

Attendance Profile Batch Print Report (Kentucky)

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Tool Search: Attendance Profile Batch Print Report

This information is specific to Kentucky districts.

The Attendance Profile Batch Print Report allows users to batch print student attendance profile reports for multiple students within a school en masse. The Attendance Profile Batch Print Report includes detailed attendance information, including check-in and check-out times, in-district and out-of-district transferred attendance summaries, and enrollment information. The Profile is used by Kentucky districts as both a reference for school staff and as a legal document to be presented in truancy-related court proceedings.

Attendance Profile Batch Print Report ☆

Attendance Profile Batch Print

This tool allows for the batch printing of the Attendance Profile, previously only available from the student's Attendance Tab, for multiple students within the selected calendar and enrollment dates.

This tool allows users access to protected student information and rights to this tool should be limited to users who already have rights to view the student's Attendance tab.

Extract Options

Enrolled Between --

Select Students

Grade

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08

Ad Hoc Filter

Sort Options

Student Name Grade

Print Options

Single Sided Double Sided

Show top tasks submitted between and

Batch Queue List			
Queued Time	Report Title	Status	Download

Attendance Profile Batch Print Report

Tool Rights

To batch print profiles using this tool, users must have at least R(ead) rights to the Attendance Profile Batch Print Report.

Access to this tool should be restricted to users with rights to view private student data.

Tool Rights ☆
000-All-Users

Group Tool Rights Editor

Search Campus Tools
Enter text to search for matching tools...

Tool Rights

▶ Instruction	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Student Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Attendance Office	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Attendance Management	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Attendance Communication	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ Student Attendance	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Teacher Attendance	<input checked="" type="checkbox"/> All				
▼ Reports	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
ADM and ADA Detail Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Profile Batch Print Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Reason Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Register	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Audit Attendance Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior Attendance Audit Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Consecutive Absence Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Day Count KY Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Day Count Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Dialer Extract	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Federal Chronic Absenteeism Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Funding Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Home & Hospital Attendance Register	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lunch Counts	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Period Count Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Period Detail Batch Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Sub Attendance Roster Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Attendance Profile Batch Print Tool Rights

Generate the Report

1. Enter the **Enrolled Between** dates. Only students enrolled in the selected school between this time frame are included in the report.
2. Select which **Grade(s)** will be included in the report.
3. Select the **Sort Option**. You can have profiles sorted by Student Name or Grade.
4. Select the **Print Option**. Single Sided is selected by default and will print one page per student attendance profile. Double Sided will add a blank page between every profile that ends in an odd number of pages.
5. Click **Print Profiles** to generate the report immediately or select **Submit to Batch** to schedule when the report will generate. If Submit to Batch is selected, once the report has completed processing it will be available in the Batch Queue List.

Attendance Profile Layout

The following tables detail each section of the Attendance Profile.

- [Student List](#)
- [Header, Student Information and Enrollments](#)
- [Accumulative Attendance Detail](#)
- [Student Attendance Profile Detail](#)

Student List

The first information you will see is a list of all students included in the batch print.

Attendance Profile Batch Print			
24-25 Crosby Middle 07/01/2024-06/30/2025			
Generated: 06/28/2024 Sort by Student Name			
All Grades			
Last Name	First Name	Grade	SSID
	Alyssa	07	
	Lilah	07	
	Silas	07	
	Destiny	08	
	Kamla	07	
	Ali	07	
	Zachari	07	
	Bryce	07	
	Colin	07	
	Arbay	07	
	Nevaeh	08	
	Jett	07	
	Yahir	08	
	Alyssah	08	
	Calvin	07	
	Zander	08	
	Jeileen	07	
	Dallas	07	
	Keagan	07	
	Hussain	07	
	Brianna	08	
	Ledgend	08	
	Na Tiyah	08	
	Nevaeh	08	

Attendance Profile Batch Print Report Output

Header, Student Information and Enrollments

After the student list, you will see each student's attendance profile report.

Student Profile Attendance Report

Printed on: 06/28/2024 09:34:33 AM

Year: 2024-2025

Alyssa

4624 SHENANDOAH DR, LOUISVILLE, KY 40241

(999)555-4961

ID#: Grade: DoB:

Student Information

Student Homeroom: Homeroom Teacher:

Student Guardian Name:

Student Race/Ethnicity: White

Student Gender: F

Enrollments

District Name	School Name	School #	Schedule Structure	Type	Start Date	End Date
JEFFERSON COUNTY PUBLIC SCHOOLS	Crosby Middle	119		P	07/01/2024	

Excluded Enrollments

District Name	School Name	School #	Exclude Reason	Type	Start Date	End Date
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Accumulative Attendance Detail - District Level

Accumulative Days Present	Accumulative Days Absent	Days Absent Excused	Days Absent Unexcused
0.00	0.00	0.00	0.00

Attendance Profile Batch Print Report Output for an Individual Student

Header

Field	Description	Format	Campus Location
Year	Current school year, as indicated on the Campus toolbar.	e.g. 2009-2010	Campus toolbar
Student Name	Student's full name. Reports in First Name, Middle Name, Last Name format.	Alphanumeric	Census > People > Demographics > First Name, Middle Name, Last Name
Student Address	The address of the student.	Alphanumeric	Census > Households > Address Fields
Phone Number	Phone number of the student.	(###)###-###	Census > People > Demographics > Personal Contact Info > Other Phone
ID#	The student's state ID number	Numeric	Census > People > Demographics > Person Identifiers > Student State ID
Grade	The grade level of the student's enrollment.	Alphanumeric	Student Information > General > Enrollments > Grade

Date of Birth	The student's birth date.	MM/DD/YYYY	Census > People > Demographics > Birth Date
Student Information			
Field Name	Description	Format	Campus Location
Student Homeroom	The room number of the student's most recent homeroom section.	###	Scheduling & Courses > Courses > Section Information > Homeroom AND Student Information > General > Schedule
Homeroom Teacher	The student's homeroom teacher.	Alphanumeric	Scheduling & Courses > Courses > Section Information > Primary Teacher AND Student Information > General > Schedule
Student Guardian Name	The name of the guardian from the student's primary household. If more than one guardian exists, the name of the first guardian created within Campus will appear.	Alphanumeric	Census > People > Relationships > Guardian and Name
Student Race/Ethnicity	The description of the student's race/ethnicity corresponding to the following codes: <ol style="list-style-type: none"> 1. Hispanic/Latino 2. American Indian or Alaska Native 3. Asian 4. Black or African American 5. Native Hawaiian or Other Pacific Islander 6. White 7. 2 or more Races 	Alphanumeric	Census > People > Demographics > Race/Ethnicity
Student Gender	The gender of the student.	M or F	Census > People > Demographics > Gender
Enrollments			
Field Name	Description	Format	Campus Location

District Name	The name of the district in which the student is enrolled.	Alpha, 30 characters	School & District Settings > District > District Information > Name
School Name	The full name of the school in which the student is enrolled.	Alphanumeric	School & District Settings > Schools > School Information > Name
School #	The identification number of the school.	###	School & District Settings > Schools > School Information > Number
Type	The type of enrollment.	Alpha, 1 character	Student Information > General > Enrollments > Type
Start Date	The start date of the student's enrollment.	Date field, MM/DD/YYYY	Student Information > General > Enrollments > Start Date
End Date	The end date of the student's enrollment.	Date field, MM/DD/YYYY	Student Information > General > Enrollments > End Date

If the student has multiple enrollments, they will be listed starting with the most recent. Selected transfer enrollments will also appear on the Profile.

Accumulative Attendance Detail

The Accumulative Attendance Detail sections of the Attendance Profile reports totals for various types of attendance events. This section comes in two parts, one for all enrollments of that student in the district and one sorted by each school into which the student is enrolled.

Accumulative Attendance Detail - District Level				
<u>Accumulative Days Present</u> 174.50	<u>Accumulative Days Absent</u> 0.50	<u>Days Absent Excused</u> 0.50	<u>Days Absent Unexcused</u> 0.00	
<u>Total Tardies</u> 1	<u>Total Tardies Excused</u> 1	<u>Total Tardies Unexcused</u> 0		
<u>Absent Events</u> 1	<u>Absent Events Excused</u> 1	<u>Absent Events Unexcused</u> 0		
<u>EHO</u> 0.00	<u>BI</u> 0.00	<u>AFD</u> 0.00	<u>AFR</u> 0.00	<u>ATA</u> 0.00

Field	Description	Format
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Accumulative Days Present	The total number of days present during the school year.	###.##
Accumulative Days Absent	The total number of days absent during the school year.	###.##
Days Absent Excused	The total number of excused absences during the school year.	###.##
Days Absent Unexcused	The total number of unexcused absences during the school year.	###.##
Total Tardies	The whole number total of tardies during the school year.	###
Total Tardies Excused	The whole number total of excused tardies during the school year.	###
Total Tardies Unexcused	The whole number total of unexcused tardies during the school year.	###
Absent Events	The whole number total of attendance events which were absences.	###
Absent Events Excused	The whole number total of attendance events which were excused absences. The last event code of the day determines if the absence is excused or unexcused.	###
Absent Event Unexcused	The whole number total of attendance events which were unexcused absences. The last event code of the day determines if the absence is excused or unexcused.	###
EHO	The total number of attendance events marked with the state code of EHO, which indicates an Educational Enhancement Opportunity (Limit 10 FTE days in a calendar, as enforced on the Attendance tool).	##.##
BT	The total number of attendance events marked with the state code of BT, which indicates a Basic Training day (Limit 10 FTE days in a calendar, as enforced on the Attendance tool).	##.##
AFD	The total number of attendance events marked with the state code of AFD, which indicates an Armed Forces Day (Limit 2 FTE days in a calendar, as enforced on the Attendance tool).	#.##
AFR	The total number of attendance events marked with the state code of AFR, which indicates an Armed Forces Recuperation day (Limit 10 FTE days in a calendar, as enforced on the Attendance tool).	##.##
ATA	The total number of attendance events marked with the state code of ATA, which indicates an Athletic Tournament Attendance day (Limit 2 FTE days in a calendar, as enforced on the Attendance tool).	#.##

Student Attendance Profile Detail

This section of the Kentucky Attendance Profile provides details for each individual attendance event.

Student Attendance Profile Detail									
Term	Date	Day	Action Code	Check Out	Check In	% FTE Absent	WDHD Day Absent	Status	Attendance Code
T1	08/26/2015	Wed	Tardy	02:45 PM		3	0	U	F-UNEXCUSED ABSENCE
T1	08/17/2015	Mon	Absent			100	100	E	D-DOCTOR EXCUSED ABSENCE
T1	08/12/2015	Wed							E01-First enrollment of the year

Field	Description	Format
% FTE Absent	The amount of time of the attendance event expressed as a percentage of a full day.	###
Action Code	The status of the attendance event, such as absent, tardy, etc.	Alphanumeric
Attendance Code	The locally-defined attendance code.	Alphanumeric
Check In	The time at which the student checked back in.	HH:MM AM/PM
Check Out	The time at which the student checked out	HH:MM AM/PM
Date	The date on which the attendance event took place.	MM/DD/YYYY
Day	Abbreviation of the day of the week on which the attendance event took place.	e.g. Mon, Thur
Status	The status of the attendance event as (E)excused, (U)unexcused or (X)exempt.	E, U or X
Term	The term number of the term in which the attendance event took place.	#
WDHD Day Absent	The amount of time of the attendance event in whole days/half days expressed as a percentage (100, 50 or 0).	###