

Period Count Report

Go to Index>Attendance>Reports>Period Count

Enter the following information:

- **Grade:** Select All Students or Grade Level
- **Enrollment Effective Date:** Enter first day of the school year
- **Start Date:** Enter first day of the school year
- **Having at least:** 5 (You may choose a lower or higher number).
- **Status:** Absent
- **Excuse:** Unknown and Unexcused
- **Generate Report**

The screenshot shows the 'Period Count Report' form with several fields and options. Arrows point to the following elements:

- Which students would you like to include in the report?:** The 'Grade' radio button is selected, and the dropdown menu is open, showing 'All Students' (highlighted), 'UG', '13', '09', and '10'.
- Enrollment Effective Date:** A date selection field.
- Report Type:** The 'Total Count' radio button is selected.
- Start Date:** A date selection field.
- End Date:** A date selection field.
- Having at least:** A text input field with 'attendance marks' below it.
- Having at most:** A text input field with 'attendance marks' below it.
- Group Options:** The 'Period' radio button is selected.
- Sort Options:** The 'Alpha' radio button is selected.
- Status:** The 'Absent' checkbox is checked.
- Excuse:** The 'Unknown' and 'Unexcused' checkboxes are checked.
- Excuse Code:** A dropdown menu set to 'All (excuses count: 22)'. Below it are several checkboxes for specific excuse codes, including AEL, APP, AUK, CIT, CT, CTL, DOM, EMD, EMI, FCA, FIN, HDE, IAB, IRA, ISS, MED, MET, RWY, SCH, SUS, SUS3, and T.
- Report Format:** A dropdown menu set to 'PDF'.
- Generate Report:** A button at the bottom of the form.

- It is extremely important to investigate any student on the list who has 5 or more absences in the majority of their courses. Documentation of each contact must be documented in Infinite Campus.