

Attendance Summary Report (Oklahoma)

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Classic View: OK State Reporting > Attendance Summary

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The Attendance Summary Report returns a summary of the days present and days absent based off of the Attendance Register Report. The report prints in grade order for the selected calendars. It is a detail of attendance per quarter and a semester total (of quarters added together).

The report includes all instructional days in which the student is enrolled between the Start and End Date entered on the extract editor. Duplicate records (when the student has more than one enrollment with more than one admission code) are not counted.

This report and the [Statistical Summary Report](#) have matching attendance numbers.

Attendance Summary Report

Report Logic

The report returns attendance data for the selected reporting period (quarter or semester) for the

selected calendars. Attendance is calculated as follows:

| Logic | Additional Information |
|---|--|
| Present when the total instructional minutes in the day is greater than 200 | |
| Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2). | If the student was present 120 minutes or more within the first half of the day, that student is counted as present. |
| Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2). | If the student was present 120 minutes or more within the last half of the day, that student is counted as present. |
| Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt. | |
| If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted. | |
| If present minutes fall in both halves of the day, present minutes are split evenly between the two day halves. | |
| Present when the total instruction minutes in the day is 200 or less . | |
| The student must be present for at least 120 instructional minutes in the entire day to be considered present for both AM and PM half-day periods. | |
| Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt. | |
| If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted. | |
| Absent when the total instructional minutes in the day is greater than 200 . | |

| Logic | Additional Information |
|--|---|
| Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2). | If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the first half of the day, that student is counted as absent. |
| Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2). | If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the last half of the day, that student is counted as absent. |
| Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt. | |
| If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted. | |
| Absent when the total instruction minutes in the day is 200 or less . | |
| If the Whole Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, a student present for less than 120 instructional minutes in the entire day is considered absent for both AM and PM half-day periods. | |
| Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt. | |
| If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted. | |

Only students with a SIF Admission (Student Information > General > Enrollments > SIF Fields > Admission) value of the following are included: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF, FOY, FRGN, ROP, BORDER-R

If the student is assigned an Admission code that is NOT one of the above, the days are not counted

for that student's enrollment.

Report Options

| Field | Description |
|--------------------------------------|---|
| Reporting Period | The term options associated with the desired calendar selected for the report. |
| Quarter 1-4 Start Date | The date on which the quarters 1 through 4 began. Dates can be entered in <i>mmdyy</i> format, or use the calendar icon to select a date. When reporting for a specific quarter, enter the start date of the quarter being reporting and the following one. |
| Quarter 1-4 End Date | The last day of each quarter for the school year. Dates can be entered in <i>mmdyy</i> format, or use the calendar icon to select a date. End Dates do not effect report logic. They are included in the header of the report for informational purposes. |
| Grade Level Sort Order | Determines how records are sorted by grade level. Options include the following: <ul style="list-style-type: none"> • FQSR/SAR: reports based on the Code selected for the Grade Level. • Grade Name: reports numeric grades first, then alphabetically. • Grade Sequence Number: reports numerically by sequence. |
| Format | Generate the report in PDF, CSV, or HTML format. |
| Ad hoc Filter | Limits students reported to those in an existing Ad hoc Filter . |
| Display Totals Page | Generates an additional page providing totals by calendar. |
| Unreported Terms Report Blank | When marked, any terms that are not included report a blank value. When not marked, terms not included report a value of 0.0. |
| Select Calendars | At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year. |
| Report Generation | The extract can be generated immediately using the Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the Batch Queue article for more information on this functionality. |

Generate the Attendance Summary Report

1. Select the appropriate **Reporting Period** from the dropdown list.
2. Enter a **Start Date** for Quarter 1, 2, 3, and 4 to indicate which quarters should be included in

| Elements | Description & Format | Campus Location |
|---------------------|---|---|
| Grade | The Grade level in which the student is enrolled. <i>Alphanumeric, 2 characters</i> | Student Information > General > Enrollments > General Enrollment Information > Grade System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code Enrollment.grade |
| Days Present | The instructional days the student is present during the date ranged entered on the extract editor. <i>Numeric, 3 digits</i> | Not dynamically stored |
| Days Absent | Reports students who have a whole or half day absence, based on the calendar minutes entered on the Calendar. <i>Numeric, 3 digits</i> | Not dynamically stored |
| Student ID | The district-assigned student number. <i>Numeric, 7 digits</i> | Census > People > Demographics > Student Number Person.studentNumber |
| Student Name | The student's first and last name. <i>Alphanumeric, 50 characters</i> | Census > People > Demographics > Last Name, First Name Identity.lastName Identity.firstName |
| Quarter 1 | Days present for Quarter 1. | Not dynamically stored |
| Quarter 2 | Days present for Quarter 2. | Not dynamically stored |
| Semester 1 | Total of days present for Quarter 1 and 2. | Not dynamically stored |
| Quarter 3 | Days present for Quarter 3. | Not dynamically stored |
| Quarter 4 | Days present for Quarter 4. | Not dynamically stored |
| Semester 2 | Total of days present for Quarter 3 and 4. | Not dynamically stored |
| Year | Total of days present for quarters 1 through 4. | Not dynamically stored |

| Elements | Description & Format | Campus Location |
|-------------------|--|------------------------|
| Quarter 1 | Days absent for Quarter 1. | Not dynamically stored |
| Quarter 2 | Days absent for Quarter 2 | Not dynamically stored |
| Semester 1 | Total of days absent for Quarter 1 and 2. | Not dynamically stored |
| Quarter 3 | Days absent for Quarter 3. | Not dynamically stored |
| Quarter 4 | Days absent for Quarter 4. | Not dynamically stored |
| Semester 2 | Total of days absent for Quarter 3 and 4. | Not dynamically stored |
| Year | Total of days absent for Quarters 1 through 4. | Not dynamically stored |

Previous Versions

[Attendance Summary Report \(Oklahoma\) \[.2207 - .2227\]](#)