



High School Attendance Reporting

Period Attendance by Student

This investigation will yield one line per student in the school, with the following info:

- Total Absences (periods/classes)
 - Total unexcused absences
 - Total excused absences
 - Total tardies/lates
 - Total dismissed periods
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- Filter options: usual name, grade level, and total absence > ?

Step 1: Analytics Extract

In order to analyze student attendance, we need to extract the most recent data.

- A. School View > Student TopTab
- B. Options > Analytics > Period Attendance by Student
- C. Click the Run Button. Let it run until complete (usually less than 30 seconds).

Step 2: Analytics Results

- A. Global TopTab > Analytics SideTab
- B. In the Analytics Definition box, click the pick list icon (magnifying glass) and choose **Period Attendance by Student**. All students will be showing.
- C. Field Set > Usual Name (Field Sets determine which columns are showing).
- D. Choose a filter and/or click on one of the headings to sort the information. (Filters determine which rows are showing).
- E. Optional: clicking the quick print icon at the top right (small printer icon), will allow you to print the information on your screen as a report. Most people choose HTML (table format for printing on paper), or a CSV file to open in Excel.

Example: If you filter for "Absences > 50", you will get a list of students who have more than 50 total absences/periods.



High School Attendance Reporting

Period Attendance by Student and Section

This investigation will yield multiple lines per student in the school.

For each course the student is taking, there will be a line, with the following info:

- Total Absences (in that course)
 - Total unexcused absences (in that course)
 - Total excused absences (in that course)
 - Total tardies/lates (in that course)
 - Total dismissed periods (in that course)
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- Filter options: usual name, grade level, and total absence > ?

Step 1: Analytics Extract

In order to analyze student attendance, we need to extract the most recent data.

- A. School View > Student TopTab
- B. Options > Analytics > Period Attendance by Student and Section
- C. Click the Run Button. Let it run until complete (usually less than 30 seconds).

Step 2: Analytics Results

- A. Global TopTab > Analytics SideTab
- B. In the Analytics Definition box, click the pick list icon (magnifying glass) and choose **Period Attendance by Student and Section**. All students will be showing.
- C. Field Set > Usual Name (Field Sets determine which columns are showing).
- D. Choose a filter and/or click on one of the headings to sort the information. (Filters determine which rows are showing).
- E. Optional: clicking the quick print icon at the top right (small printer icon), will allow you to print the information on your screen as a report. Most people choose HTML (table format for printing on paper), or a CSV file to open in Excel.

Example: If you filter for "Absences > 50", you will get a list of students who have more than 50 total absences in a single course.