Load Attendance for Progress Report in FACTS SIS

From the Classroom Menu select the Class to Load Attendance for and Select Report Cards from the Left Side Menu

Select Report Card

Select Attendance and the Load Icon to Load your Attendance. Select Save to Save Changes

1. Select Attendance

2. Select Load

3. Select Save to Save Changes

When Printing Progress Report Select to Include Attendance and Homeroom (if using Daily Attendance)

Progress Report - Report Card

View	✉ Email
	Template:
	ProgressReport.cfm
	Report Type
	● All Grades
	○ Grades below or equal to: 70
View Progress Reports	Include
	☑ Attendance
	☑ Homeroom
	☐ Parent Signature

Include Attendance and Homeroom