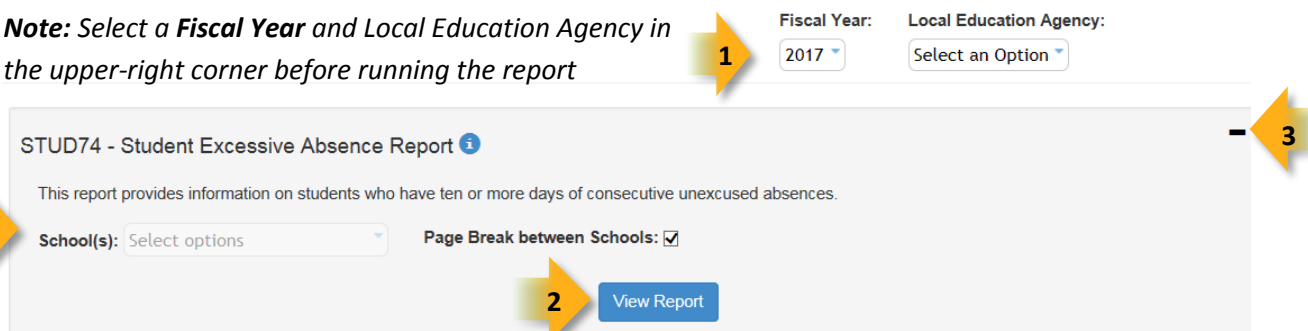# STUD74 Student Excessive Absence Report

The STUD74 Student Excessive Absence report displays students who have 10 or more consecutive unexcused absences and the date range in which the absences occurred. All items on this report are pre-integrity.

*Note: Select a **Fiscal Year** and Local Education Agency in the upper-right corner before running the report*

(1) Reporting Parameters: Users must choose a School from the drop-down menu.
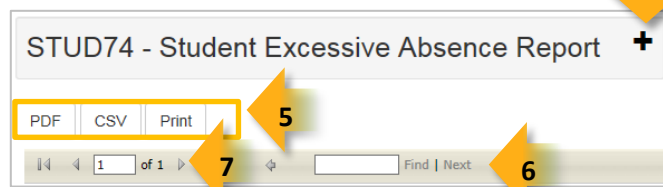
- The **Page Break between Schools** check box displays each school on a separate page. This is only applicable for users with permissions to view submissions from multiple schools.

(2) View Report: Queries results (shown on Page 2).

(3) Collapse: To provide more room for viewing the report, the ▬ button collapses the interface:

(4) Expand: Click the ✚ icon of a collapsed report to expand the search interface.

(5) PDF/CSV/Print: Selecting **PDF** prompts to save or open the report as a PDF file. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Selecting **Print** l displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.

(6) Search: Type the name of entity, or part of a name, to quickly scan the report. Matches will be highlighted blue. Click **Next** to find the next matching entry on the report.

(7) Navigation: The ◀ and ▶ buttons move forward and backward, one page at a time. The ◀◀ and ▶▶ buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.

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(8) Header: The report name, fiscal year, and school year display on the top-left corner each results page. The LEA name and Entity ID as well as the long report name display on the center of each results page. The CTDS number, page number, and date of the report display on the top-right corner of each results page.

(9) Sub-Header: The School CTDS, school name and Entity ID, and grade level display above the information for each section. If the **Page Break between Schools** box is checked on the search interface, each school displays on a separate page.

(10) Report Information: The following information is listed per student:
- **District Student ID:** The identification number supplied by the LEA.
- **State Student ID:** The unique identification number supplied by ADE.
- **Last Name**, **First Name, Middle Name**
- **Grade**
- **Absence Start Date:** The first date that the student did not attend school.
- **Absence End Date:** The last date that the student did not attend school.

(11) Totals: Displays the total number records submitted for the school. If running the report from a District level, the total number of records submitted for the LEA is available on the last page of the report.