Attendance Analysis Reporting

It’s the first week of September and many of you are ready to run your first Attendance Analysis report of the school year.

Prior to running the first Attendance Analysis report of the year, you must be sure that your Student Enrollment Processing has been run.


Before running the Attendance Analysis reports, refresh attendance analysis to compute student attendance totals. This link provides the instructions for refreshing attendance analysis:

To run reports, go to Reports |Student Reports. In the Reports Group box, select Attendance Analysis. In the middle box, the two reports that are generally run are:

**Attendance Analysis Report**: This report is a listing of students showing their total days enrolled, total days absent, and total days in attendance for the time period selected. When this report is selected, a parameter screen will display allowing the user to set up a subtotal, select the reporting period, school location, and whether or not to include attendance & enrollment detail.

**Attendance Statistics Report**: This report gives the user a breakdown of attendance totals on the fields selected on the Attendance Analysis Refresh screen for the time period selected when refreshing.
Grade Reports Checklist

The school year has just started, and pretty soon you'll want to print your first set of PROGRESS GRADES! The steps are the same as they are for the end of the 9 weeks grading period.

- Be sure to refresh your attendance analysis from the beginning of school up to the end date of the progress period.

- Be sure to calculate the GPA so that the teachers' comment codes have the descriptions that print at the bottom of the progress report.

- Follow the directions found here on how to pull the grades from the teachers' grade books

The rest of the directions are found here:
Exporting SDS Data to 3rd Party Software
Just got easier!

SDS has created reports to provide a starting point for exporting your SDS data to another software company. We have worked with the companies that are listed in the link below to create successfully exports and they have integrated data from SDS for their use.


Customize the Demographic Info on Parent Connect

Did you know you can create a custom view to display student demographic information in Parent Connect?

Simply use Data View Definition in Web School Office to create a data view of the demographics fields you would like displayed in Parent Connect and name the view ParentConnect Default View.

This custom view will then display in Parent Connect instead of our default Parent Connect demographic view. If you are not running Parent Connect from your live database, the new view will be displayed after your database is copied over to the parent connect directory.

For step by step instructions on using Data View Definition, click the following link:

September Free User Webinar

Topic: Attendance Analysis
When: September 18 @ 9:00 AM Central

Click below to Register
http://www.schooloffice.com/free-user-sessions/
Generate a Class List Quickly

Do you need to quickly print a class list for a specific class section? This is easily done in the Schedule Change screen.

1. Simply, click the Class Sections dropdown and choose the class section you need.
2. Next, checkmark the Class List Option checkbox.
3. The class list for the selected class will display on the right side of the screen.
4. Just click the printer button above the displayed list to preview and print this class list. Easy! Need another class list?
5. Just choose another class from the Class Section dropdown and the class list display will change to the selected class.
6. Click the printer button to preview and print this class list.