

Aladdin:-

1. “Who's out / absence notes search” report can be used to view who is absent in the school and for which specific reason(s). This report can display absences for a day, week, year, or for custom dates.

2. Rollbook - View the Rollbook as it appears in the Classroom

3. Leabhar Tinrimh - View the Daily Attendance book either in traditional or new printable format

4. TUSLA Return Once attendance has been taken/recorded on Aladdin from the beginning of the school year, Aladdin can create a file containing the information required for the TUSLA return. This file can then be downloaded onto your computer and uploaded to the TUSLA website.

5. Student absence report is used to generate a class and student attendance summary for a specified time period. It includes a graph and includes the option to view and create award certificates for students with high attendance. You can also compare attendance for different periods.

6. Attendance by month report allows you to view and graph attendance figures by month and to compare attendance month-by-month with previous years. The report will also display the annual attendance percentage.

7. Absence reasons by date and count report will show students with days absent during a particular period and will show a list of all absences listed by reason counts.

8. Lateness / early leaving report is used to view the total class time lost due to lateness/early leaving per student between specific dates or for the entire school year.

9. Attendance Log - View any changes made to Attendance after it was taken.

We do have an **Attendance Tracking and Improvement** User guide available in the Aladdin Help section for schools which outlines how best to use the above reports - I didn't send it to you as we are currently updating it.

As discussed in the meeting there is also a facility for schools to set up **Attendance Notifications** to **alert staff** when students have reached a certain number of absence days. These attendance notifications sent to the Noticeboard on Aladdin can be set up for cumulative days of absence (for example, 10 days in total) and / or consecutive days of absence (for example, 5 days in a row). **Automatic Cumulative Absence texts** can be set up to automatically send to **parents** when a student's cumulative days of absence reach a pre-defined number of days. Cumulative absence texts can be used to highlight to parents how many days their child has been absent from school.