Running Year and Term Report in FACTS SIS

Once logged into FACTS please go to Report Manager > Administration > Year and Term Report

1. Select Administration

2. Select Year and Term Report

3. Select View Report

The Report will display. Please Note Report Key:

Date= Date	**SD**=School Day
DOW = Day of the Week	**TC**=Day Count (Term)
AT = Attendance Taken	**YC**=Day Count (Year)

Please Note – To Easily Identify Days Off a Description Should Be Entered When Created

Please Note Report Key

Description for Day Off Entered