Attendance Reason

Last Modified on 10/22/2022 9:41 am CDT
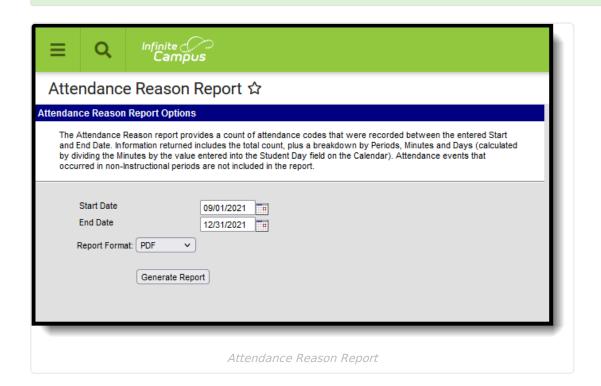
Report Logic | Report Editor | Generate the Attendance Reason Report | Report Layout

Classic View: Attendance > Reports > Attendance Reason

Search Terms: Attendance Reason

The **Attendance Reason Report** counts the recorded attendance records between the entered Start and End Date, and include a total count of attendance records, a count of attendance records that were marked as Excused and Unexcused by Period, Minutes and Days.

> A year, calendar and school must be selected in the Campus toolbar in order to generate the report.
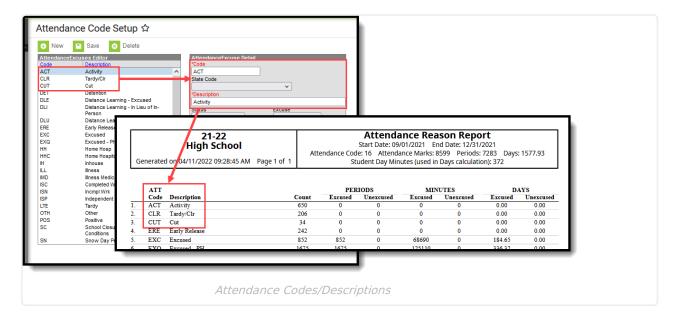

Attendance Reason Report

> This report only counts marks that exist in instructional periods. Marks in non-instructional periods will not be included in the counts on this report.
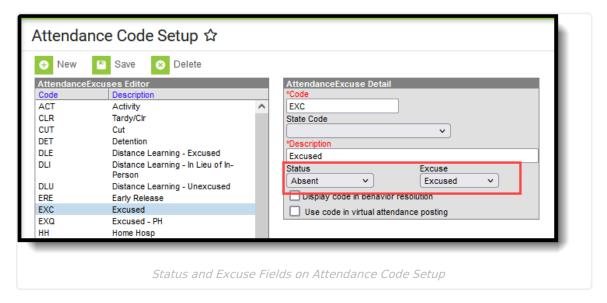
Report Logic

The Attendance Reason Report returns the number of times an Attendance Code was assigned to a student's Attendance record during a particular date range for Instructional Periods ONLY.

The Attendance Code and Description columns print based on the Attendance Codes editor.

Attendance Codes/Descriptions

The assigned Status and Excuse fields for the Attendance Code is used as well, to determine whether a code is counted as an Excused Absence, an Unexcused Absence, or neither (Exempt codes, for example).

Status and Excuse Fields on Attendance Code Setup

Calculations use the Student Day field to determine the total minutes and total days the attendance code was assigned. When there is no value entered in this field, or a value of zero (0) is entered, the Days column on the report returns NaN (Not a Number).

Student Day Minutes on Calendar Information

For each Attendance Code:

- The **Periods** column lists a count for Excused and Unexcused Absences of each period in the during the date range with that attendance code.
- The **Minutes** column lists a sum of the absent minutes in those periods that were assigned that code for Excused and Unexcused Absences.
- The **Days** column is the sum of the total Minutes students were considered absent for that period with that attendance code for Excused and Unexcused absences divided by the total Calendar Student Day Minutes.

Not all attendance codes allow for excused or unexcused. In the instance of an attendance code that tracks Excused absences only, the Unexcused column reports a value of zero (0). For attendance codes that do not affect the student's attendance for the day - exempt codes, for example - a value of zero (0) reports for both the Excused and Unexcused columns.

Report Editor

Field	Description

Field	Description
Start Date	Indicates the first date that attendance records are referenced for inclusion in the report. This field auto-populates with the start date of the Calendar selected in the Campus toolbar. Note that this start date may not be the first instructional date of the calendar. Date can be entered in *mmddyy* format, or use the calendar icon to select a date.
End Date	Indicates the last date that attendance records are referenced for inclusion in the report. This field auto-populates with the end date of the Calendar selected in the Campus toolbar. Note that this end date may not be the last instructional date of the calendar. Date can be entered in *mmddyy* format, or use the calendar icon to select a date.
Format	Determines the output of the report - PDF, DOCX or CSV.

Generate the Attendance Reason Report

1. Enter the desired **Start Date**.
2. Enter the desired **End Date**.
3. Select the desired **Report Format**.
4. Click the **Generate Report** button. The report displays in the selected format.

	21-22 **High School**			**Attendance Reason Report** Start Date: 09/01/2021 End Date: 12/31/2021 Attendance Code: 16 Attendance Marks: 8599 Periods: 7283 Days: 1577.93					
	Generated on 04/11/2022 09:28:45 AM Page 1 of 1			Student Day Minutes (used in Days calculation): 372					

	ATT Code	Description	Count	PERIODS Excused	Unexcused	MINUTES Excused	Unexcused	DAYS Excused	Unexcused
1.	ACT	Activity	650	0	0	0	0	0.00	0.00
2.	CLR	Tardy/Clr	206	0	0	0	0	0.00	0.00
3.	CUT	Cut	34	0	0	0	0	0.00	0.00
4.	ERE	Early Release	242	0	0	0	0	0.00	0.00
5.	EXC	Excused	852	852	0	68690	0	184.65	0.00
6.	EXQ	Excused - PH	1675	1675	0	125110	0	336.32	0.00
7.	ILL	Illness	589	589	0	47376	0	127.35	0.00
8.	IMD	Illness Medical Note Received	216	216	0	18986	0	51.04	0.00
9.	ISC	Completed Work	22	22	0	1678	0	4.51	0.00
10.	ISN	Incmpl Wrk	22	22	0	1678	0	4.51	0.00
11.	ISP	Independent Study Pending	2260	0	2260	0	189347	0.00	509.00
12.	LTE	Tardy	19	0	0	0	0	0.00	0.00
13.	SO	Site Other	150	0	0	0	0	0.00	0.00
14.	SUS	Suspended	171	0	171	0	13718	0.00	36.88
15.	TDY	Tardy/Sarb	15	0	0	0	0	0.00	0.00
16.	UNX	Unexcused	1476	0	1476	0	120404	0.00	323.67
		Subtotal:		3376	3907	263518	323469	708.38	869.55
		Total:	8599	7283		586987		1577.93	

Attendance Reason Report - PDF Format

	ATT Code	Description	Count	PERIODS Excused	PERIODS Unexcused	MINUTES Excused	MINUTES Unexcused	DAYS Excused	DAYS Unexcused
1.	ACT	Activity	870	0	0	0	0	0.00	0.00
2.	CLR	Tardy/Clr	258	0	0	0	0	0.00	0.00
3.	CUT	Cut	88	0	0	0	0	0.00	0.00
4.	ERE	Early Release	759	0	0	0	0	0.00	0.00
5.	EXC	Excused	2767	2767	0	210515	0	565.90	0.00
6.	EXQ	Excused - PH	2686	2686	0	201951	0	542.88	0.00
7.	IH	Inhouse	7	7	0	342	0	0.92	0.00
8.	ILL	Illness	2934	2934	0	222652	0	598.53	0.00
9.	IMD	Illness Medical Note Received	665	665	0	54037	0	145.26	0.00
10.	ISC	Completed Work	22	22	0	1678	0	4.51	0.00
11.	ISN	Incmpl Wrk	22	22	0	1678	0	4.51	0.00
12.	ISP	Independent Study Pending	6119	0	6119	0	481071	0.00	1293.20
13.	LTE	Tardy	181	0	0	0	0	0.00	0.00
14.	SO	Site Other	287	0	0	0	0	0.00	0.00
15.	SUS	Suspended	251	0	251	0	19803	0.00	53.23
16.	TDY	Tardy/Sarb	39	0	0	0	0	0.00	0.00
17.	UNV	Unverified	1	0	1	0	49	0.00	0.13
18.	UNX	Unexcused	4097	0	4097	0	311327	0.00	836.90
		Subtotal:		9103	10468	692853	812250	1862.51	2183.46
		Total:	22053	19571		1505103		4045.97	

Attendance Reason Report - DOCX Format

	A	B	C	D	E	F	G	H	I
1	ATT Code	Description	Count	PERIODS Excused	PERIODS Unexcused	MINUTES Excused	MINUTES Unexcused	DAYS Excused	DAYS Unexcused
2	ACT	Activity	870	0	0	0	0	0	0
3	CLR	Tardy/Clr	258	0	0	0	0	0	0
4	CUT	Cut	88	0	0	0	0	0	0
5	ERE	Early Release	759	0	0	0	0	0	0
6	EXC	Excused	2767	2767	0	210515	0	565.9	0
7	EXQ	Excused - PH	2686	2686	0	201951	0	542.88	0
8	IH	Inhouse	7	7	0	342	0	0.92	0
9	ILL	Illness	2934	2934	0	222652	0	598.53	0
10	IMD	Illness Medical Note Received	665	665	0	54037	0	145.26	0
11	ISC	Completed Work	22	22	0	1678	0	4.51	0
12	ISN	Incmpl Wrk	22	22	0	1678	0	4.51	0
13	ISP	Independent Study Pending	6119	0	6119	0	481071	0	1293.2
14	LTE	Tardy	181	0	0	0	0	0	0
15	SO	Site Other	287	0	0	0	0	0	0
16	SUS	Suspended	251	0	251	0	19803	0	53.23
17	TDY	Tardy/Sarb	39	0	0	0	0	0	0
18	UNV	Unverified	1	0	1	0	49	0	0.13
19	UNX	Unexcused	4097	0	4097	0	311327	0	836.9
20									
21									
22									

Attendance Reason Report - CSV Format

21-22 High School	Attendance Reason Report
Generated on 04/11/2022 11:29:21 AM Page 1 of 1	Start Date: 03/21/2022 End Date: 03/31/2022 Attendance Code: 0 Attendance Marks: 0 Periods: 0 Days: .00 Student Day Minutes (used in Days calculation): Null

No Attendance Records match the selection criteria

When the entered date range results in zero records, this statement prints

Report Layout

Field	Description	Location
Attendance Code	Lists the 1-4 character code for the Attendance entry.	System Administration > Attendance > Attendance Codes > Code AttendanceCode.code
Description	Provides a more complete name for the Attendance Code.	System Administration > Attendance > Attendance Codes > Description AttendanceCode.description
Count	Total count of attendance records per Attendance Code for the entered date range. This count is then totaled at the end of the report for a total count of ALL attendance records during the entered dates. *Numeric, 8 digits*	Calculated SUM of each Attendance Code
Periods	Lists the total number of periods in which a particular attendance code was assigned during the date range. A column for Excused Absences and Unexcused Absences is included, which is subtotaled for each attendance code. *Numeric, 8 digits*	Calculated **Excused** SUM of each Attendance Code that has an Excuse value of *Excused*. **Unexcused** SUM of each Attendance Code that has an Excuse value of *Unexcused*.
Minutes	Lists the total number of minutes in which the attendance code was assigned during the date range. A column for Excused Absences and Unexcused Absences is included, which is subtotaled for each attendance code. *Numeric, 8 digits*	Calculated **Excused** SUM of Absent Minutes for the Attendance Code that has an Excuse value of *Excused*. **Unexcused** SUM of Absent Minutes for the Attendance Code that has an Excuse value of *Unexcused*.

Field	Description	Location
Days	Lists the total number of days in which the attendance code was assigned during the date range, to two decimal places. A column for Excused Absences and Unexcused Absences is included, which is subtotaled for each attendance code. When there is no value entered in Student Day Minutes field, or a value of zero (0) is entered, the Days column on the report returns NaN (Not a Number). *Numeric, 8 digits*	Calculated **Excused** SUM of Minutes Excused divided by Calendar Student Day Minutes for the Attendance Code that has an Excuse value of *Excused*. **Unexcused** SUM of Minutes Excused divided by Calendar Student Day Minutes for the Attendance Code that has an Excuse value of *Unexcused*.
Subtotal	Total of each attendance code for both Excused and Unexcused columns during the entered date range.	Calculated
Total	Total of each attendance code for each column. The Excused and Unexcused subtotal equals the Total.	Calculated

Previous Versions

Attendance Reason [.2124 - .2215]