

Load Attendance for Progress Report in FACTS SIS

From the Classroom Menu select the **Class** to Load Attendance for and Select **Report Cards** from the Left Side Menu

The screenshot shows the FACTS SIS interface with the 'PROGRESS REPORT' menu selected. The left sidebar contains various options, with 'Report Card' highlighted. A callout box labeled 'Select Report Card' has an arrow pointing to this option.

Student Name	Grade	Comment
1) Bender, Alyssa		
2) Brooks, Maryam		
3) Cisneros, Natalia		
4) Costello, Austin		
5) Fisher, Evelyn		
6) Herring, Everly		

Select **Attendance** and the **Load Icon** to Load your Attendance. Select **Save** to **Save Changes**

The screenshot shows the 'ATTENDANCE' menu selected. A table displays student attendance data. Three callouts provide instructions: 1. Select Attendance (pointing to the menu), 2. Select Load (pointing to the Load icon), and 3. Select Save to Save Changes (pointing to the Save icon).

Student Name	Tardy	Absent
1) Alvarado, Hannah		1
2) Bruce, Olivia		
3) Dickerson, Mya		
4) Huffman, Bryson		
5) Lawson, Jack		
6) Lin, Anna		1
7) Moss, Cameron		
8) Smith, Samantha		

When Printing Progress Report Select to Include **Attendance** and **Homeroom** (if using Daily Attendance)

The screenshot shows the 'Progress Report - Report Card' print settings screen. A callout box labeled 'Include Attendance and Homeroom' has an arrow pointing to the 'Attendance' and 'Homeroom' checkboxes, which are both checked.

Progress Report - Report Card

View Email

Template: ProgressReport.cfm

Report Type
 All Grades
 Grades below or equal to: 70

Include
 Attendance
 Homeroom
 Parent Signature