

Attendance Reports

Attendance reports help you to extract a variety of information. You use some reports on a daily or weekly basis for both individual reporting and group reporting, and use other reports during the grading periods or for yearly statistical reports.

The data on a report run in SMS 2.0 is based on a template. Skyward creates default templates in which the ranges are typically wide open. You can create your own template to customize the report. Templates can be saved for use in the future.

Reports required by the state of Washington, such as the Attendance Truancy Report and the Grades 1-8 Unexcused Absence reports, are also available.

Unless otherwise specified, you can run all reports in this section using the steps below:

1. Go to Student Management\Office\AT\RE\AR.
2. Click on the desired report.
3. To use an existing report template, highlight the desired template and click Print.
4. To create a new template, click Add.
5. Make the appropriate selections. Each report in this section contains a table that explains options unique to that report.
6. Click Save and Print to save the template and print the report, or click Save to save the template without printing.

Common Attendance Report Template Options

The fields listed in Table 29 below are common to most of the Attendance Report and Utility templates.

Option	Description/Action
Template Description	Name of the template.
Share this template with other users in Entity ###	Select to make this template available to other users in this Entity.
Absence Date	Can be a single selection or a Low/High date range selection.
Absence Types	Choose the types of attendance to include. At least one Absence Type must be selected.
Activity	Students in a specific activity may be reported on as a group by selecting it from Activity.

Option	Description/Action
Advisor	Defines the individual advisor or range of advisors to be included.
Attendance Date or Date or Select by: Date	<p>When selected, determines which date to run the report for. A specific date or today less a specific number of school days.</p> <p>Select Today Less number of School Days and enter a number or leave at 0 or select Specific Date and enter the date.</p> <p>Selecting Today Less number of School Days and leaving the value at 0 makes the template run for the current date without having to modify it each time it is used.</p>
Attendance Period	Restricts the Attendance Periods included on the report as desired.
Calendar	Restricts the Calendar included on the report as desired.
Gender	Defines whether males, females or both are included.
Grad Yr/Grade	Restricts the Grad Year/Grade included on the report as desired.
Homeroom	Defines the individual homeroom or range of homerooms to be included.
Name Format	Defines the way in which names are displayed on the report.
Parent Notified	Select Yes, No or Both.
Print Confidential Phone	Prints the phone number rather than *CONFIDENTIAL*.
Print Demographic Information	Includes demographic data in addition to student name.
Print Primary Phone	Prints student's home phone.
School	Restricts the School included on the report as desired.
School Year to Process	Verify the school year. Defaults to the current school year but may be changed to a previous school year.
Selected Activity is Required	When this option is selected, only students enrolled in the selected Activity are included on the report.
Student Selection by Range	Allows selection of a group of students by common range parameters.
Student Selection by Individual	Allows a selection of a specific student or group of students not accommodated by using ranges.
Student Key or Select By: Student Key	Determine student or range of students based on student Alphakey.

Option	Description/Action
Student Status	Determines whether Active, Inactive or Both are included on the report.
Today Less Number of School Days	<p>This option allows this utility to be run for a specific date or today minus a specified number of days.</p> <p>For example, to process Attendance records for today, select this option and enter 0 as the value in the Today Less number of School Days field.</p> <p>To process Attendance records for the previous day, select this option and enter 1 as the value in the Today Less number of School Days field.</p>

Table 29 - Description of common fields on Attendance Reports

Daily Reports

All Daily Report options can be run for a specific date or today less a specified number of school days or a specific student with the exception of the Unrecorded Class Attendance and Recorded Class Attendance reports. These reports are date-driven, which can be run for a specific date, range of dates or today less a specified number of school days.

There are seven report options available under Daily Reports:

- [Day Summary](#)
- [Period Detail](#)
- [Admit Slips](#)
- [Do Not Admit Slips](#)
- [Unrecorded Class Attendance](#)
- [Recorded Class Attendance](#)
- [Automated Unrecorded Class Attendance Email](#)

The following sub-sections describe each Daily Report.

Day Summary

The Day Summary report produces a list of absence information for a given Date or Student. Guardian names and phone numbers can be included on the report for the purpose of contacting them about Attendance information.

The report includes the option to create a file for a phone dialer system. The phone dial format depends on the phone notification system being used. Contact your district administrator to see if your phone system version is supported. SMS 2.0 accommodates only one phone notification system per district.

The Skyward template for the Day Summary report is for the current school year with few custom items selected.

Table 30 describes the unique options for the Day Summary report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Minimum Periods Absent	Limits the Minimum Periods Absent included on the report as desired. Enter 01 to report only students who are absent.
Calling Report	Prints one line per student with contact information and a column for notes creating a concise list of absent students for use by someone making calls to the student's guardian to confirm the absence.
Print Student Counts	Includes count of students by Absence Type code.
Print Absence Type Legend	Includes the long description for the Absence Types on the report.
Print Both Guardian's Information	Includes both Guardian 1 and 2 of Family 1.
Print Guardians Work Phone	Includes work number as well as home number on report.
Type to Highlight with "****"	Absence Types selected in Report Ranges section are available here. Use to quickly identify a specific Absence Type. Select this to put the asterisks next to an Absence Type you want to quickly identify when reviewing the report.
Print Guardian's Name	Include guardian's name, based on your selections.
Print Attendance Detail	Defines whether all periods and Absence Types are displayed or just the periods and Absence Types identified in the Attendance Periods and Absence Types fields.

Table 30 - Description of the unique options for the Day Summary Report

Period Detail

The Period Detail report produces a detailed list of absence information for a given date or a selected student (Student Key), including a period by period breakdown of each student's scheduled classes and teachers.

Guardian names and work phone numbers are automatically included on the report. The option to include home phone number (even confidential home phone) is also available.

Table 31 describes the unique options for the Period Detail report. See the common fields table above (Table 29) for a description of the common fields not listed in below.

Option	Description/Action
Print Attendance Detail	Determines whether all periods in a day or just the ones defined in the Attendance Period fields above are included in the report.

Table 31 - Description of the unique option for the Period Detail report

Admit Slips

Printing the Admit Slips report creates slips with the student's Absence Type and reason for each period of the student's absence, with a place for each teacher's signature. Admit slips can be printed for any school day. They are normally printed at the end of the current day for the next day. However, school policy determines this.

Example of how admit slips are used:

A student is absent. The parent calls in the same day of the absence to excuse the absence. At the end of the day, Admit Slips are printed for all students who have Excused absences for that day. The following day, the student comes to the Attendance office and is given the Admit Slip that was printed the previous day. On the slip is a line for each of the student's teachers to sign. The student takes the Admit Slip to each of his teachers and returns it to the office at the end of the day to confirm that all of their teachers have acknowledged the absence.

Table 32 describes the unique options for the Admit Slips report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Print Attendance Detail	Determines whether all periods in a day, or just the ones defined in the Attendance Period fields, are included in the report.

Table 32 - Description of the unique option for Admit Slips

Do Not Admit Slips

The Do Not Admit Slips report is used to print notices to teachers of students with an absence who should not be admitted to class until the student has reconciled their absence through the Attendance office. There are up to six notices per page when printed by class. See [Appendix G](#) for an example of Do Not Admit Slips.

A Do Not Admit slip is printed for a student with an absence on the selected Attendance date. You can print a slip for every class or just the first class that has a selected absence type within the Attendance period ranges selected. The slips are sorted by teacher, class and student with teacher and class information printing on each. A page break by class option is also available. When 'Print Only 1 Slip per Student' is selected, the records are sorted by student sort with no page break.

Table 33 describes the unique options for Do Not Admit Slips. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Print Only 1 Slip per Student	Prints a single slip for each student regardless of the number of periods the student was absent. For example, if the student was absent all six periods of the day, only one slip prints instead of six.
Print Teacher Name & Class Information	<p>Prints teacher name and course information when printing one slip per student.</p> <p>The teacher and class information is for the first absence record meeting all criterion. Information for subsequent periods of absence is not printed. If the student was absent all 6 periods of the day and only one slip is printed, the only teacher and class printing on the slip is for the first period the student missed.</p>
Page Break for Each Class	Creates up to six records per page sorted by teacher, class and student with page break at the change of class.
Print Do Not Admit Slips for every class	<p>Determines whether to print a Do Not Admit Slip for every period the student is absent, or only after the very first period the student has a selected Absence Type.</p> <p><i>Example:</i> A student is marked periods 1-6 with an Absence Type of Unexcused, which is the Absence Type selected.</p> <p>Selecting On & After the very first period which has a selected absence type prints a Do Not Admit slip for each of the six periods of absence. Selecting After the very first period which has a selected absence type prints a Do Not Admit slip for periods 2, 3, 4, 5 and 6.</p>

Option	Description/Action
Free Form Line	Free form text to enter up to four lines. Lines 1 and 2 are pre-populated but can be modified. This text prints in the upper-left corner of each slip.
Time:	Free-form text to indicate when (hour:minute) to send the student to the office.
Date:	Free-form text to indicate when (date) to send the student to the office.
Signed	Free-form text to indicate a staff member creating document or who should see the student or an area for the document to be signed per business practice of the Entity or district.
Test	Click to preview the document.

Table 33 - Description of unique options for Do Not Admit Slips

Unrecorded Class Attendance

The Unrecorded Class Attendance report prints a list of classes that have not had Attendance entered through EA Plus, or Sim Scan Sheets that have not been processed. It is commonly used to determine which teachers have not entered Attendance through EA Plus.

You can set up the Unrecorded Class Attendance report as a scheduled task. There are two common reasons to do this:

- To have the report run at 10:00 AM (for example) each day to see which teachers haven't taken Attendance for first period. To do this, run the report with Today Less number of School Days set to zero. Once the report runs, you can access the Print Queue, find the report, and schedule it as a task. It always reports on the current date.
- To run the report for the previous day to see which teachers didn't take Attendance the on that day. To do this, run the report with Today Less number of School Days set to 1. Once the report runs, you can access the Print Queue, find the report, and schedule it as a task. It always reports on the previous day.

Table 34 describes the options for the Unrecorded Class Attendance Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Specific Date Range	Start and Stop Date to be included.
Today Less number of School Days	Use to consistently run for current date or specific number of days prior to current date. This setting is useful when setting the report up as a scheduled task to run automatically. <i>Example:</i> Run the report every morning for the previous day or every day at a specific time.
Starting Period	First period to be included.
Ending Period	Last period to be included.
Class Type to Print	Type of Attendance entry to be included. Select Computer to report which teachers have not taken attendance through Educator Access Plus. Select Scansheet to verify which Sim Scan sheets have not been processed. Select Mixed to report on both classroom attendance and Sim Scan documents. The most common setting is Computer.

Table 34 - Description of unique options for the Unrecorded Class Attendance report

Recorded Class Attendance

The Recorded Class Attendance report prints information regarding which teachers have entered Attendance through EA Plus. You can run the report for a specific date, a date range, Today Less Number of School Days, a period, or range of periods. You can also choose whether or not to include Course/Section Details. If you choose to print Course/Section Details, each class is listed on a separate line. The report prints each period on a separate page.

Each page of the report includes the Percent of Classes with Recorded Attendance displayed as the number of classes that took Attendance/number of possible classes followed by the percent that recorded Attendance. For example, 18/25 (72%) represents that 18 out of a possible 25 classes took Attendance, or 72%.

Automated Unrecorded Class Attendance Email

The Automated Unrecorded Class Attendance Email is not found in the same area of the system as the other Daily Reports, but is used similarly to those reports.

The Automated Unrecorded Class Attendance Email allows you to set up an automatic email that is sent when a teacher does not submit their attendance. This feature is useful in automating notification to teachers at a specified time without interrupting other duties of Attendance Office personnel.

You must have Attendance Period Times configured to use this option. See “[Attendance Period Time Codes](#)” (page 12) for more information on creating Attendance Period Times.

To configure the Automated Unrecorded Class Attendance Email:

1. Go to Student Management\Office\AT Setup\CF\AU.
2. Configure the Automated Unrecorded Class Attendance Email Setup screen (Figure 36). Table 35 describes each option.
3. Click Save.

NOTE A Monitored Task is automatically created when you click Save. The task must be configured before the automated emails can be generated. See “[Configuring the Monitored Task](#)” (page 119) for more information on how to configure this feature.

Figure 36 - Automated Unrecorded Class Attendance Email Setup screen

Option	Description
Send emails for unrecorded class attendance	Enables the setup configuration to automate emails to teachers.
Frequency	Determines how often to send emails to teachers. Select After each selected period to send an email each period or Once a day to send one email per day.

Option	Description
Select Periods to Check for Unrecorded Attendance	Allows you to select individual or multiple periods for the system to check for unrecorded Attendance. Check the box next to each period to send an email to teachers with unrecorded Attendance. The Stop Time for each period is the time by which you expect Attendance to have been taken, not necessarily the end of the period. For example, if your policy is for teachers to take Attendance within the first 10 minutes of class and 1 st period begins at 8:00 a.m., the Stop Time would be 8:10 a.m.
Number of Minutes After Period Stop Time to Send Email	The number of minutes following the Stop Time for each period to send the email. For example, if the Stop Time is 8:10 a.m., and you give a five-minute grace period before the system checks for unrecorded attendance, you would enter a “5” in this box.
Recipients	Determines who receives the email. You can select Teachers, Principal and/or Other. Other allows you to enter the email address of anyone you want to receive a copy of the email, such as the Attendance secretary. By sending this email to the Attendance secretary, you can eliminate the need to run the Unrecorded Class Attendance Report and save the Attendance secretary time.
Priority	Sets the priority of the email. The default is High.
Subject	Subject line of the email.
Body	Main content of the email. You can enter a generic statement to inform and remind the teacher to take Attendance.
Select Fields to Show in List	Determines what information about each class is included in the email. Available fields are: <ul style="list-style-type: none"> • Date • Teacher • Course Key/Section • Period • Period End Time • Course Description

Table 35 - Description of the options on the Automated Unrecorded Class Attendance Email Setup screen

Configuring the Monitored Task

After you set up the Automated Unrecorded Class Attendance Email, you must configure the Monitored Task to indicate the Frequency in minutes that you want the system to check for unrecorded class Attendance.

To configure the monitored task:

1. Go to Product Setup\System Administration\PQ\MT.
2. Highlight the Automated Unrecorded Class Attendance Email task.
3. Click Edit.
4. Enter a value in the Frequency box.
5. Update other options, if needed.
6. Click Save.

Reports by Student

In addition to the Daily reports in the Attendance module, you use other reports by student during grading periods or for yearly statistical reports.

Attendance reports by student include:

- [Monthly Quarterly Report](#)
- [Attendance Graphs](#)
- [Attendance Detail or Summary Report](#)
- [Teacher/Class Rollbook Report](#)
- [Teacher/Class Summary Report](#)
- [Attendance Membership Report](#)
- [Consecutive Absences Report](#)
- [Absence Occurrence Report](#)
- [Second and Fifth Period Class Report](#)
- [Comment Report](#)
- [Absence Reason Report](#)
- [Yearly Summary History](#)
- [In/Out Minutes Log Report](#)
- [Accumulative Absences Report](#)
- [Column Report by Student/Date](#)
- [Master Absence List Report](#)
- [Average Attendance by Term/Period](#)
- [Enrollment Report](#)

The sections below describe the reports available.

Monthly Quarterly Report

The Monthly Quarterly Report includes only Absence Type codes associated with a Category of Excused or Unexcused. The Other and Tardy Categories indicate a student was late to or not present in a class. However, the student is considered to be Present at school. Therefore, an Absence Type code with one of the Categories associated with it is not included in the report. Tardy counts can be included by selecting it from the Print Additional Column options.

The Monthly Quarterly report calculates the total number of days possible, days absent and days present for all of the students who were in membership within the date range selected in the calendar ranges (this includes both active and inactive students during the dates selected). This report may be printed for the current school year or a prior school year. Absence Type, Calendars, Student Type and School are all selection options on this report. You can use this report to view percent attended information for a student or for the Entity.

In addition to Attendance data, two additional columns can be printed containing one item from each of the groups below:

- Entry/Withdrawal Dates, Periods Tardy, Membership for One Day and Free/Reduced lunch status
- Race, Homeroom or Feeder School

There are several sort options for this report. You can print totals by the first sort option.

Table 36 describes the unique options for the Monthly/Quarterly Report. See the common fields table above (Table 29) for a description of the common fields not listed below

Option	Description/Action
Days Absent Accumulation Methods	Minutes – This option was created to meet Illinois state requirements. Washington State users do not track minutes in/out. Do not use this option. Combine the Days Excused and Unexcused – Reports on selected excused and unexcused absences. Use the higher of Days Excused or Unexcused – See “ Days Absent Accumulation Methods ” (page 122) below for more information about this option.
Entity	Display only at the Entity level. Ranges are open to enter Entities to be included when running this report at Entity 000.
Feeder School	Defines a feeder school or range of feeder schools to be included.

Option	Description/Action
Residency	<p>Determines whether the report includes students who live in the district boundary, those who live outside the boundary or both.</p> <p><i>Residency</i> means whether a student lives within the boundary lines for the district or not. Typically, the Resident District on the student's Entry/Withdrawal record and the Resident flag on General Profile both reflect whether the student is a resident of the district they are attending, however, they can differ.</p> <p>The Resident flag on the General Profile sub-area is not used for Washington State Reporting purposes.</p>
Include All Student Types	Includes all students if selected. If not selected, click Student Types button to select only certain Student Types to be included.
Include All Schools	Includes all schools in the Entity if selected. If not selected, click Schools to select only certain Schools to be included.
Student Detail	<p>Select Totals Only to print no student-specific information. This option gives school, Entity or district wide total summary information.</p> <p>Select Student Detail and Totals to print summarized Attendance information for individual students as well as the school, Entity or district totals.</p>
Students to Print	<p>Available only when the Student Detail and Totals option is selected.</p> <p>Select All in Range to print all students including those with perfect Attendance.</p> <p>Select Only those with Absences to suppress students with perfect Attendance.</p> <p>All students are included in the school, Entity or district totals at the end of the report regardless of whether they are included in the detail printing options.</p>
Print Student's Attendance Detail	Available when Student Detail and Totals is selected. Prints detailed, daily absence information.

Option	Description/Action
Print Additional Column	One of the following items can be printed: <ul style="list-style-type: none"> • Membership for One Day • Periods Tardy • EW Dates • Free/Reduced • None
Print Additional Column	One of the following items can be printed: <ul style="list-style-type: none"> • Race • Homeroom • None • Feeder School
Print Percent or Rate Attended	Most common selection is Percent as administrators frequently ask for the Percent Attended for a specific date or date range.
Print ADA/ADM Demographic Summary	This option was created to meet Kansas state requirements, not for Washington State users. Do not use this option.
Sort/Grouping Options	Default sort is by Student Key. Additional sorts may be selected through the Select Sorts button. A page break can be added for a sort option by selecting the check box next to the sort item.

Table 36 - Description of the unique options for the Monthly Quarterly report

Days Absent Accumulation Methods

Days Absent Accumulation Methods work in conjunction with calendars that are using the Calendar method on the Calendar Master, with the Use Half Days option selected.

NOTE	The recommended method to use on the Calendar Master is Schedule . Using the Schedule method provides the most accurate Attendance calculations.
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Scenario:

The Calendar is set up to use half days, and the Calendar Detail indicates that a half-day is 1-3 periods and a full day is 4-7 periods. A student has 4 unexcused periods of absence and 3 excused periods of absence on a specific day.

If you select the Use higher of Days Excused or Unexcused option, the system reports the Absence Type with the higher period value and makes sure that any given day is not counted as more than one absence. In the example above, the student is counted as 1 day unexcused.

If you select the Combine the Days Excused and Unexcused option, the student is counted as 1 day unexcused **and** .5 days excused even though it is one Calendar day.

Attendance Graphs

Attendance Graphs let you view Attendance reporting options in graph formats. Graph types available are area, bar, fast line, horizontal bar, line, pie and point. Attendance Graphs in Web Access can be run for a range of students or for an individual student.

Table 37 describes the unique options for Attendance Graphs. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description
Graph by Range	Includes a range of information on the graph.
Graph by Individual	Includes a specific student or group of students not accommodated by using ranges.
Include all schools	Includes all schools in the Entity if selected. If not selected, click Schools to select only certain Schools.
Include all calendars	Includes all Calendars in the Entity if selected. If not selected, click Calendars to select only certain Calendars.
Use Code for the Legend	Uses the Absence Type Code (E, U, W, etc.) as the descriptor.
Use Short Description for the Legend	Uses the short description of the Absence Type Code as the descriptor.
Graph Type	Select desired style: <ul style="list-style-type: none"> • Bar 2D • Bar 3D • Line • Pie 2D • Pie 3D
Breakdown by	Selected desired reporting value: <ul style="list-style-type: none"> • Present / Absent • Absence Type • Absence Reason • Class Period • Day of Week

Table 37 - Description of the unique options for Attendance Graphs

Attendance Detail or Summary Report

The Attendance Detail or Summary report can be run for a range of students or by individual students. The options for this report allow for the creation of a Detail or Summary report by Days Missed, by Periods Missed or Classes Missed. The report can also be created with Period totals by Course and/or Attendance Type Totals by Days.

Table 38 describes the unique options for the Attendance Detail or Summary Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Periods Absent	This is the number of periods a student must be absent to be included on the report. <i>Example:</i> Periods Absent of 000 include students with no absences. To report on students with at least one absence set the Periods Absent low value to 001.
Use Report Option Settings	Select <i>Yes</i> to print detailed report.
Print Address	Prints student's physical address.
Use Mailing Address	Prints student's mailing address if one exists instead of the physical address.
Print Daily Attendance	Prints detail of student absences by date and period.
Print Type/Reason Description	Prints the Absence Type and Absence Reason description rather than just the code. Available only when Print Daily Attendance is selected.
Print Each Day Absent Count	Causes the system to calculate the percent of each daily Attendance record that a student is absent. Selecting Print Each Day Absent Count is helpful in troubleshooting absence count issues.
Print Absence Types Selected	Displays <i>only</i> the selected absence types. This means that if you requested only Unexcused absence information for the report and on a single absence record a student had both U and E, only the U period would print.
Print Absence Periods Selected	Display <i>only</i> the selected absence periods. This means that if you restricted the Attendance period selection range, only absences that occur during these periods appear. No detail outside that range prints on the report.

Option	Description/Action
Format Type	<p>Select the Format Type desired:</p> <ul style="list-style-type: none"> • Days Missed • Classes Missed • Periods Missed <p>See “Format Types” (page 126) below for more information about each type and an example of how they are used.</p>
Totals for ‘Student/Absent Date’ Grouping	<p>Selecting Atnd Period Totals x Course prints a summary at the end of the report reflecting by course the total number of times the student missed the class for each Absence Type selected and the total number of periods that were missed.</p> <p><i>Example:</i> A student has 12 excused absences and 19 unexcused absences in 10th grade Science. If this option is selected, the report shows the following for this Science class: PRDS EXCUSED 12, PRDS UNEXCUSED 19 and TOTAL PRDS 31.</p> <p>Selecting Atnd Type Totals x Days prints the total number of days absent for each selected Absence Type.</p> <p>This option is available only when Classes Missed is selected.</p>
Change ‘Excused’ Attendance Heading to	Creates user defined (friendly) heading. Available only when Classes Missed is selected.
Change ‘Unexcused’ Attendance Heading to	Creates user defined (friendly) heading. Available only when Classes Missed is selected.
Print Individual Period Totals	<p>Prints a summary of how many times a student was marked absent by Absence Type in each period.</p> <p>This option is available only when Days or Periods Missed is selected.</p>
Print Membership Totals	<p>Prints the number of days absent by each Attendance Type and the number of School Days included in the date range, the number of Days Possible, Days Present and Days Absent. These totals are listed by student and for all students included on the report.</p> <p>This option is available only when Days or Periods Missed is selected.</p>

Option	Description/Action
Attendance Heading	Customize the heading of the report.
Additional Heading	Customize the heading of the report.
Group by	This report can be grouped by: <ul style="list-style-type: none"> • Student/Absent Date • Absent Date/Student
Select Sorts	This report is sorted by student last name by default. A different or additional sort option may be selected here. When a sort is selected you may page break on it.
Print Totals for Selected Sorts	Prints absence totals for sort options.

Table 38 - Description of the unique options for the Attendance Detail or Summary Report

Format Types

Days Missed

Reports students who meet the minimum and maximum periods absent ranges for one day. For example, if the minimum for periods missed is 005 and the Format Type option is set to Days Missed, a student appears on the report if they were absent at least five periods in a day within the date range.

Classes Missed

Works like the Days Missed format, but the periods it counts, are those for which the student has a scheduled class. For example, if the minimum for periods missed is 005 and the Format Type option is set to Classes Missed, a student appears on the report if they were absent from a scheduled class at least five times within the date range, regardless of the period the class is in.

Periods Missed

Reports students that meet the minimum and maximum periods missed in a specific period. For example, if the minimum for periods missed is 005 and the Format Type option is set to Periods Missed, a student appears on the report if there are five days within the date ranges where the student missed the same period.

Teacher/Class Rollbook Report

This report is a Vocational Education Rollbook report showing students by Vocational course with daily Attendance and membership. This report was created for users in another state and programmed to meet their specifications. Washington State users should not use this report.

Teacher/Class Summary Report

The Teacher/Class Summary Report shows four weeks of Attendance for a class. It lists the students alphabetically by last name and Attendance information grouped by week. The report can be run to include Absence Data that displays daily indicators for present (+) or absent (-) for each student on each day. The absences are totaled by Attendance type for each student. This report can also be run with Non Absence Data so you see only the Absence Type codes on the days a student was absent. The absences are totaled by Attendance Type for each student.

Table 39 describes the unique options for the Teacher/Class Summary Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Default to 4 week Date Range	Shows four full weeks of Attendance, even if the dates selected in the range do not cover four weeks.
Report Options	Additional page break and print options.
Classes area	Allows you to use class information to define which students are included on the report.

Table 39 - Description of the unique options for the Teacher/Class Summary Report

Attendance Membership Report

The Attendance Membership report provides the information needed to determine school membership for a specific count day. A student is included in the membership count if the student was enrolled on the value in the Report Count Date box.

This report can be used to get a list of students present on a specific date. It also shows whether the student was in Attendance before the report date and after the report date.

Table 40 describes the unique options for the Attendance Membership Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Select Students By Default Entity	Counts students only at their Default Entity.
Percent Enrolled	Selects students based on enrollment percent.
Report Count Date	Report displays students who were Current Year Members actively enrolled on this date.
Age Count Date	Excludes students of a specific age based on the date in the Report Count Date box.

Option	Description/Action
Exclude Students ## Years Old or older	Excludes students beyond a specific age. For example, your school may provide special services to students over age 21, but you do not want to include them in your Membership counts.
Only Check for Absence Types marked to be used in Total Attendance	Looks at Attendance Type Code for inclusion in total attendance setting. If left unchecked, all Absence Type Codes are analyzed. Only those Attendance Type codes that have a check in the Include in Total Attendance box (Student Management\Office\AT Setup\PS\CO\AT) are included when this option is selected.
Report Type	There are three options. When Totals or Both are selected, the report provides Ethnic, Regular and Special Education statistical breakdowns.
Check if student attended after Report Count Date but Before mm/dd/yyyy	The system checks to see if the student was enrolled after the date entered and place a Yes or No in the Attendance After column of the report.

Table 40 - Description of the unique options for the Attendance Membership Report

Consecutive Absences Report

The Consecutive Absences report shows students with one or more periods of absence on consecutive days. A student qualifies as having a 'Day' of absence if one or more periods of that day has a selected Absence Type. A student does not need to be absent for the entire day to qualify for this report.

There are two predefined Skyward templates: one to print students with at least one period of absence on the current date, and one for students with at least one period absent during the last five school days.

Table 41 describes the unique options for the Consecutive Absences Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Last Date to Check	Stop considering absences after this date.
Consecutive Number of Days Absent at Least One Period	Enter the number of consecutive days a student must have at least one period of absence.

Option	Description/Action
Days to Use	After you enter the number of consecutive days that a student must have at least one period of absence, the Days to Use column populates with the dates the report will include. This is a view-only list of days. To increase or decrease the days included, change the value in the Consecutive Number of Days Absent at Least One Period field.

Table 41 - Description of the unique options for the Consecutive Absences Report

Absence Occurrence Report

The Absence Occurrence report can be used to obtain a list of students who have a certain number of absences in the current school year. A common use of this report is to create a list of students with perfect Attendance. Because this report may be run for a range of dates, absence types and reasons it is also used when compiling a list of students who were absent for a specific number of days for a specific absence type.

Table 42 describes the unique options for the Absence Occurrence Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Print Selected Absence Type Totals	Prints totals by Absence Type for those codes you select.
Print Demographic Information	Select to include demographic data in addition to student name.
Exclude Student Key	Available only when printing demographic information. Selecting this option suppresses the student's Alphakey on the printed report.
Criteria Options area	<p>Determines which Absence Types and Absence Reasons qualify a student for inclusion on the report. Up to four criteria may be set.</p> <p>If Absence Reason Codes are not used, or you'd like to include absences without a reason code, you must select Blank Reason to run this report.</p>

Option	Description/Action
Day/Period	<p>Determines whether days of absence or periods of absence are reported.</p> <p>Selecting Day shows the cumulative number of days a student was absent.</p> <p>Select Period to show a cumulative number of periods missed within the absent date range.</p> <p><i>Example:</i> A student is absent for all six periods on five different days. If the option is set to Day with a minimum of three, the student counts as meeting the criteria with five days of absence. If option is set to Period with a minimum of three, the student counts as meeting the criteria with 30 periods of absence.</p>
Minimum and Maximum	<p>Set range of absence count low and high.</p> <p>For a list of students with perfect Attendance, type 0 in the Minimum and Maximum boxes.</p>
Students meeting one of the criteria OR Student meeting all criteria	<p>Setting up more than one criterion allows the user to determine whether or not a student must meet all criteria or qualify for inclusion under only one criterion.</p>

Table 42 - Description of the unique options for the Absence Occurrence Report

Second and Fifth Period Class Report

The 2nd and 5th Period Class report lists each second-period and fifth-period class for a specified date and the students enrolled in that class. Each class has a count of students by gender and total students. There is a summary at the end of the report displaying the number of classes in second and fifth period and the number of male and female students in each period, along with the total number of students enrolled in a class for that period.

This report provides a count of the students enrolled in second and fifth periods.

Comment Report

The Comment Report prints all Attendance comments attached to a student within the selected date range. It can be run for a range of students or individual students. You can also print the Attendance detail or just the Attendance dates and comments.

This report can be used to review the comments entered on student Attendance records or look for student-related trends. For example, if the Attendance office types the reason a student is late to school in the Comment field, this report can be used to review the comments relating to those late arrivals.

Absence Reason Report

The Absence Reason report allows you to select specific Absence Reason codes and see students within the date range with that reason code. It can be run for a range of students or individual students. If you need to delete an Absence Reason Code, you can use this report to identify students attached to the Code.

Yearly Summary History

The Yearly Summary History report calculates the total number of days present, days unexcused, days excused, days possible, days with an absence type code category of other and periods by student for all of the students who are within the selected ranges. This report can be printed for the current school year or a range of school years. All Absence Types are included in this report. Student Key, Grad Yr/Grade, School, Calendar, Homeroom, Advisor and Student Status are range options on this report. There are several sort options for this report. See [Appendix H](#) for an example of this report.

Table 43 describes the unique option for the Yearly Summary History. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Only Print Students with Data	Select to exclude students without absences during the selected school year.

Table 43 - Description of the unique option for the Yearly Summary History

In/Out Minutes Log Report

CAUTION	This report was created for users in another state and may not provide accurate Attendance information.
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The In/Out Minutes Log Report prints a record of In/Out Minutes for students within a date range. If invalid records exist because of missing or blank Attendance detail records, the record is flagged.

Accumulative Absences Report

The Accumulative Absences report shows the total number of absences by period or by Absence Code a student has during the specified date range. You can select specific Attendance dates, periods, number of absences, and Absence Types, which can help you analyze student Attendance data.

Table 44 describes the unique options for the Accumulative Absences Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
By Period	Prints by student a line with total absences for each period.
By Absence Code	Prints one line per student with total absences by absence type code.
Number of Absences	Minimum and maximum number of absences a student must have to qualify for inclusion on this report.
Sort Options	<p>If the report option of By Period is selected and no additional Sort Option is selected the data automatically sorts by Student/Period.</p> <p>If the report option By Absence Code is selected, and no additional Sort Option is selected, the data is sorted by student.</p> <p>No page break is available on sort selections.</p>

Table 44 - Description of the unique options for the Accumulative Absences Report

NOTE	When the report option of By Period or By Absence Code is changed, any individually selected Absence Type, Calendar and School you selected must be reset.
-------------	--

When the report is run By Period, it lists each student with absences and the number of accumulated absences for each period during the date range selected. Figure 37 gives an example of this report using this option.

isoatr97.p 05-2

Skyward Entity (401)

07/09/12

Page:1

05.12.06.00.00-10.2

Accumulative Absences by Period - Run on 07/09/2012

3:28 PM

Calendar: 401 - Calendar (401)

Date Range: 09/06/2011 - 06/29/2012

Number of Absences: 1 to 999

Absence Codes: E, S, X, Z, U, W, L, T, I, O

Periods: 00 to 07

GR	OTHER ID	STUDENT NAME	#A/T	PER	COURSE	SEC	CLASS	INSTRUCTOR
09	525460	Ackerleyscr, Emory	8	2	MTH220	02	GEOMETRY S1	JAlumbaugh
09	525460	Ackerleyscr, Emory	7	1	PEH120	01	HEALTH	Tolidescr
09	525460	Ackerleyscr, Emory	7	3	IND100	03	WOODS I	BHibdonacr
09	525460	Ackerleyscr, Emory	7	4	ENGL110	04	ENGLISH 9 S1	CNeisenacr
09	525460	Ackerleyscr, Emory	7	5	SCI900	05	SCIENCE 9 S1	YMccookacr
09	525460	Ackerleyscr, Emory	6	6	ART314	06	CRAFTS I S1	EKnerracr
11	525475	Affolterscr, Paula	11	1	ENG321	11	ENG 11 CP S2	MNuckelsec
11	525475	Affolterscr, Paula	8	2	SCI352	22	MARINE BIO S2	YMccookacr
11	525475	Affolterscr, Paula	8	3	SCI348	33	FORENSIC SCI S2	OGraueracr
11	525475	Affolterscr, Paula	6	4	SOC322	44	US HIST CP S2	JPonteaacr
11	525475	Affolterscr, Paula	7	5	MTH462	55	AP CALCULUS S2	RAlvearacr
11	525475	Affolterscr, Paula	4	6	PEH252	66	YOGA/PW/FIT S2	Tolidescr
09	525476	Affolterscr, Robert	6	1	ENGL125	11	ENGLISH 9 S2	CNeisenacr

Figure 37 – Accumulative Absences by Period

When the report is run by Absence Code, it lists each student on one line with a total number of absences during the date range selected listed by absence type code. Figure 38 gives an example of this report using this option.

lsoatr97.p 05-2		Skyward Entity (401)										07/09/12		Page:1	
05.12.06.00.00-10.2		Accumulative Absences by Code - Run on 07/09/2012												3:27 PM	
Calendar: 401 - Calendar (401)															
Periods: 00 to 07				Date Range: 09/06/2011 - 06/29/2012						Number of Absences: 1 to 999					
GR OTHER ID	STUDENT NAME	E	I	O	S	U	W	X	Z	L	T	TOT ABS	TOT TARDIES		
09 525460	Ackerleyscr, Emory	42	0	0	0	0	0	0	0	0	0	42	0		
11 525475	Affolterscr, Paula	35	0	4	0	0	2	0	0	0	3	41	3		
09 525476	Affolterscr, Robert	20	0	0	0	0	0	0	0	0	2	20	2		
09 525489	Alayaascr, Lacresha	73	0	2	0	7	25	0	0	1	2	107	3		
09 525498	Alexandrascr, Andree	39	0	8	0	1	0	0	0	7	1	48	8		
11 525500	Alirescr, Ceola	27	0	0	0	1	1	0	0	4	0	29	4		
12 525527	Alumbaughscr, Yong	37	0	9	0	0	18	0	0	2	1	64	3		
12 525535	Amasonscr, Calvin	4	0	4	0	0	6	0	0	0	0	14	0		
10 525536	Amasonscr, Fredrick	6	0	13	0	1	2	0	0	27	1	22	28		

Figure 38 – Accumulative Absences by Absence Code

Column Report by Student/Date

The Column Report by Student/Date produces an alphabetical list of students absent on a particular day arranged in columns. The report prints the grade level and has the option to print the Absence Type.

If you don't use the Admit Slips report, this report is helpful as a quick reference list to determine whether or not a prior day's absence was excused when students report to the Attendance Office for an Admit Slip.

Master Absence List Report

CAUTION	This report was created for users in another state and may not provide accurate Attendance information.
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The Master Absence List Report prints accumulated Attendance totals for a range of dates, Attendance detail for a specific date, and flags a student who was absent a specified number of consecutive days in a given class. This report can be sorted by Teacher, Course/Section or Period, for all students in the class, showing the absence type code by period, including Total absences, total Tardies by period.

Average Attendance by Term/Period

This report shows the average Attendance per period of the day for each grade level from the first day of school as defined in the Calendar Master to the selected end date. It can help you identify the period or periods of the day in which Attendance is the lowest for each grade level or in viewing the percent attended by period and grade level during the selected date range. See [Appendix I](#) for a sample of this report.

Table 45 describes the options for the Average Attendance by Term/Period Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Only Count Students' Periods of Scheduled Class	<p>The system determines whether the student was present and countable based on their schedule. A student is counted as Present only if he or she attended a period of a scheduled class in which Attendance is taken. If students attend periods during the day for which they have no scheduled class, it is recommended this option not be selected.</p> <p>Selecting this option increases report processing time.</p> <p>Selecting this option activates the Low/High ranges in this area.</p>
Courses to Exclude	<p>This option allows you to select specific courses to exclude from this report. For example, you may want to exclude the Advisory class.</p> <p>Available only when Only Count Students' Periods of Scheduled Class is selected.</p>
End Date	<p>Enter the date to run the report through. The start date is always the first day of the current school year.</p>

Table 45 - Description of the options for the Average Attendance by Term/Period Report

Enrollment Report

The Enrollment Report is a monthly enrollment report showing, by school, the number of students by grade without a handicap and the number of students with a handicap broken down by ethnic code and gender. The last page of this report summarizes this information for the entire district.

WARNING	<p>This report was created for users in another state and programmed to meet their specifications.</p> <p>Do not use this report.</p>
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Reports by Class

Along with Daily reports and reports by Student, there are also several Attendance reports available by Class. These include:

- [Teacher/Class Attendance Report](#)
- [Advisor Attendance Collection Form](#)
- [Column Report by Grade/Period](#)

The following sub-sections explain each report.

Teacher/Class Attendance Report

The Teacher/Class Attendance report is often used to help teachers to find discrepancies between the Attendance records that have been entered in the database and what they have in their paper gradebooks for the students.

This report can be printed with a student's Daily Attendance Detail.

Table 46 describes the unique options for the Class/Teacher Attendance Report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Include Previous 5 Days' Attendance	Available only when Absence Date range is for a single day. Absence count includes day in the date range and the previous 5 school days as defined in the Calendar. Cannot be selected in conjunction with Print Attendance Changes option.
Print Attendance Changes for mm/dd/yyyy	Available only when Absence Date range is for a single day. Displays the number of absences on which a change was made for a student for the date defined in the Absence Date range. Cannot be selected in conjunction with Include Previous 5 Days' Attendance option.
Number of Absences Number of Changes	Low and high counts the system looks for to determine which students qualify for inclusion on this report.
Print By	This report can be printed by Teacher, Class, Teacher/Period or Building/Room.
Count an Absence Each Period Class Meets	If a student enrolled in a dual-meet course (period two and three, for example) it is marked Absent for both periods. Selecting this option counts the absence as two absences, once for each period, as opposed to once for the class overall.
Print Days Possible	Prints the total days possible during the selected absence date range.
Print Student Daily Attendance	Prints detail by day of student absences rather than just total absences.

Table 46 - Description of the unique options for the Class/Teacher Attendance Report

Advisor Attendance Collection Form

The Advisor Attendance Collection Form is used to gather attendance from teachers within Entities that do not schedule their students. This report requires that the student advisor is also the classroom teacher. Only one advisor can be assigned to a student. This report can be produced for either one or two weeks.

There are two pre-defined Skyward templates, both of which default to all advisors and a start date of the following Monday. One template produces the attendance collection forms for a one-week span and the other for a two-week span.

Table 47 describes the unique option for the Advisor Attendance Collection Form. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Start Date	Select Next Monday to create the documents for the next week (or two) starting with Monday. Select Specific Date and enter any date to start the document on.

Table 47 - Description of the unique option for the Advisor Attendance Collection Form

Column Report by Grade/Period

The Column Report by Grade/Period produces an alphabetical list of all students by grade level who were absent on date entered in the Attendance Report Date box. The report is arranged in columns by grad year. The report page breaks at each class period of the day.

Table 48 describes the unique options for the Column Report by Grade/Period. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Grad Yr/Grade	The range cannot span more than four grad years.
Print Total Absences (YTD) Before Each Name	Prints the total number of times student has been marked absent from each period to the left of the student's name.
Print YTD Summary (By Category) Below Names	Prints by absence type category the number of times student has been absent from each period by category.
Print Free Form Comments	Prints the Attendance comment for a student immediately below the student's name if such a comment exists.

Table 48 - Description of the unique options for the Column Report by Grade/Period

Verification Reports

Verifications reports can be used to view inconsistencies in Attendance and provide a report for teachers to verify entered Attendance information on the students in their classroom and identify questionable Attendance patterns.

Verification reports include:

- [Teacher Verification Report](#)
- [Batch Class Attendance Report](#)
- [Attendance Transaction Tracking Report](#)
- [Schedule & Enrollment Inconsistencies Report](#)
- [Suspect or Questionable Attendance Report](#)
- [Calendar Report](#)
- [Unexcused Absences for Grades 1-8](#)
- [Attendance Truancy Report](#)

The following sub-sections explain each of these reports.

Teacher Verification Report

CAUTION	This report was created for users in another state and may not provide accurate Attendance information.
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The Teacher Verification report may be run for a specific date or a range of dates to provide a teacher with a report of students absent from class. The teacher can then verify Class Attendance by signing and dating the report which lists detailed Attendance, totals for absences, presence and tardy, as well as the total membership for each student.

Batch Class Attendance Report

The Batch Class Attendance report provides a report created by the Attendance records through the Batch Class Attendance utility.

Attendance Transaction Tracking Report

The Attendance Transaction Tracking report allows you to view and report on any additions or corrections that are made to an individual student's Attendance records when Attendance Transaction Tracking is enabled. You can track all changes made in Attendance or only those made after the Attendance date. Setup for this is done in Entity Year Maintenance under the Info Atnd button. Attendance records can be viewed by Student Key, Attendance Date or Transaction Effective Date. This report is sorted by student and Attendance date.

Table 49 describes the unique options for the Attendance Transaction Tracking report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description
Transaction Effective Date	The date or a range of dates on which a transaction occurred.
Print Transactions Attendance Operator – forces Report to Landscape	Includes the name of the user who entered or modified the Attendance record. This causes the report to print in landscape format to accommodate the additional text for each record.

Table 49 - Description of the unique options for the Attendance Transaction Tracking Report

Schedule & Enrollment Inconsistencies Report

The Schedule & Enrollment Inconsistencies report can be used to verify that a student was enrolled in a class on the date of an Attendance record. It can also be used to identify inconsistencies in enrollment versus Attendance. No corrections are made when running this report. The report displays the inconsistencies which should then be reviewed by the appropriate personnel.

Option	Description
Report Schedule Inconsistencies	Identifies Attendance for dates and periods that a student was not scheduled into a class.
Report Enrollment Inconsistencies	Identifies Attendance for dates a student was not a member of the school in which the Attendance was recorded. Membership is determined by school enrollment records.

Table 50 - Description of the unique options for the Schedule & Enrollment Inconsistencies Report

Suspect or Questionable Attendance Report

The Suspect or Questionable Attendance report was created for users in another State.

This report identifies and prints instances of limited student presence, limited student absence and/or the use of multiple Absence Types for a student on a specific date.

Validate Limited Student Presence prints a report of students who are mostly absent, but who have some periods present that appear suspicious. Suspicious presence includes instances where the student is present at the beginning of the day but is shortly thereafter marked Unexcused, present at the end of the day after being marked Absent, or present for a short amount of time where before and after the student is Absent. Running this report may help to identify data entry errors related to a student Attendance not being recorded.

Example: A student is out sick on a specific date. Teachers in periods 2, 3, 5 and 6 mark the student Absent. The teachers in periods 1 and 4 do not. This student would appear on the report as suspect presence among absences.

Validate Limited Student Absence prints a report of students who are mostly present, but who have some periods absent that appear suspicious. Suspicious absences include instances where the student is absent for a short amount of time at the beginning of the day, a short amount of time at the end of the day, or a short amount of time where before and after the student is present. Running this report may help to identify Attendance data entry errors.

Example: A student is present on a specific date. The teacher in period 4 marks the student Absent. This student would appear on the report as a suspect absence among presences.

Validate Attendance Types prints a report of students who have a dominant absence type the majority of the day, but who also have another Absence Type for a short amount of time. Running this report may help identify instances where an incorrect Absence Type has been applied to a student.

Example: A student is suspended on a specific date. Period 5 of that date, the student is marked as being on a field trip. The Attendance for period 5 is suspect or questionable and appears on the report.

Calendar Report

The Calendar report allows you to verify days, events and details of your Entity's Calendars. This report is useful in verifying your Calendar configuration, such as how many days are in each term and which periods meet on each Calendar day.

Attendance-Related State Reports

The Attendance Truancy report and the Grades 1-8 Unexcused Absence report are two required state reports that are due to the district superintendent in June, but can be used any time during the school year to obtain Attendance information on Unexcused absences.

An *Unexcused absence* means that a student has failed to attend the majority of hours or periods in an average school day, or has failed to meet the school district's more restrictive Attendance policies for Unexcused absences and Excused absences. The program will not look for less-restrictive Attendance policies.

For detailed information on these reports, in SkyDoc:

- Go to WS - Web Student Management\SR – Federal/State Reporting\WA – Washington State Reports\RE – Reports\AR – Attendance Reports.

Unexcused Absences for Grades 1-8

As part of the federal “No Child Left Behind” (NCLB) legislation, districts are required to collect and report information to OSPI on Unexcused absences from all schools offering grades 1-8. This report gathers and organizes the required information into specific reporting categories that the districts can then enter on a Web form on the OSPI website.

Calculations for this report are governed by the method used on the Calendar Master and the information contained in the Calendar Detail.

The Unexcused Absences for Grades 1-8 report is an apportionment report. Therefore, students with Unexcused absences that are consecutive for 20 days or more, are not included in the reporting count. A student with this amount of Unexcused absences should be withdrawn from the Entity.

For detailed information on the Grades 1-8 Unexcused Absence Report in SkyDoc:

- Go to WS - Web Student Management\SR – Federal/State Reporting\WA – Washington State Reports\RE – Reports\AR – Attendance Reports.

To run the Unexcused Absences for Grades 1-8 report:

1. Go to Student Management\Federal/State Reporting\WA\RE\AR\UA.
2. Highlight the default template and click Print. You may also create our own template.

Attendance Truancy Report

The Attendance Truancy report provides information about Unexcused absences and truancy petitions for grades 9-12. OSPI requires that all districts annually report the number of students enrolled, Unexcused absences and Juvenile Court petitions (Becca) filed on behalf of students with Unexcused absences. Additionally, districts must report on the attempts to correct Attendance problems. The Attendance Truancy report provides this information.

To run the Attendance Truancy report:

1. Go to Student Management\Federal/State Reporting\WA\RE\AR\AT.
2. Highlight the default template, and click Print. You may also create your own template.

For detailed information on the Attendance Truancy report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS - Web Student Management > SR – Federal/State Reporting > WA – Washington State Reports > RE – Reports > AR – Attendance Reports.

Table 51 describes the unique options for the Attendance Truancy report. See the common fields table above (Table 29) for a description of the common fields not listed below.

Option	Description/Action
Attendance Dates	<p>When submitting this information to OSPI, the Attendance date ranges should be defined as the first day of school through May 31. If the Attendance Report Date low is 01/01/1900, the start date on the Calendar Master is reported as the low value.</p> <p>If running this report to review truancy information for a specific time frame, you can modify the Attendance dates to view any desired range within a school year.</p>
Student Programs	Use to select specific Student Programs only.
Petitions	<p>This is the date range that is reviewed for discipline petitions.</p> <p>OSPI requires a count of truancy petitions filed with Juvenile Court from September 1 through May 31 of the school year being reported.</p>
Selected Schools Report	<p>This option is available only when Summary Report is selected.</p> <p>If your district is one of the ten districts selected to submit more detailed information, select this option to get a detailed report of the actions taken by the school to deal with Unexcused absences and the students who have them.</p>

Option	Description/Action
Detail Report	Selecting Detail Report provides a listing of the students with Unexcused absences. This detailed report also reflects the actions taken by the school to reduce Unexcused absences if those steps have been entered into the Discipline module using the appropriate codes. Detail Report also reflects which students have had a truancy petition filed against them during the current and previous school year.
Truancy Options	This option consists of pre-defined settings reflecting the following truancy counts: Five or more days of truant type absences in a month. Ten or more days of truant type absences in a year.

Table 51 - Description of the unique options for the Attendance Truancy Report

State Reimbursement for Truancy Petitions

The State Reimbursement for Truancy Petitions report is used to file preliminary and final claims for funding. This funding is used to offset costs incurred for petitions filed with the Juvenile Court because of student truancy. A case number must be assigned before a district can report a petition as being Filed.

The State Reimbursement for Truancy Petitions report contains both a Summary and Detail Report. Both of these reports are described in the sections below.

For more information on the State Reimbursement for Truancy Petitions report in SkyDoc:

- Go to WASHINGTON SCH INFO PROC COOP > WS - Web Student Management > SR – Federal/State Reporting > WA – Washington State Reports > RE – Reports > AR – Attendance Reports.

To run the State Reimbursement for Truancy Petitions report:

1. Go to Student Management\Federal/State Reporting\WA\RE\AR\SR.
2. Highlight the default template and click Print. You may also create your own template.

Summary Report

You can run the preliminary version of the Summary report to list the total number of petitions filed within two separate reporting periods: June 1 to August 31, and September 1 to February 28. Use this report to complete Form SPI 1302C. Run the final version of this report to list the total number of petitions filed within the two separate reporting periods. Use the final version of the Summary report to fill out Form SPI 1302D.

Detail Report

This report lists the details of all students who are included in the counts on the Summary Report. Detailed information includes: Alphakey, Student Name, Student Status, Grade, Gender, Offense Code, Offense Description, Offense Code Date, Cause Number, School Year and Entity.

Office Visit Report

The Office Visit report is not found in the same area of the system as the other reports, but is used similarly to those reports.

The Office Visit report provides information on the students who have visited the Attendance office. It may be run for a specific date or a range of dates. This report can be run from within an Entity or from Entity 000.

To run the Office Visit report:

1. Go to Student Management\Office\AT\OV\RE\OV.
2. Highlight the template you want to use and click Print.
3. To create a new template, Click Add.
4. Configure the template settings screen. Table 52 describes the options for the Office Visit report. See Table 29 for a description of the common fields not listed below.
5. Do one of the following:
 - Click Save and Print to save the template and print the report now.
 - Click Save to save the template without printing.

Option	Description/Action
Entered By	Produces a report of student visits entered by a specific user.
Visit Date	Enter the date or date range desired for this Office Visit Report.
Time In	Use to limit the time in included if desired.
Time Out	Use to limit the time out included if desired.

Option	Description/Action
Print Students	Select one of three options: <ul style="list-style-type: none"> • With and Without Office Visits <ul style="list-style-type: none"> ○ Includes all students who fall within the Student Ranges, both with and without an Office Visit within the Office Visit Ranges. • With Office Visits <ul style="list-style-type: none"> ○ Includes only students who fall within the Student Ranges, with an Office Visit within the Office Visit Ranges. • Without Office Visits <ul style="list-style-type: none"> ○ Includes only students who fall within the Student Ranges, without an Office Visit within the Office Visit Ranges.
Office Visit Print Order	Select Newest to Oldest or Oldest to Newest by date of visit.
Print the protected visit notes	Prints the Office Visit notes marked as Protected. Protected Notes can be printed only by the person who created the note.

Table 52 - Description of the options for the Office Visit report