


To Print Attendance Verification Reports:

Step 1: Log into 

Step 2: Under **Reports** choose **Attendance Verification Report**

Step 3: Select

Then

Enter Date Range – Get Date Range from PEIMS Clerk on Campus

Check Include Withdrawn Students
 Summary Only

Step 4:

It will look like this:

Attendance Verification Report

Teacher: B
Student Count: 17
Sem: 1

Per: 07
ADA Reporting Period: 03
From: 08/24/2015

Crs: 8 HISTORY (0840-07)
Campus: 041 - Scurry-Rosser Middle School
To: 10/02/2015

Student Name	Student ID	Grade	1st Week			2nd Week			3rd Week			4th Week			5th Week			6th Week			Total																			
			24 M	25 T	26 W	27 T	28 F	31 M	1 T	2 W	3 T	4 F	8 M	9 T	10 W	11 T	14 M	15 T	16 W	17 T	18 F	21 M	22 T	23 W	24 T	25 F	28 M	29 T	30 W	1 T	2 F	A	S	T						
																																			0	0	0			
														A																					1	0	0			
																																				0	0	0		
																																					1	0	0	
																																					0	0	0	
																																						0	0	0

**You will have to do this for each & every one of your classes.
(For example -if you have 6 periods, you will have 6 reports.)**