

# School Absentee Report (Virginia)

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

Tool Search: School Absentee Report

The School Absentee Report gathers information about the number of students absent from 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: 07/01/17    End Date: 09/24/2025     Exclude Cross-Site Data    Ad Hoc Filter:     Format: CSV

**Select Calendars**

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

active year     list by school     list by year

25-26  
25-26 [object Object]  
25-26 Buffalo Gap  
25-26 Fort Defiance  
25-26 Riverheads  
25-26 Stuarts Draft  
25-26 Wilson Memorial

CTRL-click or SHIFT-click to select multiple

Refresh | Show top 50 tasks submitted between 09/17/2025 and 09/24/2025

**Batch Queue List**

Queued Time	Report Title	Status	Download

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 when:

- 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.
- 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
<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.

Editor Field	Description
<b>Exclude Cross-Site Data</b>	When marked, excludes cross-site enrolled student data.
<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 MM/DD/YYYY	Day.schoolDay	Selected in extract editor.
<b>School Identifier</b>	The combined district and school number.	Alphanumeric, 8 characters NNN-NNNN	District.number School.number	System Administration > Resources > District Information > State District Number System Administration > Resources > School > State School Number

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