

R309 – Student Absence Search – Cheat Sheet

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

a. Regardless of Absence Type.

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B) [Find Students] [Go To]

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.

Ad-Hoc Membership: -- Select an 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 to 9/20/2017
Homeroom Date: 9/20/2017

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

EXCUSED
TRUANT
NOT ABSENT
DISC CTR

Absence Reason

(No Absence Reason)
1 - tardy
2 - unexcused
3 - excused

Student status

D - DELETED
I - INACTIVE
J - JVS RES
O - OTH NONRES

A - ACTIVE RES
N - NON-RES

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)

Number Of Days Absent: 10 to

And Or

Number Of Partial Absences: to

And Or

Number Of Filtered Absence Types: to

Hide disability code:

Group report by: Grade level

Sorting Options

Gender (ASC)
Gender (DESC)
Grade Level (ASC)
Grade Level (DESC)

Delivery Method: Pickup Set As Default

Email Address: Teacher1@NEONet.edu

Report Format: Adobe PDF

Description:

Submit

Annotations:
- Red circle around "AND" in the "Number Of Days Absent" section with text "Must select AND".
- Red circle around the "Number Of Days Absent" input field with text "10".
- Red circle around the "Number Of Partial Absences" section with text "Enter the number of days".
- Red arrow pointing to the "Submit" button.

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

a. Regardless of Absence Type.

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B) Find Students [] Go To []

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.

Ad-Hoc Membership: -- Select an 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 to 9/20/2017
Homeroom Date: 9/20/2017

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

EXCUSED
TRUANT
NOT ABSENT
DISC CTR

Absence Reason

(No Absence Reason)
1 - tardy
2 - unexcused
3 - excused

Grade

11 - Full-time Availability 0-5

Student Status

D - DELETED
I - INACTIVE
J - JVS RES
O - OTH NONRES

A - ACTIVE RES
N - NON-RES

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)

Filter by Number of Absence Types

In order to include students with a specified number of days absent or zero partial absences, you must not have any 'students with absence types' selected above.

Number Of Days Absent: [] to []

And Or

Number Of Partial Absences: 10 to []

And Or

In order 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: [] to []

Hide disability code:

Group report by: Grade level

Sorting Options

Gender (ASC)
Gender (DESC)
Grade Level (ASC)
Grade Level (DESC)

Delivery Method: Pickup

Email Address: Teacher1@NEONet.edu

Report Format: Adobe PDF

Description: []

Must select AND

Enter the number of days

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) [Find Students] [Go To]

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.

Ad-Hoc Membership: -- Select an 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 to * 9/21/2017
Homeroom Date: * 9/21/2017

i '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	TRUANT
DET HOME	
ISD	

Absence Reason

(No Absence Reason)	
1 - tardy	
2 - unexcused	
3 - excused	

Student Status

D - DELETED	A - ACTIVE RES
I - INACTIVE	N - NON-RES
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)	
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i 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: [] to []

And Or

Number Of Partial Absences: [] to []

And Or

i In order 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: 10 to []

Hide disability code:

Group report by: Grade level

Sorting Options

Gender (ASC)	
Gender (DESC)	
Grade Level (ASC)	
Grade Level (DESC)	

Delivery Method: Pickup Set As Default

Email Address: Teacher1@NEONet.edu

Report Format: Adobe PDF

Description: []

Submit

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

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B) [Find Students] [Go To]

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.

Ad-Hoc Membership: -- Select an 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 to 9/21/2017

Homeroom Date: 9/21/2017

i '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	
DISC CTR	
DET HOME	
ISD	

Absence Reason

(No Absence Reason)	
1 - tardy	
2 - unexcused	
3 - excused	

Graduation

11 - ...	
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Student Status

D - DELETED	A - ACTIVE RES
I - INACTIVE	N - NON-RES
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)	
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i 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: 10 to

And Or

Number Of Partial Absences: 10 to

And Or

i In order 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: to

Hide disability code:

Group report by: Grade level

Sorting Options

Gender (ASC)	
Gender (DESC)	
Grade Level (ASC)	
Grade Level (DESC)	

Delivery Method: Pickup Set As Default

Email Address: Teacher1@NEONet.edu

Report Format: Adobe PDF

Description:

Submit

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

StudentInformation > SIS > Attendance > Attendance Reports > Student Absence Search Summary (R309-B) [Find Students] [Go To]

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.

Ad-Hoc Membership: Public 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: to
 Homeroom Date:

i '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

EXCUSED		
TRUANT	↔	
NOT ABSENT	↔	
DISC CTR	↔	

Absence Reason

(No Absence Reason)		
1 - tardy	↔	
2 - unexcused	↔	
3 - excused	↔	

Student Status

O - OTH NONRES		A - ACTIVE RES
Q - Resident		N - NON-RES
R - RES A/ELSE		
U - Res/gone		

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)	↔	
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i 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: to

And Or

Number Of Partial Absences: to

And Or

i In order 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: to

Hide disability code:

Group report by:

Sorting Options

Gender (ASC)		
Gender (DESC)	↔	
Grade Level (ASC)	↔	
Grade Level (DESC)	↔	

Delivery Method:

Email Address:

Report Format:

Description: