

Absence Occurrence

PATH: WS/OF/AT/RE/AR/AO

This report shows absence occurrences per student.

Absence Occurrence Report - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

☐ Share this template with other users in entity 204

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: **2013**

Report Ranges

Low High

Entity: **204** **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** **05/24/2013**

Grade/Grad Yr: **9999** **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities ☐ Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs. Reasons** **Day** **001** **999**

Criteria 2: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 3: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 4: **Absence Types** **Abs. Reasons** **None** **000** **000**

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

Enter the Report Ranges.

The **Student Status** refers to a student's status as of the day the report is run.

If you want to see **all the students** who were gone at least one day during the **Absent Date** range, regardless of their **current status**, then set the **Student Status** to **Both**.

An option also exists to choose specific student **Federal/Races Ethnicities**.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

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Report Ranges

Low High

Entity: **204** **204**

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Grade/Grad Yr: **9999** **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities ☐ Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs. Reasons** **Day** **001** **999**

Criteria 2: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 3: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 4: **Absence Types** **Abs. Reasons** **None** **000** **000**

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move Label

☒ Student Name

To select the **Absence Type** codes to be considered for your report, click the **Absence Types** button.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

Continued Absence Occurrence Report

Absence Type Selection - Entity 204 - WS\OFAT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Type Selection (129)

Absence Type Selection

Available Excused Types

In this example, **Excused and Unexcused Absence Types** have been selected.

Click **Save**.

Selected Excused Types

- E - Excused
- H - Homebound
- I - In School Suspension
- V - Office Visit
- X - Expulsion

Available Unexcused Types

Selected Unexcused Types

- O - Out of School Suspension
- U - Unexcused
- W - Teacher Absence

Available Tardy Types

- L - Teacher Tardy
- S - Tardy Excused
- T - Tardy Unexcused

Selected Tardy Types

Available Other Types

- C - Activity
- R - Alternate Classroom

Selected Other Types

Buttons: Add All, Add, Remove, Remove All, Save, Back

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Absence Occurrence Report (93)

Template Settings

* Template Description: **Absent One Day or More**

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School Year to Process: **2013**

Report Ranges

Low: Entity: **204** High: **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** to **05/24/2013**

Grade/Grad Yr: **9999** to **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities **Federal Races**

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs Reasons** Day **001** **999**

Criteria 2: **Absence Types** **Abs Reasons** **0** **0**

Criteria 3: **Absence Types** **Abs Reasons** **0** **0**

Criteria 4: **Absence Types** **Abs Reasons** **0** **0**

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move	Label
	Student Name

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

To select the **Absence Reason** codes to be considered for your report, click the **Abs Reasons** button.

Continued Absence Occurrence Report

Absence Occurrence Report - Entity 204 - WS\OF\AT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

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Save
Save and Print
Back

School Year to Process: **2013**

Report Ranges

Low High

Entity: **204** **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** **05/24/2013**

Grade/Grad Yr: **9999** **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities ☐ Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs. Reasons** **Day** **001** **999**

Criteria 2: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 3: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 4: **Absence Types** **Abs. Reasons** **None** **000** **000**

More than one **Criteria** may be established. Click **Absence Types** to the right of **Criteria 2**.

Sorting Options

☐ Page Break and Total by Student Name

Select Sorts

Move	Label
	Student Name

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☐ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Absence Occurrence Report - Entity 204 - WS\OF\AT\RE\AR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (95)

Template Settings

* Template Description: **Absent One Day or More**

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☐ Print Greenbar

Save
Save and Print
Back

School Year to Process: **2013**

Report Ranges

Low High

Entity: **204** **204**

Student Key: **ZZZZZZZZZZ**

Absent Date: **08/15/2012** **05/24/2013**

Grade/Grad Yr: **9999** **0000**

Student Type: **ZZZ**

Calendar: **ZZZZ**

Homeroom: **ZZZZ**

Race: **ZZZ**

School: **ZZZZ**

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities ☐ Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: **Absence Types** **Abs. Reasons** **Day** **001** **999**

Criteria 2: **Absence Types** **Abs. Reasons** **Period** **001** **999**

Criteria 3: **Absence Types** **Abs. Reasons** **None** **000** **000**

Criteria 4: **Absence Types** **Abs. Reasons** **None** **000** **000**

Sorting Options

☐ Page Break and Total by Homeroom

Select Sorts

Move	Label
	Homeroom
	Student Name

The directional icon was used to move **Homeroom** into the first **Sort** position.

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

Printing Options may be used to determine the level of detail included in the report.

Print Student Attendance Detail has been selected.

Continued Absence Occurrence Report

Absence Occurrence Report - Entity 204 - WS\OF\AT\REAR\AO - 10826 - 05.12.06.00.14 - Windows Internet Explorer

Absence Occurrence Report (95)

Template Settings

* Template Description: Absent One Day or More

☐ Share this template with other

☐ Print Greenbar

Save

Save and Print

Back

School Year to Process: 2013

Report Ranges

Low High

Entity: 204 204

Student Key: 2222222222

Absent Date: 08/15/2012

Grade/Grad Yr: 9999

Student Type:

Calendar:

Homeroom:

Race:

School:

Student Status: ☐ Active ☐ Inactive ☒ Both

Gender: ☐ Male ☐ Female ☒ Both

☒ Include All Federal Races/Ethnicities Federal Races

Criteria Options

Selection: ☒ Students meeting one of the criteria ☐ Students meeting all of the criteria

Day/Prd/Cls Minimum Maximum

Criteria 1: Absence Types Abs. Reasons Day 001 999

Criteria 2: Absence Types Abs. Reasons Period 001 999

one 000 000

one 000 000

All Absence Reasons were selected for Criteria 2. In addition, the Day/Prd (Period)/Cls (Class) has been set to Period with the Minimum set to 001 and the Maximum set to 999.

This Criteria is set up to report on students who have one or more Periods with a Tardy Absence Type

Student Name

Printing Options

Name Order

☒ First Name/Last Name ☐ Last Name/First Name

☒ Print Student Attendance Detail

☐ Print Student Attendance Comments

☐ For Class Criteria - Print only classes meeting criteria

☐ Print Selected Absence Type Totals

☐ Print Demographic Information

☐ Exclude Student Key

1soatr48.p 45-2 Entity (204) Grades 6 to 8 08/31/12

05.12.06.00.00 Absence Occurrence Report 08/15/2012 TO 05/24/2013 We value your feedback

Ira Ahmadsr	Criteria 1	1.00 Days-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	1	E-IL E-IL E-IL E-IL E-IL
Martin Alenscr	Criteria 1	1.00 Days-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	1	U- U- U- U- U- U- U- U- U-
Irving Amyotsr	Criteria 1	1.00 Days-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	1	E-IL E-IL E-IL E-IL E-IL E-IL E-IL E-IL
Corey Antenorscr	Criteria 1	1.00 Days-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	1	E-IL E-IL E-IL E-IL E-IL E-IL E-IL E-IL
Jon Bachnerscr	Criteria 1	1.00 Days-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	1	V- V- V- V- V- V-
Mariah Cafaroscr	Criteria 1	1.00 Days-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	1	E-IL E-IL E-IL E-IL E-IL E-IL E-IL E-IL
Rogelio Daisyscr	Criteria 2	1 Prds-Selected Types; Selected Reasons
DATE	CRITERIA	1 2 3 4 5 6 7 8 9
08/28/2012 Tue.	2	T-

This sample report lists all the students who have at least one Day in which they were absent or have at least one Period in which they were tardy within the date range specified.

This concludes the tutorial.