Period Detail Batch

Last Modified on 12/14/2025 8:45 pm CST

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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.

Period Detail Batch

See the Attendance Reports Tool Rights 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 Attendance 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 Terms 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 Calendar Periods 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 Batch Queue for generation at a specified time. This option is recommended when generating the report for a large number of students.

Generate the Report

1. 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.

2018-19 High School Generated on 04/25/2019 10:30:51 AM Page 1	Student Period Attendance Detail Amber Student ID#: 123456 Grade: 12 DOB: 09/23/2001

Terms Included: All Terms

Course Summary

Course	Excused	Unexcused	Tardy
322-1 Tutoring	0	0	2
000-51 Advisory	0	1	0
084-1 AVID 12 I	0	2	0
707-2 Economics	0	0	2
842-2 Calculus I	0	0	1

Period Summary

Period	Excused	Unexcused	Tardy
00	0	1	0
01	0	2	0
02	0	0	1
05	0	0	2

Day Summary

					Periods					
Date	00	01	02	03	04	05	06	07	08	09
09/24/2018 1						T				
09/07/2018 1		A	T							
Comments: 8:25										
09/05/2018 1						T				
09/04/2018 1	A	A								

Term Summary

					Periods					
Q1	00	01	02	03	04	05	06	07	08	09	Total
Absent	1	2	0	0	0	0	0	0	0	0	3
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	1	0	0	2	0	0	0	0	3

Q2	00	01	02	03	04	05	06	07	08	09	Total
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0

Q3	00	01	02	03	04	05	06	07	08	09	Total
Absent	0	0	0	0	0	0	0	0	0	0	0

Period Detail Batch - DOCX Format

Period Detail Batch - PDF Format in Portrait Layout

10-11
Senior High School
4321 School Avenue NW, Any Town MN
Generated on 09/21/2011 01:26:47 PM   Page 1

Student Period Attendance Detail
Ann Student
ID#:123456 Grade: 09 DOB: 05/14/1996

Course Summary

Course	Excused	Unexcused	Tardy
4610C-4 Algebra I	0	1	0
9901-1 Freshman Wednesday Advisory	2	0	0
3420-2 Careers/Foods 9	4	0	0
1811-1 Success 1	1	0	0
4610B-8 Algebra I	4	0	0
6001-1 Basic Int Science	2	0	0
6450-4 World Geography	2	0	0
2281-2 Basic Reading/English	2	0	0

Period Summary

Period	Excused	Unexcused	Tardy
1a	1	0	0
1b	2	0	0
2a	2	0	0
2b	2	1	0
3a	2	0	0
3b	2	0	0
4a	2	0	0
4b	2	0	0
ext	2	0	0

Day Summary

Date	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2
04/01/2011 Regular						A							
11/10/2010 Regular			ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb		
Description: Illness													
11/08/2010 Regular			ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb			
Description: Illness													

*All **Attendance Summaries** are selected as are **Non-Instructional** period attendance.*

Term Summary

1	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2	Total
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2	Total
Absent	0	0	1	2	2	2	2	2	2	2	2	0	0	17
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2	Total
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2	Total
Absent	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Attendance data for **All Terms** prints in Term order.*

*This Period Detail Batch prints in **Portrait Report Orientation** and is sorted by **Student Name**.*

Period Detail Batch - PDF Format in Landscape Layout

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.

Period Detail Batch - Perfect Attendance