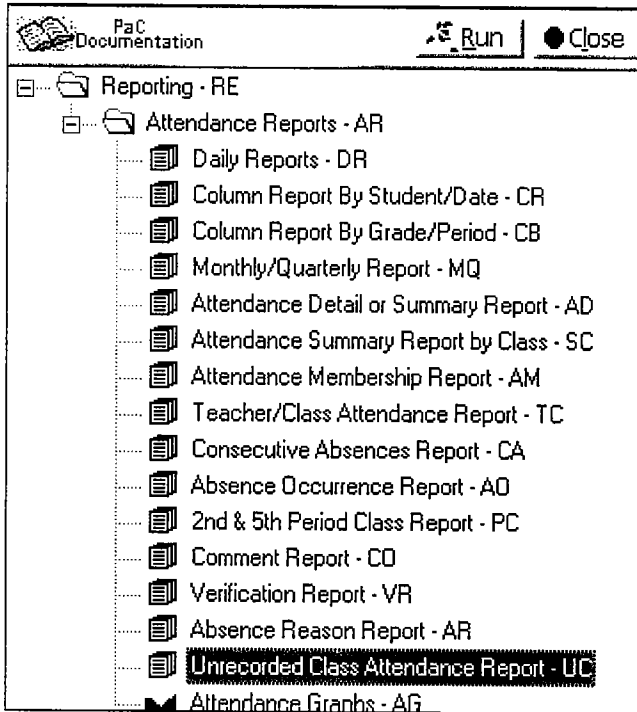


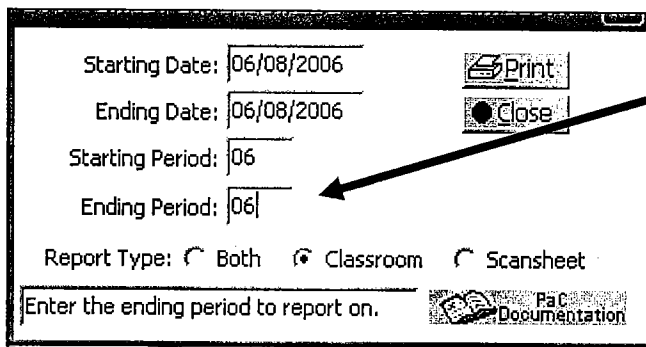
How to print the – UNRECORDED ATTENDANCE REPORT

The teachers will post their attendance using the Skyward Gradebook. To ensure that each teacher has posted his/her Official Attendance, you will run this report.

1. Go to **SM/OF/AT/RE**; select 'Unrecorded Class Attendance Report'; click . This will give you a list of those teachers who have not reported their attendance at the time you run the report.



Set the next screen as shown below changing the date to reflect the current day




The screenshot shows a configuration window for the report. It has the following fields and options:
Starting Date: 06/08/2006
Ending Date: 06/08/2006
Starting Period: 06
Ending Period: 06
Report Type: Both Classroom Scansheet
At the bottom, there is a text box containing 'Enter the ending period to report on.' and a 'PaC Documentation' logo.

Enter the period used at your campus for official attendance in both spaces.

Elementary – 1st period for AM attendance
2nd period for PM attendance.

Click .

You will get the print window; click .

699 - SM\OFVAT\REVRUC - 4638 - Output Destination ✕

Output: Screen ✓ OK

Printer: [REDACTED] ✕ Cancel

Number of Copies: 1

The report will look like this.

steactn95.p	SKYWARD HIGH SCHOOL	Time: 9:32 AM	Date: 01/27/06				
03.06.01.0-010002	Unrecorded Class Attendance Report		PAGE: 1				
Classroom Only							
Date	Day	Teacher	Cor/Sect	Prd	Description	Method	Doc #
01/27/2006	FRI	(None)	HPASS /F1	01	SR HONORS PASS	Comp.	
		ABE, PEGGY	ALG1F /F1	01	ALGEBRA 1	Comp.	
		ABE, PEGGY	ALGEB /01	01	ALGEBRA	Comp.	
		ABE, PEGGY	ALGEB /13	01	ALGEBRA	Comp.	
		ABE, PENNY	BANDF /F1	01	BAND-FALL	Comp.	
		ABE, PENNY	BANDF /M2	01	BAND-FALL	Comp.	
		ALMQUIST, NICHOLAS	AL1AF /F3	01	ALGEBRA 1A FALL	Comp.	
		ANDERSON, DAWN	PIANO /01	01	Piano	Comp.	
		BEASLEY, CANDIA	CE /1	01	Cross-Entity	Comp.	
		BIES, TIMOTHY	SPMAT /P1	01	SP MATH	Comp.	
		BIES, TIMOTHY	SPSKL /P1	01	SP SURVIVAL SKI	Comp.	
		BITTERMAN, KARL	AGRADE/01	01	GRADE DISPLAY	Comp.	
		BUETTNER, LARRY	EN101F/F1	01	ENG 10-1 -FALL	Comp.	
		BUSCH, JOHN	ALTED /F1	01	ALTERNATE EDU	Comp.	

PLEASE NOTE: If you enter the attendance for a teacher who is absent or having computer problems, their name will still be on this list as unreported.