SAT0700 - Student Attendance Summary

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This summary consists of two reports which display a list of students with number of days present and absent for a specified semester-cycle, as well as demographic data and special program participation.

- First Day Principal Report - lists only students whose entry date is the first day of school for the current year.
- Principal's Period Report - lists students enrolled during the specified semester-cycle.
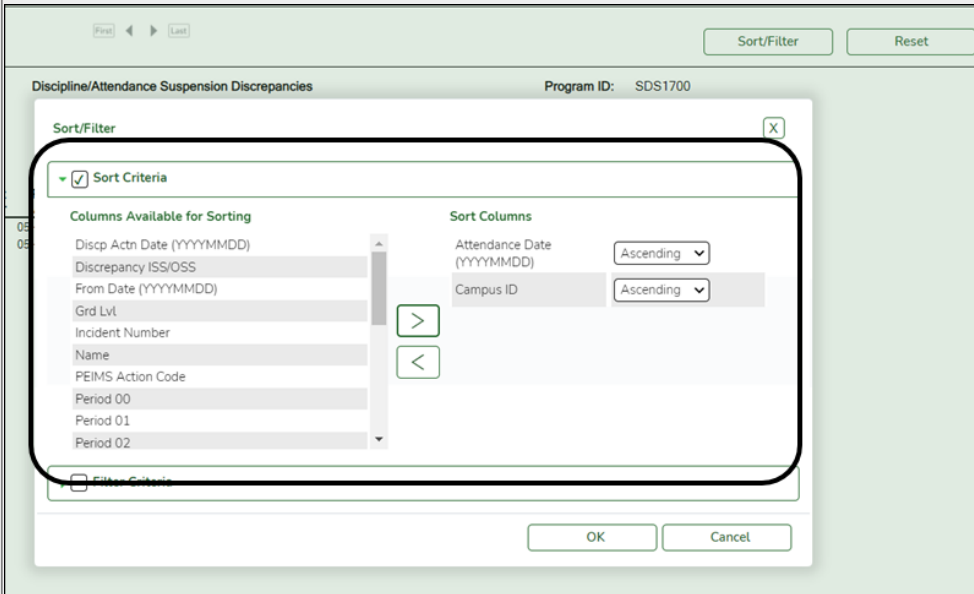
Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track	Type the two-digit attendance track.
Semester (1, 2)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. Leave blank if you are running the First Day report.
Cycle (1, 2, 3)	Type the one-digit cycle code. Leave blank if you are running the First Day report.
First Day Principal Report (Y, N)	Y - Print the First Day Principal Report. N - Do not print this report.
Principal's Period Report (Y, N)	Y - Print the Principal's Period Report. N - Do not print this report.
Sort Order (A=Alpha, G=Grade, C=Control Nbr, Blank=Stu ID)	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number. Blank - Sort by student ID.

Other functions and features:

Sort	Sort report data.
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.
	In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click 〉. The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.
	• In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.
	• To remove a field from the sort, select the field, and then click 〈 to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter	Filter report data.

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
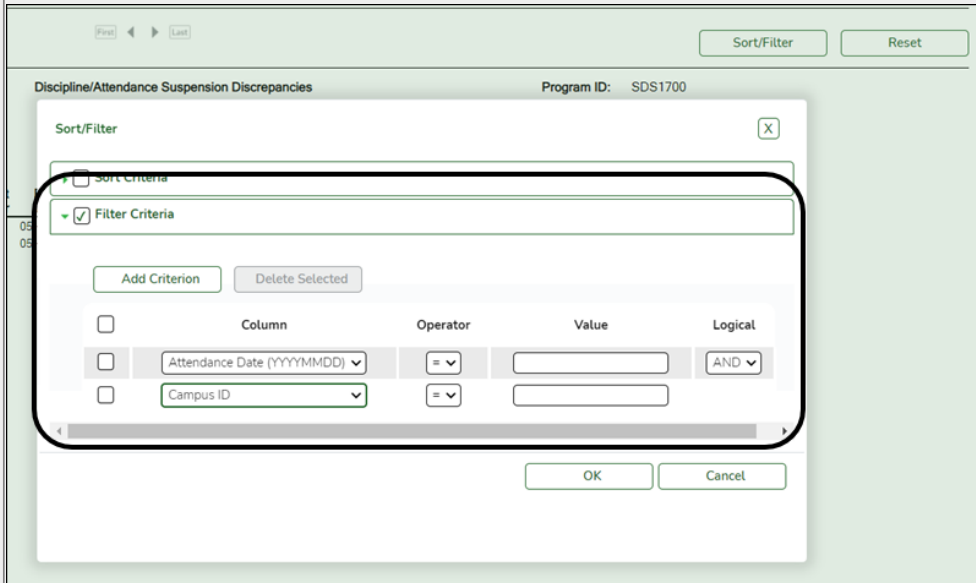
If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals › Greater than ≥ Greater than or equal to ‹ Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date. **Note:** When filtering report data by date, you must use the following formats: • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row. • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Sorting/filtering the Principal's Period Report

If you attempt to restore the report data to the original view by clicking **Reset**, the data is reset and sorted by student ID, even if the report was run for a specific sort order.

Filtering data allows you to track attendance rates (percentages) for specific groups of students. You can filter report data to include only those students who are enrolled in a special program.

Sorting/filtering the Principal's Period Report

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