

# School Absentee Report (Virginia)

Last Modified on 10/21/2024 8:21 am CDT

[Report Logic](#) | [How Campus Calculates Student Absences](#) | [Report Editor Details](#) | [Report Layout](#)

**Classic View:** VA State Reporting > School Absentee Report

**Search Terms:** School Absentee Report

The School Absentee Report gathers information about the number of students absent at a school on a given day.

## School Absentee Report ☆

[Reporting](#) > [VA State Reporting](#) > [School Absentee Report](#)

### VA School Absentee Report

This tool will extract data to complete the VA School Absentee Report.

**Extract Options**

Start Date

End Date

Ad Hoc Filter

Format

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

**19-20**

- 19-20 Beverley Manor
- 19-20 Buffalo Gap
- 19-20 Cassell
- 19-20 Churchville
- 19-20 Clymore
- 19-20 Craigsville
- 19-20 Fort Defiance
- 19-20 North River
- 19-20 Out of District
- 19-20 Riverheads Elem
- 19-20 Riverheads High
- 19-20 Stewart
- 19-20 Stuarts Draft Elem 1
- 19-20 Stuarts Draft Elementary
- 19-20 Stuarts Draft High
- 19-20 Stuarts Draft Middle
- 19-20 Stump
- 19-20 Valley Academy
- 19-20 Wilson Elem

CTRL-click or SHIFT-click to select multiple

Refresh Show top  tasks submitted between  and

| Queued Time            | Report Title           | Status    | Download                       |
|------------------------|------------------------|-----------|--------------------------------|
| 01/13/2020 12:23:01 PM | School Absentee Report | Completed | <a href="#">Get the report</a> |
| 01/13/2020 11:25:04 AM | School Absentee Report | Completed | <a href="#">Get the report</a> |

*School Absentee Report Editor*

## Report Logic

- This extract reports students with a current, active, non-excluded enrollment in the calendar selected as of the date range entered on the editor.
- You can submit this report on a daily basis.

- This report can be run in the active year and past years and for a single calendar within the district or multiple calendars at a time.
- Students are NOT included if
  - their enrollment record is marked as State Exclude;
  - their enrollment record is marked as No Show;
  - their Grade Level of enrollment is marked as State Exclude; or
  - their Calendar of enrollment is marked as State Exclude.

# How Campus Calculates Student Absences

When the Day is marked Instruction and Attendance, Campus uses the following process to calculate absences.

- For each student enrolled on the reported date that has any attendance mark for the day, Campus determines whether the student meets the criteria to have a whole day or half day of absence. Campus only considers Absent attendance marks with an Excused, Unexcused, or Unknown excuse.
- To determine whether a student should be considered absent for a whole day or half day, Campus first reviews the whole day absent minutes on the Grade Level in which the student is enrolled.

| If minutes are NOT entered on the... | Then Campus uses...                       |
|--------------------------------------|---|
| Grade Level                          | the whole day absent box on the Calendar. |
| Calendar                             | a default value of 240 minutes.           |

- Campus calculates the student's minutes absent in all instructional periods. Attendance Present Minutes and Lunch Time do not count toward students absence minutes.

| If the student's minutes absent are...                                     | Then...   |
|--|---|
| greater than or equal to ( $\geq$ ) the Whole Day Absence minute threshold | Campus reports 1.0 for the student for that day.    |
| less than ( $<$ ) the Whole Day Absence minute threshold                   | Campus does not report an absence for that student. |

## Report Editor Details

The following table defines the fields on the School Absentee Report Editor.

| Editor Field | Description |
|--------------|-------------|
|--------------|-------------|

| Editor Field                            | Description  |
|---|--|
| <b>Start Date</b>                       | The earliest date from which data is pulled for the report. The default Start Date is the first School Date of the Calendar(s) selected.   |
| <b>End Date</b>                         | The latest date from which data is pulled for the report.  |
| <b>Ad Hoc Filter</b>                    | The Ad Hoc Filter allows you to narrow search results.   |
| <b>Format</b>                           | The format in which the report generates. Options include CSV and HTML.  |
| <b>Calendars</b>                        | The calendar(s) from which data is pulled for the report. Can be set to display only the active year's calendars, or be sorted by school or by year.   |
| <b>Generate Extract Submit to Batch</b> | Users have the option of submitting a report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Extract</b> . Clicking <b>Generate Extract</b> immediately creates the report. The <b>Submit to Batch</b> process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article. |

## Report Layout

| Element                  | Description   | Type, Format, and Layout                | Campus Database                  | Campus Location  |
|--------------------------|---|---|----------------------------------|--|
| <b>Date</b>              | The day for which attendance data is reporting. If a date range is selected on the extract editor, one line reports for each day. | Date field, 10 characters<br>MM/DD/YYYY | Day.schoolDay                    | Selected in extract editor.  |
| <b>School Identifier</b> | The combined district and school number.  | Alphanumeric, 8 characters<br>NNN-NNNN  | District.number<br>School.number | System Administration > Resources > District Information > State District Number<br>System Administration > Resources > School > State School Number |

| Element                   | Description   | Type, Format, and Layout | Campus Database   | Campus Location   |
|---------------------------|---|--------------------------|---|---|
| <b>Student Enrollment</b> | The number of students actively enrolled during the time chosen on the extract editor.<br>If a day is not marked for Instruction and Attendance, 0 reports.   | Numeric                  | Day.attendance<br>Day.instruction<br>Student.enrollment | System Administration > Calendar > Calendar > Days > Day Detail |
| <b>Student Absences</b>   | The number of student absences during the time chosen in the extract editor.<br>This is a calculated field and not dynamically stored in the Campus database.<br>If the Day is not marked as Instruction and Attendance, 0 reports in the Student Absences.<br><a href="#">See How Campus Calculates Student Absences</a> for more information. | Numeric                  | N/A   | N/A   |
| <b>Faculty Employment</b> | Reports 0.  | N/A                      | N/A   | N/A   |
| <b>Faculty Absences</b>   | Reports 0.  | N/A                      | N/A   | N/A   |