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**

- **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.**