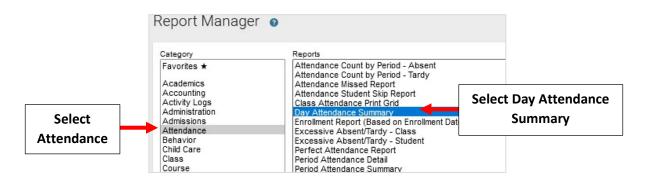
Monthly Homeroom Attendance Report in FACTS SIS

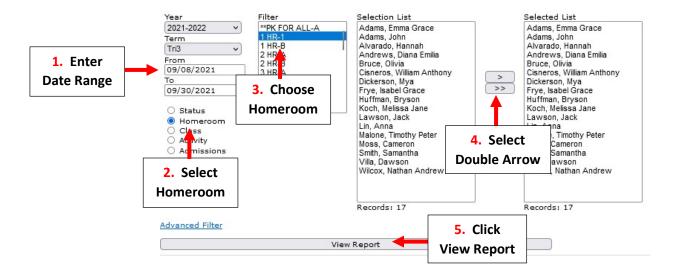
- **Please note the following:
- 1. Attendance Reports Must be Completed Prior to Running End of Year Progression
- 2. Currently Enrolled Students Reports need to be Run for Each Month of School Year by Homeroom
- 3. Withdrawn Students Reports need to be Run for Each Month of School Year

Step 1: Run Monthly Attendance for Currently Enrolled Students

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



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



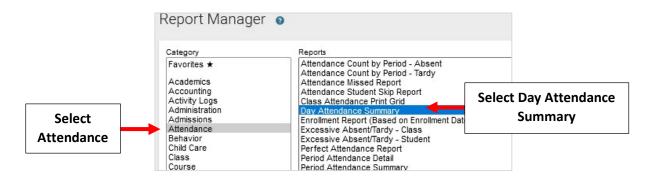
Results will now display. **Please Print (Cntrl + P) or Save as PDF for Each Homeroom for Each Month**

IMPORTANT Reports need to be Run for Each Month of School Year by Homeroom **

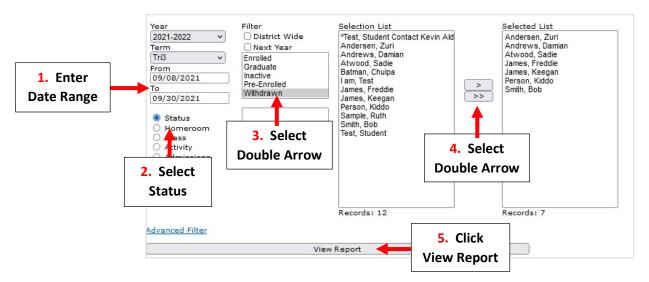
Name	Grade	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Days	P	A
Bacarella, Alessia	01	P	Р	Р		200	Р	Р	Р	Р	Р			Р	Р	Р	Р	Р			Р	Р	Р	P	17	17	0
Blewitt, Camille	01	P	P	P			P	P	P	P	A			P	Ρ	P	P	P			P	P	P	P	17	16	1
Bono, Joseph Brusca, Julianna	01	P	P	P			P	P P	P P	P P	P			P	P	T	P	P			T P	P	P P	P	17 17	17 17	0
		P												P	P		P	P									0
Canale, Eleanor	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0
Conciatori, John	01	P	P	P			T	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0
10000		6	6	6			6	6	6	6	5			6	6	6	6	6			6	6	6	6	102	101	1
Total Student	9 6																										
School Days																											

Step 2: Run Monthly Attendance for Withdrawn Students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 Select Status. Choose Withdrawn from Filter List and Click Select Double Arrow to move all Students to Selected List. Click View Report



Results will now display All withdrawn Students will together. **Please Note: Grade Level Does NOT 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 Each Month of School Year**

