

Including Attendance in Silhouette Reports

SilhouetteCE and Silhouette 4 will print student attendance data onto each report card. In order to do this, you will need an attendance file exported from your office or district computer. Once this file has been imported into your Silhouette folder, the attendance option will be available on the Print/View Reports screen.

Turbo-School Note: Schools using Turbo-School (v8.09 or better) can get an attendance export by going to Utilities → Export Data. Select the Export by Division option and all the default settings. Select Format 5 - Attendance Export. Export the file to a floppy disk and it will be ready for use in Silhouette.

Importing Attendance data:

- From the Silhouette title screen, click on Student Reports.
- Click on Classes Utilities.
- Click on Get Attendance File.
- Locate the attendance export file (The file exported from Turbo-School is called AttLabel.dat. The attendance file in Delta Schools is named attendance.csv) and open it.
- Silhouette will copy the attendance data into the Silhouette folder, ready for use.

Notes:

This procedure must be repeated each term to ensure that the report includes up to date data. Only one attendance file can exist in a Silhouette folder at a time. The file contains data for the entire school, so that all classes can use it, but there cannot be attendance data from two schools at once. If two teachers from different schools attempt to import attendance data, the second file will overwrite the first. In this case, incorrect attendance data will be printed if the two schools have students with the same student number (quite likely). Silhouette will find what appears to be a correct student number and attendance for the report being printed, but it will actually be data from the other school.

Including Attendance Data on Student Reports

Once the attendance file has been imported, Silhouette will automatically check the file for attendance data for the student whose report is being printed by checking for the appropriate student number. If no such student number is found, Silhouette will report that attendance data could not be found and no attendance grid will appear on the report.

If Silhouette finds attendance data the attendance grid will be included automatically. However, it can be removed by clearing the Print Attendance check box on the View/Print Reports screen.

Note: Silhouette will report the number of absences and lates for each month that school has been in session. If a student was registered late, the months prior to registration will be represented with dashes (-).

Out-of-Date Attendance Files

When you enter Student Reports and click on a class folder that uses a custom report format, SilhouetteCE will automatically check the date of creation of any attendance file it finds in the SilhouetteCE folder. If this file is older than one month, you will be advised that "It is probably an old attendance file that should be deleted and replaced with an up-to-date attendance file before you print these reports."

Notes: From Classes Utilities on the Student Reports window:

- using *Get Attendance File*, you can copy an attendance file from, for example, a USB drive
- using *Get Emailed Attendance*, you can move an attendance file (that you have saved to your desktop upon receiving it by email) into your Silhouette folder
- using *Export Attendance File*, you can copy the attendance file in your Silhouette folder onto, for example, a USB drive, so that someone else can copy it into their Silhouette folder.
- using *Email Attendance File*, you can email an attendance file to someone who needs it.