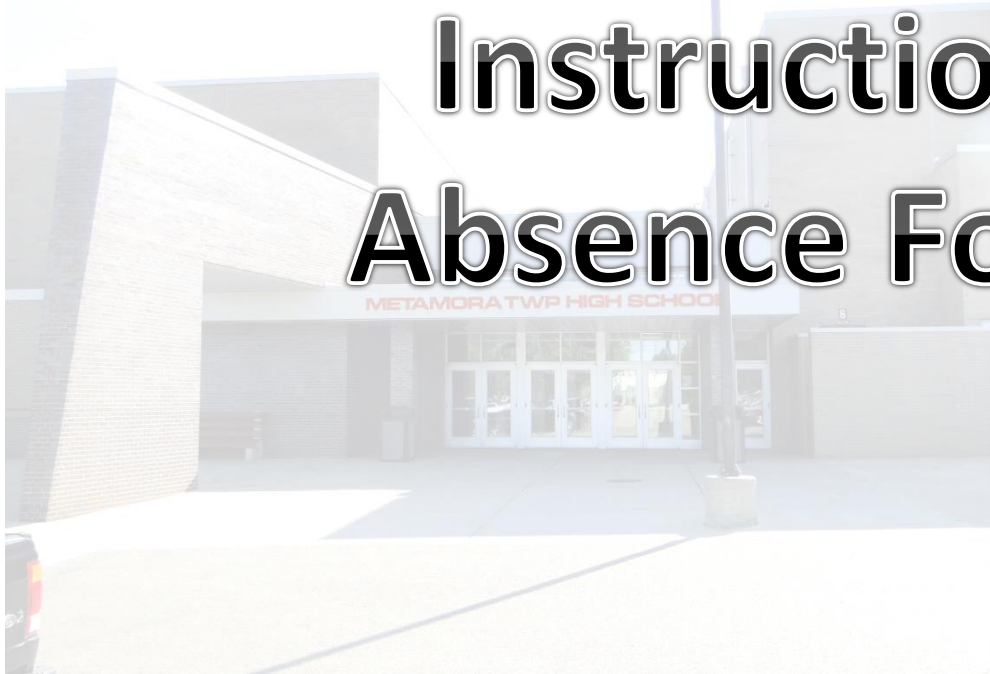


Interval of Instruction Absence Form



Step 1

Go to your gradebook



[Only Show Current Classes](#)

001 Metamora Twnshp High School

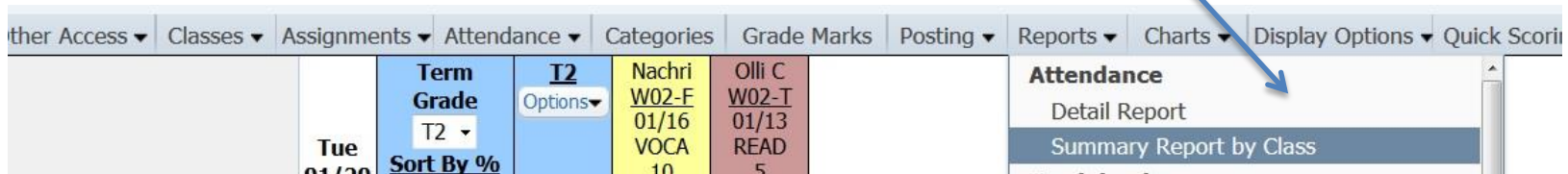
Dept	Subject	Terms	Period	Days Meet	Class	Description	
FOR	OFL	1 - 2	1	MTWRF	0871 / 11	HonGermanIII S1	Gradebook
FOR	OFL	1 - 2	1	MTWRF	0881 / 11	Hon German IV S1	Gradebook
NA	OTH	3 - 4	1	MTWRF	0242 / 11	Teacher Helper S2	Gradebook
FOR	OFL	3 - 4	1	MTWRF	0872 / 21	Hon German III S2	Gradebook
FOR	OFL	3 - 4	1	MTWRF	0882 / 21	Hon German IV S2	Gradebook

Step 2

Go into the class that you wish to run the report.

Step 3

Under reports you will find **Summary Report by Class**.
Click on it.



Step 4

This screen pulls up. Highlight the middle report
“Interval of Instruction Absence Form”

report: Attendance Summary by Class

Seq #	Report Template Name
800	Tardies
801	Interval Of Instruction Absence Form
900	Curr Term

- Print
- Add a new Template
- View parameters of Template
- Clone Template
- Select Different Classes

Step 5

Now click on **Clone Template**

- Print
- Add a new Template
- View parameters of Template
- Clone Template
- Select Different Classes

Step 6 Under Report Template Name, name your template and then click save

Report Templates

My Print Queue ◀ Back

Clone Report Template 801 - Interval Of Instruction Absence Form.

Sequence #: 10

Report Template Name:

Save

Back

Step 7

Skyward Educator Access Plus - Mozilla Firefox

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumetamora122il/seprpt25.w

Attendance Summary by Class

My Print Queue ◀ Back

Attendance Summary Report By Class for 0872 / 21 Prd:1 Hon German III S2

10 - New

Report Ranges

Display Attendance for Term

Current Term: 01/06/2015 - 06/02/2015

Display Attendance for Date Range

Start: Dec 30 2014 Tue, Dec 30 2014

End: Jan 20 2015 Tue, Jan 20 2015

Absence Types

Options

Id Display:

Student ID Print for Class Scheduled Days

Internal ID Show Entered Attendance Only

Name Key Print multiple meets as one class

None

Save

Undo

Back

Print

Click on the box next to **Display Attendance for Date Range**

Put in the dates that reflect the interval of dates you wish to see on your report.

Then click save

Step 8

The next screen that pops up will now allow you to print your report.