



ADMINISTRATIVE SOFTWARE APPLICATIONS, INC.



Rowland Adult and  
Community Education

*Race for life-long learning*

## ATTENDANCE INFORMATION

Attached is the WEB Attendance Manual you should use as a reference tool when using the Attendance System. Please note the following rules and guidelines that apply to taking attendance.

WEB Attendance can be found on the Home page for the Rowland Adult and Community Education under Quick Links. Click on **Web Attendance**, then “**Click here to go to the Web Attendance site.**”

Web Attendance can also be found at the following URL

<http://race.rowland.k12.ca.us>

1. Log In
2. Click on the section number you want to take attendance on.
3. Verify the section, time period, and class date
4. Go under “Reports” tab and print **2 Sign-In** sheets for students to sign in.
  - **Report 7c.** Roster with the student names and number of days your class meets.
  - **Report 3c.** Blank Sign-In sheets for new students.
5. **Post hours daily** – This will be found under the “Take Attendance” tab. Check the correct number of boxes to signify the hours attended by a specific student. These boxes are located next to the student’s name. Please note this report must match your Sign-In sheets.
6. **Weekly Attendance Report (Report 2a)** This is found under the “Reports” tab. If there are multiple pages, staple, sign, and date each page in **Blue Ink**. Do the same for the **Sign-In** sheets.
7. Turn in the Weekly Attendance Report and Sign-In sheets to Magda Mazzarino after the last class meeting for the week, no later than the following **Monday**.

For the students to show up in your roster, you must turn in registrations daily. All the students for the beginning of the new Fiscal Year need to complete the White Registration Form. This registration contains all the information for TOPSpro.

- **SUBSTITUTES:** Remember to always have a blank sign-in sheet in your folder. Have the substitute take attendance using this form and sign and date it. When you return, retrieve the form and enter the attendance. Attach the substitute’s attendance record to the Weekly Attendance report.

After you turn in the Weekly Attendance report, no changes can be made unless you see Magda Mazzarino for further assistance.

If you have any questions about using Web Attendance, can’t access other dates or if a student doesn’t appear in your roster, contact Magda Mazzarino at: **626-965-5972 ext. 1575** or email any time at:

[mmazzarino@rowlandschools.org](mailto:mmazzarino@rowlandschools.org)

## *Manual for using ASAP Web Attendance*

This manual is to be used as a reference tool when using the attendance system. Please note the following rules and guidelines that apply to taking attendance. There have been changes so please be familiar with them and when in doubt, ASK!

Open your web browser to the school web site, which is <http://race.rowland.k12.ca.us> Once there, click on the Web Attendance link, which is located in the Quick Links section of the home page.

You will get this login window.  
Enter your User ID and your Password,  
then click "Login".



All the screens in Web Teacher attendance will only show the information for the classes of the teacher logged in on this session.

A typical page will have several tabs along the top. Starting with **Home** on the left, **Take Attendance**, **View Attendance**, **Roster**, **Reports** and **TOPSpro**.


### **Home Tab:**

This shows all the sections the teacher is scheduled for in the time period shown. You can change the time period by clicking on the pull down list and choosing the period you want. If you do NOT see any sections, click on Prior Time Periods and select a Time Period.

Select the section you want to take attendance for by clicking on the section number.

Section Number	Section Title	Time Period	District	Start Date
<a href="#">034020</a>	ESL ML High	FA13	Rowland	8/5/2013

## Take Attendance:



Web Teacher Attendance  
by Administrative Software Applications

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[Home](#)
[Take Attendance](#)
[View Attendance](#)
[Roster](#)
[Reports](#)
[Topspro](#)

**Take Attendance for Section: ESL ML High**      **4 Students**

**Section:**       **Enrollment Status:**

Section No: 034020      Days: MTWTh      Students with attendance 8/5/2013: 4      Hrs: 10:00

Time Period: FA13      Program: ESL      Room: AEC-1 Conf  
 Start Time: 9:00:00 AM      Class Date:

Check All Time
Reset All Time
Save Changes

Student ID	Student Name	Check/Reset	Time in	Hours/	Enrollment	Tardy
			Minutes			
002-02-6001	<a href="#">Arau, Lena</a>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	2:00	Active	<input type="checkbox"/>
002-02-6212	<a href="#">Lam, Gina</a>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	3:00	Active	<input type="checkbox"/>
005-05-5515	<a href="#">Ozana, Juan</a>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	3:00	Active	<input type="checkbox"/>
001-01-4119	<a href="#">Smith, Doe</a>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	2:00	Active	<input type="checkbox"/>
<b>Student count per hour</b>			<b>4 4 2</b>			

[\[All\]](#) [\[A-E\]](#) [\[F-J\]](#) [\[K-O\]](#) [\[P-T\]](#) [\[U-Z\]](#)

Substitute:

Check All Time
Reset All Time
Save Changes

**Additional Options:**

[Set/View Student Goals](#)

[Print Sign-In Sheet \(daily\)](#)

[Print Sign-In Sheet \(weekly\)](#)

[Print Sign-In Sheet \(weekly; blank template\)](#)

[Print Attendance Report \(weekly\)](#)

The students currently enrolled in the section you have selected will appear on the Take Attendance list in alphabetical order by Last Name.

**Check to make sure you are on the correct Class Date for attendance.** You can change to any date within the time range preset by the office.

Attendance is taken daily by simply clicking on a box to insert a check mark for that hour. You can click the button under “Check” to mark all boxes for that one student or click under “Reset” to uncheck those boxes. Do not select All students if you can’t finish the attendance at the end of the class meeting.

You can also take attendance by the hour for all students by clicking the minute's link under Time in Minutes. At the top of the column is a button "Check All Time" that will mark all boxes for all students. "Reset All Time" will uncheck all the boxes.

Once you have marked the appropriate boxes for attendance for all students **remember to click** on the "**SAVE CHANGES**" **button**. You will see the number of students with attendance and total hours. Your attendance has now been completed for the selected date. Complete attendance for the entire week and print the **Weekly Attendance Report**.

You can print it from the **Taking Attendance** screen under Additional Options, **(5) Print Attendance Report** (weekly) or go to **Reports** and select **Report 2a. Weekly Attendance Report**. You may *view* previous attendance using the View Attendance tab and select the date.

After you turn in the Weekly Attendance Report and **need to make changes or can't access** other dates you need to see **Magda Mazzarino** for further assistance. Remember, this report has to match your Sign-In Sheets.

You may *view* previous attendance using the View Attendance tab and select the date. There is access to other information available from **Take Attendance Screen**.

Click on any student's name to see basic demographic information and daily attendance listing. In the same screen you can update the students contact information, make changes and print it.

**Student Demographics - Section 034020**

**Student ID:** 002-02-6001  
**Name of Student:** Arau, Lena  
**Address:** 2100 Leron Ave  
**City, State Zip:** Rowland Heights, CA 91748  
**Home Phone:** 626-965-5975  
**Date of Birth:** 2/2/1960  
**Email:**  
**Home School:**  
**Grade/Highest Year of School Completed:** 12  
**Medications:**  
**Allergies:**  
**Enrollment Date:** 8/9/2013 2:22:37 PM  
**Total Regular Attendance:** 11:00  
**Total MakeUp Attendance:** 0:00  
**Total CC Attendance:** 0:00  
**Total CVE Attendance:** 0:00  
**CC Time:**   
**CVE Time:**

**Certificates Records**

Time Period	Section No	Section Title	Code	Cert Description	Request Date	Issued Date
No Certificates Records						

**Enrollment History Records**

Time Period	Section No	Section Title	Enr. Status	Reg. Hours	MakeUp Hours	CC Hours	CVE Hours	Teacher
FA13	034020	ESL ML High	Active	11:00				Jones, Samil

**Attendance Records - Section 034020**

Attendance Date	Hours	ADA Type	Attendance Type
8/5/2013	2:00	Regular Adult	
8/6/2013	3:00	Regular Adult	
8/7/2013	3:00	Regular Adult	
8/8/2013	3:00	Regular Adult	

**New Students:**

All the students for the beginning of the new Fiscal Year need the **White Registration** form. This registration contains all the new information for TOPSpro. If a student is currently attending another class, student is to complete only the top half the registration for any additional classes. The teacher or office personnel will complete the "Class Registration Information" section. **Incomplete Registrations will NOT be processed.**

You may change the Enrollment Status to limit the students to Active/Newly Enrolled or Show All, which will show the completed and dropped students as well. Use the **Enrollment Status** option to manage your roster to

enable you to quickly enter attendance. If a student returns to class, change the enrollment status button at the top right to **Show All** and find that student in the roster. Change the enrollment status for that student to **Active**, click **Save Changes**. Go back to the Enrollment Status dropdown at the top right and change it back to Active/Newly Enrolled to enter Attendance.

NOTE: **Do not** change “**Newly Enrolled**” to **Active**. When attendance is entered and saved, enrollment status will automatically change to ACTIVE.

**Drop Students:**

Under the Take Attendance screen, you can drop students that are **not** in attendance for two weeks. Select one of the appropriate descriptors under enrollment status next to the student name:

- **Work** - The student left the class to take a job.
- **Education** - Left for further education, or transferred to another class.
- **Completed** - The student completed the class. (only applies to ASE students)
- **Leaver** - The student left; usually if a student has no attendance for two weeks. Teacher needs to know why student left for **TOPS**
- **Failed to Attend** – The student **never** attended – has **no** attendance hours. **Never** use Failed to Attend if the student has hours.

At the bottom of the screen of “Taking Attendance” you have other options:

- (1) Set/View Students Goals
- (2) Print Sign-In Sheet (daily)
- (3) Print Manual Attend. Sheet (weekly)
- (4) Print Sig-In Sheet (weekly: blank Template)
- (5) Print Attendance Report Weekly

**1. Set/View Student Goals**

Click on the pull down menu for the Goal 1 and Goal 2 to select the correct goal for each student. You can enter a default goal at the top of each column then click “Set All” and that goal will be entered for all students. Click “Save Changes” before closing screen.

The screenshot shows the 'Web Teacher Attendance' interface. At the top, it says 'Goals 034020 - ESL ML High'. There are buttons for 'Print', 'Close', and 'Save Changes'. Below that is an 'Enrollment Status' dropdown menu set to 'Active/Newly Enrolled'. The main part of the screen is a table with columns for 'Student ID', 'Student Name', 'Goal 1', and 'Goal 2'. Each 'Goal' column has a dropdown menu and a 'Set All' button. The table lists four students: Arau, Lena; Lam, Gina; Ozana, Juan; and Smith, Doe. Their current goals are 'Improve English skills' for Goal 1 and 'Improve basic literacy skills' for Goal 2, except for Ozana, Juan who has 'Retain job' for Goal 2.

Student ID	Student Name	Goal 1	Goal 2
6001	Arau, Lena	Improve English skills	Improve basic literacy skills
6212	Lam, Gina	Improve English skills	Improve basic literacy skills
5515	Ozana, Juan	Improve English skills	Retain job
4119	Smith, Doe	Improve English skills	Improve basic literacy skills

2. **Print Sign-In Sheets - Report**7c. Print **only** the days your class meets.

Web Teacher Attendance  
by Administrative Software Applications

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Home Take Attendance View Attendance Roster Reports Topspro

Reports: 7c. 8 meetings Sign-in/Sign-out Templ.w/Names

Parameter	Value	Instructions										
District	Rowland	Select a district.										
Time Period	Fall 2013	Select a time period.										
Section	<table border="1"> <thead> <tr> <th>Section No</th> <th>Section Title</th> <th>Teacher</th> <th>Days</th> <th>Pick</th> </tr> </thead> <tbody> <tr> <td>034020</td> <td>ESL ML High</td> <td>Jones, Samil</td> <td>MTWTh</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Section No	Section Title	Teacher	Days	Pick	034020	ESL ML High	Jones, Samil	MTWTh	<input checked="" type="checkbox"/>	Pick a section.
Section No	Section Title	Teacher	Days	Pick								
034020	ESL ML High	Jones, Samil	MTWTh	<input checked="" type="checkbox"/>								
Start Date	08 / 05 / 2013	Enter a date in MM/DD/YYYY format.										
Number of Meetings	4	Select Number of Meetings										

Submit

Select the report you want from the pull down menu. The criteria for this specific report will show on the screen. Select District < Time Period < Section Number < Start Date < Number of Meetings your class meets for the week and Submit. You have 6 blank spaces for new students.

Rowland Adult & Community Education  
Attendance from 08/05/2013

Time Period: FA13 Attendance From: 08/05/2013

Please use the last page for additional students

Section No Section Title Room Days Start Time End Time Teacher Print Date  
034020 ESL ML High AEC-1 Contl MTWTh 9:00 AM 12:00 PM Jones, Samil 08/12/2013

Section: 034020

As the teacher of the above class, I confirm that the attendance is correct. \_\_\_\_\_ Date: \_\_\_\_\_

Student Name		Monday 8/5	Tuesday 8/6	Wednesday 8/7	Thursday 8/8
Arau, _____	In				
Lena _____	Out				
Lam, _____	In				
Gina _____	Out				
Ozana, _____	In				
Juan _____	Out				
Smith, _____	In				
Doe _____	Out				
_____	In				
_____	Out				
_____	In				
_____	Out				
_____	In				
_____	Out				
_____	In				
_____	Out				

Student Name		Monday 8/5	Tuesday 8/6	Wednesday 8/7	Thursday 8/8
Sub _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____					

As teacher of the above class, I confirm that the attendance is correct.

\_\_\_\_\_  
TEACHER SIGNATURE DATE

Report 7c

- 3. **Print Sign-In Sheet Blank Template.** Report 3c. Remember you have 6 blanks spaces for new students in the roster already printed with students' names. If you need to add more **new students**, you need to print an additional blank Sign-In Sheet. This is **required for new students**. Remember to sign each page in **Blue Ink Only**.

Rowland Adult & Community Education  
Attendance for the Week of 08/05/2013

Time Period: FA13 From: 08/05/2013 To: 08/10/2013

Please use the last page for additional students

Section No Section Title Room Days Start Time End Time Teacher Print Date  
034020 ESL ML High AEC-1 Contl MTWTh 9:00 AM 12:00 PM Jones, Samil 08/09/2013

Section: 034020

As the teacher of the above class, I confirm that the attendance is correct. \_\_\_\_\_ Date: \_\_\_\_\_

Student Name		Monday 8/5	Tuesday 8/6	Wednesday 8/7	Thursday 8/8	Friday 8/9	Saturday 8/10	Sunday 8/11
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							
_____	In							
_____	Out							



#### 4. Print Weekly Attendance Report (2a)

**Rowland Adult & Community Education**  
Attendance for the Week of 08/05/2013 (Students with Attendance) - 034020

Time Period: FA13 From: 08/05/2013 To: 08/11/2013

Section No	Section Title	Start Time	End Time	Class Duration	Teacher	Print Date
034020	ESL ML High	9:00 AM	12:00 PM	03:00	Jones, Samil	08/12/2013


Section: 034020

As the teacher of the above class, I confirm that the attendance is correct. \_\_\_\_\_ Date: \_\_\_\_\_

Name	ID	ADA Type	Hours	Mon 8/5	Tues 8/6	Wed 8/7	Thurs 8/8	Fri 8/9	Sat 8/10	Sun 8/11
Class Times				9:00a-12:00p	9:00a-12:00p	9:00a-12:00p	9:00a-12:00p			
Hours Student Attended				60/60/60	60/60/60	60/60/60	60/60/60			
Arau, Lena	6001	Regular	11:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lam, Gina	6212	Regular	11:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ozana, Juan	5515	Regular	10:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Doe	4119	Regular	05:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sub Name				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancelled				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Students: 4 Total Hours: 37:00

As teacher of the above class, I confirm that the attendance is correct.

  
 876208051307

TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Site: AEC 1 Room: AEC-1 Conf  
Report 2a

#### View Attendance:

**Web Teacher Attendance**  
By Administrative Software Applications

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Home Take Attendance View Attendance Roster Reports Tools pro

**View Attendance**

Section: 034020 - ESL ML High Enrollment Status: Active/Newly Enrolled

Time Period: FA13 Section No: 034020 Section Title: ESL ML High Program: ESL Start Time: 9:00:00 AM Class Date: 8/5/2013 Attendance Type: Regular

Student ID	Student Name	ADA Type	Enrollment Status	Monday 8/5/2013	Tuesday 8/6/2013	Wednesday 8/7/2013	Thursday 8/8/2013	Friday 8/9/2013	Saturday 8/10/2013	Sunday 8/11/2013	Week Total	Cumulative Total
002-02-6001	Arau, Lena	Regular Adult	Active	2:00	3:00	3:00	3:00				11:00	11:0
002-02-6212	Lam, Gina	Regular Adult	Active	3:00	3:00	3:00	2:00				11:00	11:0
005-05-5515	Ozana, Juan	Regular Adult	Active	3:00	3:00	3:00	1:00				10:00	10:0
001-01-4119	Smith, Doe	Regular Adult	Active	2:00	1:00		2:00				5:00	5:00

This screen will show you the attendance for any week (Monday-Sunday) according to the Class Date that you enter on the screen. You have the option to select Active/Newly enrolled student or All students. To print this report, click Print button at bottom of screen. You can also see Week Total and Cumulative Total hours from the beginning of semester. You also can view weekly hours for any week during the semester.

**Roster:**

From this screen, it is easy to check for a student’s address or phone number. You can click the Print button to get a printout of the students. In the same screen, you can also view or input the student’s Email and notes for Citizenship.



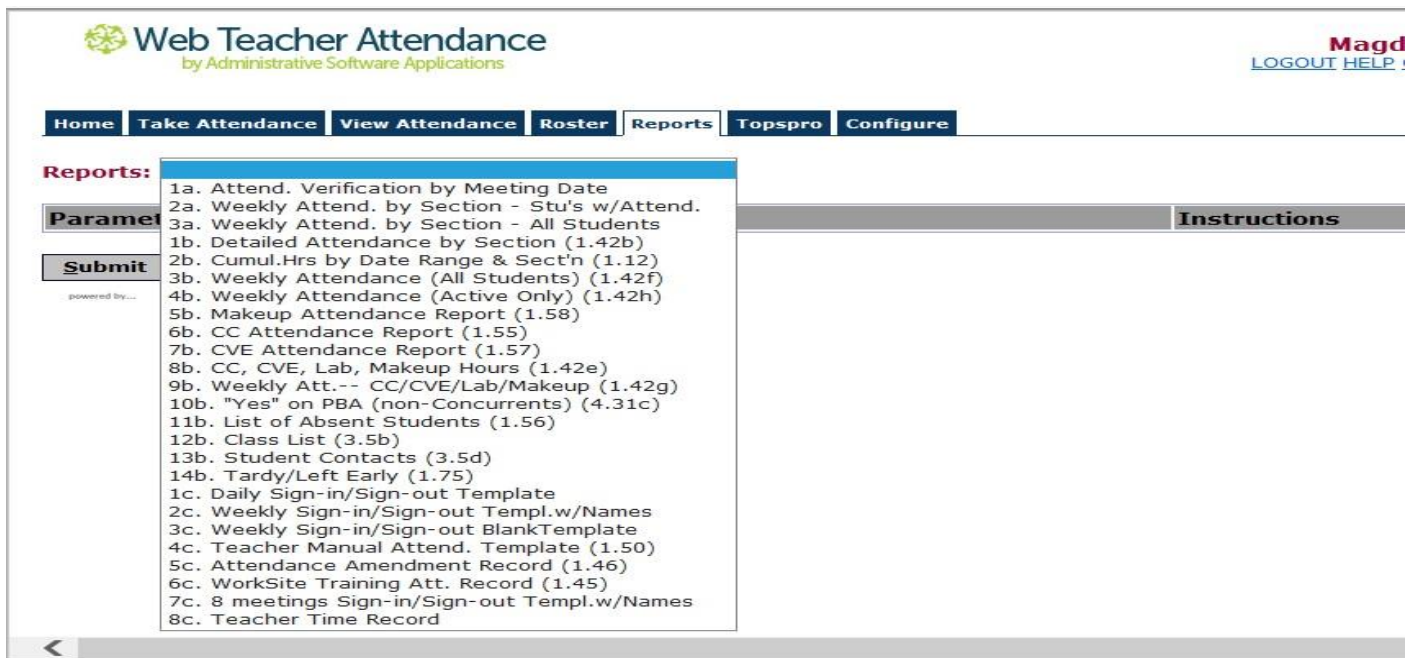
The screenshot shows the 'Roster' page in the Web Teacher Attendance system. At the top, there is a navigation bar with links: Home, Take Attendance, View Attendance, Roster, Reports, and Topspro. Below the navigation bar, the 'Roster:' section contains two dropdown menus: 'Section:' set to '034020 - ESL ML High' and 'Enrollment Status:' set to 'Active/Newly Enrolled'. Below these are fields for 'Section No: 034020', 'Section Title: ESL ML High', and 'Days: MTWTh'. There are also buttons for 'Print', 'Save Changes', and 'Survey'. The main content is a table with columns: CC/CVE, Email, Student ID, Student Name, Address, City, State, Phone, and Cell Phone. The table lists four students with their respective details.

CC/CVE	Email	Student ID	Student Name	Address	City	State	Phone	Cell Phone
<input type="checkbox"/>	<input type="checkbox"/>	002-02-6001	Arau, Lena	2100 Lerona Ave	Rowland Heights	CA	(626) 965-5975	
<input type="checkbox"/>	<input type="checkbox"/>	002-02-6212	Lam, Gina	4020 S Perry St	Azusa	CA	(626) 626-6666	(626) 626-6666
<input type="checkbox"/>	<input type="checkbox"/>	005-05-5515	Ozana, Juan	3689 W San Miguel St	Montclair	CA	(909) 569-0909	
<input type="checkbox"/>	<input type="checkbox"/>	001-01-4119	Smith, Doe	2020 River Crest	Yorba Linda	CA	(626) 999-6999	



**Reports:**

From this screen, you will be able to run reports for the sections that show for the teacher logged into the attendance program. You can run any report if you need information for all the students in your class. The only reports we are **NOT** using are: 5b.,6b.,7b.,8b.,9b.,10b.,14b., 6c. and 8c.



The screenshot shows the 'Reports' page in the Web Teacher Attendance system. At the top, there is a navigation bar with links: Home, Take Attendance, View Attendance, Roster, Reports, Topspro, and Configure. Below the navigation bar, the 'Reports:' section contains a list of reports. On the left, there are buttons for 'Parameter' and 'Submit'. On the right, there is an 'Instructions' button. The list of reports includes various attendance and sign-in reports.

- 1a. Attend. Verification by Meeting Date
- 2a. Weekly Attend. by Section - Stu's w/Attend.
- 3a. Weekly Attend. by Section - All Students
- 1b. Detailed Attendance by Section (1.42b)
- 2b. Cumul.Hrs by Date Range & Sect'n (1.12)
- 3b. Weekly Attendance (All Students) (1.42f)
- 4b. Weekly Attendance (Active Only) (1.42h)
- 5b. Makeup Attendance Report (1.58)
- 6b. CC Attendance Report (1.55)
- 7b. CVE Attendance Report (1.57)
- 8b. CC, CVE, Lab, Makeup Hours (1.42e)
- 9b. Weekly Att.-- CC/CVE/Lab/Makeup (1.42g)
- 10b. "Yes" on PBA (non-Concurrents) (4.31c)
- 11b. List of Absent Students (1.56)
- 12b. Class List (3.5b)
- 13b. Student Contacts (3.5d)
- 14b. Tardy/Left Early (1.75)
- 1c. Daily Sign-in/Sign-out Template
- 2c. Weekly Sign-in/Sign-out Templ.w/Names
- 3c. Weekly Sign-in/Sign-out BlankTemplate
- 4c. Teacher Manual Attend. Template (1.50)
- 5c. Attendance Amendment Record (1.46)
- 6c. WorkSite Training Att. Record (1.45)
- 7c. 8 meetings Sign-in/Sign-out Templ.w/Names
- 8c. Teacher Time Record

Select the report you want from the pull down menu. The criteria for that specific report will come onto the screen.

You need to select for any field that has a pull down menu or check boxes to pick from. In the example above, you would need to select:

1. The District (from pull down)
2. The Time Period (from pull down)
3. The section number (check the pick box)
4. Date in the week (enter the actual date)
5. Display last 4 digits of Student ID (select **NO** if you want to see the complete ID #)

Click the “Submit” button at lower left when you have finished your selections. Once the report is on the screen it will give you the option to print it.

**Weekly Attendance by Section with Students with Hours:** go to **Report 2a**, select District, Time Period, Section, Date of the Week, Display Only Last 4 Digits of Student ID – click **YES**. If you want to print the complete ID # click **NO**.

**Sign-In Sheets** with student’s names: Go to **Report 7c** print the sign-in sheet with student’s names in alpha order. Select the day of the week you want to print and the number of days your class meet and submit. Remember there are 6 blank spaces for new students. If you have additional students, you need to use **Report 3c**: Weekly Sign-in / Sign-out Blank Template. This is the **only** form that will be accepted to add additional **new students**.