

Attendance Reason

Last Modified on 10/21/2024 8:19 am CDT

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Tool Search: Attendance Reason

The **Attendance Reason Report** counts the recorded attendance records between the entered Start and End Date, and include a total count of attendance records, a count of attendance records that were marked as Excused and Unexcused by Period, Minutes and Days.

A year, calendar and school must be selected in the Campus toolbar in order to generate the report.



This report only counts marks that exist in instructional periods. Marks in non-instructional periods will not be included in the counts on this report.

Report Logic

The Attendance Reason Report returns the number of times an Attendance Code was assigned to a student's Attendance record during a particular date range for Instructional Periods ONLY.

The Attendance Code and Description columns print based on the [Attendance Codes](#) editor.

Attendance Code Setup

AttendanceExcuses Editor

Code	Description
ACT	Activity
CLR	Tardy/Clr
CUT	Cut
DET	Detention
DLE	Distance Learning - Excused
DLI	Distance Learning - In Lieu of In-Person
DLU	Distance Learning - Unexcused
ERE	Early Release
EXC	Excused
EXQ	Excused - PH
HH	Home Hosp
IH	Inhouse
ILL	Illness
IMD	Illness Medic
ISC	Completed W
ISN	Incompl/Wrk
ISP	Independent
LTE	Tardy
OTH	Other
POS	Positive
SC	School Clos
Conditions	
SN	Snow Day P

AttendanceExcuse Detail

*Code: ACT
State Code: [Dropdown]
*Description: Activity
Status: [Dropdown] Excuse: [Dropdown]

21-22 High School Attendance Reason Report
Start Date: 09/01/2021 End Date: 12/31/2021
Attendance Code: 16 Attendance Marks: 8599 Periods: 7283 Days: 1577.93
Student Day Minutes (used in Days calculation): 372

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ATT Code	Description	Count	PERIODS		MINUTES		DAYS	
			Excused	Unexcused	Excused	Unexcused	Excused	Unexcused
1. ACT	Activity	650	0	0	0	0	0.00	0.00
2. CLR	Tardy/Clr	206	0	0	0	0	0.00	0.00
3. CUT	Cut	34	0	0	0	0	0.00	0.00
4. ERE	Early Release	242	0	0	0	0	0.00	0.00
5. EXC	Excused	852	852	0	68690	0	184.65	0.00
6. EXQ	Excused - PH	1675	1675	0	125110	0	336.32	0.00

Attendance Codes/Descriptions

The assigned Status and Excuse fields for the Attendance Code is used as well, to determine whether a code is counted as an Excused Absence, an Unexcused Absence, or neither (Exempt codes, for example).

Attendance Code Setup

AttendanceExcuses Editor

Code	Description
ACT	Activity
CLR	Tardy/Clr
CUT	Cut
DET	Detention
DLE	Distance Learning - Excused
DLI	Distance Learning - In Lieu of In-Person
DLU	Distance Learning - Unexcused
ERE	Early Release
EXC	Excused
EXQ	Excused - PH
HH	Home Hosp

AttendanceExcuse Detail

*Code: EXC
State Code: [Dropdown]
*Description: Excused
Status: Absent Excuse: Excused
 Display code in behavior resolution
 Use code in virtual attendance posting

Status and Excuse Fields on Attendance Code Setup

Calculations use the Student Day field to determine the total minutes and total days the attendance code was assigned. When there is no value entered in this field, or a value of zero (0) is entered, the Days column on the report returns NaN (Not a Number).

Calendar Information ☆

Save Mark for Deletion

Calendar Info	
Calendar ID 497	School 0531509 High School (schoolID:10)
*Name 21-22 High School	Number Sequence
*Start Date 07/01/2021	*End Date 06/30/2022
Student Day (instructional minutes) 372	Teacher Day (minutes) 420
Whole Day Absence (minutes) 372	Half Day Absence (minutes) 371
Type 6: Semester	Exclude School Choice
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>
Comments rolling 02/02/2021 01:33 PM	
School Year 21-22	
Last Day 06/11/2021	

Student Day Minutes on Calendar Information

For each Attendance Code:

- The **Periods** column lists a count for Excused and Unexcused Absences of each period in the during the date range with that attendance code.
- The **Minutes** column lists a sum of the absent minutes in those periods that were assigned that code for Excused and Unexcused Absences.
- The **Days** column is the sum of the total Minutes students were considered absent for that period with that attendance code for Excused and Unexcused absences divided by the total Calendar Student Day Minutes.

Not all attendance codes allow for excused or unexcused. In the instance of an attendance code that tracks Excused absences only, the Unexcused column reports a value of zero (0). For attendance codes that do not affect the student's attendance for the day - exempt codes, for example - a value of zero (0) reports for both the Excused and Unexcused columns.

Report Editor

Field	Description
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Field	Description
Start Date	<p>Indicates the first date that attendance records are referenced for inclusion in the report. This field auto-populates with the start date of the Calendar selected in the Campus toolbar. Note that this start date may not be the first instructional date of the calendar.</p> <p>Date can be entered in <i>mmdyy</i> format, or use the calendar icon to select a date.</p>
End Date	<p>Indicates the last date that attendance records are referenced for inclusion in the report. This field auto-populates with the end date of the Calendar selected in the Campus toolbar. Note that this end date may not be the last instructional date of the calendar.</p> <p>Date can be entered in <i>mmdyy</i> format, or use the calendar icon to select a date.</p>
Format	Determines the output of the report - PDF, DOCX or CSV.

Generate the Attendance Reason Report

1. Enter the desired **Start Date**.
2. Enter the desired **End Date**.
3. Select the desired **Report Format**.
4. Click the **Generate Report** button. The report displays in the selected format.

21-22 High School		Attendance Reason Report							
Generated on 04/11/2022 09:28:45 AM Page 1 of 1		Start Date: 09/01/2021 End Date: 12/31/2021 Attendance Code: 16 Attendance Marks: 8599 Periods: 7283 Days: 1577.93 Student Day Minutes (used in Days calculation): 372							
ATT Code	Description	Count	PERIODS		MINUTES		DAYS		
			Excused	Unexcused	Excused	Unexcused	Excused	Unexcused	
1.	ACT Activity	650	0	0	0	0	0.00	0.00	
2.	CLR Tardy/Ctr	206	0	0	0	0	0.00	0.00	
3.	CUT Cut	34	0	0	0	0	0.00	0.00	
4.	ERE Early Release	242	0	0	0	0	0.00	0.00	
5.	EXC Excused	852	852	0	68690	0	184.65	0.00	
6.	EXQ Excused - PH	1675	1675	0	125110	0	336.32	0.00	
7.	ILL Illness	589	589	0	47376	0	127.35	0.00	
8.	IMD Illness Medical Note Received	216	216	0	18986	0	51.04	0.00	
9.	ISC Completed Work	22	22	0	1678	0	4.51	0.00	
10.	ISN Incmpl Wrk	22	22	0	1678	0	4.51	0.00	
11.	ISP Independent Study Pending	2260	0	2260	0	189347	0.00	509.00	
12.	LTE Tardy	19	0	0	0	0	0.00	0.00	
13.	SO Site Other	150	0	0	0	0	0.00	0.00	
14.	SUS Suspended	171	0	171	0	13718	0.00	36.88	
15.	TDY Tardy/Sarb	15	0	0	0	0	0.00	0.00	
16.	UNX Unexcused	1476	0	1476	0	120404	0.00	323.67	
Subtotal:			3376	3907	263518	323469	708.38	869.55	
Total:		8599		7283		586987		1577.93	

Attendance Reason Report - PDF Format

21-22 High School		Attendance Reason Report						
Generated on 04/11/2022 10:08:18 AM Page 1 of 1		Start Date: 07/01/2021 End Date: 06/30/2022 Attendance Code: 18 Attendance Marks: 22053 Periods: 19571 Days: 4045.97 Student Day Minutes (used in Days calculation): 372						
ATT Code	Description	Count	PERIODS		MINUTES		DAYS	
			Excused	Unexcused	Excused	Unexcused	Excused	Unexcused
1.	ACT Activity	870	0	0	0	0	0.00	0.00
2.	CLR Tardy/Clr	258	0	0	0	0	0.00	0.00
3.	CUT Cut	88	0	0	0	0	0.00	0.00
4.	ERE Early Release	759	0	0	0	0	0.00	0.00
5.	EXC Excused	2767	2767	0	210515	0	565.90	0.00
6.	EXQ Excused - PH	2686	2686	0	201951	0	542.88	0.00
7.	IH Inhouse	7	7	0	342	0	0.92	0.00
8.	ILL Illness	2934	2934	0	222652	0	598.53	0.00
9.	IMD Illness Medical Note Received	665	665	0	54037	0	145.26	0.00
10.	ISC Completed Work	22	22	0	1678	0	4.51	0.00
11.	ISN Incmpl Wrk	22	22	0	1678	0	4.51	0.00
12.	ISP Independent Study Pending	6119	0	6119	0	481071	0.00	1293.20
13.	LTE Tardy	181	0	0	0	0	0.00	0.00
14.	SO Site Other	287	0	0	0	0	0.00	0.00
15.	SUS Suspended	251	0	251	0	19803	0.00	53.23
16.	TDY Tardy/Sarb	39	0	0	0	0	0.00	0.00
17.	UNV Unverified	1	0	1	0	49	0.00	0.13
18.	UNX Unexcused	4097	0	4097	0	311327	0.00	836.90
Subtotal:			9103	10468	692853	812250	1862.51	2183.46
Total:			22053	19571	1505103		4045.97	

Attendance Reason Report - DOCX Format

	A	B	C	D	E	F	G	H	I
	ATT Code	Description	Count	PERIODS Excused	PERIODS Unexcused	MINUTES Excused	MINUTES Unexcused	DAYS Excused	DAYS Unexcused
1	ACT	Activity	870	0	0	0	0	0	0
2	CLR	Tardy/Clr	258	0	0	0	0	0	0
3	CUT	Cut	88	0	0	0	0	0	0
4	ERE	Early Release	759	0	0	0	0	0	0
5	EXC	Excused	2767	2767	0	210515	0	565.9	0
6	EXQ	Excused - PH	2686	2686	0	201951	0	542.88	0
7	IH	Inhouse	7	7	0	342	0	0.92	0
8	ILL	Illness	2934	2934	0	222652	0	598.53	0
9	IMD	Illness Medical Note Received	665	665	0	54037	0	145.26	0
10	ISC	Completed Work	22	22	0	1678	0	4.51	0
11	ISN	Incml Wrk	22	22	0	1678	0	4.51	0
12	ISP	Independent Study Pending	6119	0	6119	0	481071	0	1293.2
13	LTE	Tardy	181	0	0	0	0	0	0
14	SO	Site Other	287	0	0	0	0	0	0
15	SUS	Suspended	251	0	251	0	19803	0	53.23
16	TDY	Tardy/Sarb	39	0	0	0	0	0	0
17	UNV	Unverified	1	0	1	0	49	0	0.13
18	UNX	Unexcused	4097	0	4097	0	311327	0	836.9
19									
20									
21									
22									

Attendance Reason Report - CSV Format

Report Layout

Field	Description	Location
Attendance Code	Lists the 1-4 character code for the Attendance entry.	System Administration > Attendance > Attendance Codes > Code AttendanceCode.code

Field	Description	Location
Description	Provides a more complete name for the Attendance Code.	System Administration > Attendance > Attendance Codes > Description AttendanceCode.description
Count	Total count of attendance records per Attendance Code for the entered date range. This count is then totaled at the end of the report for a total count of ALL attendance records during the entered dates. <i>Numeric, 8 digits</i>	Calculated SUM of each Attendance Code
Periods	Lists the total number of periods in which a particular attendance code was assigned during the date range. A column for Excused Absences and Unexcused Absences is included, which is subtotaled for each attendance code. <i>Numeric, 8 digits</i>	Calculated Excused SUM of each Attendance Code that has an Excuse value of <i>Excused</i> . Unexcused SUM of each Attendance Code that has an Excuse value of <i>Unexcused</i> .
Minutes	Lists the total number of minutes in which the attendance code was assigned during the date range. A column for Excused Absences and Unexcused Absences is included, which is subtotaled for each attendance code. <i>Numeric, 8 digits</i>	Calculated Excused SUM of Absent Minutes for the Attendance Code that has an Excuse value of <i>Excused</i> . Unexcused SUM of Absent Minutes for the Attendance Code that has an Excuse value of <i>Unexcused</i> .

Field	Description	Location
Days	<p>Lists the total number of days in which the attendance code was assigned during the date range, to two decimal places.</p> <p>A column for Excused Absences and Unexcused Absences is included, which is subtotaled for each attendance code.</p> <p>When there is no value entered in Student Day Minutes field, or a value of zero (0) is entered, the Days column on the report returns NaN (Not a Number).</p> <p><i>Numeric, 8 digits</i></p>	<p>Calculated</p> <p>Excused SUM of Minutes Excused divided by Calendar Student Day Minutes for the Attendance Code that has an Excuse value of <i>Excused</i>.</p> <p>Unexcused SUM of Minutes Excused divided by Calendar Student Day Minutes for the Attendance Code that has an Excuse value of <i>Unexcused</i>.</p>
Subtotal	<p>Total of each attendance code for both Excused and Unexcused columns during the entered date range.</p>	<p>Calculated</p>
Total	<p>Total of each attendance code for each column. The Excused and Unexcused subtotal equals the Total.</p>	<p>Calculated</p>