Attendance Reports

Attendance > Attendance Report Sub-module

The Attendance Report sub-module gives authorized school personnel access to configurable Attendance reports. You can look at school level, date ranges, absences, tardies, early dismissals, etc., on a daily, weekly, or monthly period.

After navigating to the Attendance > Attendance Report sub-module, the Attendance Report screen will appear.

1. Select the appropriate option for Date Range or Marking Period using the top set of radio buttons.
   A. If Date Range is selected (this is the default), date fields appear where the user must define the date range for the report.
   B. If Marking Period is selected, a drop-down appears with a list of active marking periods from which the user must choose.

2. Select the appropriate report from the Attendance Report Type drop-down. Available reports include the following:
   • Detail Report
   • Aggregate Report
   • Percentage Report
   • Period Attendance Report
   • Summary Report
   • Summary of Attendance Report
   • Daily Overview Report

3. Once the user has selected the report type, the screen will refresh to display the pre-screen for the selected report.

4. Configure any available options on the pre-screen as needed and click the Run Report button to generate the report.

Aggregate Report

The Aggregate Report allows you to retrieve students who have had a specified number of occurrences of a particular type of absentee reason. This report will show each student’s aggregate attendance information. Each column is broken into Absences, Early Dismissals, Late Arrivals, Homeroom Tardy, and the final Total. This report is used in conjunction with the Permanent Attendance Report (located in Attendance > State Reports) and the Percentage Report to obtain the information necessary for the AT6 State Attendance Report. The Aggregate Report can also be used to run the Perfect Attendance Report.
Available options include the following:

1. **Attendance Type**: Attendance Type is selected using a drop-down menu. Options include Absences, Late Arrivals, Early Dismissals, Homeroom Tardy, or All.
   A. Users may select additional options using checkboxes to determine whether or not to include Homeroom Tardies and/or Inactive Students on this report. The checkboxes for Homeroom Tardy is unavailable unless “All” has been selected for the Attendance Type.

**Note**: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

   B. If “Late Arrival” or “Early Dismissal” is selected from this list, the user will have additional Time Filter options presented as radio buttons where they may select “All,” or they may choose “After” or “Before” a specified time.

2. **Absentee Reason**: This drop-down menu is populated based on the Absentee Reasons defined in Maintenance. Users may choose “All” or may select any individual absentee reason from the drop-down. This option is not available if Attendance Type is set to “Homeroom Tardy.”
   A. If the Absentee Reason is set to “All,” the user will have access to additional radio button options, where the user may choose whether or not to show Unexcused absences only, Excused absences only, or both Excused and Unexcused.

3. **Attendance Record Count**: This drop-down allows users to retrieve students who have had a specified number of occurrences of a particular type of absentee reason. Options include None, Greater Than, Less Than, Between, and Perfect Attendance.
   A. None: Selecting None causes the report to return students with any number of absences (this will retrieve students with an attendance record count greater than zero).
   B. Greater Than / Less Than: If the user selects Greater Than or Less Than, an additional field for number of days appears to the right.
   C. Between: Select “Between” to specify a record count that is between a range of values (both values are inclusive; if a user selects “Between 2 and 5” the report will include record counts of 2 as well as 5).
D. **Perfect Attendance:** The Perfect Attendance option essentially locates all students where the count of the selected Attendance Type (and Absentee Reason) equals zero (0). Select Attendance Type = All, and Absentee Reason = All. The report will show all students with no absences, late arrivals, early dismissals, or homeroom tardies. If any other Absentee Reason is selected the report will display “Perfect” attendance for that specified reason only.

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Homeroom</th>
<th>Phone</th>
<th>Work Phone</th>
<th>Absence</th>
<th>Early Dismissal</th>
<th>Late Arrival</th>
<th>Homeroom Tardy</th>
<th>Total</th>
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<tbody>
<tr>
<td>ABERI, Caroline</td>
<td>12</td>
<td>136</td>
<td>555-5555</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **Order By:** This drop-down menu allows users to determine how the information on the report should be sorted. Options include Student, Grade, or Homeroom.
   A. **Student:** Results are sorted based on Student Name (Last Name, First Name), then by Attendance Type, then by Date (descending).
   B. **Grade:** Results are sorted based on Grade, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
   C. **Homeroom:** Results are sorted based on Homeroom, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).

5. **Break Between Groups:** Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down). This option is not available when the Order By option is set to “Student.”

6. **Search By:** Use these radio buttons to determine which students should be included in the report.
   A. All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
   B. By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.
   C. By Grade: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.
**Attendance Reports**

**Detail Report**
This report shows student's absences and information that fall within the specified date range.

Available options include the following:

1. **Attendance Type**: Attendance Type is selected using a drop-down menu. Options include Absences, Late Arrivals, Early Dismissals, Homeroom Tardy, Suspensions, or All.
   - A. Selecting “All” from this list allows users to choose, via additional checkboxes, whether or not to include Homeroom Tardies, Suspensions, and/or Inactive Students on this report.
   - B. Selecting any option except “All” from this list allows users to choose whether or not to include Inactive Students on this report. The checkboxes for Homeroom Tardy and Suspensions are unavailable unless “All” has been selected for the Attendance Type.

   **Note**: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

   - C. If “Late Arrival” or “Early Dismissal” is selected from this list, the user will have additional Time Filter options presented as radio buttons where they may select “All,” or they may choose “After” or “Before” a specified time.

2. **Absentee Reason**: This drop-down displays a list of available Absentee Reasons as defined in Maintenance. Users may choose “All” or may select any individual absentee reason from the drop-down.
   - A. When the Absentee Reason is set to “All,” the user will have access to additional radio button options, where the user may choose whether or not to show Unexcused absences only, Excused absences only, or both Excused and Unexcused.
   - B. Neither the Absentee Reason option nor any additional radio buttons are available if the Attendance Type is set to “Suspensions” or “Homeroom Tardy.”

3. **Order By** (new): This drop-down menu allows users to determine how the information on the report should be sorted. Options include Attendance Type, Student, Grade, or Homeroom.
   - A. Attendance Type: Results are sorted based on the Attendance Type, then by Date (descending), then by Student (Last Name, First Name).
Attendance Reports

B. **Student:** Results are sorted based on Student Name (Last Name, First Name), then by Attendance Type, then by Date (descending).

C. **Grade:** Results are sorted based on Grade, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).

D. **Homeroom:** Results are sorted based on Homeroom, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).

4. **Break Between Groups:** Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down).

5. **Search By:** Use these radio buttons to determine which students should be included in the report.

   A. **All Students:** When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.

   B. **By Student:** When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.

   C. **By Grade:** When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.

![Attendance Report]

**Percentage Report**

The Percentage Report will show the exact percent of students, by grade, by number of students that are present during the specified date range. This report is used in conjunction with the Permanent Attendance Report (located in Attendance > State Reports) and the Aggregate Report to obtain the information necessary for the AT6 State Attendance Report. The Percentage Report has no additional pre-screen options.

![Attendance Percentage Report]
**Attendance Reports**

**Summary Report**

This report will show each student’s absence for the date range with additional information noted when they were absent with any comments that were attached to the record.

```
High School > 2008-2009

Date Range: 7/27/2009 to 7/27/2009

Attendance Report Type: Summary Report

Attendance Type: All
- Include Homeroom Tardy
- Include Suspensions
- Include Inactive Students

Absentee Reason: All

Order By: Attendance Type
- Break Between Groups

Search By: All Students
- By Student
- By Grade

Run Report
```

Available options include the following:

1. **Attendance Type:** Attendance Type is selected using a drop-down menu. Options include Absences, Late Arrivals, Early Dismissals, Homeroom Tardy, Suspensions, or All.
   A. Selecting “All” from this list allows users to choose, via additional checkboxes, whether or not to include Homeroom Tardies, Suspensions, and/or Inactive Students on this report.
   B. Selecting any option except “All” from this list allows users to choose whether or not to include Inactive Students on this report. The checkboxes for Homeroom Tardy and Suspensions are unavailable unless “All” has been selected for the Attendance Type.

2. **Absentee Reason:** This drop-down contains all Absentee Reasons as defined in Maintenance. Users may choose “All” or may select any individual absentee reason from the drop-down.
   A. The Absentee Reason option is not available if Attendance Type is set to “Suspensions” or “Homeroom Tardy.”

3. **Order By:** This drop-down menu allows users to determine how the information on the report should be sorted. Options include Attendance Type, Student, Grade, or Homeroom.
   A. Attendance Type: Results are sorted based on the Attendance Type, then by Date (descending), then by Student (Last Name, First Name).
   B. Student: Results are sorted based on Student Name (Last Name, First Name), then by Attendance Type, then by Date (descending).
   C. Grade: Results are sorted based on Grade, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).
   D. Homeroom: Results are sorted based on Homeroom, then by Attendance Type, then by Date (descending), then by Student Name (Last Name, First Name).

4. **Break Between Groups:** Users may use this checkbox to determine whether or not to include page breaks between groups (based on the value selected in the Order By drop-down).

5. **Search By:** Use these radio buttons to determine which students should be included in the report.

**Note:** By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.
Attendance Reports

A. All Students: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.

B. By Student: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.

C. By Grade: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.

Summary of Attendance Report

This report will show a summary of students’ attendance information for the specified date range. This report shows one student per page.

Available options include the following:

1. **Include Suspensions**: Users may check this checkbox to include Suspensions (either whole or partial day suspensions) on the report.

2. **Include Inactive Students**: Users may check this checkbox to include Inactive Students on the report.

**Note**: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

3. **Order By**: This drop-down menu allows users to determine how the information on the report should be sorted. Options include Student, Grade, or Homeroom.
4. **Search By**: Use these radio buttons to determine which students should be included in the report.
   
   A. **All Students**: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
   
   B. **By Student**: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.
   
   C. **By Grade**: When selected, a drop-down menu appears that will allow the user to specify the grade for which the report is to be run.

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**Daily Overview Report**

This report will display student(s) attendance over the specified date range. The report will include both daily and period attendance codes.

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Available options include the following:

1. **Include Inactive Students**: Users may check this checkbox to include Inactive Students on the report.

   **Note**: By default, this report only includes active students (students are considered active if they had an active enrollment in the selected building on the last date of the specified date range). To run the report with inactive students included, check the Include Inactive Students checkbox.

2. **Include Legend**: The Daily Overview Report utilizes daily and period codes which can be displayed on the report by selecting the “Include Legend” checkbox. When this option is checked, the last page of the report will contain a key of all daily and period absence codes.
3. **Order By**: Use these radio buttons to determine whether the report should be ordered based on Student (the default) or Date.

4. **Search By**: Use these radio buttons to determine which students should be included in the report.
   
   A. **All Students**: When selected, this generates the report for all students. The report will be generated automatically and will open in a new window.
   
   B. **By Student**: When this option is selected, a Basic Search field will appear. This will also include a link to the “Advanced Search,” where users may locate students using the Batch Selector. Searching via either method will produce a list of results where users may select the appropriate students for whom they wish to run the report.

<table>
<thead>
<tr>
<th>Student</th>
<th>Daily Attendance</th>
<th>Period Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, Manisol, 9425</td>
<td>Present</td>
<td>1</td>
</tr>
<tr>
<td>SMITH, Miles, 462</td>
<td>Present</td>
<td>2</td>
</tr>
<tr>
<td>SMITH, Morganne, 5753</td>
<td>Present</td>
<td>3</td>
</tr>
<tr>
<td>SMITH, Nicholas, 22375</td>
<td>Present</td>
<td>4</td>
</tr>
</tbody>
</table>

**Daily Attendance Summary**  
High School  
Date: 03/20/2008