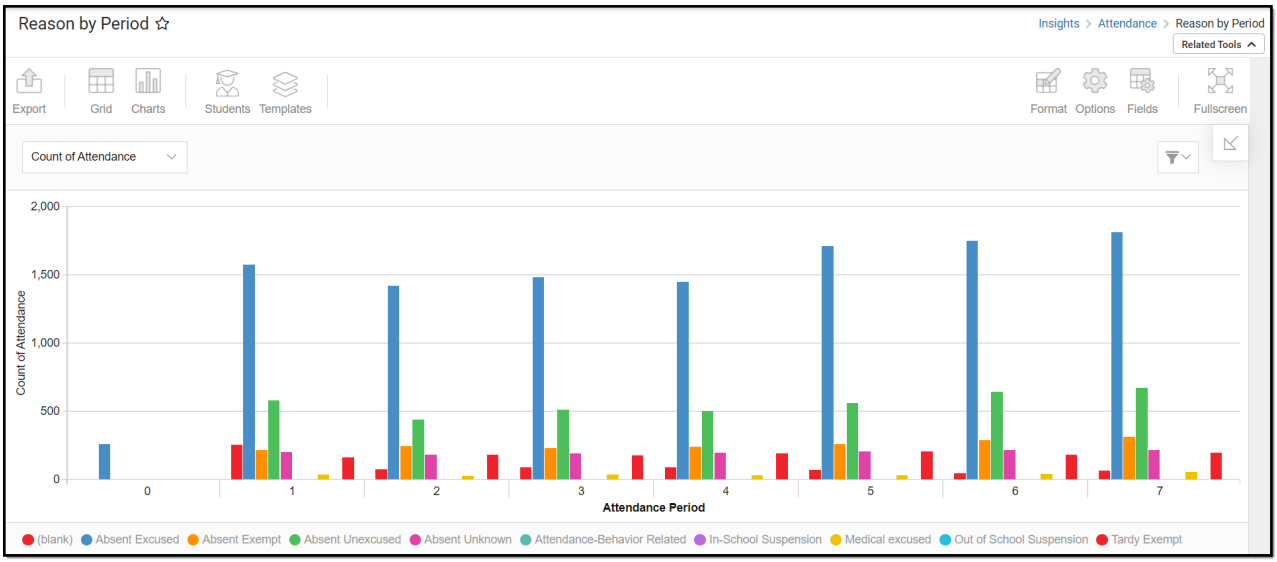
Reason by Period (Insights)

Last Modified on 10/28/2026 7:39 am CDT

This report is available with Campus Analytics Suite.

Tool Search: Reason by Period

Reason by Period displays the count of student absences by reason and attendance period. This graph is useful for understanding trends in the types of absences that occur during which attendance periods of the school day (for students with an Attendance GRAD Score between 50 and 100).



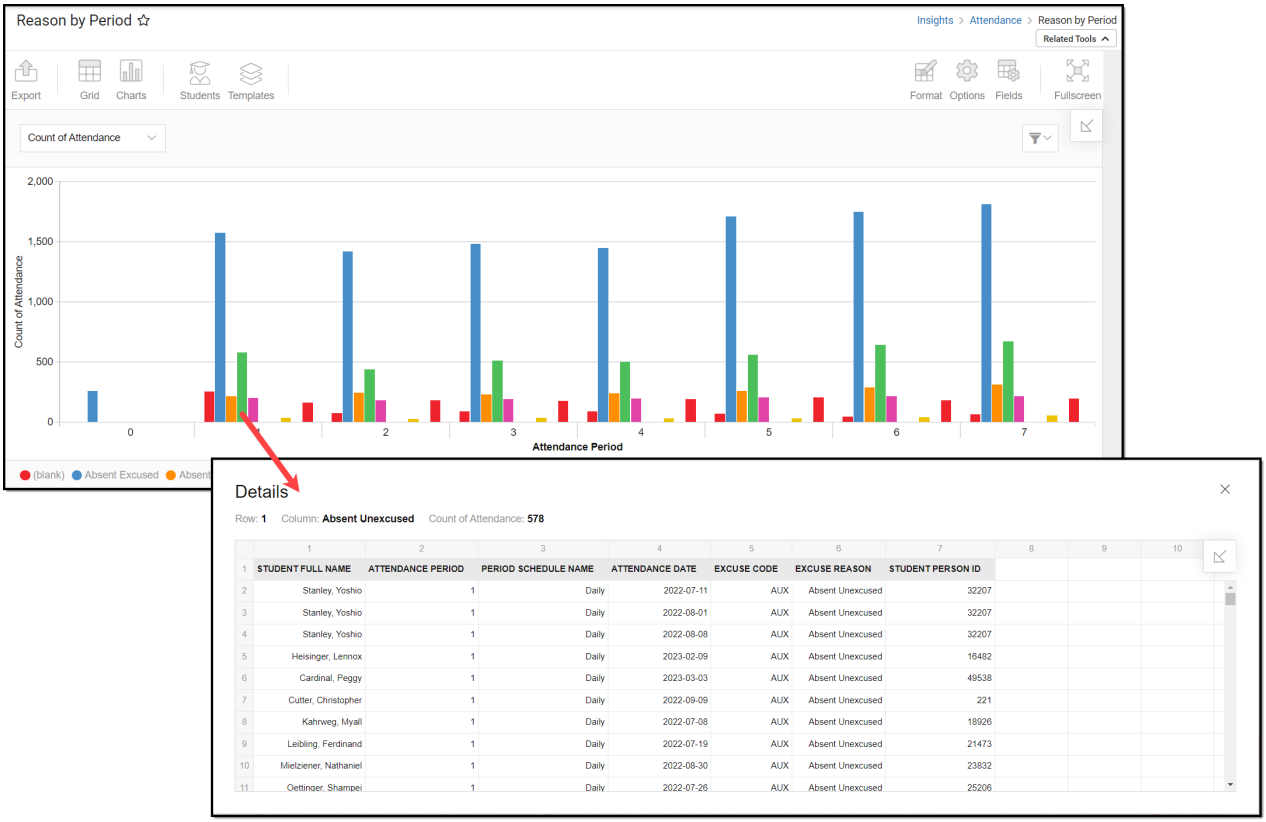
To view the graph, you must have at least Read tool rights for Reason by Period. You must also have calendar rights assigned for any calendar(s) reporting data.

NOTE: Insights visualizations may contain PII and include data for tools a user may not have rights to access.

Understanding the Chart

The Reason by Period chart is a useful way to see a large amount of absenteeism data and how this data varies for each attendance period in the school day. You can quickly learn that a certain absence reason is overwhelmingly occurring during a specific period(s), and with this knowledge, you can develop an intervention for improving this issue.

Double-clicking a bar will show you a table detailing all the data that makes up that bar.



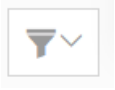
Use the table below for help in understanding each sub-report column:

Column	Description
Student Name	The student's full name.
Attendance Period	The attendance period reporting data.
Period Schedule Name	The name of the period schedule reporting data.
Attendance Date	The date of the absence.
Excuse Code	The excuse (reason) code for the absence.
Excuse Reason	The excuse reason for the absence.
Student Person ID	The personID for the student reporting data.

Using the dropdown list in the image below, you can filter data to display a count of student absences per attendance period.



Chart Option	Description
Count of Attendance	Displays the number of attendance absences per attendance period.
Count of Students	Displays the number of students absent per attendance period.

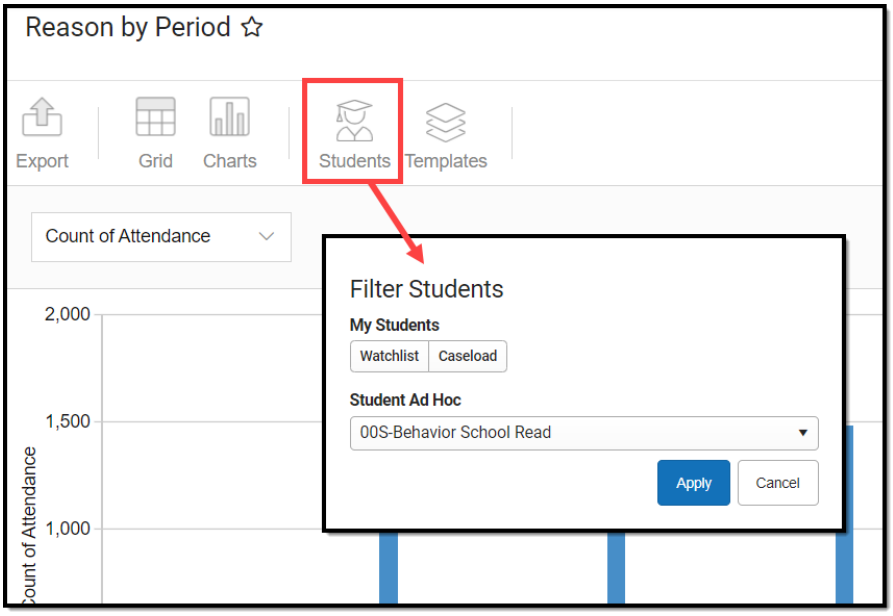
You can remove and filter any data from the bar graph by clicking the  button, selecting the data type you wish to filter, and unchecking the data you wish to remove from the graph.

Filtering Chart Data

You can filter chart data to only students in your Early Warning Watchlist, Counseling Caseload, and/or a specific Student Ad Hoc filter by clicking the **Students** button and selecting any combination of these options.

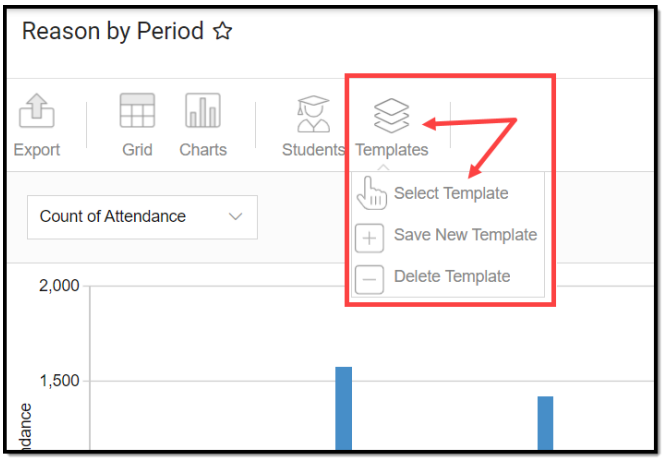
Ad Hoc Queries and Selection Editors are supported in Insights by filtering from the Student panel.

Pass-through SQL Queries are not supported in Insights.

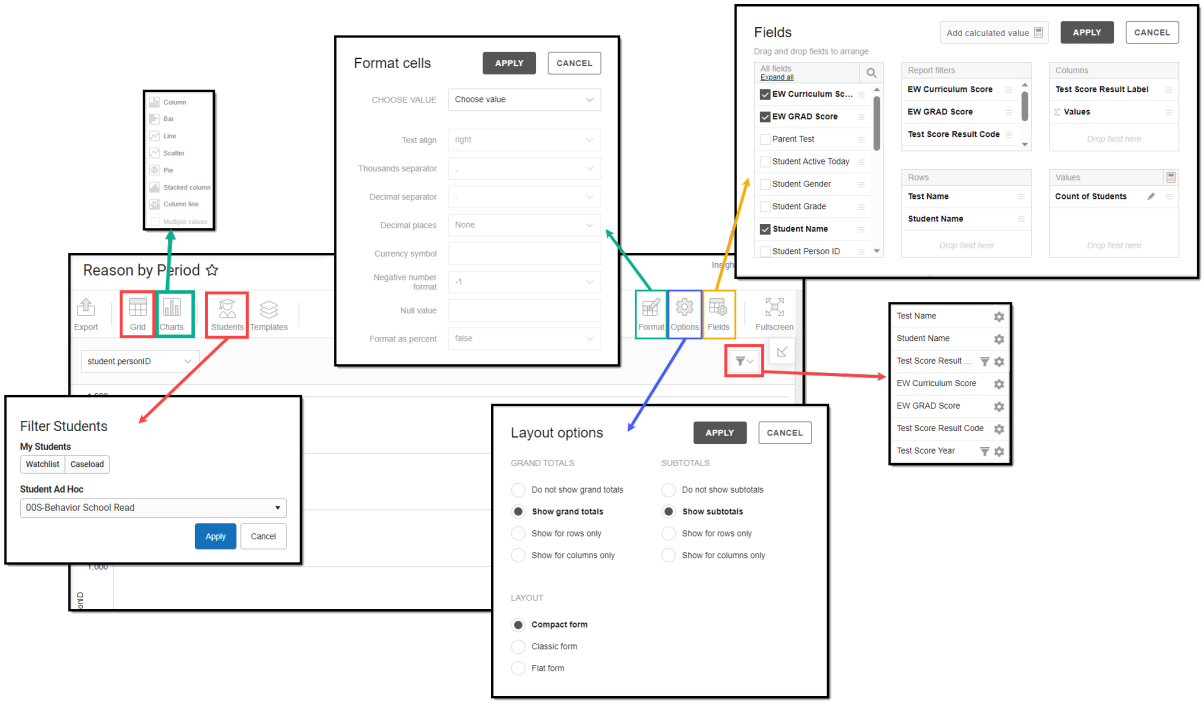


Creating Templates

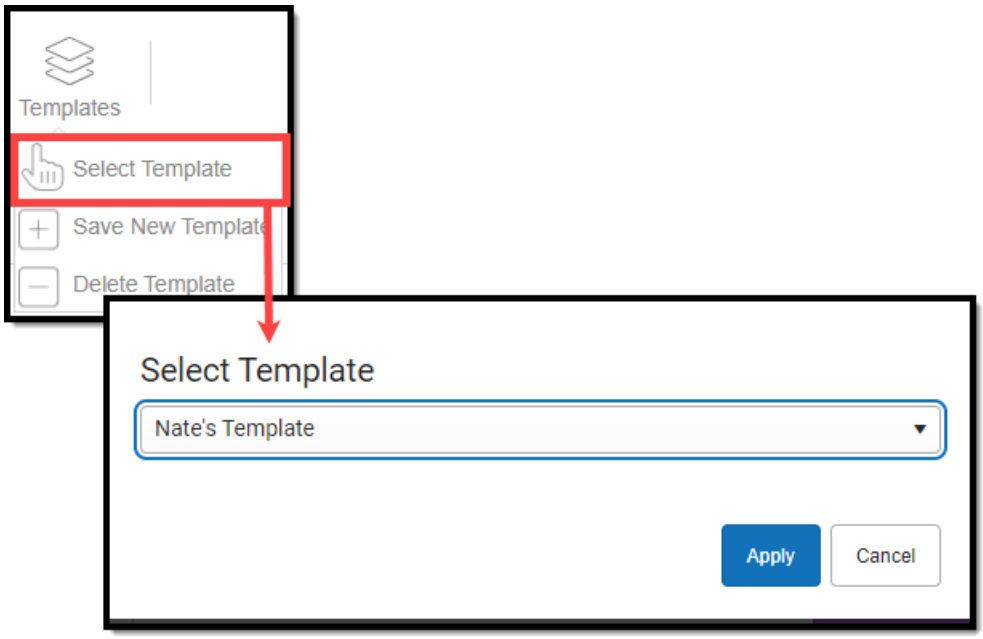
Templates allow you to save all filtering and formatting options you have set for a chart and have these options automatically applied each time you select a template. Templates are chart-specific, meaning they are only available and apply to the chart for which they were created.



For example, if you filter the chart data by Watchlist in the Student option (see section above) and modify any formatting and field options (any options shown below), you can save all your selections as a template by clicking **Templates** and selecting **Save New Template.**

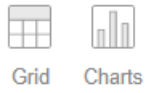


Once saved, each time you return to this chart you can automatically apply these options by clicking **Select Template**, choosing the template, and selecting **Apply**.



Additional Report Options

The table below directs you toward additional information about the available on-screen options.

Option	Description
Grid and Chart  	Report data can be viewed in a grid or other visualization charts. See this article for more information.
Format  	Format options allow you to modify how cells represent data within the report. See this article for more information.
Options  	The Options menu gives you layout options for how you would like the table to be displayed (Layout), how grand totals are displayed in the table (Grade Totals), and how subtotals should be displayed (Subtotals). See this article for more information.
Export  	The report can be exported to a number of different formats by clicking the Export icon and selecting an option. See this article for more information.
Fields  	The Fields icon allows you to modify the order of the fields in the report, add or remove fields from the report table, and modify which fields are used in rows or columns. See this article for more information.