

## Attendance Summary Report (Oklahoma)

Last Modified on 10/22/2022 10:34 am CDT

Report Logic | Report Options | Generate the Attendance Summary Report | Attendance Summary Report Layout

Classic View: OK State Reporting > Attendance Summary

Search Terms: Attendance Summary

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(Days Present & Absent) State Report         his tool will build a report to complete the OK State-defined Attendance Summary.         he Start Date of the succeeding quarter is required to determine the date range of the current quarter.         Report Options         Report Options         Quarter 1 Start Date         Quarter 2 Start Date         Quarter 3 Start Date         Quarter 4 Start Date         Quarter 4 Start Date         Quarter 4 Start Date         Quarter 5 Start Date         Quarter 4 Start Date         Quarter 4 Start Date         Quarter 5 Cost Order         FOSR/ASR         Format         Ad Hoc Filter         Quarter 1 Blank         Unreported Terms Report Blank         The Display Totals Page option will append an additional page onto this report that will summarize the data from across the calendars selected on the extract editor.   | Reporting Period       Image: Constraint of the second secon   |  |  |
|--|--|--|--|
| his tool will build a report to complete the OK State-defined Attendance Summary.<br>the Start Date of the succeeding quarter is required to determine the date range of the current quarter.           Report Options       Select Calendars         Report Options <ul> <li>Quarter 1 Start Date</li> <li>Ist by school</li> <li>Ist by school</li> <li>Ist by school</li> <li>Ist by year</li> </ul> Quarter 2 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 1 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 1 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 1 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 1 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 1 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 2 Start Date       Image: Complete the OK State-defined Attendance Summary.         Quarter 4 Start Date       Image: Complete the OK State-defined Attendance Summary.         Format       PDF v         Ad Hoc Filter       v         Display Totals Page option will append an additional page onto this report that will summarize the data from arcros the calendars selected on the extract editor.   | his tool will build a report to complete the OK State-defined Attendance Summary.<br>te Start Date of the succeeding quarter is required to determine the date range of the current quarter.<br>Report Options  Report Options  Report Date  Cuarter 1 Start Date  Cuarter 2 Start Date  Cuarter 3 Start Date  Cuarter 4 Start Date  Cuarter | ttendance Summary ☆  |  |
| Quarter 1 Start Date       Image: Constraint of the constraint | Quarter 1 Start Date       End Date       Isis by school         Quarter 2 Start Date       End Date       Isis by school         Quarter 3 Start Date       End Date       Isis by year         Quarter 4 Start Date       End Date       Isis by year         Quarter 4 Start Date       End Date       Isis by year         Quarter 4 Start Date       End Date       Isis by year         Grade Level Sort Order       FOSR/ASR       End Date       Isis by year         Format       PDF v       Ad Hoc Filter       Isis by year       Isis by year         Display Totals Page       Isis by year       Isis by year       Isis by year         Unreported Terms Report Blank       Isis by year       Isis by year       Isis by year         Refresh Show top 50 v tasks submitted between 01/24/2022 isis and 01/31/2022 isis       Isis by year       Isis by year         Batch Queue List       Queued Time       Report Title       Isis by year       Isis by year   | his tool will build a report to complete the OK State-defined Attendance Summary.<br>Is Start Date of the succeeding quarter is required to determine the date range of the current quarter.   | _  |
|  | Batch Queue List Queued Time Report Title Status Download  | Quarter 1 Start Date       Image: Constraint of the start Date       Image: Constraint of the start Date         Quarter 2 Start Date       Image: Constraint of the start Date       Image: Constraint of the start Date         Quarter 3 Start Date       Image: Constraint of the start Date       Image: Constraint of the start Date         Quarter 4 Start Date       Image: Constraint of the start Date       Image: Constraint of the start Date         Grade Level Sort Order       FQSR/ASR       Image: Constraint of the start Date         Format       PDF v       Ad Hoc Filter         Display Totals Page       Image: Constraint of the start of the | iist by school<br>iist by year<br>21-22 Abbott Elementary<br>21-22 Baird Elementary<br>21-22 Crew Middle<br>21-22 Ewing High<br>21-22 Ewing High<br>21-22 Fremont High |
| Generate Report Submit to Batch  |  | 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   |  |  |  |  |  |
|--|--|--|--|--|--|--|
| <b>Present</b> when the total instructional minutes in   | the day is greater than <b>200</b>   |  |  |  |  |  |
| Attendance for the AM (first half of the day) is<br>calculated by finding all periods with a Start<br>Time that is on or before the first half of the<br>day (instructional minutes divided by 2). | If the student was present 120 minutes or<br>more within the first half of the day, that<br>student is counted as present. |  |  |  |  |  |
| Attendance for the PM (second half of the day)<br>is calculated by finding all periods where the<br>End Time is on or after the last half of the day<br>(instructional minutes divided by 2).      | If the student was present 120 minutes or<br>more within the last half of the day, that<br>student is counted as present.  |  |  |  |  |  |
| Period minutes are counted for all periods<br>where the student is not marked as Absent or<br>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<br>day, present minutes are split evenly between<br>the two day halves.  |  |  |  |  |  |  |
| <b>Present</b> when the total instruction minutes in the day is <b>200 or less</b> .   |  |  |  |  |  |  |
| 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<br>where the student is not marked as Absent or<br>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<br>calculated by finding all periods with a Start<br>Time that is on or before the first half of the<br>day (instructional minutes divided by 2).  | If the Half Day Absence (Minutes) field on the<br>student's Grade Level is populated (or on the<br>Calendar if null), reports as absent if the<br>student was absent for more than that many<br>minutes. Otherwise, if the student was present<br>for less than 120 minutes within the first half of<br>the day, that student is counted as absent. |
| Attendance for the PM (second half of the day)<br>is calculated by finding all periods where the<br>End Time is on or after the last half of the day<br>(instructional minutes divided by 2).   | If the Half Day Absence (Minutes) field on the<br>student's Grade Level is populated (or on the<br>Calendar if null), reports as absent if the<br>student was absent for more than that many<br>minutes. Otherwise, if the student was present<br>for less than 120 minutes within the last half of<br>the day, that student is counted as absent.  |
| Period minutes are counted for all periods<br>where the student is not marked as Absent or<br>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  | e day is <b>200 or less</b> .   |
| If the Whole Day Absence (Minutes) field on<br>the student's Grade Level is populated (or on<br>the Calendar if null), reports as absent if the<br>student was absent for more than that many<br>minutes. Otherwise, a student present for less<br>than 120 instructional minutes in the entire<br>day is considered absent for both AM and PM<br>half-day periods. |   |
| Period minutes are counted for all periods<br>where the student is not marked as Absent or<br>Absent/Exempt.  |   |
| If the student is Absent or Absent/Exempt but a<br>value other than 0 is entered for their Present<br>Minutes on the Attendance tab, those minutes<br>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<br>Period                 | The term options associated with the desired calendar selected for the report.   |  |  |
| Quarter 1-4<br>Start Date           | The date on which the quarters 1 through 4 began. Dates can be entered in <i>mmddyy</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<br>End Date             | The last day of each quarter for the school year. Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.<br>End Dates do not effect report logic. They are included in the header of the report for informational purposes.  |  |  |
| Grade Level<br>Sort Order           | <ul> <li>Determines how records are sorted by grade level. Options include the following:</li> <li>FQSR/SAR: reports based on the Code selected for the Grade Level.</li> <li>Grade Name: reports numeric grades first, then alphabetically.</li> <li>Grade Sequence Number: reports numerically by sequence.</li> </ul> |  |  |
| 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<br>Page              | Generates an additional page providing totals by calendar.   |  |  |
| Unreported<br>Terms Report<br>Blank |  |  |  |
| Select<br>Calendars                 | At least one calendar needs to be selected in order to generate the report.<br>Reports can be selected by Active Year, School or Year.   |  |  |
| Report<br>Generation                | The extract can be generated immediately using the <b>Generate Report</b> button. Or, use the <b>Submit to Batch</b> 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



the report. When reporting for a specific quarter, enter the start date of the quarter being reporting and the following one. For example, if reporting for Quarter 1, enter Start Dates for Quarter 1 and 2.

- 3. Enter an **End Date** for Quarter 1, 2, 3, and 4 to be included in the report header.
- 4. Select a Grade Level Sort Order.
- 5. The extract generates in *PDF* format by default. Select a different **Format** (*CSV* or *HTML*) if desired.
- 6. Select an Ad hoc Filter to limit students reported.
- 7. If desired, mark the Unreported Terms Report Blank checkbox.
- 8. Mark **Display Totals Page** to generate the report with an additional page at the end that provides totals summarized by calendar.
- 9. Select the Calendar(s) to include in this report.
- Click the Generate Report button to view the report in the selected format. Submit to Batch may also be selected to generate the extract at a later time or date.

Even though the reporting period may be selected for a specific quarter, **Start Dates** for all quarters must be entered.



Attendance Summary Report, Unreported Terms Report Blank Not Marked - PDF Format

| districtName                              | distric | tNum  | county endYear       | schoolName s | choolNum reportPer | riod periodStart | qlStart qlEnd       | date t            | time            |                 |                  | - P   |
|---|---------|-------|----------------------|--------------|--------------------|------------------|---------------------|-------------------|-----------------|-----------------|------------------|-------|
| Public Schools                            | 123456  | 5     | 55 2022              | 21-22 HS 7   | 05 Quarter 1       | 09/01/2021       | 09/01/2021 11/15/20 | 021 01/31/2022 11 | :35:33          |                 |                  | - 1   |
| OK Attendance Summary Report Records:1143 |         |       |                      |              |                    |                  |                     |                   |                 |                 |                  |       |
| calendarName                              | grade   | ID    | studentName          | daysPresentQ | rl daysPresentQtr2 | daysPresentSem   | l daysPresentQtr3   | daysPresentQtr4   | daysPresentSem2 | daysPresentYear | daysAbsentQtr1 d | aysAl |
| 21-22 HS                                  | 10      | 12345 | Student, Adam        | 52.0         |                    | 52.0             |                     |                   |                 | 52.0            | 0.0              |       |
| 21-22 HS                                  | 10      | 23456 | Student,<br>Ashley   | 51.5         |                    | 51.5             |                     |                   |                 | 51.5            | 0.5              |       |
| 21-22 HS                                  | 10      | 34567 | Student, Carly       | 52.0         |                    | 52.0             |                     |                   |                 | 52.0            | 0.0              |       |
| 21-22 HS                                  | 10      | 45678 | Student,<br>Dennis   | 52.0         |                    | 52.0             |                     |                   |                 | 52.0            | 0.0              |       |
| 21-22 HS                                  | 10      | 56789 | Student,<br>Eleanor  | 50.0         |                    | 50.0             |                     |                   |                 | 50.0            | 2.0              |       |
| 21-22 HS                                  | 10      | 67890 | Student,<br>Franklin | 51.5         |                    | 51.5             |                     |                   |                 | 51.5            | 0.5              |       |

Attendance Summary Report, Unreported Terms Report Blank Marked - HTML Format

## **Attendance Summary Report Layout**



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