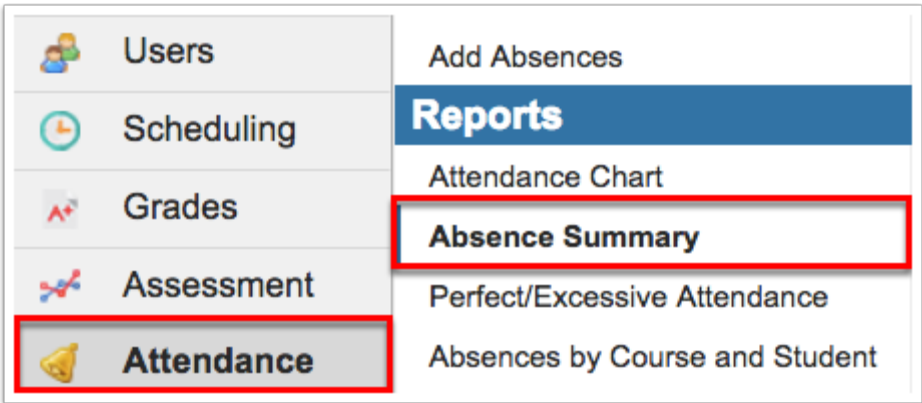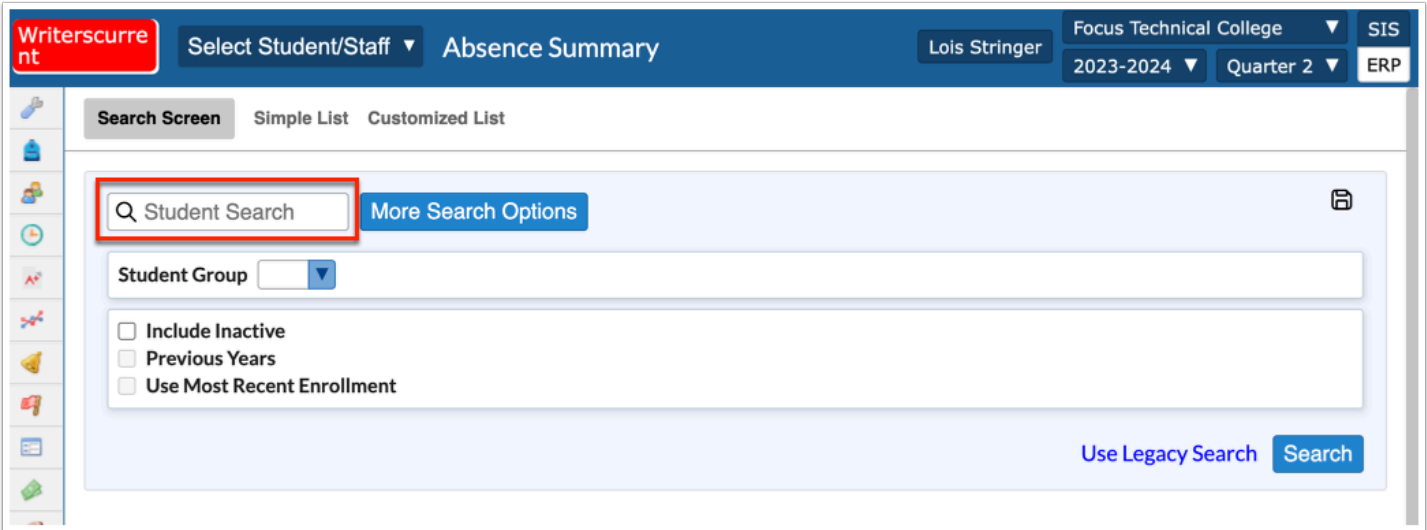# Absence Summary

The Absence Summary report allows you to review school-wide attendance information over a specified date range.

Student Search

1. From the **Attendance** menu, click **Absence Summary**.

2. If searching for specific students by name or student number, type the information directly into the **Student Search** text box.

ℹ To generate report cards for all students, leave the **Student Search** text box empty.

3. For a more advanced search and the ability to define a specific subset of students, click **More Search Options**. In the example shown, Gradelevel 11 has been selected; therefore, report cards will be generated only for students in 11th grade.

Apply as many search options, as needed.

> ℹ️   See Searching for Students for details about conducting and saving student searches.

4. To run the parameters against a **Student Group**, select the applicable group from the corresponding pull-down.

5. Select the **Include Inactive** check box to include students who do not have an active enrollment record at the selected school or all schools (if Search All Schools is selected).

6. Select the **Previous Years** check box to include previous year of inactive data in your search, when Include Inactive is enabled.

7. Select the **Use Most Recent Enrollment** check box to use the most recent enrollment records when conducting a search with Include Inactive enabled.

8. Click **Search**.

The Absence Summary

Conducting a search navigates to a new Absence Summary screen where you can set different parameters for reviewing the students attendance.

> ℹ️ The colors set for each attendance code via Attendance Setup > Codes tab > Attendance tab displays as customized by the district.

1. To adjust the attendance summary to reflect a specific period of time, use the **Report Timeframe** date text boxes to enter a date range. You can also click on the **calendar** icons to select the dates. By default, the report timeframe defaults to the first day of school through the current date.

2. You have the option to choose whether you'd like to see the attendance by day or by period. This option will default to **Daily**. Use the pull-down to select a period instead.

ℹ The Daily attendance code cannot be edited because it is based on Period attendance codes combined.

3. Once a time frame has been set and a period selected (or daily), click **Go**.

Directly beneath the Report Timeframe are the number of Days Possible per the Standard District Calendar and the Summer Term.

In the attendance summary, you will see the student's Photo, Student name, Student ID, the students Grade level, and attendance codes used at the school; the codes displayed in the image shown are specific to the school and may not reflect the codes used at your school.

Scroll to the right to see all listed attendance codes. The Total for each column is also listed in the last row of the report.

Photo	Student	Student ID	Grade	Total Full-Day Attended	Periods N/A (NA)	Periods No Show (DNE) (NS)	Periods Unexcused Absence (U)	Periods Present (P)	Periods Unexcused Tardy (T)	Periods Excused Tardy (PT)	Periods Clinic (C)
	Abel, Emma Lorraine 504 ☆	0060059	11	118 - 100%	0	0	7	531	1	1	0
	Acevedo, Angelina	0082214	10	110 - 93.22%	0	0	43	441	1	0	0
	Adler, Alexandria Lynn	0057442	11	115 - 97.46%	0	0	21	486	1	0	0
	Adrian, Lillia ✚ Avid	0061678	11	115 - 97.46%	0	0	38	450	5	1	0

4. Click on a Student in order to view and/or edit a breakdown of his/her attendance. For more information on viewing a specific student's absence summary, see the section titled, The Absence Summary Breakdown per Student.

The Absence Summary Breakdown per Student

ℹ️ Clicking the student name and opening the individual student's Absence Summary is beneficial if more than one period of attendance in a day must be updated. Changing the attendance code for any period will update the daily attendance code. This screen also allows users to upload and view excuse notes.

1. Click on a **Student** in order to view and/or edit a breakdown of his/her attendance.

Clicking the Student name generates an Absence Summary for the selected student, as shown in the image. From this screen, you have the ability to review the student's daily attendance displayed by period. The Report Timeframe pulls in the dates selected on the previous Absence Summary screen, but can be changed as needed.

ℹ The colors set for each attendance code via Attendance Setup > Codes tab > Attendance tab displays as customized by the district, as shown in the image above.

In a specific student's Absence Summary, you will see the Date, the Daily attendance code, the Comment that pertains to the Daily attendance code (if enabled), an uploaded Excuse Note (if enabled), Note Status, the Time In and Time Out (if applicable), the Fill All Periods code, and all attendance codes per period.

When checking in or out using the kiosk or the Late Check In/Early Release screen, the **Time In** and **Time Out** columns in the Absence Summary are updated. Updating the Time In and Time Out columns in the Absence Summary will update the corresponding Entry and Release columns on the Late Check In/Early Release screen. Note: The setting **Track Time In/Time Out on Daily Attendance** must be enabled for the Time In and Time Out columns to display on the Absence Summary via Setup > System Preferences > School Preferences/Default School Preferences > Attendance tab.

For an explanation of each code, see the legend at the top of the screen. The legend also lists the number of periods and days each code was applied. For example, U (Unexcused Absence) was applied to 25 periods or 3 days.

For listed days and percentages, see the section below the legend, as shown in the image below.

There are also totals for each code listed at the bottom of the Absence Summary chart under **ABSENCES**.

Summary **Chart**

40 Days

Search

Date	Daily	Comment	Excuse Note	Fill All Periods	01	02	03	04	05	06	07
			No Files								
Feb 21, 2020	Present	-	No Files	-							
ABSENCES:											
Unexcused Absences					0	2	0	0	0	0	0
Excused Absences					1	1	1	1	1	1	1
Total Absences					1	3	1	1	1	1	1
TARDIES:											
Unexcused Tardies					0	0	0	0	0	0	0
Excused Tardies					0	0	0	0	0	0	0
Total Tardies					0	0	0	0	0	0	0
Other Marks					1	0	0	0	0	0	0

While reviewing the absence Summary, you have the option to click **Chart** in order to navigate to Attendance > [Attendance Chart](#).

2. With editing permissions, you have the ability to enter a comment. Click the **Comment** field and type your message.

3. If a parent, teacher, or another user has uploaded an Excuse Note, you can view the excuse note by clicking the **Title** of the note or by clicking **Download**.

Click the red **X** to Delete the excuse note.

Hover over the attached excuse note with the mouse to view additional information.

Total Full Days Possible: 223												

Total Full Days Possible: 223
Total Full Days Attended: 219 (98.21%)
Total Full Days Absent: 4 (1.79%)
Enrollment Dates: Tue, 2 May 2023 - ...

Summary   Chart

13 Days

Search

Date	Daily	Comment	Excuse Note	Note Status	Fill All Periods	01	02	03	04	05	06	07
Wed, 17 May 2023	Present	-	No [Absence.docx / Size: 12kb / User: Lizette Garcia / Date: 08/28/2023 11:35 am]	...age	-	U	-	-	-	-	-	-
Mon, 10 Apr 2023	Present	-	No ...age	N/A	-	-	PT	-	-	-	-	-
Thu, 9 Feb 2023	Unexcused Absence	Doctor's app	Absence.docx ☁ ⊗	Approved ⌄ / Set Message	-	U	U	U	U	U	U	U
Tue, 7 Feb 2023	Present	-	Scan Upload Take Photo ⤢	Set Message / N/A	-	-	C	-	-	-	-	-

ℹ️ If your district has enabled the **Approve Excuse Notes** permission via Users > [Profiles](#), Portal alerts will display for administrative users when excused attendance notes are added by other users, such as parents or teachers. When you click the Portal Alert, you will be brought to the Absence Summary screen where the applicable students will be listed.

a. To add excuse note(s) for a student, hover over the Excuse Note field, then click **Scan** to scan the file from your scanner into Focus.

   i. Select the **Scanner** from the pull-down, set additional settings, then click **Scan**.

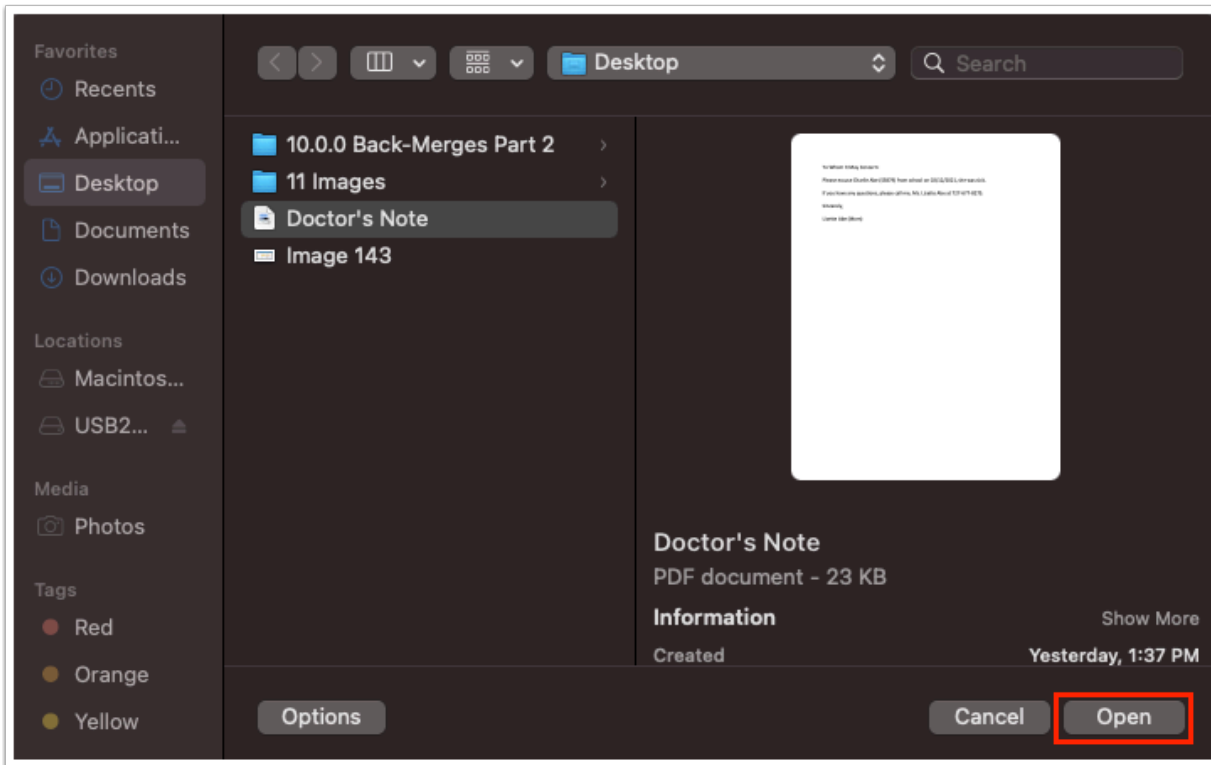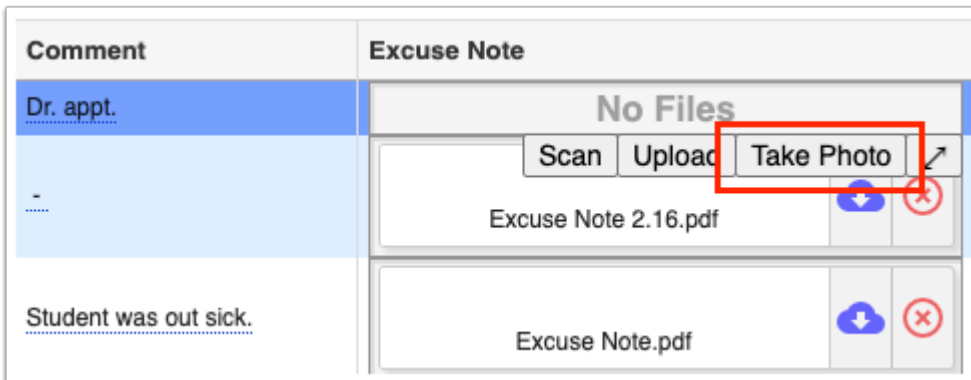**b.** Click **Upload** if the file is already saved on your computer.

    i. Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.
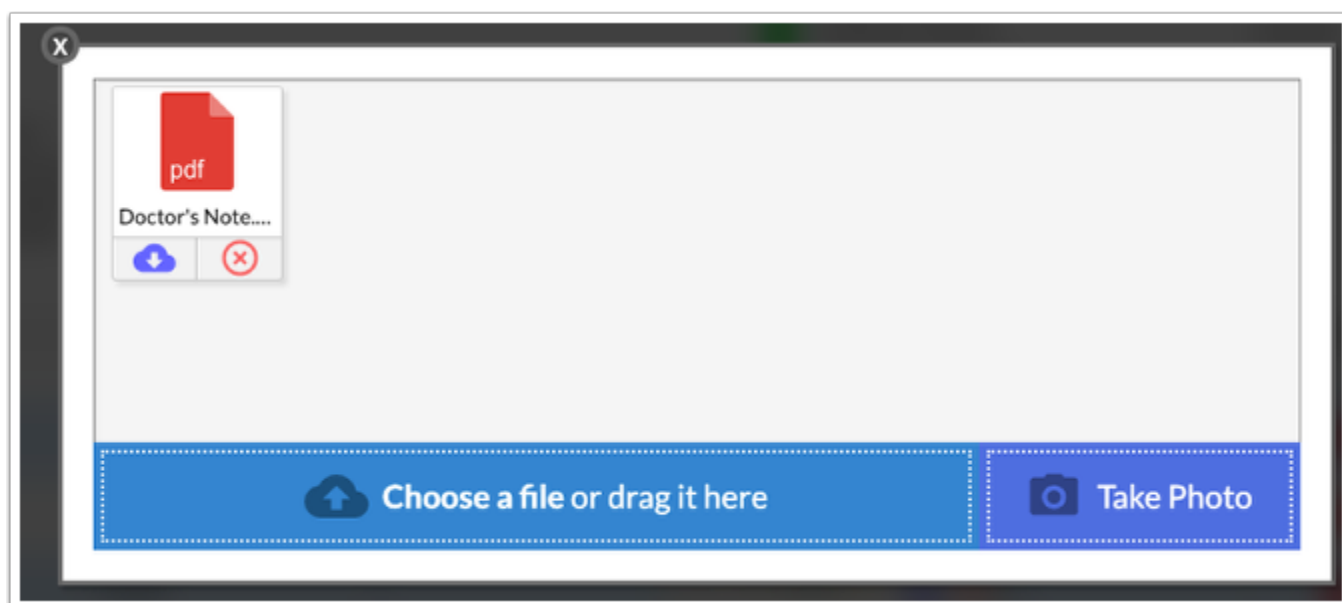
c. Click **Take Photo** to take a picture of the note with your computer camera.

    i. Once the note is in view of the camera, click **Take Photo**.

💡 Click the expansion arrows to view the Excuse Note field in a pop-up window where you can drag files for uploading, view uploaded files, and take photos, as needed.

ℹ️ If Excuse Notes have been disabled by the district, then you will not see the Excuse Note column. The **Disable Excuse Notes for All Users** setting determine whether the Excuse Note column displays, which can be enabled/disabled via Setup > System Preferences > School Preferences / Default School Preferences > Attendance.

Note: Administrative users can also **Disable Excuse Notes for Parents** via Setup > System Preferences > School Preferences / Default School Preferences > Attendance,

4. If an excuse note has been uploaded by teachers or parents, and you have permission to Approve Excuse Notes (Users > Profiles > Attendance tab), you can select the **Note Status** of the excuse note from the corresponding pull-down. The status defaults to Pending. Select Approved once the note has been reviewed and deemed acceptable. Select Denied, if the uploaded note isn't acceptable.

5. To add a Note Status message viewable by parents and teachers, click **Set Message**.

a. Enter the message in the pop-up and click **Save Message**.

Excuse Note Message

Your excuse note was approved. The status of the absence has been changed to excused.

Save Message   **Close**

b. To edit a saved message, click **Edit Message**.

Excuse Note			Note Status	Fill All Periods	01	02
Doctor's Note.pdf	☁	⊗	✓ Approved / Edit Message	-	PT	E ∨
No Files			Set Message N/A	-	-	C

6. Hover over each code for detailed information about the course, period, date, etc.

Total Full Days Possible: 223
Total Full Days Attended: 219 (98.21%)
Total Full Days Absent: 4 (1.79%)
Enrollment Dates: Tue, 2 May 2023 - ...

13 Days

Date	Daily	Comment	Excuse Note				02	03	04	05	06	07
Wed, 17 May 2023	Present	-	No Files		Set Message N/A	-	U	-	-	-	-	-
Mon, 10 Apr 2023	Present	-	No Files		Set Message N/A	-	-	PT	-	-	-	-
Thu, 9 Feb 2023	Unexcused Absence	Doctor's app	Absence.docx	☁ ⊗	Approved ∨ Set Message	-	U	U	U	U	U	U
Tue, 7 Feb 2023	Present	-	No Files		Set Message N/A	-	-	C	-	-	-	-

CHEM 1 HON - Period 1 - 004 - Adelle Gaga Casanova
Last Modified: 07/17/2023 09:50:35
Garcia, Lizette

7. If needed, select an attendance code from the **Fill All Periods** pull-down to populate all periods with the selected code.

ℹ️ Attendance codes that have been changed are highlighted in red.

8. Click the period fields to adjust individual attendance periods, such as 01, 02, etc. Once, enabled, select the applicable attendance code from the pull-down.

ℹ️ When setting a future date to **N/A**, the period attendance record is removed and the daily code for the student is set to present. When setting a previous date to **N/A**, the period attendance records are set to the default code and the daily code is changed accordingly.

If attendance is logged based on an hourly attendance method, you will also have the option to enter the amount of time present in addition to the attendance code.

9. Click the **Save** button to apply the changes made and save excuse notes and note status changes.

10. When the review of the selected student's absence summary is complete, click the red **X** next to the student's name located in the header to return to the Absence Summary Search Screen.

11. To return to the listed students of your last conducted search, click **Back to Search Results**.
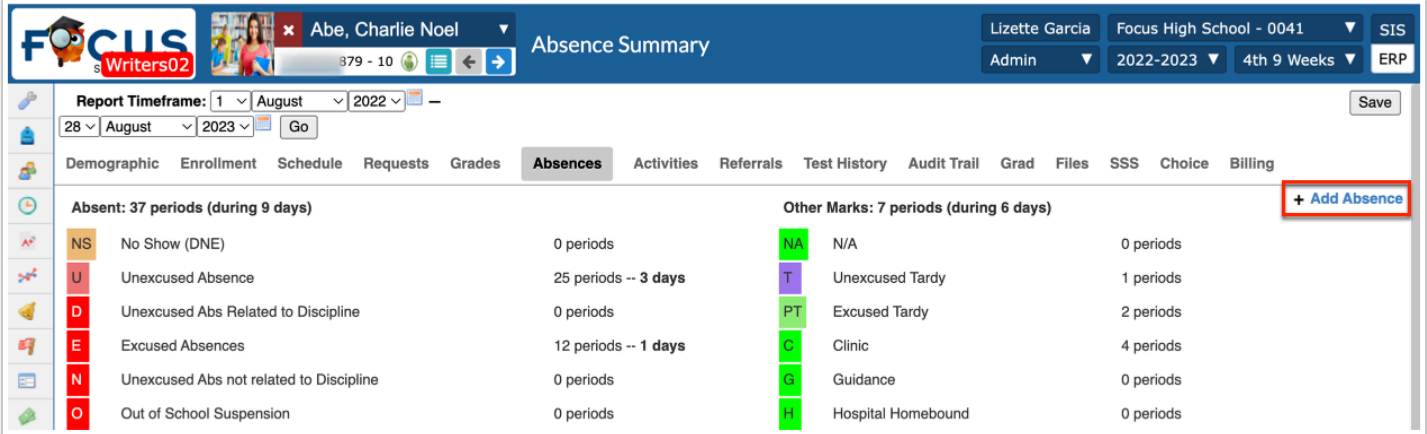
Adding an Absence

1. From the Absence Summary search results, click the **Student** for whom an absence needs to be added.

Clicking the Student name generates an Absence Summary for the selected student. From this screen, you have the ability to add an absence. You can also review the student's daily attendance displayed by period. Edit the Report Timeframe dates as needed.

2. Click **+ Add Absence** located in the right top corner.

Clicking + Add Absence navigates to the Add Absences screen, which can be accessed via the **Attendance** menu > Add Absences.

3. Select the **Periods** the student was absent from the provided pull-down.

4. Select an **Attendance Code** for the selected periods from the corresponding pull-down.

5. If applicable, enter an **Attendance Reason** in the provided text box.

6. Select the days the student was absent for the specified periods from the calendars. Click each day the student was absent. You can select as many as needed. Once selected, a red box will display on the date. To clear the selection of a date, click the date again and the red box will disappear. The current date is highlighted in yellow.

7. Click the **arrows** in the two top cornes to navigate to previous and future months (the days listed depend on the set district calendars).

8. Scroll to the bottom of the screen to the student section. Here you must select the student(s) for whom the absences are being created. Select the check box next to the student. You can also select the check box in the header to select all listed students.

ℹ️ You will only see one student listed here due to the adding of absences via the Absence Summary screen. To add absences for multiple students, click the **Search Screen** tab to start a new search, or from the Attendance menu, select Add Absences to start from the beginning.

9. When the student has been selected, click the **Submit Absence(s)** button to create the absences.

Upon successfully created/changing absences, a **Results** pop-up displays.

Did You Know?

If the student has been flagged as a Protected Student, a warning message displays on the Absence Summary screen: **DO NOT RELEASE STUDENT INFO**. The warning message displays for all users. For more information about how to set up a Protected Student, see Student Fields: Protected Student.

The setting, **Show minutes missed in Student Absence Summary** enabled via Setup > System Preferences > Attendance tab, calculates and displays Minutes missed from late check-in/early release in the report when using the late check-in/early release functionality.

Additional Features

From the student breakdown screen, click the following tabs to navigate to the student's Demographic, Enrollment, Schedule, Requests, Grades, Activities, Referrals, Test History, Grad, SSS, and Billing. These tabs are listed in gray across the top of the page. Please note that in doing so, you will be navigating away from the Absence Summary.

Click the **down arrow** next to the student Photo to open the category menu, which includes quick links to the following screens/information, most of which can be accessed by Student Info: Demographics, Schedule, Grades or Course History, Absences, Add Referral, Test History, SSS, Enrollment, Requests, Standard Grades, Activities, Referrals, Grad Reqs, and Billing.

Click the **floppy disk** icon to export the information to an Excel spreadsheet.

Click the **Filter** button to add Filter Rules to the report. Start by adding one rule, such as Periods Contains 1, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you'd like to filter by in the text box.

Photo	Student	Grade	Total Full-Day Attended	Periods N/A (NA)	Periods No Show (DNE) (NS)	Periods Unexcused Absence (U)	Periods Present (P)	Periods Unexcused Tardy (T)	Periods Excused Tardy (PT)	Periods Clinic (C)	Periods Unexcused Abs Related to Discipline (D)	Periods Excused Absences (E)	Periods Guidance (G)	Periods Hospital Homebound (H)	P... S... (I')
	Abe, Charlie Noel	10	219 - 98.21%	0	0	1	0	0	0	0	0	0	0	0	0
	Abregan, Kenna Joy	10	221 - 99.1%	0	0	13	55	2	1	0	0	0	0	0	0
	Acevedo, Emarald Vonn	12	220 - 98.65%	0	0	10	58	4	0	0	0	0	0	0	0

a. Click **Add Rule** to add an additional filter.

b. You can clear the filter by clicking **Clear Rules**.

c. To remove just one rule/filter, click **Remove** next to each listed filter.

d. Select **AND** or **OR** from the pull-down to determine how filter rules are applied when more than one filter is used.

You can sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.


Photo	Student	Student ID	Grade	Total Full-Day Attended	Periods N/A (NA)	Periods No Show (DNE) (NS)	Periods Unexcused Absence (U)	Periods Present (P)	Periods Unexcused Tardy (T)	Periods Excused Tardy (PT)	Periods Clinic (C)	Periods Unexcused Abs Related to Discipline (D)	Periods Excused Absences (E)	Periods Guidance (G)	Periods Hospital Homebound (H)
	Abe, Charlie Noel	055879	11	169 - 99.41%	0	0	1	3	0	1	1	0	13	0	0
	Cannon	078124	09	170 - 100%	0	0	1	3	0	0	0	0	0	0	0
	Abrego	061843	10	170 - 100%	0	0	0	1	1	0	0	0	0	0	0
	Carvajal	076162	11	170 - 100%	0	0	0	0	0	0	0	0	0	0	0

If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Use the **Filter** text box located at the top of each pull-down for a quick search. Begin typing the name or number of the desired field in the text box.

    a. Select the **Exact** check box to filter data based on the exact text entered in the text box.

Click **Check all** and **Clear** for quick selections and quick clearing.
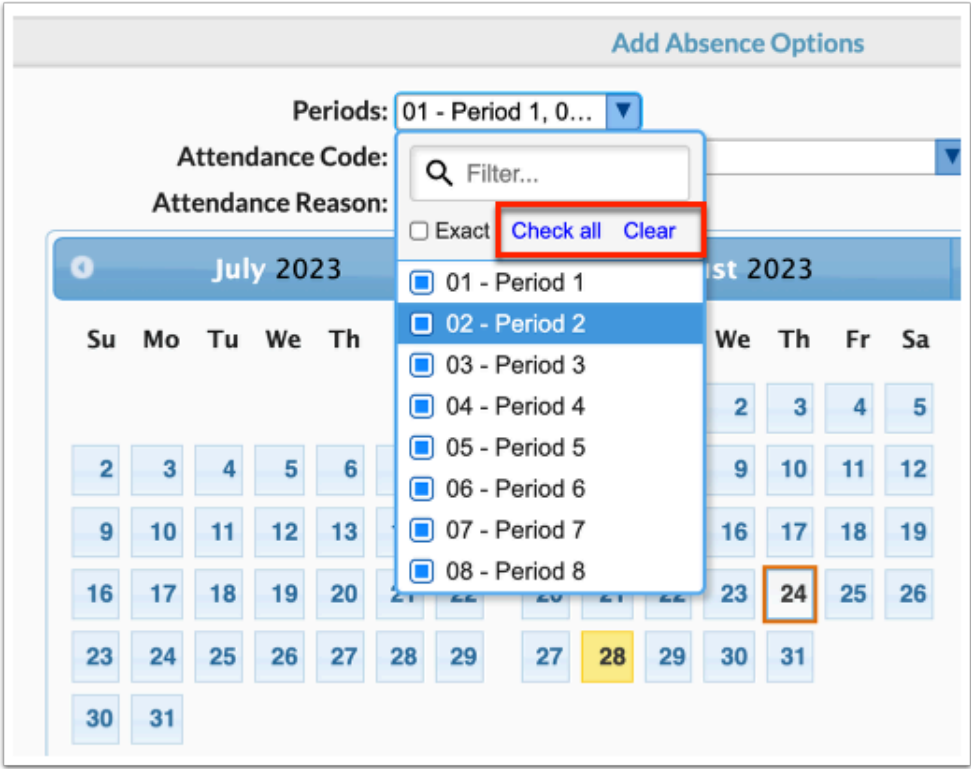
To print the Absence Summary report, click the **Print** button located in the footer of the screen.
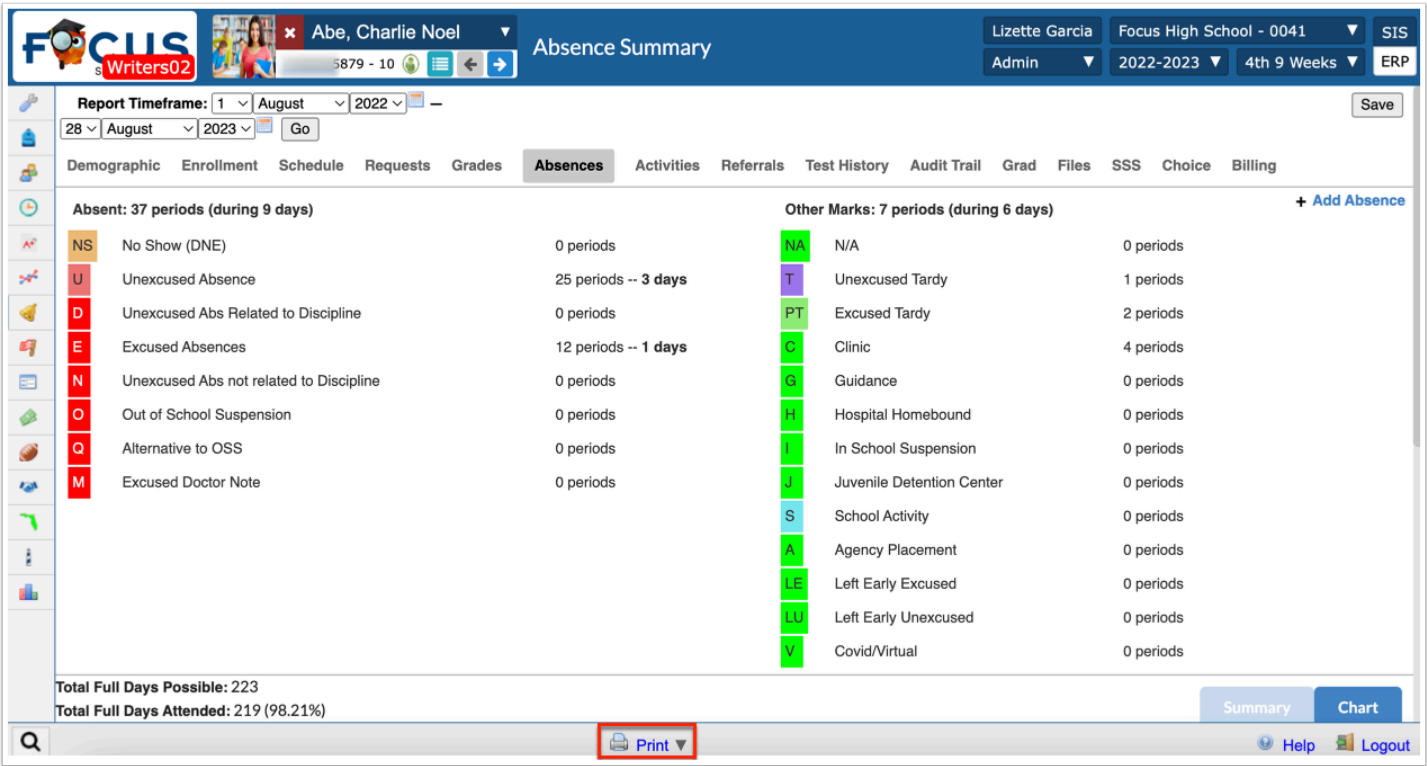
Clicking Print generates a print preview screen.

Click the Download as a PDF icon (down arrow) to download the file to your computer.

Click the Print icon (printer) to print the page.

When finished, click the black **X** to return to the Absence Summary screen.

a. If there is a specific template you'd like to use in the printing the Absence Summary report, click the **arrow** next to Print to select the Template. You also have the option for Small Font, and Print Preview before printing.