UPDATE ELEMENTARY REPORT CARD ATTENDANCE
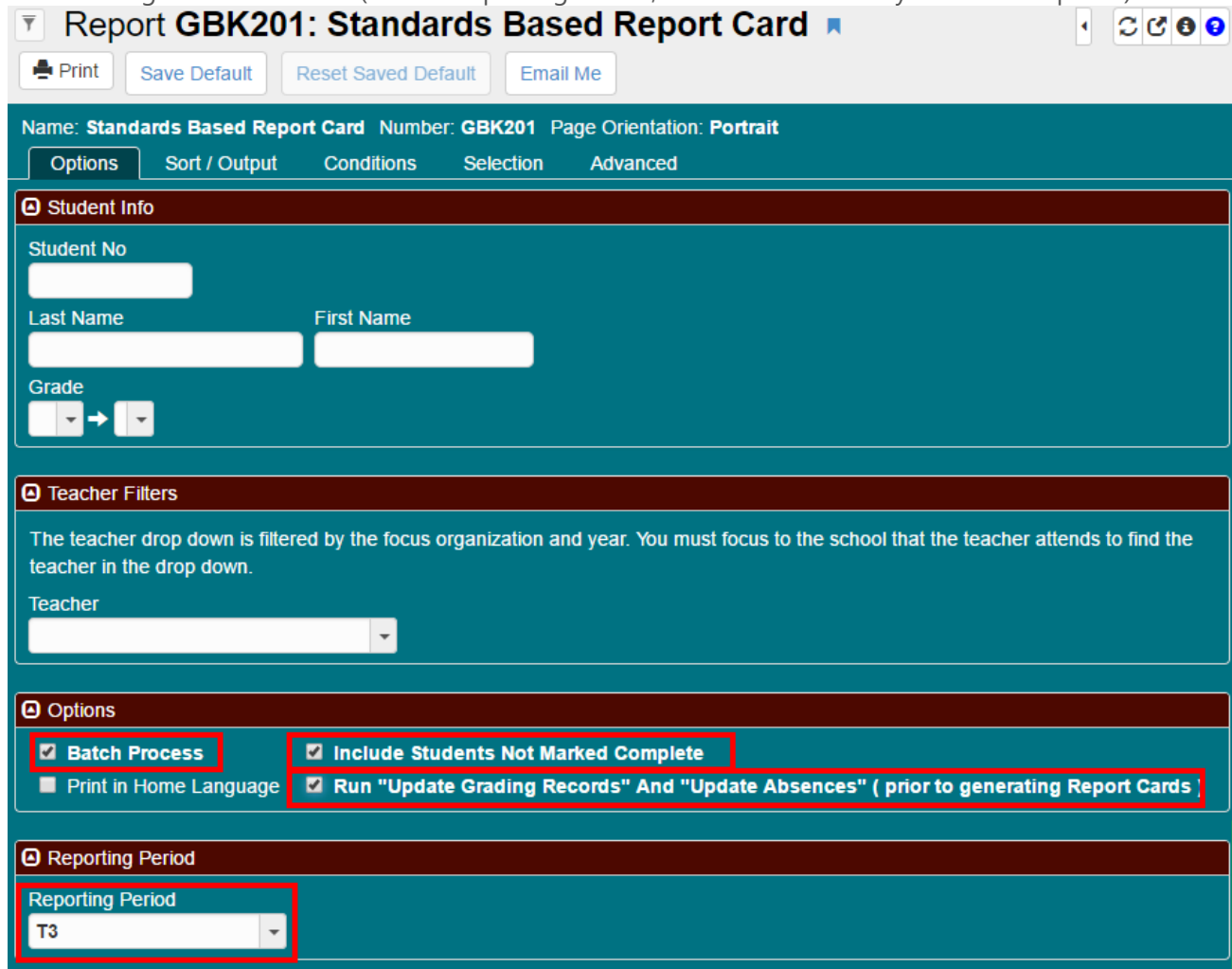
A step that must be done before printing report cards is updating the student attendance counts. This can be done for your entire school before you or your teachers start printing but it **must be done by someone in your school office, the teachers cannot do this themselves**. Here is how to update the attendance counts for your entire school:

1. Login to Synergy SIS.
2. On the Tree Menu, navigate to Synergy SIS> Gradebook> Reports> GBK201 Standards Based Report Cards
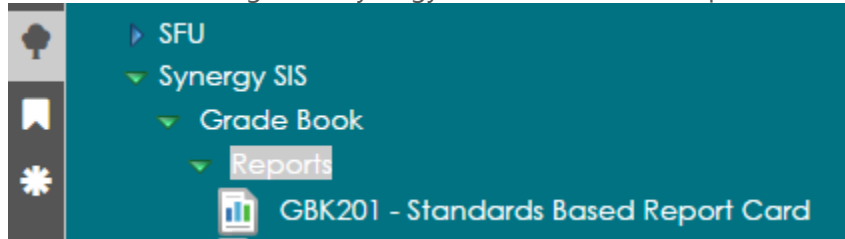
3. Set the following red boxed fields (for the Reporting Period, select the trimester you want to update):

4. Click the Print button near the top of the page.
5. After a few minutes, you'll see a status message pop up letting you know that the process is done. Just close that message and let the teachers know that they can print.