

# Period Detail Batch

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

[Report Editor](#) | [Generate the Report](#)

**Classic View:** Attendance > Reports > Period Detail Batch

**Search Terms:** Period Detail Batch, Period Batch, Detail Batch

The Period Detail Batch Report prints individual student attendance reports that are suitable for handing out. A School or Calendar must be selected in the Campus Toolbar for the report editor to appear. The report can be sorted by the student name, grade level or student number. This report also includes students who have no attendance events in the selected terms.

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## Period Detail Batch Report ☆

**Attendance Period Detail Batch Report**

This report will batch print student attendance period detail, 1 page or 2 pages per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

**Which students would you like to include in the report?**

Grade 

All Students  
 09  
 10  
 11  
 12

Ad Hoc Filter 

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**Which terms would you like to include in the report?**

All Terms  
 T1 (07/28/2021 - 10/17/2021)  
 T2 (10/18/2021 - 12/31/2021)  
 T3 (01/01/2022 - 04/03/2022)  
 T4 (04/04/2022 - 06/10/2022)

CTRL-click or SHIFT-click to select multiple

**Which Attendance Summaries would you like to include in the report?**

Course Summary

Period Summary

Day Summary

Term Summary

**How would you like the report sorted?**

Student Name    Grade    Student Number

**How would you like the report oriented?**

Portrait

Landscape

Include attendance taken in non-instructional periods

Report Format: PDF

Generate Report
Submit to Batch

Refresh   Show top 50 tasks submitted between 01/03/2022 and 01/10/2022

Batch Queue List			
Queued Time	Report Title	Status	Download

*Period Detail Batch*

Attendance entries that have not been given an excuse (i.e., Unknown entries) print on this report.

This report format is also used when printing the Period Detail Report from a single student's [Attendance](#) tab.

## Report Editor

The following information details the different areas of the Period Detail Batch Report editor.

Options	Description
<b>Student Options</b>	When choosing what students should be included in the report, users can choose students either by Grade or by a previously created Ad hoc Filter. Grade options available depend on the School selected in the Campus Toolbar. Multiple grades can be chosen, but the report can only be run for one Ad hoc Filter at a time.
<b>Term Options</b>	Users have the <b>option</b> of selecting one or multiple Terms to appear in the report. Term options are determined by the School selected in the Campus Toolbar and are set in the <a href="#">Terms</a> tab of the Calendar. All terms are selected by default. The dates of the terms also display.
<b>Attendance Summaries Options</b>	Attendance information in the Period Detail Batch Report can be grouped in four different Summary Types, <b>Course, Period, Day</b> and <b>Term</b> . <ul style="list-style-type: none"> <li>• Course - Groups excused absences, unexcused absences and tardies by the course.</li> <li>• Period - Groups excused absences, unexcused absences and tardies by the period.</li> <li>• Day - Groups attendance events based on the day they occurred , also grouped by period. Attendance event codes are defined in gray under the date</li> <li>• Term - Groups absences, early releases and tardies by the terms selected in the report editor also grouped by period.</li> </ul>
<b>Sort Options</b>	The report can be sorted by <b>Student Name</b> , by <b>Grade</b> or by <b>Student Number</b> .
<b>Report Orientation</b>	The Period Detail Batch Report can be generated in either Portrait or Landscape format.
<b>Non-Instructional Periods</b>	Attendance taken in periods marked as Non-Instructional can also display on the report, if desired. If this checkbox is not marked, only attendance from Instructional periods prints. When selected, the attendance taken in non-instructional periods is included in each of the attendance summaries. This is based on the period being marked as Non-Instructional on the <a href="#">Calendar Periods</a> tab for each period schedule. If a period is marked as non-instructional in one period schedule and instructional in another period schedule, it always displays.
<b>Report Format</b>	Determines how the report generates - in PDF or DOCX format.
<b>Report Generation</b>	Two buttons are available for report generations: <ul style="list-style-type: none"> <li>• <b>Generate Report</b> - displays the report instantly.</li> <li>• <b>Submit to Batch</b> - sends the report to the <a href="#">Batch Queue</a> for generation at a specified time. This option is recommended when generating the report for a large number of students.</li> </ul>

# Generate the Report

1. Indicate which **Students** should appear in the report by selecting **Grades** or an **Ad hoc Filter**.
2. Indicate which **Terms** should appear in the report.
3. Select which **Attendance Summaries** should appear in the report.
4. Indicate how the report should be **Sorted** - by **Student Name**, by **Grade** or by **Student Number**
5. Determine how the report page layout should print - in Portrait or Landscape.
6. Determine if Non-Instructional period attendance should display on the report.
7. Select the desired **Report Format**.
8. Click **Generate Report** to generate the batch report in PDF format immediately, or use the **Submit to Batch** to choose when a report generates.

2018-19 High School				Student Period Attendance Detail							
Generated on 04/25/2019 10:30:51 AM Page 1				Amber Student ID#: 123456 Grade: 12 DOB: 09/23/2001							
<b>Terms Included:</b> All Terms											
<b>Course Summary</b>				<b>Period Summary</b>							
Course	Excused	Unexcused	Tardy	Period	Excused	Unexcused	Tardy				
322-1 Tutoring	0	0	2	00	0	1	0				
000-51 Advisory	0	1	0	01	0	2	0				
084-1 AVID 12 I	0	2	0	02	0	0	1				
707-2 Economics	0	0	2	05	0	0	2				
842-2 Calculus I	0	0	1								
<b>Day Summary</b>											
Date	Periods										
	00	01	02	03	04	05	06	07	08	09	
09/24/2018 1						T					
09/07/2018 1		A	T								
<i>Comments: 8:25</i>											
09/05/2018 1						T					
09/04/2018 1		A	A								
<b>Term Summary</b>											
Q1	Periods										
	00	01	02	03	04	05	06	07	08	09	Total
Absent	1	2	0	0	0	0	0	0	0	0	3
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	1	0	0	2	0	0	0	0	3
Q2	00	01	02	03	04	05	06	07	08	09	Total
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0
Q3	00	01	02	03	04	05	06	07	08	09	Total
Absent	0	0	0	0	0	0	0	0	0	0	0

Period Detail Batch - DOCX Format

<b>10-11 Senior High School</b> 4321 School Avenue NW, Any Town MN Generated on 09/21/2011 01:26:47 PM Page 1	<b>Student Period Attendance Detail</b> Ann Student ID#:123456 Grade: 09 DOB: 05/14/1996
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Course Summary				Period Summary			
Course	Excused	Unexcused	Tardy	Period	Excused	Unexcused	Tardy
4610C-4 Algebra I	0	1	0	1a	1	0	0
9901-1 Freshman Wednesday Advisory	2	0	0	1b	2	0	0
3420-2 Careers/Foods 9	4	0	0	2a	2	0	0
1811-1 Success 1	1	0	0	2b	2	1	0
4610B-8 Algebra I	4	0	0	3a	2	0	0
6001-1 Basic Int Science	2	0	0	3b	2	0	0
6450-4 World Geography	2	0	0	4a	2	0	0
2281-2 Basic Reading/English	2	0	0	4b	2	0	0
				ext	2	0	0

Date	Periods													
	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2	
04/01/2011 Regular							A							
11/10/2010 Regular			ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb			
<i>Description: Illness</i>														
11/08/2010 Regular				ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb			
<i>Description: Illness</i>														

All Attendance Summaries are selected as are Non-Instructional period attendance.

Term Summary														
	Periods													
	W	Eb	1a	1b	2a	2b	3a	3b	4a	4b	ext	1	2	Total
<b>1</b>														
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>2</b>														
Absent	0	0	1	2	2	2	2	2	2	2	2	0	0	17
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>3</b>														
Absent	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>4</b>														
Absent	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Early Release	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Attendance data for All Terms prints in Term order.

This Period Detail Batch prints in Portrait Report Orientation and is sorted by Student Name.

*Period Detail Batch - PDF Format in Portrait Layout*

<b>10-11</b> <b>Senior High School</b> <small>4321 School Avenue NW, Any Town, MN 55555</small> <small>Generated on 09/21/2011 01:43:07 PM Page 1</small>	<b>Student Period Attendance Detail</b> <small>Ann Student</small> <small>ID#: 123456 Grade: 09 DOB: 05/14/1996</small>
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Period Summary			
Period	Excused	Unexcused	Tardy
1b	2	0	0
2a	2	0	0
2b	2	1	0
3a	2	0	0
3b	2	0	0
4a	2	0	0
4b	2	0	0
ext	2	0	0

  

Day Summary										
Date	Periods								1	2
	1b	2a	2b	3a	3b	4a	4b	ext		
11/10/2010 Regular <small>Description: Illness</small>	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb		
11/08/2010 Regular <small>Description: Illness</small>	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb	ExAb		

  

Attendance data for only Term 2 prints and only for instructional course periods (periods W, Eb and 1a are marked as Non-Instructional).

  

Only the Period and Day Attendance Summaries are selected for printing.

  

This Period Detail Batch Report prints in Landscape Report Orientation and is sorted by Student Number.

*Period Detail Batch - PDF Format in Landscape Layout*

For students who have perfect attendance for the selected term(s), the report includes a page for the student with a note that indicates there are no attendance records for the student.

<b>17-18</b> <b>Senior High School</b> <small>4321 School Avenue NW, Any Town, MN 55555</small> <small>Generated on 03/28/2018 11:11:17 AM Page 1</small>	<b>Student Period Attendance Detail</b> <small>Ann Student</small> <small>ID#: 123456 Grade: 09 DOB: 05/14/1996</small>
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**Terms Included:** Q3

**This student does not have any attendance events**

*Period Detail Batch - Perfect Attendance*