## Monthly Transportation Report

If you have not already done so, you need to create a Team/Group in eSIS:

Path: School>School Information>Teams/Groups

Once in the Team/Group Maintenance Window, click on the ADD button.

You need to enter a Code for the Team, a Short Name, the Name, Team Type (Choose Group), and a Faculty member (Choose yourself) … Save and then click on the Members button. You will then have to click on the 'Add Team Member" button, tab over to the last name and one-by-one, add the names of the students on your Transportation Assistance List.

After Saving your Group, exit out and go to the Reports Tree.

**For Elementary Schools:**

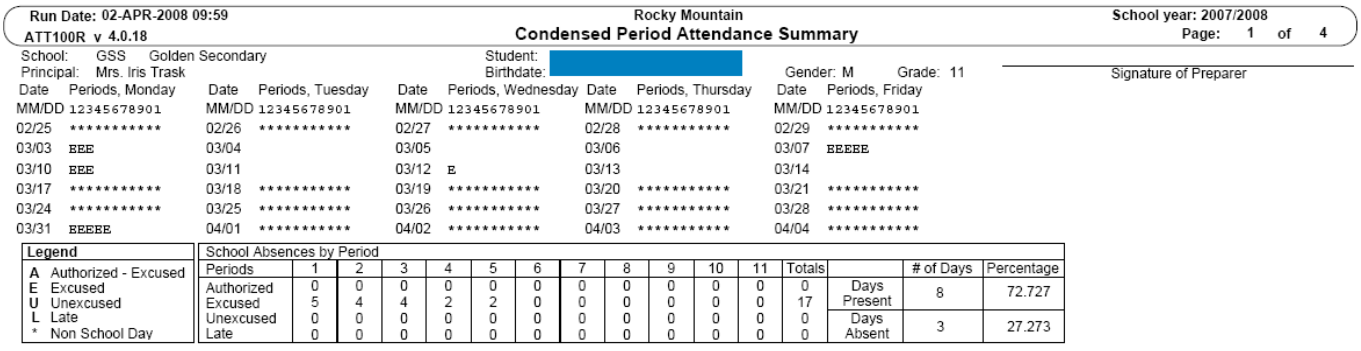
#01 Attendance – Daily Method>Attendance Summary

- Specify Extract Criteria > Clear Criteria> Choose your school>Select the Trans Assist Group from the "Teams" menu>Run Extract>Go Back
- Run Report>Enter Date Range (eg. 01-Mar-2008 to 31-MAR-2008)>Sort: Alpha>Print
- You can then save the .pdf and send it as an email attachment to Kathy **OR** print it and fax it

**For Secondary Schools:**

#02 Attendance – Period Method Reporting>Condensed Attendance Summary

- Specify Extract Criteria > Clear Criteria> Choose your school>Select the Trans Assist Group from the "Teams" menu>Run Extract>Go Back
- Run Report>Enter Date Range (eg. 01-Mar-2008 to 31-MAR-2008)>Vertical/By Week
- You can then save the .pdf and send it as an email attachment to Kathy **OR** print it and fax it



Run Date: 02-APR-2008 09:59 — Rocky Mountain — School year: 2007/2008
ATT100R v 4.0.18 — **Condensed Period Attendance Summary** — Page: 1 of 4

School: GSS Golden Secondary
Principal: Mrs. Iris Trask
Student: [redacted] Gender: M Grade: 11
Birthdate:

Signature of Preparer

| Date | Periods, Monday | Date | Periods, Tuesday | Date | Periods, Wednesday | Date | Periods, Thursday | Date | Periods, Friday |
|---|---|---|---|---|---|---|---|---|---|
| MM/DD | 12345678901 | MM/DD | 12345678901 | MM/DD | 12345678901 | MM/DD | 12345678901 | MM/DD | 12345678901 |
| 02/25 | ********** | 02/26 | ********** | 02/27 | ********** | 02/28 | ********** | 02/29 | ********** |
| 03/03 | EEE | 03/04 | | 03/05 | | 03/06 | | 03/07 | EEEEE |
| 03/10 | EEE | 03/11 | | 03/12 | E | 03/13 | | 03/14 | |
| 03/17 | ********** | 03/18 | ********** | 03/19 | ********** | 03/20 | ********** | 03/21 | ********** |
| 03/24 | ********** | 03/25 | ********** | 03/26 | ********** | 03/27 | ********** | 03/28 | ********** |
| 03/31 | EEEEE | 04/01 | ********** | 04/02 | ********** | 04/03 | ********** | 04/04 | ********** |

| Legend | |
|---|---|
| A | Authorized - Excused |
| E | Excused |
| U | Unexcused |
| L | Late |
| * | Non School Day |

School Absences by Period

| Periods | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Totals | | # of Days | Percentage |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Authorized | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Days Present | 8 | 72.727 |
| Excused | 5 | 4 | 4 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 17 | | | |
| Unexcused | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Days Absent | 3 | 27.273 |
| Late | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |