



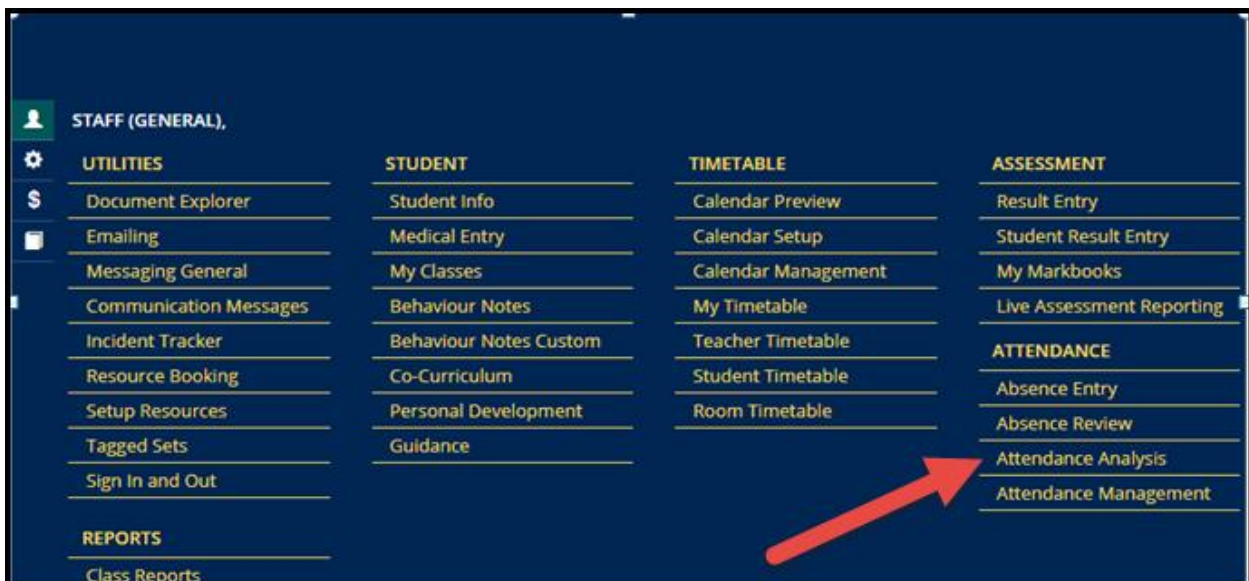
NZ Attendance Survey Tech Tip

Attendance Data Extract (In case of a Roll Audit the Ministry Auditor will request this in advance)

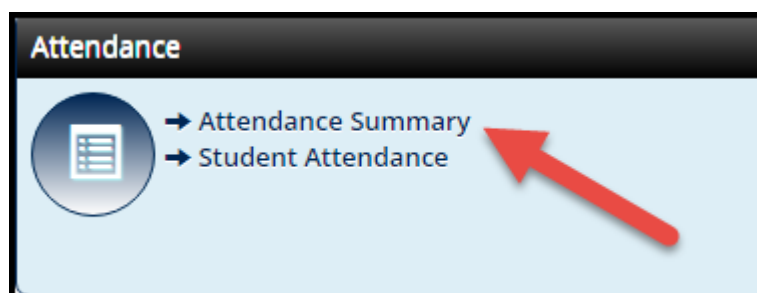
This process uses the Spider to produce the Electronic Attendance Extract required for New Zealand Schools.

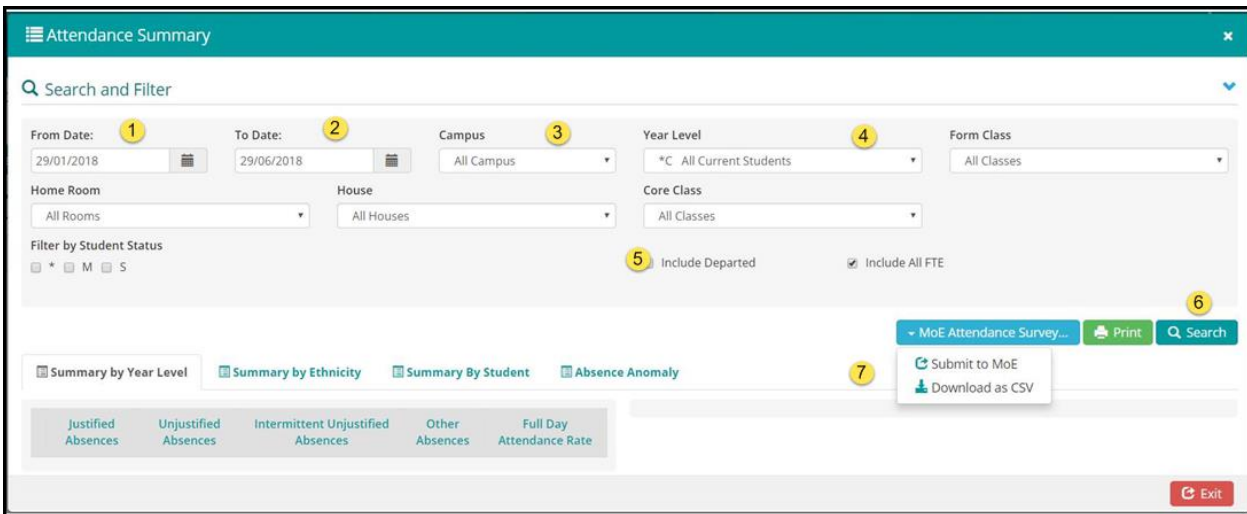
The Ministry would like to use the data held in schools' eAR files to calculate a new baseline data set for attendance. The data will be created as a CSV file extract and can be sent to the Ministry through the portal.

Select 'Attendance Analysis' from the Staff General Menu.



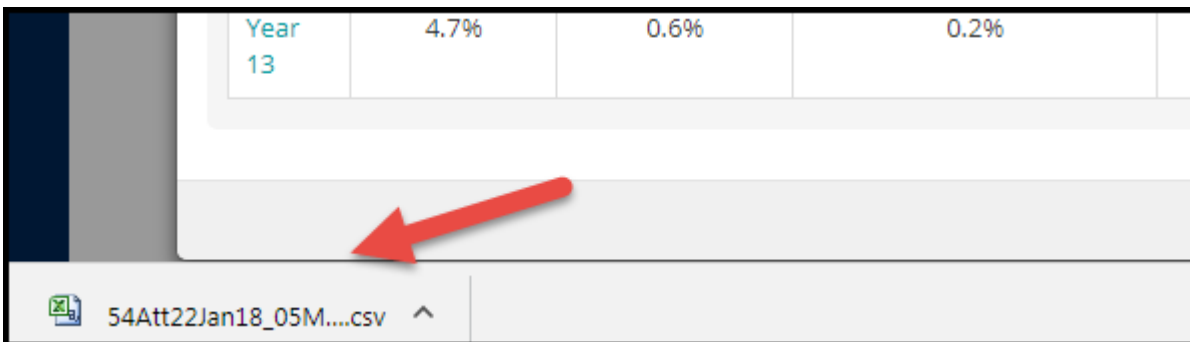
Select 'Attendance Summary'





1.	Select the starting date of the range
2.	Select the ending date of the range
3.	Select Campus if used otherwise leave as default
4.	Select All Students
5.	Tick the box 'Include Departed'
6.	Click on the 'Search' button.
7.	When your data has appeared click on the 'Submit to MOE'.

You can also download a CSV of the data and this will appear at the bottom left of your screen and will also appear in your down loads file.



NB:

- Do not change the file name
- If you open the file do not save as this will lose any leading zeros in the file