

Consecutive Absence Report [.2124 - .2227]

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Classic View: Attendance > Reports > Consecutive Absence Report

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The Consecutive Absence Report counts the instructional periods in which a student is scheduled during the date range entered. If the student is absent from all scheduled instructional periods, the student is counted as absent in this report. Non-Instructional periods are ignored.

The screenshot shows the 'Consecutive Absence Report' configuration page. It includes the following sections:

- Which date range would you like to include in the report?**
 - Start Date: 09/01/2021
 - End Date: 12/01/2021
 - Active Enrollments Only
- Which calendar(s) would you like to include in the report?**
 - active year
 - list by school
 - list by year
- Which students would you like to include in the report?**
 - Grade: All Students (dropdown menu with options: AAP, EC, HK, K)
 - Ad Hoc Filter
- Consecutive days absent:**
 - Minimum*: 3
 - Maximum: (empty field)
- Which Absence Excuse type should be counted?**
 - Unexcused, Excused, and Unknown
 - Unexcused, and Unknown
- Report Format:** PDF
- Buttons:

A list of schools for the 2021-22 school year is shown on the right, including Abbott Elementary, Baird Elementary, Chowen Middle, Drew Middle, Ewing High, and Fremont High. A note at the bottom of the list says 'CTRL-click or SHIFT-click to select multiple'.

Consecutive Absence Report

Report Logic

The Consecutive Absence Report requires attendance data to be entered on the student's [Attendance](#) tab. This report also uses the calendar's [Period Structure](#) information to only include

periods marked as Instructional.

Students who meet the entered criteria multiple times during the date range print multiple times on the report in order of the most recent consecutive days' absence according to the date range entered (or calendar year by default). Exempt absences are not included on this report.

Absences are aggregated based on the entered minimum consecutive absence value.

Report Editor Details

The following information details the different areas of the Consecutive Absence Report editor.

Option	Description
Date Range	<p>To narrow the results of this report, a Start Date and End Date can be entered. These are not required fields, and is not populated with any particular date. If these fields are left blank, the calendar's start and end dates are used.</p> <p>The Active Enrollments Only checkbox is available to limit the students displayed in the report to those whose enrollment record was active for all or part of the entered date range. If not selected, students who did not have active enrollment records during the entered date range are included in the report results.</p>
Student Selection	<p>Students can be selected for inclusion in the report by either a Grade level or an Ad hoc Filter. Only grade levels that are part of the selected calendar report. All students can be selected in the Grade level area, but choosing all students and multiple calendars when reporting on a large date range may slow server response time and delay the generation of the report.</p> <p>When an Ad hoc Filter is selected, only those students in the selected filter AND in the selected calendar(s) are reported.</p>

Option	Description
Absent Selection	<p>The Consecutive days absent area defines the number of days in a row where the student was absent for the entire school day (all instructional periods).</p> <p>For the purposes of this report, a Minimum number of days absent must be entered in whole numbers (a value of 1 can be entered, but for this report is not necessarily helpful). If desired, a Maximum number of days absent can be entered. If both fields are entered, the report only includes students who have at least the Minimum amount of days absent and no more than the Maximum number of days absent.</p> <p>Excuse types are assigned when the attendance office entered student attendance information for the day. The report can be generated to display unexcused, excused and unknown absences. A combination of these options are available:</p> <ul style="list-style-type: none"> • Unexcused, Excused and Unknown - This is the default selection. • Unexcused and Unknown
Report Format	<p>Determines how the report generates - PDF or DOCX format.</p>
Calendar Selection	<p>At least one calendar must be chosen in order to generate this report. Calendars can be listed by Active Year, by School or by Year. Use the CTRL or SHIFT keys to select multiple calendars.</p>
Report Generation	<p>To display the results of the report immediately, click the Generate Report button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.).</p> <p>To displays the results of the report at a later time, click the Submit to Batch button. This is best if the selection criteria is large (several calendars, a large date range, a large student selection, etc.). When this is done, a message displays asking for the selection of more Batch Queue options. See the Batch Queue article for more information.</p>

Generate the Report

1. Enter a **Start Date** on which to base the number of attendance days included in the report.
2. Enter an **End Date** for this report.
3. Determine if only active enrollments should be included in the report. If yes, mark the **Active Enrollments Only** checkbox.
4. Select the students to include in the report by choosing a **Grade level** or by choosing an **Ad hoc Filter**.
5. Enter the **Minimum** number of days absent for this report.
6. If desired, enter the **Maximum** number of days absent for this report.
7. Select the appropriate option for the **Absent Excuse** types to include in the report.
8. Select the desired **Report Format**.
9. Select the desired **Calendars** to include in the report.

10. Click the **Generate Report** button to see the results of the report immediately. Or, click the **Submit to Batch** button to choose when the report generates.

2016-17 High School		Consecutive Absence Report			
Generated on 05/17/2017 12:55:23 PM Page 1 of 1		All Grades Calendars: 1 Students: 33 Consecutive Days Absent: 2 or more Absent Excuses: Unknown, Excused, Unexcused			
2016-17 High School		Students: 33			
Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Student, Asher	123456	09/08/2016	09/12/2016	3
09	Student, Brittany	234567	09/20/2016	09/23/2016	4
09	Student, Cameron	345678	09/07/2016	09/08/2016	2
09	Student, Dagny	456789	09/07/2016	09/09/2016	3
10	Student, Everett	567890	09/12/2016	09/13/2016	2
10	Student, Francie	678901	09/08/2016	09/09/2016	2

Consecutive Absence Report - PDF Format

School District		Consecutive Absence Report			
Generated on 12/09/2019 01:33:17 PM Page 1 of 1		Start Date: 09/02/2019 End Date: 12/09/2019 All Grades Calendars: 2 Students: 7 Consecutive Days Absent: 3 or more Absent Excuses: Unknown, Excused, Unexcused			
19-20 Middle School		Students: 0			
Grade	Student Name	Student Number	Start Date	End Date	Days Absent
19-20 High School		Students: 7			
Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Student, Justin J	1101900001	10/23/2019	10/28/2019	4
09	Student, Michael	031110005	10/24/2019	10/28/2019	3
09	Student, Darcy	201900043	09/03/2019	09/05/2019	3
09	Student, Jamal	201900020	10/07/2019	10/11/2019	5
10	Student, Derrick	043330256	11/13/2019	11/15/2019	3
11	Student, Gina	109144	10/24/2019	10/31/2019	6
12	Student, Jake	131559	09/12/2019	09/16/2019	3

Consecutive Absence Report - DOCX Format