

Consecutive Absence Report

Report Description:

This report provides a summary list of students who have consecutive absences. The number of absences to be counted and the date range to be checked must be specified. The report may be limited to exclude specific absence code(s).

Note: This report lists only the consecutive absences that meet the selection criteria. The student may have absences on file that are not *consecutive* and those absences will not be shown on this report.

Application:

Reporting Services

To run this report:

From the Reporting Services Home page:

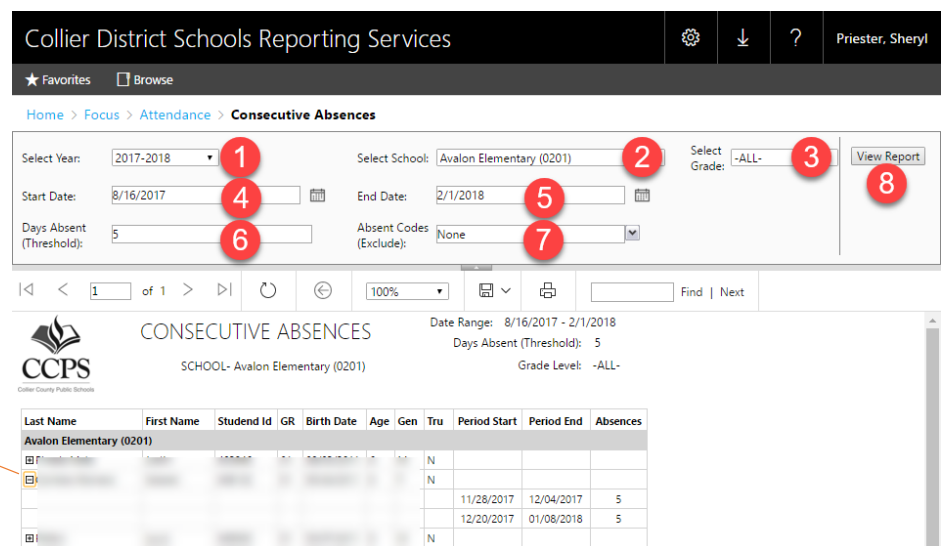
Accessing the Report

1. Click the FOCUS icon.
2. Select the Attendance folder.
3. Select the Consecutive Absences Report.

Generating the Report

1. The Year field will default to the current school year.
Click the drop-down to select the school year if you are generating the report for a school year other than the current.
2. Select your school from the drop-down.
3. The Grade level field will default to ALL.
You can select an individual grade level if desired.
4. Select the Start Date.
5. Select the End Date.
6. The Days Absent (Threshold) will default to 5.
Enter the days threshold (i.e. number of consecutive days absent) as needed.
7. The Absent Codes (Exclude) field will default to NONE.
This field allows you to select specific codes to “exclude” from the criteria. Note: Selecting NONE will “include” all absence codes.
8. Click View Report.
9. The report will generate and display at the bottom of the screen.

Click the box next to the students name to view attendance details.



Last Name	First Name	Student Id	GR	Birth Date	Age	Gen	Tru	Period Start	Period End	Absences
Avalon Elementary (0201)										
							N			
							N	11/28/2017	12/04/2017	5
							N	12/20/2017	01/08/2018	5