

iPass can be set up to create an Attendance (Absent) "Call List" report with a list of all the students marked with selected Absent code(s) as of the time the report is run. The list of Student IDs can then be sent via sFTP to your call notification system to make calls to the phone numbers linked to the student's ID number.

**Note:** The steps below assume that the public key for your call notification system has been set up for sFTP file transfer and that post-processing options have been set up for school attendance files. If not, please submit a support ticket requesting this be set up for your district's call notification application.

To set up Call List (Attendance Call) for each school:

Set Default School = selected school

Go to Attendance System > Reports - Attendance > Call List

Make sure Code Set = Absent \*(See note below about how this is set up)

File Type = Select ConnectEd, School Messenger, School Rush or others.

Code Set:    
File Type:

Scroll to bottom of screen to Batch Process Options and check the box for Run as a Batch Process to see options.

**BATCH PROCESS OPTIONS**  
 Run as a Batch Process

Set Time you want the report to run daily (military time). Typically each school is set for a different time. Example might be 09:00.

**Helpful Hint!** Attendance Clerks need to keep this time in mind when they are updating students in the morning with "excused" or "parent called" absent codes. Every effort should be made to get these updates done BEFORE the scheduled batch report in the morning.

Under Run Post-Processing After Batch Completes: Select sFTP option that ends with the school identifier that you want. Example, (SchoolName)MS.csv for Middle School.



# Quick Guide: Setting Up Attendance Calls

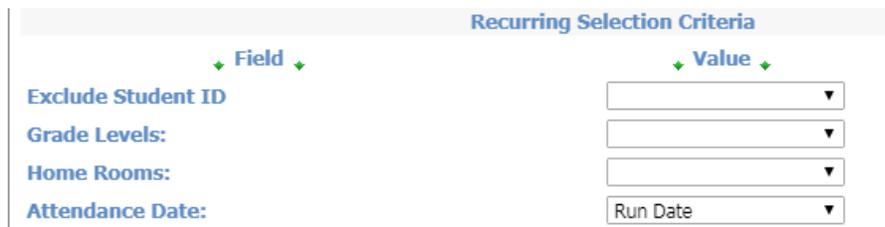


To create the recurring daily batch report, check off Recurring Batch Report. Note that this won't run immediately, but will start running daily after the batch processor picks it up after midnight of the day you set it up.



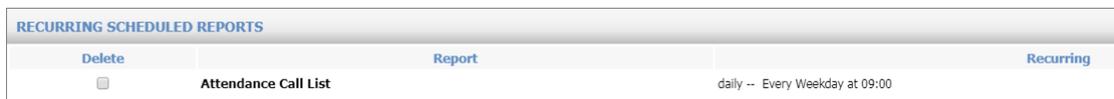
Make sure it's set to run Daily, Every Weekday (default setting)

Under Recurring Selection Criteria, set the Attendance Date Value = Run Date



Click Submit.

The Recurring Report will now be listed at the bottom of your My Report screen under Recurring Schedule Reports.



Every day before the time it is set to run, the batch report will appear at the top of your My Reports screen under Reports Waiting to Run. After it is run it will appear in your Available Reports as Call List + sFTP.



Opening up the report you will be able to see the designated School at the top of the screen and all the students sent in the report that day with the Absent code.

When you set up a Recurring Batch Process report you don't get an immediate report set. You can run an immediate TEST of the file on the same day you set it up. Run



through the steps above but this time do NOT check off the box for Recurring Batch Process. This will run the report right away and send it to the sFTP location.

### **Absent Code Set**

The codes used to determine which student is included in the report is based on the Absent Code Set. Go to Attendance System > Maintenance - Attendance > Call List Parameters. Select all "Absent" codes used to identify a student as Absent with no notification to the school. Make sure codes used at each school for this type of Absence are selected.

### **Be Aware: Delayed School Opening Days**

On days when the start of the school day is delayed due to weather (ie. snow day) the batch report will still run at the regular time. These will likely be an "empty" report since attendance has not yet been taken for the day. If you want calls to go later you will have to manually create a Call List report with sFTP post-processing to the call notification system. Use the "Test" method explained above to send a file to each school. Check your call notification system to find out if they have a pre-set schedule for sending these calls out or if they send once file is received from iPass.

