

Elementary Attendance Audit Report Directions

To generate the Audit Report:

1. Click on the ATT link from the TAC home page to go to the attendance roster.
2. Click on the **Audit Report** button.
3. Enter the Start Date and End Date of the period of time to report. Audit Reports must be run for each individual week of the audit period, which means Monday – Friday of each week.
4. In the *Include Attendance* field, select **Show Last Office and Teacher** which is the official record of attendance in the system

5. Click **Run** button. It will take a few moments to generate the pdf report which will automatically save in the My Reports section of the My Classes page. You can print and sign and date it and hand it into the office or you can email to a designated person.

	Office	Teacher	Office	Teacher	Office	Teacher
39244	P	P	P	P	P	P
39867	P	P	P	P	P	P
45279	P	A	P	P	P	A
39833	P	P	P	P	P	P

The Office column displays the letter P and the teacher has marked the student absent. This is ok.

6. Click the **Home** icon in the upper right corner or the **My Classes** link to return to the Home page.

Teachers must run both an AM and PM audit report for their class showing Monday-Friday attendance (even if school was not in session on a given day that week) for each week of the audit period .

To email the Audit Report to the designated person:

1. Open the pdf report by clicking on the report link in the My Reports section.

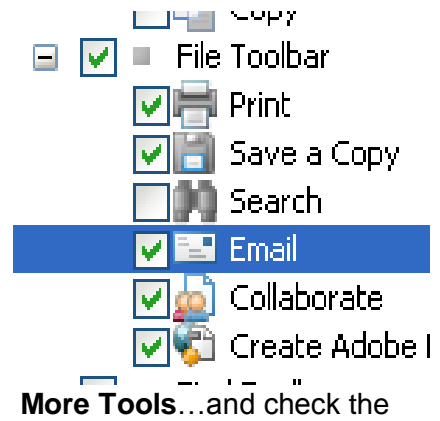
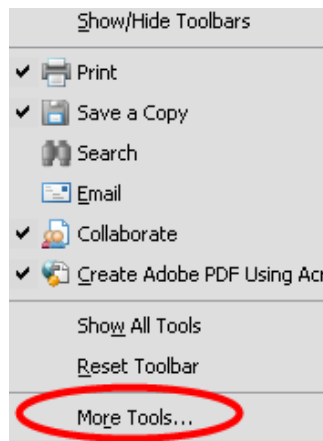
File Name	Last Modified	Delete
Attendance Audit Report	8/31/2009 1:02:45 PM	<input type="checkbox"/>

2. The pdf will open in Adobe Acrobat Reader within the TAC window.

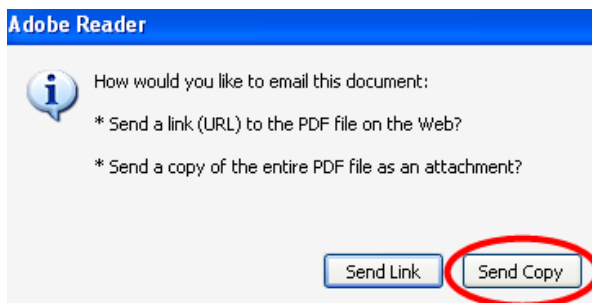


3. Look on the toolbar within the TAC window and find the envelope icon.

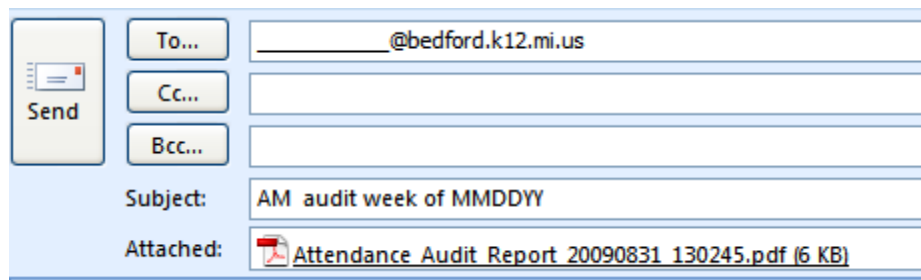
(If you do not see an envelope icon on the acrobat tool bar then *right* click anywhere on the gray toolbar and a menu will appear (see right). Select **More Tools...** and check the box next to the word email and click OK.



4. You may get a window that pops up asking how the file should be sent...choose **Send Copy**.



5. Outlook will automatically open with the file already attached.
 - a. Put in the email address of the person your building principal designated
 - b. In the Subject line indicate whether you sending an AM or PM report with the weekly date...example..AM report week of 9/8/09
 - c. Click Send.



This process must be repeated for PM attendance also.

The person designated by the principal will print the reports. According to State auditing guidelines each teacher must personally sign and date each report after it is printed as it is the official school attendance record. *Teachers must sign and date each weekly audit report for the six week audit period and return to the office.*

When the reports have been emailed or printed and are no longer needed, they can be deleted from the My Reports area by placing a checkmark in the box of the Delete column then clicking on the delete button.