

Period Attendance Reports List

Quick Reference Guide (QRG) A P3

This document describes reports used for daily attendance purposes.

Please call the (School District Support) if you have questions.

PATH SYNERGY SIS → Attendance → Reports Period

Type:	Name and Description
Individual	<p><u>ATP201 – Period Student Attendance Profile</u> The Period Student Attendance Profile report shows the student's demographic information and lists all absences by period for a given date range.</p>
List	<p><u>ATD407 – Period End of Year Attendance List</u> The Period End of Year Attendance List lists all students at a school that were enrolled during a given date range (active & inactive students), and totals the number of days the student was enrolled and the number of days the student was absent.</p> <p><u>ATD413 – Class Reduction Summary</u> The Class Reduction Summary provides the total number of students who have withdrawn during the current school year by section and grade level.</p> <p><u>ATP401 – Period Attendance List</u> The Period Attendance List report lists all student absences and the reason for the absences in a given date range by period. It also lists the parent's phone numbers for each student, so the list can be used for attendance verification.</p> <p><u>ATP402 – Period Student Absence Totals</u> The Period Student Absence Totals report lists all students at a school for a given date range and displays the total number of absences recorded for each period. Parent phone numbers are also included.</p> <p><u>ATP403 – Period Perfect Attendance List</u> The Period Perfect Attendance List lists all students who were not absent or tardy for a given date range, by section. It also includes parent contact numbers.</p> <p><u>ATP404 – Period Class Attendance List</u> The Period Class Attendance List shows all students in a section on a given date and lists the reason for each student's absence in a period.</p> <p><u>ATP405 – Period Student List by Attendance</u> The Period Student List by Attendance lists all students with a given number of absences for a specific date range.</p> <p><u>ATP406 – Period Class Attendance Form</u> The Period Class Attendance Form prints out a form that lists all students in a section and provides boxes to be used to record attendance for a 4-week range.</p> <p><u>ATP407 – Period Attendance Gaps by Teacher</u> The Period Attendance Gaps by Teacher lists all students in any of a teacher's sections that show a gap in their period attendance. For example, if the student was marked absent for all periods but 3rd period, it probably is a data entry error and the student was actually absent. This report can be given to the teacher to review and fix these errors.</p>

	<p><u>ATP408 – Period Attendance Gaps</u> The Period Attendance Gaps reports lists all students that show a “gap” in their period attendance. For example, if the student was marked absent for all periods but 3rd period, it probably is a data entry error and the student was actually absent.</p> <p><u>ATP409 – Period Absence Count</u> The Period Absence Count lists all students at a school and total the number of absences recorded for each student by period and overall.</p> <p><u>ATP602 – Period Sections Missing Attendance List</u> The Period Sections Missing Attendance List lists all sections at a school where the attendance scanning sheet has not been scanned into Synergy SIS.</p> <p><u>ATP801 – Period Attendance Autodialer List</u> The Period Attendance Autodialer List lists all students that will be contacted by the autodialer software, and lists the parent phone numbers and number of absences by period for the date listed</p> <p><u>ATP802 – Attendance Auto Dialer Report</u> The Attendance Auto Dialer Report produces a file that can be used by the school’s auto dialer to contact students who were absent on a given date. It also prints a companion report in a PDF format that lists all of the information included in the file.</p>
<p>Summary</p>	<p><u>ATP603 – Positive Attendance Summary</u> The Positive Attendance Summary report lists all students at a school and totals the hours the student has been absent for the reporting period selected and the hours the student was present.</p> <p><u>ATP604 – Positive Attendance Audit</u> The Positive Attendance Audit lists all students at a school for a selected reporting period, lists all absences that the student accrued, and provides a total of the hours the student attended during the period.</p> <p><u>ATP605 – Positive Attendance Totals</u> The Positive Attendance Totals report lists all tracks and instructional settings at a school and summarizes the attendance and ADA for each track and instructional setting.</p> <p><u>ATP606 – Positive Attendance Summary Extended</u> The Positive Attendance Summary Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, and totals the days enrolled in the period and total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school.</p> <p><u>ATP607 – Positive Attendance Audit Extended</u> The Positive Attendance Audit Extended report lists all students enrolled during the selected reporting periods. For each student, it displays any absences in each period, and totals the days enrolled in the period and total absences for the period. It also totals the absences and days enrolled by student, instructional setting, and school.</p>

