

**School  
District of  
DeSoto  
County**  
*Dedicated to  
Student Success!*

# *2019-2020* Attendance Handbook



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Mr. Adrian H. Cline,  
*Superintendent of Schools*

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530 Lasolona Ave.  
Arcadia, FL 34266

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[www.desotoschools.com](http://www.desotoschools.com)

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## Compulsory Attendance

Students who will be six years old by February 1 of any school year, or who are older than six but have not attained the age of 16 are expected to attend every school day of the 180-day school year. (F.S. 1003.21)

Attendance is reported by period at the middle and high school levels. Elementary school attendance is reported daily. To be considered present for the day, a student must be in attendance minimally for 200 minutes.

## Students beyond Compulsory Attendance Age

A student who attains the age of 16 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age if the student files a formal declaration of intent to terminate school enrollment with the district school board. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by the student and the student's parent/guardian. (F.S.1003.21)

## Recording Attendance

All teachers are expected to report attendance promptly.

- Elementary attendance will be taken daily; the homeroom teacher will be responsible for taking attendance before 9 am each day.
  - 9 am each school day Skyward will notify the teacher/attendance clerk/principal that the teacher has not taken attendance for the day.
- Secondary attendance will be taken each period, before the end of the period.
  - At the end of each period, Skyward will notify the teacher/attendance clerk/principal that the teacher has not taken attendance for the period for the day. Attendance clerks and administrators will monitor the "Unrecorded Class Attendance Report." The Attendance Clerk will monitor that all attendance is recorded and make appropriate contact with the teachers when attendance is not updated.

Schools will run and review the "Suspect and Questionable Attendance Report" daily to identify and rectify potential discrepancies in attendance data. Attendance Clerks will work with counselors or other agencies that may meet with students during the school day and update attendance accordingly.

The administration is required to monitor that report for patterns and needs to provide intervention when individual teachers appear on this report five or more times (when substitutes are not present in the classrooms) to remedy the situation.

Below is the process in place when substitutes are present in a class for a given school day:

Below is the attendance process during FTE Weeks:

All Attendance Clerks will review the Unrecorded Class Attendance Report each day. Teachers that have not completed attendance will be notified. When the notified teachers do complete attendance, the time the attendance was completed is recorded on the Unrecorded Class Attendance Report as well as on the computer. If a teacher has a substitute, the Attendance Clerk will record the substitute's last name beside the teacher that they are subbing. Substitute attendance sheets (signed by the sub) need to be collected. Both the Unrecorded Class Attendance Report, as well as the Signed Substitute Attendance sheets, need to be placed in the FTE audit folder starting this 19-20 school year.

All of these reports and supporting documentation will be compiled into a binder daily. All attendance records during FTE Survey periods need to be kept in an FTE Audit Folder.

## **School Attendance Procedures**

There is a strong relationship between attendance and academic performance. School attendance is required of all enrolled students during the days and hours that the school is in session. School attendance is the responsibility of the parent and the student.

There must be communication between the school and home regarding each absence. On the day of the student's absence, the parent has the responsibility to contact the school and explain the cause. Written excuses shall be required of all students upon their return to school following an absence. Failure to provide a written excuse may result in an unexcused absence. (F.S.1003.24)

Upon each unexcused absence the school should contact the student's parent(s)/guardian(s) to determine the reason for the absence. (F.S.1003.26)

## **Schools Actions if Parent Does Not Notify School of Absences**

Parents are advised that they are required to notify the school for all absences if this notification does not occur, the schools will take the following actions (above and beyond robocalls):

Elementary:

- A student on an Attendance Contract: If a student has an active attendance contract, a phone call is made to the parents every day a child is absent.
- A student not on an Attendance Contract: On the second day of the absence, the attendance clerk will contact the teacher to see if parental communication was made. If not, on the third day of the absence, the attendance clerk will call the parent.

Secondary:

- Every day a report is run for students that have three consecutive days of absences. The parents of these students will be personally called by the attendance clerk if the reason for the absence has not been reported.

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- Every day a report is run for students that have four consecutive days of absences. The administration will personally contact the parents of these students of the reason for the absence has not been reported to the school.

**All of the above communication/communication attempts will be documented in Skyward under the “Attendance Module.”**

## **Excused Absences**

Students are expected to attend school each of the 180 regular school days; however, it is understood that excused absences will occur.

Illness or other legitimate causes will be excused with the permission of the parent/guardian and the school principal. Parent notes accepted until the point an Attendance Contract is initiated.

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below: (po5200)

- Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days).
- The court appearance of the student.
- Medical appointment of the student.
- Pregnancy-related issues (see also Policy 5751)
- Approved school activity.
- Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- Other absences with prior approval of the principal or designee.
- Attendance at a center under Children and Families Services supervision.
- Significant community events with the prior permission of the Principal.
- Religious instruction or religious holiday.
- Death in the immediate family.
- Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified under Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

Absences not included in excused absences listed above shall be unexcused.

## **Required Documentation for Absences after Implementation of an Attendance Contract**

All absences occurring after the implementation of an Attendance Contract will automatically be counted as unexcused unless they are in one of the following categories and are accompanied by documentation. Absences due to suspensions count toward the tolerated absences. All documentation

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is due at the school no later than two (2) days after the absence. Any hardships with obtaining documentation will be referred to the principal.

- Illness of student.
  - Documentation: Doctor's note or proof of hospitalization
- Serious illness or death in the student's immediate family, including significant other.
  - Documentation: Doctor's note, obituary notices, death certificate, etc.
- Students excluded from school for head lice or nits.
  - Documentation: Note from the school nurse
- A doctor or dental appointments (Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified under Florida law). Parents are encouraged to schedule appointments after school hours.
  - Documentation: Appointment card from the doctor, therapist or dentist
- Health issues as they relate to pregnant teens, teenage mothers, and/or their children.
  - Documentation: Note from doctor
- Legal matters.
  - Documentation: Subpoenas, a letter from a judge/attorney, copies of documents
- Religious holidays/training of the student's specific faith or religious instruction. Students shall be excused from any examination, study, or work assignment for the observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time.
  - Documentation: Proof of legitimacy of holiday
- Special honors and/or awards.
  - Documentation: Letter citing the invitation

## Attendance Letters / Notification

**At five (5) absences** a district generated attendance letter is sent informing the parent that their child has five (5) absences. Documentation that this notification was sent to parents will be entered into Skyward. The parent is encouraged to contact the school and send in the required documentation explaining the absences if they have not already done so.

At the **elementary** level, an Attendance Committee Meeting (ACM) will be scheduled to identify potential remedies. Minimally, the following individuals will be invited to participate in ACM Meetings: Attendance Clerk, Administration, Guidance, Social Worker/Mental Health Counselor, and Parent/Guardian. Attendance Contracts may be implemented at this point. Attendance Contracts are valid for two school years. Each school will take reasonable steps to ensure that parent(s)/guardian(s) are invited to attend these conferences. Students may also participate in Attendance Committee Meetings, as deemed appropriate. If the parent(s)/guardian(s) are unable or fail to attend the meeting, a second meeting will be scheduled. If the parent(s)/guardian(s) does not respond or fails to attend the second scheduled Attendance Committee meeting, a referral to the school social worker will be initiated for a home visit.

During the Attendance Committee Meeting, recommended interventions to address the attendance concern may include, but need not be limited to:

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- Changes in the learning environment
- School counseling services
- Tutoring
- Schedule change/placement into a different class
- Exploration of educational options
- Referral to other agencies for services
- Follow-up Parent/Teacher Conferences
- Referral to School Nurse

At the **secondary** level, the attendance will continuously be monitored to ensure patterns of nonattendance are not emerging.

**At ten (10) absences** a district generated attendance letter is sent informing the parent that their child has ten (10) absences. Documentation that this notification was sent to parents will be entered into Skyward.

At the **secondary** level, once the student has reached ten absences for the school year (regardless of the excused or unexcused), an Attendance Committee Meeting will be scheduled to identify potential remedies. Minimally, the following individuals will be invited to participate in ACM Meetings: Attendance Clerk, Administration, Guidance, Social Worker/Mental Health Counselor, and Parent/Guardian. An Attendance Contract may be implemented. Attendance Contracts are valid for two school years. Each school will take reasonable steps to ensure that parent(s)/guardian(s) are invited to attend these conferences. Students may also participate in ACMs, as deemed appropriate. If the parent(s)/guardian(s) are unable or fail to attend the meeting, a second meeting will be scheduled. If the parent(s)/guardian(s) does not respond or fails to attend the second scheduled Attendance Committee meeting, a referral to the school social worker will be initiated for a home visit.

During the Attendance Committee Meeting, recommended interventions to address the attendance concern may include, but need not be limited to:

- Changes in the learning environment
- School counseling services
- Tutoring
- Schedule change/placement into a different class
- Exploration of educational options
- Referral to other agencies for services
- Follow-up Parent/Teacher Conferences
- Referral to School Nurse

An Attendance Contract and School Attendance Committee Report will be completed as an intervention tool and a copy provided to the parent/guardians.

After the Attendance Contract is signed, the student's attendance should be monitored by the School Attendance Clerk to ensure compliance. If the initial meeting does not resolve the problem, another meeting may be requested, or other interventions may be implemented and documented.

**At fifteen (15) unexcused absences, the student** should be referred to the Drop Out Prevention Specialist/Career Guidance Counselor.

The Drop Out Prevention Specialist/Career Guidance Counselor will:

- Review available information from the Attendance Committee Meeting and parent contacts from school staff.
- Meet with the student and attempt a home visit to explore reasons for absence further and offer assistance to the student and family for addressing the causes of absence.
- Upon further investigation, determine the need for immediate referral of to an outside agency or the State Attorney.

Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

## **Tardies/Early Checkout**

**Tardies** occur when a student is late to school, class, or an activity, with or without permission of parents/guardians. **Early checkouts** occur when a parent/guardian removes a student from the class before the official end of the day. Students are not permitted to leave school grounds without authorization. A parent/guardian shall notify the school as to the reason of the tardiness or early checkout. Parents of tardy **elementary** school students are required to sign the student in/out at the office. The criterion to excuse a tardy/early checkout is the same as listed previously to excuse an absence.

Students will be considered tardy if they arrive more than five (5) minutes after the start of the school day and/or if they arrive after the last bell for any subsequent class period at the secondary level. For the 2019-2020 School Year students will be marked tardy if they arrive after the following times at the beginning of the school day:

- Elementary: Arrival after 7:40am
- Middle: Arrival after 8:35am
- High School: Arrival after 8:30am
- DeSoto Secondary: Arrival after 10:15am

All early checkouts will be noted in Skyward regardless of the time the checkout occurred.

Students arriving after or leaving before the following times will not be classified as present for one school day because they did not meet the 200-minute attendance requirement:



| Level      | Arrival After | Departure Before |
|------------|---------------|------------------|
| Elementary | 11:00am       | 11:00am          |
| Middle     | 12:03pm       | 11:50am          |
| High       | 11:57am       | 11:45am          |
| DSS        | 12:35pm       | 1:30pm           |

**At five (5) tardies/early checkouts** a district generated tardy letter is sent informing the parent that their child has five (5) tardies/early checkouts. The parent is encouraged to contact the school and send in the required documentation explaining the absence. At the **elementary** level, an ACM will be scheduled to identify potential remedies. An Attendance Contract may be initiated during the ACM as an intervention tool if appropriate, and a copy given to the parent/guardians.

**At ten (10) unexcused tardies/early checkouts** a district generated tardy letter is sent informing the parent that their child has ten tardies/early checkouts with an ACM appointment request. At the secondary level, an Attendance Contract may be initiated during the ACM as an intervention tool if appropriate, and a copy given to the parent/guardians.

All tardies, early checkouts, and absences occurring after the implementation of an Attendance Contract will automatically be counted as unexcused unless they are in one of the following categories and are accompanied by documentation. Absences due to suspensions count toward the tolerated absences. All documentation is due at the school no later than two days after the absence. Any hardships with obtaining documentation will be referred to the principal. See the **Required Documentation for Absences after Implementation of an Attendance Contract** section for more information.

## Home Visits

Attendance Committees can submit requests to have home visits completed by the social worker or mental health counselor assigned to their school as an intervention to rectify attendance concerns. These requests can be made when parents have not attended two Attendance Meetings and/or when there is documentation that the Attendance Clerk is unable to make contact with the parents/guardians and has exhausted all available means. Requests and records of all home visits will be kept in Skyward under the "Attendance Module." Please see Appendix 5 for information on requesting and documenting home visits in Skyward.

## Truancy Petitions

Truancy petitions may be filed by the Department of Student Services if schools have documented strategies utilized to rectify attendance concerns as well as all parental communication attempts. Priority will be given to cases in which the students are habitually truant (15 unexcused absences in 90 calendar days). The Drop Out Prevention Specialist/Career Guidance Counselor will guide the schools in documentation collection as well as when cases should be moved forward to the Department of Student Services for review.

(Appendix 1)(add school letterhead)

**School District of Desoto County**

**Invitation to Attendance Committee Meeting**

Date

Parent/Guardian Name

Address

RE: Student Name

DOB

Dear Parent(s)

Regular attendance in school is considered an important factor in ensuring your child's school success. We are concerned about the pattern of non-attendance that your child has developed.

The School Attendance Committee is requesting that you and your child attend a meeting to discuss the reasons for the non-attendance and possible solutions to improve the situation.

The meeting has been scheduled for:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Please contact \_\_\_\_\_ at \_\_\_\_\_ for additional detail regarding your child's pattern of non-attendance. Thank you for your cooperation and concern.

\_\_\_\_\_  
Principal

(Appendix 2)(add school letterhead)

**School District of Desoto County**

**School Attendance Contract**

**Date:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_ **I.D. #:** \_\_\_\_\_

This School Attendance contract is entered into with regard to the above named student attending a Desoto County School. The following actions are hereby agreed upon:

1. Student will arrive to school and classes on time each day school is in session.
2. The student will remain at school for the duration of the school day.
3. In the event of an absence, the parent will make contact with the school.
4. A doctor’s note or other official written verification will be required for subsequent absences to be considered excused from the date of this contract.
5. The student will obey school rules and regulations.
6. This Attendance Contract will be valid for the \_\_\_\_\_ and \_\_\_\_\_ school years.

All parties understand and agree to all conditions in this contract.

If the student is within the appropriate age range, it is understood that non-attendance may result in a referral to the Florida Department of Safety and Motor Vehicles for suspension of driving privileges.

It is understood that if the agreement is not upheld, and if a student has accrued “at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period”, the parent/guardian could be prosecuted for violation of the Florida Compulsory School Attendance Law and/or a referral made to the Florida Department of Juvenile Justice and its agents for court proceedings against the student.

Parent/Guardian: \_\_\_\_\_

Student (where applicable): \_\_\_\_\_

Witness by:

\_\_\_\_\_  
Administration / Designee

\_\_\_\_\_  
School Social Worker / Mental Health Counselor

\_\_\_\_\_  
School Attendance Clerk

\_\_\_\_\_  
Other (Title)

\_\_\_\_\_  
Guidance Counselor

\_\_\_\_\_  
Other (Title)

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(Appendix 3)(add school letterhead)  
**School District of Desoto County**  
**School Attendance Committee Report**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **I.D. #:** \_\_\_\_\_

This meeting is held because your child is in noncompliance with mandatory school attendance laws. The State of Florida holds the parents responsible for a student's attendance and for properly notifying the school of the reason for any absence. Your child has accumulated the following absences:

\_\_\_\_\_ unexcused absences      \_\_\_\_\_ total absences      \_\_\_\_\_ tardy & left early

Communication between School District employees and family includes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information/interventions were discussed and agreed to by the attendance committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Signatures

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Administration/Designee \_\_\_\_\_

Attendance Clerk \_\_\_\_\_

Guidance Counselor \_\_\_\_\_

School Social Worker / Mental Health Counselor \_\_\_\_\_

Other \_\_\_\_\_

(Appendix 4)(add school letterhead)

(Attendance Committee Recommendation for filing of Truancy Petition)

Date: \_\_\_\_\_

To Director of Student Services,

The \_\_\_\_\_ School Attendance Committee has extended our services to the family of \_\_\_\_\_ to assist with the correction of attendance issues. To date the following strategies have been put into place to address attendance concerns:

(add school actions)

Implementation of the above-noted interventions has not rectified the attendance issues. At this time, we recommend that the Department of Services reviews the enclosed documentation to determine the next steps to be taken.

Sincerely,

\_\_\_\_\_ Attendance Committee

(Appendix 5)  
(FOR DISTRICT OFFICE USE ONLY)  
(Truancy Petition Filed - Parental Notification)

Date:

To the parent/guardian of \_\_\_\_\_:

The efforts by the DeSoto County School Board to assist you in correcting the non-attendance problems of your child has not been successful. Whenever any student has a total of fifteen (15) unexcused absences from school within ninety (90) calendar days, with or without the knowledge or consent of the parent, s/he will be considered habitually truant. The Board authorizes the Superintendent to inform the student and his/her parents of the record of excessive absences as well as the District's intent to notify the Department of Highway Safety and Motor Vehicles, if appropriate. The Superintendent is authorized to file a truancy petition under F.S. 984.151 if a student has accrued at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown within a ninety (90) calendar day period or has had more than fifteen (15) unexcused absences in a ninety (90) calendar day period.

By Florida law, the case involving you and/or your child has been referred to the local State Attorney's office for possible court action. You will be receiving notification from the States Attorney's Office of the charges and court date.

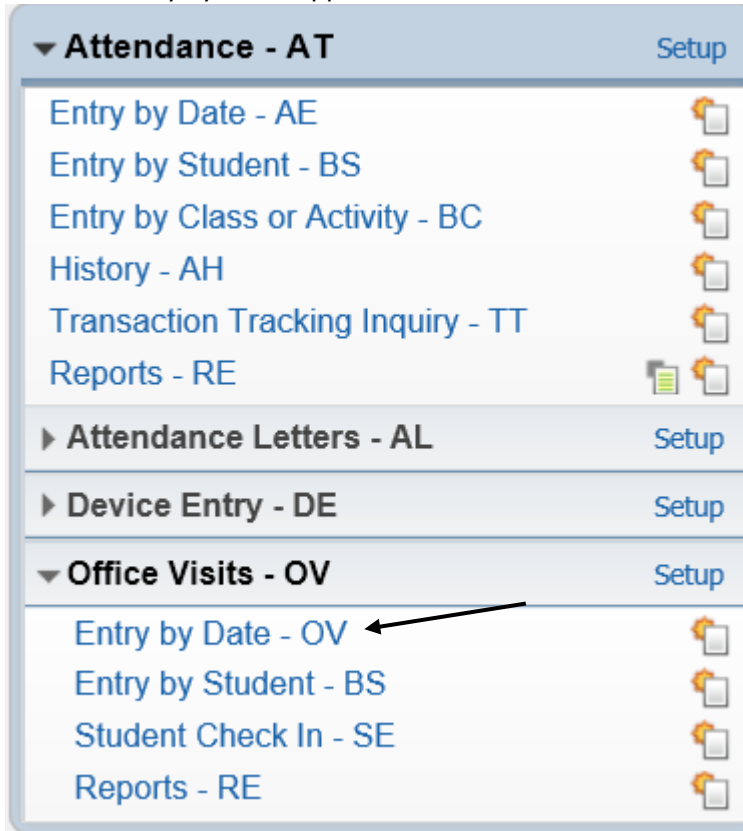
Sincerely,

Dr. Gina Stafford, Director of Student Services  
DeSoto County School District  
310 W. Whidden St.  
Arcadia, FL 34266  
(863)993-1333

(Appendix 6)

## Notes to Enter Home Visit Request

At the school level, select Office, then under the Attendance module, expand Office Visits. Use the “Entry by Date” application.



Select the Add button.

Enter:

- Date of Request
- Student Name (alphakey=first five digits of last name + first three digits of the first name)
- Counselor – your name
- Comment – select “Home” for Home Visit
- Add your Notes by selecting “Add Note.”

Once you have entered all your notes, please select “Save and Release Student.”

Then email your social worker/dropout prevention specialist that you have entered in a new Home Visit request.

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## Add Attendance Visit

\* School Year:

\* Date:    Use Current Time

Time In:   Time Out:

\* Student:

Counselor:

Comment:

[Save and Keep In Office](#)

[Save and Release Student](#)

[Back](#)

### Visit Reasons

[Edit Reasons](#)

### Notes

[Add Note](#)

| Date       | Entered By         | Protected | Note   |
|------------|--------------------|-----------|--|
| 01/18/2019 | CLEMONS, CHRISTINA |           | 11/31/18 - Teacher Comments: Mrs. Harris made the below contacts...etc...etc...etc |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 11/16/18 - ETC   |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 10/31/18 - Talked to parent, etc.  |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 10/20/18 - Attendance Committee Meeting  |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 10/08/18 - 15 day letter sent to parent  |

Asterisk (\*) denotes a required field

To document the home visit, go to Office, then Attendance, under Office Visit, select “Entry by Date.” Find the student on the list. Expand the student’s record. Select the “Add Note.” Here you can document your notes from the office Visit.

**Entry by Date**

Views:  Filters:

| Date           | Time In | Time Out | Last Name | First | Middle | Student ID | Status   | Counselor |
|----------------|---------|----------|-----------|-------|--------|------------|----------|-----------|
| 01/18/2019 Fri | 8:17 am | 8:22 am  | CLEMONS   |       |        |            | Released | CLEMO     |

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 2 of 2\)](#) [View Printable Details](#)

**Visit Reasons** [Edit Reasons](#)

No visit reasons specified

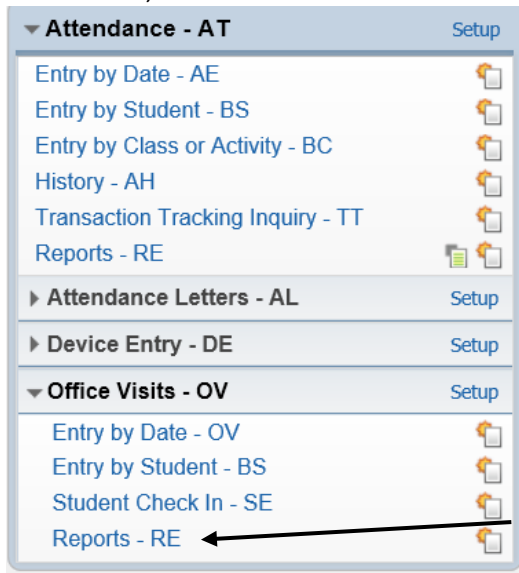
**Notes** [Add Note](#)

| Date       | Entered By         | Protected | Note   |
|------------|--------------------|-----------|--|
| 01/18/2019 | CLEMONS, CHRISTINA |           | 11/31/18 - Teacher Comments: Mrs. Harris made the below contacts...etc...etc...etc |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 11/16/18 - ETC   |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 10/31/18 - Talked to parent, etc.  |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 10/20/18 - Attendance Committee Meeting  |
| 01/18/2019 | CLEMONS, CHRISTINA |           | 10/08/18 - 15 day letter sent to parent  |

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To print a report of the student's attendance contact information on home visit go to Office, then Attendance, then under Office Visit select Reports



Select the Attendance Office Visit Report and Add a new Template. You will need to name your report and select your ranges. You can print all students home visits or just one student.

To print all Home Visits, select the below:  
 Name your template.  
 Make sure Student Status = Active and Inactive  
 Make sure Selected All Schools is checked.

### Edit Report Ranges

**Template Settings**  
 \* Template Description: 
 Share with other users in entity 0061  
 Print Greenbar

**Student Ranges**

|                    |  |   |
|--------------------|--|---|
|                    | Low  | High                                    |
| Entity:            | <input type="text" value="0061"/>                  | <input type="text" value="0061"/>       |
| Student Key:       | <input type="text"/>                               | <input type="text" value="ZZZZZZZZZZ"/> |
| Grade/Grad Yr:     | <input type="text" value="9999"/>                  | <input type="text" value="0000"/>       |
| Homeroom:          | <input type="text"/>                               | <input type="text" value="ZZZZ"/>       |
| Advisor Key:       | <input type="text"/>                               | <input type="text" value="ZZZZZZZZZZ"/> |
| Student Counselor: | <input type="text"/>                               | <input type="text" value="ZZZZZZZZZZ"/> |
| Student Status:    | <input type="text" value="Active and Inactive"/> ▼ |   |
| Gender:            | <input type="text" value="Male and Female"/> ▼     |   |

Select All Schools   
 Select All Calendars

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Press the Sort By button on the right. Select Student Name and press, OK.

| Move | Field        | Select                              |
|------|--------------|-------------------------------------|
|      | Student Name | <input checked="" type="checkbox"/> |
|      | Advisor Key  | <input type="checkbox"/>            |
|      | Entity       | <input type="checkbox"/>            |
|      | Grad. Year   | <input type="checkbox"/>            |
|      | Homeroom     | <input type="checkbox"/>            |

Press the Break By button on the right.

Check the Student Name and press Save.

*This will print the report by alpha students' last name and will give you one page per student.*

Views: General

Filters: \*Skyward Default

| Select                              | Break Field  |
|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | Student Name |

The Visit Date needs to be changed to 08/13/2018 (first day of the 1819 SY) for the low.

Unselect All Comment Codes, press the Comments button and select HOME.

Print Students = with Office visits

Print the visit notes needs to be checked.

Print = Report Only

### Office Visit Ranges

|                  |   |   |  |
|------------------|---|---|--|
|                  | Low                                     | High                                    |  |
| School Year:     | <input type="text" value="2019"/>       | <input type="text" value="2019"/>       | <input checked="" type="checkbox"/> Use Current Year |
| Visit Date:      | <input type="text" value="08/13/2018"/> | <input type="text" value="12/31/9999"/> | <input type="checkbox"/> Use Current Date            |
| Visit Counselor: | <input type="text" value="ZZZZZZZZZZ"/> |   |  |
| Check In:        | <input type="text" value="12:00"/> AM   | <input type="text" value="11:59"/> PM   |  |
| Time Out:        | <input type="text" value="12:00"/> AM   | <input type="text" value="11:59"/> PM   |  |

Select All Office Visit Reasons Visit Reasons  
 Select All Comment Codes Comments

### Print Options

Print Students:

Office Visit Print Order:

Print on Report:

Print the visit notes

Print the protected visit notes

Print:

Asterisk (\*) denotes a required field

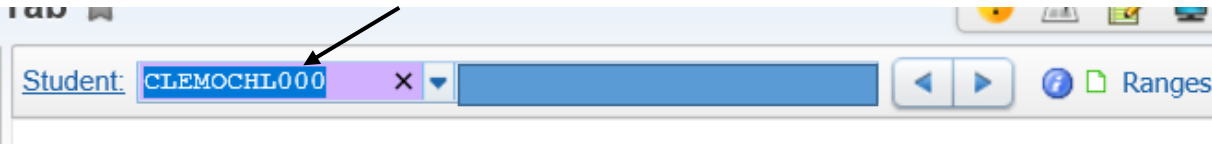
This setup will give you all Home Visits for the school year by student last name.

To print a Home Visit for one student, select the below:

Name your template.

Student Key = the student alpha key (first five digits of the students last name + first three digits of student first name), you can find the alpha key on the student's profile.

For Chloe Clemons it's clemochl000



### Edit Report Ranges

**Template Settings**

\* Template Description:

Share with other users in entity 0061

Print Greenbar

**Student Ranges**

|                    | Low  | High                                     |
|--------------------|--|--|
| Entity:            | <input type="text" value="0061"/>                  | <input type="text" value="0061"/>        |
| Student Key:       | <input type="text" value="CLEMOCHL000"/>           | <input type="text" value="CLEMOCHL000"/> |
| Grade/Grad Yr:     | <input type="text" value="9999"/>                  | <input type="text" value="0000"/>        |
| Homeroom:          | <input type="text"/>                               | <input type="text" value="ZZZZZ"/>       |
| Advisor Key:       | <input type="text"/>                               | <input type="text" value="ZZZZZZZZZZ"/>  |
| Student Counselor: | <input type="text"/>                               | <input type="text" value="ZZZZZZZZZZ"/>  |
| Student Status:    | <input type="text" value="Active and Inactive"/> ▼ |  |
| Gender:            | <input type="text" value="Male and Female"/> ▼     |  |

Select All Schools   
 Select All Calendars

Make sure Student Status = Active and Inactive  
 Make sure Selected All Schools is checked.

The Visit Date needs to be changed to 08/13/2018 (first day of the 1819 SY) for the low.  
 Unselect All Comment Codes, press the Comments button and select HOME.  
 Print Students = with Office visits  
 Print the visit notes needs to be checked.  
 Print = Report Only

**Office Visit Ranges**

|                  | Low                                     | High                                    |  |
|------------------|---|---|--|
| School Year:     | <input type="text" value="2019"/>       | <input type="text" value="2019"/>       | <input checked="" type="checkbox"/> Use Current Year |
| Visit Date:      | <input type="text" value="08/13/2018"/> | <input type="text" value="12/31/9999"/> | <input type="checkbox"/> Use Current Date            |
| Visit Counselor: | <input type="text" value="ZZZZZZZZZZ"/> |   |  |
| Check In:        | <input type="text" value="12:00"/> AM   | <input type="text" value="11:59"/> PM   |  |
| Time Out:        | <input type="text" value="12:00"/> AM   | <input type="text" value="11:59"/> PM   |  |

Select All Office Visit Reasons   
 Select All Comment Codes

**Print Options**

Print Students:  ▼

Office Visit Print Order:  ▼

Print on Report:  ▼

Print the visit notes

Print the protected visit notes

Print:  ▼

Asterisk (\*) denotes a required field

This setup will give you Home Visit information for one student for the school year.