

Perfect Attendance Report Parameters

Absence Occurrence Report

Template Settings

* Template Description:

Share this template with other users in entity 020

Print Greenbar

School Year to Process:

Report Ranges

Low	High
Entity: <input type="text" value="020"/>	<input type="text" value="020"/>
Student Key: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
Absent Date: <input type="text" value="08/05/2014"/>	<input type="text" value="05/22/2015"/>
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>
Student Type: <input type="text" value=""/>	<input type="text" value="ZZZ"/>
Calendar: <input type="text" value=""/>	<input type="text" value="ZZZZ"/>
Homeroom: <input type="text" value=""/>	<input type="text" value="ZZZZ"/>
Race: <input type="text" value=""/>	<input type="text" value="ZZZ"/>
School: <input type="text" value=""/>	<input type="text" value="ZZZZ"/>
Student Status: <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Both	
Gender: <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Both	

Include All Federal Races/Ethnicities

Criteria Options

Selection: Students meeting one of the criteria Students meeting all of the criteria

Criteria	Day/Prd/Cls	Minimum	Maximum		
Criteria 1: <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/>	<input type="text" value="Day"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Criteria 2: <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="999"/>		
Criteria 3: <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="999"/>		
Criteria 4: <input type="button" value="Absence Types"/> <input type="button" value="Abs. Reasons"/>	<input type="text" value="None"/>	<input type="text" value="0"/>	<input type="text" value="999"/>		

Sorting Options

Page Break and Total by Student Name

Move	Label
<input type="button" value="↕"/>	<input type="text" value="Student Name"/>

Printing Options

Name Order

First Name/Last Name Last Name/First Name

Print Student Attendance Detail

Print Student Attendance Comments

For Class Criteria - Print only classes meeting criteria

Print Selected Absence Type Totals

Print Demographic Information

Exclude Student Key

Asterisk (*) denotes a required field

Office/Attendance/Reports/Absence Occurrence Report

Criteria 1: You will need to click on the Absence Types button. Select all of your types you want to include for perfect attendance purposes (Available Other Types include Alt school, homebound, etc., that are codes for students who are considered present for perfect attendance purposes, but not necessarily in your building). Once you select your types, they will move to the right side of the screen. Save.

Click on the Absence Reason button and select all reasons. Save. Make sure you have Day selected to the right of the Absence Reason button and 0 set for your minimum and maximum.

I do not have anything selected in Criteria 2. That button will be hi-lighted once you complete Criteria 1.

Feel free to choose whatever you want to display on your report in the Printing Options box.