



## **SAT0700 - Student Attendance Summary**



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## **Attendance > Reports > Attendance Reports > Students > SAT0700 - Student Attendance Summary**

This summary consists of two reports:


- First Day Principal Report - lists only students whose entry date is the first day of school for the current year.
- Principal's Period Report

The Semester and Cycle parameters are used only by the Principal's Period Report.

The report can be sorted or filtered. If you attempt to restore the report data to the original view by clicking Reset, the data is reset and sorted by student ID, even if the report was run for a specific sort order.

Filtering data allows you to track attendance rates (percentages) for specific groups of students. You can filter report data to include only those students who are enrolled in a special program (i.e., Special Education, Career and Technical Education (CTE), Gifted and Talented (G/T), Bilingual, and English as a Second Language (ESL)). Report data can be filtered on a single column or multiple columns.

The report is for the current year only.

Parameter	Description
<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)</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. Leave blank if you are running the First Day report.
<b>Cycle (1, 2, 3)</b>	Type the one-digit cycle code. Leave blank if you are running the First Day report.
<b>First Day Principal Report (Y, N)</b>	Y - Print the First Day Principal Report.  N - Do not print this report.
<b>Principal's Period Report (Y, N)</b>	Y - Print the Principal's Period Report.  N - Do not print this report.

Parameter	Description
<b>Sort Order (A=Alpha, G=Grade, C=Control Nbr, Blank=Stu ID)</b>	A - Sort alphabetically. G - Sort by grade level. C - Sort by control number. Blank - Sort by student ID.



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