

# Behavior Attendance Audit Report

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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.

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## 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
<b>Select Dates</b>	<p>Enter a <b>Date Range</b> 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 <b>School Months</b>, 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>
<b>Exclude Non-Instructional Periods</b>	<p>If marked, non instructional periods are excluded from reported data.</p> <p>This option is not available for Kentucky users.</p>
<b>Select Students</b>	<p>Students can be selected by choosing either a <b>Grade</b> level or a saved <b>Ad hoc Filter</b>.</p> <ul style="list-style-type: none"> <li>• If choosing a <b>Grade</b> Level, only those grade levels in the selected calendar are listed. All students (in all grade levels) can also be selected.</li> <li>• If choosing an <b>Ad hoc Filter</b>, only those students included in the filter are included in the report, assuming they meet other reporting logic and business rules.</li> </ul>
<b>Selection Resolution Types and Attendance Codes</b>	<p>Determine which <b>Resolution Types</b> to include in the report:</p> <ul style="list-style-type: none"> <li>• <b>Flagged as attendance-related</b> - Only behavior resolutions with a resolution type marked as attendance-related are included in reported data.</li> <li>• <b>All resolution types</b> - All behavior resolution data is used for generating report data.</li> </ul> <p>Determine which <b>Attendance Codes</b> to include in the report:</p> <ul style="list-style-type: none"> <li>• <b>Flagged as behavior-related</b> - Only attendance records with attendance codes marked as behavior-related are included in reported data.</li> <li>• <b>All attendance codes</b> - All attendance data is used for generating report data.</li> </ul>

Field	Description
<b>Select a Report Type</b>	<p>Selection which audit information to display:</p> <ul style="list-style-type: none"> <li>• <b>All Reports</b> - Selecting the All Reports option includes all three sub-reports within the report.</li> <li>• <b>Behavior Resolutions without a selected corresponding Attendance Code</b> - 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.</li> <li>• <b>Attendance without any corresponding Behavior Resolution</b> - 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.</li> <li>• <b>Attendance created from a Behavior Resolution</b> - 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.</li> </ul>
<b>Select a Print Sort Order</b>	<p>Options for data sorting on the report are dependent on the options chosen for Display.</p> <ul style="list-style-type: none"> <li>• If <b>Behavior Resolutions without a selected corresponding Attendance Code</b> is selected, sort options include Student Name, Date, Grade or Resolution Date.</li> <li>• If <b>Attendance without any corresponding Behavior Resolution</b> is selected, sort options include Student Name, Date, Grade or Attendance Code.</li> <li>• If <b>Attendance created from a Behavior Resolution</b> is selected, sort options include Student Name, Date, Grade, Resolution Type or Attendance Code.</li> </ul>
<b>Report Format</b>	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 <b>appropriate attendance codes</b> that relate to behavior resolutions.	<a href="#">Attendance Codes</a>

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

## 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		Behavior Attendance Audit Report							
Generated on 03/02/2020 10:50:01 AM Page 1 of 1		Date Range: 09/01/2019 - 10/31/2019 Resolution Type: All attendance-related Attendance Code: All behavior-related All Grades Sort by: Student Name Grade Count: 4							
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 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	
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			
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
Student, Erik (789012)	09	Vulgar Behavior	09/10/2019 15:00	78783	Teacher Suspension	09/12/2019 00:00	09/12/2019 23:59	IH	09/12/2019
Student, Francine (890123)	09	Slurs	08/29/2019 19:56	78702	Teacher Suspension	09/05/2019 13:54	09/05/2019 15:25	IH	09/05/2019
Student, Francine (890123)	09	Slurs	08/29/2019 19:56	78701	Teacher Suspension	09/03/2019 13:54	09/03/2019 15:25	IH	09/03/2019
Student, George (901234)	10	Threat of physical violence	09/06/2019 16:46	78696	Suspension	09/09/2019 00:00	09/13/2019 23:59	SUS	09/13/2019
Student, George (901234)	10	Threat of physical violence	09/06/2019 16:46	78696	Suspension	09/09/2019 00:00	09/13/2019 23:59	SUS	09/12/2019

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 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
<b>Student Name and Number</b>	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
<b>Grade</b>	The reporting student's grade level.	Student.grade	Student Information > General > Enrollments > Grade
<b>Incident Title</b>	The title of the behavior incident tied to an attendance record(s).	BehaviorIncident.title	Behavior > Behavior Management > Incident Detail Information > Incident Title
<b>Incident Date &amp; Time</b>	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
<b>Res ID</b>	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
<b>Res Name</b>	The name of the behavior resolution for the behavior incident.	BehaviorResolution.name	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution Type
<b>Res Start Date &amp; Time</b>	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
<b>Res End Date &amp; Time</b>	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
<b>Attn Date</b>	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
<b>Student Name and Number</b>	The reporting student's name and student number.	Identity.firstName Identity.lastName Person.studentNumber	Census > People > Demographics > First Name, Last Name, Student Number
<b>Grade</b>	The reporting student's grade level.	Student.grade	Student Information > General > Enrollments > Grade
<b>Attn Code</b>	The attendance code for the attendance record.	AttendanceExcuse.code	Student Information > General > Attendance > Code

Column	Description	Campus Database	Campus Location
<b>Attn Date</b>	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
Student, Erik (789012)	09	Vulgar Behavior	09/10/2019 15:00	78783	Teacher Suspension	09/12/2019 00:00	09/12/2019 23:59	IH	09/12/2019
Student, Francine (890123)	09	Slurs	08/29/2019 19:56	78702	Teacher Suspension	09/05/2019 13:54	09/05/2019 15:25	IH	09/05/2019
Student, Francine (890123)	09	Slurs	08/29/2019 19:56	78701	Teacher Suspension	09/03/2019 13:54	09/03/2019 15:25	IH	09/03/2019
Student, George (901234)	10	Threat of physical violence	09/06/2019 16:46	78696	Suspension	09/09/2019 00:00	09/13/2019 23:59	SUS	09/13/2019
Student, George (901234)	10	Threat of physical violence	09/06/2019 16:46	78696	Suspension	09/09/2019 00:00	09/13/2019 23:59	SUS	09/12/2019

*Behavior Attendance Audit Report - Attendance from a Behavior Resolution*

Column	Description	Location
<b>Student Name and Number</b>	The reporting student's name and student number.	Census > People > Demographics > First Name, Last Name, Student Number  Identity.firstName Identity.lastName Person.studentNumber
<b>Grade</b>	The reporting student's grade level.	Student Information > General > Enrollments > Grade  Student.grade
<b>Incident Title</b>	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
<b>Incident Date &amp; Time</b>	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
<b>Res ID</b>	The Resolution ID of the behavior resolution tied to the behavior incident.	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details  BehaviorResolution.resolutionID
<b>Res Name</b>	The name of the behavior resolution.	Behavior > Behavior Management > Incident Detail Information > Add Resolution > Resolution Details > Resolution Type  BehaviorResolution.name
<b>Res Start Date &amp; Time</b>	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
<b>Res End Date &amp; Time</b>	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
<b>Attn Code</b>	The attendance code of the attendance record(s) created by the behavior resolution.	Student Information > General > Attendance > Code  AttendanceExcuse.code
<b>Attn Date</b>	The date attendance records were created by the behavior resolution.	Student Information > General > Attendance > Date  Attendance.date

