School Absentee Report (Virginia)

Last Modified on 08/04/2025 12:39 pm CDT

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 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 (>=) 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
Start Date	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.

Editor Field	Description
End Date	The latest date from which data is pulled for the report.
Ad Hoc Filter	The Ad Hoc Filter allows you to narrow search results.
Format	The format in which the report generates. Options include CSV and HTML.
Calendars	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.
Generate Extract Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. Clicking **Generate Extract** immediately creates the report. The **Submit to Batch** 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 Batch Queue article.

Report Layout

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