

Behavior Attendance Audit Report

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

[Report Logic](#) | [Report Editor](#) | [Link Behavior Records and Attendance Records](#) | [Generate the Behavior Attendance Audit Report](#) | [Behavior Attendance Audit Report Layout](#)

Tool Search: Behavior Attendance Audit

The Behavior Attendance Audit Report identifies students who have behavior resolutions not linked to an entry in their attendance record or have specified attendance codes not covered by a behavior resolution. If attendance modification from Behavior Management has been enabled, the Behavior Attendance Audit report displays instances where an attendance record was created from a behavior resolution.

This report is also available from the [Attendance Office Reports](#) and from the [Behavior Office Reports](#) toolset.

☰
🔍 Search for a tool or student

Behavior Attendance Audit ☆

Behavior > Reports > Behavior Attendance Audit

Behavior Attendance Audit Report

This report is used to audit attendance populated from a behavior resolution. There are three sections:

- Behavior Resolutions without a selected corresponding Attendance Code, which displays days where there should be an attendance code populated from a behavior resolution.
- Attendance without any corresponding Behavior Resolution, which displays days where there is a behavior-linked attendance code but no behavior resolution
- Attendance created from a Behavior Resolution, which displays days with an attendance code populated from a behavior resolution.

Select Dates

Date Range To

School Month

- 1 (07/30/2019 - 08/23/2019)
- 2 (08/26/2019 - 09/20/2019)
- 3 (09/23/2019 - 10/18/2019)
- 4 (10/21/2019 - 11/15/2019)
- 5 (11/18/2019 - 12/13/2019)
- 6 (12/16/2019 - 01/10/2020)
- 7 (01/13/2020 - 02/07/2020)
- 8 (02/10/2020 - 03/06/2020)
- 9 (03/09/2020 - 04/03/2020)
- 10 (04/06/2020 - 05/01/2020)
- 11 (05/04/2020 - 05/29/2020)
- 12 (06/01/2020 - 06/26/2020)

Exclude Non-Instructional Periods

Select Students:

Grade

- 09
- 10
- 11
- 12

Ad Hoc Filter

Select Resolution Types and Attendance Codes

Resolution Types

Flagged as attendance-related (4)

All resolution types (90)

- BA: Behavior Attendance Suspension
- 33: In-School Suspension
- 31: Suspension
- 07: Teacher Suspension

Attendance Codes

Flagged as behavior-related (3)

All attendance codes (30)

- BA: Behavior Attendance
- IH: Inhouse
- SUS: Suspended

Select a Report Type

All Reports

Behavior Resolutions without a selected corresponding Attendance Code

Attendance without any corresponding Behavior Resolution

Attendance created from a Behavior Resolution

Select a Print Sort Order

Student Name

Report Format:

Behavior Attendance Audit Report

For states that do not use School Months, that option does not display on the Report Editor.

Report Logic

Students who have **Behavior Resolutions without a selected corresponding Attendance Code** are included in the report when:

- The student has one or more of the selected behavior resolutions.
- The behavior resolution start or end date falls between the date range specified or within the School Month specified.
- The student does not have one or more of the selected attendance codes in every scheduled period with an attendance-taking course during the time of the behavior resolution.
 - Start and End times of the resolution are considered. If the resolution begins at 1pm, the student only needs to have an attendance record in periods from 1pm to the end of the day.
 - Roster start and end times are considered. The student does not need to have attendance in a period for a course-section that has been dropped or that starts in the future.
 - Non-instructional periods are considered if there is an attendance-taking course in the period unless the Exclude Non-Instructional Periods option is selected on the report editor.

Students who have an **Attendance without any corresponding Behavior Resolution** are included in the report when:

- The student's attendance data has one or more of the selected attendance codes between the date range specified.
- There is not an attendance-linked behavior resolution between the date range specified.

Students who have **Attendance created from a Behavior Resolution** are included in the report when:

- The student has an attendance record created from a behavior resolution between the entered date range.
- The resolution type and attendance code were selected in the report options.

Resolution Types that are not active during the date range or school month selected are not included in reported data.

Behavior resolutions that start the last minute of a period or end the first minute of a period are ignored.

Report Editor

The following fields are available for selection.

Field	Description
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Field	Description
Select Dates	<p>Enter a Date Range to return behavior/attendance data that occurred on or after the From date and on or before the To date. Dates are entered by typing in <i>mmdyy</i> format or by using the calendar icon to select a date.</p> <p>For states that use School Months, select which school months to include in the report. Note that dates must be entered on the School Month editor for dates to be listed here.</p>
Exclude Non-Instructional Periods	<p>If marked, non instructional periods are excluded from reported data.</p> <p>This option is not available for Kentucky users.</p>
Select Students	<p>Students can be selected by choosing either a Grade level or a saved Ad hoc Filter.</p> <ul style="list-style-type: none"> • If choosing a Grade Level, only those grade levels in the selected calendar are listed. All students (in all grade levels) can also be selected. • If choosing an Ad hoc Filter, only those students included in the filter are included in the report, assuming they meet other reporting logic and business rules.
Selection Resolution Types and Attendance Codes	<p>Determine which Resolution Types to include in the report:</p> <ul style="list-style-type: none"> • Flagged as attendance-related - Only behavior resolutions with a resolution type marked as attendance-related are included in reported data. • All resolution types - All behavior resolution data is used for generating report data. <p>Determine which Attendance Codes to include in the report:</p> <ul style="list-style-type: none"> • Flagged as behavior-related - Only attendance records with attendance codes marked as behavior-related are included in reported data. • All attendance codes - All attendance data is used for generating report data.

Field	Description
Select a Report Type	<p>Selection which audit information to display:</p> <ul style="list-style-type: none"> • All Reports - Selecting the All Reports option includes all three sub-reports within the report. • Behavior Resolutions without a selected corresponding Attendance Code - This report generates a list of all students who have the selected behavior resolution(s) with an attendance code that does not match an attendance code selected on the report editor or with no attendance code at all. • Attendance without any corresponding Behavior Resolution - This report generates a list of students who have an attendance record with an attendance code matching the attendance code(s) selected on the report editor but the attendance record is not tied to a behavior resolution. • Attendance created from a Behavior Resolution - This report generates a list of all behavior resolutions which created an attendance record(s) within the Date Range or School Month selected on the report editor.
Select a Print Sort Order	<p>Options for data sorting on the report are dependent on the options chosen for Display.</p> <ul style="list-style-type: none"> • If Behavior Resolutions without a selected corresponding Attendance Code is selected, sort options include Student Name, Date, Grade or Resolution Date. • If Attendance without any corresponding Behavior Resolution is selected, sort options include Student Name, Date, Grade or Attendance Code. • If Attendance created from a Behavior Resolution is selected, sort options include Student Name, Date, Grade, Resolution Type or Attendance Code.
Report Format	All of the report types can be generated in either PDF or DOCX format.

Link Behavior Records and Attendance Records

This report looks for inconsistencies in behavior and attendance data when behavior records are linked to attendance records. The following steps should be followed to use this functionality.

Task	Tool
Mark the appropriate attendance codes that relate to behavior resolutions.	Attendance Codes

Task	Tool
Mark the appropriate behavior resolution types to allow for attendance modification.	Resolution Types
Create a behavior incident , assigning events and participants .	Behavior Management Behavior Referral
Enter a behavior resolution for the event participants.	Behavior Management Student Behavior
Verify the entered behavior event and resolution, and mark the incident complete .	Behavior Management
Verify the behavior event displays on the student's behavior tab.	Student Behavior
Verify the attendance tab displays an entry for the behavior resolution.	Student Attendance
Generate a report looking for any inconsistencies in linked behavior/attendance records.	Behavior Attendance Audit Report

Generate the Behavior Attendance Audit Report

A calendar must be selected in the Campus toolbar in order to generate the report.

1. Select the students to include in the report by choosing a **Grade** level or an **Ad hoc Filter**.
2. Enter the desired **Date Range** or select the desired **School Months**.
3. Select the desired **Resolution Types** and **Attendance Codes** to include.
4. Determine what information to include on the report by marking the **Behavior without Valid Attendance** checkbox, the **Attendance without any Behavior Resolutions** checkbox or both options.
5. Select the desired **Print Sort Order**.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button. The selected report type(s) display in the selected format.

Behavior Attendance Audit Report Layout

[All Reports](#) | [Behavior Resolutions without a selected Corresponding Attendance Code](#) | [Attendance without any Corresponding Behavior Resolution](#) | [Attendance Created from a Behavior Resolution](#)

The Behavior Attendance Audit Report is broken into three specific sub-reports.

All Reports

Selecting the All Reports option includes all three sub-reports within the report.

19-20 High School <small>Generated on 03/02/2020 10:50:01 AM Page 1 of 1</small>	Behavior Attendance Audit Report <small>Date Range: 09/01/2019 - 10/31/2019</small> <small>Resolution Type: All attendance-related Attendance Code: All behavior-related</small> <small>All Grades Sort by: Student Name</small> <small>Grade Count: 4</small>																																																																						
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Behavior Attendance Audit Report

Behavior Resolutions without a selected Corresponding Attendance Code

This report generates a list of all students who have the selected behavior resolution(s) with an attendance code that does not match an attendance code selected on the report editor.

Behavior Resolutions without a selected corresponding Attendance Code (2 records)									
Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time	Attn Code	Attn Date
Student, David (123456)	09	Vulgar Behavior	09/10/2019 15:00	78783	Teacher Suspension	09/12/2019 00:00	09/12/2019 23:59		09/12/2019
Student, Donald (234567)	12	Defiance/Disrespect	09/11/2019 13:34	78787	In-School Suspension	09/13/2019 00:00	09/13/2019 23:59		09/13/2019

Behavior Attendance Audit Report - No Attendance Code

Column	Description	Campus Database	Campus Location
Student Name and Number	The reporting student's name and student number.	Identity.firstName Identity.lastName Person.studentNumber	Census > People > Demographics > First Name, Last Name, Student Number

Column	Description	Campus Database	Campus Location
Grade	The reporting student's grade level.	Student.grade	Student Information > General > Enrollments > Grade
Incident Title	The title of the behavior incident tied to an attendance record(s).	BehaviorIncident.title	Behavior > Behavior Management > Incident Detail Information > Incident Title
Incident Date & Time	The date and time in which the behavior incident was recorded.	BehaviorIncident.timestamp	Behavior > Behavior Management > Incident Detail Information > Date of Incident, Time of Incident
Res ID	The Resolution ID of the behavior resolution tied to the behavior incident.	BehaviorResolution.resolutionID	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details

Column	Description	Campus Database	Campus Location
Res Name	The name of the behavior resolution for the behavior incident.	BehaviorResolution.name	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution Type
Res Start Date & Time	The time and date in which the behavior resolution began.	BehaviorResolution.discAssignDate	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution Start Date, Resolution Start Time
Res End Date & Time	The time and date in which the behavior resolution ended.	BehaviorResolution.endDate	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution End Date, Resolution End Time

Column	Description	Campus Database	Campus Location
Attn Date	The date of the student's attendance record that is missing an attendance code generated from the behavior resolution.	Attendance.date	Student Information > General > Attendance > Date

Attendance without any Corresponding Behavior Resolution

This report generates a list of students who have an attendance record with an attendance code matching the attendance code(s) selected on the report editor but the attendance record is not tied to a behavior resolution.

Attendance without any corresponding Behavior Resolution (5 records)			
Student Name and Number	Grade	Attn Code	Attn Date
Student, Angela (345678)	11	SUS	09/10/2019
Student Angela, (345678)	11	SUS	09/09/2019
Student, Benson (456789)	11	SUS	09/06/2019
Student, Benson (456789)	11	SUS	09/05/2019
Student, Caroline (567890)	11	IH	09/04/2019

Behavior Attendance Audit Report - No Behavior Resolution

Column	Description	Campus Database	Campus Location
Student Name and Number	The reporting student's name and student number.	Identity.firstName Identity.lastName Person.studentNumber	Census > People > Demographics > First Name, Last Name, Student Number
Grade	The reporting student's grade level.	Student.grade	Student Information > General > Enrollments > Grade
Attn Code	The attendance code for the attendance record.	AttendanceExcuse.code	Student Information > General > Attendance > Code

Column	Description	Campus Database	Campus Location
Attn Date	The date of the student's attendance record that has a behavior-linked attendance code but is not associated with a behavior resolution.	Attendance.date	Student Information > General > Attendance > Date

Attendance Created from a Behavior Resolution

This report generates a list of all behavior resolutions which created an attendance record(s) within the Date Range or School Month selected on the report editor.

Attendance created from a Behavior Resolution (13 records)									
Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time	Attn Code	Attn Date
Student, Dennis (678901)	09	Vulgar Behavior	09/10/2019 15:00	78784	Teacher Suspension	09/16/2019 00:00	09/16/2019 23:59	IH	09/16/2019
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Behavior Attendance Audit Report - Attendance from a Behavior Resolution

Column	Description	Location
Student Name and Number	The reporting student's name and student number.	Census > People > Demographics > First Name, Last Name, Student Number Identity.firstName Identity.lastName Person.studentNumber
Grade	The reporting student's grade level.	Student Information > General > Enrollments > Grade Student.grade
Incident Title	The title of the behavior incident tied to the behavior resolution which created an attendance record.	Behavior > Behavior Management > Incident Detail Information > Incident Title BehaviorIncident.title

Column	Description	Location
Incident Date & Time	The date and time in which the behavior incident was recorded.	Behavior > Behavior Management > Incident Detail Information > Date of Incident, Time of Incident BehaviorIncident.timestamp
Res ID	The Resolution ID of the behavior resolution tied to the behavior incident.	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details BehaviorResolution.resolutionID
Res Name	The name of the behavior resolution.	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution Type BehaviorResolution.name
Res Start Date & Time	The time and date in which the behavior resolution began.	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution Start Date, Resolution Start Time BehaviorResolution.startDate
Res End Date & Time	The time and date in which the behavior resolution ended.	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution End Date, Resolution End Time BehaviorResolution.endDate
Attn Code	The attendance code of the attendance record(s) created by the behavior resolution.	Student Information > General > Attendance > Code AttendanceExcuse.code
Attn Date	The date attendance records were created by the behavior resolution.	Student Information > General > Attendance > Date Attendance.date

