

**Custom Report: KTS Attendance by School** – The purpose of this report is to assist in tracking student attendance at schools participating in the KTS Data Exchange. The KTS Attendance by School report will; allow users at the **technical school** (ATCs & CTCs) to view student’s attendance in their home district, and allow the user at the **home high school** to view student’s attendance at the technical school. This report will be filtered by school, if the report results include more than one technical school or home high school.

Selection Criteria includes:

- For a **technical school** (ATCs & CTCs) select “I am a Technical School”, then select the Home District and School for the report. Start and end dates default to today’s date, but can be modified. Report can be sorted by student name; or by grade, then student name.
- For a **home high school** select “I am a Home District”, then be sure Kentucky Tech Systems is highlighted. Make sure the home high school is selected in the Campus Toolbar, the report will automatically default to the active school and calendar. Start and end dates default to today’s date, but can be modified. Report can be sorted by student name; or by grade, then student name.

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**Pathway:** KY State Reporting > Edit Reports > KTS Attendance by School

**NOTE:** Users must be granted access by local KSIS administrator before they will see this report.

**Report Sample:** The report will generate in PDF format.

Home District ( ) / Technical Center (Kentucky Tech System)  
Attendance for 2/24/2016

Home School Attendance

SSID	Student	Grade	School	Period							Check In/Out	Comments
				1 08:00-08:57	2 08:57-09:54	3 09:54-10:51	5 11:48-01:11	6 01:11-02:08	7 02:08-03:05			
		11						AU			In 12:18	In accident last night
		12		AX	AX	AX						welding competition in J
		12		PX	PX	PX						vo-tech for competition
		11		PX	PX	PX						
		12		PX	PX	PX					Out 08:55	health dept w/ vo-tech
											In 10:30	vo-tech for competition
		12		AU	AU	AU						
		12		AU	AU	AU						
		12		PX	PX	PX						vo-tech for competition
		12		PX	PX	PX					Out 08:55	health dept w/ vo-tech
											In 10:30	
		11		AE	AE	AE						
		11		PX	PX	PX						
		12		PX	PX	PX						vo-tech for competition

Technical School Attendance

SSID	Student	Grade	School	Period			Check In/Out	Comments
				1 08:00-08:53	2 08:53-09:48	3 09:48-10:43		
		12		A	A	A		
		11		AE	AE	AE		homebound
		12		A	A	A		
		12		A	A	A		
		12		A	A	A		
		12		A	A	A		
		11		A	A	A		
		11		A	A	A		

**Suggested report uses:**

- Use to confirm student's arrival at technical school or home high school after transport.
- Use to see excuses for absences at home high school and technical school.