

# 1030 Extracts

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Tool Search: 10/30 Extracts

The 10/30 Extracts report all students who have an unexcused absence on the Count Date, have attended school before the Count Date, and will return to school within ten school days.

Students must be enrolled and scheduled for classes; however, students do not have to attend the school before the Count Date to be included in the extracts.

All schedule structures into which a student is enrolled will be reported.

## Generating a 10/30 Extract

1. Enter the **Count Date** in *mmdyyy* format or by clicking the calendar icon and selecting a date.
2. Choose the **Format**. This can be either Elementary Extract or Secondary Extract.
3. Choose a **Sort Option**. The extract can be sorted by Student Name or Grade.
4. Check the **Ignore Period Schedule** to ignore period schedules if there is more than one. Does not apply to the Course/Section extract.
5. Mark **Include Protected Identity Info** to report demographics fields from Census > People

> Identities > Active Identity > Protected Identity Information.

6. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users can submit a Student Assessment report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to be generated in the background without disrupting the use of Campus. See the [Batch Queue](#) article for more information about submitting a report to the batch queue.

## 10/30 Extracts

The following table lists the available 10 /30 Extracts.

Extract Name	Description
<b>Elementary Extract</b>	Reports students enrolled in Kindergarten or grades K-5 and absent for a whole day.
<b>Secondary Extract</b>	Reports students in grades 6 - 12 who were absent for one or more periods.
<b>Course/Section Extract</b>	Reports students in NCES SCED course sections who were absent in one or more course sections.