Attendance Profile Batch Print (Kentucky)

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Tool Rights | Generate the Report | Attendance Profile Layout

Classic View: Attendance > Reports > Attendance Profile Batch Print

Search Terms: Attendance Profile Batch Print

This information is specific to Kentucky districts.

The Attendance Profile Batch Print allows users to batch print student attendance profile reports for multiple students within a school en masse. The Attendance Profile Report includes detailed attendance information, including check in and check out times, summaries of in-district and out-of-district transferred attendance, 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.

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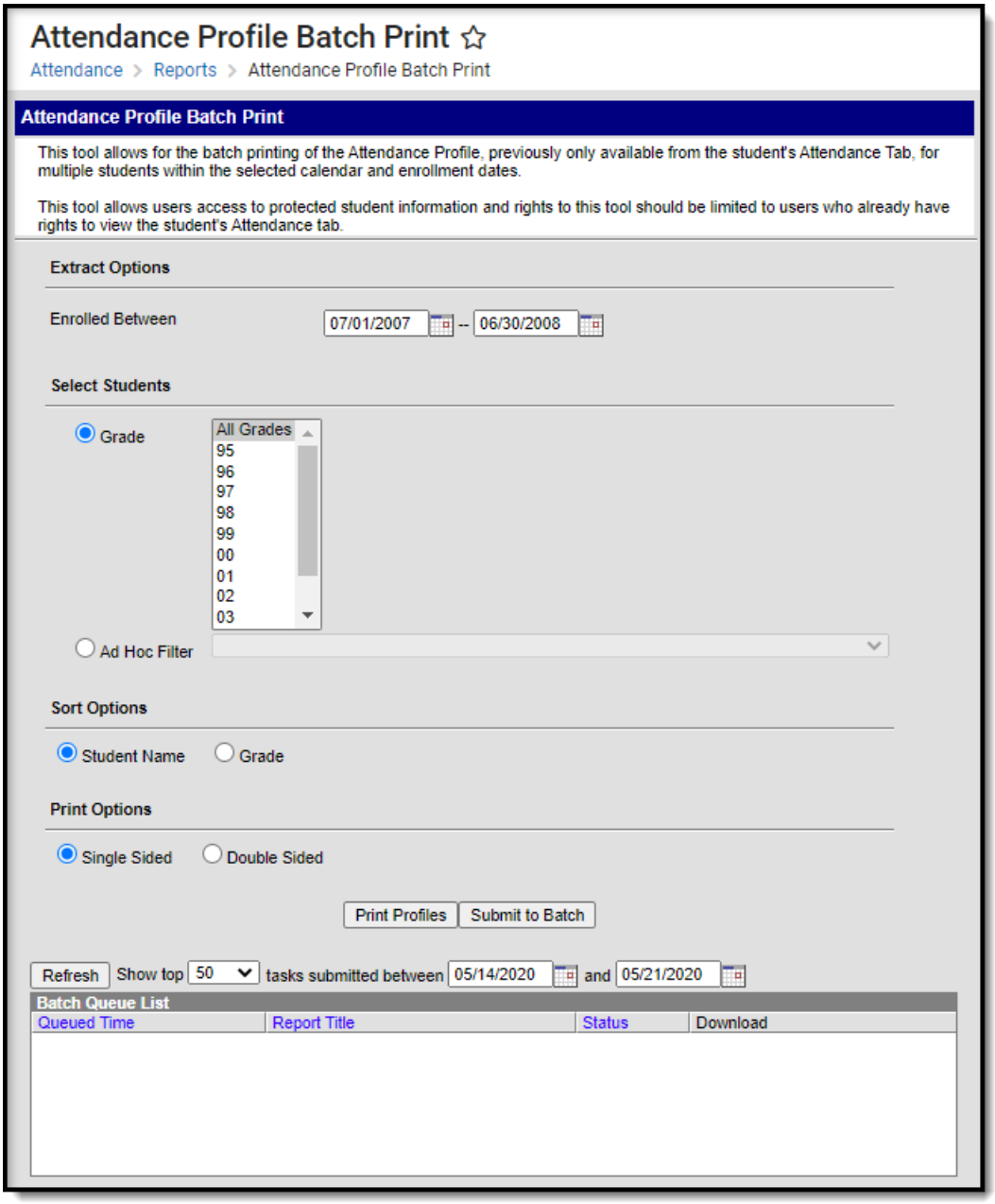

Image 1: Attendance Profile Batch Print

Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

Users must have at least **R**(ead) rights to the Attendance Profile Batch Print in order to batch print profiles via this tool.

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

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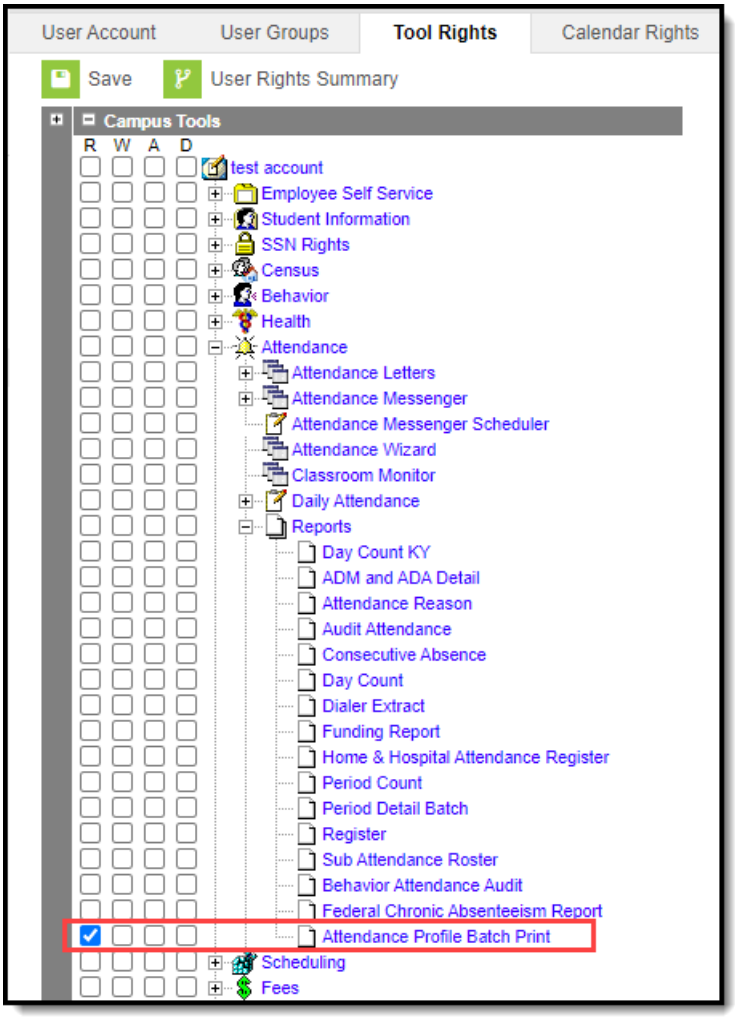

Image 2: Attendance Profile Batch Print Tool Rights

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

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- 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.

Attendance Profile Batch Print

07-08 Norton Elementary | 07/01/2007-06/30/2008

Generated: 05/21/2020 | Sort by Student Name

All Grades

Last Name	First Name	Grade	SSID
	Rebecca	04	1946
	Kavya	01	2110
	Shloka	00	2110
	Charles	02	1947
	Heeba	01	1947
	Rimsha	04	1947
	Emma	00	2110
	Mackenzie	02	1949
	Marcel	00	2110
	Nolan	05	1946
	Sophie	02	1947
	Jessica	03	1947
	Logan	01	1949
	Cassidy	02	1947
	Charles	05	1949

Header, Student Information and Enrollments

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

Student Profile Attendance Report
Year: 2007-2008
Rebecca
5302 CREEK DR, LOUISVILLE, KY 40241
7906559
ID#: 0521 Grade: 04 DoB: 11/ /1997

Printed on: 05/21/20 10:33:32 AM

Student Information

Student Homeroom: **Homeroom Teacher:**
Student Guardian Name: Doug
Student Race/Ethnicity: White
Student Gender: F

Enrollments

District Name	School Name	School #	Type	Start Date	End Date
JEFFERSON COUNTY PUBLIC SCHOOLS	Norton Elementary	096	P	08/13/2007	05/23/2008

Header			
Field	**Description**	**Format**	**Campus Location**

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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 > People > 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 Information			
Field Name	**Description**	**Format**	**Campus Location**
Student Homeroom	The room number of the student's most recent homeroom section.	###	Scheduling > Courses > Section > Homeroom AND Student Information > General > Schedule
Homeroom Teacher	The student's homeroom teacher.	Alphanumeric	Scheduling > Courses > Section > 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

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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
Enrollments			
Field Name	**Description**	**Format**	**Campus Location**
District Name	The name of the district in which the student is enrolled.	Alpha, 30 characters	System Administration > Resources > District Information > Name
School Name	The full name of the school in which the student is enrolled.	Alphanumeric	System Administration > Resources > School > Name
School #	The identification number of the school.	###	System Administration > Resources > School > Number
Type	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

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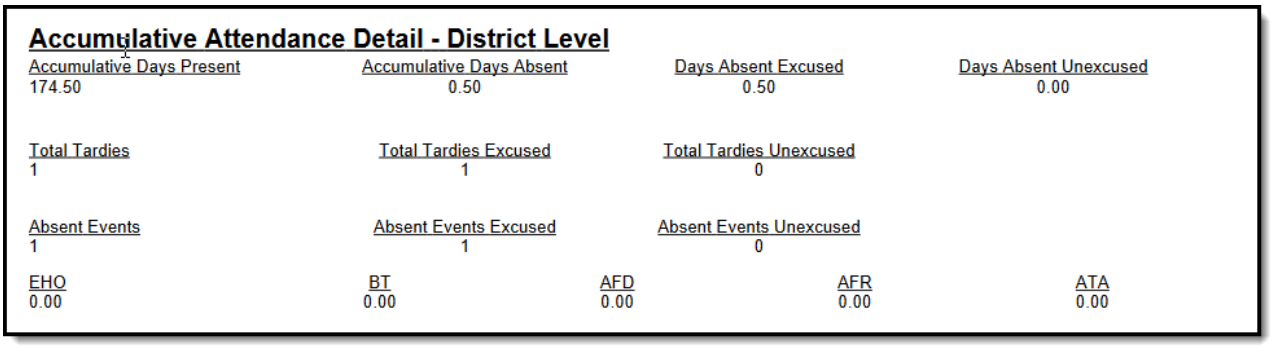
If the student has multiple enrollments, they will be listed starting with the most recent. Selected transfer enrollments will also appear on the Profile.

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 Attendance Detail - District Level

Accumulative Days Present	Accumulative Days Absent	Days Absent Excused	Days Absent Unexcused
174.50	0.50	0.50	0.00

Total Tardies	Total Tardies Excused	Total Tardies Unexcused
1	1	0

Absent Events	Absent Events Excused	Absent Events Unexcused
1	1	0

EHO	BT	AFD	AFR	ATA
0.00	0.00	0.00	0.00	0.00

Field	Description	Format
Accumulative Days Present	The total number of days present during the school year.	###.##
Accumulative Days Absent	The total number of days absent during the school year.	###.##
Days Absent Excused	The total number of excused absences during the school year.	###.##
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.	###

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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.	###
EHO	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 tab).	##.##
BT	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 tab).	##.##
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 tab).	#.##
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 tab).	##.##
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 tab).	#.##

Student Attendance Profile Detail

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

Student Attendance Profile Detail

Term	Date	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

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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).	###

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