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# SAT1200 - Excessive Absence Report



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This report lists the number of excessive absences for students for a specified number of excessive days, period, track, and date range. The data is listed by absence type.

### Run the report:

| Parameter                                   | Description   |
|---|---|
| <b>Ending School Year (YYYY)</b>            | Type the four-digit <b>ending</b> school year.  |
| <b>Campus ID</b>                            | Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .   |
| <b>Attendance Track (Blank for All)</b>     | Type the two-digit attendance track. Leave blank to select all tracks.  |
| <b>Grade Level (Blank for All)</b>          | Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.  |
| <b>Number of Days Excessive (01-99)</b>     | Type the two-digit number of absences that is considered excessive.   |
| <b>Period (Blank for All)</b>               | Type the two-digit period, or leave blank to select all periods.  |
| <b>Absence Type</b>                         | Type the one-character absence type code or click  to <a href="#">select the absence type code</a> .   |
| <b>From/To Semester (Leave Dates Blank)</b> | <p>Leave blank if you are entering a date range.</p> <ul style="list-style-type: none"> <li>• Valid codes for two-semester-six-week are 1, 2, and 3 (both semesters).</li> <li>• Valid codes for two-semester-nine-week are 1, 2, and 3 (both semesters).</li> <li>• Valid codes for four-semester-nine-week are 1, 2, 3, 4, 8, C, and F, where <ul style="list-style-type: none"> <li>• 3 = Semesters 1 and 2</li> <li>• 4 = Semester 3</li> <li>• 8 = Semester 4</li> <li>• C = Semesters 3 and 4</li> <li>• F = Semesters 1, 2, 3, and 4</li> </ul> </li> </ul> <p>Valid <b>To Semester</b> options depend on the <b>From Semester</b> option entered.</p> |

| Parameter   | Description   |
|---|---|
| <b>From/To Cycle (1, 2, 3, Leave Dates Blank)</b>           | <p>Leave blank if you are entering a date range.</p> <p>Valid codes for two-semester-six-week are 1, 2, and 3 (both semesters).</p> <p>Valid codes for two-semester-nine-week are 1 and 2.</p> <p>Valid code for four-semester-nine-week is 1.</p> <p>Valid <b>To Cycle</b> options depend on the <b>From Cycle</b> option entered.</p> |
| <b>From/To Date (MMDDYYYY, Leave Semester, Cycle Blank)</b> | <p>Type the date, or click  to select the date from a calendar. Leave blank if you are entering a semester-cycle.</p>  |
| <b>Active Code (1=Active, 2=Inactive, Blank for All)</b>    | <p>1 - Select active students only.</p> <p>2 - Select inactive students only.</p> <p>Blank - Select all students.</p>   |



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