

Printing Students with Attendance Problems - Daily Attendance Schools

The Students with Attendance Problems report allows a user to identify a number of excused and/or unexcused absences, types of Office Reasons, and provides the ability to create a date range. All absence information, including lates displays for students based on the criteria selected on the parameter form.

Examples of using this report include:

- Perfect Attendance
- Identifying students with 3 or more absences
- Identifying students with late records

Navigation: eSIS Main Start Screen > Main Menu > Reports

Note: This report may be accessed from the Reports directory or from the Attendance module.

Creating a Perfect Attendance Report

1. From the **Reports** dialog box, double click the **Attendance** folder.
2. Double click **Students With Attendance Problems - Daily**.
The **Run Report: Students with Attendance Problems – Daily** dialog box appears.
3. Click **Run Extract for All Students**.
eSIS extracts the entire population of registered students and provides a count, listed in the top right corner of the **Run Report** dialog box.
4. Click **Run Report**.
The **Students with Attendance Problems** parameter form appears.
5. Type a meaningful name in the **Report Title** field if needed.
6. From the **Include Students with** section make the following updates:
 - a. <
 - b. 1
 - c. All
 - d. All
 - e. Absences

Note: The above options are only one way to run this report. The **Include Students with** fields allow a user to create a variety to reports.
7. Type a date range in the **From** and **To** fields.

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8. From the **Attendance Reason** drop-down, click **All Reasons regardless of codes**.
Note: Use the **Attendance Reason** drop-down to choose one or multiple Office Reasons when running other scenarios.
9. Check **Include absences from previously attended schools?** (Optional)
10. From the **Report Format** section make the following selections:
 - a. **List**
 - b. **Report Only Active Students?**
Note: The **Letter** radio button will provide the user a character field to type a message. This option is not tied to the Letters or the Attendance Intervention functionality in eSIS.

The **Loss of Credit** radio button will produce a report that lists the specific course sections a student has missed based on the criteria and date range selected.
11. From the **Sort by** drop-down, click the appropriate sort option.
12. Click **Print**.
The report opens in Adobe.