

# Single Period Attendance Report

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Tool Search: Single Period Attendance

The Single Period Attendance Report displays any student who has only one scheduled, instructional, attendance-taking period in a day in which he or she is not marked absent, listing the student's name, number, grade level and period number, as well as course section information.

Students who have a verified single Present period should have the attendance code **VP:Verified Present (Present/Excused)** assigned to that period so the student does not continue to display on the report. Students who have a verified single Tardy period should have the attendance code **VT:Verified Tardy (Tardy/Excused)** assigned to the period so the student does not continue to display on the report.

This report is intended to be used with multiple period calendars and should be generated every week.

Single Period Attendance ★
Reporting > CA State Reporting > Single Period Attendance

Single Period Attendance Report

This report should be run weekly in multi-period schools to check for students who are counted as absent in every period in a day except one. Such students will be counted for ADA so their present status must be verified. Once presence is verified, the student should be given an attendance code of VP: Verified Present or VT: Verified Tardy, which will keep them from pulling into the report in future.

The report is available in two versions:  
 1) Single Period Attendance Report: For each date within the chosen date range, the report will show any student who had only one period in which he or she is not marked absent, listing that student's name, number, gender, period number, section number, and teacher name. Periods must be instructional to be included in the report. If a student is scheduled into multiple course-sections in the single period of presence, a record will only report for the section with the highest SectionID.  
 2) Single Period Attendance Verification Form: One form will be printed for any student reported on the above report. You may choose to print one or two (default) forms per page. The Verification Form should be used by teachers to verify the student's presence or absence on the date in question.

If "Unmarked Attendance Periods Only" is checked, records will report only when the single period of presence has no attendance mark entered at all.

The default format of this extract is PDF; the Report version can be run in CSV or HTML. This is a complex report and may be time-consuming if a wide date range is selected. Batch Queue functionality is available and should be used for long date ranges.

**Date Range** From  to

**Report by**  Teacher  Section

**Report Style**  Report  Verification Form

**Unmarked Attendance Periods Only**

**Format**

**Exclude Cross-Site Data**

**Select Teachers**

- All Teachers
- Staff, Adam
- Staff, Amber
- Staff, Benjamin
- Staff, Brynn
- Staff, Charles
- Staff, Cyndi
- Staff, David
- Staff, Diana
- Staff, Erik
- Staff, Erika
- Staff, Franklin
- Staff, Finna

CTRL-click and SHIFT-click for multiple

Single Period Attendance Report

**Read** - View and generate the Single Period Attendance Report.

**Write** - N/A  
**Add** - N/A  
**Delete** - N/A

For more information about Tool Rights, see the [Tool Rights](#) article.

## Report Logic

The Single Period Attendance Report lists students with Primary Enrollments who have any days within the Date Range in which they have only one period of being marked present in all instructional, attendance-taking periods.

A student is considered present when:

- There is no attendance code in the period.
- There is an attendance code with a status of Present, Tardy or Early Release in the period.
- There is an attendance code with a Status/Excuse of Absent/Exempt in the period.

Students marked as State Exclude, in a grade marked as State Exclude or in a calendar marked as State Exclude will not be reported.

A student is counted as present but will not report when:

- The student's single period of presence has an attendance code of VP (Verified Present) entered.
- The student's single period of presence has an attendance code of VT (Verified Tardy) entered.

A student is counted as absent if the attendance code is the teacher-entered "A" or a clerk-entered code with a Status/Excuse of Absent/Excused, Unexcused or Unknown.

## Report Editor

The following options can be selected for the Single Period Attendance Report.

Field	Description
<b>Date Range</b>	Attendance data is returned for the entered dates only. Dates are entered in <i>mmddyy</i> format or by choosing the calendar icon to select dates.
<b>Report By</b>	Choose either the <b>Teacher(s)</b> to report attendance data by or the course <b>Section(s)</b> . <ul style="list-style-type: none"> <li>• When Report by Teacher is selected, records report for courses in which the selected teacher is the active Primary teacher during the entered date range based on the <a href="#">Staff History</a> entry.</li> <li>• When All Teachers is selected, records report for courses in which there is no active Primary Teacher during the entered date range.</li> </ul>

Field	Description
<b>Report Style</b>	Choose either the <b>Report</b> or <b>Verification Form</b> option. If Verification Form option is selected, also choose a <b>Page Option</b> . <ul style="list-style-type: none"> <li>• Report version groups all records by date, then by teacher.</li> <li>• Verification Form groups all records by teacher, then by date.</li> </ul>
<b>Unmarked Attendance Periods Only</b>	When marked, the report only returns records in which the single period of presence has no attendance mark entered. In this instance, the report includes the words <i>This period has no attendance mark entered</i> .
<b>Format</b>	The report can be viewed in the following formats: <ul style="list-style-type: none"> <li>• Verification Form - PDF only</li> <li>• Report Form - PDF, CSV or HTML</li> </ul>
<b>Exclude Cross-Site Data</b>	When marked, students enrolled in <a href="#">Cross-Site Enrollment</a> courses are not included in the report.
<b>Page Option</b>	When generating the Verification Form version, select to print <b>one student per page</b> or <b>two students per page</b> .

## Generate the Single Period Attendance Report

1. Enter the **Date Range** of the report These fields will be defaulted to the current date, allowing the user to generate the report on a daily basis.
2. Select to **Report by Teacher** or **Section**.
3. Select the teachers to include in this report. Multiple teachers can be selected by using the CTRL and SHIFT buttons to select more than one teacher. Selecting all teachers will increase the generation time of the report.
4. Choose the **Report Style**. Options are **Report** and **Verification Form**. The Report option will list all students in the selected teacher's courses who meet the requirements of the report. The Verification Form option will list two students per page, allowing teachers to provide their signatures for verification purposes.
5. If desired, mark the **Unmarked Attendance Periods Only**.
6. Select the **Format** in which to display the report.
7. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
8. Click the **Generate Report** button. The report will display in the selected format, displaying the students who were marked absent for one period during an instructional day during the entered date range.
9. Or, to generate the report at a later time, click the **Submit to Batch** button. This will allow the scheduling of when the report should generate. See the [Batch Queue](#) documentation for more information.

### Single Period Attendance Verification Form

08-09 Canyon Springs High School  
23100 Cougar Canyon Drive  
Moreno Valley, CA 92557

Date: 02/27/2012  
Page 1 of 1

Teacher Name: Teacher, S ID 12345

The following student was not marked absent from your class on the specified date. However, the student was marked absent for the rest of the instructional day. Please check your attendance records carefully and verify the presence of the the student listed below for the section, period, and date shown.

Date	Name	Number	period	Section	Course
02/27/2009	Student, Analise	12345678	4	MA201-4	Algebra 2

To the best of my knowledge,

- I verify that this student was present in my class on the date and period listed above.  
 I verify that this student was absent from my class on the date and period listed above.

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

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Teacher Name: Teacher, S ID 12345

The following student was not marked absent from your class on the specified date. However, the student was marked absent for the rest of the instructional day. Please check your attendance records carefully and verify the presence of the the student listed below for the section, period, and date shown.

Date	Name	Number	period	Section	Course
02/27/2009	Student, Jena	23456789	4	MA201-4	Algebra 2

To the best of my knowledge,

- I verify that this student was present in my class on the date and period listed above.  
 I verify that this student was absent from my class on the date and period listed above.

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Single Period Attendance Report - Report by Section, Verification Form Style, PDF Format (default format)

	A	B	C	D	E	F	G	H	I
1	student_name	studentNumber	grade	date	period	section_number	course_name	teacherDisplay	teacherPersonID
2	Student, Heather	123456789	10	9/23/2013	2	FL3121-1	French 2 S1	CSHS, STAFF_F	123456
3	Student, James	234567890	10	9/16/2013	2	FL3121-1	French 2 S1	CSHS, STAFF_F	123456
4									
5									
6									
7									
8									
9									
10									
11									

Single Period Attendance Report - Report by Teacher, Report Style, CSV Format

# Report Layout

Data Element	Description	Location
<b>Date</b>	Date of the instructional day.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Calendar > Day Setup  Day.date
<b>Name</b>	Student's last name and first name, as well as the first letter of his/her middle name.  <i>Alphanumeric, 50 characters</i>	Identities > Last Name, First Name. Middle Name  Identity.lastName Identity.firstName Identity.middleName
<b>Number</b>	The student's locally-assigned number.  <i>Numeric, 15 digits</i>	Demographics > Person Identifiers > Student Number  Person.studentNumber
<b>Grade</b>	Student's grade level of enrollment.  <i>Alphanumeric, 2 characters</i>	Enrollments > Grade  Enrollment.grade
<b>Period</b>	The school period for which the student was present.  <i>Numeric, 2 characters</i>	Courses > Section Information  Period.name
<b>Section</b>	The course and section numbers of the section for which the student was present.  <i>Numeric, 9 digits</i>	Courses > Section Information > Section Number  Section.number
<b>Course</b>	The name of the course for which the student was present.  <i>Alphanumeric, 30 characters</i>	Courses > Course Information > Name  Course.name
<b>Teacher</b>	The staff member who teaches the course section. This reports the current Primary Teacher based on the Start and End Date entered on the Staff History record for the course section.  <i>Alphanumeric, 50 characters</i>	Section Staff History > Primary Teacher > Start Date, End Date  Section.teacher Display SectionStaffHistory. sectionStaffID

Data Element	Description	Location
<b>Teacher Person ID</b>	The staff member's identification number.  <i>Numeric, 5 digits</i>	Demographics > Person Identifiers > Staff Number  Person.staffNumber

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