

ABSATT10 Absence / Attendance Minutes Verification Report

The ABSATT10 (Absence / Attendance Minutes Verification report) displays all students submitted by a school/LEA and their respective amount of absences and attendance minutes. 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

Fiscal Year: 2017 Local Education Agency: Select an Option

ABSATT10 - Absence / Attendance Minutes Verification Report

The Absence / Attendance Minutes Verification Report shows all the Absence / Attendance Minutes records that have landed in AzEDS for students in the selected LEA/School(s). Select the LEA and School(s) you desire to run the report for, select a Start Date for the date range you want to look at data for and then select the Number of Days you would like to see data for (e.g. 7, 14, 31, 182, or 365). If the report will not complete with the Number of Days you have selected, select a shorter period of time.

School(s): Select options Page Breaks between Schools: Start Date:

Number Of Days: Select an Option

View Report

(1) Reporting Parameters: Users must choose a School and Grade from the drop-down menus. Grade level, although it must be specified to run the report, does not apply to results.

Local Education Agency: Unified District (0000) School: All

Select an Option

High School (0000)

School-level permissions

Note: *Page Break between Grades and Include Summer Withdrawals cannot be implemented with this report.*

- Enter a **Start Date** in the start date field by typing in a value or selecting the box and choosing a value from the calendar.
- Select the **Number of Days** that you desire to have included in the report output. Please note, that if the report does not finish in a reasonable time, choose a shorter number of days.

(2) View Report: Queries results (see 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. Click the printer icon to print the report as it appears on the screen.

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PDF CSV Print





1 of 1 Find | Next

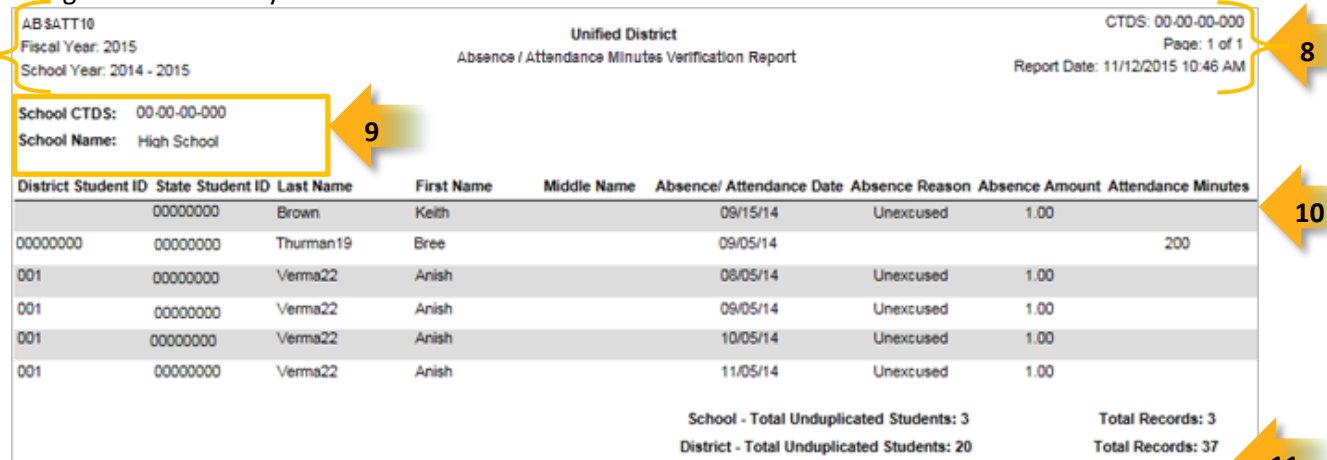
◆ **Note:** Please refer to the [Exporting to CSV Instructions](#) for additional instruction on filtering results.

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(6) Search: Type the name of entity, or part of a name, to quickly scan the report. Matches are 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.



The screenshot shows a report for Unified District. Callout 8 points to the header information: ABSATT10, Fiscal Year: 2015, School Year: 2014 - 2015, Unified District, Absence / Attendance Minutes Verification Report, CTDS: 00-00-00-000, Page: 1 of 1, Report Date: 11/12/2015 10:46 AM. Callout 9 points to the sub-header: School CTDS: 00-00-00-000, School Name: High School. Callout 10 points to the table header: District Student ID, State Student ID, Last Name, First Name, Middle Name, Absence/ Attendance Date, Absence Reason, Absence Amount, Attendance Minutes. Callout 11 points to the totals: School - Total Unduplicated Students: 3, District - Total Unduplicated Students: 20, Total Records: 3, Total Records: 37.

District Student ID	State Student ID	Last Name	First Name	Middle Name	Absence/ Attendance Date	Absence Reason	Absence Amount	Attendance Minutes
	00000000	Brown	Keith		09/15/14	Unexcused	1.00	
00000000	00000000	Thurman19	Bree		09/05/14			200
001	00000000	Verma22	Anish		08/05/14	Unexcused	1.00	
001	00000000	Verma22	Anish		09/05/14	Unexcused	1.00	
001	00000000	Verma22	Anish		10/05/14	Unexcused	1.00	
001	00000000	Verma22	Anish		11/05/14	Unexcused	1.00	
School - Total Unduplicated Students: 3							Total Records: 3	
District - Total Unduplicated Students: 20							Total Records: 37	

(8) Header: The report name, fiscal year, and school year display on the top-left corner of each results page. The LEA name, Entity ID, and type of verification report 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 school Entity ID 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. If the report is ran for multiple schools, results are broken down per school.

- **District Student ID:** The identification number supplied by the LEA
- **State Student ID:** The unique identification number supplied by ADE
- **Last name, First Name, and Middle Name** (if available)
- **Absence/Attendance Date:** The date of the reported absence or attendance minute record
- **Absence/Attendance Reason:** Indicates whether reported absence was excused, unexcused, or in attendance
- **Absence Amount:** The amount of reported absence for submitted date (.25, .50, .75 or 1.00)
- **Attendance Minutes:** The number of reported minutes for the submitted date

(11) Totals: Displays the total number of unduplicated students and total records submitted at the end of each section. A discrepancy in these numbers indicates a student was submitted multiple times. At the end of the report, additional totals for all unduplicated students and total records for that school are shown.

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Note: When results are exported to CSV, an additional column is shown with a Resource ID:

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
StateStudent	LastName	FirstName	MiddleName	BirthDate	BirthTime	BirthCode	BirthSex	Registration	RegistrationCode	RegistrationDate	RegistrationTime	RegistrationCode	RegistrationDate	RegistrationTime	RegistrationCode	RegistrationDate	RegistrationTime
1010101	Thurman	Bree	R											9c1ddc93-a8f0-47ea-85d0-87485ead07f			
1010102	Bielenberg	David	R											598b7ffd-3583-4407-9e67-f79809fcfe0c			
1010103	Walley	Cherilyn												7f3816f9-997a-43a3-8aad-f3f4f6a3542c			
1010104	MarTin	Greer												0119a9c3-5748-4b58-bea8-fa35f1a98a4f			

This information is intended for vendors to use for data cleanup and programming purposes.