

How To Attach Attendance Reports from eSIS to TEAMS

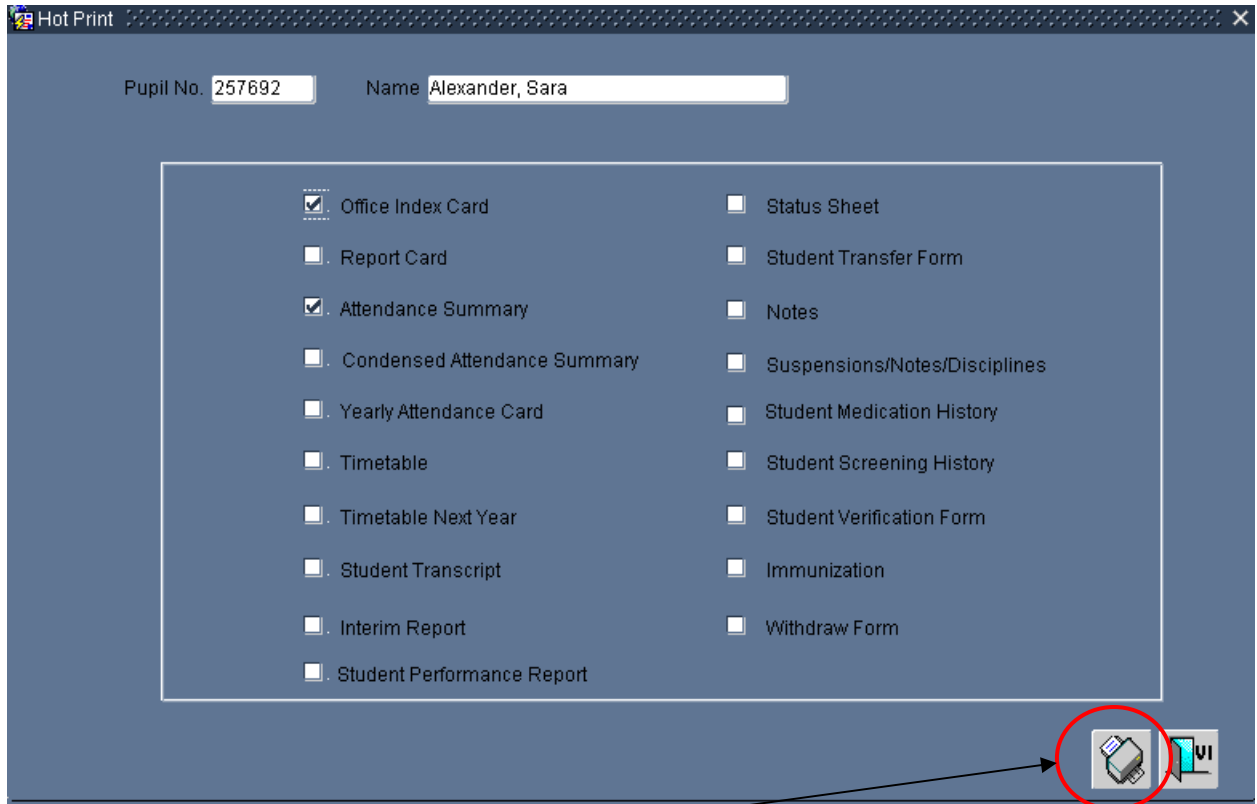
1. Log into eSIS.
2. Use F7 and F8 to query for a student on the main screen.

The screenshot displays the eSIS interface with the following fields and controls:

- Current School Selected:** 888, Sample High School
- Semester:** 2
- Current Student Selected:** Alert
- Pupil No.:** 257692, Registered, Full-time
- Legal Last Name:** Alexander, Suffix
- Legal First Name:** Sara, Gender: F
- Grade:** 10, Phone No., Birthdate: 12/13/1993
- Home Room:** *****
- Withdraw Date:**
- Buttons:** Parents, Medical
- Radio Buttons:** All (current + wgr), Current
- Hot Print Button:** A printer icon circled in red, with an arrow pointing to it from the instruction below.

3. Click the **Hot Print** button.

4. Check the boxes to print the **Office Index Card** and the **Attendance Summary**.



5. Click the **Print** icon.
6. For each report, a parameter form will display, asking you to choose how to format and display the report. Select the appropriate settings, then hit **Print** again. You will get two PDFs, one per report.

getjobid/70461 (application/pdf Object) - Mozilla Firefox

http://esis6.nwpartnership.org:7777/reports/frservlet/getjobid70461?server=repes6_1

ATT571R v 4.0.27 **TRAINING SAMPLE**
Attendance Summary
 Sample High School 21 AUG 2008 to 11 FEB 2009 Run Date: 11 Feb 2009

Pupil No.	Name	Grade	Gender	Birth Date	Hrm	P
257692	Alexander, Sara	10	F	13 DEC 1993	*****	(
Mailing Address		1234 Main Avenue		Ethnicity		Sem
		Aloha, OR ?		White		2

Absence Totals				Lates
Authorized	Excused	Unexcused	Total	
0	0	0	0	0

Total Days Present / Membership Days 8.00 / 8.00
--

7. NOTE: If you do not get any reports please make sure you are not blocking pop-ups, and that Adobe Reader is not trying to install updates. Pop-ups must be unblocked and Adobe Reader must be current in order for you to view reports.
8. Save your reports to your computer by clicking **File > Save**.
9. Follow the instructions in the main TEAMS tutorial to search for and upload a file.