

Attendance Register Report (Oklahoma)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Report Editor Options](#) | [Generate the Attendance Register Report](#) | [Attendance Register Layout](#)

Tool Search: Attendance Register

The Attendance Register Report is due to the Department of Education after each quarter and again at the end of May.

Attendance Register ☆

Reporting > OK State Reporting > Attendance Register

OK Attendance Register State Report

This tool will build a report to complete the OK State-defined Attendance Register.

Report Options

Reporting Period: Start Date: End Date: Allow State Excluded Students: Grade Level Sort Order: FQSR/ASR Format: PDF Ad Hoc Filter: Exclude Cross-Site Data: Display Totals Page:

The Display Totals Page option will append an additional page onto this report that will summarize the data from across the calendars selected on the extract editor.

Refresh Show top 50 tasks submitted between 06/17/2025 and 06/24/2025

Batch Queue List

Queued Time	Report Title	Status	Download

Select Calendars

active year
 list by school
 list by year

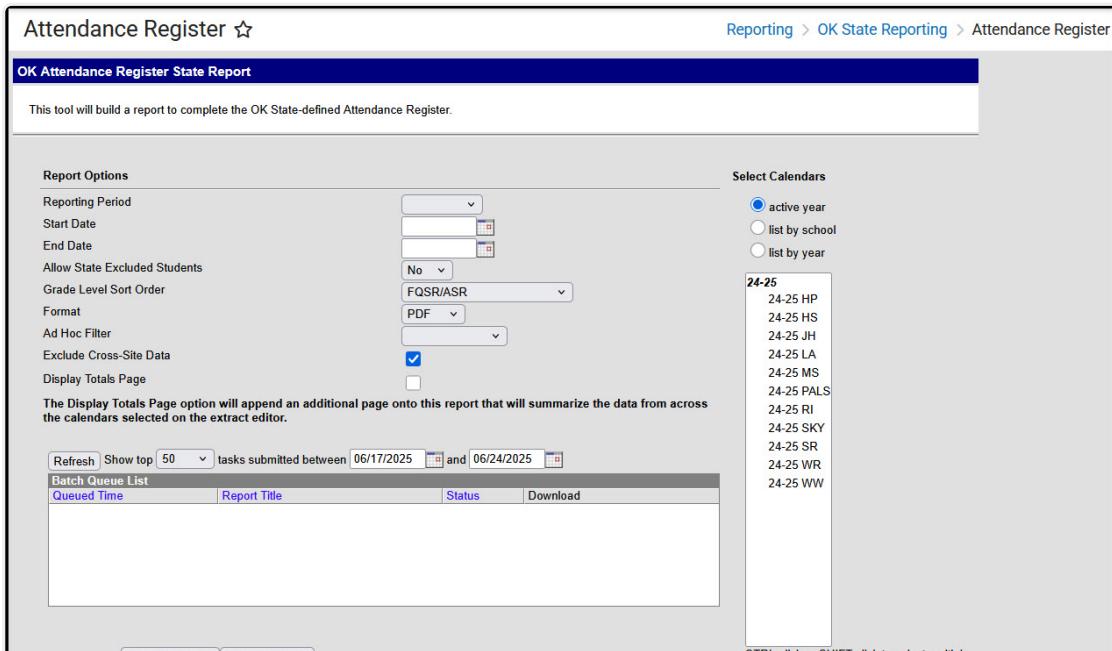
24-25

24-25 HP
24-25 HS
24-25 JH
24-25 LA
24-25 MS
24-25 PALS
24-25 RI
24-25 SKY
24-25 SR
24-25 WR
24-25 WW

CTRL-click or SHIFT-click to select multiple

Generate Report Submit to Batch

Attendance Register Report



Report Logic

The report returns attendance data for the selected reporting period (quarter or semester) for the selected calendars. Attendance is calculated as follows:

- **Present** when the total instructional minutes in the day is greater than **200**.
 - Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2).

- Otherwise, if the student was present 120 minutes or more within the first half of the day, that student is counted as present.
- Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2).
 - If the student was present 120 minutes or more within the last half of the day, that student is counted as present.
- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
- If present minutes fall in both halves of the day, present minutes are split evenly between the two day halves.
- **Present** when the total instruction minutes in the day is **200 or less**.
 - The student must be present for at least 120 instructional minutes in the entire day to be considered present for both AM and PM half-day periods.
 - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
 - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
- **Absent** when the total instructional minutes in the day is greater than **200**.
 - Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2).
 - If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the first half of the day, that student is counted as absent.
 - Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2).
 - If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the last half of the day, that student is counted as absent.
 - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
 - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.

- **Absent** when the total instruction minutes in the day is **200 or less**.
 - If the Whole Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, a student present for less than 120 instructional minutes in the entire day is considered absent for both AM and PM half-day periods.
 - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
 - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.

Only students with a SIF Admission (Enrollments > SIF Fields > Admission) value of the following are included: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF, FOY, FRGN, ROP, BORDER-R, TRVOFF, TRVON

- If the student is assigned an Admission code that is NOT one of the above, or if their Admission field is blank, the days are NOT counted for that student's enrollment.

Report Editor Options

Field	Description
Calendar Reporting Period	The term options associated with the desired calendar selected for the report.
Start Date	The first date of the reporting period from which the data is being extracted. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
End Date	The last date of the reporting period from which the data is being extracted. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date
Select Calendars	The calendars that will be included in the report.
Allow State Excluded Students	The option to include students marked as State Exclude on their enrollment tab.
Grade Level Sort Order	Determines how records are sorted by grade level. Options include the following: <ul style="list-style-type: none"> • FQSR/SAR: reports based on the Code selected for the Grade Level. • Grade Name: reports numeric grades first, then alphabetically. • Grade Sequence Number: reports numerically by sequence.
Format	Generate the report in PDF, CSV, or HTML format.
Ad hoc Filter	Limits students reported to those in an existing Ad hoc Filter .

Field	Description
Exclude Cross-Site Data	Cross-site section enrollment data is not included in the report when checked. <ul style="list-style-type: none"> • <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Display Totals Page	Generates an additional page providing totals by calendar.
Report Generation	The report can be generated immediately using the Generate Report button. It can also be generated at a specific time using the Submit to Batch button. This allows the report to generate in the background and viewed at a later time, which keeps computing resources free for other tasks. To view reports that have been previously generated, you may choose how many reports to display and a date range for when the reports were generated. Selecting Refresh will returns these fields to their default values.

Generate the Attendance Register Report

1. Select the **Reporting Period** from the dropdown list.
2. Enter the **Start Date** for the report.
3. Enter the **End Date** for the report.
4. Select the value for **Allow State Excluded Students**.
5. Select a **Grade Level Sort Order**.
6. Select the desired **Format** of the report.
7. Select an **Ad hoc Filter** to limit students reported.
8. Mark the **Exclude Cross-Site Data** checkbox if desired.
9. Mark **Display Totals Page** to generate the report with an additional page at the end that provides totals summarized by calendar.
10. Select the **Calendar(s)** to include in the report.
11. Click the **Generate Report** button to view the report in the selected format.

District: MOORE Oklahoma 141002		QUARTERLY ATTENDANCE REGISTER																										Date: 06/21/2018																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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ID	Student Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097</

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	periodEnd	date	time	daysTaught	daysNotTaught	daysTotal					
2	Public Schools	601016	55	2022	21-22 HS	705	Quarter 1	9/1/2021	12/31/2021	2/09/2022	9:54:05	73	0	73	S-0904	S-0905	M-0906	T-0907	W-0908
3	calendarID	grade	ID	studentName	sex	dayPart	membership	absences	present	offRoll									
4	205	10	32041	Student, Alex	M	AM	73	0	73	0					X	X	X		
5	205	10	32041	Student, Alex	M	PM								X	X	X			
6	205	10	25809	Student, Brittany	F	AM	73	0.5	72.5	0				X	X	X			
7	205	10	25809	Student, Brittany	F	PM								X	X	X			
8	205	10	31126	Student, Camryn	F	AM	73	0	73	0				X	X	X			
9	205	10	31126	Student, Camryn	F	PM								X	X	X			
10	205	10	30976	Student, Delilah	F	AM	73	0	73	0				X	X	X			
11	205	10	30976	Student, Delilah	F	PM								X	X	X			
12	205	10	24394	Student, Emmett	M	AM	73	2	71	0				X	X	X			
13	205	10	24394	Student, Emmett	M	PM								X	X	X			
14	205	10	25705	Student, Franklin	M	AM	73	0.5	72.5	0				X	X	X			
15	205	10	25705	Student, Franklin	M	PM								X	X	X			
16																			
17																			
18																			

Attendance Register Report - CSV Format

Header Records:1																		
districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	periodEnd	date	time	daysTaught	daysNotTaught	daysTotal					
Public Schools	601016	55	2022	21-22 HS	705	Quarter 1	09/01/2021	12/31/2021	02/09/2022	11:07:39	73	0	73	S-0904	S-0905	M-0906	T-0907	W-0908
OK Attendance Register Report Records:2256																		
calendarID	grade	ID	studentName	sex	dayPart	membership	absences	present	offRoll	W-0901	T-0902	F-0903	S-0904	S-0905	M-0906	T-0907	W-0908	
205	10	12345	Student, Adam	M	AM	73	0.0	73.0	0				X	X	X			
205	10	12345	Student, Adam	M	PM								X	X	X			
205	10	23456	Student, Brittany	F	AM	73	0.5	72.5	0				X	X	X			
205	10	23456	Student, Brittany	F	PM								X	X	X			
205	10	34567	Student, Camryn	F	AM	73	0.0	73.0	0				X	X	X			
205	10	34567	Student, Camryn	F	PM								X	X	X			
205	10	45678	Student, Delilah	F	AM	73	0.0	73.0	0				X	X	X			
205	10	45678	Student, Delilah	F	PM								X	X	X			
205	10	56789	Student, Emmett	M	AM	73	2.0	71.0	0				X	X	X			
205	10	56789	Student, Emmett	M	PM								X	X	X			
205	10	67890	Student, Franklin	M	AM	73	0.5	72.5	0				X	X	X			
205	10	67890	Student, Franklin	M	PM								X	X	X			

Attendance Register Report - HTML Format

Attendance Register Layout

Elements	Description & Format	Campus Location
Grade	The grade level in which the student is enrolled. Reports the mapped state grade level code. <i>Alphanumeric, 2 characters</i>	Enrollments > Grade Enrollment.grade
Student ID	The district-assigned student number. <i>Numeric, 7 digits</i>	Demographics > Student Number Identity.studentNumber

Elements	Description & Format	Campus Location
Student Name	<p>The Student's last name and first name. <i>Alphanumeric, 5 characters</i></p>	<p>Demographics > Last Name, First Name Identity.lastName Identity.firstName</p>
Sex	<p>The student's gender. <i>Alphanumeric, 1 character, M or F</i></p>	<p>Demographics > Gender Identity.gender</p>
Days of the Week	<p>A list of the days of the week reporting as MTWTF. Reports the Standard Code value when a Start or End Status is selected for the specific day. <i>Alphanumeric, 1 character</i></p>	<p>Not dynamically stored</p>
Present	<p>Instructional days student is present (has no attendance entry) based on the date range entered on the extract editor.</p>	<p>Not dynamically stored</p>
Absent	<p>Reports students as having a whole or half day absence. Based on the calendar minutes entered on the Calendar tab.</p>	<p>Not dynamically stored</p>
Membership	<p>Indicates the number of days the student is enrolled during the reporting period. Total days present + days absent = Membership</p>	<p>Not dynamically stored</p>
Off Roll	<p>The number of days during the date range the student was not enrolled in the school.</p>	<p>Not dynamically stored</p>
Standard Code	<p>The first four character of the Standard Code associated with the Start and End Status codes on the student's enrollment record. <i>Numeric, 4 digits</i></p>	<p>Enrollments > Start Status, End Status Enrollments.startStatus Enrollments.endStatus</p>