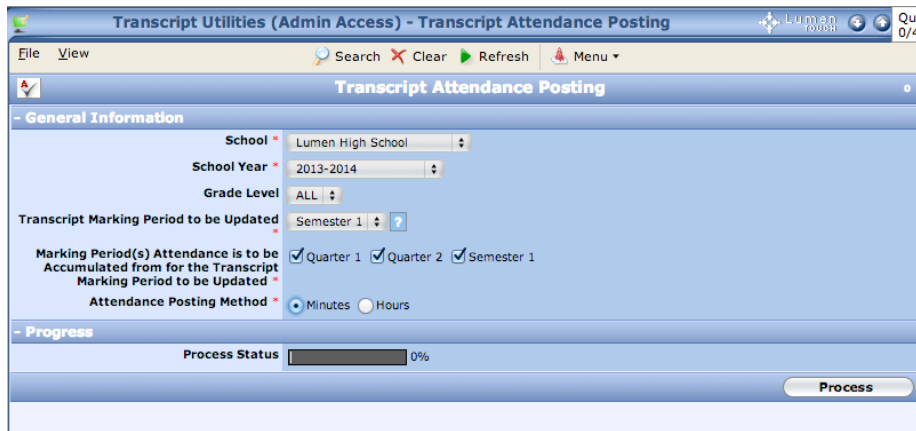


Posting Semester Attendance

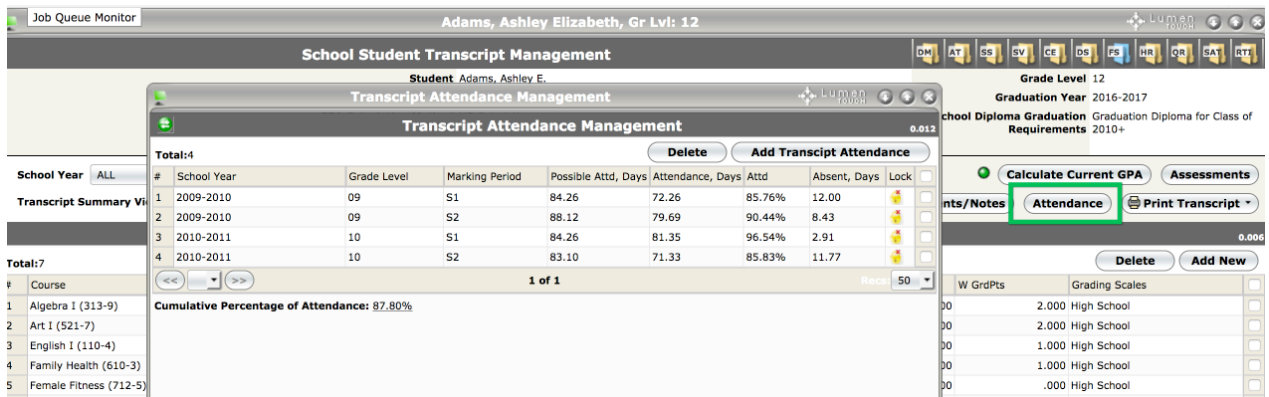
Once attendance totals are confirmed by the attendance clerk, attendance can be posted to the transcripts.

EzStart -> District Graduation and Transcript Management -> Transcript Utilities -> Transcript Attendance Posting



1. Select the School, School Year, and Transcript Marking Period.
2. Select the included marking periods
3. Choose the Attendance Posting Method, Minutes or Hours.
4. Click Process.
5. Attendance is posted to the students transcript record and can be viewed by opening the students record in the below application.

EzStart -> Lumen Touch - District Main -> District Graduation and Transcript Management -> District Graduation and Transcript Management -> School Student Transcript Processing



#	School Year	Grade Level	Marking Period	Possible Attd, Days	Attendance, Days	Attd	Absent, Days	Lock
1	2009-2010	09	S1	84.26	72.26	85.76%	12.00	
2	2009-2010	09	S2	88.12	79.69	90.44%	8.43	
3	2010-2011	10	S1	84.26	81.35	96.54%	2.91	
4	2010-2011	10	S2	83.10	71.33	85.83%	11.77	

Cumulative Percentage of Attendance: 87.80%