Period Detail Batch

Last Modified on 06/24/2025 9:38 am CDT

Report Editor | Generate the Report

Tool Search: Period Detail Batch

The Period Detail Batch Report prints individual student attendance reports that are suitable for handing out. A School or Calendar must be selected in the Campus Toolbar for the report editor to appear. The report can be sorted by the student name, grade level or student number. This report also includes students who have no attendance events in the selected terms.



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Period De	etail Bat	ch Repo	rt ☆		
Attendance Perio	od Detail Bate	ch Report			
This report wi students. This	ll batch print st is a very comp	udent attendand plex report, so t	ce period detail, 1 page or 2 try to limit the number of stu	pages per stu dents run per t	dent suitable for handing out to patch.
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		10			
		11 12			
0		12 V			
O A	d Hoc Filter				×
Which to	erms would y	you like to inc	lude in the report?		
AIT	Terms	^			
T1 (07/28/2021 - 1	0/17/2021)			
12 (10/18/2021 - 1 01/01/2022 - 0	2/31/2021) 4/03/2022)			
T4 (04/04/2022 - 0	6/10/2022)			
		~			
CTRL	-click or SHIFT	-click to select r	multiple		
Which At	ttendance Su	mmaries wou	uld vou like to include in	the report?	
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✓ Da	v Summarv				
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Refresh Show	v top 50 🔍	✓ tasks submit	tted between 01/03/2022	and 01/10	0/2022
Batch Queue Queued Time	List	Report Title		Status	Download
			Period Detail Ba	itch	

See the <u>Attendance Reports Tool Rights</u> article for information on available tool rights.



Attendance entries that have not been given an excuse (i.e., Unknown entries) print on this report.

This report format is also used when printing the Period Detail Report from a single student's <u>Attendance</u> tab.

Report Editor

The following information details the different areas of the Period Detail Batch Report editor.

Options	Description
Student Options	When choosing what students should be included in the report, users can choose students either by Grade or by a previously created Ad hoc Filter. Grade options available depend on the School selected in the Campus Toolbar. Multiple grades can be chosen, but the report can only be run for one Ad hoc Filter at a time.
Term Options	Users have the option of selecting one or multiple Terms to appear in the report. Term options are determined by the School selected in the Campus Toolbar and are set in the <u>Terms</u> tab of the Calendar. All terms are selected by default. The dates of the terms also display.
Attendance Summaries Options	 Attendance information in the Period Detail Batch Report can be grouped in four different Summary Types, Course, Period, Day and Term. Course - Groups excused absences, unexcused absences and tardies by the course. Period - Groups excused absences, unexcused absences and tardies by the period. Day - Groups attendance events based on the day they occurred , also grouped by period. Attendance event codes are defined in gray under the date Term - Groups absences, early releases and tardies by the terms selected in the report editor also grouped by period.
Sort Options	The report can be sorted by Student Name , by Grade or by Student Number .
Report Orientation	The Period Detail Batch Report can be generated in either Portrait or Landscape format.
Non- Instructional Periods	Attendance taken in periods marked as Non-Instructional can also display on the report, if desired. If this checkbox is not marked, only attendance from Instructional periods prints. When selected, the attendance taken in non-instructional periods is included in each of the attendance summaries. This is based on the period being marked as Non-Instructional on the <u>Calendar Periods</u> tab for each period schedule. If a period is marked as non-instructional in one period schedule and instructional in another period schedule, it always displays.



Options	Description
Report Format	Determines how the report generates - in PDF or DOCX format.
Report Generation	 Two buttons are available for report generations: Generate Report - displays the report instantly. Submit to Batch - sends the report to the <u>Batch Queue</u> for generation at a specified time. This option is recommended when generating the report for a large number of students.

Generate the Report

- Indicate which Students should appear in the report by selecting Grades or an Ad hoc Filter.
- 2. Indicate which **Terms** should appear in the report.
- 3. Select which Attendance Summaries should appear in the report.
- 4. Indicate how the report should be **Sorted** by **Student Name**, by **Grade** or by **Student Number**
- 5. Determine how the report page layout should print in Portrait or Landscape.
- 6. Determine if Non-Instructional period attendance should display on the report.
- 7. Select the desired **Report Format**.
- 8. Click **Generate Report** to generate the batch report in PDF format immediately, or use the **Submit to Batch** to choose when a report generates.



High School						Student Period Attendance Detail Amber Student ID#: 123456 Grade: 12 DOB: 09/23/2001								
Terms Included Course Summa	I: All T	Terms			.Bo i				Per	riod Su	mmary			
	Cours	se		Ex	cused	Unexcuse	d Tai	rdy			Period	Excused	Unexcused	Tardy
322-1 Tutoring					0	0	2	2			00	0	1	0
000-51 Advisory					0	1	0	0			01	0	2	0
707.2 Economic	ē				0	2		2			02	0	0	2
842-2 Calculus I	.5				õ	Ő	1	1			00	0	U	2
Day Summary						Perio	ds							
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Date		- 00	01	02	03	04	05			08	09			
09/24/2018 1							Т							
09/07/2018 1			A	T										
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Ger	Iteration Student Period Attendance Detail Senior High School Ann Student 422 Ischool Avenue NW, Any Town MN 55555 ID#: 123456 Grade: 09 DOB: 05/14/1996 nerated on 09/21/2011 01:43:07 PM Page 1	Student Period Attendance Detail Ann Student ID#: 123456 Grade: 09 DOB: 05/14/1996					
Period Summary Period 1b 2a 2b 3a 3b 4a 4b ext	Excused 2Unexcused 0TardyAttendance data for only Term 2 prints and only for instructional course periods (periods W, Eb and 1 are marked as 2200200200200200200200						
Day Summary Date 11/10/2010 Regular Description: Illness 11/08/2010 Regular Description: Illness	Periods Only the Period and Day Atrendance Summaries are selected for printing. 1b 2a 2b 3a 3b 4a 4b ext 1 2 Ex4b Ex4b						
	This Period Detail Batch Report prints in Landscape Report Orientation and is sorted by Student Number.						

For students who have perfect attendance for the selected term(s), the report includes a page for the student with a note that indicates there are no attendance records for the student.

