

Attendance Register Report (Oklahoma)

Last Modified on 06/24/2025 9:28 am CDT

[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

Format

Ad Hoc Filter

Exclude Cross-Site Data

Display Totals Page

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

Refresh

Show top 50

tasks submitted between 06/17/2025 and 06/24/2025

Batch Queue List

Queued Time	Report Title	Status	Download

Generate Report

Submit to Batch

CTRL-click or SHIFT-click to select multiple

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	<p>Cross-site section enrollment data is <u>not</u> included in the report when checked.</p> <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	<p>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.</p>

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
County: 14	17-18 Stillwater	Time: 03:35:09 PM
Site Number: 222222	Academic Year 2017-2018	Page 1 of 1
Sorted by Grade	09/01/2017-10/09/2017	

Attendance Register Report - PDF Format

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	2/9/2022	9:54:05	73	0	73			
3	calendarID	grade	ID	studentName	sex	dayPart	membership	absences	present	offRoll	W-0901	T-0902	F-0903	S-0904	S-0905	M-0906	T-0907
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				
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	<p>The grade level in which the student is enrolled.</p> <p>Reports the mapped state grade level code.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Enrollments > Grade</p> <p>Enrollment.grade</p>
Student ID	<p>The district-assigned student number.</p> <p><i>Numeric, 7 digits</i></p>	<p>Demographics > Student Number</p> <p>Identity.studentNumber</p>

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