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| SUBJECT: | <u>Monthly Close Out Of Attendance</u><br><u>Calendar and Reminders</u> | 2022-23 NO. BS15 |
| TO: | <u>K-12 Principals, Office Managers and</u><br><u>Attendance Clerks</u> | |
| DATE: | <u>September 15, 2022</u> | |

- x  Student Gap Scheduler
  Index> Scheduling > Student Gap Scheduler – finds students that either have no schedule or an incomplete schedule based on date of enrollment entered

- x  Monthly Attendance Register
  Index> CA State Reporting > Monthly Attendance Register – based on the School Month selected, this report will find students whose enrollment date does not match the schedule OR students with no schedule. Generate as a .csv file and filter on the  0 % column (last column) AND # symbol. The # symbol indicates a student was enrolled with no schedule for the number of # symbols shown

If you have any monthly attendance questions, please email AttendanceBud2(at)-2c722(n)].S2l