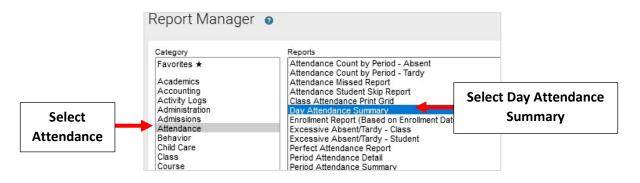# Monthly Homeroom Attendance Report in FACTS SIS
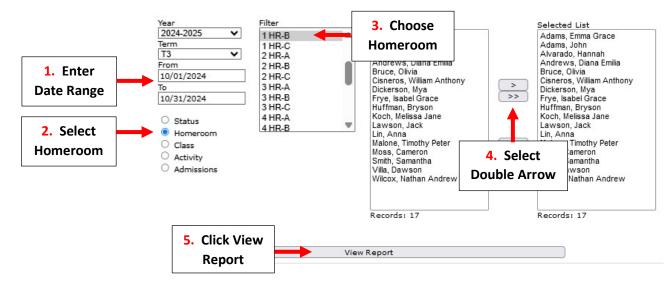
**Please note the following:

1. **Attendance Reports Must be Completed Prior to Running End of Year Progression**
2. **Currently Enrolled Students - Reports need to be Run for <u>Each</u> Month of School Year by Homeroom**
3. **Withdrawn Students – Reports need to be Run for <u>Each</u> Month of School Year**

Step 1: **Run Monthly Attendance for Currently Enrolled Students**

Once logged into FACTS please select Report Manager > Attendance > Day Attendance Summary

Report Manager ❓

Category	Reports
Favorites ★	Attendance Count by Period - Absent
	Attendance Count by Period - Tardy
Academics	Attendance Missed Report
Accounting	Attendance Student Skip Report
Activity Logs	Class Attendance Print Grid
Administration	**Day Attendance Summary**
Admissions	Enrollment Report (Based on Enrollment Dat
Attendance	Excessive Absent/Tardy - Class
Behavior	Excessive Absent/Tardy - Student
Child Care	Perfect Attendance Report
Class	Period Attendance Detail
Course	Period Attendance Summary

Select Attendance →

← **Select Day Attendance Summary**

Enter Date Range for the Month and Select Homeroom. Choose Homeroom from Filter List and Click Select Double Arrow to move all Students to Selected List. Click View Report
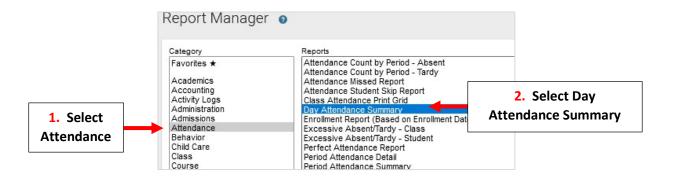
Year
2024-2025 ▼
Term
T3 ▼
From
10/01/2024
To
10/31/2024

○ Status
● Homeroom
○ Class
○ Activity
○ Admissions

1. Enter Date Range →

2. Select Homeroom →

Filter
1 HR-B
1 HR-C
2 HR-A
2 HR-B
2 HR-C
3 HR-A
3 HR-B
3 HR-C
4 HR-A
4 HR-B

3. Choose Homeroom ←

Andrews, Diana Emilia
Bruce, Olivia
Cisneros, William Anthony
Dickerson, Mya
Frye, Isabel Grace
Huffman, Bryson
Koch, Melissa Jane
Lawson, Jack
Lin, Anna
Malone, Timothy Peter
Moss, Cameron
Smith, Samantha
Villa, Dawson
Wilcox, Nathan Andrew

Records: 17

>
>>

4. Select Double Arrow ↑

Selected List
Adams, Emma Grace
Adams, John
Alvarado, Hannah
Andrews, Diana Emilia
Bruce, Olivia
Cisneros, William Anthony
Dickerson, Mya
Frye, Isabel Grace
Huffman, Bryson
Koch, Melissa Jane
Lawson, Jack
Lin, Anna
_____ Timothy Peter
_____ ameron
_____ amantha
_____ wson
_____ Nathan Andrew

Records: 17

5. Click View Report → View Report

Results will now display. **Please Print (Cntrl + P) or Save as PDF for <u>Each</u> Homeroom for Each Month**

IMPORTANT Reports need to be Run for <u>Each</u> Month of School Year by Homeroom **

Day Attendance Summary

Name	Grade	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Days	P	A	T
	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	0
	01	P	P	P			P	P	P	P	A			P	P	P	P	P			P	P	P	P	17	16	1	0
	01	P	P	P			P	P	P	P	P			P	P	T	P	P			T	P	P	P	17	17	0	2
	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	0
	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	0
	01	P	P	P			T	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	1
		6	6	6			6	6	6	6	5			6	6	6	6	6			6	6	6	6	102	101	1	3

Total Students: 6
School Days: 17
Average Daily Attendance (total present/number of days with attendance): 5.9
Percent Present (total present/total attendance marks taken): 99.02%

Step 2: **Run Monthly Attendance for Withdrawn Students**

Once logged into FACTS please select **Report Manager > Attendance > Day Attendance Summary**

Enter Date Range for the Month and Choose Withdrawn from Filter List. Select Double Arrow to move all Students to Selected List. Click View Report

Results will now display. ***Please Note:*** Grade Level Does <u>NOT</u> Appear for Withdrawn Students. ****Please Print** (Cntrl + P) **or Save as PDF** for *Each* Homeroom for Each Month******

IMPORTANT Reports need to be Run for <u>Each</u> Month of School Year**