

# Home and Hospital Attendance

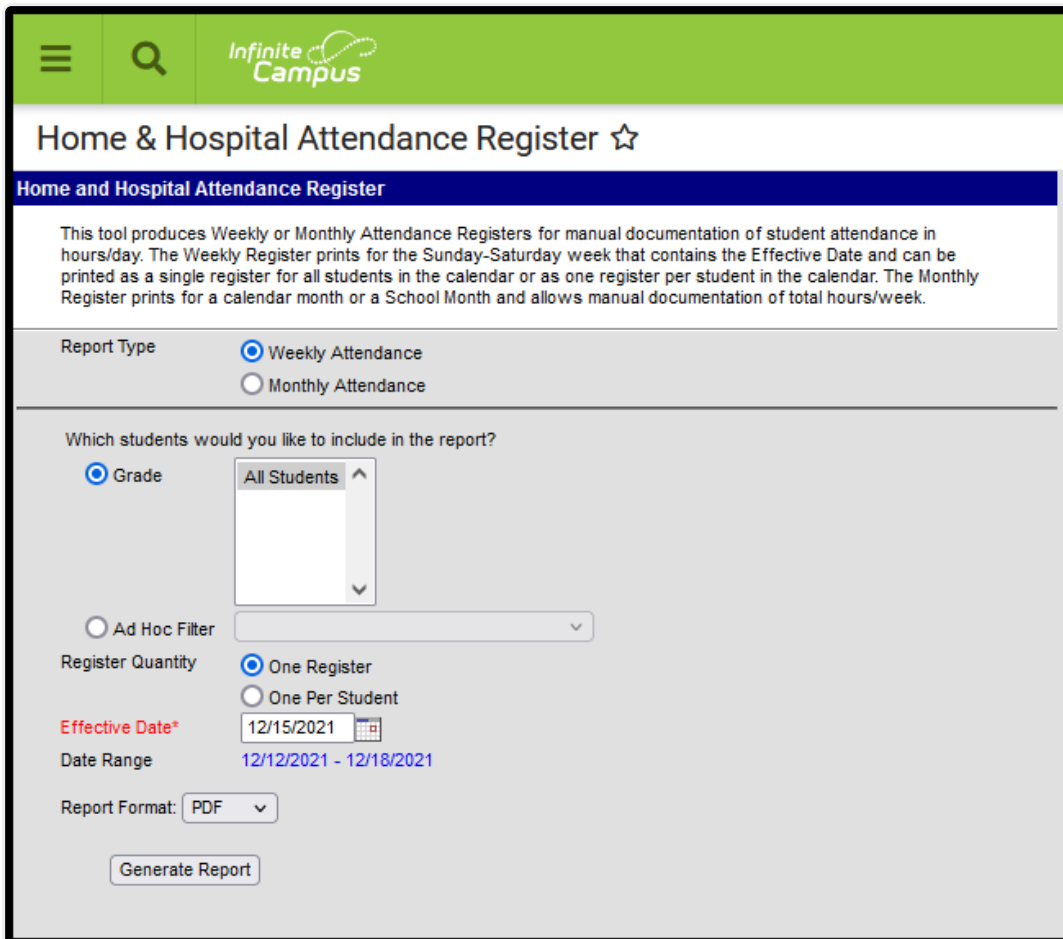
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Tool Search: Home and Hospital Attendance Register

The Home and Hospital Attendance Register produces weekly or monthly attendance register for manual documentation of attendance for students in home/hospital attendance settings. This report does not include any existing attendance entries or calculations of students who may be assigned a Home/Hospital status for attendance. It is simply a way to record student attendance for those homebound/hospital stay students.

This report can be generated for one student for a week at a time, for multiple students for a week at a time or for multiple students for a selected month. All options include an employee signature line and date for attendance verification purposes.



The screenshot shows the 'Home & Hospital Attendance Register' tool interface. At the top, there is a green header with the Infinite Campus logo and a search icon. Below the header, the title 'Home & Hospital Attendance Register' is displayed with a star icon. A blue bar below the title contains the text 'Home and Hospital Attendance Register'. The main content area contains a description of the tool's purpose: 'This tool produces Weekly or Monthly Attendance Registers for manual documentation of student attendance in hours/day. The Weekly Register prints for the Sunday-Saturday week that contains the Effective Date and can be printed as a single register for all students in the calendar or as one register per student in the calendar. The Monthly Register prints for a calendar month or a School Month and allows manual documentation of total hours/week.' Below the description, there are several configuration options: 'Report Type' with radio buttons for 'Weekly Attendance' (selected) and 'Monthly Attendance'; 'Which students would you like to include in the report?' with a radio button for 'Grade' (selected) and a dropdown menu showing 'All Students'; an 'Ad Hoc Filter' dropdown; 'Register Quantity' with radio buttons for 'One Register' (selected) and 'One Per Student'; 'Effective Date\*' with a date input field showing '12/15/2021' and a calendar icon; 'Date Range' with a date range input field showing '12/12/2021 - 12/18/2021'; and 'Report Format' with a dropdown menu showing 'PDF'. At the bottom of the form is a 'Generate Report' button.

*Home and Hospital Attendance Register*

## Report Editor

The following options are available on the Home and Hospital Attendance Register.

Option	Description
<b>Report Type</b>	A <b>Weekly Attendance</b> grid can be printed or a <b>Monthly Attendance</b> grid. At the end of the week or the end of the month, attendance information is turned into the school for recording in Campus.
<b>Student Selection</b>	Students can be selected using the grade level of enrollment or an Ad hoc filter.  Note that a specific grade level CANNOT be selected. When using the Grade option, the only available selection is <i>All Students</i> .
<b>Select Calendar Month or School Month</b>	This option displays when the <b>Monthly Attendance Report Type</b> is selected. Choose the month for recording attendance from the dropdown list. Dates for this month will print.  In a state that uses School Months, choose the School Month from which to report data.
<b>Register Quantity</b>	<b>One Register</b> prints all students in one grid. <b>One per Student</b> prints a separate grid for each student.
<b>Effective Date</b>	The Entered Effective date is used to include only those students who are actively enrolled as of that date.
<b>Date Range</b>	The date range includes the entered effective date and the week of days in which it is included. Weekly attendance will only print days for that week.
<b>Report Format</b>	Determines how the report generates - in PDF or DOCX format.

## Generate the Report for Weekly Attendance

1. Select the **Report Type** of **Weekly Attendance**.
2. Select the students to include in the report by choosing a **Grade Level** (or more than one) or by choosing an **Ad hoc filter**.
3. Select the **Register Quantity** of either **One Register** or **One per Student**.
4. Enter the desired **Effective Date**.
5. Select the desired **Report Format**.
6. Click the **Generate Report** button. The report displays in a new browser window.

WEEKLY ATTENDANCE REGISTER

Week of: 5/6/2012-5/12/2012			Monday					Tuesday					Wednesday					Thursday					Friday					Saturday/Sunday										
School Month 01			Start		End		Start		End		Start		End		Start		End		Start		End		Start		End		Start		End									
Name	Grade	SSID	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2
Student, Brady	11	10007																																				

Weekly Attendance Register, one per student - PDF Format

WEEKLY ATTENDANCE REGISTER

High School

Week of: 4/21/2019-4/27/2019			Monday					Tuesday					Wednesday					Thursday					Friday					Saturday/Sunday										
Name	Grade	SSID	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2	1	2	3	4	1/4	1/2
Student, Amber	09																																					
Student, Asher	09																																					
Student, Benjamin	09	123456789																																				
Student, Brynn	09																																					
Student, Caleb	09	234567890																																				
Student, Caroline	09	345678901																																				

I hereby certify that to the best of my knowledge and belief the hours reported are true and accurate and reflect only actual instructional time with the student and do not include travel or prep time.

Teacher/District Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Weekly Attendance Register, one register - DOCX Format

# Generate the Report for Monthly Attendance

1. Select the **Report Type** of **Monthly Attendance**.
2. Select the students to include in the report by choosing a **Grade Level** (or more than one) or by choosing an **Ad hoc filter**.
3. Select the desired **Calendar Month** or **School Month** from the dropdown list.

4. Select the desired **Report Format**.
5. Click the **Generate Report** button. The report displays in a new browser window.

MONTHLY ATTENDANCE REGISTER												
Month/Year: 04/2012												
Student Name:	Grade	SSID	Actual Hours Teacher(s) Met With Student					Days of Approved Attendance				
			Week:					Week:				
			1	2	3	4	Total	1	2	3	4	Total
Student, Brady	1	10007										
Student, Erika	1	10000										
Student, Nakia	1	10009										
Summer, Kasey	11	10007										

*Monthly Attendance Register - PDF Format*

MONTHLY ATTENDANCE REGISTER												
High School												
Month/Year: 01/2019												
Student Name:	Grade	SSID	Actual Hours Teacher(s) Met With Student					Days of Approved Attendance				
			Week:					Week:				
			1	2	3	4	Total	1	2	3	4	Total
Student, Amber	09											
Student, Asher	09											
Student, Benjamin	09	123456789										
Student, Brynn	09											
Student, Caleb	09	234567890										
Student, Caroline	09	345678901										

*Monthly Attendance Register - DOCX Format*