werSc	hool Peric	d Atten	ndance by	Class Report		Functions
1. On th	ne Start Page s	elect desire	ed student or s	tudents then click S	ystem Reports	Attendance Daily Bulletin Enrollment Summary Master Schedule Dashboard Special Functions Teacher Schedules
						Reports
2. Selec	t NB Reports a	nd then Pe	riod Attendan	ce by Class		System Reports ReportWorks
2. Selec	t NB Reports a ReportWorks	nd then Pe State Er	riod Attendan	ce by Class Enterprise Reporting	NB Reports	System Reports ReportWorks
2. Select	t NB Reports a ReportWorks	nd then Pe State Er	riod Attendant ingine Setup Description	ce by Class Enterprise Reporting	NB Reports	System Reports ReportWorks

3. Fill in desired search criteria

Report Preferences		1.	Chose preselected
Students	The selected 238 students only		group or all students
	O All students	2.	Run report for all
Teachers (Hold the CTRL key to make multiple selections)	All Teachers		teachers or a
			selection (use CTRL
Periods (leave unchecked for all)			key to select multiple
	1		teachers)
	2	3.	Chose desired periods
	4	4.	Select date range
	5	5.	Select to see teacher
	HR		comments (if any
Date Range	From: 09/20/2016 📰 To: 09/20/2016 🖬 *		have been entered)
Show Attendance Comments		6.	Click Submit
	s	ubmit	

4. Report description

Report Preferences											
Excel PDF Print					Search:						
		Period Attendance	e hu Ol								
Date Range: 9/6/2016 to 09/20	A Deried A Abarres Desser	A Transferre	A Course	Deem	Comment						
	2(4) Linewayand absorbe	Teacher	Outdoor Durquite 110	6202	Comment	Ŧ					
09/07/2016	1(Δ) Tardy		Computer Science 110	2221							
000002010	ivy iaby		Computer Colorido 110								
09/07/2016	3(A) Unexcused absence		Early Child Serv 110	5210							
09/07/2016	3(A) Unexcused absence		Yoga 110	3262							
09/07/2016	3(A) Unexcused absence		Modern History 112	4114							
09/07/2016	2(A) Tardy		PE Leadership 120	6203							
09/07/2016	5(A) Tardy		English Language Arts 123	4255	15 minutes late						
09/07/2016	1(A) Unexcused absence		Human Services 110	3262							

- 1. Printing options
- 2. Date of absence
- 3. Student's name
- 4. Period missed
- 5. Absence code selected by teacher
- 6. Teacher that submitted the absence
- 7. Class missed
- 8. Comment entered by teacher
- 9. Click the small arrows to filter the list