

Excessive Absences

Report Description:

This report will produce a list of students who are considered to have excessive absences.

Application:

Reporting Services

To run this report:

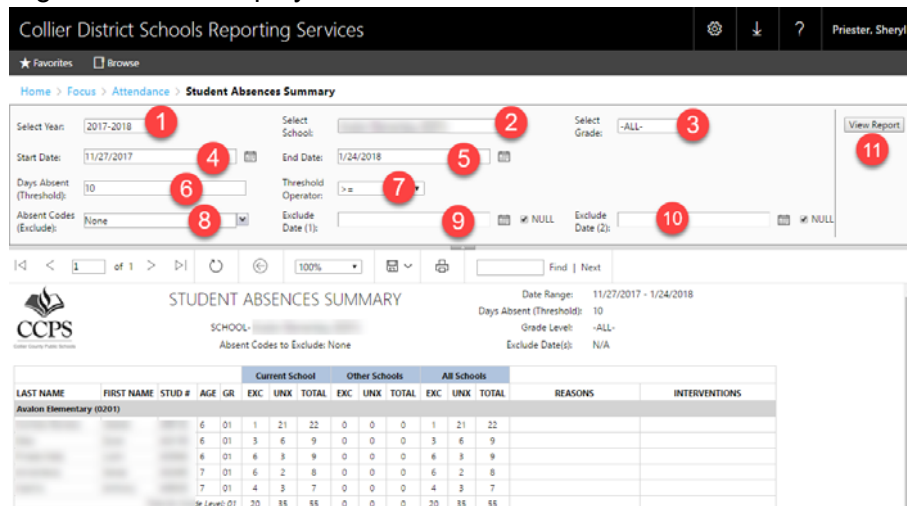
From the Reporting Services Home page:

Accessing the Report

1. Click the FOCUS icon.
2. Select the Attendance folder.
3. Select the Student Absences Summary.

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. The Start date will default to the first day of the current school year and the End Date will default to the current date.
5. Change the Start and End Date to reflect the timeframe in which you are running the perfect attendance report for. For example: by month, by quarter, by semester, or full year.
6. Enter the Days Absent Threshold of 10 or more. Note: Refer to the Attendance Manual for excessive absence threshold.
7. The Threshold Operator will default to >=. Leave the threshold operator to >= (greater than or equal to).
8. The Absent Codes to exclude should be NONE. Note: All absent codes are included unless your Administrator has instructed you to exclude specific codes. If you are excluding specific codes, uncheck NONE and select them now.
9. The Exclude Date (1) and (2) should be NULL unless the District has approved dates to exclude.
10. Click View Report.
11. The report will generate and display at the bottom of the screen.



The screenshot displays the 'Collier District Schools Reporting Services' interface. The top navigation bar includes 'Favorites', 'Browse', and a user profile for 'Priester, Sheryl'. The breadcrumb trail shows 'Home > Focus > Attendance > Student Absences Summary'. The main configuration area contains several fields: 'Select Year' (2017-2018), 'Select School' (dropdown), 'Select Grade' (-ALL-), 'Start Date' (11/27/2017), 'End Date' (1/24/2018), 'Days Absent (Threshold)' (10), 'Threshold Operator' (>=), 'Absent Codes (Exclude)' (None), 'Exclude Date (1)' (NULL), and 'Exclude Date (2)' (NULL). A 'View Report' button is located on the right. Below the configuration area, the report title 'STUDENT ABSENCES SUMMARY' is displayed, along with the date range '11/27/2017 - 1/24/2018' and the threshold '10'. The report table has columns for 'LAST NAME', 'FIRST NAME', 'STUD #', 'AGE', 'GR', 'EXC', 'UNK', 'TOTAL', 'REASONS', and 'INTERVENTIONS'. The table is filtered by 'Avallon Elementary (0201)'. The data shows 6 students with 10 or more absences, with a total of 21 excused and 22 unexcused absences.

LAST NAME	FIRST NAME	STUD #	AGE	GR	EXC	UNK	TOTAL	REASONS	INTERVENTIONS				
6	01	1	21	22	0	0	0	1	21	22			
6	01	3	6	9	0	0	0	3	6	9			
6	01	6	3	9	0	0	0	6	3	9			
7	01	6	2	8	0	0	0	6	2	8			
7	01	4	3	7	0	0	0	4	3	7			
Gr Level: 01					20	35	55	0	0	0	20	35	55