

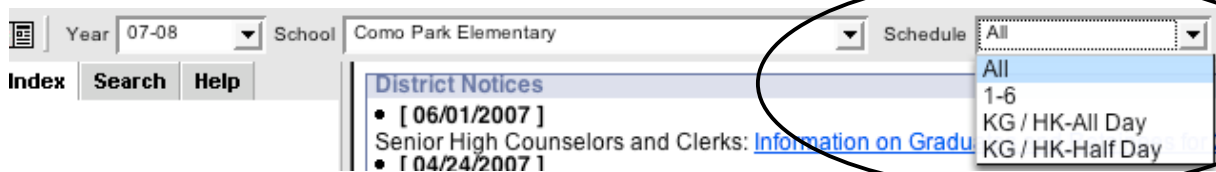
## Campus Period Count Report

The Period Count Report is the most versatile attendance report. Use it to find:

- Attendance information for any **date or date range** during the school calendar year and apply that to any absence or tardy reason(s).
- Students for **15-day drops**.
- Students with **perfect attendance**.

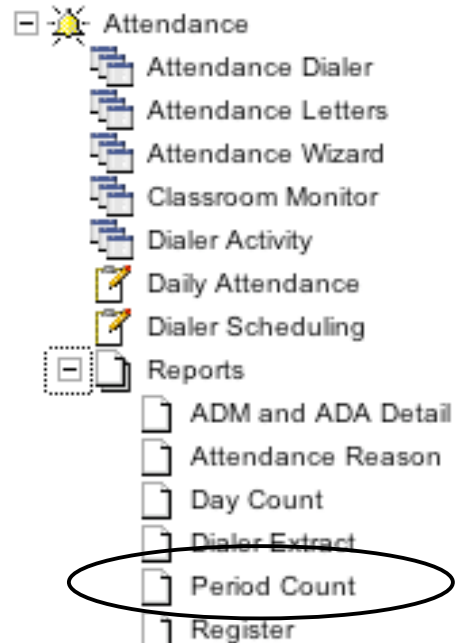
### School

Select the year, school, and schedule for each report you create. This means that for an elementary school, you may need to create one report for grades 1-6 and a separate report for Kindergarten. You may also wish to create separate reports for absences and tardies.



### Locate the Report

1. With Campus open, go the Index tab.
2. Open the Attendance folder.
3. Click to open the Reports folder.
4. Select Period Count.



## Use the Report

1. Once you select Period Count report a report interface opens.
2. Leave Grade set at "All" or select a specific grade level.  
OR  
Select an Ad Hoc Filter (Requires knowledge of Ad Hoc Reporting).
3. Enrollment Effective Date: Leave set as is (today's date), or set to a date within the date range you are seeking.
4. Enter the dates. (In the picture, the Start Date is 5/14/07 and the End Date is 5/18/07).
5. Having at least:  
Enter the number of absences you wish to find. If you are looking for students with 5 or more days of absences, enter 5, for instance. In the example, we are looking for students with 1 or more absences.
6. Having at most:  
Leave blank unless you are looking for perfect attendance.
7. Status and Excuse:  
When finding Absences:  
Status: Absent  
Excuse: Unknown  
Excused  
Unexcused  
  
When finding Tardies:  
Status: Tardy  
Excuse: Unknown  
Excused  
Unexcused
8. Scroll down and select Generate Report.

**Attendance Period Count Report**

This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECT between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Enrollment Effective Date: 5/18/2007

Start Date: 05/14/2007  
End Date: 05/18/2007

Having at least: 1 periods of Absence  
Having at most: [ ] periods of Absence

Group Options:  Period  Schedule  
Sort Options:  alpha  Grade/alpha

**Status**  All  
 Absent  
 Tardy  
 Early Release

**Excuse**  All  
 Unknown  
 Excused  
 Unexcused  
 Exempt

**Excuse Code**  All (excuses count: 18)

AEX: Absent Excused     EEX: Absent Excused from EIP     PRS: Present  
 AIL: Illness     ETR: Absent Truant from EIP     RAD: Readmit

Select **Exempt** *only* when searching for students on homebound (HMB/HBB) or who have been involved in a school activity (ASA).

## 15-day Drop Report

To find 15-day drop students:

With report interface open, set as follows:

1. **Grade:** leave set at “All.”
2. Select the **End Date**—choose yesterday’s date.
3. Next, select the **Start Date**: click on the little calendar icon to the right of the start date field and count back **15 school attendance days** from your end date.  
(In the example, since the end date is 5/18/07, counting backward 15 school days makes the start date 4/27/07.)
4. “Having at least”: in this field enter **15 periods of Absence**.
5. **Status:** Absent.
6. **Excuse:** check “Unknown,” “Excused” and “Unexcused.”
7. Scroll down and select **Generate Report**. (At the elementary level, repeat process for Kindergarten.)

Report will show list of students and their number of absences for each period.

\*\*\* Students with 15 or more absences for every period should be 15-day dropped. \*\*\*

## Perfect Attendance Report

To find students with perfect attendance:

1. **Grade:** leave set at “All.”
2. Select the Beginning and End dates of the date range you wish to use. With report interface open, begin by selecting the **End Date**—choose yesterday’s date.  
(The example shows a semester of school.)
3. **Having at least:** leave blank.
4. **Having at most:** enter **0**.
5. **Status:** Absent.
6. **Excuse:** check “Unknown,” “Excused” and “Unexcused.”
7. Scroll down and select **Generate Report**.