

# SAT1500 - Daily Attendance Report I

### **Table of Contents**

SAT1500 - Daily Attendance Report I	 1

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#### Attendance > Reports > Attendance Reports > Students > SAT1500 - Daily Attendance Report I

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. For example, for the 2023-2024 school year, type 2024.
Campus ID	Type the three-digit campus ID, or click <b>i</b> 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, <b>Sort Order</b> must be G or C.
_	N - Do not insert a page break.



## **Back Cover**