SKYWARD TEACHER REPORTS

Attendance:

**Detail Report**: *(Curr Term; No Page Break; Show Details)*: Displays **ALL** students’ total absences and type (whether they’re Excused, Unexcused, or Other) and tardies. It gives the dates of the absences and tardies. Does not display students without absences or tardies. Report sorts by *last name, first name*. Also provides students’ guardian and contact information.

**Detail Report**: *(Curr Term; Page Break; Show Details)*: Displays **INDIVIDUAL** student’s total absences and type (whether they’re Excused, Unexcused, or Other) and tardies on one page. There will be one page for every student. Does not display students without absences or tardies. Report sorts by *last name, first name*. Also provides student’s guardian and contact information.

**Detail Report**: *(Curr Term; No Page Break; Totals Only)*: Displays **ALL** students’ total absences and type (whether they’re Excused, Unexcused, or Other) and tardies on one page. Does NOT give the dates of the absences. Does not display students without absences or tardies. Report sorts by *last name, first name*. Also provides student’s guardian and contact information.

**Summary Report by Class**: *(Curr Term)*: Displays a table with the Student ID, Students’ names (last name, first name), and the days of the week in the current 6 or 9 weeks. In the table, it shows **ALL** students’ attendance for every day of the current 6 or 9 weeks. It has a legend to identify each type of attendance. It has a signature field at the bottom of the page.