

# **SAT1200 - Excessive Absence Report**

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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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ending School Year (YYYY)               | Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Campus ID                               | Type the three-digit campus ID, or click ito select the campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Attendance Track (Blank for<br>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 it o select the grade level, or leave blank to select all grade levels.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Number of Days Excessive<br>(01-99)     | Type the two-digit number of absences that is considered excessive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Period (Blank for All)                  | Type the two-digit period, or leave blank to select all periods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Absence Type                            | Type the one-character absence type code or click is to select the absence type code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| From/To Semester (Leave<br>Dates Blank) | <ul> <li>Leave blank if you are entering a date range.</li> <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</li> <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> <li>Valid To Semester options depend on the From Semester option entered.</li> </ul> |

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



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