

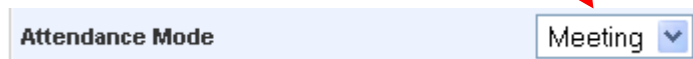
## Online Tutorial: Absentee Report

Everyday, after the second period of the day has started, you can run the absentee report to identify the students who are absent for the first two periods.

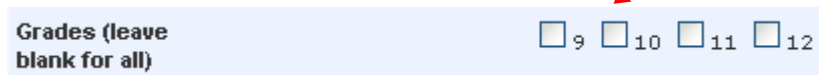
**Step 1:** Click on “Absentee Report” under “Functions” in the left navigation bar.



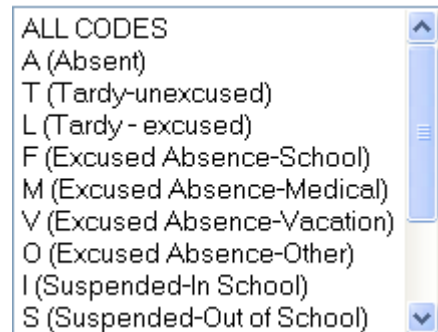
**Step 2:** Leave the Attendance Mode at the default: “Meeting.”



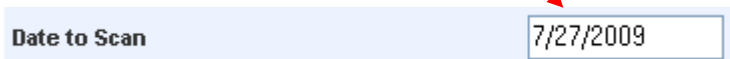
**Step 3:** Check the specific grade levels you need. If you'd like all grades, simply leave all boxes unchecked.



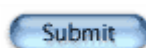
**Step 4:** Select the appropriate Attendance Codes.




**Step 5:** Enter the date you'd like to search for. The default is today's date.





**Step 6:** Click the “Submit” button.



**Step 7:** This will take you to the report queue. Periodically click on “Refresh now” until your report is completed.

Report Queue - My Jobs [Refresh now](#) 

Created	Job Name	Started	Ended	Status	Refresh in 7 sec
07/27/2009	<a href="#">Absentee</a>	07/27/2009 2:08 PM		Running	 

**Step 8:** Click on “View” next to “Completed” to retrieve your report.

Created	Job Name	Started	Ended	Status	
07/27/2009	<a href="#">Absentee</a>	07/27/2009 2:09 PM	07/27/2009 2:10 PM	Completed	<a href="#">View</a>  



Your report should look something like this:

Student	Grade	Phone	1	2	3	4	5	6	7
Brown, Shawn	9	323-555-4087				A	A	A	A
Guzman, Juan	9	323-555-1942				A	A	A	A
Ramos, Marcie	9	323-555-6563				A	A	A	A