

SAT0700 - Student Attendance Summary

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This summary consists of two reports which display a list of students with number of days present and absent for a specified cycle, as well as demographic data and special program participation.

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

Sorting/filtering the Principal's Period Report

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.

Parameter	Description
Campus ID	Type the three-digit campus ID, or click it to select the campus.
Attendance Track	Type the two-digit attendance track.
Semester (1, 2)	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.
Cycle (1, 2, 3)	Type the one-digit cycle code. Leave blank if you are running the First Day report.
First Day Principal Report (Y, N)	Y - Print the First Day Principal Report.
	N - Do not print this report.
Principal's Period Report (Y, N)	Y - Print the Principal's Period Report.
	N - Do not print this report.
Sort Order (A=Alpha, G=Grade, C=Control Nbr, Blank=Stu ID)	A - Sort alphabetically.
	G - Sort by grade level.
	C - Sort by control number.
	Blank - Sort by student ID.

Other functions and features:

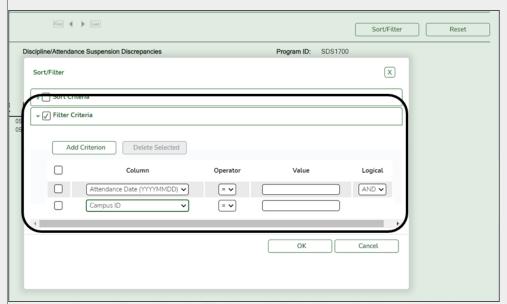


Filter Filter report data.

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.



If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column Select a field by which to filter the data. The drop down lists the columns that appear on the report.

Operator Select an operator.

- = Equals ≠ Not equals
- > Greater than
- ≥ Greater than or equal to
- Less than
- ≤ Less than or equal to

Value

Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.

Note: When filtering report data by date, you must use the following formats:

- If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.
- If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format.
- If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion

Add another row.

Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row.

- · Using the AND operator limits search results, because the program looks only for records that contain both criterion.
- Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.

Delete Selected Delete selected row.

Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting Equals in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the

Reset report data.
Click to restore the report to the original view, removing all sorting and filtering that has been applied.



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