HANDOUT 5: Sending daily SMS reports

Two types of attendance report messages are submitted from each school every day.

1. Pupil Attendance

   - All Forms are reported together in one text/SMS, using Form Codes and Pupil Short Codes.
   - There will be an attendance report for each form, with two pieces of information: the Form Code & the list of absent pupils, like this:

     ![Form Code - Absent pupils example]

     - Letters can be in uppercase (e.g. WBS1) or lowercase (e.g. wsb1).
     - There must be a space between each piece of information, but not between the pupil codes in the absent list.
     - The absent list must begin with a ‘minus’ (-) sign.
     - If your report has an error, Ana Fii Inni! will send you an error message and you can start again.
     - If you do not put the date, Ana Fii Inni! will assume the report is for today. If the date is given, it must be at the start of the message in the format of DDMM.

     e.g. 0905 WSB1 –ACED1

     - If no pupils are absent there should just be a ‘minus’ sign, e.g. ‘WSB6 –’, and then move onto the next form.

Example of an Attendance Report for the whole school, including all Forms:

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WSB1 –CDJA1 WSB2 –BC1 WSB3 –GZE2 WSB4 –AKM
WSB5 –JP WSB6 – WSB7 -L
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No pupils were absent in WBS6, but this information still needs to be reported. To report no absence leave a blank space after the minus ‘-’.
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2. Teacher Attendance

The Head Teacher, or his/her delegate, will send one text/SMS report on teacher attendance each day using two pieces of information.

• The Teacher report always begins with the * (star) and T, i.e. *T.
• Remember that teacher reports use the Teacher Short Code.
• If all teachers are present the attendance must still be reported. The text/SMS would be: *T WSB –
• If no date is given, Ana Fii Inni! will assume that the report is for today. If the date is given, it must be at the start in the format of DDMM, e.g. 1105 for 11th May.

<table>
<thead>
<tr>
<th>School Code</th>
<th>Absent Teachers</th>
<th>Teacher Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSB</td>
<td>Betty</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>David</td>
<td>G</td>
</tr>
<tr>
<td></td>
<td>Isaac</td>
<td>H</td>
</tr>
</tbody>
</table>

The teacher attendance report would look like this:

*T WSB-BGH

Important to Note:

• If a school has to report on a lot of pupil absence, the text message may be very long e.g. if it has rained heavily, many children may not be in school.
• One text/SMS has a maximum number of characters that can be sent together. If the message is too long it can be split into two separate messages.
• A standard text/SMS can have 160 characters (letters, numbers and spaces); some phones will show you how many characters you have used.
• If the text/SMS report is longer than 160 characters, the message will need to be split into two messages.
• You must keep the two pieces of information for one attendance report in the same message (i.e. the form code and the list of absent pupils must be in one text/SMS message i.e. WSB5 –LPU must be in one message).