

Teacher Report

The **Teacher Report** is typically generated and distributed daily to the building's teachers AFTER attendance entry is complete so that each teacher has a listing of student attendance to refer to and, if necessary, to add to or change. The **Teacher Report**, which is a narrow, 80-character report, is generated each day after morning attendance entry is done. The report lists students with attendance information, and includes: Student ID, Student Name, Grade, AM/PM Code, Absence Code and Description, Arrival and Dismissal Times, Total number of students for each primary sort listed on the report.

Menu Access:

Reports > Daily Attendance > Teacher Report.

The screenshot shows the 'Teacher Report' configuration window. It includes the following sections and fields:

- Report Information:** A text box stating 'This report lists students who are marked absent and includes attendance information. The report can be distributed daily to the building's teachers.' Buttons for 'OK' and 'Back' are on the right.
- Report Options:**
 - Building *: 777 - YOUR SCHOOL BUILDING (dropdown menu)
 - Attendance Date *: 02/11/2005 (calendar icon)
 - Print Am, Pm, or Both *: Both (dropdown menu)
 - Break Flag *: Page Eject (dropdown menu)
- Report Header:** Three empty text input boxes numbered 1, 2, and 3.
- Advanced:** Two buttons: 'Select Students' and 'Sort Students'.
- Process Options:**
 - Report File Name *: \$SMSRPTDIR/teacher.rpt
 - Log File Name *: \$SMSRPTDIR/teacher.log
 - Run as a Scheduled Process: cn [] at []

- ◆ **BUILDING** - Contains the default **Building** code specified in your security profile. If you have access to multiple buildings you can click the down arrow – to select an alternate building.
- ◆ **ATTENDANCE DATE** - Enter the date for which you want to produce the report. The default is the current date and displays as MM/DD/YYYY format.

- ◆ **PRINT AM, PM OR BOTH** - Contains the type of absence information you want included on the report. APSCN recommends **Both** in this field.
- ◆ **BREAK FLAG** – Select **Page Eject** to start a new page when it breaks or select the number of lines (0 to 9) that should be skipped after the break. The break is determined by line 1 in the **Sort Students** option. The default is defined in the **Daily Attendance System’s Configuration**.

Report Header Section

(Free Text Fields) 1-3 -In the **Report Header field(s)**, enter free text for the report header, if desired. You may enter up to three lines of text with 76 characters in each line. The text will be left aligned on the report. If you want the text to be centered, you must center the text manually by entering spaces before the text. It is not designed to be centered on the page.

NOTE: **Centering will reduce the number of characters allowed. The message may be used, for example, to make an announcement for teachers to read to their classes, such as information on early dismissal or special meetings. You may also describe the criteria used when the report was generated.**

Advanced Section

Action Buttons

Select Students Opens the Advanced Search window, in which you can specify the criteria, used to search for students to include in the report.

Sort Students Opens the Advanced Sort window, in which you can select the criteria to use to sort the report. The sort options you specify in this window will supersede the default sort order specified in the Daily Attendance Configuration option. The report will break (start a new page or skip lines between primary sort fields, depending on the option selected in the break field) when the value specified in the first sort field is processed, and the report will display the records in the order specified by any additional sort fields specified.

Process Options Section

Report File Name -The name of the file which displays the report data (default name: `$SMSRPTDIR/teacher.rpt`).

Log File Name -The name of the file used to report errors during the report run (default name: `$SMSRPTDIR/teacher.log`).

Run as a Scheduled Process -Checked if this report is scheduled to run at a selected date and time. Enter the date and time, using 24-hour time, in the appropriate fields.

Sample Teacher Report

This sample report was sorted alphabetically by homeroom. The primary sort field, which determines page breaks and displays on each page of the report, is homeroom.

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MM/DD/YYYY                YOURTOWN HIGH SCHOOL                Page : 1
                          Attendance Taken 02/04/yyyy
                          Membership Day #151
                          Daily Teachers List

                          Home room 200

Student ID Name           Grade A/P Code Type           Arrive Dismiss
500000009 COOPER JR, JESSE A      12 A   TAR TARDY           09:10
                               P PRE PRESENT
500000008 GRAND, SUSAN D          12 A,P ABS ABSENCE
500000007 SAMUELS, LISA B        12 A,P ABS ABSENCE

TOTAL :                    3

                          Home room 300

Student ID Name           Grade A/P Code Type           Arrive Dismiss
500000017 BANKS, MARIA            11 A   TAR TARDY           09:20
                               P PRE PRESENT
500000015 BANKS, SARAH            11 A   TAR TARDY           09:20
                               P PRE PRESENT
500000016 FRACK, CAROL ANNE       11 A   TAR TARDY           10:00
                               P PRE PRESENT

TOTAL :                    3

                          Home room 400

Student ID Name           Grade A/P Code Type           Arrive Dismiss
500000010 GORDON, JANELLE         09 A,P CV COLLEGE VISIT
500000012 KING, TANYA            10 A   TAR TARDY           09:05
                               P PRE PRESENT

TOTAL :                    2

                          Home room 500

Student ID Name           Grade A/P Code Type           Arrive Dismiss
500000013 COAKLEY, RYAN           09 A   U   UNEXCUSED
500000025 HART, SARAH            09 A   U   UNEXCUSED
500000024 JENSON, DORA           09 A   U   UNEXCUSED

TOTAL :                    3

TOTAL NUMBER OF STUDENTS :      11

```

NOTE: In the column titled **A/P** (for AM/PM), **A** is for **AM** attendance; **P** for **PM** attendance, **A, P** is for both.