

Missing Attendance Reporting in FACTS SIS

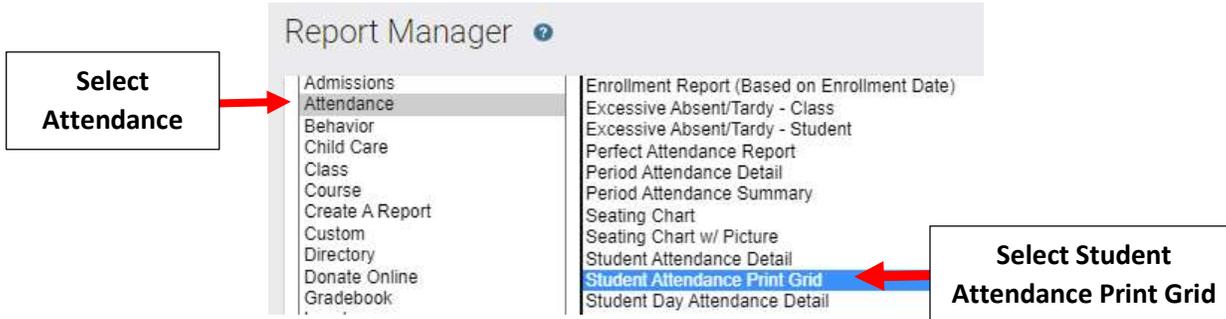
****Please Note the following:**

1. **Missing Attendance can ONLY be run for One Term and One Homeroom at a Time**
2. **When Running the Report, Use the First Date of Term**

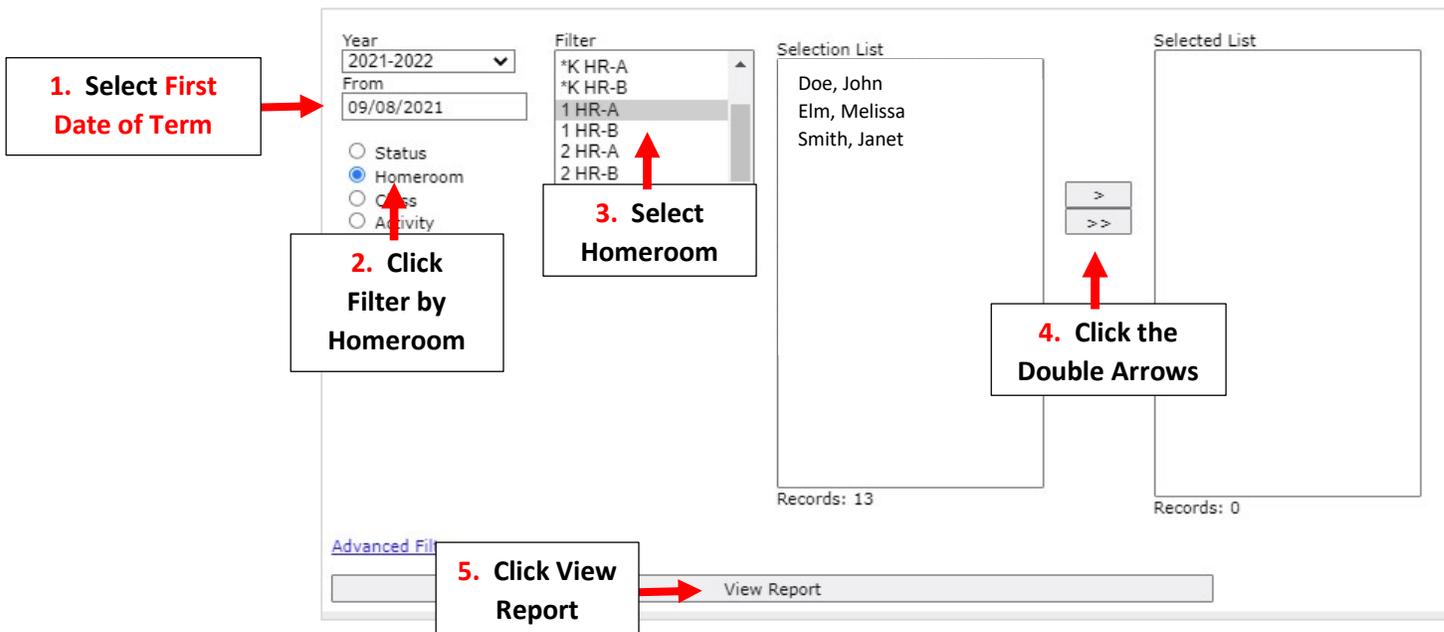
From the Main Menu please select **Report Manager**



Select **Attendance > Student Attendance Print Grid**



Select **"From"** field and use Calendar to Select **First Date of Term**, i.e. Term 1 began 9/8/21. Click Filter by Homeroom and Select **Homeroom**. Click the **Double Arrows** to move Students to the **Selected List**. Click **View Report**



Select **Term** and Click on the **Submit** Button

Settings View: Day Week Month Term Page break Submit

1. Select Term

2. Click on Submit

October 14th had No Attendance Taken

To find **Days Missing Attendance** please **Scan Report** for Days with **No Attendance Taken**. Example below shows **No Attendance Taken** on Oct 14th

Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
S	S	S	S				P	P		P			P	P	P	P	P			P	P	P	P	P		
Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
P	P	P	P				P	P		P			P	P	P	P	P			P	P	P	P	P		
Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
P	P	P	P				P	P		P			P	P	P	TO	P			P	P	P	P	P		
Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
P	P	P	P				P	P		P			P	P	P	P	P			P	P	P	P	P		
Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31
P	P	P	P				P	P		P			P	P	P	P	P			P	P	P	P	P		

Please note that Scheduled Days off are Blocked Off. Example below shows Days Off entered for the Thanksgiving Break

Nov 23	Nov 24	Nov 25	Nov 26	Nov 27	Nov 28	Nov 29	Nov 30
P	P					P	P