

Attendance Profile Batch Print Report (Kentucky)

Last Modified on 10/21/2024 8:20 am CDT

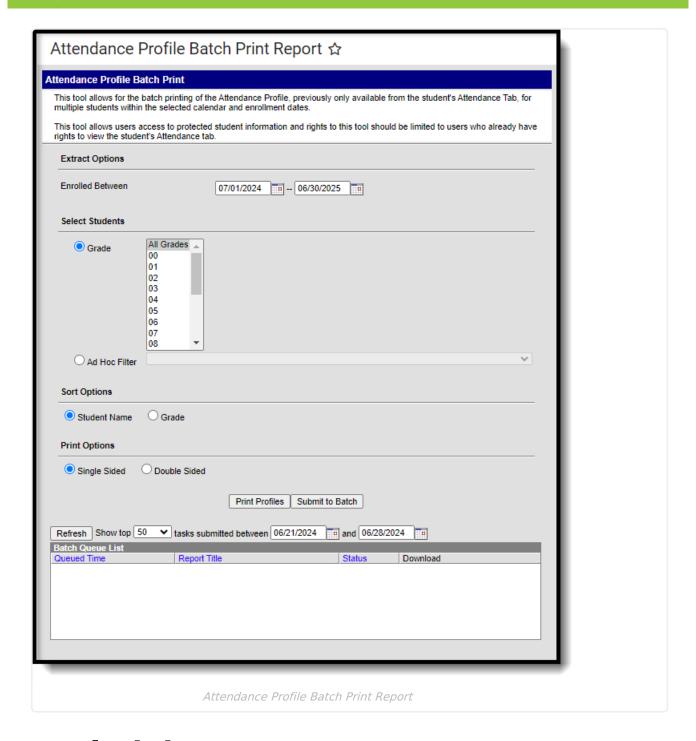
Tool Rights | Generate the Report | Attendance Profile Layout

Tool Search: Attendance Profile Batch Print Report

This information is specific to Kentucky districts.

The Attendance Profile Batch Print Report allows users to batch print student attendance profile reports for multiple students within a school en masse. The Attendance Profile Batch Print Report includes detailed attendance information, including check-in and check-out times, in-district and out-of-district transferred attendance summaries, and enrollment information. The Profile is used by Kentucky districts as both a reference for school staff and as a legal document to be presented in truancy-related court proceedings.



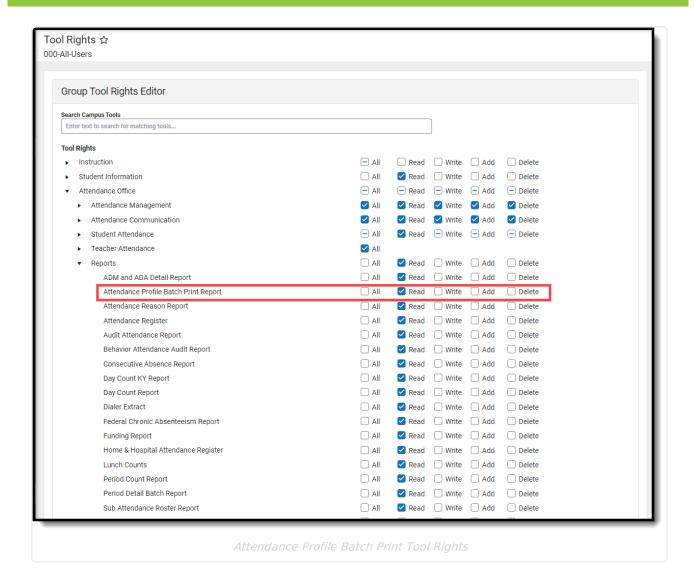


Tool Rights

To batch print profiles using this tool, users must have at least R(ead) rights to the Attendance Profile Batch Print Report.

Access to this tool should be restricted to users with rights to view private student data.





Generate the Report

- 1. Enter the **Enrolled Between** dates. Only students enrolled in the selected school between this time frame are included in the report.
- 2. Select which **Grade(s)** will be included in the report.
- 3. Select the **Sort Option**. You can have profiles sorted by Student Name or Grade.
- 4. Select the **Print Option**. Single Sided is selected by default and will print one page per student attendance profile. Double Sided will add a blank page between every profile that ends in an odd number of pages.
- 5. Click **Print Profiles** to generate the report immediately or select **Submit to Batch** to schedule when the report will generate. If Submit to Batch is selected, once the report has completed processing it will be available in the Batch Queue List.

Attendance Profile Layout

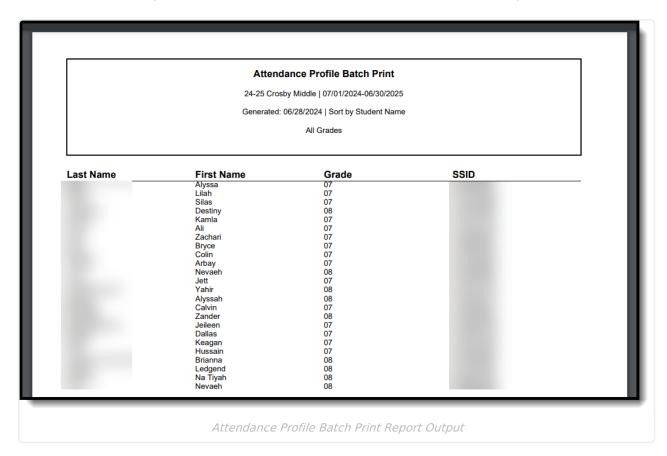
The following tables detail each section of the Attendance Profile.



- Student List
- Header, Student Information and Enrollments
- Accumulative Attendance Detail
- Student Attendance Profile Detail

Student List

The first information you will see is a list of all students included in the batch print.



Header, Student Information and Enrollments

After the student list, you will see each student's attendance profile report.



Student Profile Attendance Report Year: 2024-2025

Alyssa

4624 SHENANDOÁH DR, LOUISVILLE, KY 40241 (999)555-4961

ID#: Grade: DoB:

Student Information

Student Homeroom: Homeroom Teacher: Student Guardian Name: Student Race/Ethnicity: White

Student Gender: F

Enrollments

School Name Crosby Middle School # 119 Start Date 07/01/2024 District Name
JEFFERSON COUNTY PUBLIC
SCHOOLS Schedule Structure Type P End Date

Printed on: 06/28/2024 09:34:33 AM

Excluded Enrollments

School Name School # Exclude Reason Type Start Date End Date **District Name**

Accumulative Attendance Detail - District Level

Accumulative Days Present 0.00 Accumulative Days Absent 0.00 Days Absent Excused 0.00 Days Absent Unexcused 0.00

Attendance Profile Batch Print Report Output for an Individual Student

Header Header									
Field	Description	Format	Campus Location						
Year	Current school year, as indicated on the Campus toolbar.	e.g. 2009- 2010	Campus toolbar						
Student Name	Student's full name. Reports in First Name, Middle Name, Last Name format.	Alphanumeric	Census > People > Demographics > First Name, Middle Name, Last Name						
Student Address	The address of the student.	Alphanumeric	Census > Households > Address Fields						
Phone Number	Phone number of the student.	(###)###- ###	Census > People > Demographics > Personal Contact Info > Other Phone						
ID#	The student's state ID number	Numeric	Census > People > Demographics > Person Identifiers > Student State ID						
Grade	The grade level of the student's enrollment.	Alphanumeric	Student Information > General > Enrollments > Grade						



Date of Birth	The student's birth date.	MM/DD/YYYY	Census > People > Demographics > Birth Date			
	Student Inform	ation				
Field Name	Description	ription Format Campu				
Student Homeroom	The room number of the student's most recent homeroom section.	###	Scheduling & Courses > Courses > Section Information > Homeroom AND Student Information > General > Schedule			
Homeroom Teacher	The student's homeroom teacher.	Alphanumeric	Scheduling & Courses > Courses > Section Information > Primary Teacher AND Student Information > General > Schedule			
Student Guardian Name	The name of the guardian from the student's primary household. If more than one guardian exists, the name of the first guardian created within Campus will appear.	Alphanumeric	Census > People > Relationships > Guardian and Name			
Student Race/Ethnicity	The description of the student's race/ethnicity corresponding to the following codes: 1. Hispanic/Latino 2. American Indian or Alaska Native 3. Asian 4. Black or African American 5. Native Hawaiian or Other Pacific Islander 6. White 7. 2 or more Races	Alphanumeric	Census > People > Demographics > Race/Ethnicity			
Student Gender	The gender of the student.	M or F	Census > People > Demographics > Gender			
	Enrollment	S				
Field Name	Format	Campus Location				



District Name	The name of the district in which the student is enrolled.	Alpha, 30 characters	School & District Settings > District > District Information > Name
School Name	The full name of the school in which the student is enrolled.	Alphanumeric	School & District Settings > Schools > School Information > Name
School #	The identification number of the school.	###	School & District Settings > Schools > School Information > Number
Туре	The type of enrollment.	Alpha, 1 character	Student Information > General > Enrollments > Type
Start Date	The start date of the student's enrollment.	Date field, MM/DD/YYYY	Student Information > General > Enrollments > Start Date
End Date	The end date of the student's enrollment.	Date field, MM/DD/YYYY	Student Information > General > Enrollments > End Date

If the student has multiple enrollments, they will be listed starting with the most recent. Selected transfer enrollments will also appear on the Profile.

Accumulative Attendance Detail

The Accumulative Attendance Detail sections of the Attendance Profile reports totals for various types of attendance events. This section comes in two parts, one for all enrollments of that student in the district and one sorted by each school into which the student is enrolled.

Accumulative Attenda Accumulative Days Present 174.50	Accumulative Days Absent 0.50	<u>Days Absent Excused</u> 0.50	Days Absent Unexcused 0.00
<u>Total Tardies</u>	Total Tardies Excused	<u>Total Tardies Unexcused</u>	
1	1	0	
Absent Events 1	Absent Events Excused 1	Absent Events Unexcused 0	
EHO	<u>BT</u>	AFD 0.00 AFR 0.00	<u>ATA</u>
0.00	0.00		0.00



Accumulative Days Present	3			
Accumulative Days Absent	, , ,			
Days Absent Excused				
Days Absent Unexcused	The total number of unexcused absences during the school year.	###.##		
Total Tardies	The whole number total of tardies during the school year.	###		
Total Tardies Excused	The whole number total of excused tardies during the school year.	###		
Total Tardies Unexcused	The whole number total of unexcused tardies during the school year.	###		
Absent Events	The whole number total of attendance events which were absences.	###		
Absent Events Excused	The whole number total of attendance events which were excused absences. The last event code of the day determines if the absence is excused or unexcused.	###		
Absent Event Unexcused	The whole number total of attendance events which were unexcused absences. The last event code of the day determines if the absence is excused or unexcused.	###		
ЕНО	The total number of attendance events marked with the state code of EHO, which indicates an Educational Enhancement Opportunity (Limit 10 FTE days in a calendar, as enforced on the Attendance tool).	##.##		
ВТ	The total number of attendance events marked with the state code of BT, which indicates a Basic Training day (Limit 10 FTE days in a calendar, as enforced on the Attendance tool).	##.##		
AFD	The total number of attendance events marked with the state code of AFD, which indicates an Armed Forces Day (Limit 2 FTE days in a calendar, as enforced on the Attendance tool).	#.##		
AFR	The total number of attendance events marked with the state code of AFR, which indicates an Armed Forces Recuperation day (Limit 10 FTE days in a calendar, as enforced on the Attendance tool).	##.##		
ATA	The total number of attendance events marked with the state code of ATA, which indicates an Athletic Tournament Attendance day (Limit 2 FTE days in a calendar, as enforced on the Attendance tool).	#.##		



Student Attendance Profile Detail

This section of the Kentucky Attendance Profile provides details for each individual attendance event.

Student Attendance Profile Detail									
Term	<u>Date</u>	Day	Action Code	Check Out	Check In	% FTE Absent	WDHD Day Absent	Status	Attendance Code
T1	08/26/2015	Wed	Tardy	02:45 PM		3	0	U	F-UNEXCUSED ABSENCE
T1	08/17/2015	Mon	Absent			100	100	E	D-DOCTOR EXCUSED ABSENCE
T1	08/12/2015	Wed							E01-First enrollment of the year

Field	Description	Format
% FTE Absent	The amount of time of the attendance event expressed as a percentage of a full day.	###
Action Code	The status of the attendance event, such as absent, tardy, etc.	Alphanumeric
Attendance Code	The locally-defined attendance code.	Alphanumeric
Check In	The time at which the student checked back in.	HH:MM AM/PM
Check Out	The time at which the student checked out	HH:MM AM/PM
Date	The date on which the attendance event took place.	MM/DD/YYYY
Day	Abbreviation of the day of the week on which the attendance event took place.	e.g. Mon, Thur
Status	The status of the attendance event as (E)excused, (U)unexcused or (X)exempt.	E, U or X
Term	The term number of the term in which the attendance event took place.	#
WDHD Day Absent	The amount of time of the attendance event in whole days/half days expressed as a percentage (100, 50 or 0).	###