

Synergy Attendance Reports

ATD401 / ATD402

- Date range
- Continuous absences (ATD402)
- If using for period attendance, set All Day Code in Mass Change Attendance Definition
- Runs at district or school level
- Includes student name, grade level, contact information
- Output to Excel to further refine or summarize

Synergy Admin Report (SQL Query)

Student Total Absence

- Absence percent for each student
- Date range
- Filters for absence percent, grade level, homeroom
- Output to Excel to further refine or summarize

Synergy Query (Pull of Raw Data to Use in Excel)

Daily Attendance Detail

Period Attendance Detail

Synergy Attendance Letter

- Define how Synergy calculates an absence by percentage, database value, etc.
 - Create letters and/or email messages to print/send based on number of absences
 - Letters can attach to PVUE Documents and require acknowledgement
 - Reports run in high detail mode contain additional information
1. Attendance Definition – set district level definition(s)
 2. Mail Merge Letter – set district or school level letter(s)
 3. Email & Message Content – set district level email content
 4. Attendance Letter – set school level using above

Resources:

Edupoint Mail Merge 2.0 Guide

Edupoint Attendance Administrator Guide

- Attendance Definition – Page 144
- Attendance Letter – Page 130

Edupoint ETN-SIS-2025_622700_Attendance_Letters_V2-Ability_To_Email_Letters_To_Parents.pdf

ETC Full Support Clients – Call ETC

Edupoint Clients – Call Edupoint

Examples:

Mass Change Attendance Definition "Set All Day Code"

Mass Attendance Job Name
Set All Day Code

▼ Type of Change
Type Of Change
Change All Day Code

▼ Daily Absence Amount Options
Change All Day Code
From [] To ***-Dominant Reason

▼ Apply Changes For Following Date Range
Date From 08/07/2024 Date To 05/16/2025
OR
Variable From [] Variable To []

Dates can be any combination (From 08/15/14 - To \$DATE) of dates and variables, but both "From" or both "To" fields cannot be \$DATE would be the current date. \$DATE2 would be the current date plus 2 days. \$DATE-2 would be current minus 2 days.

If 4 or more reason codes of type Absence Codes (Exc, Une, Unv) occurred during the day From 1 To 8

▼ Absence Reason Codes
Absence Reasons [] [] [] []
 EX-Excused Absence FB-Funeral/Bereavement FE-Family Emergency IEX-Personal Ill/Apt-EX
 LCU-Lunch Unexcused LCX-Lunch Excused SUS-Suspended Excused SUX-Suspended Unexcused
 UNX-Unexcused Absence UV-Unverified
 If the above conditions are not met, remove the daily attendance code.

Apply Changes To Period Attendance
 Fill Periods If No Attendance Do Nothing With Attendance Override All Period Attendance

▼ Attendance Detail Options
Daily Arrival Time Daily Departure Time
[] []
Daily Attendance Note
[]

Mass Attendance Job Name: **Set All Day Code** School Year: **2024-2025**

Mass Change Attendance **Student Filter Criteria** Absence Amount Definition Scheduling

Mass Attendance Job Name
Set All Day Code

If a student meets any include condition, does not meet any exclude condition, and meets all age filter requirements

▼ Grade **+ Add**

×	Line	Grade
<input type="checkbox"/>	1	07
<input type="checkbox"/>	2	08

Mass Change Attendance Student Filter Criteria **Absence Amount Definition** Scheduling

Mass Attendance Job Name
Set All Day Code

Type of Absence Calculation
Period Number Threshold

Examples:

Attendance Definition

Attendance Definition

Save Undo Add Delete

Name: ES MS Attendance Letters

Attendance Definition Test Data and Results

Name: ES MS Attendance Letters

Options

Attendance Calc Type: Daily Attendance Validate

Use All Day Code Logic

File Calc Type: Student FTE

Daily Absence Amount Calc Type: Database Value

Period Absence Amount Calc Type: Period Absent Percent

Periods To Consider: 1-12

Resolve Twice Daily to a single code and amount

Attendance Reasons

Attendance Reasons

CRT-Court EX-Excused Absence FB-Funeral/Bereavement FE-Family Emergency
 FEU-Family Emergency-UN IEX-Personal Ill/Apt-EX ISS-In School Suspension IUX-Personal Illness-UNX
 LCU-Lunch Unexcused LCX-Lunch Excused LEU-Left Early - UNEX LEX-Left Early - EX
 SA-School Act/Sports SUS-Suspended Excused SUX-Suspended Unexcused TDE-Excused Tardy
 TDU-Unexcused Tardy UNX-Unexcused Absence UV-Unverified

Attendance Types

Attendance Types

Unverified Excused Tardy Unexcused Tardy Excused
 School Activity Unexcused Non-Enrollment Positive

Attendance Reason Flags

Incl Dialer Incl Letter Incl Reports Report To State

Thresholds Add

* Line	Order	If the attendance type is	Att Type	and the FTE is	Fte Operator	Fte Amount	and the actual amount is	Thresh Operator	Thresh Amount	report the absence amount as	Absence Amount
1	1	If the attendance type is	Twice Daily - Any	and the FTE is	Equal To	1.00	and the actual amount is	Equal To	1.00	report the absence amount as	1.00
2	2	If the attendance type is	Twice Daily - Any	and the FTE is	Equal To	1.00	and the actual amount is	Equal To	0.50	report the absence amount as	0.50
3	3	If the attendance type is	Twice Daily - Any	and the FTE is	Equal To	1.00	and the actual amount is	Greater Than Or Equal To	0.00	report the absence amount as	0.00
4	4	If the attendance type is	Period	and the FTE is	Equal To	1.00	and the actual amount is	Greater Than	0.75	report the absence amount as	1.00
5	5	If the attendance type is	Period	and the FTE is	Equal To	1.00	and the actual amount is	Greater Than	0.50	report the absence amount as	0.75
6	6	If the attendance type is	Period	and the FTE is	Equal To	1.00	and the actual amount is	Greater Than	0.25	report the absence amount as	0.50
7	7	If the attendance type is	Period	and the FTE is	Equal To	1.00	and the actual amount is	Equal To	0.25	report the absence amount as	0.25
8	8	If the attendance type is	Period	and the FTE is	Equal To	1.00	and the actual amount is	Greater Than Or Equal To	0.00	report the absence amount as	0.00

Attendance Definition

Save Undo Add Delete

Name: HS Attendance Letters

Attendance Definition

Name: HS Attendance Letters

Options

Attendance Calc Type: Period Attendance Validate

Attendance Reasons

Attendance Reasons

CRT-Court EX-Excused Absence FB-Funeral/Bereavement FE-Family Emergency
 FEU-Family Emergency-UN IEX-Personal Ill/Apt-EX ISS-In School Suspension IUX-Personal Illness-UNX
 LCU-Lunch Unexcused LCX-Lunch Excused LEU-Left Early - UNEX LEX-Left Early - EX
 SA-School Act/Sports SUS-Suspended Excused SUX-Suspended Unexcused TDE-Excused Tardy
 TDU-Unexcused Tardy UNX-Unexcused Absence UV-Unverified

Attendance Types

Attendance Types

Unverified Excused Tardy Unexcused Tardy Excused
 School Activity Unexcused Non-Enrollment Positive

Attendance Reason Flags

Incl Dialer Incl Letter Incl Reports Report To State

Examples:

Mass Change Attendance Definition “Set All Day Code”

Attendance Letter [Icons]

[Menu] [Back] [Search] [Forward] [Print] [Save] [Undo] + Add ✖ Delete [Generate Extract]

Letter Name: **MS Attendance Letters** Organization Name: **Middle School** FullYear/Verbose: **2024-2025**

[Letter Options] [Exclusions] [Process] [Discipline Maintenance]

Letter Name: **MS Attendance Letters**

Attendance Definition: **ES MS Attendance Letters**

Attendance Filter: **Attendance at this organization only**

Language: **Language To Home**

Process Option: **Print and Attach Documents**

Attach Doc Category: **Attendance Letter**

Automation Option: **Manually Process Letters**

Mail Merge Document Type: **PDF (Default)**

Log Detail Level: **High**

Filters

Enrollment Filter: **All students enrolled at this organization** Process Inactive Students

Dates: **Begin Date: 08/07/2024** **End Date: 05/15/2025**

Valid Ages: **Age Begin:** **Age End:** **Grade:** 07 08

Number of Tardies to Advance Threshold by: **1** Threshold Option: **Allow student to skip directly to highest threshold; only create highest threshold** Run Day Cushion: **1** Student Formatted Name Override:

Keep Thresholds Across District

Conference Type: Conference Days:

Allow Undo Student's Threshold Incremental Absence Threshold Progression

Thresholds + Add

Line	Threshold Amount	Mail Merge Document	Email Template	Discipline Template	Discipline Rollback Option	Attendance Notification
1	5.00	MS Attendance 05 Day (v2.0)				
2	10.00	MS Attendance 10 Day (v2.0)				

Total and Sort

Totaling Type: **Total by day** Sort Method: **Alphabetical**

Total By Day Details

Consecutive Days

Threshold by percentage

Addressee Information

Create letters without valid addresses

Send To Method: **Parent(s)**

Parent Options

Email And Show Document To All Parents In Each Household

Use Student Address If Parent Address Is Empty

Parent Selection Criteria: **Parents meet all criteria (default)** Lives With Contact Allowed Ed Rights Has Custody Mailings Allowed

Additional Reports to Execute

Daily Attendance Profile Student Mailing Labels

Query Text

Daily Attendance Detail

Student R0, K12.EnrollmentInfo.StudentSchoolYear R1, K12.EnrollmentInfo.StudentEnrollment R2, Revelation.OrganizationInfo.RevOrganizationYear R17 (OrganizationYearGU,R1.OrganizationYearGU,Outer), K12.AttendanceInfo.StudentDailyAttendance R3, K12.AttendanceInfo.Setup.SchoolAttendanceReasons R12 (CodeAbsReasSchYearGU,R3.CodeAbsReas2GU,Outer), K12.AttendanceInfo.Setup.SchoolAttendanceReasons R15 (CodeAbsReasSchYearGU,R3.CodeAbsReas1GU,Outer), K12.AttendanceInfo.Setup.DistrictAttendanceReasons R14 (CodeAbsReasGU,R12.CodeAbsReasGU,Outer), K12.AttendanceInfo.Setup.DistrictAttendanceReasons R16 (CodeAbsReasGU,R15.CodeAbsReasGU,Outer), Revelation.OrganizationInfo.RevOrganization R18 (OrganizationGU,R17.OrganizationGU,Outer), Revelation.OrganizationInfo.RevYear R19 (YearGU,R17.YearGU,Outer)
COLS R0.FormattedName (1.5in,'Student Name',,PageBreak,Group1), R0.SisNumber (.75,'School ID',,,Group1), R0.EdfiID (.75,'State ID',,,Group1), R1.Grade (0.5in,,,,Group1), R18.OrganizationName (2.5,'School',,,Group1), R3.AbsDate (.7,'Date'), R3.AbsFte1 (0.6in,'AM',,,,,,Code), R16.Type (.6,,,,,,Code), R16.Abbreviation (.6,'Code'), R3.AbsFte2 (0.6in,'PM',,,,,,Code), R14.Type (.6,,,,,,Code), R14.Abbreviation (.6,'Code'), R3.Note (3), R3.ArrivalTime (.7,'Arrival'), R3.DepartTime (.7,'Departure')
If R3.AbsDate Not =
Sort R0.FormattedName, R3.AbsDate

Period Attendance Detail

Student R0, K12.EnrollmentInfo.StudentSchoolYear R1, K12.EnrollmentInfo.StudentEnrollment R2, Revelation.OrganizationInfo.RevOrganizationYear R7 (OrganizationYearGU,R1.OrganizationYearGU,Outer), K12.AttendanceInfo.StudentDailyAttendance R3, K12.AttendanceInfo.StudentAttendancePeriod R4, K12.AttendanceInfo.Setup.SchoolAttendanceReasons R5 (CodeAbsReasSchYearGU,R4.CodeAbsReasGU,Outer), K12.AttendanceInfo.Setup.DistrictAttendanceReasons R6 (CodeAbsReasGU,R5.CodeAbsReasGU,Outer), Revelation.OrganizationInfo.RevOrganization R8 (OrganizationGU,R7.OrganizationGU,Outer), Revelation.OrganizationInfo.RevYear R9 (YearGU,R7.YearGU,Outer)
COLS R0.FormattedName (1.5in,'Student Name',,PageBreak,Group1), R0.SisNumber (0.75in,'School ID',,,Group1), R0.EdfiID (0.75in,'State ID',,,Group1), R1.Grade (0.5in,,,,Group1), R8.OrganizationName (2.5in,'School',,,Group1), R3.AbsDate (0.7in,'Date'), R4.BellPeriod (0.5in,'Prd'), R6.Type (0.5in,,,,,,Code), R6.Abbreviation (0.5in,'Code',,,,,,Code), R3.Note (3in,'Note Daily'), R4.Note (2.5in,'Note Period'), R4.ArrivalTime (0.7in,'Arrival'), R4.DepartTime (0.7in,'Departure')
If R3.AbsDate Not =
Sort R0.FormattedName, R3.AbsDate, R4.BellPeriod

Synergy Admin Report (SQL) "Student Total Absence"

```

s.LAST_NAME [Last Name]
, s.FIRST_NAME [First Name]
, s.SIS_NUMBER [Perm ID]
, s.GRADE_LEVEL [Grade]
, s.GENDER_DESC [Gender]
, s.RESOLVED_ETHNICITY_RACE_DESC [Resolved Race/Ethnicity]
, s.ENTER_DATE [Enter Date]
, te.TOT_ENRLL [Total Days Enrolled]
, ISNULL(att.TOT_ABS,'0.00') [Total ABS]
, ISNULL(cast(cast(cast(att.TOT_ABS as decimal(18,2))/cast(te.TOT_ENRLL as decimal (18,2))*100 as decimal(18,2)) as
varchar(6)), '0') + ' %' as [ABS Percent]
, s.ORGANIZATION_NAME [Current School]

```

```

from dbo.vETC_Student s
left join ( select

```

```

satt.STUDENT_GU
, YEAR
, sum(CAST(abs_amount as decimal(3,2))) TOT_ABS

```

```

from rev.EPC_EDFI_STU_SCH_ATT satt
join dbo.vETC_Student s on satt.STUDENT_GU = s.STUDENT_GU
and

```

```

s.ORGANIZATION_YEAR_GU = @ORGANIZATION_YEAR_GU

```

```

where EVENT_DATE between @FROM_DATE and @TO_DATE

```

```

group by satt.STUDENT_GU, YEAR
) att on s.STUDENT_GU = att.STUDENT_GU
and (s.SCHOOL_YEAR + 1) = att.YEAR

```

```

left join (select

```

```

s.STUDENT_GU
, s.ORGANIZATION_YEAR_GU
, count(sc.DATE) TOT_ENRLL
from dbo.vETC_Student s
join dbo.vETC_School_Calendar_Dates sc on s.ORGANIZATION_YEAR_GU =

```

```

sc.ORG_YEAR_GU
and (s.TRACK_GU is null or s.TRACK_GU = sc.TRACK_GU)
and sc.IN_SESSION = 'Y'

```

```

and sc.DATE between @FROM_DATE and @TO_DATE

```

```

group by STUDENT_GU, ORGANIZATION_YEAR_GU
) te on s.STUDENT_GU = te.STUDENT_GU
and s.ORGANIZATION_YEAR_GU = te.ORGANIZATION_YEAR_GU

```

```

where s.ORGANIZATION_YEAR_GU = @ORGANIZATION_YEAR_GU
and s.ACTIVE_STATUS_RECORD = 1
and s.LEAVE_DATE_RAW is null

```

```

Order by s.LAST_NAME, s.FIRST_NAME

```

```

-----
select
DATE as FROM_DATE
, DATE as TO_DATE
from dbo.vETC_School_Calendar_Dates
where ORG_YEAR_GU = @ORGANIZATION_YEAR_GU
and IN_SESSION = 'Y'

```