

## **Single Period Attendance Report**

Last Modified on 10/22/2022 10:14 am CDT

Report Logic | Report Editor | Generate the Single Period Attendance Report | Report Layout

#### **Classic View:** CA State Reporting > Single Period Attendance

### Search Terms: Single Period Attendance

The Single Period Attendance Report displays any student who has only one scheduled, instructional, attendance-taking period in a day in which he or she is not marked absent, listing the student's name, number, grade level and period number, as well as course section information.

Students who have a verified single Present period should have the attendance code **VP:Verified Present (Present/Excused)** assigned to that period so the student does not continue to display on the report. Students who have a verified single Tardy period should have the attendance code **VT:Verified Tardy (Tardy/Excused)** assigned to the period so the student does not continue to display on the report.

This report is intended to be used with multiple period calendars and should be generated every week.



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Single Pe	riod Attendance Report					
This report should be run weekly in multi-period schools to check for students who are counted as absent in every period in a day except one. Such students will be counted for ADA so their present status must be verified. Once presence is verified, the student should be given an attendance code of VP: Verified Present or VT: Verified Tardy, which will keep them from pulling into the report in future.						
The report is available in two versions: 1) Single Period Attendance <b>Report</b> : For each date within the chosen date range, the report will show any student who had only one period in which he or she is not marked absent, listing that student's name, number, gender, period number, section number, and teacher name. Periods must be instructional to be included in the report. If a student is scheduled into multiple course-sections in the single period of presence, a record will only report for the section with the highest SectionD.						
2) Single Period Attendance Verification Form: One form will be printed for any student reported on the above report. You may choose to print one or two (default) forms per page. The Verification Form should be used by teachers to verify the student's presence or absence on the date in question.						
If "Unmarked Attendance Periods Only" is checked, records will report only when the single period of presence has no attendance mark entered at all.						
The default format of this extract is PDF; the Report version can be run in CSV or HTML. This is a complex report and may be time-consuming if a wide date range is selected. Batch Queue functionality is available and should be used for long date ranges.						
			_			
Date I	tange From 09/01/2020 Te to 09/01/2	Select Teachers				
Repor	t by	Staff, Amber Staff, Ben				
Repor	t Style   Report  Verification Form	Staff, Charles Staff, Darla				
Unma	ked Attendance Periods Only	Staff, Emmett Staff, Faith				
Forma	t PDF ~					
	Generate Report Submit to Batch					
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	Single Period	d Attendance Report				

## **Report Logic**

The Single Period Attendance Report lists students with Primary Enrollments who have any days within the Date Range in which they have only one period of being marked present in all instructional, attendance-taking periods.

A student is considered present when:

- There is no attendance code in the period.
- There is an attendance code with a status of Present, Tardy or Early Release in the period.
- There is an attendance code with a Status/Excuse of Absent/Exempt in the period.

Students marked as State Exclude, in a grade marked as State Exclude or in a calendar marked as State Exclude will not be reported.

A student is counted as present but will not report when:

• The student's single period of presence has an attendance code of VP (Verified Present) entered.



• The student's single period of presence has an attendance code of VT (Verified Tardy) entered.

A student is counted as absent if the attendance code is the teacher-entered "A" or a clerk-entered code with a Status/Excuse of Absent/Excused, Unexcused or Unknown.

## **Report Editor**

The following options can be selected for the Single Period Attendance Report.

Field	Description
Date Range	Attendance data is returned for the entered dates only. Dates are entered in <i>mmddyy</i> format or by choosing the calendar icon to select dates.
Report By	<ul> <li>Choose either the <b>Teacher(s)</b> to report attendance data by or the course <b>Section(s)</b>.</li> <li>When Report by Teacher is selected, records report for courses in which the selected teacher is the active Primary teacher during the entered date range based on the Staff History entry.</li> <li>When All Teachers is selected, records report for courses in which there is no active Primary Teacher during the entered date range.</li> </ul>
Report Style	<ul> <li>Choose either the <b>Report</b> or <b>Verification Form</b> option. If Verification Form option is selected, also choose a <b>Page Option</b>.</li> <li>Report version groups all records by date, then by teacher.</li> <li>Verification Form groups all records by teacher, then by date.</li> </ul>
Unmarked Attendance Periods Only	When marked, the report only returns records in which the single period of presence has no attendance mark entered. In this instance, the report includes the words <i>This period has no attendance mark entered</i> .
Format	<ul> <li>The report can be viewed in the following formats:</li> <li>Verification Form - PDF only</li> <li>Report Form - PDF, CSV or HTML</li> </ul>
Page Option	When generating the Verification Form version, select to print <b>one student per page</b> or <b>two students per page</b> .

### Generate the Single Period Attendance Report

- 1. Enter the **Date Range** of the report These fields will be defaulted to the current date, allowing the user to generate the report on a daily basis.
- 2. Select to Report by Teacher or Section.
- 3. Select the teachers to include in this report. Multiple teachers can be selected by using the CTRL and SHIFT buttons to select more than one teacher. Selecting all teachers will increase the generation time of the report.



- 4. Choose the **Report Style**. Options are **Report** and **Verification Form**. The Report option will list all students in the selected teacher's courses who meet the requirements of the report. The Verification Form option will list two students per page, allowing teachers to provide their signatures for verification purposes.
- 5. If desired, mark the **Unmarked Attendance Periods Only**.
- 6. Select the **Format** in which to display the report.
- 7. Click the **Generate Report** button. The report will display in the selected format, displaying the students who were marked absent for one period during an instructional day during the entered date range.
- 8. Or, to generate the report at a later time, click the **Submit to Batch** button. This will allow the scheduling of when the report should generate. See the Batch Queue documentation for more information.

	Single Period Atter	ndance Verifi	cation Form	
08-09 Canyon Springs High School 23100 Cougar Canyon Drive Moreno Valley, CA 92557	-			Date: 02/27/2012 Page 1 of 1
Teacher Name: Teacher, S ID 12345				
The following student was not marke rest of the instructional day. Please of the section, period, and date shown.	d absent from your class on heck your attendance recor	the specified dat ds carefully and v	e. However, the studer rerify the presence of the	nt was marked absent for the he the student listed below for
Date Name 02/27/2009 Student, Analise	Number period 12345678 4	Section MA201-4	Course Algebra 2	
To the best of my knowledge, ☐ I verify that this student was prese ☐ I verify that this student was abse	ent in my class on the date a nt from my class on the date	and period listed a and period listed	above. I above.	
Teacher Signature			Date	
	Single Period Atter	ndance Verifi	cation Form	
08-09 Canyon Springs High School 23100 Cougar Canyon Drive Moreno Valley, CA 92557	Single Period Atter	udance Verifi	cation Form	Date: 02/27/2012 Page 1 of 1
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	A	В	С	D	E	F	G	Н	
1	student_name	studentNumber	grade	date	period	section_number	course_name	teacherDisplay	teacherPersonID
2	Student, Heather	123456789	10	9/23/2013	2	FL3121-1	French 2 S1	CSHS, STAFF_F	123456
3	Student, James	234567890	10	9/16/2013	2	FL3121-1	French 2 S1	CSHS, STAFF_F	123456
4									
5									
6									
7									
8									
9									
10									
11									

Single Period Attendance Report - Report by Teacher, Report Style, CSV Format

# **Report Layout**

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Date	Date of the instructional day.	Date field, 10 characters MM/DD/YYYY	Day.date	System Administration > Calendar > Calendar > Days
Name	Student's last name and first name, as well as the first letter of his/her middle name.	Alphanumeric, 50 characters	Identity.lastName Identity.firstName Identity.middleName	Census > People > Identities > Last Name, First Name. Middle Name
Number	The student's locally- assigned number.	Numeric, 15 digits	Person.student Number	Census > People > Demographics > Person Identifiers > Student Number
Grade	Student's grade level of enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > Grade
Period	The school period for which the student was present.	Numeric, 2 characters	Period.name	Scheduling > Course > Section



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Section	The course and section numbers of the section for which the student was present.	Numeric, 9 digits	Section.number	Scheduling > Courses > Course > Number Scheduling > Courses > Sections > Section Number
Course	The name of the course for which the student was present.	Alphanumeric, 30 characters	Course.name	Scheduling > Courses > Course > Name
Teacher	The staff member who teaches the course section. This reports the current Primary Teacher based on the Start and End Date entered on the Staff History record for the course section.	Alphanumeric, 50 characters	Section.teacher Display SectionStaffHistory. sectionStaffID	Scheduling > Courses > Section > Staff History > Primary Teacher > Start Date, End Date
Teacher Person ID	The staff member's identification number.	Numeric, 5 digits	Person.staffNumber	Census > People > Demographics > Person Identifiers > Staff Number