

## YEAR END DAYS PRESENT -DAYS ABSENT

This report is for the year-end task of typing Days Present and Days Absent on each student's cumulative information card. This program generates a report with a listing of every active student in your school and the totals for days present and absent for each. No matter what date you run this report, totals will be calculated using the last attendance date for the current school year.

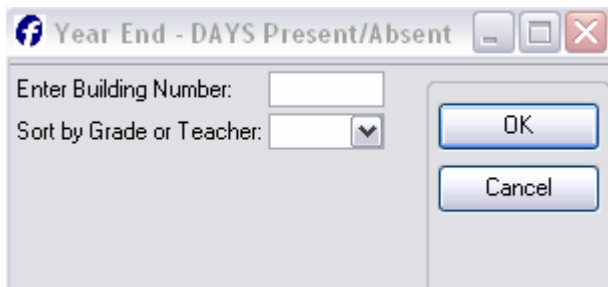
### NOTE:

High Schools MUST Convert to Daily Attendance BEFORE running this report.

### Menu Path:


**Fort Smith Applications > Attendance > Year End Attendance or**

**Fort Smith Applications > Attendance > Year End Attendance w/inactive (lists inactive students as well)**



### PROMPTS:

Type your school number

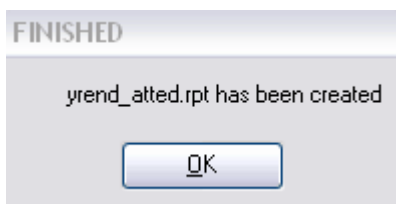
Select  to sort the program: by grade or homeroom teacher (G / T). If you want the report to sort alphabetically by grade, select the letter "G". To print the report alphabetically by homeroom teacher, select the letter "T".

### NOTE FOR HIGH SCHOOLS:

If you would like the report sorted by homeroom teacher, you will need to run the program called Registration Teacher Assignment (also found in Fort Smith Applications) **BEFORE** running this report.

Click **Cancel** to cancel this program.

After the program finishes processing, you will get the Finished window.



Report Location:

**Reports > View Files > Reports**

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