

Running Year and Term Report in FACTS SIS

Once logged into FACTS please go to **Report Manager > Administration > Year and Term Report**

1. Select Administration

2. Select Year and Term Report

3. Select View Report

Year: 2022-2023

View Report

The Report will display. Please Note Report Key:

- Date**= Date
- DOW** = Day of the Week
- AT** = Attendance Taken
- SD**=School Day
- TC**=Day Count (Term)
- YC**=Day Count (Year)

****Please Note – To Easily Identify Days Off a Description Should Be Entered When Created****

Please Note Report Key

Year and Term Dates 09/07/2022 - 06/27/2023													
Key: DOW=Day of Week; AT=Attendance Taken; SD=School Day; TC=Day Count (Term); YC=Day Count (Year);													
Date	DOW	AT	SD	TC	YC	Note	Date	DOW	AT	SD	TC	YC	Note
09/07	Wed	Y	Y	1	1		12/05	Mon	Y	Y	1	60	
09/08	Thu	Y	Y	2	2		12/06	Tue	Y	Y	2	61	
09/09	Fri	Y	Y	3	3		12/07	Wed	Y	Y	3	62	
09/10	Sat	N	N				12/08	Thu	N	N			All Templates:Feast of the Immaculate Conception
09/11	Sun	N	N				12/09	Fri	Y	Y	4	63	
09/12	Mon	Y	Y	4	4		12/10	Sat	N	N			
09/13	Tue	Y	Y	5	5		12/11	Sun	N	N			
09/14	Wed	Y	Y	6	6		12/12	Mon	Y	Y			
09/15	Thu	Y	Y	7	7								
09/16	Fri	Y	Y	8	8								
							03/17	Fri	Y	Y	1	126	
							03/18	Sat	N	N			
							03/19	Sun	N	N			
							03/20	Mon	Y	Y	2	127	
							03/21	Tue	Y	Y	3	128	
							03/22	Wed	Y	Y	4	129	
							03/23	Thu	Y	Y	5	130	
							03/24	Fri	N	Y	6	131	
							03/25	Sat	N	N			
							03/26	Sun	N	N			

Description for Day Off Entered