

ELIGIBLE STUDENT (ES) AUDITORS' REPORT

Non-School Days

1. School → Calendars → Dates
 - a. Filter: ES Audit Days in Session
 - b. Filter: Special Days (ES Audit)
 - c. Filter: Find by Date =? (shows days in/out of session)

Student Demographics

1. Student Top Tab
 - a. Field Set: ESAudit
2. Global Tab Top → Favorites > Student Contact
 - a. Field Set: ES-Audit
 - b. Filter: Active Parents or Guardian

Admit Withdraw Reports

1. Student Top Tab
 - a. Reports → Other Jurisdiction → Enrollment Activity

Daily Attendance Info

1. Attendance → Daily History → Reports → Average Daily Attendance
2. Student Top Tab → Reports → Other Jurisdiction → BC Attendance History
3. Attendance → Daily History (then Print -> CSV)
 - a. Filter: ES-Audit
 - i. First Date = Start of School
 - ii. Second Date = Snapshot Date
 - b. Field Set: ES-Audit

Class Attendance Info

1. Attendance → Class History (then Print -> CSV)
 - a. Field Set: ES-Audit
 - b. Filter: ES-Audit
 - i. First Date = Start of School
 - ii. Second Date = Snapshot Date
 - iii. Is absent? = checked
 - iv. Is excused? = unchecked