

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

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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).

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:

- **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**.
 - 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, RVON, RVOFF, FOY,

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 .

Field	Description
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 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.
10. 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.

District: MOORE
 County: 1
 Site Number: 1
 Sorted by Grade

ATTENDANCE SUMMARY REPORT
 11-12 AC /
 2011-2012
 08/15/2011-05/25/2012

Date: 01/24/2012
 Time: 10:38:57 AM
 Page 1 of 15

Grade 01

ID	Student Name	Days Present							Days Absent						
		Qtr 1	Qtr 2	Sem 1	Qtr 3	Qtr 4	Sem 2	Year	Qtr 1	Qtr 2	Sem 1	Qtr 3	Qtr 4	Sem 2	Year
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
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10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10101010	STUDENT NAME	53.0	30.0	83.0	40.0	52.0	92.0	175.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

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

Header Records:1

districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	q1Start	q1End	date	time
Public Schools	123456	55	2022	21-22 HS	705	Quarter 1	09/01/2021	09/01/2021	11/15/2021	01/31/2022	11:35:33

OK Attendance Summary Report Records:1143

calendarName	grade	ID	studentName	daysPresentQtr1	daysPresentQtr2	daysPresentSem1	daysPresentQtr3	daysPresentQtr4	daysPresentSem2	daysPresentYear	daysAbsentQtr1	daysAl
21-22 HS	10	12345	Student, Adam	52.0		52.0				52.0	0.0	
21-22 HS	10	23456	Student, 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, Dennis	52.0		52.0				52.0	0.0	
21-22 HS	10	56789	Student, Eleanor	50.0		50.0				50.0	2.0	
21-22 HS	10	67890	Student, Franklin	51.5		51.5				51.5	0.5	

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

Attendance Summary Report Layout

Elements	Description & Format	Campus Location
Grade	<p>The Grade level in which the student is enrolled.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > Grade</p> <p>System Administration > Calendar > Calendar > Grade Levels > State Grade Level Code</p> <p>Enrollment.grade</p>
Days Present	<p>The instructional days the student is present during the date ranged entered on the extract editor.</p> <p><i>Numeric, 3 digits</i></p>	Not dynamically stored

Elements	Description & Format	Campus Location
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
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 \(Oklahoma\) \[.2032 - .2203\]](#)
