



#	Requirement
R1	The student must report a record when they have an active enrollment on or between the earliest extract Start Date and the latest extract End Date.
R1.BR1	Enrollments with No Show or Start Exclude = checked must not cause a record to report and any days from these enrollments must not be included.
R1.BR2	A record reports for each grade level in which the student is enrolled on or between the extract editor Start and End Dates.
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.
R4	The report will be generated in XML and CSV formats as well as a human-readable format (HTML). The XML format is the State Format.
R5	Enter any requirement to produce the file name here.

## Report Logic

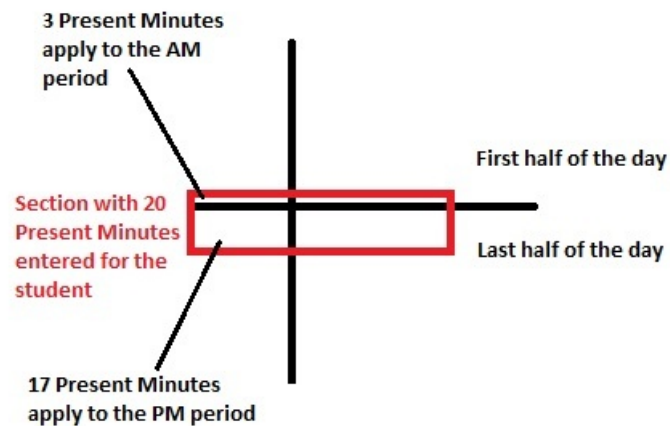
The report returns attendance data for the selected reporting period (quarter or semester) for the selected calendars. Attendance is calculated as follows:

R1	Grades are separated in this report.
R2	<p>Report displays student absent and present day details per each academic calendar year per quarter, semester, and year.</p> <ul style="list-style-type: none"> <li>Semesters represent the sum of the 2 preceding quarters.</li> <li>The Year represents the sum of the 4 quarters or 2 semesters.</li> </ul>

R3	<p>Only the students with one of the following Admission codes (Student Info&gt;General&gt;Enrollments&gt;SIF Fields&gt;Admission) on their enrollment must be included:</p> <ul style="list-style-type: none"> <li>• OHP1</li> <li>• OHP2</li> <li>• OHP3</li> <li>• OHP4</li> <li>• R</li> <li>• OT</li> <li>• ET01</li> <li>• ET02</li> <li>• ET03</li> <li>• ET04</li> <li>• ET05</li> <li>• ET06</li> <li>• ET07</li> <li>• ET08</li> <li>• RVON</li> <li>• RVOFF</li> <li>• FOY</li> <li>• FRGN</li> <li>• ROP</li> <li>• TRVOFF</li> <li>• TRVON</li> </ul>
R4	<p>When the student is assigned to an Admission code that is NOT one of the above, or when their Admission field is blank, do NOT count the days for this student's enrollment.</p>
R5	<p>When the total instructional minutes in the day &gt;200: (instructional minutes from GradeLevel.standardDay. Else, Calendar.studentDay)</p> <ol style="list-style-type: none"> <li>1. <u>Attendance for the AM (first) half of the day:</u> <ol style="list-style-type: none"> <li>1. Find all instructional periods where the period Start Time &lt;= the first half of the day (total instructional minutes in the day / 2).</li> <li>2. Report the half day as absent for the student when the student has absent minutes in the half &gt;= '<b>Half Day Absence (minutes)</b>' field on the Grade Levels Tab when (System Admin&gt;Calendar&gt;Grade Levels&gt;Grade Level Editor&gt;Grade Level Detail&gt;Half Day Absence (minutes)) = NOT Null.               <ol style="list-style-type: none"> <li>1. When 'Half Date Absence (minutes)' field on the Grade Levels tab = Null, use our default calculated logic.</li> </ol> </li> <li>3. When any period is not instructional in the first half of the day, skip over it and do not count these period minutes within the half day.</li> <li>4. When a student has &gt;=120 present minutes OR 2/3 of the day half minutes (whichever is less) within the first half of the day, report this student as present in the AM half of the day.</li> <li>5. When a student is present in the period, where ((Status NOT = 'Absent') OR when (Status = 'Absent' and Excuse = 'Exempt')), count all of the instructional minutes in the period for the student.</li> <li>6. When a student is absent in the period, where (Status = 'Absent' and Excuse</li> </ol> </li> </ol>

NOT = 'Exempt'), BUT when (Student Info>General>Attendance>Period>Attendance Information>Present Minutes) NOT = null or 0:

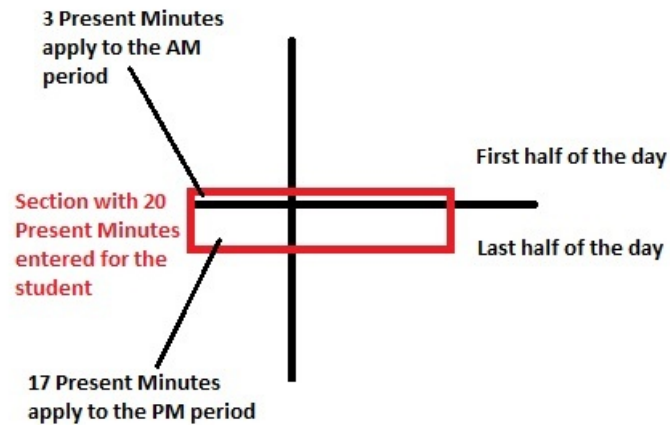
1. When the section period with the Present Minutes entered has 1 or more minutes falling into both halves of the day, apply the Present Minute value equally to each day half, but cap the number of Present Minutes applied to a day half to the number of minutes between and including the section Start Date and the last minute of the day half.
  1. Any additional minutes NOT able to be applied to any one day half must be applied to the other half of the day.



2. When the section period with the Present Minutes entered does not have any minutes falling into both halves of the day, apply the Present Minutes to the applicable day half.
  7. Otherwise, when a student is absent in the period, where (Status = 'Absent' and Excuse NOT = 'Exempt'), AND (Student Info>General>Attendance>Period>Attendance Information>Present Minutes) = null or 0, do not apply any present minutes for this student in this day half.
2. Attendance for the PM (last) half of the day:
1. Find all instructional periods where the period End Time  $\geq$  the second half of the day (total instructional minutes in the day / 2).
  2. From across the entire day, report the day as absent for the student when the student has absent minutes  $\geq$  'Whole Date Absence (minutes)' field on the Grade Levels tab when (System Admin>Calendar>Grade Levels>Grade Level Editor>Grade Level Detail>Whole Day Absence (minutes) = NOT Null.
    1. When 'Whole Date Absence (minutes)' field on the Grade Levels tab = Null, use our default calculated logic.
  3. When any period is not instructional in the last half of the day, skip over it and do not count these period minutes within the half day.
  4. When a student has  $\geq 120$  present minutes in the last half of the day, report this student as present in the PM half of the day.
  5. When a student is present in the period, where ((Status NOT = 'Absent') OR when (Status = 'Absent' and Excuse = 'Exempt')), count all of the instructional minutes in the period for the student.
  6. When a student is absent in the period, where (Status = 'Absent' and Excuse NOT = 'Exempt'), BUT when (Student Info>General>Attendance>Period>Attendance Information>Present Minutes)

NOT = null or 0:

1. When the section period with the Present Minutes entered has 1 or more minutes falling into both halves of the day, apply the Present Minute value equally to each day half, but cap the number of Present Minutes applied to a day half to the number of minutes between and including the section Start Date and the last minute of the day half.
  1. Any additional minutes NOT able to be applied to any one day half must be applied to the other half of the day.



2. When the section period with the Present Minutes entered does not have any minutes falling into both halves of the day, apply the Present Minutes to the applicable day half.
7. Otherwise, when a student is absent in the period, where (Status = 'Absent' and Excuse NOT = 'Exempt'), AND (Student Info>General>Attendance>Period>Attendance Information>Present Minutes) = null or 0, do not apply any present minutes for this student in this day half.

R6	<p>When the total instructional minutes in the day <math>\leq 200</math>: (this is the case for AM/PM schedules) (instructional minutes from GradeLevel.standardDay. Else, Calendar.studentDay)</p> <ul style="list-style-type: none"> <li>The student must have <math>\geq 120</math> instructional present minutes in the entire day to be considered present for both the AM and PM half-day periods.</li> <li>When a student is present in the period, where ((Status NOT = 'Absent') OR when (Status = 'Absent' and Excuse = 'Exempt')), count all of the instructional minutes in the period for the student.</li> <li>When a student is absent in the period, where (Status = 'Absent' and Excuse NOT = 'Exempt'), BUT when (Student Info&gt;General&gt;Attendance&gt;Period&gt;Attendance Information&gt;Present Minutes) NOT = null or 0, apply the Present Minutes entered to the student's instructional present minute count.</li> <li>Otherwise, when a student is absent in the period, where (Status = 'Absent' and Excuse NOT = 'Exempt'), AND (Student Info&gt;General&gt;Attendance&gt;Period&gt;Attendance Information&gt;Present Minutes) = null or 0, do not apply any present minutes for this student in this period.</li> </ul>
R7	<p>For any student in a grade level mapped to (System Admin&gt;Calendar&gt;Calendar&gt;Grade Levels&gt;Grade Level Detail&gt;State Grade Level Code&gt;) = PK3H, PK4H, KG/H:</p> <ol style="list-style-type: none"> <li>EXCLUDE the present minutes from the non-scheduled periods from the opposite day half that the student is scheduled.             <ol style="list-style-type: none"> <li>For example, when student is scheduled in the AM day half, and the student is not scheduled in the PM day half, the PM periods must not be considered. The result must be that:                 <ol style="list-style-type: none"> <li>When the student has <math>\geq 120</math> present instructional minutes in their scheduled day half, they must report as full day present.</li> <li>When the student has <math>&lt; 120</math> present instructional minutes in their scheduled day half, they must report as full day absent.</li> </ol> </li> </ol> </li> </ol>

Only students with a SIF Admission (Student Information > General > Enrollments > SIF Fields > Admission) value of the following are included: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF, FOY, FRGN, ROP, BORDER-R, TRVOFF, TRVON.

- When the student is assigned an Admission code that is NOT one of the above, or if the Admission field is blank, the days are NOT counted for that student's enrollment.

## Report Options

Field	Description
<b>Reporting Period</b>	The term options associated with the desired calendar selected for the report.

Field	Description
<b>Quarter 1-4 Start Date</b>	<p>The date on which the quarters 1 through 4 began.</p> <p>Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date. When reporting for a specific quarter, enter the end date of the quarter being reported.</p>
<b>Quarter 1-4 End Date</b>	<p>The last day of each quarter for the school year. Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.</p> <p>End Dates do not effect report logic. They are included in the header of the report for informational purposes.</p>
<b>Grade Level Sort Order</b>	<p>Determines how records are sorted by grade level. Options include the following:</p> <ul style="list-style-type: none"> <li>• FQSR/SAR: reports based on the Code selected for the <a href="#">Grade Level</a>.</li> <li>• Grade Name: reports numeric grades first, then alphabetically.</li> <li>• Grade Sequence Number: reports numerically by sequence.</li> </ul>
<b>Format</b>	Generate the report in PDF, CSV, or HTML format.
<b>Ad hoc Filter</b>	Limits students reported to those in an existing <a href="#">Ad hoc Filter</a> .
<b>Exclude Cross-Site Data</b>	<p>Cross-site section enrollment data is <b>not</b> included in the report when checked.</p> <ul style="list-style-type: none"> <li>• <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display.</li> <li>• Defaults to checked.</li> </ul>
<b>Display Totals Page</b>	Generates an additional page providing totals by calendar.
<b>Unreported Terms Report Blank</b>	When marked, any terms that are not included report a blank value. When not marked, terms not included report a value of 0.0.
<b>Select Calendars</b>	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.
<b>Report Generation</b>	The extract can be generated immediately using the <b>Generate Report</b> button. Or, use the <b>Submit to Batch</b> button to select when the report is generated. See the <a href="#">Batch Queue</a> article for more information on this functionality.

## Generate the Attendance Summary Report

1. Select the appropriate **Reporting Period** from the dropdown list.

2. Enter a **Start Date** for Quarter 1, 2, 3, and 4 to indicate which quarters should be included in the report.
3. Enter an **End Date** for Quarter 1, 2, 3, and 4 to be included in the report header. When a start date is entered for a quarter, the end must be entered for the same quarter.
4. Select a **Grade Level Sort Order**.
5. The extract generates in *PDF* format by default. Select a different **Format** (*CSV* or *HTML*) if desired.
6. Select an **Ad hoc Filter** to limit students reported.
7. Mark the **Exclude Cross-Site Data** checkbox if desired.
8. If desired, mark the **Unreported Terms Report Blank** checkbox.
9. Mark **Display Totals Page** to generate the report with an additional page at the end that provides totals summarized by calendar.
10. Select the **Calendar(s)** to include in this report.
11. Click the **Generate Report** button to view the report in the selected format. **Submit to Batch** may also be selected to generate the extract at a later time or date.

Even though the reporting period may be selected for a specific quarter, **Start Dates** for all quarters must be entered.

## Attendance Summary Report Layout

Elements	Description & Format	Campus Location
<b>Grade</b>	<p>The grade level in which the student is enrolled.</p> <p>A record reports for each grade level in which the student was enrolled during the dates entered on the extract editor.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>System Administration &gt; Calendar &gt; Calendar &gt; Grade Levels &gt; State Grade Level Code</p> <p>Enrollment.grade</p>
<b>Days Present</b>	<p>The instructional days for which the student is present during the date range entered on the extract editor for each grade level in which the student is enrolled.</p> <p><i>Numeric, 3 digits</i></p>	Not dynamically stored



Elements	Description & Format	Campus Location
<b>Days Absent</b>	Reports students who have a whole or half day absence during the date range entered on the extract editor for each grade level in which the student is enrolled, based on the calendar minutes entered on the Calendar.  <i>Numeric, 3 digits</i>	Not dynamically stored
<b>Student ID</b>	The district-assigned student number.  <i>Numeric, 7 digits</i>	Census > People > Demographics > Student Number  Person.studentNumber
<b>Student Name</b>	The student's first and last name.  <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Last Name, First Name  Identity.lastName Identity.firstName
<b>Quarter 1</b>	Days present for Quarter 1.	Not dynamically stored
<b>Quarter 2</b>	Days present for Quarter 2.	Not dynamically stored
<b>Semester 1</b>	Total of days present for Quarter 1 and 2.	Not dynamically stored
<b>Quarter 3</b>	Days present for Quarter 3.	Not dynamically stored
<b>Quarter 4</b>	Days present for Quarter 4.	Not dynamically stored
<b>Semester 2</b>	Total of days present for Quarter 3 and 4.	Not dynamically stored
<b>Year</b>	Total of days present for quarters 1 through 4.	Not dynamically stored
<b>Quarter 1</b>	Days absent for Quarter 1.	Not dynamically stored
<b>Quarter 2</b>	Days absent for Quarter 2	Not dynamically stored
<b>Semester 1</b>	Total of days absent for Quarter 1 and 2.	Not dynamically stored
<b>Quarter 3</b>	Days absent for Quarter 3.	Not dynamically stored
<b>Quarter 4</b>	Days absent for Quarter 4.	Not dynamically stored
<b>Semester 2</b>	Total of days absent for Quarter 3 and 4.	Not dynamically stored

Elements	Description & Format	Campus Location
<b>Year</b>	Total of days absent for Quarters 1 through 4.	Not dynamically stored