



## **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.

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</b>	Type the two-digit attendance track.
<b>Semester (1, 2, Leave Dates Blank)</b>	Type the one-digit semester.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (1, 2, 3, Leave Dates Blank)</b>	Type the one-digit cycle code.
<b>From/To Date (MMDDYYYY, Leave Semester, Cycle Blank)</b>	Type the date, or click  to select the date from a calendar.
<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>Absence Type (Blank for All)</b>	Type the one-character absence type code, click  to select the <a href="#">absence type code</a> , or leave blank to select all absence types.
<b>Sort Order (A=Alpha, G=Grade, C=Control Nbr)</b>	A - Sort alphabetically.  G - Sort by grade level.  C - Sort by control number.
<b>Page Break on Sort (Y, N, Grade or Control Nbr Only)</b>	Y - Insert a page break. If Y, <b>Sort Order</b> must be G or C.  N - Do not insert a page break.



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