



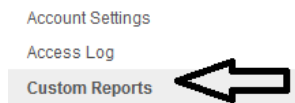
SMS Notification

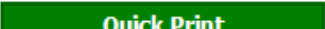
Custom Substitute Teacher Attendance Roster

Purpose: This report provides attendance rosters with the Preferred Names of students. This report should ONLY be used after the school has verified that the names in the "Preferred Name" column are accurate. This column is populated when the "Nickname" field on the Student Census page in IC has been used to enter a different, preferred name. The "Nickname" field can safely be modified at the school level to show a Preferred Name.

Directions

1. From **Index**, select **Custom Reports**.



2. From the drop-down menu select **Attendance (Substitute Teacher)**
3. Choose the **Effective Date** for the report.
4. Select your **School, Calendar, Schedule Structure**, and then **Teacher(s)**. End Users will only see schools and calendars they have access to in Infinite Campus
5. Click **Quick Print** 

6. The report should open as a PDF document in a new window/tab

Buffalo Public Schools
SMS Support Website

REPORT: Attendance (Substitute Teacher)

Attendance (Substitute Teacher)

November 21 2016

Select Schools:	Select Teachers:
All Schools	All Teachers
0003 D'Youville Porter Campus	ATLAS, MARY KAY
0006 Buffalo Ele Sch of Technology	
0017 Early Childhood Center	
0018 Dr. Antonia Pantoja Sch Ac Exc	
0019 Native American Magnet School	
0027 Hillery Park Elementary	
0030 Frank A Sedita Academy	

Select Calendars	All Schedules
All Calendars	Main
2016-2017 0030	

Quick Print