

Absence Occurrence Report

The most common use of this report is to create a list of students for **perfect attendance**.

Because this report may be run for a range of absence dates, absence types and reasons it is very useful when compiling a list of students who were absent for a specific number of days for a specific absence type.

Any range of current year dates can be used in the production of this report.

Path:

Student Mngmnt/Office/Attendance/Reporting/Absence Occurrence Report

1. Enter the Ranges and Other Selections for the students to be involved in the report selection.
2. Click Sort.
3. Select from the 'Available Fields.' Arrange the fields selected in the correct 'Sort Order.'
4. Click OK.
5. Click Criteria.
6. Enter the 'Absent Date' range to be reported on.
7. For Criteria 1, select Abs. Types.
8. Select all the 'Abs. Types' that apply. For a perfect attendance report, this will include excused and unexcused (Other is used for school activities such as sports, music, etc).
9. Select Abs. Reasons.
10. Select from the 'Available Reasons.' For a perfect attendance report this may be all reasons.
11. Indicate if the report should check Day (D) or Period (P) missed.
12. Enter the 'Minimum' and the 'Maximum' number of days or periods. For a perfect attendance report enter zero (0) in both fields.
13. Repeat steps 7 – 12 if using more than one (1) criterion for the report.
14. Indicate the options you want to include for the report.
15. Click OK.
16. Click Print.

Not all of the students will be printed on the report; this is just the group of students that are going to be subjected to the Absence Criteria.

Sort Order –is a filter down concept.

The Select Students That Meet All Criteria will be sensitized when Criteria 2 is entered.

A Day is defined by the Code/ Calendar Detail/ Calendar Method Attendance Day Count/ Full Days.

*Note: Select Students That Meet All Criteria should be check **ONLY** if you want a support of students who meet all of the criteria that has been defined. If you want to see all the students who meet any one or more of the criteria, leave the Select Students That Meet All Criteria option unchecked.*