

Dickson County Schools

Statewide Student Management System

STAR Student Training Manual

Attendance Module

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Attendance

1. In Star Student, a student is considered 'present' unless he/she is marked absent or tardy. The system automatically displays a period (.) on each school day in the student's calendar in his/her Attendance Records to indicate that the student is present. Marking a student 'absent' or 'tardy' on a given day consists of posting an Attendance Code to the student's calendar to replace the period on the given day in the calendar.
2. You can post attendance for all selected students by using the Post Daily Attendance Routine, the Check In/Out Att. (Post Tardy) in the Attendance Module, or manually post attendance for an individual by entering Attendance Codes directly into the student's Attendance Record in the Student Information Module.
3. Details of a student's late arrival and/or early departure can be stored in a separate set of the student's records, called **Tardy Records**. The tardy details include the reasons for the tardies and the times at which the student enters school late or leaves school early. You can post tardy details for all selected students by using the Post Tardy Records Routine in the Attendance Module, or manually post tardy details for an individual by entering data directly into his/her Tardy Record in the Student Information Module. The Tardy Records are optional. You do not need them to post and report daily attendance. *****However, you MUST use the Posting Routine for Attendance Codes to post to the Attendance Detail Page.**
4. A third set of records related to a student's attendance is the student's **PCC Records**. An entry PCC Record shows the date on which the student began to attend your school in the school-year (e.g. first day of school or the date of transfer into the school), and includes other data such as the student's grade level and homeroom. Entry PCC Records are required records. A student's entry PCC Record is used not only by the routines in the Attendance Module, but also by routines in other modules where the date on which the student entered the school for the school-year is required. Additional "EW" and "LW" codes may reflect changes in a student's IEP if that student is Special Education. **Whatever is the Last PCC code listed on the PCC page is the code that should be listed as the PCC code on the Attendance Page.**
5. You can manually create an entry PCC Record for an individual by entering data directly into the individual's PCC Records in the Student Information Module if the information was not created correctly upon enrollment. **This most frequently occurs if the student has been enrolled in another school in the district before the previous school can transfer. When possible, allow original school to transfer before enrolling the student.**
6. The system creates additional PCC Records for a student when you use the Modify Student Status Routine (Student Information Module) to change a status that affects the posting of the student's attendance (e.g. transfer to another homeroom within the same school, transfer to another school).
7. The students' Attendance and PCC Records, as well as the Modify Student Status Routine, are located in the Student Information Module. Attendance Validation Tables, routines for posting attendance and tardy details, and attendance reports, including state reports, are located in the Attendance Module.

Posting Daily Attendance

Posting daily attendance consists of posting Attendance Codes to the Attendance Records of the students who are absent or tardy each day. The system considers a student 'present' for the full day if no [Attendance Code](#) is posted to the student's Attendance Record for the day. **In order to make notes regarding an Attendance Event, you may use the Check In/Out Att. (Post Tardy) Routine to post Attendance. This routine must be used instead of the student's Tardy page if the event is to post to the Attendance Detail.**

For tardies, you can post details, such as reasons and times of the tardies, to the students' Tardy Records in addition to the Attendance Codes posted to the students' Attendance Records.

Methods of Posting Attendance

You can post daily attendance by any of the following methods:

1. [Post Daily Attendance Routine](#)
The Post Daily Attendance Routine is a quick and easy method of posting daily attendance for homeroom teachers and other personnel who post attendance by homeroom or grade level. The routine posts Attendance Codes to students' Attendance Records.
2. [Post Daily Attendance by Period Routine](#)
The Post Daily Attendance by Period Routine is designed for posting daily attendance during a specific period or class. It is especially useful in schools that do not assign teachers and students to homerooms. The routine posts Attendance Codes to students' Attendance Records.
3. [Check In/Out Att. \(Post Tardy\) Routine](#)
Check In/Out Att. (Post Tardy) Routine posts details of tardies, such as the reason for the tardy, the time at which the student arrived or left the school, and any notes the teacher cares to add. The routine posts the details of a student's tardy to the student's Tardy Record at the same time as it posts an Attendance Code for the tardy to the student's Attendance Record.
4. [Manually posting an Attendance Code](#)
You can manually post daily attendance for a student by entering an Attendance Code directly into the student's Attendance Records in the Student Information Module (Attendance Calendar Detail).

You can also manually post tardy details directly into a student's Tardy Records in the Student Information Module. **When you manually post tardy details, however, the system does *not* automatically post an Attendance Code to the student's Attendance Records. You will have to manually enter the Attendance Code into the student's Attendance Records.**

Adjusting Attendance

1. Marking a student absent or tardy does not change the student's number of possible days in your school. The number of possible days is the number of days in which your school is open and available to the student. If, however, a student changes his/her status in school, e.g. goes on home instruction or transfers to another school in the district, the school is no longer available to the student and so his/her number of possible days changes.
2. To change a student's status, you should use the [Modify Student Status Routine](#) (in the Student Information Module). The routine adds PCC Records and/or changes data in existing Attendance and PCC Records for students who change their status in school. If necessary, the routine automatically adds codes to the student's Attendance Record that adjust the student's number of possible days. For example, if you transfer a student to another school, the routine enters a '[left code](#)' in the student's calendar (in the student's [Attendance Record](#)) for each day between the date of transfer and the end of the school-year. The left code indicates that the day is no longer a possible day in your school for the student.
3. If for any reason you find that the totals for students' absences, tardies, and/or possible days in the students' Attendance Records do not seem correct, you can use the **Daily Attendance Audit Routine** to recalculate these attendance totals and update the Month to Date and Year to Date fields on the Attendance Records of all selected students.

Attendance Reports

Daily Reports

The Attendance Daily Reports are used to monitor student's attendance on a daily basis. You can run the reports as many times as needed each day.

Attendance Daily Report	Description
1. Daily Absence List	A list of all students who are absent or tardy on a specified date.
2. Excessive/Perfect Attendance	A list of all students who have an excessive number of absences or tardies during a specified period of time. You can specify the number of absences or tardies that you consider excessive.
3. Attendance Letter	A letter from the school to each selected student or the student's parents and/or guardians to inform them of the student's current attendance situation.

Periodic Reports

The Attendance Periodic Reports are primarily summaries and statistical reports in which the data is collected over a specified period of time. You can run the reports periodically or at any time when needed during the school-year.

Attendance Periodic Report	Description
4. 9 Week Attendance Report	A report that shows each selected student's total number of absences and tardies for a selected period of time and for the year-to-date.
5. Enrollment Summary	A report that shows the total number of students present and the total number of absences, tardies in a selected school on a selected date. The report also shows subtotals by grade level and sex.
6. Student Detail Report	A chronological list of the absences/tardies posted during a selected period of time for each selected student.
7. PCC Report	A list of the students for whom PCC Records were created during a period of time that you select.
8. Daily Attendance Collection Form	If you generate form <i>before</i> you post Daily Attendance, it contains blank spaces on which a teacher can manually mark students' daily attendance for later posting to the student's Attendance Records. If you generate the form <i>after</i> posting Daily Attendance, it contains the posted data.
9. Attendance/PCC Audit Report	A list of error messages indicating any discrepancies between the data in the students' PCC Records and the students' Attendance or School Records.

Note: The Attendance Letter Summary Report, which was in the Attendance Module is now located in the Student Information Module. The report now lists all of the Attendance and Class/Period Attendance Letters that each selected student received during the years in which the student attended a selected school.

1. Daily Absence List

The **Daily Absence List** is a list of all students who are marked absent or tardy in their Attendance Records on a selected date in the current school-year. The report contains the Attendance Codes posted to the students' Attendance Records and the Reason Codes posted to the students' Tardy Records.

You can choose to arrange the data in two columns, which contain the student's name, IDs and the Attendance and Tardy Codes, but no code descriptions, or you can choose to print one line of data per student, which automatically includes descriptions (i.e. the meanings) of the Attendance and Tardy Codes, the times of the tardies, and each students' year-to-date total numbers of absences and tardies. You have the options to print the students' IDs, telephone numbers of the students' parents/guardians, and a message for teachers in both formats.

You can run the report multiple times each day (e.g. a.m. and p.m.), setting the parameters to include data needed by different recipients (such as homeroom teachers, truant officers).

Printing the Daily Absence List

To print the Daily Absence List, enter values for the options and parameters on the routine screen, using the following descriptions to guide you, and then click the **Run** button at the bottom of the routine screen.

Change Report Sequence, Change Report Break - The report sequence is set to print daily absences and tardies for the students in each grade, beginning with the lowest grade in the school. Within a grade, the system prints the data in alphabetical order of the students' last names. The report break is set to automatically begin a new page only when the data no longer fit on the existing page. You can leave the report sequence and report break as they are, or change them.

Report to Print - The system automatically selects the format that prints a line on the page for each student. To arrange the data in two columns on a page, click the radio button at **Two Columns** (to place a dot in the center of the button).

Print Phone Numbers - To print the telephone numbers of the students' parents/guardians on the report, click to check the **Print Phone Numbers** option; otherwise, leave the option unchecked. If you chose to print one line per student, the report will contain two additional lines per student for the telephone numbers of the student's parents/guardians.

Print Student ID's - The system automatically checks the option to print the students' IDs on the report. If you do **not** want to print the IDs on the report, click the checkbox to remove the checkmark.

Date to Process – The report lists the students who were absent or tardy on the date displayed in this field. The report shows the Attendance Code that was posted to the Attendance Record of each student. The system automatically displays the present date. To print attendance that was posted for a different date, type in the date in the format **DD-MON-YY** (e.g. **20-SEP-04**), or enter the date from the [multi-year calendar](#) available at the field.

Attendance Code(s) – To list only students for whom specific Attendance Codes were posted to their Attendance Records for the specified date, enter the desired codes in these fields (e.g. **F** for field trip); otherwise, leave the checkmark at **ALL**. You can type in the codes, or enter them from the [list of values](#).

Message – To print a message for teachers at the end of the Daily Attendance List (e.g. Assembly this morning at 11), type the message into the Message field (maximum: 500 characters). **Hint:** Double-click the Message field to open the Editor window (or click Edit on the Edit Menu), and then type in and edit your message as you would in any text editor. After you have typed in your message, click **OK** to exit the Editor window. The Message field is optional. You can leave it blank.

2. Excessive Absence List

The Excessive Absence List is a list of the students who were absent and/or tardy a specific number of times during a specific period of time. You can use the Excessive Absence List to print the following reports:

- A list of students who accumulated an **excessive number** of absences and/or tardies in a specific period of time. You specify the period of time and the number of absences and tardies that you consider excessive.
- A list of students who accumulated a specified number of **consecutive** absences and/or tardies.
- A list of students who have **perfect attendance** (i.e. no absences and/or tardies) in a specific period of time.

Printing the Excessive Absence List

To print the Excessive Absence List, enter values for the options and parameters on the routine screen, using the following descriptions to guide you, and then click the **Run** button at the bottom of the routine screen. **Note:** You can [save](#) the set of parameters that you enter on this report screen, and [re-load](#) the set at a later date to run the report again with the same parameters. When you no longer need the set of parameters, you can [delete](#) it.

Change Report Sequence, Change Report Break - The report sequence is set to print daily excessive absences and tardies for the students in each grade, beginning with the lowest grade in the school. Within a grade, the system prints the data in alphabetical order of the students' last names. The report break is set to automatically begin a new page only when the data no longer fit on the existing page. You can leave the report sequence and report break as they are, or change them.

Absences - Click to check the **Check for Consecutive Absences** option if you want to print a list of students who have 2 or more consecutive absences. The system automatically displays the number 2.0. To increase this number, click the number to highlight it, and then type in the desired number.

If you want to print a list of students who have an excessive number of absences, whether or not the absences are consecutive, leave the Check for Consecutive Absences option **unchecked** and specify a number or a range of numbers that you consider 'excessive.'

To specify a single number, enter the same number in both the Low Limit and the High Limit fields. Only students who have exactly this number of absences within the specified period of time will be included in the report.

To specify a range of values, enter the smallest number in the Low Limit and the maximum number in the High Limit field. Students who have at least the lower number and at most the higher number of absences within the period of time that you specify will be included in the report.

Examples:

- To select students who accumulated at least 3, and as many as 5 absences during the specified time period, set the absence limits at **3** and **5**.
- To select students who accumulated 5 or more absences during the specified time period, set the absence limits at **5** and **365** (the maximum number of days in a year).
- To select students who accumulated exactly 5 absences during the specified time period, set the Absence Limits at **5** to **5**.
- To print a perfect attendance report (no absences), enter **0** in both fields.

Note: The Excessive Absence Report print only for students who simultaneously satisfy the conditions specified in the Absence Limits **and** the Tardy Limits.

Absences Excused, Unexcused, Unlawful - Leave the checkmark at any of the types of absences that you want to count. If you do not want to count a specific type of absence, click it to remove the checkmark.

Tardies - If you want to print a list of students who have 2 or more consecutive tardies, Click to check the **Check for Consecutive Tardies** option. The system automatically displays the number 2.0. To increase this number, click the number to highlight it, and then type in the desired number. ****Note: Elementaries count Check-ins and Check-outs as excused tardies for Attendance Report purposes.**

If you want to print a list of students who have an excessive number of tardies, whether or not the tardies are consecutive, leave the Check for Consecutive Tardies option **unchecked** and specify a number or a range of numbers that you consider 'excessive.'

To specify a single number, enter the same number in both the Low Limit and the High Limit fields. Only students who have exactly this number of tardies within the specified period of time will be included in the report.

To specify a range of values, enter the smallest number in the Low Limit and the maximum number in the High Limit field. Students who have at least the lower number and at most the higher number of tardies within the period of time that you specify will be included in the report.

Examples:

- To generate a list of students who accumulated at least 3, and as many as 5 tardies during the specified time period, set the Tardy Limits at **3 to 5**.
- To generate a list of students who accumulated 5 or more tardies during the specified time period, set the Tardy Limits at **5 to 365**.
- To generate a list of students who accumulated exactly 5 tardies during the specified time period, set the Tardy Limits at **5 to 5**.
- To print a perfect attendance report (no tardies), enter **0** in both fields.

Note: The Excessive Absence Report includes only students who simultaneously satisfy the conditions specified in the Absence Limits **and** the Tardy Limits.

Tardies Excused, Unexcused, Unlawful - Leave the checkmark at any of the types of tardies that you want to count. If you do not want to count a specific type of tardy, click it to remove the checkmark.

Check attendance for all schools in the current school-year - Click to check this option if you want the system to count each student's absences and tardies in all of the schools in which the student was enrolled in the school-year. If you want to count a student's absences and tardies only in the student's current school, leave this option unchecked.

Remaining Parameters – The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students.

***Combinations of Absence and Tardy Limits for Excessive Absences/Tardies and Perfect Attendance Lists

The following table shows combinations of Absence and Tardy Limits for different types of reports.

Type of Report	Absence Limits	Tardy Limits
Excessive Absences (any number of tardies)	Range of numbers or single value you specify	0 to 365
Excessive Tardies (any number of absences)	0 to 365	Range of numbers or single value you specify
Perfect Attendance (any number of tardies)	0 to 0	0 to 365
Perfect Attendance (no tardies)	0 to 0	0 to 0

Accessing the Excessive Absence List

Access the report from either the Star_Student Standard Menus or the Tree Menu.

Standard Menus

Click **Navigate / Attendance / Reports / Excessive Absence List** and then the **Run Button** (or just double-click Excessive Absence List).

Tree Menu

Click **Attendance** (left pane) / **Reports Tab** (right pane) / **Excessive Absence List** and then the **Run Button** (or just double-click Excessive Absence List).

3. Attendance Letter

The Attendance Letter is a letter from the school authorities to students or their parents/guardians to inform them of the students' attendance situation. You can create attendance letters for different situations, such as perfect attendance, excessive absences, and excessive tardies. The Attendance Letters that will be used in your school must be created, numbered, and stored in the Letter Table (School Information Module) in your school before you can print them for your students.

Preventing Multiple Printings of the Same Letter

Letter numbers are used to prevent printing the same letter more than once for the same students. When a letter is created in the Letter Table, it must be assigned a number. When you print letters of a given number, you can post the given letter number to each student's Attendance Record. Once a letter number has been posted to a student's Attendance Record, letters of the **same or lower** numbers will **not** print for the student. You can print the **Attendance Letter Summary Report** (Student Information Module) to obtain a list of the letters that were printed for all selected students.

Designating the Recipients and Language of an Attendance Letter

When you print Attendance Letters, the system prints a copy of a student's Attendance Letter for each of the student's Address Records in which the **Receives Attendance** option is checked. If you create and store Attendance Letters in different languages in the Letter Table of your school, the language in which a letter prints for a given recipient will be the language designated by the Language Code on the recipient's Address Record. If the Language field on an Address record is blank, letters to that address print in the **default language** of the school. [The default language of the school is usually the most frequently used language in the school.]

Printing an Attendance Letter

To print an Attendance Letter, enter values for the parameters on the routine screen, using the descriptions below to guide you, and then click the **Run** button at the bottom of the routine screen.

Change Report Sequence, Change Report Break - The report sequence is set to print attendance letters for the students in each grade, beginning with the lowest grade in the school. Within a grade, the system prints the letters in alphabetical order of the students' last names. You can leave the report sequence as is, or change it. The report break is not available for this report since the system automatically begins a new page for each letter.

Letter # to Print - Enter the number of the Attendance Letter that you want to print. Type in the number or enter it from the [list of values](#) available at the field. You can enter a number from 1 to 999.

The system will print the Attendance letter designated by this number for all students whose attendance satisfies the criteria you specify at the Absence and Tardy Limits parameters and whose Attendance Records contain a Letter # that is lower than the number you specify in this field.

Lines to Skip - Enter a number from 1 to 99 to specify the number of lines the printer skips before it begins to print the letter.

If you are printing the Attendance Letters on **letterhead stationery**, the number in this field is the number of lines below the top of the **page** at which the letter begins to print. For example, if your stationery has a one-inch letterhead, and your printer prints six lines to the inch, enter **6** to begin the letter one line below the letterhead.

If you are printing the **letterhead from a file** at the same time as you print the Attendance Letters, the number in this field is the number of lines **between** the letterhead and the beginning of the letter. For example, if you enter **1** in this field, the letter will begin one line below the letterhead.

Label Format - Select one of the following salutations for the Attendance Letter. The salutation prints at the top of the letter. The system automatically supplies the name(s) enclosed in the brackets <>.

- Accept the default **To the Parents of <Student Name>** to address the letter to the parents of a student. The system automatically inserts the student's name. **Note:** The same salutation will print on all Attendance letters generated for a given student. Example: **TO THE PARENTS OF JAMES ADAMS.**

- Click on **To <Parents Name>** to address the letter to the name of the person in an Address Record. The system automatically inserts the person's name from the Address Record.
Example: **TO ABIGAIL ADAMS.**
- Click on **To <Students Name>** to address the letter to the student. The system automatically inserts the student's name. **Note:** The same salutation will print on all Attendance letters generated for a given student. Example: **TO JAMES ADAMS.**
- Click on **To <Parents Name> Parent of <Student Name>** to address the letter to the recipient by name and as the parent of a student. The system automatically inserts both the name of the person in the Address Record and the student's name.
Example: **TO ABIGAIL ADAMS
PARENT OF JAMES ADAMS**

Absences Low Limit to High Limit - Specify the number of absences that qualifies a student to receive the Attendance Letter. You can specify a single number or a range of numbers.

To specify a single number, enter the **same** number for **both** the Low Limit and the High Limit. For example, if you are printing a letter for students who have perfect attendance (no absences) during the specified time period, enter **0** for both the Low and the High Limit.

To specify a range of numbers, enter the smallest number in the range for the Low Limit and the largest number in the range for the High Limit. For example, if you are printing an Attendance Letter for students who had 10 or more absences during the specified time period, enter **10** for the Low Limit and **365** for the High Limit. The system will print Attendance letters for all students who have at least the lower number and at most the higher number of absences in the range.

Note: Attendance letters print only for students who simultaneously satisfy the conditions specified in the Absence Limits **and** the Tardy Limits.

Absences Excused, Unexcused, Unlawful - The absences counted in the Absence Limits may be excused, unexcused or unlawful absences, any combination of the types of absences, or all absences. To choose the type(s) of absences to count, leave the checkmark at (or click to check) the desired type(s). If you do not want to count a specific type of absence, click the type to remove the checkmark.

Tardies Low Limit to High Limit - Specify the number of tardies that qualifies a student to receive the Attendance Letter. You can specify a single number or a range of numbers.

To specify a single number, enter the **same** number for **both** the Low Limit and the High Limit. For example, if you are printing a letter for students who have perfect attendance (no absences) during the specified time period, enter **0** for both the Low and the High Limit.

To specify a range of numbers, enter the smallest number in the range for the Low Limit and the largest number in the range for the High Limit. For example, if you are printing an Attendance Letter for students who had 10 or more tardies during the specified time period, enter **10** for the Low Limit and **365** for the High Limit. The system will print Attendance letters for all students who have at least the lower number and at most the higher number of tardies in the range.

Note: Attendance letters print only for students who simultaneously satisfy the conditions specified in the Absence Limits **and** the Tardy Limits.

Tardies Excused, Unexcused, Unlawful - The tardies counted in the Tardy Limits may be excused, unexcused or unlawful tardies, any combination of the types of tardies, or all tardies. To choose the type(s) of tardies to count, leave the checkmark at (or click to check) the desired type(s). If you do not want to count a specific type of tardy, click the type to remove the checkmark.

Check Attendance for all schools in the current school-year Click to check this option if you want the system to count each student's absences and tardies in all of the schools in which the student was enrolled in the school-year. If you want to count a student's absences and tardies only in the student's current school, leave this option unchecked.

Update Students Selected - Click to check this option if you want the number of the Attendance Letter you are currently printing to replace any existing letter number in the Attendance Records of the students for whom the Attendance Letter prints. The current letter will not print again for the students who receive the current letter.

If you do not want to update the letter number in the Letter # field of the students' Attendance Records, leave the option unchecked. The number of the previous letter will remain in the students' records. In this case, since the number of the current letter will not be stored in the students' Attendance Records, you will be able to print the current letter for the students again. **Note:** If you do not update the letter number in a student's Attendance Records, the letter you are printing will not be included in the Attendance Letter Summary Report (Student Information Module).

Print List of Students Selected – Leave this option checked if you want to print a list of the students for whom the letter printed; otherwise, click the option to remove the checkmark.

Remaining Parameters - The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students. .

4. 9 Week Attendance Report

The 9 Week Attendance Report shows the numbers of excused and unexcused absences and tardies that each selected student accumulated during the number of weeks that you specify. For each student, the report also shows the year-to-date totals of the student's absences and tardies.

The number of weeks in the title of the report is determined by the dates that you specify on the report screen to define the period of time covered by the report. You can specify any period of time between the first and last days of the school-year. The period of time is measured in weeks, with a portion of a week counted as a full week. The number in the title of the report automatically changes to accommodate the dates that you specify.

Totals, Grand Totals and Percentages in the Report

On the last page of the report, the system prints the total numbers of absences and tardies for all students in the school for both the period of time specified for the report and year-to-date. In addition, the report shows the percentages of the grand totals that were contributed by males and females in the school.

If you choose to break the report (i.e. specify where you want to start a new page of the report), the system prints totals at the end of each section. For example, if you break the report by grade level, the system prints the totals for a grade level before beginning a new page for the next grade level. The grand totals, which print at the end of the report, are the sum of the data for all grade levels.

If you choose more than one school or school type, the grand totals are the sum of the data for all of the schools or school types. For example, if run the report for two schools at the same time (i.e. choose two schools at the School(s) parameter), the grand totals that print at the end of the report are the sum of the data for both schools. If you break the report by School, the report prints the totals for a school before beginning a new page for the next school.

Printing the 9 Week Attendance Report

To print the 9 Week Attendance Report, enter values for the parameters on the routine screen, using the descriptions below to guide you, and then click the **Run** button at the bottom of the routine screen.

Change Report Sequence, Change Report Break - The report sequence is set to print the daily attendance data for the students in each grade, beginning with the lowest grade in the school. Within a grade, the system prints the data in alphabetical order of the students' last names. The report break is set to automatically begin a new page only when the data no longer fit on the existing page. You can leave the report sequence and report break as they are, or change them.

Process Attendance Dates [] thru [] - The dates in these fields define a period of time that begins on the date specified in the first field and ends on the date specified in the second field. The report will contain attendance posted on or between the specified dates.

The system automatically enters the first and last day of the school-year in which you logged into Star_Student. You can change the dates to define other any other period of time in the login school-year. To change a date, click the field to highlight the date, then either type in the new date in the format **DD-MON-YY** (e.g. **20-SEP-04**) or enter the date from the [multi-year calendar](#) available at the fields.

If you want the report to contain only attendance posted on a specific date, enter the **same** date in **both** Date fields.

Remaining Parameters – The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students.

5. Enrollment Summary Report

The Enrollment Summary Report contains the enrollment and attendance data on a selected date in the school-year. The report displays the enrollment data in both table and bar chart formats. The data in the report consists of the following:

- The total number of students enrolled in a selected school on a selected day of the school-year. The report includes breakdowns of the total by sex and grade level.
- The total numbers of absences and tardies in a selected school on a selected day of the school-year. The report includes breakdowns of the totals by sex and grade level.
- If you select more than one school or school type, the report prints the data as above for each school *and* aggregates the data from all schools or school types. The grand totals are printed at the end of the report.

Printing the Enrollment Summary Report

To print the Enrollment Summary Report, enter values for the parameters on the routine screen and then click the **Run** button at the bottom of the routine screen. **Note:** You can [save](#) the set of parameters that you enter on this report screen, and [re-load](#) the set at a later date to run the report again with the same parameters. When you no longer need the set of parameters, you can [delete](#) it.

Date to Process - The report contains enrollment and attendance data for the date specified in this field. Accept the default value to print the enrollment and attendance data for the present date, or enter a different date. You can enter any date in the login school-year. Type in the date in the form **DD-MON-YY** (e.g. **30-SEP-04**), or enter the date from the [multi-year calendar](#) available at the field.

Remaining Parameters – The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students.

6. Student Detail Report

For each selected student, the Student Detail Report prints a chronological list of the absences and tardies that were posted to the student's Attendance Records during a period of time that you specify. The report includes the total number of absences, total number of tardies, the number of consecutive absences, the number of consecutive tardies, and the [number of possible days](#) for each selected student.

You can choose to include in the report the Reason Codes posted to the students' Tardy Records during the same period of time. You can also choose whether or not to print the legality of the students' absences.

Printing the Student Detail Report

To print the Student Detail Report, enter values for the parameters on the routine screen, and then click the **Run** button at the bottom of the routine screen. **Note:** You can [save](#) the set of parameters that you enter on this report screen, and [re-load](#) the set at a later date to run the report again with the same parameters. When you no longer need the set of parameters, you can [delete](#) it.

Change Report Sequence, Change Report Break - The report sequence is set to print detail reports for the students in each grade, beginning with the lowest grade in the school. Within a grade, the system prints the reports in alphabetical order of the students' last names. You can leave the report sequence as is, or change it. The report break is not available for this report since the system automatically begins a new page for each student.

Include Tardy Codes – Click the checkbox to check this option if you want the report to include the Reason Codes that were posted to the student's Tardy Records; otherwise, leave the option unchecked. If you leave the option unchecked, the report will contain only the Attendance Codes posted to the student's Attendance Records.

Include Legality – Leave the checkmark at this option if you want the report to include the legality of the absences/tardies; otherwise, click the checkmark to remove it. If you leave the checkmark at this option, the report will contain an additional column that shows the legality of each absence/tardy that was posted to the student's [Attendance Record](#). If you remove the checkmark, the report will not contain the Legality column.

Remaining Parameters – The remaining parameters on the report screen, including Process Attendance Dates and Student(s) are standard parameters.

7. PCC Report

The PCC (Pupil Classification Code) Report is a list of students for whom PCC Records were created during a period of time that you select.

Entry PCC Records are generated for students when you create their Attendance Records. Additional PCC Records are created for students whenever you use the [Modify Student Status Routine](#) to change the students' attendance status, e.g. when students transfer to another school.

You can run the PCC Report to obtain a list of students who have specific PCC Codes in their PCC Records or to list students whose attendance status changed during a selected period of time.

Printing the P.C.C. Report

To print the P.C.C. Report, enter values for the parameters on the routine screen, and then click the **Run** button at the bottom of the routine screen.

Change Report Sequence, Change Report Break - The report sequence is set to print the P.C.C. data for the students in each grade, beginning with the lowest grade in the school. Within a grade, the system prints the data in alphabetical order of the students' last names. The report break is set to automatically begin a new page only when the data no longer fit on the existing page. You can leave the report sequence and report break as they are, or change them.

Process Attendance Dates [] thru [] - The dates in these fields define a period of time that begins on the date specified in the first field and ends on the date specified in the second field. The report will contain attendance posted on or between the specified dates.

The system automatically enters the first and last day of the school-year in which you logged into Star_Student. You can change the dates to define other any other period of time in the login school-year. To change a date, click the field to highlight the date, then either type in the new date in the format **DD-MON-YY** (e.g. **20-SEP-04**) or enter the date from the [multi-year calendar](#) available at the fields.

If you want the report to contain only attendance posted on a specific date, enter the **same** date in **both** Date fields.

Records to Include - Leave the radio button 'on' at **Print all Records** to list all students for whom at least one P.C.C. Record was created during the specified period of time. Click the button at **Print only records where students show a change of status** to list only students who changed status (e.g. from active to inactive) within the selected time frame.

P.C.C. Codes - If you want to list only students for whom a P.C.C. Record containing a specific P.C.C. Code was created, specify the P.C.C. Code(s); otherwise, leave the checkmark at **ALL**. You can enter as many P.C.C. Codes as you please.

Remaining Parameters – The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students.

8. Daily Attendance Collection Form

The Daily Attendance Collection Form is a table in which the first two columns contain the IDs and names of the students whom you select, and the remaining columns, up to a maximum of 31, are for the days that you select. The Form can be used in two ways.

- If you generate the form **before** you post Daily Attendance for the selected days, the Day columns are blank and a teacher can manually mark students' daily attendance for later posting to the student's Attendance Records.
- If you generate the form **after** posting Daily Attendance for the selected students, the Day columns contain the attendance posted for the students on the selected days.

Printing the Daily Attendance Collection Form

To print the Daily Collection Form, enter values for the parameters on the routine screen, and then click the **Run** button at the bottom of the routine screen.

Change Report Sequence, Change Report Break - The report sequence is automatically set to print collection forms for the students in each grade, beginning with the lowest grade in the school. The report break is automatically set to begin a new page of the report for each homeroom. On a page, the system prints the students in alphabetical order of last names. You can leave the report sequence and report break as they are, or change them.

Caution: If you print the Daily Attendance Collection Form for more than one school at the same time, you should specify School as well as Homeroom at the Report Break parameter (i.e. start a new page of the report for each homeroom in each school). Otherwise, if you break the report only by homeroom, and two or more of the schools have the same homeroom codes, each page of the report will include students from more than one school.

Report View – The Report View determines the maximum number of columns that print on the collection form. The system automatically selects (radio button 'on' at) **Full Month View** to print a form that contains 31 columns. Click the button 'on' at **14 Day View** to print a form that contains 14 columns.

Process Attendance Dates [] thru [] - These fields define a period of time that begins on the date specified in the first field and ends on the date specified in the second field. The collection form will contain a **dated** column for each date in the period of time specified at these fields.

The system automatically displays the first and last dates of the first month of the log-in school-year. You can change the dates to define a different period of time in the login school-year. If you select the Full Month View option at Report View, you can enter any dates that define a period of time less than or equal to 31 days. If you select the 14 Day View option, you can enter any dates that define a period of time less than or equal to 14 days.

To change a date, click the field to highlight the date, then either type in the new date in the format **DD-MON-YY** (e.g. **20-SEP-04**) or enter the date from the [multi-year calendar](#) available at the fields.

Remaining Parameters – The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students.

9. Attendance/PCC Audit Report

[Accessing the report](#)

[Printing the report](#)

The Attendance/PCC Audit Report checks for errors in students' PCC Records. The report prints an error message in the following two situations:

- When the data in a student's most recent (last) PCC Record does not agree with the data in the student's Attendance or School Records.
- When a student's PCC Records contain two adjacent entry records (e.g. enter a new homeroom, enter a new [track code](#)), or two adjacent records for leaving a status (e.g. went on home instruction, withdrew from school). PCC Records in the proper sequence alternate entry and left records (e.g. a student leaves one homeroom and enters another). PCC Audit Errors may cause inaccurate attendance and membership reports.

Printing the Attendance/PCC Audit Report

To print the Attendance/PCC Audit Report, enter values for the parameters on the routine screen, and then click the **Run** button at the bottom of the routine screen.

Attendance Code(s) for 'Not Enrolled' - The system automatically enters the [Default Left Code](#) used in your Star_Student Installation. In the blank fields, enter any additional Enter Codes and/or Left Codes that the selected school(s) use to designate the days on which students are not enrolled in your school. Type in the codes, or enter them from the [list of values](#) available at the field. The list of values shows all of the codes in the Attendance Code Tables of the selected school(s).

Remaining Parameters – The remaining parameters on the report screen, beginning with User Defined List, are standard parameters for selecting students.

Standard Parameters for Daily Attendance

The standard parameters that are used on daily attendance routine and report screens are listed below in the order in which they normally appear on the screens. **Note: Not all screens use all parameters.**

Change Report Sequence, Change Report Break

The report sequence is the **order** in which the system selects and print the data in the report. For example, if the report sequence is 'Grade, Last Name,' the system selects students in the first grade level and arranges them in alphabetical order. Next, it selects the students in the next grade level and arranges them in alphabetical order, etc.

The report break is a point in the report at which the system starts a new page (e.g. at each Teacher ID). If the Report Break is **None**, the system starts a new page only when the information does not fit on the present page.

You can leave the report sequence and report break provided by the system, or you can change either or both of them.

To change the report sequence or report break:

1. Click (to check) the checkbox before the **Change Report Sequence** or **Change Report Break** parameter. The system displays a **Table Look-Up list**, which is a list of the values that you can enter in the field.
2. Use the **Find** feature or **scroll** to locate the first topic in your sequence (e.g. homeroom) in the Table Look-Up list, and then click the topic.
3. Click **OK** at the bottom of the Table Look-Up list. The system places the selected topic in the **Change** field, and then re-displays the Table Look-Up list.
4. Locate the second topic in your sequence and repeat Step 3. You can specify as many topics in the report sequence or break as you please (e.g. First Name, ID).
5. After you have finished your report sequence, click **Cancel** to remove the Table Look-Up list.

Process Attendance Dates [] thru []

The dates in these fields define a period of time that begins on the date specified in the first field and ends on the date specified in the second field. The report will contain attendance posted on or between the specified dates.

The system automatically enters the first and last day of the school-year in which you logged into Star_Student. You can change the dates to define other any other period of time in the login school-year. To change a date, click the field to highlight the date, then either type in the new date in the format **DD-MON-YY** (e.g. **20-SEP-04**) or enter the date from the [multi-year calendar](#) available at the fields.

If you want the report to contain only attendance posted on a specific date, enter the **same** date in **both** Date fields.

Student(s)

If you want to post or print data for one or more specific students, select the individual(s) by ID or name; otherwise, leave the checkmark at **ALL** and select the students by other parameters (e.g. homeroom).

Important: When a student's record or a student list resulting from a query in the Student Information Module is open in Star Student, the Student(s) field defaults to the ID and Name of the student whose record is open or is highlighted on the Students from Query screen. You can change the ID and name to select a different student, enter additional IDs and names, or click **ALL** to place a checkmark at the field.

To select students, do the following:


If the **Student(s)** field displays a checkmark at **ALL**, click the checkmark to remove it. The cursor moves to the ID field.

If the **Student(s)** field displays the ID and Name of a student, click **ALL twice**. [The first click clears the fields and places a checkmark at **ALL**. The second click removes the checkmark and moves the cursor to the blank ID field).

To select students by ID:

1. Type the student's **ID** into the **Student ID** field, or enter the ID from the [list of values](#) available at the ID field.
2. Press the **Enter** key on the keyboard.
3. Repeat Steps 1-2 to enter as many individuals as you please.
Hint: Use the tiny scroll bar at the end of the Student(s) field to scroll through all the students you specified.

To select students by Name:

1. Click the blank **Last** (or **First**) name field and type in the student's last (or first) name.
2. Click the List Values icon  at the right of the field to display a list of the students' full names.
3. Click the student's **name** on the list.
4. Press the **Enter** key on the keyboard.
5. Repeat Steps 1-4 to enter an additional name. You can enter as many names as you please. **Hint:** Use the small scroll bar at the end of the Student(s) field to scroll through all the students you specified.

User Defined List

To select students whose names are on a Student List that you saved from a Query or an Advanced Query in the Student Information Module, type in the name of the Student List, or select the list from the [list of values](#) available at the field.

If you do **not** want to specify a Student List, leave the wild card (the percent sign %) in the field.

Caution: If you specify a Student List, use caution in selecting students at other parameters. If your selections conflict (e.g. if you specify a grade level or homeroom, but the students on the Student List are not in that grade or homeroom), no students will be selected.

Caution: If you select individuals at the Student(s) field, the system ignores the names on the Student List and posts or prints data for the individual(s) specified at the Student(s) field.

School-year

You are selecting students whose records are in the school-year indicated at this field. The field defaults to the last two digits of the year in which you logged into Star_Student (e.g. **04** indicates the school-year 2004-2005).

If there is **no** date parameter on the screen, you can accept the default or change the school-year. To change the school-year, click the field to highlight it and then type in the last two digits of the year in which the desired school-year begins.

If there is a **date parameter** on the screen (e.g. Process Attendance Dates), accept the default at the School Year field (i.e. the log-in school-year). In this case, you can only select students whose records are in the login school-year.

School

You are selecting students who are enrolled in this school. The system automatically displays the school you are logged into. You can leave the login in school in the field, or change the School Code to select students who are enrolled in another school. To change the School Code, click the field to highlight the code and then either type in the desired School Code, or enter the code from the [list of values](#) available at the field.

Note: If a student's record is currently open or the student's name is currently highlighted on a list of students resulting from a query in the Student Information Module, the School field defaults to the school in which the student is enrolled.

School(s)

At this field, you can select students from one or more schools. You have the following choices:

- **Leave** the School Code of the login school in the field to select students who are enrolled in the login school.
- **Change** the School Code to select students who are enrolled in another school. Type in the desired School Code, or enter it from the [list of values](#) available at the field.
- **Add** more School Codes to select students who are enrolled in any one of the specified schools. Type in the School Codes, or enter them from the [list of values](#) available at the field.
- **Check** (click the box) **ALL** to select students regardless of the school in which they are enrolled.

School Type(s)

To select only students who are enrolled in certain types of schools (e.g. Elementary, Middle School, High School), enter one or more School Type Codes; otherwise, leave the checkmark at **ALL**. You can type in the codes, or enter them from the [list of values](#).

District(s)

To select only students who live in specific district(s), enter the District Codes; otherwise, leave the checkmark at **ALL**. You can type in the codes, or enter them from the [list of values](#).

Example for ALL Districts: Students from a total of five districts attend Century High School, which is in the district of Howell. To select students from all districts (including Howell), accept the default check mark before **ALL** at the **Districts** fields.

Example for Selected Districts: Colts Neck and Freehold are two of the five districts from which students attend Century High School in the district of Howell. To select only the students who are from Colts Neck and Freehold, enter the **District Codes** for Colts Neck and Freehold in the District fields. **Note:** If you want to include the students who are from Howell, include the District code for Howell in the District fields.

Student Status Codes

Select students by the Active Code stored in their School Records.

- Leave the checkmarks at **Active**, **Re-Activated** and **Home Instruction** to select all students who are presently active in the specified school.
- To select different Student Status Code(s), Click to check each desired code.
- To de-select a Student Status Code, click the checkmark at the code to remove the checkmark.

Note: If you are running a routine or a report for an individual, be sure that you select the proper status for the individual. For example, if the individual you selected is on Home Instruction, be sure that you check the Home Instruction status. **Hint:** If you specified an individual, no further selection of students is necessary after you have selected the individual's status. You can proceed to run the routine or report.

Grade(s), Homeroom(s), Program Code(s), Special Ed Code(s), Cluster Code(s), Track Code(s)

To select students who are in one or more specific grade levels, homerooms, programs, special education classifications, clusters, and/or tracks, enter one or more value(s) at the desired parameter(s); otherwise, leave the checkmark at the parameter(s). You can type in the value(s), or enter them from the [list of values](#) available at each parameter.

Note: When you specify **one or more values** at a parameter, you are selecting students whose School Records contain one of the specified values.

Example: If you specify grade levels 09 and 10, you are selecting students who are in grade 09 (freshmen) and students who are in grade 10 (sophomores).

Note: When you specify values for **more than one parameter**, you are selecting students whose School Records contain one of the specified values in **both** categories. **Example:** If you specify grade levels 09 and 10

and Track Code 0001, you are selecting students who are in grade 09 and Track 0001, and students who are in grade 10 and Track 0001.

User Fields 1-5

If your school does not use the User Fields in the Student School Records, or if you do not want to select students by the values in the User Fields in the Student School Records, accept the default **ALL** at each of the User Fields; otherwise, select students by the values in the User Fields in their School Records. Type in the values, or enter them from a [list of values](#).

Example: Suppose User Field 1 in the students' School Records is used to indicate whether or not the students have parental permission to use the Internet at school. A **Yes** in the field on a student's School Records indicates that the student has permission; a **No** indicates that he/she does not. If you specify the value **Yes** at the User Field 1 field on a routine or report screen, the system selects only those students who have permission to use the Internet.

How to Enter Values for Parameters

1. Click **ALL** to remove the checkmark. The cursor moves to the first blank field.
2. Type a value in the blank field, or select a value from the [list of values](#) that is available at the field.
3. To add another value, click the next blank field and repeat Step 2. You can enter as many values for a parameter as you please. **Hint:** Use the small scroll-bar below the fields to see all of the values entered.

Note: To clear the fields at a parameter and restore the checkmark, click **ALL**.