How to Access Staff Attendance reports in MyTeam

1 Visit http://getdata.lausd.net

Sign-in with your LAUSD single sign-on
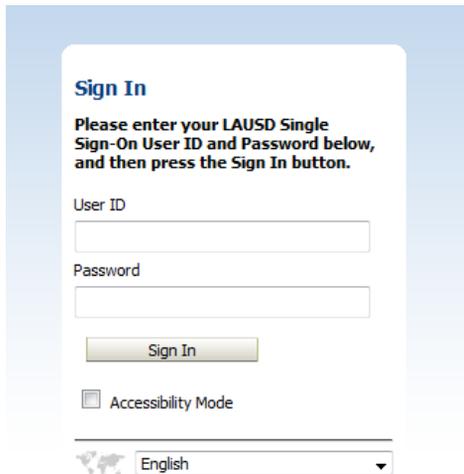
Sign In

Please enter your LAUSD Single Sign-On User ID and Password below, and then press the Sign In button.

User ID

Password

Sign In

☐ Accessibility Mode

English

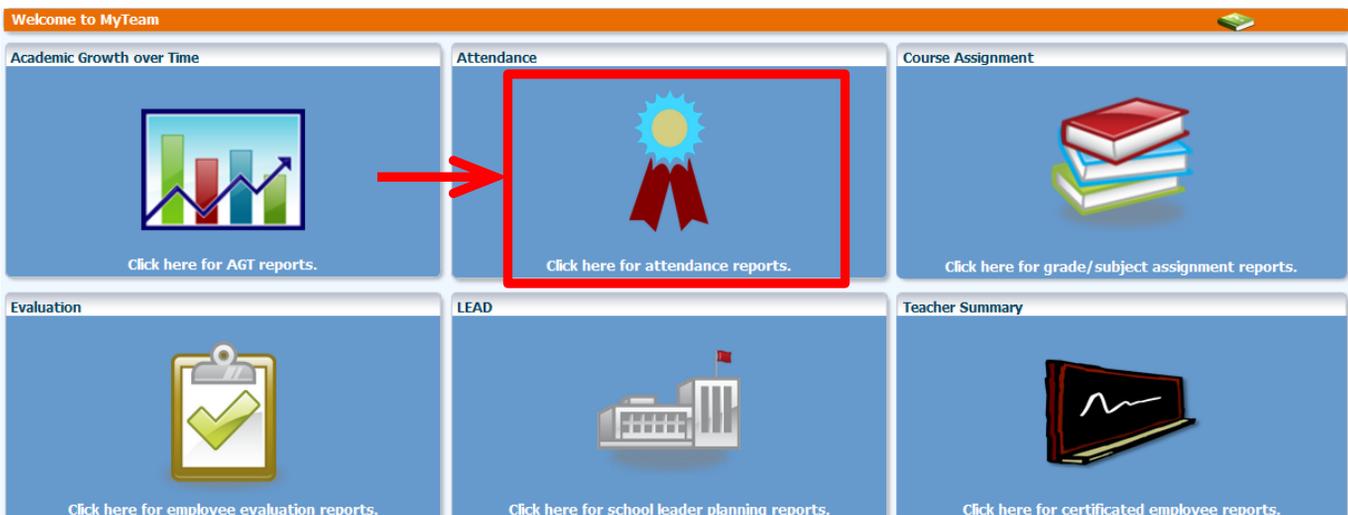*We recommend using Mozilla Firefox as your browser to access GetData and MyTeam.*

Firefox

2 Select "MyTeam"

Welcome to the LAUSD Enterprise Reporting System

MYDATA

my Data
Click here for MyData reports.

MYTEAM

My Team
Click here for MyTeam reports.

3 Select "Attendance"

Welcome to MyTeam

Academic Growth over Time

Click here for AGT reports.

Attendance

Click here for attendance reports.

Course Assignment

Click here for grade/subject assignment reports.

Evaluation

Click here for employee evaluation reports.

LEAD

Click here for school leader planning reports.

Teacher Summary

Click here for certificated employee reports.

④ School Attendance reports appear

Day-of-Week and Trend report links

Certificated staff details link

Classified staff details link

Other Attendance

Trend Reports
Day-of-Week Reports

Report Prompts

School Year
2015-2016

Month Year
AUG 2015

Location Type
(All Column Values)

Global Prompts

Local District

Preferred Location
(All Column Values)

Location Code
(All Column Values)

Cost Center Code
(All Column Values)

Local District | School

Year to date as of 08/31/14

Local District | School

Year to date as of 08/31/14

Refresh - Print - Export

Refresh - Print - Export

Attendance Summary

Staff Attendance YTD Summary

Time run: 10/8/2015 8:44:47 AM

Local District	Location	Location Type	Unprotected Absence Rate	Percent at 96% - Certificated	Percent at 96% - Classified	Percent at 96% - Total	Target	Difference
	MIDDLE SCHOOL		5%	90%	88%	89%	76%	13%

Refresh - Print - Export

Subtotal: | Unprotected Absence Rate 5% | Certificated 90% | Classified 88% | Overall 89%

⑤ Certificated / Classified Staff Details link

Click to see daily absence details for an individual

Cost Center	Local District	Location Type	School	Employee ID	First Name	Last Name	Position	Unprotected Hrs	Protected Hrs	Workable Hrs	Worked Hrs	Unprotected Absence Rate	Attendance Rate	At/Above 96% Attendance Rate
		MIDDLE SCHOOL					ARY R	42.25	0.00	66.00	23.75	64.0%	36%	N
		MIDDLE SCHOOL					ARY R	12.00	0.00	36.00	24.00	33.3%	67%	N
		MIDDLE SCHOOL					TARY R	7.33	0.00	66.00	58.67	11.1%	89%	N
		MIDDLE SCHOOL					ARY R	6.00	0.00	66.00	60.00	9.1%	91%	N
		MIDDLE SCHOOL		XXXXXXXX	XXXXXXXX		ELEMENTARY TEACHER	6.00	0.00	66.00	60.00	9.1%	91%	N
		MIDDLE SCHOOL		XXXXXXXX	XXXXXXXX		SECONDARY TEACHER	6.00	0.00	66.00	60.00	9.1%	91%	N
		MIDDLE SCHOOL		XXXXXXXX	XXXXXXXX		SECONDARY TEACHER	3.25	0.00	66.00	62.75	4.9%	95%	N
		MIDDLE SCHOOL		XXXXXXXX	XXXXXXXX		PRINCIPAL, SECONDARY	8.00	0.00	224.00	216.00	3.6%	96%	Y
		MIDDLE SCHOOL		XXXXXXXX	XXXXXXXX		TCHR, SP ED, RES SPST PRG	2.00	0.00	66.00	64.00	3.0%	97%	Y
		MIDDLE SCHOOL		XXXXXXXX	XXXXXXXX		TCHR, SP ED, RES SPST PRG	2.00	0.00	66.00	64.00	3.0%	97%	Y

Questions? Visit
http://achieve.lausd.net/myteam or
contact us at myteam@lausd.net