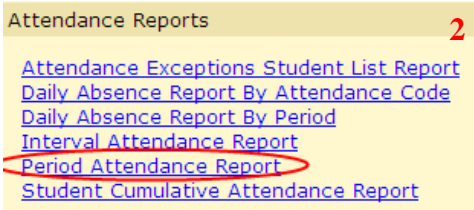


# Period Attendance Report: for ALL students, automatically runs daily



1



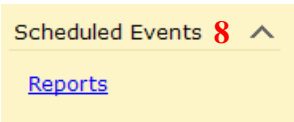
2

This report will give you a list of students in grades 9-12 that have been marked absent in any period. This report can be set to run daily, you will get a copy of it on your Chancery home page.

- To begin, log into Chancery and click on 'Reports' under the 'ADMIN' section.
- On the reports page select 'Period Attendance Report' under 'Attendance Reports'.
- This will open the report options window; Leave the report start and end date as 'Today' for today's attendance, Leave the calculation method as 'Attendance code type' Select the options shown to the right, Be sure to change the sort order from last name to 'Period',
- Limit the report to only absent students; Expand the filters section by clicking on the arrow across from 'Filters', Expand the Attendance Code section, Leave the category as 'Generic', Change the field to 'Absent Value', Set the next field to 'equals', Type a '1' in the last field, Click 'Add Criteria'.
- To schedule this report to run daily, Expand the Scheduling Options section, Select 'Recurring' Leave the start date as it is, Select your time, hours, minutes, AM or PM, Every, 1, Day.
- Click on the 'Run Report' button to run your report.

**Report has been scheduled.**

- You will see the above message in the window, close that window.
- You now have a new section on your Home page called 'Scheduled Events', under it you can click on 'Reports'. This will take you to the Report Management screen where you can view the latest report that has run.



Report	Status
<a href="#">Period Attendance Report</a>	Downloaded

### Report Options: Period Attendance Report

Period Attendance Report

**Preferences**

Report Start Date:  Today  
 Specify:  m/d/yyyy

Report End Date:  Today  
 Specify:  m/d/yyyy

Calculation Method:  Attendance code type  
 Attendance code value

**Report Display Options**

Print Attendance Totals  
 Print Attendance Details  
 Print Contact Information  
 Print Attendance Code Legend  
 Print Teacher Attendance Comments  
 Print Office Attendance Comments  
 Print Unlisted Phone Numbers

Sort Order:  Last name  
 Period  
 Grade level  
 Attendance code

**Filters**

Select filter criteria from sections below:

**School** (Root View)

**Attendance Code**

Category: Generic  
 Absent Value equals 1  
 Add Criteria

Search Criteria  
 Match:  All Criteria  Any Criteria  
 Absent Value equals "1"  
 Remove

**Scheduling Config**

**Scheduling Group**

**Period**

**School Calendar**

**Attendance Term**

**School Calendar Date**

**School Student**

**Scheduling Options**

Run now  
 One time  
 \*Date: 9/17/2007 mm/dd/yyyy  
 at: 12 : 00 AM

Recurring  
 \*Start: 9/17/2007 mm/dd/yyyy  
 at: 09 : 30 AM  
 Every: 1 Day

**Output Options**

Run Report Cancel

3

4

5

6