

Attendance Reports

Attendance Report Information

The following reports are available:

- **ADM & ADA Detail**

This report calculates ADM (Average Daily Membership) and ADA (Average Daily Attendance) based on the whole day and half day attendance minutes defined in the calendar or an exact minute setting. The report summarizes the data by student, grade and calendar for the date range entered.

- **Attendance Reason Report**

The Attendance Reason Report counts the attendance by period and days. Blank dates default to the start/end dates of the calendar.

- **Day Count**

This report calculates whole day and half-day attendance based on the number of minutes defined in the calendar.

- **Dialer Extract**

This Report will generate a fixed-width file for importing into an attendance auto-dialer. Enter the date, and it will return the names, phone numbers and a period string where the student was absent and the excuse is unknown

- **Period Count**

This report counts attendance marks that meet the filter criteria by period.

NEW – A column was added to list the student's total absences and tardies.

- **Register**

This report calculates whole day and half-day attendance based on the number of minutes defined in the calendar, and displays the result for each day for each student for a grade level along with a summary of ADA and ADM during that time frame. This report attempts to place all entries within the entered date range on one page. If the number of days selected exceeds this range, it prints all of the selected student's date range first, then the next date range. The range is set to less than two months of entries.

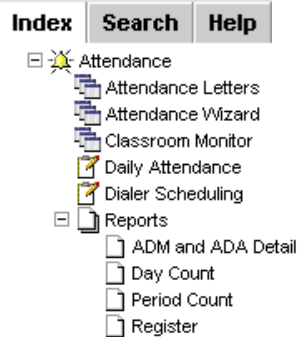
If the totals cannot fit on the first page with the attendance entries, the totals will appear within their own table.

Period Detail Batch

NEW – The Period Detail Batch Report prints student attendance by the period name. The report will print one student per page, and can be sorted by the *Student Name*, *Grade*, or *Student Number*.



Accessing Attendance Reports



1. From the **Index** tab, click the plus (+) sign next to the **Attendance** folder or click **Attendance** folder name.
2. Click the plus (+) sign next to **Reports** folder within the **Attendance** folder.
3. Click on the report of your choice, examples are displayed on the left.

ADM and ADA Detail Report

Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail

This report calculates ADM & ADA based off either whole day & Half Day attendance defined in the calendar, or using an exact minute calculation. It summarizes the data by student, grade and calendar for the date range entered. Blank dates default to the start/end dates of the calendar.
This is a very complex report, so try to limit the number of calendars run per batch.

Which date range would you like to include in the report?
 Start Date:
 End Date:

Which calendar(s) would you like to include in the report?
 active year list by school
 list by year

Adhoc Filter:

Report Type: Summary Detail

Calculation Options
 EXACT (The sum of minutes absent / student day)
 DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)

Generate Report

194 06-07
 195 06-07
 196 06-07
 197 06-07
 198 06-07
 199 06-07
 201 06-07
 202 06-07
 203 06-07
 205 06-07
 206 06-07
 207 06-07
 208 06-07
 209 06-07
 210 06-07
 211 06-07
 212 06-07
 213 06-07
 214 06-07
 215 06-07

CTRL-click or SHIFT-click to select multiple

1. Enter the **Start** and **End Date** by typing in *mmdyy* format or by clicking the calendar icon to select a date. *If these fields are left blank, the report will base the calculation on the start and end dates of the calendar.*
2. Select the **Ad Hoc** Filter if it applies
3. Select **Report Type** Summary or Detail
4. Select either the **Exact** or **Daily Approximation** option.
5. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student's name, grade and number and the ADM/ADA calculation.

06-07 Amesse Elementary School 5440 Scranton St, Denver CO 80239 Generated on 03/19/2007 10:19:53 AM Page 1 of 11	Attendance/Membership Report Start/End Date: 07/10/2006 - 06/22/2007 School(s): 1 Calendar(s): 1 Grade: EC,00,01,02,03,04,05
---	---

School: Amesse Elementary School Calendar: 292 06-07

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily Attendance	Percent In	
EC	34	5822	61.0	5761.0	33.84	33.50	27.00	0.18	98.95%	
00	107	16907	385.5	16521.5	98.31	96.06	243.50	1.42	97.72%	
01	109	15994	378.0	15616.0	92.96	90.78	219.50	1.30	97.64%	
02	105	16543	287.5	16255.5	96.20	94.47	189.00	1.14	98.26%	
03	75	10874	258.0	10616.0	63.21	61.71	157.50	0.94	97.83%	
04	82	12097	293.5	11803.5	70.34	68.62	180.00	1.10	97.57%	
05	78	12224	292.0	11932.0	71.08	69.36	201.00	1.19	97.61%	
Total	7	590	90461	1955.5	88505.5	525.94	514.50	1217.50	7.27	97.84%

DETAIL School: Amesse Elementary School Calendar: 292 06-07

Grade	Student Name (Student#)	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily Attendance	Percent In
		172	1.0	171.0	1.00	0.99	0.00	0.00	99.42%
		172	1.5	170.5	1.00	0.99	0.50	0.00	99.13%
		172	2.5	169.5	1.00	0.99	1.00	0.01	98.55%
		172	2.5	169.5	1.00	0.99	0.00	0.00	99.42%



Attendance Reason Report

Attendance Reason Report Options

This report counts the attendance period, attendance days group by attendance reason. Blank dates default to the start/end dates of the calendar.

Start Date
 End Date

06-07 South High School 1700 East Louisiana Ave. Denver, CO 80210-1810 Generated on 04/04/2007 04:00:33 PM Page 1 of 1		Attendance Reason Report Start Date: 07/10/2006 End Date: 06/22/2007 Attendance Code: 15 Attendance Marks: 31942 Periods: 25803 Days: 6419.66						
Absence Code	Description	Absence Mark	PERIODS		DAYS		MINUTES	
			Excused	Unexcused	Excused	Unexcused	Excused	Unexcused
1	ACT School Act	2463	0	0	0.00	0.00	0	0
2	FAM Fam Busins	3111	3111	0	777.64	0.00	268285	0
3	ILL Ill/Injury	9723	9723	0	2430.27	0.00	838444	0
4	INS In Suspen	462	462	0	111.62	0.00	38509	0
5	LGL Lgl Busins	950	950	0	237.32	0.00	81875	0
6	MED Medical	3440	3440	0	859.47	0.00	296517	0
7	OTU Other Unex	812	0	812	0.00	202.19	0	69755
8	OTX Other Exc	1496	1496	0	373.20	0.00	128754	0
9	REL Religious	375	375	0	93.57	0.00	32280	0
10	SCH Sch Busins	3184	0	0	0.00	0.00	0	0

1. Enter the **Start** and **End Dates** to be listed on the report. The dates will be defaulted to the start and end dates of the selected calendar. Dates should be entered in **mmdyy** format or click on the calendar icon to select a date.
2. Click the **Generate Report** button. The report will display in PDF (Adobe) format, listing the attendance codes used for the school and a total for the individual code by period, days and minutes.

Day Count Report

Attendance Day Count Report

This report calculates whole day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?

Grade

All Students

Ad Hoc Filter

Start Date
 End Date

Having at least days of Absence
 Having at most days of Absence

Calculation Options

EXACT (The sum of minutes absent / student day)
 DAILY APPROXIMATION
 (Whole Day/Half Day attendance is approximated and these days are summed)

Sort Options Name Grade & Name Absent Days

06-07 Amesse Elementary School 3440 Serrano St. Denver, CO 80239 Generated on 03/16/2007 10:33:43 AM Page 1 of 6		Attendance Day Count Report All Grades Calculation: Daily Exact Total Students: 707 Sort By: Student Name			
---	--	---	--	--	--

Student	Student#	Grade	Days	Student	Student#	Grade	Days	
Student Information would display here.	00	5.000000	00	Student Information would display here.	00	0.000000	00	
	02	2.000000	04		04	2.000000	05	8.000000
	00	4.000000	04		00	4.000000	00	1.500000
	03	0.000000	05		00	0.000000	00	0.000000
	01	0.000000	00		00	0.000000	01	2.500000
	03	2.000000	04		00	0.000000	04	0.000000

1. Select **All Students** or a specific **Grade**
2. Select the Ad Hoc filter if it applies
3. Enter the **Start** and **End Dates** by which to base the calculations of this report in **mmdyy** format. **If left blank, calculations will use the start and end dates of the calendar.** Students not enrolled during the entered dates will not appear on the report.
4. Enter the **Having at Least** and **Having at Most number**. This number determines which students should be included. **If a perfect attendance report is desired, enter zero in both fields.**
5. Select the appropriate **Sort Options** – by **Name, Grade and Name**, or **Absent Days**.
6. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student's name and a total number of days absent.



Dialer Extract Report

Attendance Dialer Extract

This report will generate a fixed-width file for importing into an attendance auto-dialer. Enter the date and it will return the names, phone numbers and a period string where the student was absent and their excuse is unknown.

Date

Format

1. Enter the **Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.
2. Select the **Format** of the file – **fixed-width, CSV, XML or HTML**.
3. Click the **Generate Extract** button. The report will display, showing the student's number, name, phone number and a list of the periods the student missed. ***This report will only show unknown absences.***

Period Count Report

Attendance Period Count Report

This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

Which students would you like to include in the report?

Grade

Ad Hoc Filter

Enrollment Effective Date

Start Date

End Date

Having at least periods of Absence

Having at most periods of Absence

Group Options Period Schedule

Sort Options alpha Grade/alpha

Status All

Absent Tardy Early Release

Excuse All

Unknown Excused Unexcused Exempt

Excuse Code All (excuses count: 16)

ILL: Ill/Injury MED: Medical TDU: Unx Tardy TDY: Exc Tardy TRU: Truancy

ACT: School Act FAM: Fam Busins INS: In Suspen SCH: Sch Busins SUS: Out Suspen

ISU: In Sch Unx LOL: Lgl Busins OTU: Other Unex OTX: Other Exc REL: Religious TRN: Transprt

1. Select the **Grade** level to show on the report. If left blank, students in all grade levels will display.
2. Select an **Ad Hoc** filter if it applies
3. Enter the **Effective Enrollment Date** for the students on the report. This date will include all students that are active as of this date.
4. Enter the **Start** and **End Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.
5. Enter the **Having at Least** and **Having at Most** number. ***This number determines which students should be included.***
6. Select **Group Options** – **Period** or **Schedule**
7. Select the appropriate **Sort Options** – **Alphabetical** or by **Grade/alphabetical**.
8. Select the **Status** of the attendance entry – **All, Absent, Tardy and/or Early Release**. ***At least one option needs to be selected.***
9. Select the **Excuse** of the attendance entry – **Unknown, Excused, Unexcused, and Exempt**. Select **All** to report on all excuse codes or select individual excuse codes.
10. Select the **Excuse Codes**. Excuse codes will count specific values. Select **All** to report on all excuse codes or select individual excuse codes.



Attendance Counts By Period Generated: 03/02/07

Report generated for Administrator, System
 Total students: 46 All Grades Effective Date: 2/1/2005 Start/End Date: 2/1/2005-2/28/2005 Absence Count: 1-5
 Status: Absent, Excuse: Unknown, Excused, Unexcused
 Excuse Code: AA:Appointment, AE:Absent Excused, AF:Field Trip, AK:Absent Unknown, AU:Absent Unexcused, AV:Vacation, AX:

Student	Number	Grade	Period							
			1	2	3	4	5	6	7	
11	1	1	1	1	1	1	1	1		
09	1	1	1	1	1	1	1	1		
12	1	1	1	1	1	1	1	1		
11	1	1	1	1	1	1	1	1		
12	1	1	1	1	1	1	1	1		
09	1	1	1	1	1	1	1	1		
12	1	1	1	1	1	1	1	1		
09	1	1	1	1	1	1	1	1		
11	1	1	1	1	1	1	1	1		
10	1	1	1	1	1	1	1	1		
10	1	1	1	1	1	1	1	1		
12	1	1	1	1	1	1	1	1		

Student Information would display here.

- Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student's name, grade, and the total number of periods that were missed. *The report settings that were selected will also be displayed.*

Attendance Register Report

Attendance Register

This report calculates whole day & Half Day attendance based off the number of minutes defined in the grade and calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADM during that time frame. The attendance days are displayed across the X-axis on a page in landscape mode, so there is a formatting limit of about 40 days.

Report Type: Students Daily Attendance
 Classes Weekly Attendance

Start Date: 03/19/2007
 End Date: 03/19/2007
 Grade: 06
 Enrollment Effective Date: 03/19/2007

District: Poudre 0014 Attendance Register Date: 11/19/2004
 Country: Andhra Poudre High School Time: 12:41:20 PM
 Site Number: 022 Academic Year 04-05 11/11/2004-11/19/2004 Page 1 of 9

Student Name	MEMBERSHIP	Present	Absent	Membership	AD ADM
001	00	00	00	0	0
002	00	00	00	0	0
003	00	00	00	0	0
004	00	00	00	0	0
005	00	00	00	0	0
006	00	00	00	0	0
007	00	00	00	0	0
008	00	00	00	0	0
009	00	00	00	0	0
010	00	00	00	0	0
011	00	00	00	0	0
012	00	00	00	0	0
013	00	00	00	0	0
014	00	00	00	0	0
015	00	00	00	0	0
016	00	00	00	0	0
017	00	00	00	0	0
018	00	00	00	0	0
019	00	00	00	0	0
020	00	00	00	0	0
021	00	00	00	0	0
022	00	00	00	0	0
023	00	00	00	0	0
024	00	00	00	0	0
025	00	00	00	0	0
026	00	00	00	0	0
027	00	00	00	0	0
028	00	00	00	0	0
029	00	00	00	0	0
030	00	00	00	0	0
031	00	00	00	0	0
032	00	00	00	0	0
033	00	00	00	0	0
034	00	00	00	0	0
035	00	00	00	0	0
036	00	00	00	0	0
037	00	00	00	0	0
038	00	00	00	0	0
039	00	00	00	0	0
040	00	00	00	0	0
041	00	00	00	0	0
042	00	00	00	0	0
043	00	00	00	0	0
044	00	00	00	0	0
045	00	00	00	0	0
046	00	00	00	0	0
047	00	00	00	0	0
048	00	00	00	0	0
049	00	00	00	0	0
050	00	00	00	0	0
051	00	00	00	0	0
052	00	00	00	0	0
053	00	00	00	0	0
054	00	00	00	0	0
055	00	00	00	0	0
056	00	00	00	0	0
057	00	00	00	0	0
058	00	00	00	0	0
059	00	00	00	0	0
060	00	00	00	0	0
061	00	00	00	0	0
062	00	00	00	0	0
063	00	00	00	0	0
064	00	00	00	0	0
065	00	00	00	0	0
066	00	00	00	0	0
067	00	00	00	0	0
068	00	00	00	0	0
069	00	00	00	0	0
070	00	00	00	0	0
071	00	00	00	0	0
072	00	00	00	0	0
073	00	00	00	0	0
074	00	00	00	0	0
075	00	00	00	0	0
076	00	00	00	0	0
077	00	00	00	0	0
078	00	00	00	0	0
079	00	00	00	0	0
080	00	00	00	0	0
081	00	00	00	0	0
082	00	00	00	0	0
083	00	00	00	0	0
084	00	00	00	0	0
085	00	00	00	0	0
086	00	00	00	0	0
087	00	00	00	0	0
088	00	00	00	0	0
089	00	00	00	0	0
090	00	00	00	0	0
091	00	00	00	0	0
092	00	00	00	0	0
093	00	00	00	0	0
094	00	00	00	0	0
095	00	00	00	0	0
096	00	00	00	0	0
097	00	00	00	0	0
098	00	00	00	0	0
099	00	00	00	0	0
100	00	00	00	0	0

Student Information would display here.

- Select the **Report Type – Students Daily Attendance or Classes Weekly Attendance.**
- Enter the **Start and End Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.
- Select a **Grade** level to display on the report.
- Enter the **Effective Enrollment Date** for the students on the report. This date entry will only show students that are active as of this date
- Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student's name and a grid of the days that were missed. It will also display the present days and membership days for each student.

