

New * Attendance Notes 'Envelope' _ codes added.

2015-2016 Westpark Elementary 8/17/2016

Table: ATN Attendance Notes Field: CD Code

Code	Description	Amount
X	Miscellaneous	0.00
COL	College Visit Approved	0.00
EDE	Early Dismissal - Excused Reason	0.00
EDU	Early Dismissal - Unexcused Reason	0.00
HOV	Health Office Visit	0.00
JPR	Justifiable Personal Reason - Approved by Administrator	0.00
MDE	ILL/Medical Appt. with Dr. Note	0.00
MDU	ILL/Medical Appt. without Dr. Note	0.00
SBA	School Business in Office with Principal/VP	0.00
*		0.00

Record: 14 1 of 9

LOCATE UPDATE Print Preview OTHER

Backward Get Forward Add Change Delete Print eXit Help

Aeries - Student Data_1.Attendance – Select 'Calendar' Tab then Click on Envelope

2015-2016 Westpark Elementary 8/17/2016

Stu# 4966 Last Name Abbasi First Name Kia Middle Name

Parent/Guardian Mrs Yalda Pournipour Area/Telephone (949) 232-6580 HmlLang 16 Fathers Work/Extension (949) 232-6125 Mothers Work/Extension (949) 757-3240 Tch# Teacher Name 648 Garcia/Telano

Calendar Daily Absences School Enrollment District Enrollment Other District Enrollment History Details History Summary

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6/29	7/06	7/07	7/08	7/09
7/06	7/13	7/14	7/15	7/16
7/20	7/27	7/28	7/29	7/30
8/03	8/10	8/11	8/12	8/13
8/17	8/18	8/19	8/20	8/21
8/24	8/25	8/26	8/27	8/28
8/31	9/01	9/02	9/03	9/04
9/07	9/08	9/09	9/10	9/11
9/14	9/15	9/16	9/17	9/18
9/21	9/22	9/23	9/24	9/25
9/28	9/29	9/30	10/01	10/02
10/05	10/06	10/07	10/08	10/09

Enrolled 20 Present 19 Excused 1 Unexcused 0 Tardy 0

ABS Codes LOCATE UPDATE Print Preview Notes OTHER

Backward Get Forward Add Change Delete Mass Add Print Re-Admit eXit Switch

Attendance Date 7/24/2015 Stu# 4966 Last Name Abbasi First Name Kia Middle Name Student ID 191093600

Att Date	Code	Description	Record Last Modified by:	Date/Time:	Reset
07/24/2015	X	Miscellaneous			
	COL	College Visit Approved			
	EDE	Early Dismissal - Excused Reason			
	EDU	Early Dismissal - Unexcused Reason			
	HOV	Health Office Visit			
	JPR	Justifiable Personal Reason - Approv			
	MDE	ILL/Medical Appt. with Dr. Note			
	MDU	ILL/Medical Appt. without Dr. Note			
	SBA	School Business in Office with Princip			

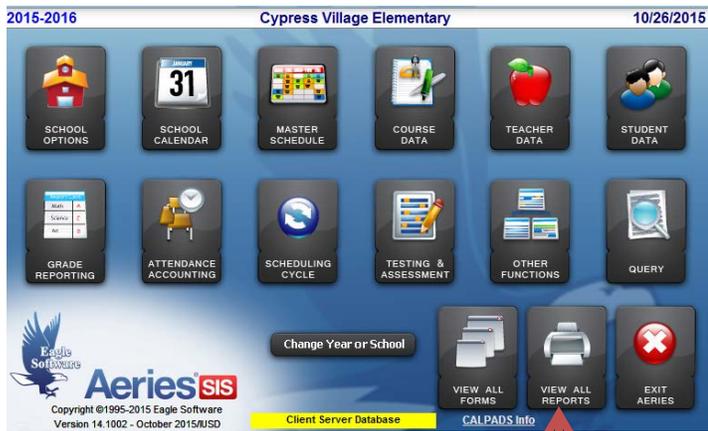
Record: 14 1 of 1

LOCATE UPDATE Show All Notes OTHER

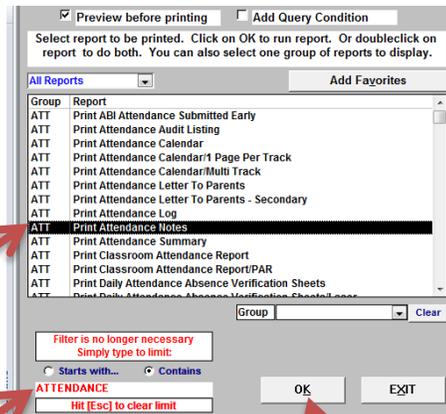
Backward Get Forward Add Copy Change Delete Print Off-Campus Pass eXit

Click on down arrow _ Rather than typing in reason for the absence, select an attendance note code. You can still add additional information in the description field too. Having this code you would also be able to do queries/report that will give you a list of students with period absences and for 'daily' attendance_ students that leave early. If you would like additional codes added, contact me.

Aeries report that prints 'Attendance Notes' in the 'Student Data' envelope.



Click on 'View All Reports'



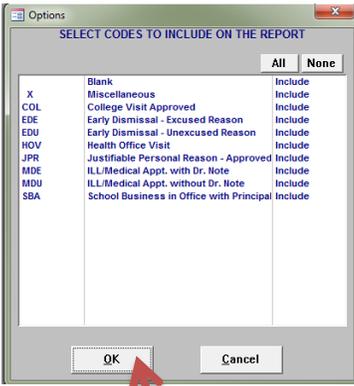
Type: Attendance Select report "Print Attendance Notes", Click OK



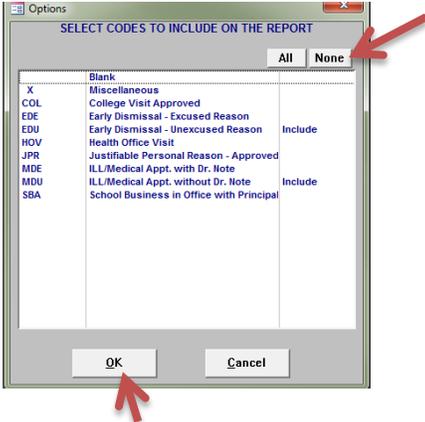
Click on YES



Enter date range, Click Ok



All just Click OK



If you want only a few codes, Click on None and select codes you want, Click OK

Report shows all information in the 'Student Data' envelope.

Cypress Village Elementary

10/26/2015

2015-2016

Attendance Notes

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STU#	Last Name	First Name	Middle Name	Student ID	Sex	Grade
000473	Abbas	Ameerah	Mysha	0118140022	F	1
	Att Date	Pd Code	Description	Record Last Modified by		Date/Time
	10/22/2015	0	out sick today per mom on attendance line.	IRVINEUSDMelodyAlvarado		10/22/2015 9:27:14 AM
	Attendance Notes					
001268	Abusalama	Ziad		0118150072	M	1
	Att Date	Pd Code	Description	Record Last Modified by		Date/Time
	10/19/2015	0	s/w mom and he is in the hospital. She will bring in a Dr note to clear his absences.	IRVINEUSDMelodyAlvarado		10/19/2015 10:23:17 AM
	Attendance Notes					
	10/13/2015	0	out sick per mom on attendance line.	IRVINEUSDMelodyAlvarado		10/13/2015 10:36:35 AM
	Attendance Notes					