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# SAT2500 - Truancy Report



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This report summarizes only the student's excused and unexcused absences for determining truancy. The absence codes can be printed by absence type (TEA absence type codes) or by posting codes (locally-assigned posting codes).

The absences for each date in the range are printed by attendance track and period. Below each period is a total of the student's unexcused and excused absences for the period. A daily total of absences for each date the student was absent is also displayed.

- If the report is printed for one campus, the report prints students enrolled at the campus during the specified date range who have excused or unexcused absences.
- If a student was enrolled at multiple campuses during the date range, the report prints the excused and unexcused absences by date for each campus the student attended.
- If a student is enrolled at the campus, did not have absences at the campus specified, but did have absences during the date range at another campus, the student's absences from the other campus are printed.

Students who withdrew from the district before the specified ending date are marked "Inactive."

### Run the report:

| Parameter  | Description   |
|--|---|
| <b>Ending School Year (YYYY)</b>                           | Type the four-digit <b>ending</b> school year.  |
| <b>Campus ID (Blank for All)</b>                           | Type the three-digit campus ID, or click  to <a href="#">select the campus</a> . Leave blank to select all campuses in the district.<br><br><b>NOTE:</b> If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the <b>Exclude from District Reporting</b> field selected on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a> ) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID. |
| <b>From/To Date (MMDDYYYY)</b>                             | Type the date, or click  to select the date from a calendar. Leave <b>From Date</b> blank to use the first day of school. Leave <b>To Date</b> blank to use the last day of school.  |
| <b>Print Absence Code (T=Absence Type, R=Posting Code)</b> | T - Print the absence types.<br><br>R - Print the posting codes as established on <a href="#">Maintenance &gt; District &gt; Posting Codes</a> .  |
| <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>Student IDs (Blank for All)</b>                         | Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.   |



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