


# 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.

| 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. |
| **Number of Days Excessive (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 ⋮ to select the absence type code. |
| **From/To Semester (Leave Dates Blank)** | Leave blank if you are entering a date range.<br><br>• Valid codes for two-semester-six-week are 1, 2, and 3 (both semesters).<br><br>• Valid codes for two-semester-nine-week are 1, 2, and 3 (both semesters).<br><br>• Valid codes for four-semester-nine-week are 1, 2, 3, 4, 8, C, and F, where<br>• 3 = Semesters 1 and 2<br>• 4 = Semester 3<br>• 8 = Semester 4<br>• C = Semesters 3 and 4<br>• F = Semesters 1, 2, 3, and 4<br><br>Valid **To Semester** options depend on the **From Semester** option entered. |
| **From/To Cycle (1, 2, 3, Leave Dates Blank)** | Leave blank if you are entering a date range.<br><br>Valid codes for two-semester-six-week are 1, 2, and 3 (both semesters).<br><br>Valid codes for two-semester-nine-week are 1 and 2.<br><br>Valid code for four-semester-nine-week is 1.<br><br>Valid **To Cycle** options depend on the **From Cycle** option entered. |

| Parameter | Description |
| --- | --- |
| **From/To Date (MMDDYYYY, Leave Semester, Cycle Blank)** | Type the date, or click to select the date from a calendar. Leave blank if you are entering a semester-cycle. |
| **Active Code (1=Active, 2=Inactive, Blank for All)** | 1 - Select active students only.<br><br>2 - Select inactive students only.<br><br>Blank - Select all students. |


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