



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 |
|---|---|
| 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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