

## Printing the Attendance Call List - Period Period Attendance Schools

Use the Attendance Call List – Period to create a list of all students absent on a given day or date range. The report provides the student's detailed attendance records, parent names and parent work phone numbers if recorded in eSIS. Depending on options determined on the parameter form, this report may also display student home phone numbers, be used to identify only attendance records missing office reasons, include crossed enrolled students and/or may be printed for specific periods only.

**Navigation:** eSIS Main Start screen > Main Menu > Reports

1. From the **Reports** dialog box, double click the **Attendance** folder.
2. Double click **Attendance Call List – Period**.  
The **Run Report: Attendance Call List – Period** dialog box appears.
3. Click **Run Extract for All Students**.  
eSIS extracts the entire population of registered students and provides a count, listed in the top right corner of the **Run Report** dialog box.
4. Click **Run Report**.  
The **Attendance Call List – Period** parameter form appears.
5. Type a meaningful name in the **Report Title** field if needed.
6. From the **Attendance Date** field, verify or type the correct date.
7. From **Show Period**, verify the **Actual** radio button is selected.  
**Note:** Clicking **Scheduled** will display courses in periods based on the tumble patterned used. This is applicable to Period and Specific Period Attendance schools only.
8. Check **Period to Daily Conversion** to view full day absences based on the 51% rule. (Optional)
9. From the **Print** section, check the appropriate selections.
  - **Condensed Detail** will display all courses for a given student if that student has an absent or late for the day. Each course will display cumulative Excused, Unexcused and total Absences, as well as cumulative lates.
  - **Show Student Phone Number** will include the student's home phone number.
  - **Include Cross Enrolled Students** includes students who are cross enrolled to your school.
  - **Print for Specific Periods** allows Period and Specific Period Attendance schools to determine a single period or a range of periods. Checking this box, **Condensed Detail** and **Scheduled** will provide results based on the tumble patterns used within the date range.
  - Leaving all options unchecked will generate a report that displays all attendance records for the given date, excluding the student home phone number, and cross enrolled students. Period and Specific Period Attendance Schools will still receive cumulative attendance information also, based on the tumble pattern for the given day.
10. From the **Sort by** drop-down list, click the appropriate sort option.

**11.**    Click **Print**.

The report opens in Adobe.