

# Attendance Profile Batch Print Report (Kentucky)

Last Modified on 10/21/2024 8:20 am CDT

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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.

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**Extract Options**

Enrolled Between  --

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**Select Students**

Grade 

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

Ad Hoc Filter

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**Sort Options**

Student Name  Grade

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**Print Options**

Single Sided  Double Sided

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

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

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

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

<b>Accumulative Attendance Detail - District Level</b>				
<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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<b>Accumulative Days Present</b>	The total number of days present during the school year.	###.##
<b>Accumulative Days Absent</b>	The total number of days absent during the school year.	###.##
<b>Days Absent Excused</b>	The total number of excused absences during the school year.	###.##
<b>Days Absent Unexcused</b>	The total number of unexcused absences during the school year.	###.##
<b>Total Tardies</b>	The whole number total of tardies during the school year.	###
<b>Total Tardies Excused</b>	The whole number total of excused tardies during the school year.	###
<b>Total Tardies Unexcused</b>	The whole number total of unexcused tardies during the school year.	###
<b>Absent Events</b>	The whole number total of attendance events which were absences.	###
<b>Absent Events Excused</b>	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.	###
<b>Absent Event Unexcused</b>	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.	###
<b>EHO</b>	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 <a href="#">Attendance</a> tool).	##.##
<b>BT</b>	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 <a href="#">Attendance</a> tool).	##.##
<b>AFD</b>	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 <a href="#">Attendance</a> tool).	#.##
<b>AFR</b>	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 <a href="#">Attendance</a> tool).	##.##
<b>ATA</b>	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 <a href="#">Attendance</a> 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
<b>% FTE Absent</b>	The amount of time of the attendance event expressed as a percentage of a full day.	###
<b>Action Code</b>	The status of the attendance event, such as absent, tardy, etc.	Alphanumeric
<b>Attendance Code</b>	The locally-defined attendance code.	Alphanumeric
<b>Check In</b>	The time at which the student checked back in.	HH:MM AM/PM
<b>Check Out</b>	The time at which the student checked out	HH:MM AM/PM
<b>Date</b>	The date on which the attendance event took place.	MM/DD/YYYY
<b>Day</b>	Abbreviation of the day of the week on which the attendance event took place.	e.g. Mon, Thur
<b>Status</b>	The status of the attendance event as (E)excused, (U)unexcused or (X)exempt.	E, U or X
<b>Term</b>	The term number of the term in which the attendance event took place.	#
<b>WDHD Day Absent</b>	The amount of time of the attendance event in whole days/half days expressed as a percentage (100, 50 or 0).	###