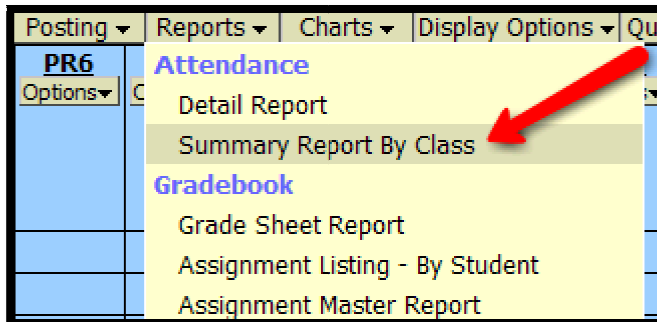
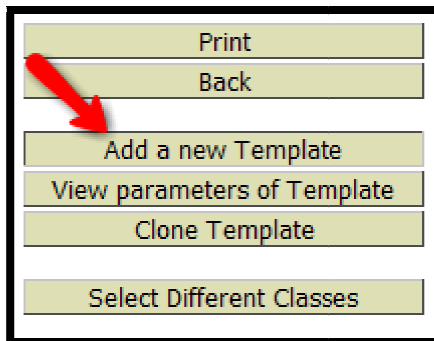


# Creating a Blank Attendance Report

1. Login to Skyward and open your gradebook.
2. Under the **Reports** window, choose **Summary Report by Class**.



3. Choose to **Add a New Template**.



4. Name your report and click **Save**.

Sequence #:

Report Template Name:

5. Make sure that there are checks next to both options to **Print for Class Scheduled Days** and **Show Entered Attendance Only**, then click **Save**.

The 'Date Range' section includes:  
 Display Attendance for Term (4TH : 01/20/2009 - 02/27/2009)  
 Display Attendance for Date Range (Start: Dec 31 2008, End: Jan 21 2009)

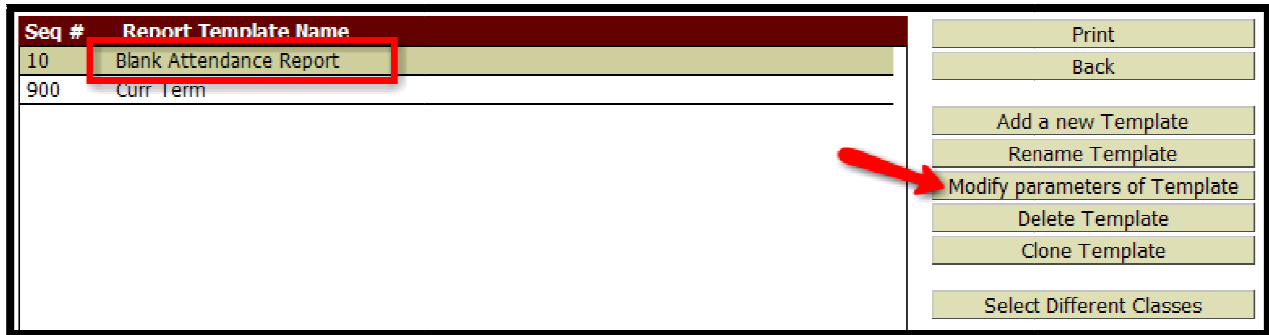
The 'Options' section includes:  
Id Display:  
 Student ID  
 Internal ID  
 Name Key  
 None  
 Print for Class Scheduled Days  
 Show Entered Attendance Only

A red arrow points to the 'Save' button in the top right corner.

- Upon saving you will see your new report displayed. In order to change the date range of the report, click to **Modify Parameters of Template**.

Seq #	Report Template Name
10	Blank Attendance Report
900	Curr Term

Print
Back
Add a new Template
Rename Template
Modify parameters of Template
Delete Template
Clone Template
Select Different Classes



- Choose the Term you would like displayed by selecting it from the drop down menu. This will ensure that you see the appropriate weeks on your report. Click **Save**.

**Date Range**

Display Attendance for Term

4TH : 01/20/2009 - 02/27/2009

Display Current Term : 01/20/2009 - 02/06/2009

Start: PR1 : 08/25/2008 - 09/12/2008

End: PR2 : 10/06/2008 - 10/24/2008

**Options**

Id Display: PR3 : 11/17/2008 - 12/12/2008

Student SM1 : 08/25/2008 - 01/16/2009

Intern PR4 : 01/20/2009 - 02/06/2009

Name 4TH : 01/20/2009 - 02/27/2009

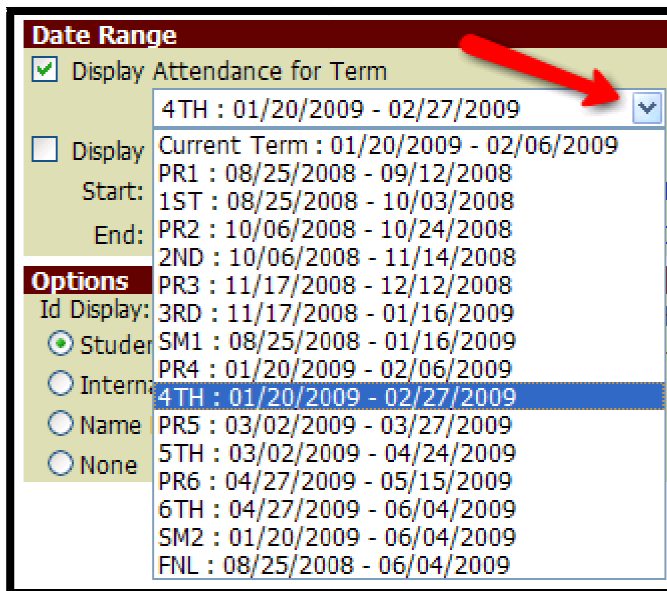
None PR5 : 03/02/2009 - 03/27/2009

PR6 : 04/27/2009 - 05/15/2009

6TH : 04/27/2009 - 06/04/2009

SM2 : 01/20/2009 - 06/04/2009

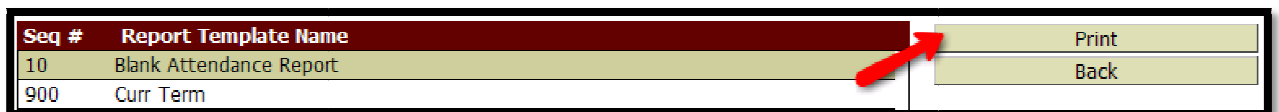
FNL : 08/25/2008 - 06/04/2009



- You should now be able to run the report. Select the report from the menu and choose **Print**.

Seq #	Report Template Name
10	Blank Attendance Report
900	Curr Term

Print
Back



9. The report will go into a queue. Wait for the report to run and then choose **Display Report**.

The screenshot displays a report titled "SCHOOL DISTRICT ATTENDANCE SUMMARY REPORT BY CLASS" for the year 2010. It includes a header with the school district name, session number, and dates. Below the header are two main data sections, one for 01/01/2010 and one for 01/02/2010. Each section contains a table with columns for student ID, student name, and attendance counts for various categories (C, L, O, S, F, T, E, O, S, F, T, E, O, S, F, T, E). A legend at the bottom explains the codes used in the attendance counts.

**Report Header:**

- School District: SCHOOLS DISTRICT
- Session: 46
- Reporting Date: 01/02/2010
- Printed: 1:42 PM
- Classroom: 000000, 0000
- Period: 11
- Reporting Date: 01/02/2010

**Table Headers:**

Student ID	Student Name	01/01/2010				01/02/2010				01/03/2010				01/04/2010				TOTAL					
		C	L	O	S	F	T	E	O	S	F	T	E	O	S	F	T	E	O	S	F	T	E

**Legend:**

- C = COMBINED
- L = LATE
- O = OUT OF SCHOOL
- S = SCHEDULE
- E = EXCUSED
- F = FIELD TRIP
- T = TRIP
- O = OUT OF SCHOOL SUPERVISOR
- S = SCHEDULE
- F = FIELD TRIP
- T = TRIP
- E = EXCUSED

10. You will see your report in pdf form. Click the print button, or choose **File** and then **Print** to print out your report.