

R309 – Student Absence Search – Cheat Sheet

1. To produce a list of students with "X#" (our example 10 days) or more Total Absences

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	S > Attendance > Attendance Reports > Student Absence Search Summary (R309-B)	🚰 [Find Students] Q [Go To] Q
	ence Search Summary (R309-B)	
From this screen, you	can select parameters to generate a report.	
Selection Criteria	Selection Summary Load Settings	
Selecting an Ad-Hoc All other criteria will	Membership Group will limit the report the students associated with that membership group. be ignored.	
Ad-Hoc Membership	- Select an Ad-Hoc Membership V	
	Public And Private	
	imit your results further.	
Date Range:* 7/	31/2017 🛍 to* 9/20/2017 🛍	
Homeroom Date:* 9/	20/2017	
Leave 'Students with A	ence Type' filters for students that have at least one of the absence type(s) chosen. Absence Type' blank to return both students with and without absence records. es to return every student with at least one absence.	
TRUANT NOT ABSENT	< ↓ →	
DISC CTR Absence Reason		
(No Absence Reason)	
1 - tardy 2 - unexcused	★ ⇒	
3 - excused	* *	
Rrad	and the makes provide a france something draw and	and the proceeding the
_		
Student status D - DELETED	A - ACTIVE RES	
I - INACTIVE	∧ ← ⇒ N - NON-RES	
J - JVS RES O - OTH NONRES		
Disability Code		
** - Not Applicable	es (other than Deaf-Blind)	
Homeroom Code	ig inpaintents)	
NTHS351 - Mann (Fu NTHS352 - Mack (Fu NTHS353 - Moss (Fu NTHS354 - Thornton	II Year)	
Home School		
300173 - NEONet Hig	gh School (Sch) ← ⇒ ≪ ≫	
	Must select	
1 In order to j	AND o days absent or zero partial absences, an absence types' selected above.	
Number Of Days Abs		
And Or		
Number Of Partial Al	bsences: Enter the	
And Or	number of days	
	Filter by Number of Absence Types, with absence type' must be selected above.	
Number Of Filtered A Hide disability code:	······································	
Group report by:	Grade level	
Sorting Options		
Gender (ASC)		
Gender (DESC) Grade Level (ASC) Grade Level (DESC)		
Delivery Method:	Pickup V Set As Default	
Email Address:	Teacher1@NEONet.edu	
Report Format:	Adobe PDF V	
Description:		
Submit		

a. Regardless of Absence Type.



2. To produce a list of students with "X#" (our example 10) or more Total Tardies

a.	Regardless of Absence Type. > Attendance > Attendance Reports > Student Absence Search Summary (R309-B)	[Find Students] Q [Go To]
Student Abse	ence Search Summary (R309-B) can select parameters to generate a report.	
Selection Criteria	Selection Summary Load Settings	
Selecting an Ad-Hoc All other criteria will	Membership Group will limit the report the students associated with that membership group. be ignored.	
Ad-Hoc Membership:	- Select an Ad-Hoc Membership V	
lf nat limiting to an A	Public And Private	
	d-Hoc Membership Group, you may select as many other criteria as desired. mit your results further.	
Date Range:* 7/3	31/2017 🗰 to [*] 9/20/2017 🛗	
Homeroom Date:* 9/2	20/2017	
Leave 'Students with A	ence Type' filters for students that have at least one of the absence type(s) chosen. Absence Type' blank to return both students with and without absence records. es to return every student with at least one absence.	
EXCUSED TRUANT NOT ABSENT		
DISC CTR Absence Reason (No Absence Reason)		
1 - tardy 2 - unexcused 3 - excused	* * * *	
Grade	وليستحين بالمحاج المحاصصاني بالتي بالمحمدين المحدور المحدود والمحمو والتناج	and the second secon
11 - ⊢،ເວລິ∩ດີ a.∋abili Student Status	ių 0-5	
D - DELETED I - INACTIVE J - JVS RES	A - ACTIVE RES → N - NON-RES	
O - OTH NONRES Disability Code		
02 - Deaf-Blindness 03 - Deafness (Hearin Homeroom Code		
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300173 - NEONet Hig	h School (Sch)	
1 In order to incluivyou must not have	Must select AND days absent or zero partial absences, osence types' selected above.	
Number Of Jays Abs	ient:	
And Or		
Number Of Partial At	osences: 10 to	
-	Filter by Number of Absence Types, Enter the	
at least one 'students v Number Of Filtered A	with absence type' must be selected above. number of days	
Hide disability code:		
Group report by:	Grade level V	
Sorting Options Gender (ASC) Gender (DESC) Grade Level (ASC)		
Grade Level (DESC)		
Delivery Method: Email Address:	Pickup V Set As Default	
Report Format:	Teacher1@NEONet.edu Adobe PDF	
Description:		
Submit		



3. To produce a list of students with "X#" (our example 10) or more for a Specific Absence Types

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B)	쌸	[Find Students]	Q [Go To]	<u>)</u> d
Student Absence Search Summary (R309-B)				
From this screen, you can select parameters to generate a report.				
Selection Criteria Selection Summary Load Settings				
Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.				
Al other citeria will be ignored.				
Select an Ad-Hoc Membership 🗸				
Ad-Hoc Membership:				
Public And Private				
If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired.				
Each selection will limit your results further.				
Date Range:* 7/31/2017				
Homeroom Date: [*] 9/21/2017				
Homeroom Date. Dizinzonn 📖				
1 Students with Absence Type' filters for students that have at least one of the absence type(s) chosen.				
Leave 'Students with Absence Type' blank to return both students with and without absence records.				
Select all absence types to return every student with at least one absence.				
Absence Type				
NOT ABSENT UNEXCUSED				
DISC CTR				
DET HOME				
ISD				
Absence Reason				
(No Absence Reason) 1 - tardy Select the				
Absence Absence				
3 - excused Type(s)				
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Student Status				
D - DELETED A - ACTIVE RES				ſ
J - JVS RES				
O - OTH NONRES				
Disability Code				
** - Not Applicable				
01 - Multiple Disabilities (other than Deaf-Blind)				
02 - Deaf-Blindness 03 - Deafness (Hearing Impairments)				
Homeroom Code				
NTHS351 - Mann (Full Year)				
NTHS352 - Mack (Full Year)				
NTHS353 - Moss (Full Year)				
NTHS354 - Thornton (Full Year)				
Home School				
300173 - NEONet High School (Sch)				
** **				
1 In order to include students with zero days absent or zero partial absences,				
you must not have any 'students with absence types' selected above.				
Number of Days Absent:				
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() And () Or				
Number Of Partial Absences:				
And Or				
1 In order to use the Filter by Number of Absence Types				
at least one 'students with absence type' must be dejected above.				
Number Of Filtered Absence Types: 10 to				
Hide disability code:				
Group report by:				
Sorting Options				
Gender (ASC)				
Gender (DESC)				
Grade Level (DESC)				
Delivery Method: Pickup V Set As Default				
Email Address: Teacher1@NEONet.edu				
Report Format: Adobe PDF V				
Description:				I
Submit				
	1			



4. To produce a list of students with "X#" (our example 10 or more) Total Absences OR X# or more Total Tardies

Student Absence Search Summary (R309-B) Form is scarce, you asked parameter sport. Selection Criters Selec	StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Sear	ch Summary (R309-B) 🔄 [Find Students] Q [Go To] Q								
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Homeroom Date: 102/2017 Image: Second Sec		riteria as desired.								
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Leve Students with Absence Type Data kip return both students with and without absence records. Select all absence types to return every student with at east one absence. Absence Type NOT ABSENT DEFINATE DEFINATE DEFINATE Student status D. DEFETEO 1	Homeroom Date: [*] 9/21/2017 ff									
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11cosu.										
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D-DELETED										
01 - Multiple Disabilities (other than Deaf-Blind) ↓ ↓ ↓ 02 - Deaf-Blindhess ↓ 03 - Deaf-Blindhess ↓ 04 - MarcFull Year) ↓ NTH5351 - Mann (Full Year) ↓ NTH5353 - Moss (Full Year) ↓ NTH5354 - Thormon (Full Year) ↓ NTH5353 - Noos (Full Year) ↓ 10 - Moss (Full Year) ↓ 11 Home School 300173 - NEONEt High School (Sch) 300 173 - NEONEt High School (Sch) ↓ ↓ ↓ 10 - ↓ ↓ 10 - ↓ ↓ 10 - ↓ ↓ Number Of DarAbsent: 10 - ↓ 10 - ↓ ↓ I norder to use the Filter by Number of Absence Types. at least one 'students with absence type' must be selected above. Number Of Filtered Absence Types: ↓ ↓ ↓ Grade Level (ASC) ↓ Gender (DESC) ↓ Grade Level (DESC) </td <td>D - DELETED I - INACTIVE J - JVS RES O - OTH NONRES</td> <td></td>	D - DELETED I - INACTIVE J - JVS RES O - OTH NONRES									
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300173 - NEONet High School (Sch)	NTHS351 - Mann (Full Year) NTHS352 - Mack (Full Year) NTHS353 - Moss (Full Year)									
300173 - NEONet High School (Sch)										
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	Email Address: Teacher1@NEONet.edu									
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Submit	Submit									



5. To produce a list of students with X# (our example 10 or more) Total Absences AND X# or more Total Tardies

ludentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B) Student Absence Search Summary (R309-B)	
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Public And Private	
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Date Range:* 7/31/2017	
Homeroom Date: [*] 9/21/2017 🗰	
Students with Absence Type' litters for students that have at least one of the absence type(s) chosen. Leave: Students with Absence Type' bank to return both students with and without absence records. Sected at absence types to return every student with at least one absence. Absence Type EXCUSED TRUANT NOT ABSENT DISC CTR Absence Reason (No Absence Reason) 1 - ardy 2 - unexcused - excused Comparison Students with Absence Type Inters for students that have at least one absence. Fig. - mod of disabuity	
Report Format: Adobe PDF 🗸	
Description:	
Submit	