

Student Detail Attendance Summary (Texas)

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Tool Search: TEA Attendance

The Texas TEA Student Detail Attendance Report details attendance information for students, schools, and districts. It summarizes the attendance data of each individual student in a particular school over six-week reporting periods.

TEA Attendance ☆

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TEA District, Campus and Detail Attendance Summary Report

TEA Detail Attendance Report includes 4 parts.

1. Daily Detail: the daily detail report for each student
2. Period Summary: the summary of membership days, absent days, eligible days grouped by grade levels
3. CTE: Attendance Summary for students who take Career Tech. classes.
4. Special Ed: Attendance Summary for special Ed. students.

Report Options

1. Select Report Type Student Detail Attendance

Report Format PDF

2. Select Period Model

3. Select Calendars

CTRL-click and SHIFT-click for multiple

4. Select Dates

*Start Date

*End Date

5. Select Filters

Grade All Students

EE
 PPCD
 PK
 KG

Ad Hoc Filter

Refresh Show top 50 tasks submitted between 12/06/2019 and 12/13/2019

Batch Queue List			
Queued Time	Report Title	Status	Download

TEA Student Detail Attendance SummaryTool

Report Logic

[▶ Click here to expand...](#)

Generating the Report

1. Select the **Student Detail Summary** option in the **Report Type** dropdown.
2. Select a **Report Format** of either PDF, DOCX, or CSV.
3. Select the **Period Model**.
4. Select a calendar from the **Calendar** dropdown.
5. Fill in the **Start Date** and **End Date** fields. There are several options for this action:
 - Select the Calendar icon and select the start and end dates for the reporting period.
 - Select the Start Date and End Date fields and manually input the start and end dates for the reporting period.
 - Click on the period options below the Period model to quickly set the start and end dates for the reporting period.
6. Select either **Grade** to filter the report by grade and then choose a grade from the dropdown, or select **Ad Hoc Filter** and choose a filter from the dropdown options.
7. Decide if you want to generate the report or submit to batch:

Generate Report	Click the Generate Report button to generate the report immediately. The report will appear in a separate window in the designated format.
Submit to Batch	Click the Submit to Batch button to send the extract to the Batch Queue List. The Batch Queue functionality allows users to schedule when the extract is generated and to navigate away from the report editor while the extract is being built. The Batch Queue List also lets users view and access historical reports that were run through the Batch Queue tool.

Report Example

12-13 Herman Furlough Jr. Middle School, TERRELL ISD -129906-041 Report Periods: 1 Generated on 06/30/2014 01:01:18 PM Page 1										Code Key A - Absent E - Entered W - Withdrawal C - Change		TEA Student Detail Report Reporting Dates: 08/27/2012 - 10/05/2012 Students: 308 Instructional Days: 29												
Student, Name		ID #: 123456789	SSN #:	TX Unique ID: 6753273298		Gender: F	Race: H	Birth Date: mm/dd/yyyy	Age: 15	Original Entry Date: 08/27/2012														
Guardian: Guardian, Name		Address: Address Street, City, TX Zip																						
Reporting Period/Date	Grade	Eligibility Mem	Total Absent	Total Present	Eligible Present	Ineligible Present	MTWTF	MTWTF	MTWTF	MTWTF	MTWTF	MTWTF	MTWTF	MTWTF	ESL/BIL	PRS	CTE	Speech	SPED	Hours /Day	XCS	XCS	G&T	
1:08/27/2012-10/05/2012	08	1	29.0	0.0	29.0	29.0	0.0	E							/	/	/	/	/	/				1
Totals			29.0	0.0	29.0	29.0	0.0								0.0	0.0	0.0	0.0	0.0	0.0	0.000	0.000		1
Student, Name		ID #: 123456789	SSN #:	TX Unique ID: 2956433415		Gender: F	Race: H	Birth Date: mm/dd/yyyy	Age: 15	Original Entry Date: 08/27/2012														
Guardian: Guardian, Name		Address: Address Street, City, TX Zip																						
1:08/27/2012-10/05/2012	08	1	29.0	0.0	29.0	29.0	0.0	E						/	/	/	/	/	/					0
Totals			29.0	0.0	29.0	29.0	0.0								0.0	0.0	0.0	0.0	0.0	0.0	0.000	0.000		0
Student, Name		ID #: 123456789	SSN #:	TX Unique ID: 4471829459		Gender: F	Race: H	Birth Date: mm/dd/yyyy	Age: 15	Original Entry Date: 08/27/2012														
Guardian: Guardian, Name		Address: Address Street, City, TX Zip																						
1:08/27/2012-10/05/2012	08	1	29.0	0.0	29.0	29.0	0.0	E						/	/	/	/	/	/					1
Totals			29.0	0.0	29.0	29.0	0.0								0.0	0.0	0.0	0.0	0.0	0.0	0.000	0.000		1
Student, Name		ID #: 123456789	SSN #:	TX Unique ID: 7849616189		Gender: M	Race: H	Birth Date: mm/dd/yyyy	Age: 16	Original Entry Date: 08/28/2012														
Guardian: Guardian, Name		Address: Address Street, City, TX Zip																						
1:08/28/2012-08/31/2012	08	1	4.0	0.0	4.0	4.0	0.0	E	C					Y/4.0	/	/	/	/	/					0
Totals			4.0	0.0	4.0	4.0	0.0							4.0	0.0	0.0	0.0	0.0	0.0	0.000	0.000		0	
Student, Name		ID #: 123456789	SSN #:	TX Unique ID: 8683978877		Gender: F	Race: H	Birth Date: mm/dd/yyyy	Age: 16	Original Entry Date: 08/27/2012														
Guardian: Guardian, Name		Address: Address Street, City, TX Zip																						
1:08/27/2012-10/05/2012	08	1	29.0	0.0	29.0	29.0	0.0	E						/	/	/	/	/	/	2/29.0	44/29.0			0
Totals			29.0	0.0	29.0	29.0	0.0								0.0	0.0	0.0	29.0	29.0	0.000	0.000		0	
Student, Name		ID #: 123456789	SSN #:	TX Unique ID: 3578445584		Gender: F	Race: H	Birth Date: mm/dd/yyyy	Age: 14	Original Entry Date: 08/28/2012														
Guardian: Guardian, Name		Address: Address Street, City, TX Zip																						
1:08/28/2012-10/05/2012	08	1	28.0	4.0	24.0	24.0	0.0	E	A					A	/	/	/	/	/					0
Totals			28.0	4.0	24.0	24.0	0.0								0.0	0.0	0.0	0.0	0.0	0.000	0.000		0	

Student Detail Attendance Summary Report Example

Report Layout

Element	Description	Location
Reporting Period <i>Required</i>	The period of time used to generate an attendance summary. The general period of time for this report is six weeks. The full school year can be analyzed with this report, but it must be divided into approximately six equal reporting periods.	System Administration > Calendar > Calendar > Attendance Periods > Attendance Periods Detail Calendar.name
Grade Level <i>Required</i>	The student grade level used to filter this report. Note: Grade levels do not need to match State Grade Levels to report.	Enrollment > Grade And System Admin > Calendar > Calendar > Grade Level Enrollment.grade

Element	Description	Location
ADA Eligibility Required	Reports the ADA Eligibility code. Options include: <ul style="list-style-type: none"> • Code 1: Eligible for Full Day Attendance • Code 2: Eligible for Half Day Attendance (provided instructions for at least 2 hours but fewer than 4 hours each school day) • Code 3: Eligible Transfer Student Full Day • Code 6: Eligible Transfer Student Half Day • Code 7: Eligible Alternative Attendance Program Participation 	State Programs > ADA EnrollmentTX.adaEligibility
Total Membership Required	The total number of public school students reported in membership as of the last Friday in October at any grade.	Not dynamically stored Calculated field
Total Days Absent	The total number of days the student was absent in the reporting period.	Not dynamically stored Calculated field
Total Days Present Required	The total number of days the student was present in the reporting period.	Not dynamically stored Calculated field
Total Eligible Days Required	The total number of days the student was present, in membership, and eligible for ADA funds. This figure is calculated by subtracting absences and ineligible days of attendance from days of membership.	Not dynamically stored Calculated field
Total Ineligible Days	The total number of days the student was present and in membership but was ineligible for ADA funds. This figure is calculated by subtracting absences and eligible days of attendance from days of membership.	Not dynamically stored Calculated field

Element	Description	Location
Eligible Days Bilingual/ESL	<p>Reports whether the student's EL Program Status is marked as EL and the number of eligible days present for the BIL/ESL program the student participated in during the reporting period. The two different values are separated by a slash (/).</p> <p>The EL Status is marked as follows:</p> <ul style="list-style-type: none"> • Y: Yes • N: No 	<p>English Learners (EL) > EL > Program Status</p> <p>Lep.programStatus</p>
Eligible Days Pregnancy Related Services	<p>Reports if the student's program is PRS: Pregnancy Related Services and/or PRE-PEP: Pregnancy Related Services - PEP and the number of eligible days present for the PRS program the student participated in during the reporting period. The two different values are separated by a slash (/).</p> <p>The PRS: Pregnancy Related Service Status if marked as follows:</p> <ul style="list-style-type: none"> • Y: Yes • N: No 	<p>Flags > PRS-PEP: Pregnancy Related Services - PEP > Start Date</p> <p>AND</p> <p>Flags > Student Flag Detail > Flags > PRS-PEP: Pregnancy Related Services - PEP > End Date</p> <p>Calculated field</p>
Eligible Days CTE	<p>Reports the career and tech program code and the number of eligible days present for each program the student participated in during the reporting period. The two different values are separated by a slash (/).</p> <p>The career and tech program codes are comprised of the letter "V" and the number of classes the student participates in during the reporting period, not exceeding 6. For example, if the student had three classes, the code would be V3.</p>	<p>Academic Planning > Programs</p> <p>Calculated field</p>

Element	Description	Location
Eligible Days Speech	<p>Reports if the student participates in Speech Therapy Services and the number of eligible days present for each service the student participated in during the reporting period. The two different values are separated by a slash (/).</p> <p>If the student only participates in Speech Therapy Services, this field will report as 1. If the student is involved in Speech Therapy Services in conjunction with other special education and/or Related Services, this field will report as 2. If the student does not receive Speech Therapy, this field will report as 0.</p> <p>The eligible days present are the Speech Therapy start date to the end date, including both the start and end date as eligible days.</p>	<p>Special Ed > Documents > Plan Outline > SPED Services > SPED Service Editor > Service</p> <p>Special Ed > Documents > Plan Outline > SPED Services > SPED Service Editor > Service > Speech Therapy > Start Date</p> <p>Special Ed > Documents > Plan Outline > SPED Services > SPED Service Editor > Service > Speech Therapy > End Date</p> <p>Calculated field</p>
Eligible Days Special Ed	<p>Reports the Special Ed Setting code and the number of eligible days present for each program the student participated in during the reporting period. The two different values are separated by a slash (/).</p>	<p>Special Ed > Documents > Plan Outline > Enrollment Status > Special Ed Setting</p> <p>Enrollment.specialEdSetting</p>
Excess Contact Hours (XCS)	<p>The number of excess contact hours for the student.</p>	<p>Not dynamically stored</p> <p>Calculated field</p>
Excess Contact Days	<p>The number of excess contact days for the student.</p>	<p>Not dynamically stored</p> <p>Calculated field</p>
Gifted and Talented	<p>Reports if the student is gifted and talented. Options include:</p> <ul style="list-style-type: none"> • Y: Yes • N: No 	<p>Flags > Student Flag Detail > Flags > GT: Gifted & Talented</p> <p>Enrollment.giftedTalented</p>