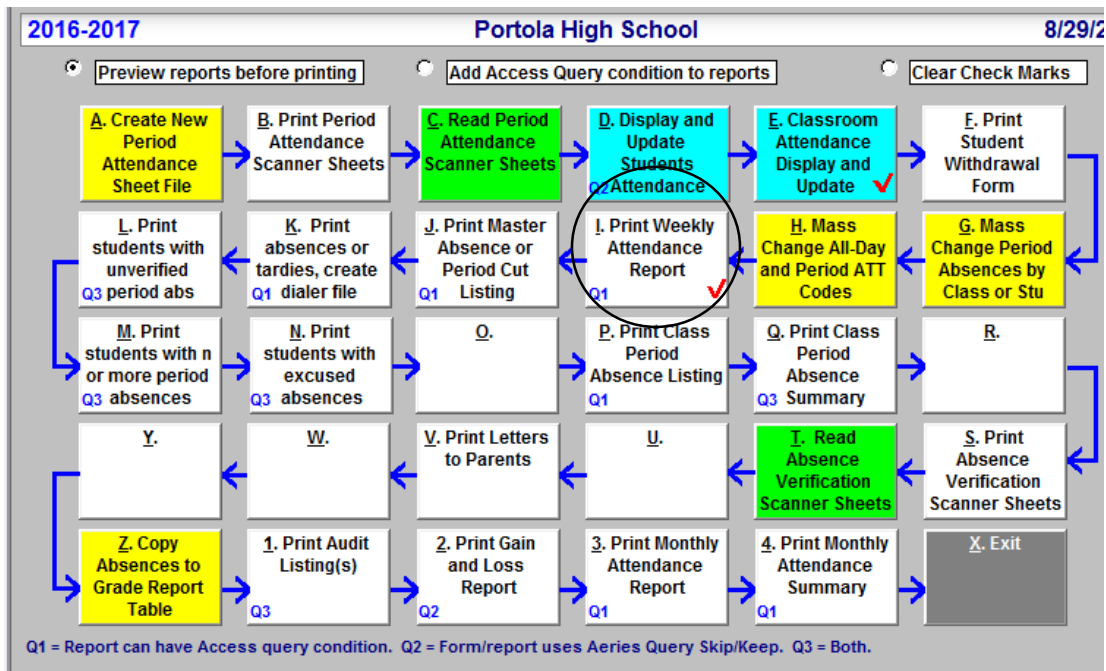


Aeries Client Main Menu

Select Attendance Accounting



Select I. Print Weekly Attendance Report



Aeries Input Option Form

Print Weekly Attendance Report

Select one of the following options:

☒ By Class

☐ By Teacher

OK Cancel

Leave on **By Class** Click OK

Date Input Form

Enter start date for week being printed (a Monday).

08/29/2016

OK Cancel

Mondays date for the week, automatically come up Click OK

Aeries Input Option Form

Select Printing Options:

All None

Select any or none of the following options:

☐ PRINT ONLY ELEC ATT TEACHERS?

☐ CHECK ATT CERTIFICATION TEXT?

☐ LIMIT ATT DISPLAYED BY MST DAYS?

☐ INCLUDE INACTIVES?

OK Cancel

CLICK OK

PRINT BY TEACHER/PERIOD?

Would you like to print by Teacher/Period instead of Teacher/Section?
(Selecting "Yes" will include T/A on same sheet as class)

Yes No

Click YES

SORT BY COURSE, STUDENT?

Would you like to sort by Course ID, before Student Name?

Yes No

Click No

Weekly Attendance Report – By teacher, one for each period they teach.

To be printed and sign/dated by teachers each week.

Portola High School				Weekly Attendance Report					8/29/2016	
Period	Course Title	Term	Sec#	Crs#	Teacher	Days	Room	Year		
0	Advisement	F	0010	9811	Alexandra Murph	MTWTF	705	16-17		
Stu#	Student Name	Trk	Grd	8/29/2016	8/30/2016	8/31/2016	9/1/2016	9/2/2016		
000323	Asadpour, Barbod	A	9							
000502	Badar, Francisco E.	A	9							
000312	Bhalla, Gurtej	A	9							
000100	Chau, Jude D.	A	9							
000075	Chi, Angelica H.	A	9							
000257	Cui, Patrick	A	9							
000223	Giraldy, Robert B.	A	9							
000327	Glorioso, Alexander C.	A	9							
000344	Ing, Alyssa R.	A	9							
000422	Kwon, Joshua N.	A	9							
000137	Lamoreux, Brandon A.	A	9							
000418	Lee, Jaevon	A	9							
000372	Lee, Tyler C.	A	9							
000174	Liang, Brandon	A	9							
000433	Marron, Sherise L.	A	9							
000169	Nguyen, Faith	A	9							
000421	Szekely, Nikolett	A	9		U				U	
000292	Villegas, Giselle	A	9							

To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

Teacher Signature _____ Date _____