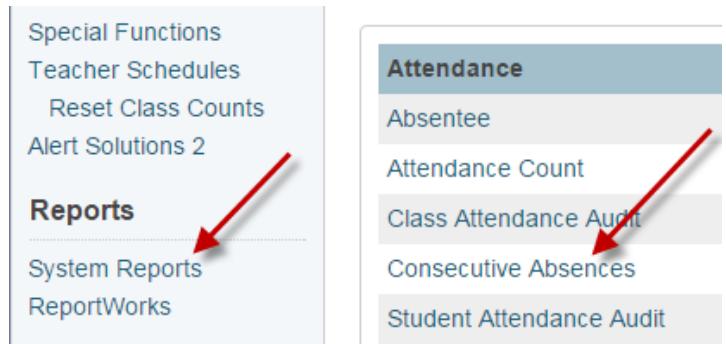


Consecutive Absences Report

This report will help identify students who may have stopped coming to school and need to be dropped.

Click on System Reports, then choose 'Consecutive Absences'.



- Select AU as the Attendance Code.
- Use today's date as the Ending Date, use a date 4 weeks ago as the Begin Date. (Don't run this report for more than 4 weeks)
- I suggest using 8 as the number of consecutive days to scan.
- Select Current Enrollment Records.
- Check both boxes to include ID and itemize
- Check the boxes on the right side so it will remember these options next time.

Report Name: Consecutive Absences
 Version: 3.5
 Description: A report listing consecutive absences for one absence code.
 Comments:
 Attendance Mode: Meeting
 Attendance Codes: ALL CODES, AE (Absent Excused), T (Tardy), **AU (Absent Unexcused)**, ISS (In School Suspension), OSS (Out of School Suspension), SA (Student Activity)
 Begin Date and Ending Date: 11/2/2015 to 11/30/2015 **Date range should not be more than 4 weeks**
 Processing Options: In Background Now
 Specific Date/Time: MM/DD/YYYY
 Data to be filled: (Check checkbox on the right to save as default value) Set All
 Number of Consecutive Days to Scan: 8
 Scan*: Current Enrollment Records
 Include Student Number:
 Itemize by Day:
 Report Output Locale: English
 Submit

The report will show a list of names, look for students who have missed multiple classes. Look at their attendance page to determine if they should be dropped or not.

Occurrences of 8 consecutive absences of code(s) AU, from 11/02/2015 to 11/30/2015

Student	Student Number	Grade	Expression	Course	First Date	Last Date	#	A
	1	7	(A)	AM Attendance	11/17/2015	11/30/2015	8	8
	0	7	(A)	AM Attendance	11/02/2015	11/12/2015	9	9
	8	1	(A)	MS STEM	11/10/2015	11/23/2015	10	10
	8	2	(A)	MS Language Arts	11/10/2015	11/23/2015	10	10
	7	7	(A)	AM Attendance	11/16/2015	11/30/2015	9	9
	7	8	(A)	PM Attendance	11/11/2015	11/20/2015	8	8
	9	1	(A)	Inupiaq Language	11/12/2015	11/23/2015	8	8
	9	2	(A)	Phys. Education	11/12/2015	11/30/2015	11	11
	9	3	(A)	Global Studies	11/12/2015	11/25/2015	10	10
	9	4	(A)	Physical & Earth Sci	11/02/2015	11/11/2015	8	8
	9	5	(A)	Pre-Algebra	11/06/2015	11/24/2015	13	13
	9	6	(A)	English 9	11/02/2015	11/20/2015	15	15
	9	1	(A)	Inupiaq Language	11/12/2015	11/23/2015	8	8
	8	2	(A)	MS Language Arts	11/12/2015	11/24/2015	9	9
	9	1	(A)	Inupiaq Language	11/12/2015	11/23/2015	8	8
	9	4	(A)	Physical & Earth Sci	11/04/2015	11/13/2015	8	8

Potential drop student, has missed multiple classes many times