



SAT0500 - Campus Attendance Summary

Table of Contents

SAT0500 - Campus Attendance Summary 1




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Attendance > Reports > Attendance Reports > Audit > SAT0500 - Campus Attendance Summary

This report provides absence data by period for students at a specified campus and track. A report is generated for every date within the date range on which at least one student was posted absent. It also prints either the parent home or work phone number to use for notifying parents.

The report can be used to verify the attendance for each day, period, and code. For campuses at which attendance is posted for all periods of the day, the report can be used to track attendance by period to determine patterns in student absences.

Run the report:

| Parameter | Description |
|--|--|
| Ending School Year (YYYY) | Type the four-digit ending school year. |
| Campus ID | Type the three-digit campus ID, or click  to select the campus . |
| Attendance Track (Blank for All) | Type the two-digit attendance track. Leave blank to select all tracks. |
| Grade Level (Blank for All) | Type the two-character grade level, click  to select the grade level , or leave blank to select all grade levels. |
| From/To Date (MMDDYYYY) | Type the date, or click  to select the date from a calendar. ++ You can type the same date for both parameters. |
| Sort Order (A=Alpha, G=Grade, C=Control Nbr) | A - Sort alphabetically. G - Sort by grade level. C - Sort by control number. |
| Print Absence Code (T=Absence Type, R=Posting Code) | T - Print the absence types. R - Print the posting codes as established on Maintenance > District > Posting Codes . |
| Exclude J In-School Suspension (Y, N) | Y - Exclude students with absence type J (<i>in-school suspension</i>). N or blank - Include students with absence type J. |
| Exclude N Not In Class (Y, N) | Y - Exclude students with absence type N (<i>not in class - present</i>). N or blank - Include students with absence type N. |



Back Cover