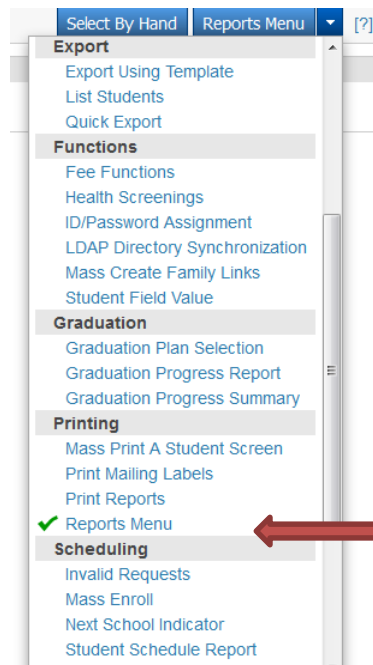




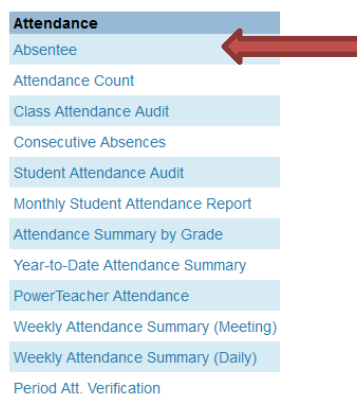
## Determining Pending Absences

To determine which students have pending absences, run the Absentee Report. (Use this report to determine “no show” students on the first day of school.)

1. Select the students for which you’d like to run the report or choose all students. Click in the functions box at the bottom of the list and choose Reports Menu.

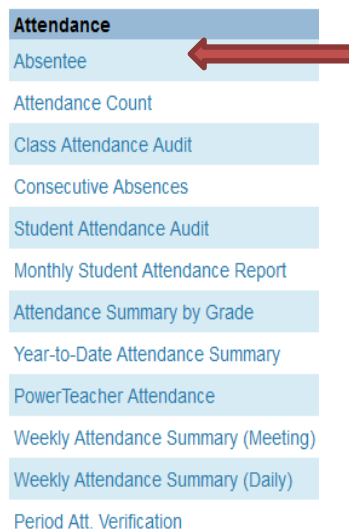


2. Click on the absentee Report located at the top of the Run Reports screen under the Attendance heading.





- Click on the attendance code PND (pending) in the Attendance Codes box. Click submit button located at the bottom of the screen.



- After clicking the submit button, you will be taken to your Report Queue- My jobs screen. Your report will be the one titled “Absentee” under the job Name column corresponding to the date and time that you ran the report. If the Status column for that report shows Running, click the Refresh link located to the right of Report – My jobs until the status Completed. At that time, click on the View link located next to the Completed status for that report. You will see your report on the screen where you can then print it if needed.

Report Queue (System) - My Jobs

System ReportWorks

Created	Job Name	School	Started	Ended	Status
02/18/2016	Absentee	KRMS	02/18/2016 12:48 PM	02/18/2016 12:48 PM	Completed View

This report is also great for reporting on the single day absences day and/or period by period absences.