



SUBJECT: Monthly Close Out Of Attendance  
Calendar and Reminders

202223 NO. BS15

TO: K-12 Principals, Office Managers and  
Attendance Clerks

DATE: September 15, 2022

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\(n\)\].S2I](mailto:AttendanceBud2(at)-2c722(n)].S2I)