ATS DOWNLOAD

Use the wiki for detailed instructions

https://wiki.nycenet.edu/display/ATSWiki/Using+ATS+Downloads

RRSA download

```
Session A - [24 x 80]
File  Edit  View  Communication  Actions  Window  Help

PROFILE 01-M-015        New York City Public Schools        06-04-12 09:59:46
RRSA0100                ATS Report Selection Screen (RRSA)     01280-KSUTTEL
==>
                     AGGREGATE STUDENT ATTENDANCE REPORT
                                                          SCHOOL NUMBER: 015
 SELECTION CRITERIA:
        GRADE                    (ENTER A GRADE) :   ___
        OFFICIAL CLASS    (ENTER AN OFF CLASS) :   ___
        INDICATOR   (PRESS F4, DEFAULT IS ALL) :   _
        DATE RANGE (MMDDYY)   (DEFAULT IS YTD) :   START : ______ END : ______
        ATTD % RANGE          (DEFAULT IS ALL) :   ___ %  TO  ___ %

 INCLUDE ATTENDANCE FROM CURRENT SCHOOL ONLY  :   Y
 INCLUDE DISCHARGED STUDENTS                  :   N



EMAILID: ____________________ @SCHOOLS.NYC.GOV  SUBJ: ________________________
PRINT OPTION: ( ENTER PRINTER INFORMATION )                       DOWNLOAD
DIST: 000 LOC: TW4 PRINTER: 1 HOLD: N                   ID: LB7430H_ TYP: _
Press F6 to execute
F1/Help    F2/         F3/Quit-return F4/Lookup      F5/            F6/Execut
F7/        F8/         F9/Refresh     F10/           F11/           F12/Exit

MA    a                                                                07/052
Connected to remote server/host 65chis06 using lu/pool LB741083 and port 23   \\52CPRT00\52C218T650 on Ne06:
```

Session A - [24 x 80]

File Edit View Communication Actions Window Help

```
PROFILE 01-M-015        New York City Public Schools        06-04-12 09:59:46
RRSA0100                ATS Report Selection Screen (RRSA)     01280-KSUTTEL
==> _
                    AGGREGATE STUDENT ATTENDANCE REPORT
                                                        SCHOOL NUMBER: 015
 SELECTION CRITERIA:
        GRADE                      (ENTER A GRADE) :   ___
        OFFICIAL CLASS    (ENTER AN OFF CLASS) :   ___
        INDICATOR   (PRESS F4, DEFAULT IS ALL) :   _
        DATE RANGE (MMDDYY)  (DEFAULT IS YTD) :   START : ______ END : ______
        ATTD % RANGE          (DEFAULT IS ALL) :   ___ %  TO  ___ %

 INCLUDE ATTENDANCE FROM CURRENT SCHOOL ONLY  :   Y
 INCLUDE DISCHARGED STUDENTS                  :   N


EMAILID: ksuttell___________ @SCHOOLS.NYC.GOV  SUBJ: rrsa_____________________
PRINT OPTION: ( ENTER PRINTER INFORMATION )                       DOWNLOAD
DIST: 000 LOC: TW4 PRINTER: 1 HOLD: N                   ID: LB7430H_ TYP: d
Press F6 to execute
F1/Help    F2/        F3/Quit-return F4/Lookup      F5/        F6/Execut
F7/        F8/        F9/Refresh     F10/           F11/       F12/Exit
MA    a                                                          03/006
```

To see attendance from all schools student attended this year select "N"

Enter a "D" here for "download"

Connected to remote server/host 65chis06 using lu/pool LB741083 and port 23 \\52CPRT00\52C218T650 on Ne06:

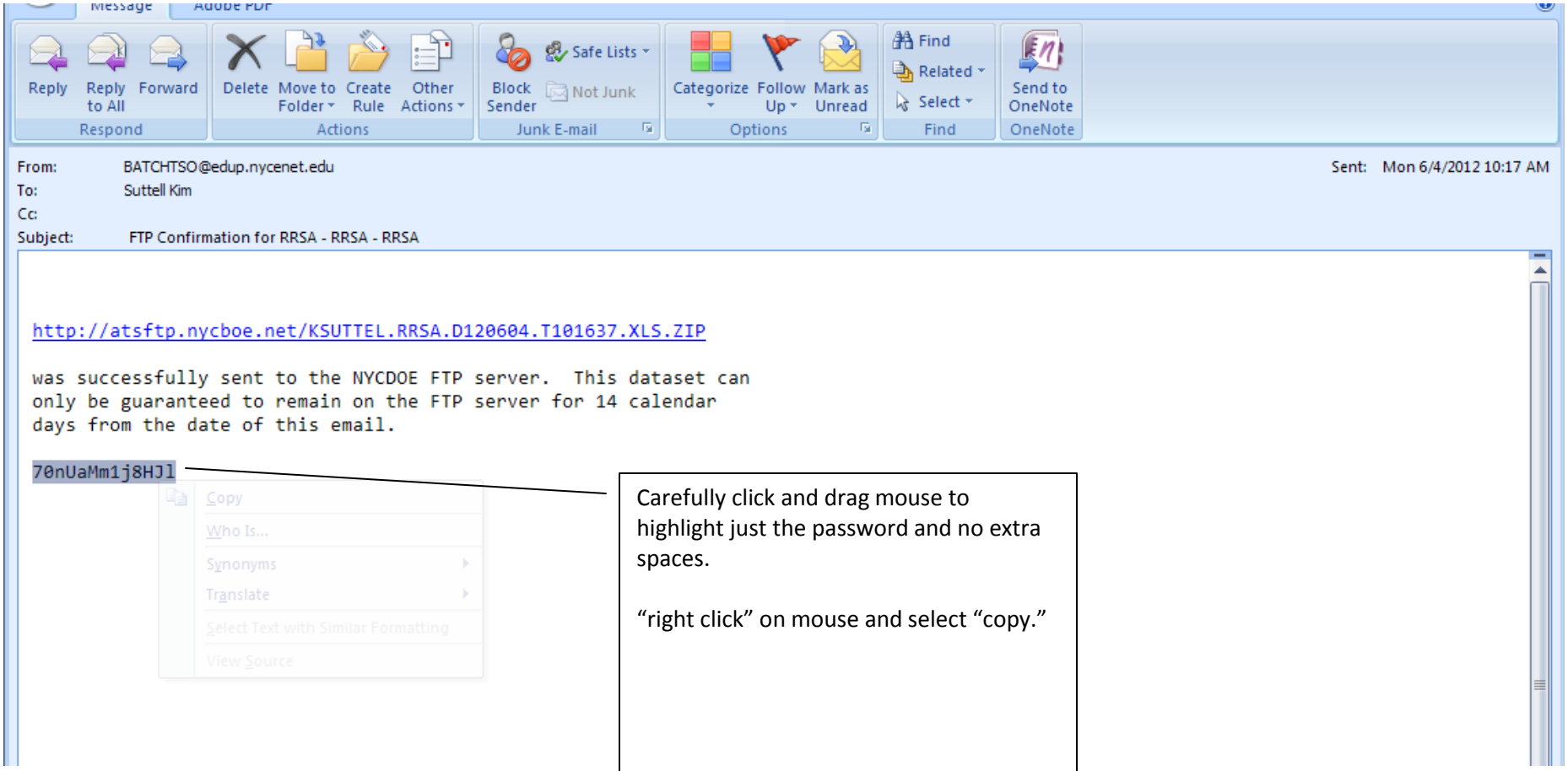
Hit F6 to confirm this is OK. It will ask you to hit F6 one more time!

```
DIST: 000 LOC: TW4 PRINTER: 1 HOLD: N                    ID: LB7430H_ TYP: D
Report will run in PROD2, updates made today will not be included, PRESS F6.
F1/Help    F2/         F3/Quit-return F4/Lookup      F5/            F6/Execut
F7/        F8/         F9/Refresh     F10/           F11/           F12/Exit

MA    a                                                                03/006
Connected to remote server/host 65chis06 using lu/pool LB741083 and port 23    \\52CPRT00\52C218T650 on Ne06:
```

This report will not work if there is retro attendance.

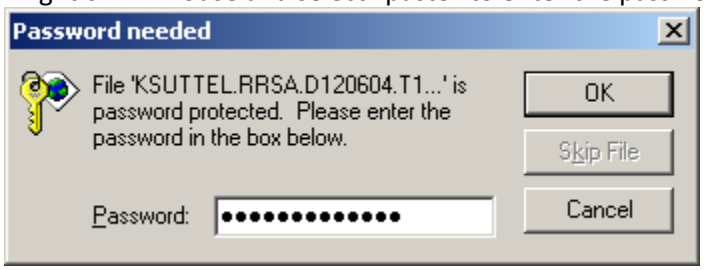
When the email arrives…



Carefully click and drag mouse to highlight just the password and no extra spaces.

"right click" on mouse and select "copy."

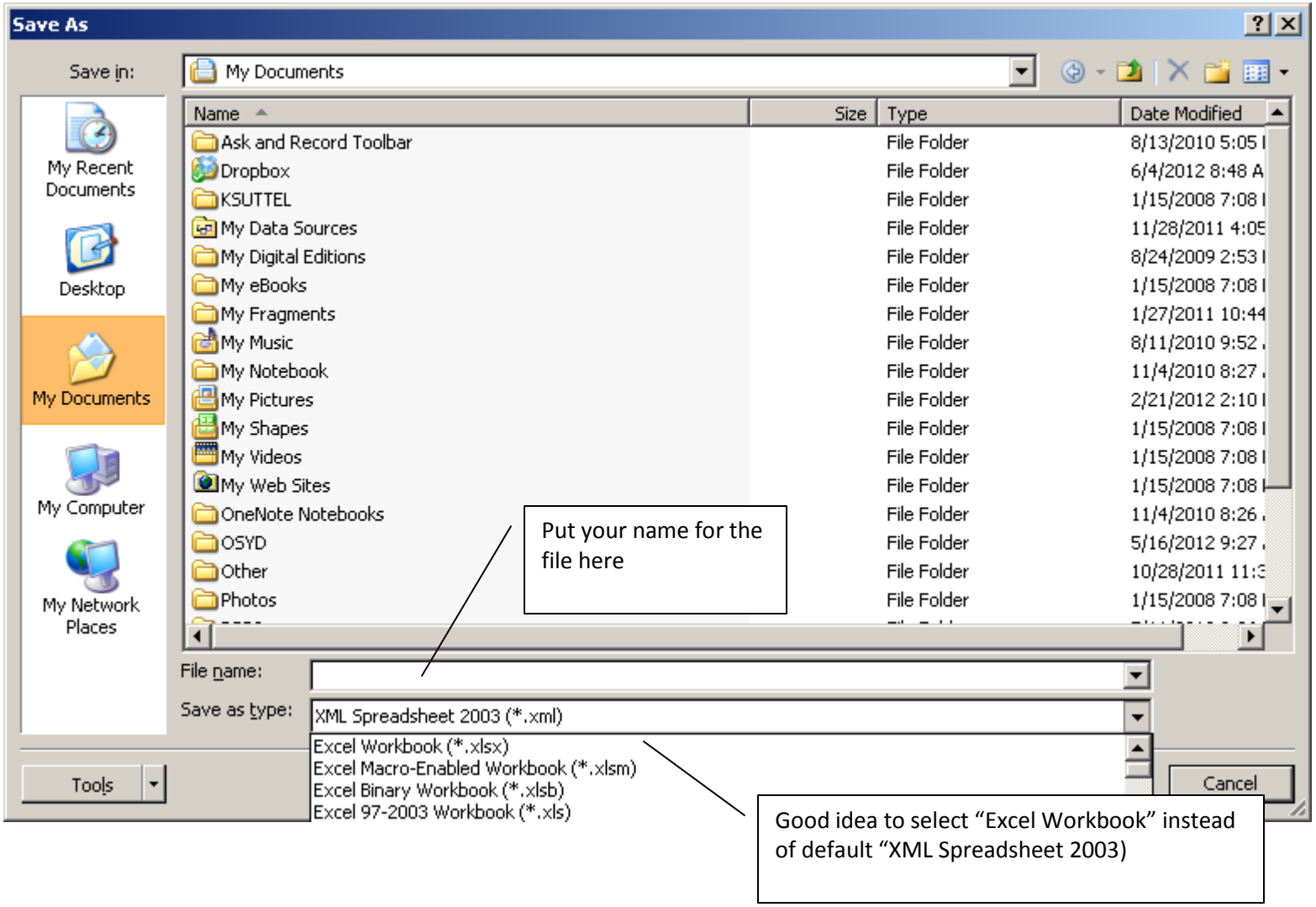
Click on hyperlink to open the file.
"Right clink" mouse and select "paste" to enter the password.



Depending on the computer, you may need to respond to WinZip prompts. Just say OK and go through, or visit the ATS Wiki for more information.

TIP:

During the download process, I always "OPEN" the file first, never "SAVE." Then after it is open, I will "SAVE AS" to rename and direct the file to the folder where I want to save it.



KSUTTEL.RRSA.D120604.T101637.XLS [Read-Only] - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View

A1 | ATS - New York City Public Schools (Mon 06/04/12 10:16:44)

ATS - New York City Public Schools (Mon 06/04/12 10:16:44)

Aggregate Student Attendance (RRSA)

DBN	Last Name	First Name	Student ID	Official Class	Grade	Grade Level	Days Enrolled	Full Days Present	Full Days Absent	Half Day	AM Late	PM Late	Total Late	Instr Time %	Attd %
01M015	ALM	AM	23	010	350	PK	163	161	2	0	0	0	0	98.7	98.7
01M015	ARM	XZA	23	010	350	PK	114	101	13	0	2	0	2	88.5	88.5
01M015	AVE	KAY	23	010	350	PK	85	78	7	0	1	0	1	91.7	91.7
01M015	BEL	DE	23	010					10	0	8	0	8	80.0	80.0
01M015	DAV	AN	23	010					8	0	7	0	7	95.0	95.0
01M015	FNU	CO	20	010					1	0	13	0	13	96.8	96.8
01M015	HAL	BE	23	010					5	0	5	0	5	96.9	96.9
01M015	LAC	DE	22	010					26				29	83.8	83.8
01M015	PAB	JOS	23	010	350	PK	163	152	11				12	93.2	93.2
01M015	PAB	ED	23	010	350	PK	163	150	13				12	92.0	92.0
01M015	ROB	SHA	23	010	350	PK	101	98	3				40	97.0	97.0
01M015	ROM	RO	23	010	350	PK	163	141	22				8	86.5	86.5
01M015	SEM	SA	23	010	350	PK	163	141	22				50	86.5	86.5
01M015	SMI	DA	23	010	350	PK	154	145	9				31	94.1	94.1
01M015	VAQ	DA	23	010	350	PK	163	133	30				27	81.5	81.5
01M015	VEG	MIC	20	010	350	PK	78	71	7				30	91.0	91.0
01M015	CAR	JU	22	011	310	0K	166	153	13				8	92.1	92.1
01M015	CLA	AN	22	011	310	0K	166	157	9				1	94.5	94.5
01M015	DUR	BR	22	011	310	0K	166	164	2				3	98.7	98.7
01M015	HOR	DA	22	011	319	0K	165	149	16				59	90.3	90.3
01M015	JAC	BR	23	011	310	0K	166	143	23				28	86.1	86.1
01M015	KNO	CA	22	011	310	0K	162	151	11				7	93.2	93.2
01M015	LOE	ED	22	011	319	0K	160	150	10				7	93.7	93.7
01M015	MOR	DE	22	011	310	0K	166	163	3				0	98.1	98.1
01M015	MUC	OT	22	011	319	0K	94	91	3				4	96.8	96.8
01M015	RAM	JAL	22	011	319	0K	166	140	26				6	84.3	84.3
01M015	ROB	ISA	23	011	310	0K	166	158	8				14	95.1	95.1
01M015	ROB	AAL	22	011	319	0K	162	142	20				86	87.6	87.6
01M015	SMI	LU	22	011	319	0K	166	157	9				40	94.5	94.5
01M015	STC	NE	22	011	310	0K	166	158	8				11	95.1	95.1
01M015	WAT	NIA	23	011	310	0K	166	156	10				0	93.9	93.9
01M015	ARM	CL	22	012	310	0K	116	110	6	0	3	0	3	94.8	94.8
01M015	EPP	DA	22	012	310	0K	166	162	4	0	5	0	5	97.5	97.5
01M015	GON	ST	22	012	310	0K	166	157	9	0	0	0	0	94.5	94.5
01M015	HOC	EL	22	012	310	0K	166	165	1	0	8	0	8	99.3	99.3
01M015	JOH	SA	22	012	310	0K	166	163	3	0	2	0	2	98.1	98.1
01M015	LIA	RIC	22	012	310	0K	166	159	7	0	0	0	0	95.7	95.7
01M015	LIN	OS	22	012	310	0K	166	163	3	0	5	0	5	98.1	98.1

"Freeze panes" can be removed. Go to "View" menu.

This green triangle often means "number stored as text."

Highlight all the data, an "exclamation point" box will pop up.

Click on the "!" and select "Convert to Number."

Ready | 100%

Ways to Use RRSA

"Beginner"

Individual Student attendance

Calculate School-wide attendance

Insert a row

Sum full days present

Copy and paste to sum full days absent

Insert formula =I3/(I3+J3), where I3 is "FULL DAYS PRESENT" and J3 is "FULL DAYS ABSENT"

FULL DAYS PRESENT / (FULL DAYS PRESENT + FULL DAYS ABSENT)

Do not average the individual student percent attendance. Why? See, for example a student enrolled only 27 days with 100% attendance. That 100%, if averaged, counts equal to the percent for students who have been enrolled all year.

"Advanced"

Pivot Table to summarize by grade level or attendance rate

"Recoding" (Attd%→interval; grade level→number)

"Calculated Field"

Graphs

Ways to Use RSAL

“Beginner”

Note here, “Attendance Taken” = number absent + number present, so attendance is calculated by Present / Attendance Taken

Also see that total attendance using RSAL is **93.70**, that is the aggregate of attendance for students enrolled in the school over the year.
The total attendance using RRSA is **94.32**. This is aggregate attendance for students currently active in the school.

Modify the sum to see attendance rates for certain time periods.

“Advanced”

Vlookup to define dates as months, weeks, or days of the week.

Convert date to “20XX” (click on cell with the tiny green corner).

Check to delete any merged cells.

To do a pivot table, be sure to label your new column.

Check that the downloaded file is “Saved As” a regular excel spreadsheet.

Add columns for cumulative attendance rate…

RCHK

```
Session A - [24 x 80]
File  Edit  View  Communication  Actions  Window  Help

PROFILE 01-M-015        New York City Public Schools        06-04-12 10:11:28
REPT0130                ATS Report Selection Screen (RCHK)     01280-KSUTTEL
==>
                            INDICATOR CHECK LIST
                                                        SCHOOL NUMBER: 015
 SELECTION CRITERIA:(ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
        GRADE              (DEFAULT IS ALL)     : ___
        OFFICIAL CLASS     (DEFAULT IS ALL)     : ___
        STATUS (A,D,T,R)   (DEFAULT IS ACTIVE)  : _
        PRINT INDICATOR(S)                (PRESS F4): _

 SORT OPTIONS:(ENTER Y)
        SORT BY ALPHA                           : _
        SORT BY OFFICIAL CLASS                  : _
        SORT BY GRADE, OFFICIAL CLASS, ALPHA    : _


EMAILID: ____________________ @SCHOOLS.NYC.GOV  SUBJ: ________________________
PRINT OPTION: ( ENTER PRINTER INFORMATION )                      DOWNLOAD
DIST: 000 LOC: TW4 PRINTER: 1 HOLD: N                   ID: LB7430H_ TYP: _
Press F6 to execute
F1/Help    F2/        F3/Quit-return F4/Lookup     F5/          F6/Execut
F7/        F8/        F9/Refresh     F10/          F11/         F12/Exit

MA    a                                                              09/051
Connected to remote server/host 65chis06 using lu/pool LB741083 and port 23   \\52CPRT00\52C218T650 on Ne06:
```

F4 to select student indicators

Session A - [24 x 80]

File Edit View Communication Actions Window Help

```
PROFILE 01-M-015        New York City Public Schools          06-04-12 14:12:19
BIOG0591                   Indicator Check List (RCHK)           01129-KSUTTEL
==> _                                                              PAGE 1 OF 1
                                  AIS SERVICES
__ BILINGUAL    __ FOSTR HOME   __ ELA ELIG     __ SCHOOL A    __ INTV
__ ESL          __ TEMP HOUS    __ ELA PART     __ SCHOOL B    __ POST GRD PL
__ LEP          __ HEALTH INS   __ MATH ELIG    __ SCHOOL C    __ MAINSTRM
__ SPEC ED      __ GIFTED       __ MATH PART    __ DIST A      __ YTD ATTEND
__ IEP SPEC ED  __ REL TIME     __ SCI PART     __ DIST B      __ ELA PROF
__ RES ROOM     __ EXTEND DAY   __ SS PART      __ DIST C      __ MATH PROF
__ ADD'L RS     __ CHAP 53      __ SUPP SVC     __ 407 FLAG    __ CHRONIC ABS
__ COUNSEL      __ PLUS PROG    __ ELA AT RISK  __ ONGNG SVC   __ HEALTH ALRT
__ SPCH SVC     __ PID          __ CELL PH XMT  __ SECT 504    __ FUT EX INST
__ CTT PART     __ MEAL CODE    __ BESIS ST     __ SL COMM     __ RETAIN FLAG
__ SETSS        __ IMMN STAT    __ TEST MOD     __ COHORT YR   __ EX INSTR PD


        ENTER NUMBERS 1 - 15 TO SELECT AND IDENTIFY INDICATOR PRINT ORDER
        %% - INDICATOR MAY NOT BE SELECTED

Select up to 15 indicators, number them 1-15 for print order & press F2
F1/Help    F2/Select   F3/Quit-return F4/          F5/          F6/Execut
F7/        F8/         F9/Refresh     F10/         F11/         F12/Exit
```

MA a 03/006

Connected to remote server/host 65chis03 using port 23 \\52CPRT00\52C218T650 on Ne06:

Session A - [24 x 80]

File Edit View Communication Actions Window Help

```
PROFILE 01-M-015        New York City Public Schools          06-04-12 14:12:19
BIOG0591                   Indicator Check List (RCHK)           01129-KSUTTEL
==>                                                                PAGE 1 OF 1
                                  AIS SERVICES
__ BILINGUAL    __ FOSTR HOME   __ ELA ELIG     __ SCHOOL A    __ INTV
__ ESL          __ TEMP HOUS    __ ELA PART     __ SCHOOL B    __ POST GRD PL
__ LEP          __ HEALTH INS   __ MATH ELIG    __ SCHOOL C    __ MAINSTRM
__ SPEC ED      __ GIFTED       __ MATH PART    __ DIST A      2_ YTD ATTEND
__ IEP SPEC ED  __ REL TIME     __ SCI PART     __ DIST B      4_ ELA PROF
__ RES ROOM     __ EXTEND DAY   __ SS PART      __ DIST C      5_ MATH PROF
__ ADD'L RS     __ CHAP 53      __ SUPP SVC     3_ 407 FLAG    1_ CHRONIC ABS
__ COUNSEL      __ PLUS PROG    __ ELA AT RISK  __ ONGNG SVC   __ HEALTH ALRT
__ SPCH SVC     __ PID          __ CELL PH XMT  __ SECT 504    __ FUT EX INST
__ CTT PART     __ MEAL CODE    __ BESIS ST     __ SL COMM     __ RETAIN FLAG
__ SETSS        __ IMMN STAT    __ TEST MOD     __ COHORT YR   __ EX INSTR PD


        ENTER NUMBERS 1 - 15 TO SELECT AND IDENTIFY INDICATOR PRINT ORDER
        %% - INDICATOR MAY NOT BE SELECTED

Select up to 15 indicators, number them 1-15 for print order & press F2
F1/Help    F2/Select   F3/Quit-return F4/          F5/          F6/Execut
F7/        F8/         F9/Refresh     F10/         F11/         F12/Exit
```

MA a 10/066

Connected to remote server/host 65chis03 using port 23 \\52CPRT00\52C218T650 on Ne06:

Ways to Use RCHK

WARNING: sometimes the column headers get combined. These headers are not correct.

L23

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DBN	LAST	FIRST	ID	STATUS	GRADE	CLASS	LEVEL	CHRO AB	407	ELA PROF	MATH PROF	
2	01M015	Student 1		231xxxxxx	A	350	010	PK		9			
3	01M015	Student 2		232xxxxxx	A	350	010	PK		8			
4	01M015	Student 3		233xxxxxx	A	350	010	PK		9			
5	01M015	Student 4		233xxxxxx	A	350	010	PK		8			
6	01M015	Student 5		231xxxxxx	A	350	010	PK		9			

To view, select "wrap Text"

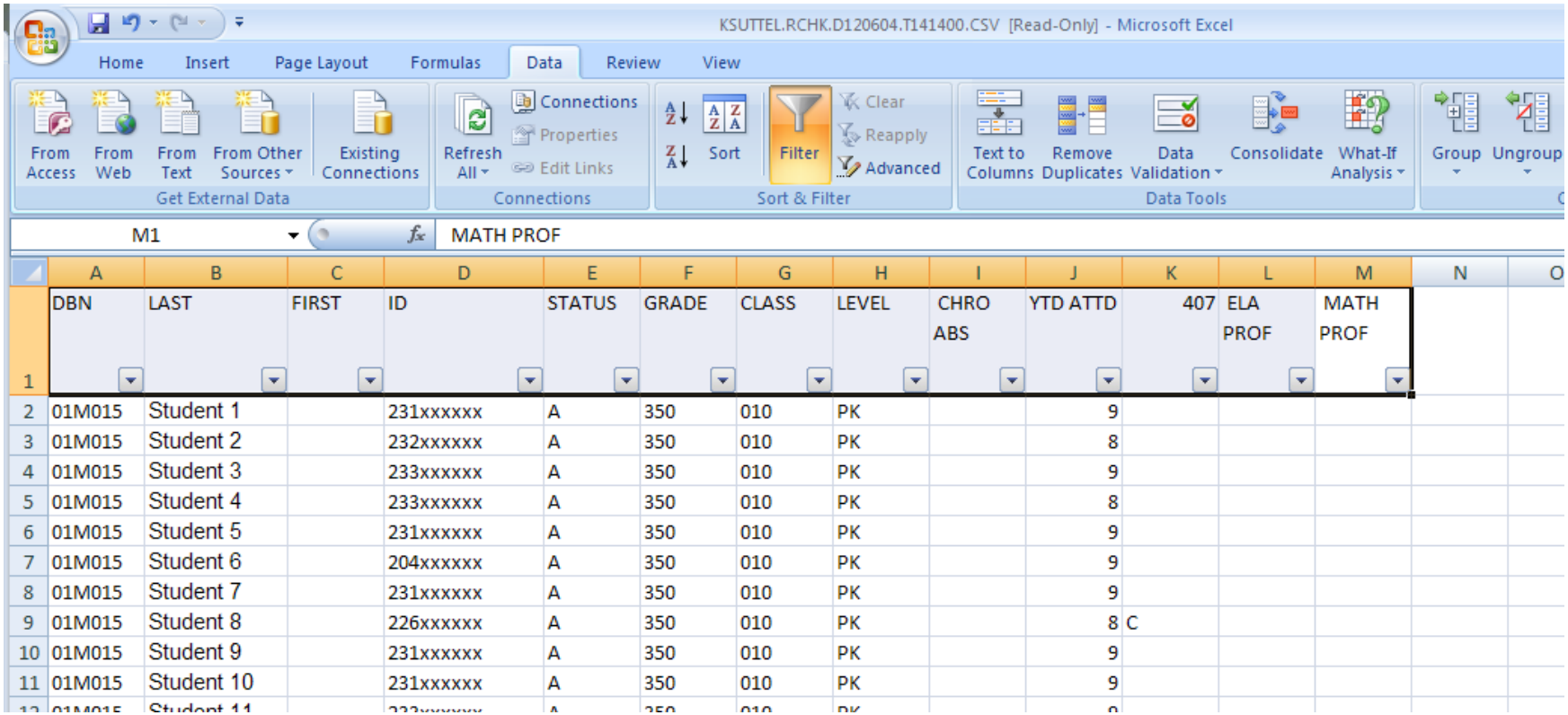
A1 DBN

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	DBN	LAST	FIRST	ID	STATUS	GRADE	CLASS	LEVEL	CHRO AB	407	ELA PROF	MATH PROF						
2	01M015	Student 1		231xxxxxx	A	350	010	PK		9								
3	01M015	Student 2		232xxxxxx	A	350	010	PK		8								
4	01M015	Student 3		233xxxxxx	A	350	010	PK		9								
5	01M015	Student 4		233xxxxxx	A	350	010	PK		8								
6	01M015	Student 5		231xxxxxx	A	350	010	PK		9								

E13 A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	DBN	LAST	FIRST	ID	STATUS	GRADE	CLASS	LEVEL	CHRO ABS YTD ATTD	407	ELA PROF	MATH PROF						
2	01M015	Student 1		231xxxxxx	A	350	010	PK		9								
3	01M015	Student 2		232xxxxxx	A	350	010	PK		8								
4	01M015	Student 3		233xxxxxx	A	350	010	PK		9								

This is the way it should look. Plus I added the filter.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	DBN	LAST	FIRST	ID	STATUS	GRADE	CLASS	LEVEL	CHRO ABS	YTD ATTD	407	ELA PROF	MATH PROF
2	01M015	Student 1		231xxxxxx	A	350	010	PK		9			
3	01M015	Student 2		232xxxxxx	A	350	010	PK		8			
4	01M015	Student 3		233xxxxxx	A	350	010	PK		9			
5	01M015	Student 4		233xxxxxx	A	350	010	PK		8			
6	01M015	Student 5		231xxxxxx	A	350	010	PK		9			
7	01M015	Student 6		204xxxxxx	A	350	010	PK		9			
8	01M015	Student 7		231xxxxxx	A	350	010	PK		9			
9	01M015	Student 8		226xxxxxx	A	350	010	PK		8	C		
10	01M015	Student 9		231xxxxxx	A	350	010	PK		9			
11	01M015	Student 10		231xxxxxx	A	350	010	PK		9			

Also see RAMO to check how many days students miss each month…. Compared to the previous year.

ATS - New York City Public Schools (Mon 06/04/12 14:36:40)
Cumulative Monthly absence report (RAMO)

Grade Code	Official Class	Current Yea	October	November	December	January	February	March	April	May	June	Previous Year	October	November	December	January	February	March	April	May	June
PK	010	1	1	1	1	1	1	1	2	2	2	0	0	0	0	0	0	0	0	0	0
01	101	6	10	13	17	20	20	23	24	27	27	3	7	15	25	35	39	44	47	48	51
01	101	2	5	5	5	6	6	6	6	6	6	0	0	0	0	0	0	0	0	0	0
03	301	0	0	0	0	0	0	0	0	0	0	1	1	1	1	3	3	3	3	6	6
04	401	0	0	0	0	2	2	2	2	2	2	0	1	1	2	2	3	[illegible]	[illegible]	[illegible]	[illegible]
03	302	0	0	0	0	0	0	0	1	2	2	1	1	1	2	4	5	[illegible]	[illegible]	[illegible]	[illegible]
0K	012	2	9	13	14	14	15	15	17	19	19	0	0	0	0	0	0	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	12	14	18	20	22	24	24	0	0	0	0	0	0	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0	2	2	3	4	7	7	0	0	0	0	0	0	0	0	0	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0	0	2	3	4	4	4	0	0	1	1	3	4	6	7	8	12
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	1	2	3	7	8	10	10	2	6	6	6	11	12	17	18	23	28
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	3	5	5	7	7	10	10	0	1	3	4	14	18	20	21	22	26
05	502	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PK	010	0	0	0	0	0	0	5	8	9	9	0	0	0	0	0	0	0	0	0	0
05	502	0	3	5	8	11	11	12	12	12	12	0	1	2	2	5	5	5	5	6	11
03	301	0	3	3	7	8	8	8	8	8	8	0	1	2	2	7	8	8	9	10	13
03	302	0	1	1	1	1	1	4	5	5	5	0	0	0	0	1	1	1	2	4	6
01	102	0	1	1	1	1	1	1	1	1	1	1	1	2	4	5	7	9	11	11	11
0K	011	2	4	5	7	8	8	12	12	12	12	0	0	0	0	2	2	6	6	6	13
01	101	0	0	0	2	5	14	22	22	22	22	0	0	1	1	4	8	9	9	9	9
02	202	0	0	0	0	7	8	9	9	10	10	2	3	3	8	8	8	10	20	20	21
0K	011	0	0	1	2	3	3	8	9	9	9	0	0	0	0	0	0	0	0	0	1
03	302	0	0	1	1	1	1	1	1	1	1	0	0	0	0	1	1	1	2	2	2
02	202	0	0	0	1	1	1	2	2	3	3	1	1	2	4	5	6	6	6	7	9
02	202	0	0	0	0	1	1	1	2	2	2	1	1	1	1	5	6	7	7	7	10
01	102	0	0	0	0	0	0	0	1	1	1	0	0	0	1	5	5	6	6	6	8
PK	010	0	0	0	1	4	5	7	8	8	8	0	0	0	0	0	0	0	0	0	0
01	101	0	0	0	0	0	0	1	2	3	3	0	1	2	3	4	4	4	4	5	6
05	502	1	1	2	6	9	11	13	15	18	18	2	3	4	4	6	8	14	16	18	27
03	302	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	5	6	6	6	8
04	401	1	1	1	1	3	3	4	4	4	4	1	2	2	5	6	6	7	8	11	13
02	201	0	3	4	4	5	5	6	6	8	8	0	1	2	3	3	5	5	5	5	7

This student missed 6 days in September, and **4** days in October, and **3** days in November, and **?** days in December.

Is this better than last year?

Use RPYA and RRSA to compare previous year and current year attendance, using a vlookup.

This works best at mid year. Select only Fall Term attendance using RPYA and year-to-date (default) for RRSA.

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help

PROFILE 27-Q-324        New York City Public Schools        01-25-13 14:45:41
REPT0290                ATS Report Selection Screen (RPYA)      01426-KSUTTEL
==>
          STUDENT HISTORICAL AGGREGATE ATTENDANCE REPORT
                                                          SCHOOL NUMBER: 324
 SELECTION CRITERIA:
        ENTIRE SCHOOL            (ENTER A 'Y') :  _
        CURRENT GRADE                          :  ___
        CURRENT OFFICIAL CLASS                 :  ___
        FALL TERM                (ENTER A 'Y') :  Y
        SPRING TERM              (ENTER A 'Y') :
        SCHOOL YEAR IN SEPTEMBER   (1991-2011) :  2011
        PERCENTAGE ATTENDANCE                  :  0_ TO 100
 SORT OPTIONS:(ENTER Y)
        SORT BY ALPHA                         :   _
        SORT BY CURRENT GRADE, ALPHA          :   _
        SORT BY CURRENT OFFICIAL CLASS, ALPHA :   _
EMAILID: ____________________ @SCHOOLS.NYC.GOV  SUBJ: ________________________
PRINT OPTION: ( ENTER PRINTER INFORMATION )                      DOWNLOAD
DIST: 000 LOC: TW4 PRINTER: 1 HOLD: N                   ID: LB06C0F_ TYP: _
Press F6 to execute
F1/Help    F2/        F3/Quit-return F4/Lookup     F5/          F6/Execut
F7/        F8/        F9/Refresh     F10/          F11/         F12/Exit

MA    a                                                              12/052
Connected to remote server/host 65chis06 using lu/pool LB06J081 and port 23   \\52CPRT00\52C218T650 on Ne06:
```

Blank for SPRING TERM so the report only tells attendance for Fall Term only

Enter for last year

Insert a column in RRSA. Use Vlookup to insert attendance (or days missed) from RPYA.

*Note: Remove the merged cell (total) at the bottom of the RPYA download.