Consecutive Absence Report

Last Modified on 10/22/2022 9:41 am CDT

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The Consecutive Absence Report counts the instructional periods in which a student is scheduled during the date range entered. If the student is absent from all scheduled instructional periods, the student is counted as absent in this report. Non-Instructional periods are ignored.

Consecutive Absence Report

Report Logic

The Consecutive Absence Report requires attendance data to be entered on the student's Attendance tool. This report also uses the calendar's Period Structure information to only include periods marked as Instructional.

A student's attendance day is included in the consecutive absence calculation when they were absent for the entire day. A student who is marked present for even a single minute of any period

in the day IS NOT considered absent for that day in the context of this report.

Students who meet the entered criteria multiple times during the date range print multiple times on the report in order of the most recent consecutive days' absence according to the date range entered (or calendar year by default). Exempt absences are not included on this report.

Absences are aggregated based on the entered minimum consecutive absence value.

Report Editor Details

The following information details the different areas of the Consecutive Absence Report editor.

Option	Description
Which date range would you like to include in the report?	
Date Range	To narrow the results of this report, a **Start Date** and **End Date** can be entered. These are not required fields, and are not populated with any particular date. If these fields are left blank, the calendar's start and end dates are used.
Active Enrollments Only	Marking this checkbox limits the students displayed in the report to those whose enrollment records were active for all or part of the entered date range. If not selected, students who do not have active enrollment records during the entered date range are included in the report results.
Which students would you like to include in the report?	
Student Selection	Students can be selected for inclusion in the report by either a **Grade** level or an **Ad hoc Filter**. Only grade levels that are part of the selected calendar report. All students can be selected in the Grade level area, but choosing all students and multiple calendars when reporting on a large date range may slow server response time and delay the generation of the report.
Ad hoc Filter	When an Ad hoc Filter is selected, only those students in the selected filter AND in the selected calendar(s) are reported.
Consecutive Days Absent	The **Consecutive days absent** defines the number of days in a row where the student was absent for the entire school day (all instructional periods). For the purposes of this report, a **Minimum** number of days absent must be entered in whole numbers (a value of 1 can be entered, but for this report is not necessarily helpful). If desired, a **Maximum** number of days absent can be entered. If both fields are entered, the report only includes students who have at least the Minimum amount of days absent and no more than the Maximum number of days absent.
Which Absence Excuse type should be counted?	

Option	Description
Absent Selection	Excuse types are assigned when the attendance office entered student attendance information for the day. The report can be generated to display unexcused, excused and unknown absences. A combination of these options are available: • **Unexcused, Excused and Unknown** - This is the default selection. • **Unexcused and Unknown**
Format, Calendar, Report Generation Selection	
Report Format Selection	Determines how the report generates - PDF, DOCX or CSV format.
Calendar Selection	At least one calendar must be chosen in order to generate this report. Calendars can be listed by **Active Year**, by **School** or by **Year**. Use the CTRL or SHIFT keys to select multiple calendars.
Report Generation	To display the results of the report immediately, click the **Generate Report** button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.). To displays the results of the report at a later time, click the **Submit to Batch** button. This is best if the selection criteria is large (several calendars, a large date range, a large student selection, etc.). When this is done, a message displays asking for the selection of more Batch Queue options. See the Batch Queue article for more information.

Generate the Report

1. Enter a **Start Date** on which to base the number of attendance days included in the report.
2. Enter an **End Date** for this report.
3. Determine if only active enrollments should be included in the report. If yes, mark the **Active Enrollments Only** checkbox.
4. Select the students to include in the report by choosing a **Grade level** or by choosing an **Ad hoc Filter**.
5. Enter the **Minimum** number of days absent for this report.
6. If desired, enter the **Maximum** number of days absent for this report.
7. Select the appropriate option for the **Absent Excuse** types to include in the report.
8. Select the desired **Report Format.**
9. Select the desired **Calendars** to include in the report.
10. Click the **Generate Report** button to see the results of the report immediately. Or, click the **Submit to Batch** button to choose when the report generates.

2016-17
High School
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Consecutive Absence Report
All Grades
Calendars: 1   Students: 33
Consecutive Days Absent: 2 or more
Absent Excuses: Unknown, Excused, Unexcused

2016-17 High School   **Students: 33**

Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Student, Asher	123456	09/08/2016	09/12/2016	3
09	Student, Brittany	234567	09/20/2016	09/23/2016	4
09	Student, Cameron	345678	09/07/2016	09/08/2016	2
09	Student, Dagny	456789	09/07/2016	09/09/2016	3
10	Student, Everett	567890	09/12/2016	09/13/2016	2
10	Student, Francie	678901	09/08/2016	09/09/2016	2

Consecutive Absence Report - PDF Format

School District
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Consecutive Absence Report
Start Date: 09/02/2019 End Date: 12/09/2019
All Grades
Calendars: 2   Students: 7 Consecutive Days Absent: 3 or more
Absent Excuses: Unknown, Excused, Unexcused

19-20 Middle School   Students: 0

Grade	Student Name	Student Number	Start Date	End Date	Days Absent

19-20 High School   Students: 7

Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Student, Justin J	1101900001	10/23/2019	10/28/2019	4
09	Student, Michael	031110005	10/24/2019	10/28/2019	3
09	Student, Darcy	201900043	09/03/2019	09/05/2019	3
09	Student, Jamal	201900020	10/07/2019	10/11/2019	5
10	Student, Derrick	043330256	11/13/2019	11/15/2019	3
11	Student, Gina	109144	10/24/2019	10/31/2019	6
12	Student, Jake	131559	09/12/2019	09/16/2019	3

Consecutive Absence Report - DOCX Format

	A	B	C	D	E	F	G
1	Calendar Name	Grade	Student Name	Student Number	Start Date	End Date	Days Absent
2	21-22 Harrison High	9	Student, Abner	123456	10/14/2021	10/15/2021	2
3	21-22 Harrison High	9	Student, Amelia	234567	1/26/2022	1/28/2022	3
4	21-22 Harrison High	10	Student, Benson	345678	1/27/2022	1/28/2022	2
5	21-22 Harrison High	10	Student, Brittany	456789	2/9/2022	2/10/2022	2
6	21-22 Harrison High	10	Student, Cameron	567890	9/6/2021	9/7/2021	2
7	21-22 Harrison High	10	Student, Cameryn	678901	9/17/2021	9/20/2021	2
8	21-22 Harrison High	10	Student, David	789012	9/17/2021	9/20/2021	2
9	21-22 Harrison High	10	Student, Drusilla	890123	1/19/2022	1/20/2022	2
10							
11							

Consecutive Absence Report - CSV Format