

Verification of State Attendance Reports:

1. Director's Monthly Student Membership/Attendance Report for the 9th Month (Attendance Module, Reports, Tennessee State Reports, Director's Monthly Student Membership/Attendance – scroll to bottom and change report period to Ninth Reporting Period).
2. Director's Annual Membership/Attendance Report (Attendance Module, Reports, Tennessee State Reports, Director's Annual Membership/Attendance – scroll to bottom and change report period to Cumulative Year to Date).
3. Suspension/Expulsion/Remand Report (Attendance Module, Reports, Tennessee State Reports, Suspensions, Expulsions, Remands – scroll to bottom and change report period to Cumulative Year to Date). Cross check to discipline detail (Discipline Module, Reports, Discipline Detail, Uncheck All Dispositions, Enter codes for Out of School Suspension {6 for elementary and middle schools, SUS and FIGHT for high schools, REM for remands}). Totals for suspensions and remands on the state report should match in both the Incidents by Grade and the Incidents by Cause sections. They should also match the totals found on the Discipline Detail Report. If totals do not match, check the following:
 - a. Each suspension or remand incident must have a state infraction code assigned.
 - b. The state infraction code assigned must be checked as primary.
 - c. Only the final disposition will appear on the state report.
4. Transportation ADT Report (Attendance Module, Reports, Transportation ADT - scroll to bottom and change report period to Cumulative Year to Date).
 - a. To view transportation information for all students by bus route (Student Information Module, Reports, Student Bus List).
 - b. To view transportation information alphabetically by student (School Information Module, Reports, Tennessee Data Audit Report, Uncheck Reset Check Boxes, scroll down and check Student Busing).
5. Net Enrollment Report (Attendance Module, Reports, Tennessee State Reports, Net Enrollment – scroll to bottom and change report period to Cumulative Year to Date).

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6. Promotions/Retention Report (Attendance Module, Reports, Tennessee State Reports, Promotions and Retentions – scroll to bottom and change report period to Cumulative Year to Date).
 - a. To indicate student promotions and retentions (Student Information Module, Maintenance, More Tab, Select Active and Reactive, Find. Go to the Student Menu and select the School Page, Check Promoted or Retained, Add the Date – use the last day of the school calendar)
 - b. To view a list of marked student promotions and retentions (Student Information Module, Maintenance, Student Lookup, Get Query, Select Promotion-Retention Active 2007, Modify Query, Click in the “Where” line and go to the End of the line, change the Current School Number, Find).
 - c. To verify Promotions/Retentions, compare total to Student Enrollment Report (Student Information Module, Reports, Student Enrollment).
7. Annual Dropout Report (Attendance Module, Reports, Tennessee State Reports, Annual Dropout Report – scroll to bottom and change report period to Cumulative Year to Date).
 - a. To verify Annual Dropout Report, run the PCC report (Attendance Module, Reports, PCC Report, PCC codes 00 and 01, scroll to bottom and check Inactive and Transfers.
8. List of Retainees (Student Information Module, Maintenance, Student Lookup, Get Query, Select Retentions 2007, Modify Query, Click in the “Where” line and go to the End of the line, change the Current School Number, Find).
9. Director’s Annual Votech Average Daily Membership (Attendance Module, Reports, Tennessee State Reports, Director’s Annual Votech Average Daily Membership – scroll to bottom and change report period to Cumulative Year to Date).
10. Director’s Annual Special Education Options ADM (Attendance Module, Reports, Tennessee State Reports, Director’s Annual Special Education Options ADM – scroll to bottom and change report period to Cumulative Year to Date).