

Consecutive Absence Report

Last Modified on 06/10/2026 9:19 am CDT

Tool Search: Consecutive Absence Report

The Consecutive Absence Report identifies students who have consecutive absences within a specified date range, based on the selected calculation method.

Calculation Methods:

- **Daily Absences:** consecutive school days in which a student is absent from all scheduled instructional periods in a day.
- **Course Absences:** consecutive school days in which a student is absent from the same course.

In both calculation methods, absences must meet the entered Consecutive Days Absent thresholds and match the selected Absence Excuse criteria. The report displays data by Calendar. If no date range is specified, the report defaults to the calendar start and end dates.

Note: This is a very complex report. To avoid performance issues, limit the number of calendars or use Submit to Batch

This report uses the Attendance Aggregation views for the Daily Absences calculation method, which are updated nightly or via a manual Attendance Aggregation Refresh. For more information, see the [Attendance Aggregation Refresh](#) and the [Attendance Aggregation Preferences](#) articles.

Consecutive Absence Report ☆

Consecutive Absence Report

This report identifies students who have consecutive absences within a specified date range, based on the selected calculation method.

- Daily Absences: consecutive school days in which a student is absent from all scheduled instructional periods in a day.
- Course Absences: consecutive school days in which a student is absent from the same course.

In both calculation methods, absences must meet the entered Consecutive Days Absent thresholds and match the selected Absence Excuse criteria.

The report displays data by Calendar. If no date range is specified, the report defaults to the calendar start and end dates.

Note: This is a very complex report. To avoid performance issues, limit the number of calendars or use Submit to Batch

Which date range would you like to include in the report?

Start Date: End Date:

Which students would you like to include in the report?

Grade: (dropdown: EC, HK, KA, KB)

Ad Hoc Filter:

Calculation Method: Daily Absences Course Absences

Consecutive Days Absent:

Minimum*: Maximum: Minimum Daily Absence Percentage*:

Absence Excuse: Excused Unexcused Unknown

Exclude: Inactive Enrollments State Exclude Enrollments

Report Format:

Refresh Show top 50 tasks submitted between 05/08/2026 and 05/15/2026

Batch Queue List	Report Title	Status	Download
Queued Time			

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

active year list by school list by year

25-26 Carter Middle
25-26 Cleveland Elementary
25-26 ES FY DLY M-F
25-26 ES QRT PRD REG
25-26 ES SEM DLY* A/B
25-26 ES TRI AM/PM REG
25-26 Harrison High
25-26 HS 12T PRD* REG
25-26 HS QRT PRD EXC
25-26 HS SEM DLY MW/TR/F1/F2
25-26 HS TRI PRD A/B
25-26 Liberty Elementary
25-26 Liberty High School
25-26 Liberty Middle School
25-26 Lincoln Elementary
25-26 Mountainview Elementary
25-26 Mountainview High School
25-26 Mountainview Middle Scho
25-26 MS HEX DLY* REG

CTRL-click or SHIFT-click to select multiple

Consecutive Absence Report Editor

See the [Attendance Reports Tool Rights](#) article for information on available tool rights.

Report Logic

The Consecutive Absence Report requires attendance data to be entered on the student's [Attendance](#) tool. This report also uses the calendar's [Period Structure](#) information to include only periods marked as Instructional.

A student's attendance day is included in the consecutive absence calculation when they were absent for at least the entered minimum percentage of the instructional day or course, depending on the calculation method selected.

Students who meet the entered criteria multiple times during the date range print multiple times on the report in order of the most recent consecutive days' absence according to the date range entered (or calendar year by default). Exempt absences are not included in this report.

Report Editor Details

The following information details the different areas of the Consecutive Absence Report editor.

Option	Description
Which date range would you like to include in the report?	
Date Range	<p>To narrow the results of this report, a Start Date and End Date can be entered. These are not required fields and are not populated with any particular date.</p> <p>The calendar's start and end dates are used when these fields are left blank.</p>
Which students would you like to include in the report?	
Student Selection	<p>Students can be selected for inclusion in the report by either a Grade level or an Ad hoc Filter. Only grade levels that are part of the selected calendar report. All students can be selected in the Grade level area, but choosing all students and multiple calendars when reporting on a large date range may slow server response time and delay the generation of the report.</p>
Ad hoc Filter	<p>When an Ad hoc Filter is selected, only those students in the selected filter AND in the selected calendar(s) are reported.</p>
Calculation Method	
Daily Absences	<p>Consecutive school days in which a student is absent from all scheduled instructional periods in a day.</p>
Course Absences	<p>Consecutive school days in which a student is absent from the same course.</p>
Consecutive Days Absent	
<p>The Consecutive days absent define the number of days in a row where the student was absent for at least the entered minimum percentage of the instructional day.</p>	
Minimum Required	<p>Represents the least number of days absent in whole numbers a student is marked absent. A value of 1 can be entered, but it is not necessarily helpful for this report.</p>

Option	Description
Maximum	<p>Represents the highest number of days in whole numbers a student is marked absent.</p> <p>When values are entered in both the Minimum and Maximum fields, the report includes only those students with at least the minimum number of days absent and no more than the maximum number of days absent.</p>
Minimum Daily Absence Percentage (Daily Absences Calculation Method) <i>Required</i>	<p>Indicates the percentage of minutes a student can be marked absent to be included in the report. A number between 1 and 100 can be entered (i.e., 100 = absent the entire day; 50 = absent half of the day; 25 = absent a quarter of the day).</p> <p>In a 360-minute school day, entering 50 in this field indicates the student was absent for half of the day or 180 minutes. When the student is absent for 179 minutes (less than 50% of the day), they are not included in the report; when the student is absent for 180 minutes (exactly 50% of the day), they are included in the report.</p>
Minimum Course Absence Percentage (per day) (Course Absences Calculation Method)	<p>Indicates the minimum percentage of time the student is absent from the course per day. If the course meets multiple times during the day for the same section or multiple sections, this will include the combined total time the course meets during the day.</p>
Which Absence Excuse type should be counted?	
Absent Selection	<p>Excuse types are assigned when the attendance office enters student attendance information for the day. The report can be generated to display unexcused, excused, and unknown absences. A combination of these options can be selected using the provided checkboxes.</p>
What should be excluded?	
Inactive Enrollments	<p>Enrollments that are no longer active and have an end date applied prior to the end date set for the report.</p>
State Exclude Enrollments	<p>Enrollments that have the State Exclude checkbox marked.</p>
Dropped Courses (Course Absences Calculation Method)	<p>Courses that have an end date applied prior to the end date set for the report.</p>
Format, Calendar, Report Generation Selection	

Option	Description
Report Format	Determines how the report generates: <ul style="list-style-type: none"> • PDF • DOCX • CSV
Calendar Selection	To generate this report, at least one calendar must be chosen. Calendars can be listed by Active Year, School, or Year. Use the CTRL or SHIFT keys to select multiple calendars.
Report Generation	<p>Click the Generate Report button to display the report's results immediately. This is best when the selection criteria are small (one or two calendars, a short date range, a smaller student selection, etc.).</p> <p>To display the report's results later, click the Submit to Batch button. This is best when the selection criteria are large (several calendars, a large date range, a large student selection, etc.). When this is done, a message displays asking for the selection of more Batch Queue options. See the Batch Queue article for more information.</p>

Generate the Report

For the Daily Absences calculation method: Because this report uses the Attendance Aggregation views, attendance entered today IS NOT INCLUDED on the report UNLESS the [Attendance Aggregation Refresh](#) is performed manually (not recommended during the school day).

1. Enter a **Start Date** to base the number of attendance days in the report.
2. Enter an **End Date** for this report.
3. Select the students to include in the report by choosing a **Grade level** or by choosing an **Ad hoc Filter**.
4. Select the Calculation Method, **Daily Absences** or **Course Absences**.
5. Enter the **Minimum** number of days absent for this report.
6. If desired, enter the **Maximum** number of days absent for this report.
7. Enter a value for **the minimum percent absent per day or by course** .
8. Select the appropriate option for the **Absent Excuse** types to include in the report.
9. Select options to **Exclude**.
10. Select the desired **Report Format**.
11. Select the desired **Calendars** to include in the report.
12. Click the **Generate Report** button to see the report results immediately. Or, click the **Submit to Batch** button to choose when the report generates

When generating the report in PDF or DOCX, the value entered for the Minimum percent absent per day is printed below the report header.

25-26 Harrison High 5856 Peachtree Parkway, Metro City MN 55436 Generated on 05/15/2026 11:58:11 AM Page 1 of 1	Consecutive Absence Report Start Date: 05/01/2025 All Grades Calendars: 1 Students: 15 Calculation Method: Daily Absences Consecutive Days Absent: 2 to 6 Absent Excuses: Excused, Unexcused, Unknown
--	--

Minimum percent of minutes per day that the student must be absent to be counted in this report: 100

25-26 Harrison High Students: 15 Total Records: 28

Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Gymer, Shanika	115300	07/07/2025	07/08/2025	2
09	Hanner, Nikolai	115702	10/09/2025	10/10/2025	2
09	Palmer, May	125612	01/21/2026	01/23/2026	3
10	Clipperton, Royce	108772	01/22/2026	01/23/2026	2
10	Crawford, Daniella	7635198	02/04/2026	02/05/2026	2
10	Drummer, Eve	109594	09/01/2025	09/02/2025	2
10	Drummer, Eve	109594	09/12/2025	09/15/2025	2
10	Echard, Cassa	935	09/12/2025	09/15/2025	2
10	Fieldling, Martin	0755276	08/15/2025	08/18/2025	2
10	Fieldling, Martin	0755276	09/19/2025	09/24/2025	4
10	Fieldling, Martin	0755276	10/02/2025	10/03/2025	2
10	Fieldling, Martin	0755276	10/13/2025	10/14/2025	2
10	Fieldling, Martin	0755276	10/21/2025	10/22/2025	2

Consecutive Absence Report sample output in PDF.