summer_submission_excessive_unexcused_absences

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This utility sets the **Excessive Unexcused Absence Indicator** on Registration > Maintenance > Student Enrollment > Demo3 for all students with 10 or more unexcused absences.

If unexcused absences are removed and a student no longer has 10 or more unexcused absences, running the utility again will remove the current **Excessive Unexcused Absence Indicator**.

It is recommended to run the utility weekly or at least every six weeks.

⚠️ Excessive Unexcused Absence Indicator will be set if a student has 10 or more days of unexcused absences within a 6 month period.

Selection

Select Campus: 001 ▾

Execute

Run utility

☐ Select campus in the from the **Select Campus** drop-down menu.

☐ Click **Execute**.

Run report

Run Attendance report SAT2500 - Truancy Report to verify students that have 10 or more unexcused absences. Each day with at least one unexcused absence for at least one period counts as one of the 10 or more days.

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