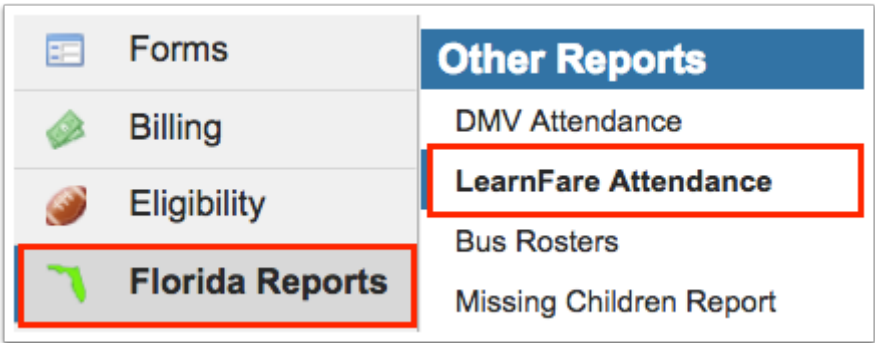


LearnFare Attendance

The LearnFare Attendance report lists enrolled students who fail the requirement of compulsory attendance. The report allows users to identify those students and download the information, send it to the district, or send it to the LearnFare program.

LearnFare Attendance

1. From the **Florida Reports** menu, click **LearnFare Attendance**.



This navigates to the LearnFare Attendance screen, as shown in the image below.

This report lists enrolled learnfare students who fail the requirement of compulsory attendance.

Effective Date: August 30 2023

☐ Search All Schools

List Students

2. Select the **Effective Date** for the report. Here you can select the applicable month, day, and year from the provided pull-downs, or click the **calendar** icon for a calendar view.

This report lists enrolled learnfare students who fail the requirement of compulsory attendance.

Effective Date: August 30 2023

☐ Search All Schools

List Students

August 2023

| | | | | | | |
|----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

3. Data will only be pulled for the selected school, i.e. the school you are logged into via the school pull-down located in the header. If needed, to pull data for all schools, select the check box to **Search All Schools**.

Select Student/Staff

LearnFare Attendance

Ashley Weiss

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Effective Date: August 30 2023

☒ Search All Schools

List Students

4. Click **List Students** to generate the report.

Select Student/Staff

LearnFare Attendance

Ashley Weiss

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Effective Date: August 30 2023

☒ Search All Schools

List Students

The students listed have exceeded the number of unexcused absences required to remain compliant with the LearnFare Program.

| Mass Match | Student ID | Sent To District | Sent To LearnFare | Person Identification | Social Security Number | Student's Last Name | Student's Last Name Suffix | Student's First Name | Student's Middle Initial | Student's Sex Code | Student's Date of Birth | Sanction Reason Code | Sanction Request Date | Studer Line 1 |
|--------------------------|------------|------------------|-------------------|-----------------------|------------------------|---------------------|----------------------------|----------------------|--------------------------|--------------------|-------------------------|----------------------|-----------------------|---------------|
| <input type="checkbox"/> | | | | 6227 | 000000000 | | | | | F | 20010104 | 01 | 00000000 | |
| <input type="checkbox"/> | | 2018-05-02 | 2018-05-10 | 1693 | 000000000 | | | | S | M | 20010902 | 01 | 00000000 | |
| <input type="checkbox"/> | | 2018-03-05 | | 9504 | 000000000 | | | | | F | 20001121 | 01 | 00000000 | |
| <input type="checkbox"/> | | | | 2393 | 000000000 | | | | A | F | 20001011 | 01 | 00000000 | |
| <input type="checkbox"/> | | 2018-05-02 | 2018-05-10 | 74858 | 000000000 | | | | J | F | 20010219 | 01 | 00000000 | |

For each student, the table displays demographic information and any relevant district data: Student ID, date Sent To District, date Sent To LearnFare, Person Identification, Social Security Number, Student's Last Name, Student's Last Name Suffix, Student's Middle Initial, Students' Sex Code, Student's Date of Birth, Sanction Reason Code, Sanction Request Date, Student Address - Line 1, Student's Address - Line 2, Student's Address - City, Student's Address - State, Student's Address - Zip Code, County Number, School Name - Line 1, School Name - Line 2, School's Address - Line 2, School's Address - City, School's Address - State, School's Address - Zip Code, and Student Withdrawal Code.

| Student's Address - Line 1 | Student's Address - Line 2 | Student's Address - City | Student's Address - State | Student's Address - Zip Code | County Number | School Name - Line 1 | School Name - Line 2 | School's Address - Line 1 | School's Address - Line 2 | School's Address - City |
|----------------------------|----------------------------|--------------------------|---------------------------|------------------------------|---------------|----------------------|----------------------|---------------------------|---------------------------|-------------------------|
| | | | FL | 0000 | | HIGH SCHOOL - 0331 (| | 5355 SCHOOL ROAD | | |
| | | | FL | 0000 | | HIGH SCHOOL - 0331 (| | 5355 SCHOOL ROAD | | |
| | | | FL | 0000 | | HIGH SCHOOL - 0331 (| | 5355 SCHOOL ROAD | | |
| | | | FL | 0000 | | HIGH SCHOOL - 0331 (| | 5355 SCHOOL ROAD | | |

5. To review student data, click the **Student ID** link to open the [Student Info](#) screen.

| <input checked="" type="checkbox"/> Mass Match | Student ID | Sent To District | Sent To LearnFare |
|--|------------|------------------|-------------------|
| <input checked="" type="checkbox"/> | 356 | | |
| <input checked="" type="checkbox"/> | 361 | 2018-05-02 | 2018-05-10 |
| <input checked="" type="checkbox"/> | 369 | 2018-03-05 | |

6. Select the Mass Match check boxes to select students for inclusion in the submittable district report. To select all students at once, select the **Mass Match** check box in the header.

| <input checked="" type="checkbox"/> Mass Match | Student ID | Sent To District | Sent To LearnFare | Person Identification | Social Security Number | Student's Last Name |
|--|------------|------------------|-------------------|-----------------------|------------------------|---------------------|
| <input checked="" type="checkbox"/> | | | | 6227 | 000000000 | |
| <input checked="" type="checkbox"/> | | 2018-05-02 | 2018-05-10 | 1693 | 000000000 | |
| <input checked="" type="checkbox"/> | | 2018-03-05 | | 9504 | 000000000 | |
| <input checked="" type="checkbox"/> | | | | 2393 | 000000000 | |

7. Click **Download File** to save a copy of the report.

Download File

Submit to District

Submit via FTP

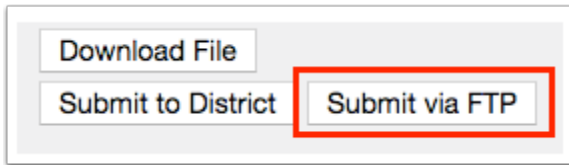
8. The list of selected students can be sent for district verification using the **Submit to District** button. Note: This is for school use only.

Download File

Submit to District

Submit via FTP

9. Similarly, with appropriate profile permissions, selected students can be reported directly to LearnFare by clicking the **Submit via FTP** button.



If your district is using [Scheduled Jobs](#) to send this data, the Submit via FTP button should not be clicked. It is recommended to disable the ability to submit via FTP using profile permissions.