# Student Detail Attendance Summary (Texas) <br> Last Modified on 03/11/2024 8:44 am CDT 

Report Logic | Generating the Report | Report Example | Report Layout<br>Classic View: TX State Reporting > TEA Attendance > Student Detail Attendance<br>Search Terms: TEA Attendance, TEA, Student Detail Attendance Summary, Detail Attendance

The Texas TEA Student Detail Attendance Report is a report that details attendance information for students, schools, and districts. This report summarizes, in 6 week reporting periods, the attendance data of each individual student in a particular school.

TEA Attendance $\mathfrak{\xi}$<br>Reporting > TX State Reporting > TEA Attendance

## 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 $\checkmark$

Report Format
2. Select Period Model
3. Select Calendars


## 4. Select Dates

*Start Date
*End Date

| -0 |
| ---: |
| $\square-0$ |

$\square$
5. Select Filters


|  |  | Generate Report | Submit to Batch |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Refresh | Show top | $50 \quad$ task | tasks submitted between | 12/08/2019 | - and | 12/13/2019 | 可 |
| Batch Queue List |  |  |  |  |  |  |  |
| Queued Tir |  | Report |  |  | Status | Dow |  |

## 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 quick 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 <br> Report | Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format. |
| :---: | :---: |
| Submit to Batch | Clicking the Submit to Batch button to send the extract to the Batch Queue List. Batch Queue functionality provides the ability to schedule when the extract is generated and allows users 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 which were run through the Batch Queue tool. |
|  |  |

## Report Example



Student Detail Attendance Summary Report Example

## Report Layout

| Element | Description |
| ---: | :--- |
| Reporting <br> Period <br> Required | The period of time that this report pulls from to <br> generate an attendance summary. The general <br> period of time for this report is six weeks. The <br> full school year can be analyzed with this <br> report, but it must be divided into <br> approximately six equal reporting periods. |
| Grade Level <br> Required | The student grade level used to filter this <br> report. <br> Note: Grade levels do not need to match State <br> Grade Levels in order to report. |

## Location

System Administration > Calendar > Calendar > Attendance Periods > Attendance Periods Detail

## Database:

Calendar.name
Student Information >
General > Enrollment Tab >
Grade
And
System Admin > Calendar
> Calendar > Grade Level

## Database:

Enrollment.grade

| Element | Description | Location |
| ---: | :--- | :--- |
| ADA Eligibility <br> Required | Reports the ADA Eligibility code. Options <br> include: <br> - Code 1: Eligible for Full Day Attendance <br> - Code 2: Eligible for Half Day Attendance <br> (provided instructions for at least 2 hours | Student Information > <br> Program Participation > |
| State Programs > ADA |  |  |


| Element | Description | Location |
| :---: | :---: | :---: |
| Eligible Days Bilingual/ESL Conditional | Reports if 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 (/). <br> The EL Status is marked as follows: <br> - Y: Yes <br> - $\mathbf{N}$ : No | Student Information > <br> Program Participation > <br> English Learners (EL) > EL <br> > Program Status <br> Database: <br> Lep.programStatus |
| Eligible Days <br> Pregnancy <br> Related <br> Services <br> Conditional | 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 (/). <br> The PRS: Pregnancy Related Service Status if marked as follows: <br> - Y: Yes <br> - $\mathbf{N}:$ No | Student Information > General > Flags > Student Flag Detail > Flags > PRSPEP: Pregnancy Related Services - PEP > Start Date AND <br> Student Information > General > Flags > Student Flag Detail > Flags > PRSPEP: Pregnancy Related Services - PEP > End Date <br> Database: <br> Calculated field |
| Eligible Days CTE <br> Conditional | 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 (/). <br> The career and tech program codes are comprised of the letter "V" and the number of classes the student is participating in during the reporting period not to exceed 6. Example: If the student had three classes the code would be V3. | Student Information > Academic Planning > Programs <br> Database: <br> Calculated field |


| Element | Description | Location |
| :---: | :---: | :---: |
| Eligible Days Speech Conditional | 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 (/). <br> If the student only participates in Speech Therapy Services, than this field will report as <br> 1. If the student is involved in Speech Therapy Services in conjunction with other special education and/or Related Services, than this field will report as 2 . If the student does not receive Speech Therapy, than this field will report as 0. <br> Eligible days present is the Speech Therapy start date to the end date, including both the start and end date as eligible days. | Student Information > Special Ed > Documents > Plan Outline > SPED <br> Services > SPED Service <br> Editor > Service <br> Student Information > <br> Special Ed > Documents > <br> Plan Outline > SPED <br> Services > SPED Service <br> Editor > Service > Speech <br> Therapy > Start Date <br> Student Information > <br> Special Ed > Documents > <br> Plan Outline > SPED <br> Services > SPED Service <br> Editor > Service > Speech <br> Therapy > End Date <br> Database: <br> Calculated field |
| Eligible Days Special Ed Conditional | 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 (/). | Student Information > Special Ed > Documents > Plan Outline > Enrollment Status > Special Ed Setting <br> Database: <br> Enrollment.specialEdSetting |
| Excess Contact Hours <br> (XCS) <br> Conditional | The number of excess contact hours for the student. | Not dynamically stored <br> Database: <br> Calculated field |
| Excess Contact Days Conditional | The number of excess contact days for the student. | Not dynamically stored <br> Database: <br> Calculated field |


| Element | Description | Location |
| ---: | :--- | :--- |
| Gifted and <br> Talented <br> Conditional | Reports if the student gifted and talented. <br> Options include: <br> $\bullet$ Y: Yes <br> $\bullet$ N: No | Student Information $>$ <br> General > Flags > Student |
|  |  | Flag Detail $>$ Flags $>$ GT: <br> Gifted \& Talented |
|  |  | Database: |
|  |  | Enrollment.giftedTalented |

