

SUNGARD® PUBLIC SECTOR

Attendance Error Scan

Purpose: The Error Scan program verifies attendance data against other setup or student data, such as Entry/Withdrawal and Scheduling information.

Menu Path: Attendance Center > Error Scan

The Error Scan should be run before:

- Calculating attendance letters
- Transferring absences to Report Cards
- Running the Day Totals or Interval Totals Calculations
- Running Class to Daily Conversion, if applicable
- Running all cumulative reports
- Running state reports

Attendance Error Scan2007/08

Building:*

Attendance Start Date:

Attendance End Date:

Scan Student Data:

Delete Student Info Errors:

Scan Setup Data:

Recalculate Absence Minutes:

Log Statistics:

2 Building 2

By Date:

By Prior Days:

Today

By Date:

Check to scan student data.

Check to delete student data error records.

Check to scan setup data.

Check to recalculate absence minutes.

Check to log statistics.

Filter

And/Or	Area	Field Name	Condition	Value	Delete
	<input type="text"/>				<input type="checkbox"/>

Run Option

Now Once Daily Weekly Monthly

1. Run the Error Scan program without deleting student data error records in order to produce a report that lists attendance that the system considers invalid.
2. Make changes to attendance, entry/withdrawal data, and/or calendars to correct attendance that the system incorrectly determined was invalid.
3. Re-run the Error Scan and delete the invalid attendance.

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Attendance Error Scan

Day Totals Calculation

Purpose: The Day Totals Calculation determines whether students were absent for the day. It creates membership day records for all selected students and attendance day records for students who met the absence criteria entered in the selected view(s). This program must be run before the Attendance Interval Calculation.

Menu Path: Attendance Center > Day Totals Calculation

Attendance Day Totals Calculation					2007/08
<input type="button" value="Run"/>					
Building: * 2 <input type="button" value="↓"/> Building 2					
View Types: <input type="radio"/> All					
<input checked="" type="radio"/> Selected <input type="text" value="DAILY"/> <input type="button" value="↓"/>					
Run Calculation: <input type="radio"/> From Time Last Calculated to Today					
<input checked="" type="radio"/> For Entire Year					
<input type="radio"/> For Interval <input type="text"/> <input type="button" value="↓"/>					
Filter					
<input type="button" value="Clear Criteria"/>					
And/Or	Area	Field Name	Condition	Value	Delete
	Demographic <input type="button" value="↓"/>	Current Status <input type="button" value="↓"/>	= (equals) <input type="button" value="↓"/>	A	<input type="checkbox"/>
And <input type="button" value="↓"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Run Option					
<input checked="" type="radio"/> Now <input type="radio"/> Once <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly					
<input type="button" value="Run"/>					

To check the results of the Day Totals Calculation:

1. Browse to Student Center > Attendance > Day Totals
2. Use Search to select a student
3. If necessary, change the interval or date range selected and click on the Load Totals button

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Interval Totals Calculation

Purpose: This program totals student attendance for date ranges such as marking periods. It calculates totals by attendance code, district group, or state group, based on what you have indicated to sum in your Attendance Interval setup. The Attendance Day Totals calculation must be run prior to running this program.

Menu Path: Attendance Center > Calculations> Interval Calculation

Interval Totals Calculation
2007/08

Building: * Building 2

View Types: * All

Selected

Run Calculation: * For Current Interval(s) Only

For all Intervals for the Entire Year

For Interval

Filter

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>
And					<input type="checkbox"/>

Run Option

Now Once Daily Weekly Monthly

To check the results of the Interval Totals Calculation:

1. Browse to Student Center > Attendance > Interval Totals
2. Use Search to select a student
3. If necessary, change the Day View or the Code/District Group/State Group Display selected, and click on the Show Totals button.