SAT1500 - Daily Attendance Report I

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This report lists student absences for each day of the month for the selected semester or date range. It also lists total absences for each student per month.

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	Type the two-digit attendance track.
Semester (1, 2, Leave Dates Blank)	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 entering a date range.
Cycle (1, 2, 3, Leave Dates Blank)	Type the one-digit cycle code. Leave blank if entering a date range.
From/To Date (MMDDYYYY, Leave Semester, Cycle Blank)	Type the date, or click 📅 to select the date from a calendar. Leave blank if entering a semester-cycle.
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.
Absence Type (Blank for All)	Type the one-character absence type code, click ⋮ to select the absence type code, or leave blank to select all absence types.
Sort Order (A=Alpha, G=Grade, C=Control Nbr)	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number.
Page Break on Sort (Y, N, Grade or Control Nbr Only)	Y - Insert a page break. If Y, **Sort Order** must be G or C. N - Do not insert a page break.

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