

Searching for Students with Perfect Attendance

This guide will walk you through the process of searching for students with perfect attendance. If you are going to print the Perfect Attendance Certificate you will need to set your term to match the date range you are searching for, the certificate will show your current term.

Click 'Special Functions' from the list of functions on the left.

Click 'Search For Perfect Attendance'.

Term: 15-16 Semester 1

The screenshot shows a web application interface. At the top right, it says 'Term: 15-16 Semester 1'. On the left is a vertical menu with categories: 'Functions', 'Reports', and 'People'. Under 'Functions', 'Special Functions' is highlighted with a red arrow. On the right is a 'Special Functions' panel with a list of options. 'Search For Perfect Attendance' is highlighted with a red arrow.

Function
Assign IDs & Passwords
Attendance Functions
Current Users
Daily Bulletin Setup
Enroll New Student
Fee Functions
Group Functions
Health Management
Importing & Exporting
Incident Management
Interfaces to other systems
Search Attachments
Search By GPA
Search By Grades/Attendance
Search For Perfect Attendance
Search Log Entries

Make sure the search includes 'All currently enrolled students', then enter your date range.

Be sure to type 'SA' as a code to disregard when searching (student activity is considered present). Click submit and wait for it to finish.

Perfect Attendance Search

Option	Value
Attendance mode to use	Meeting
Students to scan	All 79 currently enrolled students
Date range to scan	08/19/2015 - 12/17/2015
Disregard these codes when searching	SA

Note: This operation may take 20 minutes to complete. All enrollment records in the date range specified will be scanned. Any attendance record containing any attendance code other than those specified above will cause that student to be excluded from the report output.

Submit

When it is done you'll see a Group Function page with a number of current students selected, click this number to view the names of students with perfect attendance. If no students have perfect attendance you will get an alert message.

To print certificates for students with perfect attendance chose 'Print Reports' from the list of functions. Choose the 'Perfect Attendance Certificate', then click Submit.

Current student selection: 4

Print Reports

Option	Value
Which report would you like to print?	Perfect Attendance Certificate