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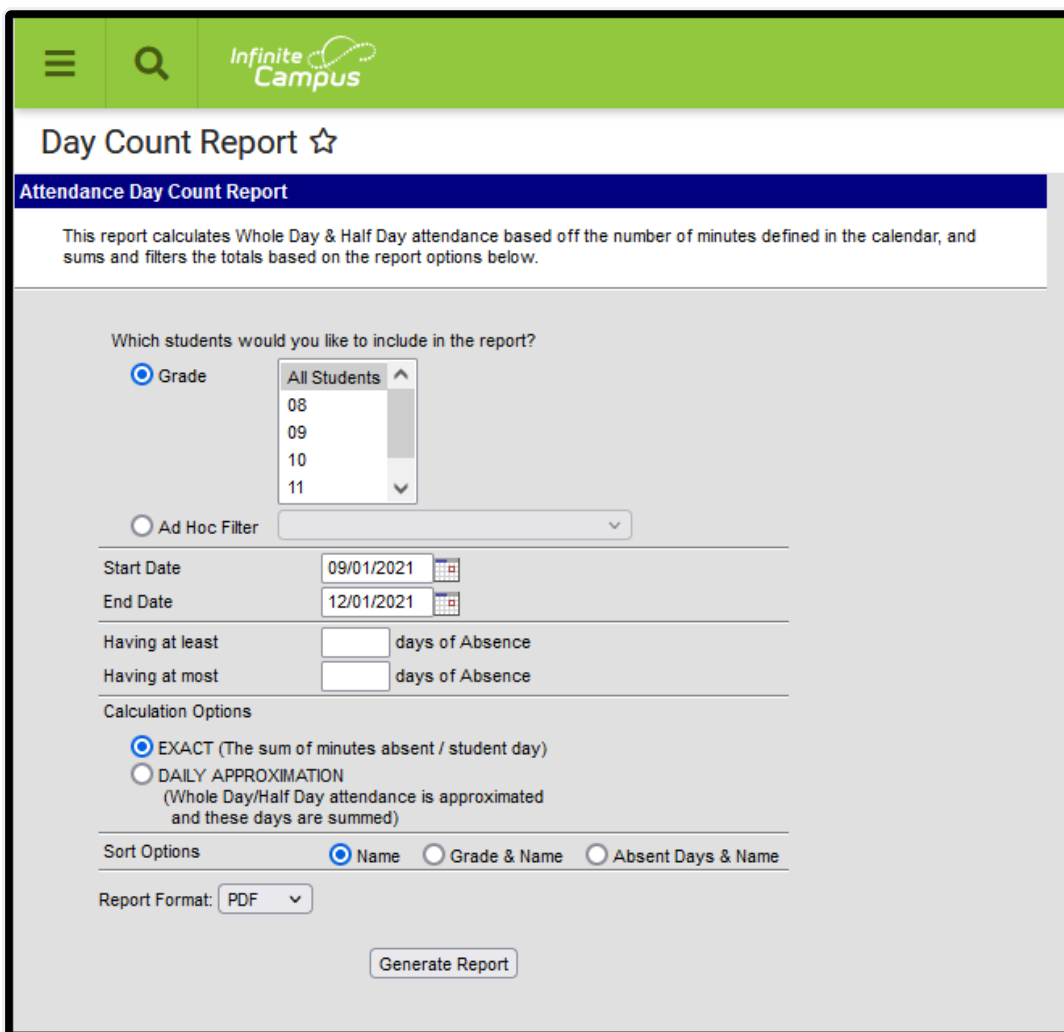
Last Modified on 10/22/2022 9:41 am CDT

Report Logic | Report Editor | Generate the Day Count Report

Classic View: Attendance > Reports > Day Count

Search Terms: Day Count

This report determines the total number of days a student has been in attendance based on the minutes entered on the calendar and/or grade level in the System Administration module. Attendance counts are reported in whole day/half day values or an exact calculation of attendance information. Absence days are counted per student with the sum of absences reported within each schedule structure.

Day Count Report

Report Logic

A calculation option must be selected. Both options use the Student Day, Whole Day Absence and

Half Day Absence minutes fields that are entered on the Calendar tab.

Calendar Minute Fields

If a grade level included in the calendar has different minutes than the standard minutes, these minutes are entered on the Calendar Grade Level tab and are used in the Day Count report when that grade level is selected.

Grade Level Calendar Minute Fields

Report Editor

The following defines the options available on the Day Count Report.

Option	Description

Option	Description
Student Selection	Students can be selected for inclusion on the Day Count Report by selecting either a Grade Level (or multiple grade levels) or an Ad hoc Filter. Available grade levels are based on the calendar selected in the Campus toolbar. Choosing an Ad hoc Filter reports attendance information for only those students included in the filter. Note that when creating an Ad hoc filter to be used with this report, carefully test (use caution) when adding fields with multiple results to ensure the query returns distinct rows and does not cause the number of resulting rows to impact the reported number of days absent.
Date Entry	Attendance day count information is included in the report for only those attendance events within the entered dates. Date entry is not required in order to return day count information; these fields could be left blank to return day count information for the entire school year, or from the start of the school through a specific date. Enter Start Dates and End Dates in *mmddyy* format or use the calendar icon to select dates.
Attendance Days	Determine the amount of attendance days to include on the report. These can be left blank just like the start and end dates; doing this will not limit the amount of students who have a certain level attendance days. • **Having at Least** - the entered value will cause the report to only return students who have this number of attendance days. This field could be used to remove students from the report who do not have any attendance events. • **Having at Most** - the entered value will cause the report to only return students who have up to this number of attendance days. This field could be used to remove those students who are no longer enrolled due to excessive absences.
Calculation Options	The **Exact Calculation** option sums the student's absent minutes and divides that value by the student day minutes. The **Daily Approximation** options estimates the student's absences and sums the value. If a minute value has been added on the Grade Level, these values are used instead of the values added at the Calendar level.

Option	Description
Sort Options	The Day Count Report can be sorted by the following options: • **Name** - students print in alphabetical order by Last Name. • **Grade and Name** - students print first in grade level order (starting with the lowest grade level in the selected school), then alphabetically by last name within each grade level. • **Absent Days and Name** - students print first by the number of absent days (highest to lowest), then alphabetically by last name.
Report Format	Determines how the report generates - in PDF or DOCX format.

Generate the Day Count Report

1. Select which students to include on the report by selecting a **Grade Level** or an **Ad hoc Filter**.
2. Enter **Start Dates** and **End Dates** to limit the range of dates to a set month or week or even one day.
3. Enter the **Having at Least** and **Having at Most** days of absence values.
4. Select the desired **Calculation Option**.
5. Select the desired **Sort Option**.
6. Select the desired **Report Format.**
7. Click the **Generate Report** button. The report prints in a new browser window.

The report prints student names and attendance data in two columns.

	2016-17 High School Generated on 05/05/2017 09:15:53 AM Page 1 of 14				**Attendance Day Count Report** All Grades Calculation: Daily Exact Total Students: 1657 Sort By Student Name			

Student	Student#	Grade	Days	Student	Student#	Grade	Days
Abbott, Oliver	937048	12	4.005257	Harrison, Ryan	439038	09	0.000000
Bryant, Poppie	893048	11	1.805260	Isaacs, Lon	194048	10	0.121052
Chowen, Abraham	610548	09	0.000000	Jacobs, Beth	485048	10	0.000000
Davis, Quincy	422808	09	0.818419	Kaplan, Anthony	747508	11	0.000000
Emerson, Ashley	632808	09	0.823683	Larue, Lola	901508	10	2.381576
Franklin, Ivy	035638	11	0.539470	Mason, Karl	045048	09	0.163157
Grant, Titus	588537	11	0.618420	Nelson, Josh	301148	09	0.123684

Day Count Report, Alphabetical by Last Name Sort - PDF Format

2015-16 **High School**	**Attendance Day Count Report**
Generated on 05/05/2017 10:18:02 AM Page 1 of 1	All Grades Calculation: Daily Exact Date Range: 01/01/2016 - 04/30/2016 Absence Days: 0 - 0 Total Students: 76 Sort By Grade

Student	Student#	Grade	Days	Student	Student#	Grade	Days
Aldrich, Kara	253238	09	0.000000	French, Austin	519827	11	0.000000
Benson, Aaron	742618	09	0.000000	Abraham, Lauren	894927	12	0.000000
Caldwell, Sara	034828	10	0.000000	Chowen, David	464037	12	0.000000
Dylan, Robert	954308	10	0.000000	Davis, Rebecca	842927	12	0.000000
Everett, Paul	036338	11	0.000000	Estes, John	348927	12	0.000000

Day Count Report, Grade and Name Sort - PDF Format

2015-16 **High School**	**Attendance Day Count Report**
Generated on 05/05/2017 10:36:06 AM Page 1 of 17	All Grades Calculation: Daily Approximation Date Range: 01/01/2016 - 04/30/2016 Total Students: 2029 Sort By Absent Days

Student	Student#	Grade	Days	Student	Student#	Grade	Days
Peterson, Marcus	585308	09	42.0	Franklin, Charles	980138	12	18.5
Walters, Jess	123637	10	41.0	Pratt, Frank	881318	09	18.0
Carr, Lily	546638	10	38.5	Williams, Emily	471927	12	18.0
Roberts, Summer	439028	10	38.0	Abbott, William	048127	12	17.5
Stevens, Obie	820308	10	37.5	Engen, Addison	704248	09	17.5

Day Count Report, Absent Days Sort - PDF Format