



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

Field	Description
<b>Exclude Cross-Site Data</b>	Cross-site section enrollment data is <b>not</b> included in the report when checked. <ul style="list-style-type: none"> <li>Cross-site enrollment functionality must be enabled at the district level for the checkbox to display.</li> <li>Defaults to checked.</li> </ul>
<b>Display Totals Page</b>	Generates an additional page providing totals by calendar.
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Report</b> button. It can also be generated at a specific time using the <b>Submit to Batch</b> 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 <b>Refresh</b> 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					
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																															
Grade 12																																	
ID	Student Name	Sex	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	Present	Absent	Membership	Off Roll
15573	Buckley, Jimmy	M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.0	0.0	7	20	
15574	Kessler, Case	M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.5	1.5	27	0	
15571	Teague, Jeff	M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26.0	1.0	27	0	
15570	Town, Karl A	M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26.0	1.0	27	0	
15558	Yasiel, Yasiel	M	1	5	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.5	1.5	27	0	
Students on page: 5																												110	5	115	20		
Students: 5																												110	5	115	20		

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
<b>Grade</b>	<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 &gt; Grade</p> <p>Enrollment.grade</p>
<b>Student ID</b>	<p>The district-assigned student number.</p> <p><i>Numeric, 7 digits</i></p>	<p>Demographics &gt; Student Number</p> <p>Identity.studentNumber</p>

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