Integris Lesson Attendance Reports Manual

Document Control

Ver.	Reason	Who	Date
1.0	Completed	Christine Yates (DET-WA)	20/06/04
1.1	Reformatted	Adam Catterall (RMA-WA)	02/08/04
1.2	Updated after DET review	Adam Catterall (RMA-WA)	06/08/04
1.3	Updated with company name change	Adam Catterall (RMA-WA)	20/01/05
1.4	Updated for LA 2.40.00 Proofed	Gail Dirk (RMA-WA) Michael Schmidt	29/03/05 08/04/05
1.5	Added Absences in Common	Paul Gabelich (RMA-WA)	11/07/05
1.6	Updated for LA 2.42.00 Proofed	Gail Dirk (RMA - WA) John Rear(RMA - WA)	14/10/05 18/10/05
1.7	Updated for LA 2.43.10	Kerry Dickinson (RMAP-WA)	03/08/06
1.8	Reformatted for LA 2.45	Paul Gabelich (RMAP)	07/12/07
1.9	Updated for LA 2.70	Derek Mathieson (RM Ed)	23/06/11
2.0	Attached to Civica Template	Derek Mathieson (Civica Ed)	26/04/12
2.1	Updated for LA 2.80	Derek Mathieson (Civica Ed)	28/05/12
3.0	Updated for LA 2.84.04	Derek Mathieson (Civica Ed)	15/04/16

Civica Education Pty Ltd ACN 086 405 174

Copyright © MMXVI

All Rights Reserved

This document is the property of Civica Education Pty Ltd and may not be copied, transmitted or reproduced by any means without written permission of Civica Education Pty Ltd

Copyright

All rights are reserved. No part of this document may be reproduced or transmitted in any form or means electronic or mechanical including photocopying and recording or by any information storage or retrieval system except as may be permitted in writing by Civica Education Pty Ltd.

Application for permission for use of copyright material, including permission to reproduce extracts in other published works, shall be made to the publishers. Full acknowledgement of author, publisher and source must be given.

Material is contained in this publication for which publishing permission has been sought and for which copyright is acknowledged. Permission to reproduce such material cannot be granted by the publishers and application must be made to the copyright holder.

Microsoft, Windows and Excel are registered trademarks of Microsoft Corporation. Visual Components is a trademark of OMNIS Software Limited. Integris is a trademark of RM Plc.

Because our policy is to improve our products and services continually, we may make changes without notice. We have tried to keep the information in this manual complete and accurate, but we cannot be held responsible for the consequences of any errors or omissions.

Your comments are of great value to us in improving our computer systems, publications and services.

Intellectual Property

The contents, design, solutions and plans contained in this document represent the intellectual property of Civica Education Pty Ltd and its associates. All rights are reserved except as may be granted to the addressee in writing by Civica Education.

© 2016 Civica Education Pty Ltd

Contents

1 Introduction ... 1-2
1.1 Introducing Lesson Attendance Reports ... 1-2
1.2 Lesson Attendance Reports – General information ... 1-3
1.3 Student Select Windows ... 1-4
1.4 Custom Reports ... 1-5
1.4.1 Available Custom Reports ... 1-5
1.4.2 Set-up a Custom Report ... 1-6
1.4.3 Sharing a Custom Report ... 1-7
1.4.4 Renaming a Custom Report ... 1-7
1.4.5 Deleting a Custom Report ... 1-7

2 Attendance Forms ... 2-1
2.1 Home Room and Form List ... 2-1
2.2 Morning Absentee Report ... 2-3
2.3 Form/Year Absentee Report ... 2-5
2.4 Individual Absentee Report ... 2-7
2.5 Teaching Set Attendance Register ... 2-9
2.6 Expected Absences ... 2-11

3 Attendance Records ... 3-1
3.1 Absence Report ... 3-1
3.2 Absent Students by Day or Period ... 3-3
3.3 Students Arriving after Start of Day ... 3-5
3.3.1 Sorts ... 3-5
3.4 Attendance Corrections ... 3-8
3.5 Form/Changes Register ... 3-10
3.6 Form Attendance Record ... 3-13
3.7 Lesson Attendance Summary ... 3-15
3.8 Week Register Report ... 3-17

4 Analysis Reports ... 4-1
4.1 Attendance Breakdown Report ... 4-1
4.2 Attendance Analysis for Students ... 4-3
4.3 Attendance Summary (am/pm) ... 4-6
4.4 Attendance Return ... 4-8
4.5 Percentage Attendance ... 4-10
4.6 Group Attendance Analysis Summary ... 4-12
4.7 Students with a specific number of half day absences ... 4-14
4.8 Half-day Absence Totals ... 4-17

5 Subject Attendance Reports ... 5-1
5.1 Absence History Report by Multiple Staff ... 5-1
5.2 Absence History Report by Single Staff ... 5-3
5.3 Absence History Report by Set ... 5-5
5.4 Student Absence History Report by Teaching Set ... 5-7
5.5 Subject Attendance Summary ... 5-9
5.6 Student Subject Attendance Summary ... 5-11

6 Exports ... 6-1
6.1 Centrelink Export ... 6-1
6.2 Common Export ... 6-3
6.3 Analysis Export ... 6-4

7 Absences ... 7-1

© 2016 Civica Education Pty Ltd

7.1 Absence Tracking 7-1
7.2 Continuous Absence 7-4
7.3 Absences in Common 7-6
7.4 First Day of Absence 7-8
7.5 Unresolved Absences 7-11

8 Evacuation Reports 8-1
8.1 Evacuation Report by Year 8-3
8.2 Evacuation Report by Form 8-4
8.3 Evacuation Report by House 8-5

9 Printing Reports 9-1

10 Index 10-1

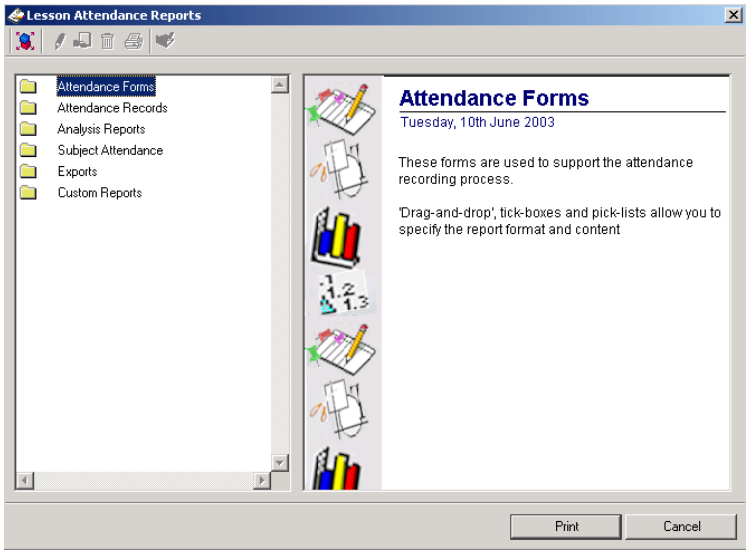
© 2016 Civica Education Pty Ltd

1 Introduction

1.1 Introducing Lesson Attendance Reports

Lesson Attendance reports are accessed via the Reports icon in the Lesson Attendance sidebar.

The Lesson Attendance Reports window is displayed:



A range of Lesson Attendance reports is available. They are organised in five main groups:

Attendance Forms - the main forms used in Lesson Attendance on a daily/weekly basis.

Attendance Records - provide more in-depth analysis of the whole school by individual, year group, or registration group.

Analysis Reports - provide Lesson Attendance analysis.

Subject Attendance – Reports designed specifically for use with timetable data.

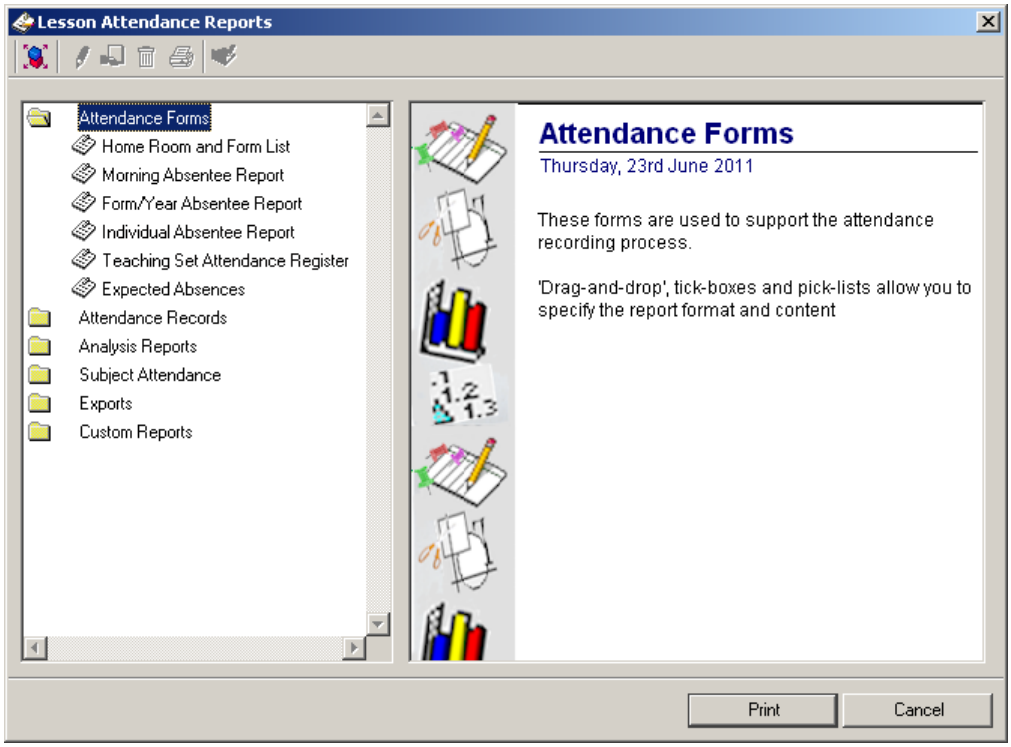
Exports – creates a number of export files, in particular the export file for Centrelink.

This manual outlines each report, describing the information it provides and what selections are available.

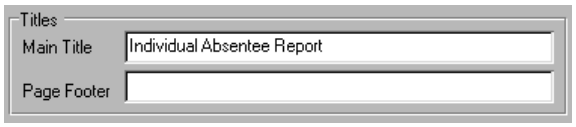
© 2016 Civica Education Pty Ltd

1.2 Lesson Attendance Reports – General information

- All reports can include a report header and footer on each page. This header can comprise the school name and school logo. The footer can comprise any user defined footer text, the page number and the date of production for the current report. The school name, logo and default report footer can be defined by the user in **General > Control > Preferences > Reports**.
- Reports allow space for form names (descriptions) up to seven characters.
- If Saturday and Sunday are included on reports, they may have to be displayed in landscape format to accommodate the additional fields.
- For all reports, where a selection is made on criteria other than year group/form, the data on the report will only include students who are in the group/teaching set on the day the report is printed as no historical information is held for groups or teaching sets.
- To access the individual reports in Lesson Attendance Reports, click on the relevant folder holding a group of reports. Click on the name of the required report.

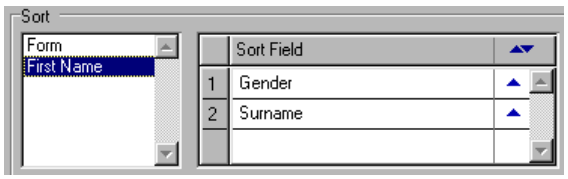


- Where Titles and Footer fields appear in the report set-up window, the user may change the title and/or footer.



- All reports with a sorting option have default print settings. In many instances there is no need to select sort fields. Where you can define the sorting of data in a report, a Sort pane displaying the possible sort fields is available. To sort by one of the fields drag the appropriate field/s from the list of fields across to the **Sort Field** pane, as shown in the following diagram. The fields can be sorted in ascending order ▲ or descending order ▼. The default setting is ascending order.

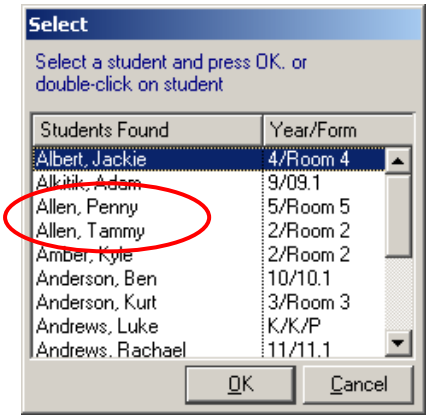
© 2016 Civica Education Pty Ltd



- A **Select All** button is provided to speed the selection of all forms/teaching sets/groups etc.

1.3 Student Select Windows

In the Speed Entry window, student names will display in the format of <Surname><Preferred Name> when a user types part of a student name in the Student/Ref No fields and Tabs out of the field.



Other areas in the software to display in this format are

1. Lates Window
2. Absences > Absences in Common.
3. Absences >Absence Tracking
4. Reports > Attendance Forms > Individual Absentee Report.
5. Reports > Attendance Records > Attendance Corrections.
6. Reports > Attendance Records > Lesson Attendance.
7. Reports > Analysis Reports > Attendance Summary (am/pm)
8. Reports > Subject Attendance > Student Absence History Report by Teaching Set.
9. Reports > Subject Attendance > Subject Attendance Summary.
10. Reports > Subject Attendance > Student Subject Attendance Summary
11. Reports > Custom Reports > Example Attendance Report.
12. Reports > Custom Reports > Any custom report based on any of the reports 4 to 10 above.

© 2016 Civica Education Pty Ltd

1.4 Custom Reports

1.4.1 Available Custom Reports

The standard Integris Custom Report functionality is available in the following Lesson Attendance reports:

Attendance Forms

- Individual Absentee Report.
- Teaching Set Attendance Register.

Attendance Records

- Absence Report.
- Absent students by day or period.
- Attendance Corrections.
- Lesson Attendance Summary.
- Week Register Report.

Analysis Reports

- Attendance Breakdown Report.
- Attendance Summary (am/pm).
- Attendance Return.
- Percentage Attendance.
- Group Attendance Analysis Summary
- Students with a specific number of half-day absences or more
- Half-day Absence Totals.

Subject Attendance

- Absence History Report by Multiple Staff.
- Absence History Report by Single Staff.
- Absence History Report by Set.
- Student Absence History Report by Teaching Set.
- Subject Attendance Summary.
- Student Subject Attendance Summary.

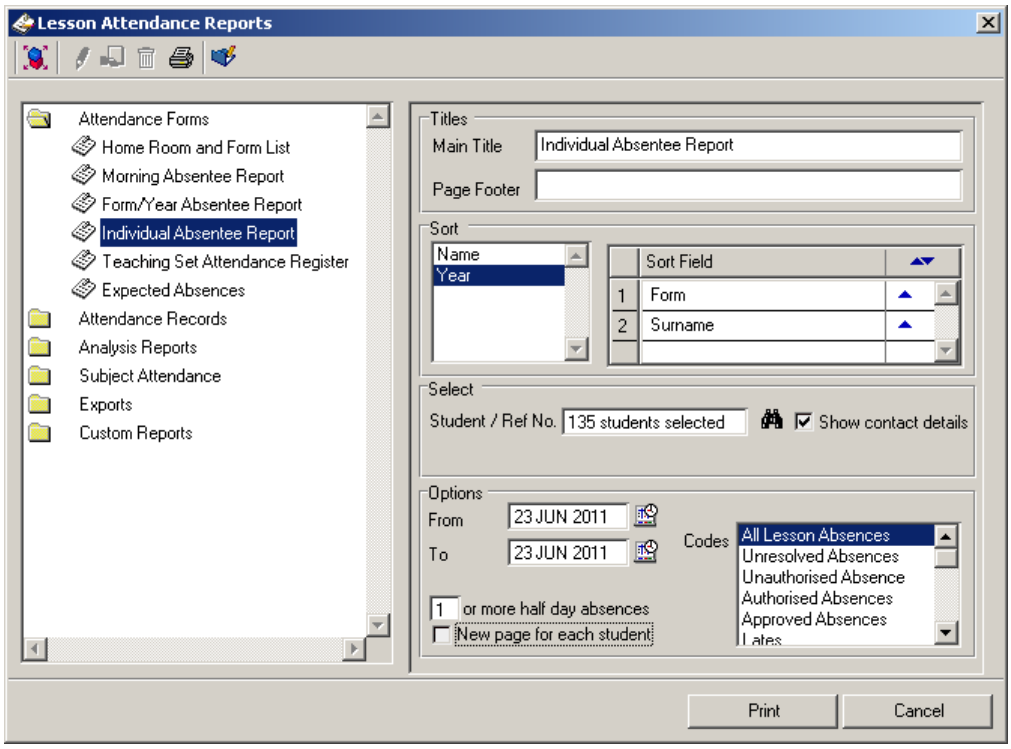
This enables users to set up and save report selections that will be used again. Follow these steps to save a report set-up as a custom report:

© 2016 Civica Education Pty Ltd

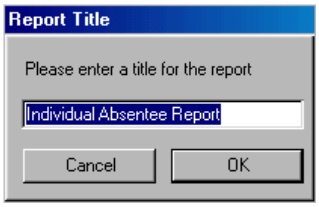
1.4.2 Set-up a Custom Report

To set-up the report:

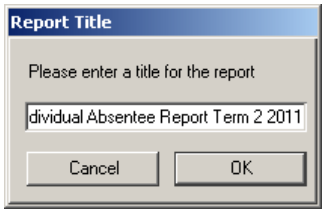
- Click on the **Save as a Custom Report** icon at the top of the Lesson Attendance Reports window.



- The following window opens. It displays the standard name for the report.
-

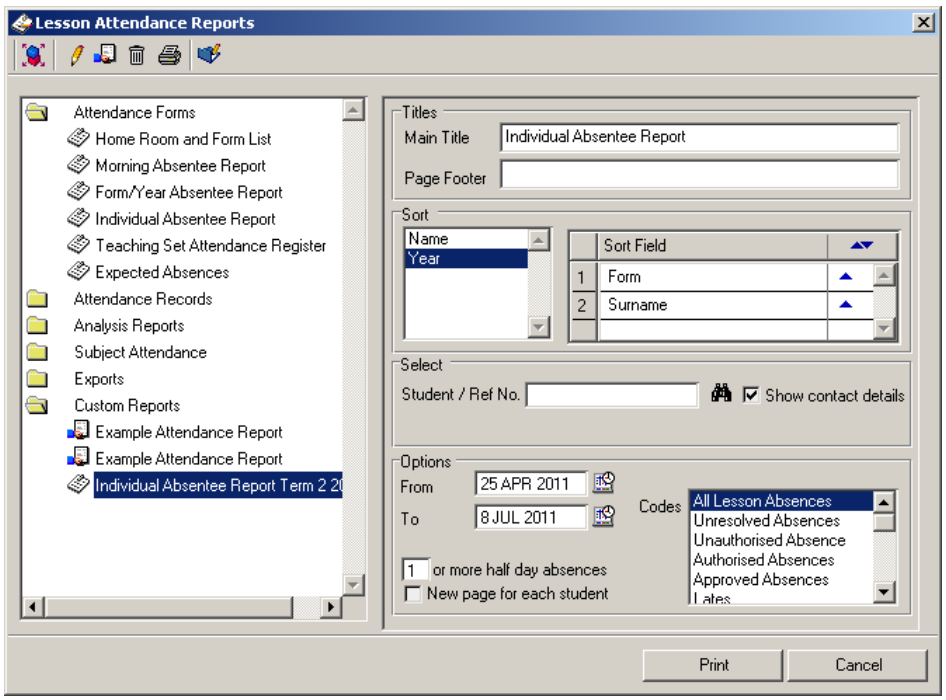


- Enter a name for the custom report by typing over the highlighted text.



- Press **OK**. The settings will now appear in the Custom Reports folder in the Lesson Attendance Reports window.

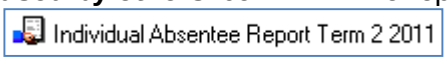
© 2016 Civica Education Pty Ltd



This report will now be available for use by the person who created it. Other users logging on to the software will not see the report listed in their Custom Reports folder.

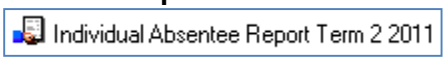
1.4.3 Sharing a Custom Report

To make the custom report available to all users in the school:

- Select the report in the Custom Reports folder
- Click on the **Allow Custom Report to be used by others** icon. The report name will now display an icon indicating that it is shared. 

1.4.4 Renaming a Custom Report

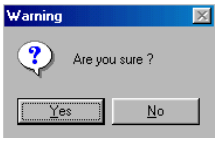
To rename the report:

- Select the report in the Custom Reports folder
- Click on the **Rename Custom Report** icon.
- Enter the new name. 

1.4.5 Deleting a Custom Report

To delete a custom report:

- Select the report in the Custom Reports folder
- Click on the **Delete Custom Report** icon. You will be asked to confirm the deletion.



- Click **Yes**.

© 2016 Civica Education Pty Ltd

2 Attendance Forms

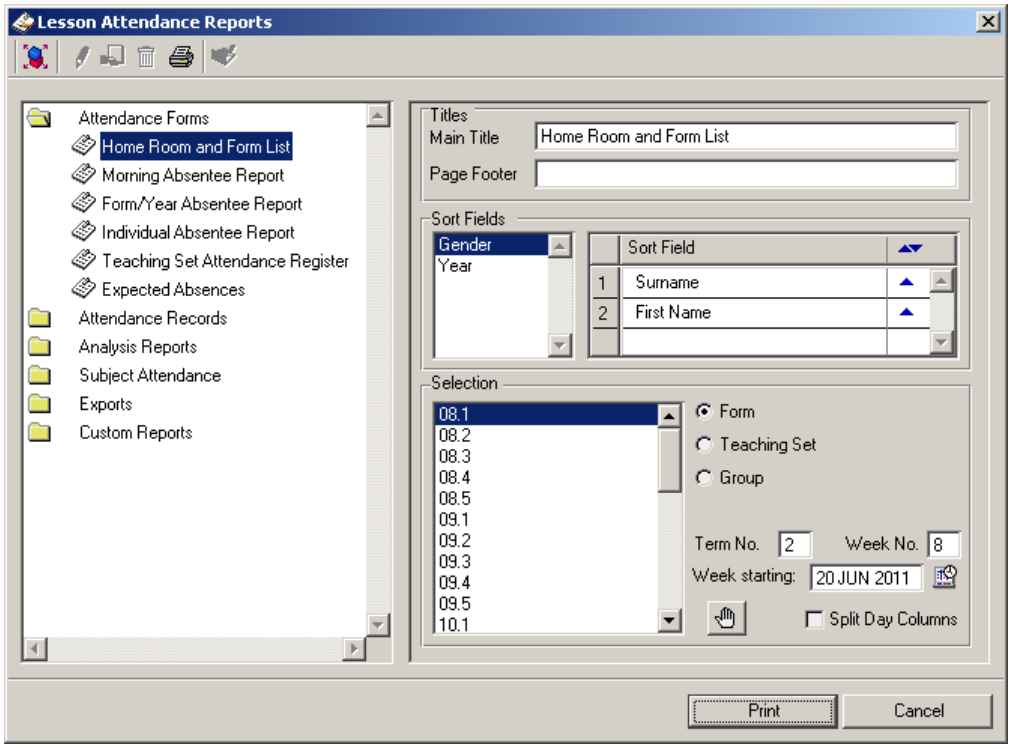
2.1 Home Room and Form List

This report is used to produce lists of students within selected classes, groups and teaching sets. The report can be used for the manual recording of absentees.

The report has the following selection criteria:

- Selection of Form, Teaching Set or Group.
- Entering **Term** number, **Week** number and **Week Commencing** details. These are displayed on the report.

The report can be accessed through **Reports > Attendance Forms > Home Room and Form List**.



- The report has page breaks on change of group/class/teaching set.
- Each page of the report allows for 35 printed records and has space at the foot of each page to add five students not listed on the report.
- There is a line at the foot of each page if teachers wish to sign the report.

© 2016 Civica Education Pty Ltd

West Coast District High School

Home Room and Form List

Form: 08.1
Teacher(s) Mr Carl Best

Term : 2 Week : 8

Week Commencing: 20 JUN 2011

Ref No.	Surname	First Name	Yr	Gender	20/06 MON	21/06 TUE	22/06 WED	23/06 THU	24/06 FRI	Comments
9	Bandy	Tamara	8	F						
14	Bishop	Alecia	8	F						
16	Blake	Keira	8	F						
20	Bott	Lara	8	F						
46	Del-Prete	Brayden	8	M						
64	Evans	Dayna	8	F						
76	Gaunt	Natalie	8	F						
101	Jury	Brad	8	M						
114	King	Jared	8	M						
126	Kurby	Dale	8	M						
137	Leoncio	Jaymee	8	F						
151	Lively	Nicole	8	F						
156	Lucev	Michael	8	M						

This Report can also show AM and PM columns

West Coast District High School

Home Room and Form List

Form: Room 4
Teacher(s) Ms Jennifer Garden

Term : 2 Week : 8

Week Commencing: 20 JUN 2011

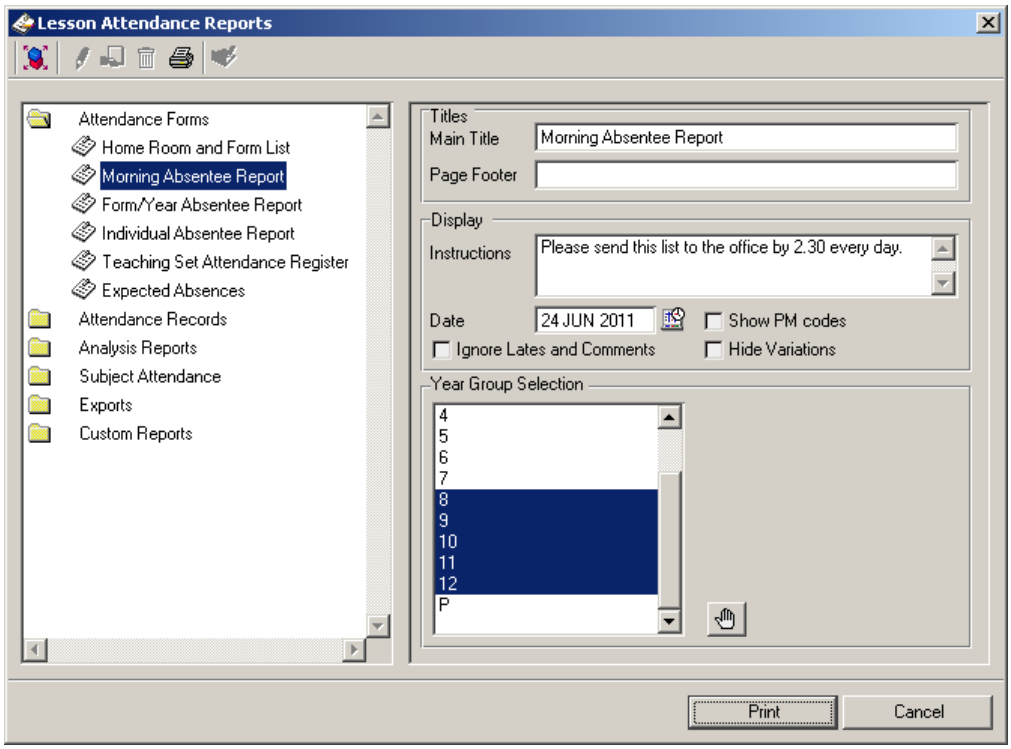
Ref No.	Surname	First Name	Yr	Gender	20/06 MON		21/06 TUE		22/06 WED		23/06 THU		24/06 FRI		Comments
766	Albert	Jackie	4	F											
760	Bailie	Doyen	4	M											
832	Dunstan	Jennifer	4	F											
833	Edwards	Julie	4	F											
842	Farmer	Kristof	4	M											
858	Gray	Thi reth	4	M											
861	Jones	Tim	4	M											
773	Marshall	Kristy	4	F											
756	Moor	Chris	4	M											
784	North	Mathew	4	M											
804	Price	Tiffani	4	F											
793	Sorrell	Sarah	4	F											
771	Varricchio	Kim	4	F											
761	Williett	Elizabeth	4	F											
Student Total : 14															
Teacher Signature / Initials:															

© 2016 Civica Education Pty Ltd

2.2 Morning Absentee Report

This report is printed after morning home room or registration results have been gathered and is used to record variations to the recorded attendance data. The report shows all students who have been marked absent for the morning of the selected date.

The report can be accessed through **Lesson Attendance > Reports > Attendance Forms > Morning Absentee Report**.



- There is an option for the user to specify two lines of instructions to appear in the header for this report. The default instructions are blank. Instructions are entered in Lesson Attendance > Parameters > Defaults > Report Instructions.

The report has the following selection criteria:

- Date.
- Checkboxes to PM codes, Ignore Lates and Comments and Hide Variations (all unchecked by default)
- Select Year Group.
- The report lists students in three columns. The entries comprise the student class, an underlined space for a reason code, the student surname, first name, a space for a short comment and the type of absence already recorded.
- The 'Total in Year: xx' on the report layout shows the total number of students in the school as of the morning registration or home room.
- After the list of student absentees for all year groups, the report displays the total number of absentees in school based on the year groups selected.
- Code descriptions for all codes used on the report are included after the total absentees for all year groups.
- At the end of the report, eight lines are allowed to record absentee data for students not appearing on the report.

© 2016 Civica Education Pty Ltd

- At the top of the report is a line on which teacher/s can write their name/s.

West Coast District High School

Morning Absentee Report

Including Lates and Comments

Day/Date : **Friday, 24th June, 2011** Teacher : _____

Instructions : Please send this list to the office by 2.30 every day.

Year 8

08.4	--Antonello, Mark	U	08.1	--Bishop, Alecia	U	08.2	--Brabazon, Amy	U
08.5	--Atkins, Aaron	U	08.1	--Blake, Keira	U	08.2	--Broom, Declan	U
08.1	--Bandy, Tamara	U	08.2	--Born, Corrina	U			
08.5	--Baverstock, Helen	U	08.1	--Bott, Lara	V			
Year: 8	Total in Year: 124		Total not in Year: 10					

Year 9

09.1	--Alkitik, Adam	R	09.3	--Bennett, Tracey	R	09.2	Braddon, Braydie	R
09.2	--Aspinall, Simone	R	09.1	--Bloggs, Merika	R			
Year: 9	Total in Year: 64		Total not in Year: 5					

Year 10

10.1	--Anderson, Ben	U	10.3	--Bishop, Frank	U	10.2	Brogan, Michael	U
10.2	--Bailey, Steven	U	10.1	--Bloor, Rebecca	U			
Year: 10	Total in Year: 59		Total not in Year: 5					

Year 11

--		--			
Year: 11	Total in Year: 64	Total not in Year: 0			

Year 12

--		--			
Year: 12	Total in Year: 64	Total not in Year: 0			

Total in School: 375 Total not in School: 20

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

Student Attendance Variations

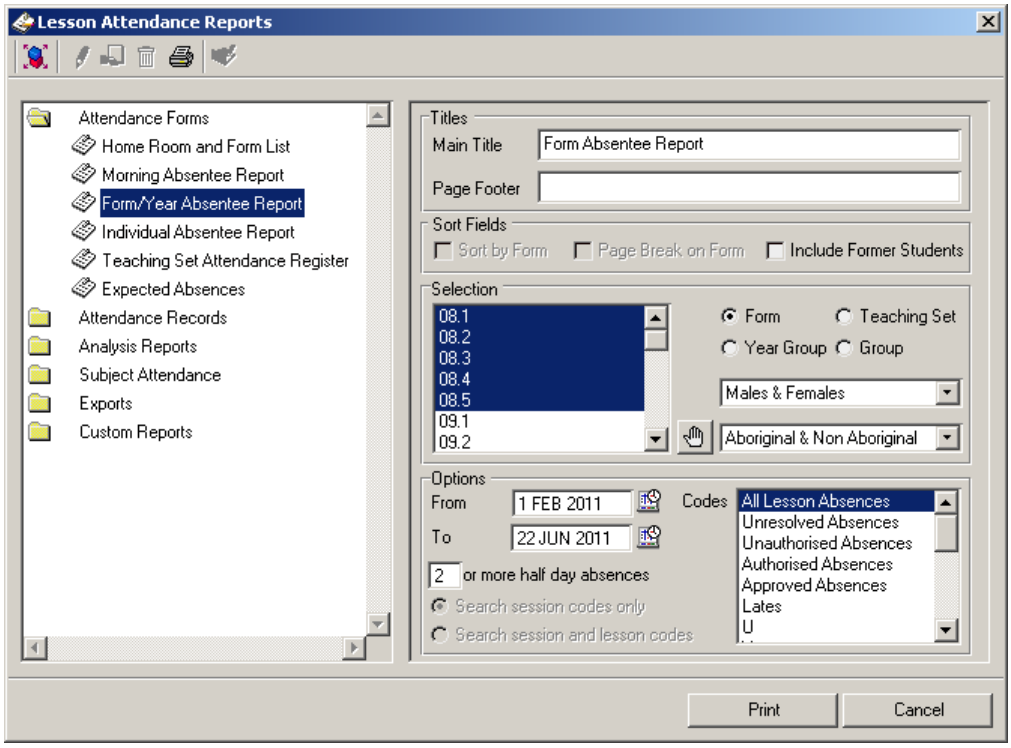
Student Name	Year	Period	Comment	Student Name	Year	Period	Comment

© 2016 Civica Education Pty Ltd

2.3 Form/Year Absentee Report

The main use of this report is for teachers to follow up unexplained absences. It can also be used as a general summary report. The Year Absentee Report is similar to the Form Absentee Report though selection is based on year groups rather than class/form**.**

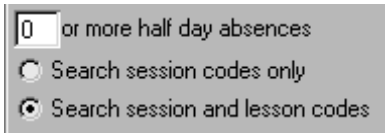
The report is accessed through **Lesson Attendance > Reports > Attendance Forms > Form/Year Absentee Report**.



The report has the following selection criteria:

- Date range (validate to make sure the date range has records set up within the current attendance year)
- Selection of Form, Teaching Set, Year Group or Group
- Allow a search for a code type or subset of codes.
- The report can be sorted by Form, using the **Sort by Form** radio button.
- Checkbox to include Former Students.
- Checkbox to Page Break on Form.

Once the code/s have been selected the user selects the number of half-day absences on which to report, and also whether session codes OR session and lesson codes are to be reported.



© 2016 Civica Education Pty Ltd

- The report displays a key describing any codes printed on the report and any entries in the 'Advice Sent' column.

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

- The last column on the report allows enough space for a written comment.
- The report can be filtered by half-day cut-off, e.g. only showing pupils with x or more half-day absences.

West Coast District High School

Form Absentee Report

Date Range: 1 FEB 2011 to: 22 JUN 2011

Filter: All Lesson Absences, Males & Females, 2 or more half days absences

Form: 08.1 Teacher(s) Mr Carl Best

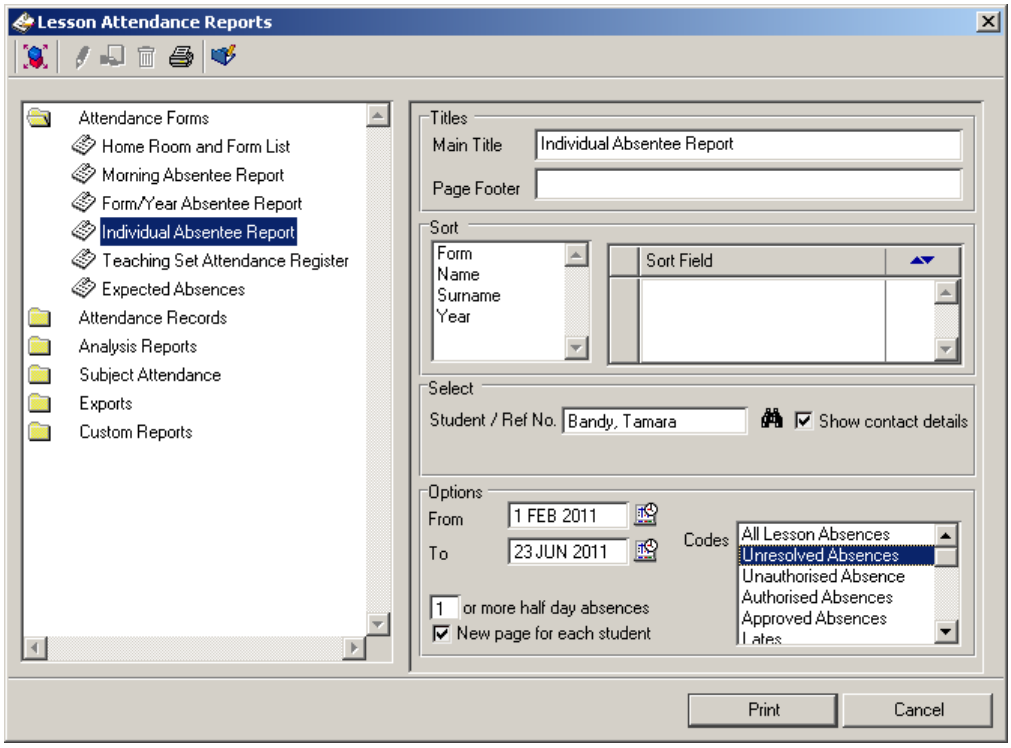
Ref No.	Student	Day/Date	am	pm	Periods	Adv. Sent	Comments
					H 1 2 B 3 4 L 5		
9	Bandy, Tamara	Wed 2 Feb	T	T	T T T - T T - T	N	
		Thu 3 Feb	T	T	T T T - T - T -	N	
		Fri 4 Feb	T	T	T T T - T T - T	N	
		Mon 7 Feb	U	U	U U U - U U - U	Y	
		Tue 8 Feb	U	U	U U U - U U - U	Y	
		Wed 9 Feb	U	U	U U U - U U - U	Y	
		Thu 10 Feb	U	U	U U U - U - U -	Y	
		Fri 11 Feb	U	U	U U U - U U - U	Y	
		Tue 5 Apr	U	U	U U U - U U - U	N	
14	Bishop, Alecia	Wed 2 Feb	R	R	R R R - R R - R	N	Measles
		Thu 3 Feb	R	R	R R R - R - R -	N	Measles
		Fri 4 Feb	R	R	R R R - R R - R	N	Measles
		Mon 7 Feb	R	R	R R R - R R - R	N	Measles
		Tue 8 Feb	R	R	R R R - R R - R	N	Measles
		Tue 5 Apr	U	U	U U U - U U - U	N	
16	Blake, Keira	Fri 4 Feb	N	N	N N N - N N - N	N	
		Tue 5 Apr	U	U	U U U - U U - U	N	
20	Bott, Lara	Wed 9 Feb	U	U	U U U - U U - U	N	
		Tue 5 Apr	U	U	U U U - U U - U	N	
46	Del-Prete, Brayden	Tue 5 Apr	U	U	U U U - U U - U	N	
64	Evans, Dayna	Wed 2 Feb	R	R	R R R - R R - R	N	Family Holiday
		Thu 3 Feb	R	R	R R R - R - R -	N	Family Holiday
		Fri 4 Feb	R	R	R R R - R R - R	N	Family Holiday
		Mon 4 Apr	U	U	U U U - U U - U	N	
76	Gaunt, Natalie	Wed 2 Feb	U	U	U U U - U U - U	N	
		Mon 4 Apr	U	/	U U U - U / - /	N	
101	Jury, Brad	Mon 4 Apr	U	U	U U U - U U - U	N	
114	King, Jared	Mon 4 Apr	U	U	U U U - U U - U	N	

© 2016 Civica Education Pty Ltd

2.4 Individual Absentee Report

This is a variation on the Form/Year Absentee report and is printed on an individual student basis.

The report is accessed through **Lesson Attendance > Reports > Attendance Forms > Individual Absentee Report.**

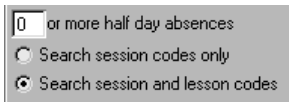


The report has the following selection criteria:

- Date range. Defaults to the current date in both the “From” and “To” fields.
- Selection of students using surname entry or the Find Tool. There is an option to include student contacts on the report. The contacts are displayed after the header and show all contacts marked as having parental responsibility. The report displays the contact’s Primary Contact Number and their home telephone number set up in **Administration Manager > Student Details**.
- Selection of a code type or subset of codes.
- Filter by half-day cut-off (e.g. only showing pupils with x or more half day absences).
- Checkbox for a new page for each student. This is checked by default.

© 2016 Civica Education Pty Ltd

Once the code/s have been selected the user selects the number of half-day absences on which to report, and also whether session codes OR session *and* lesson codes are to be reported.



The following sort fields are available where more than one student is selected:

User Defined	Default
Form	
First Name	
Surname	
Year	

West Coast District High School

Individual Absentee Report

Filter: Unresolved Absences, 1 or more half days absences
Date Range: 1 FEB 2011 to: 22 JUN 2011

Bandy, Tamara Form: 08.1 Year: 8

Contact Details Name: Dr A Bandy
Relationship: Grandfather
Phone: 9221 3124(1) 9221 3124(PCN)

Contact Details Name: Dr K Bandy
Relationship: Grandmother
Phone: 9221 3124(1) 9221 3124(PCN)

Day/Date	Short Comment	am	pm	Period detail	Comments	Letter
				H 1 2 B 3 4 L 5		
Mon, 7th Feb		U	U	U U U - U U - U		Y
Tue, 8th Feb		U	U	U U U - U U - U		Y
Wed, 9th Feb		U	U	U U U - U U - U		Y
				H 1 2 B 3 4 L 5		
Thu, 10th Feb		U	U	U U U - U - U -		Y
				H 1 2 B 3 4 L 5		
Fri, 11th Feb		U	U	U U U - U U - U		Y
Tue, 5th Apr		U	U	U U U - U U - U		N

Total Half-Days Absent: 18 (Excluding Approved Absences)

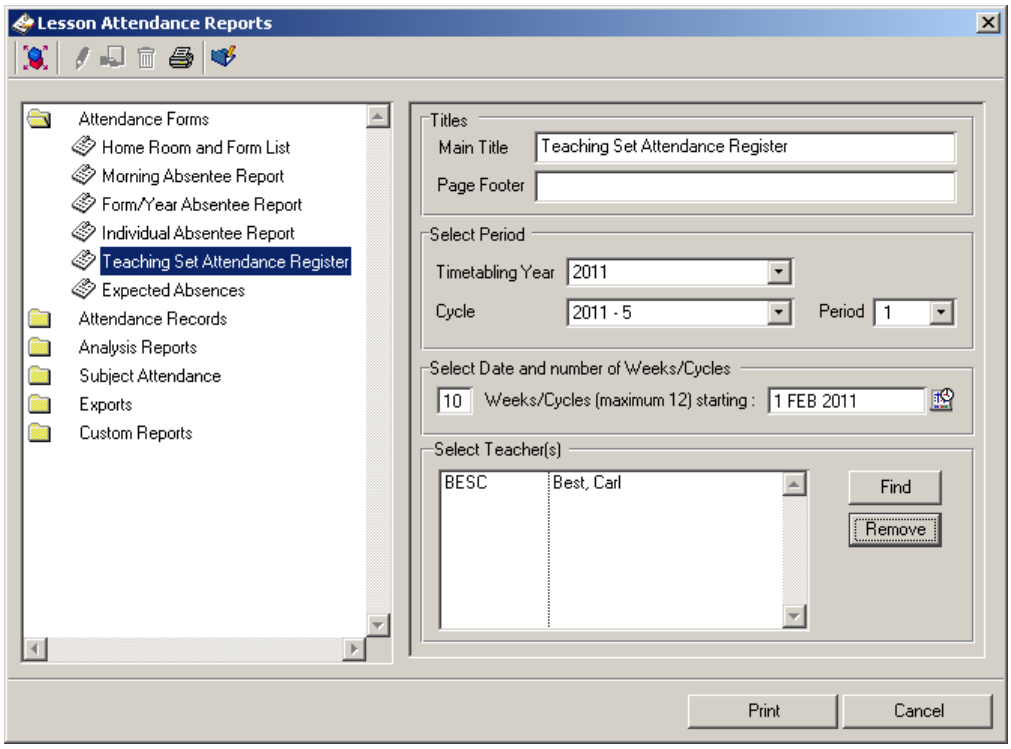
© 2016 Civica Education Pty Ltd

2.5 Teaching Set Attendance Register

The Teaching Set Attendance Register can be printed for all, or selected staff, for all or selected periods, and will print a Register for every day of the Week (or Cycle).
Some schools do not run a Home/Registration period and therefore require the ability to run a set of teaching set lists based on the first or a selected period of the day, to enable attendance to be recorded.

There is additional space at the bottom of the report to include other students who might have been added to the teaching set.

The report is accessed through **Lesson Attendance > Reports > Attendance Forms > Teaching Set Attendance Register.**



The report has the following selection criteria:

- Timetable Year and Cycle.
- Period (defaults to the first period of the day. Individual periods can be selected or All can be selected which will produce a register for all periods).
- Number of Weeks/Cycles starting from a selected date.
- Selection by Form, Teaching Set, Year Group or Group.
- Teachers (one or more teachers can be selected).

The report will print a register for the selected member of staff, for the selected Periods, for every day of the Week or Cycle. The Registers are sorted first by teacher, and then by Day and Period.

© 2016 Civica Education Pty Ltd

West Coast District High School
Teaching Set Attendance Register

Teacher: Mr C Best **Day/Period:** Thursday Lesson 1

Room: Room 15 **Subject/Teaching Set:** Literature 2B 2BLIT_1

Ref.	Student	Form	03/02	10/02	17/02	24/02	03/03	10/03	17/03	24/03	31/03	07/04		
29	Campbell, Ashleigh	11.2												
44	Davies, Caitlin	11.2												
84	Guthrie, Sean	11.2												
109	Kent, Clayton	11.2												
129	Lam, Chanara	11.2												
149	Lipton, Liwy	11.2												
164	Mahney, Ariel	11.2												
179	Max, Aaron	11.2												
194	Michael, Daniel	11.2												
209	Morarity, Georgina	11.2												
222	Murray, Brent	11.2												
224	Nairn, Richard	11.2												
239	Oliver, Angela	11.2												
254	Pamment, Louise	11.2												
269	Perera, Trevor	11.2												
284	Porteral, Bernadette	11.2												
299	Ravat, Donna	11.2												
334	Scholten, Drew	11.2												
349	Smeed, Elise	11.2												
369	Sudholz, Jaala	11.2												
389	Williams, Tenille	11.2												

Student Total: 21

Teacher Signature/Initials														

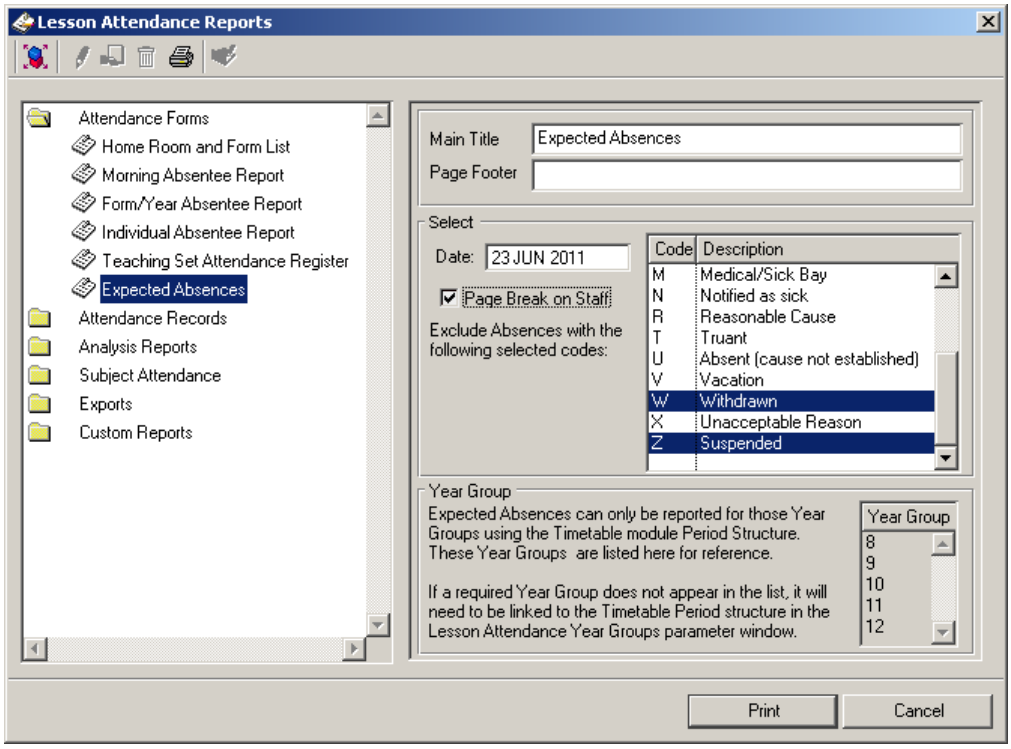
Note:This report can be very long. If you were to select, for example, 50 teachers, for all periods, and a teacher teaches 30 periods a week, the report printed will consist of about 1500 pages.

© 2016 Civica Education Pty Ltd

2.6 Expected Absences

The Expected Absences report can only be produced for those Year Groups linked to the Timetable Period Structure. The report will print a list of all students who will be absent from timetabled teaching sets.

The report is accessible through **Lesson Attendance > Reports > Expected Absence Report.**



The report has the following selection criteria:

- Date
- Attendance codes to exclude.
- A page break after each staff member can also be set.
- Year Group/s. Select as required.

The report is printed for each teacher and their scheduled Teaching Sets. It lists all students who will be missing from that teaching set and for which period. The report displays the room name and the Subject Code.

© 2016 Civica Education Pty Ltd

West Coast District High School

Expected Absences

Expected Absences for Mr H Barclay
on Monday,6 February 2012
For Year Group(s) 8, 9, 10, 11, 12

Lesson 1	Room 11: 8ENG		AM	PM	H 1 2 B 3 4 L 5
Natalie Gaunt	U		U	U	U U U – U U – U

Expected Absences for Mr C Best
on Monday,6 February 2012
For Year Group(s) 8, 9, 10, 11, 12

Home Room	Room 14: 8HR		AM	PM	H 1 2 B 3 4 L 5
Tamara Bandy	U		U	U	U U U – U U – U
Keira Blake	U		U	U	U U U – U U – U
Lara Bott	U		U	U	U U U – U U – U
Natalie Gaunt	U		U	U	U U U – U U – U
Brad Jury	U		U	U	U U U – U U – U

Expected Absences for Mrs F Brooks
on Monday,6 February 2012
For Year Group(s) 8, 9, 10, 11, 12

Lesson 2	Room 15: 8ENG		AM	PM	H 1 2 B 3 4 L 5
Lara Bott	U		U	U	U U U – U U – U

Note: The first column on this report indicates the Absence Code. See the Codes below.

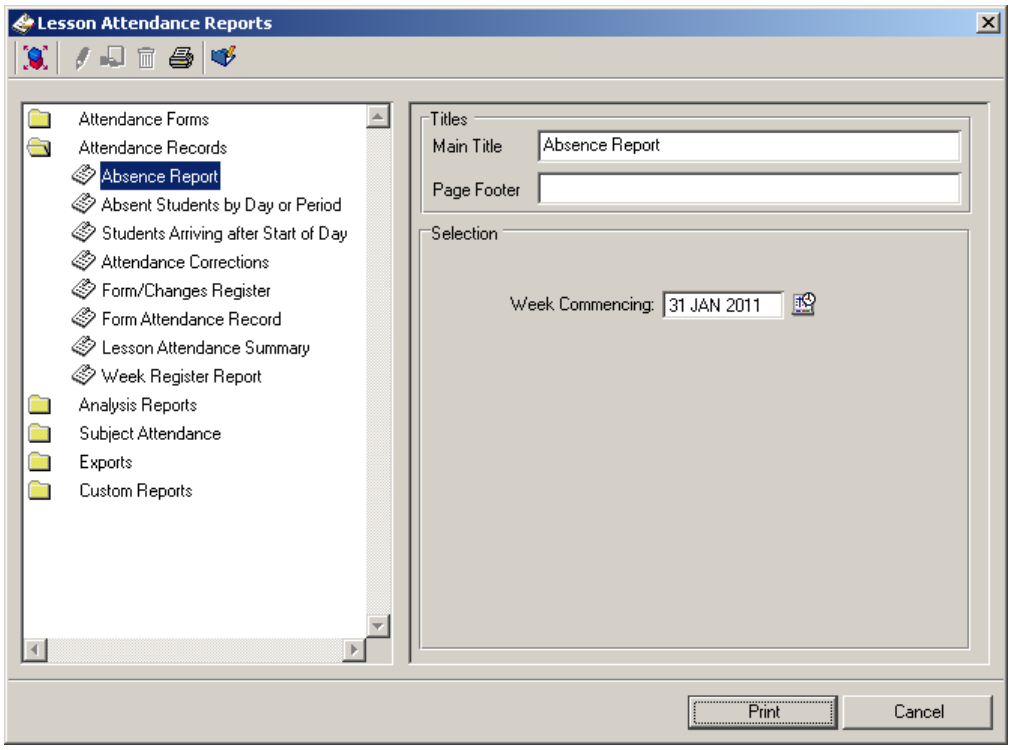
Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

© 2016 Civica Education Pty Ltd

3 Attendance Records

3.1 Absence Report

This report shows a summary of session absences by form for a selected week.



To produce the report a start date must be entered. The date will be the start date for the week the report is required and must be a Monday.

© 2016 Civica Education Pty Ltd

West Coast District High School

Absence Report (Approved Educational Activity = PRESENT, Unauthorised Late = ABSENT)

Week Commencing : 31 JAN 2011

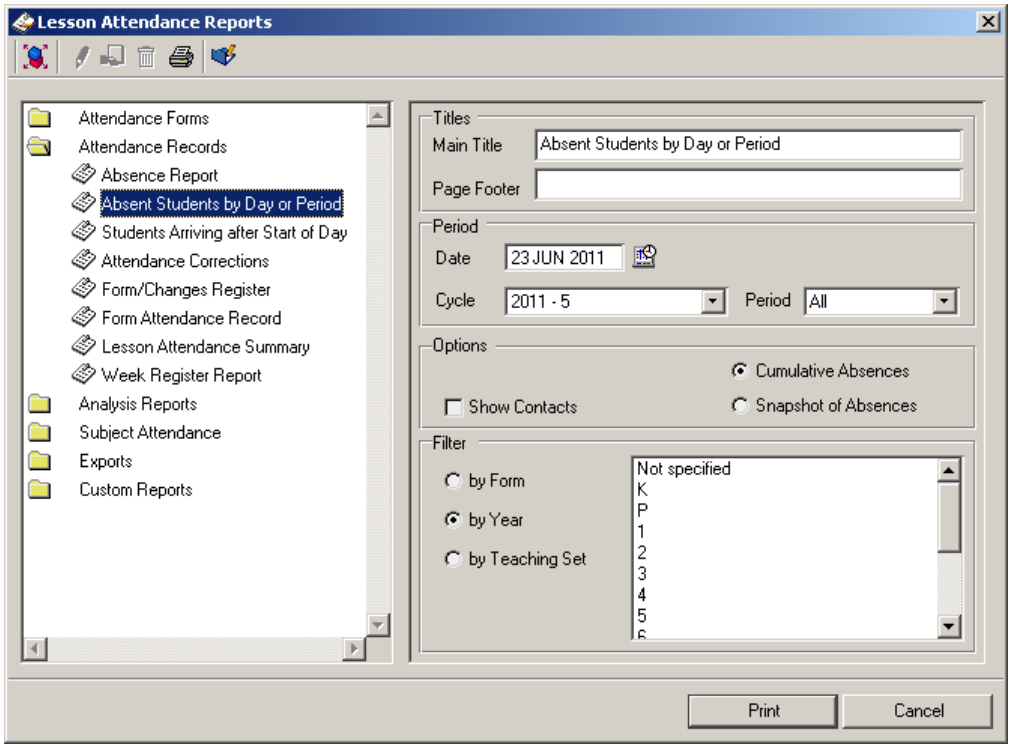
Reg. Group	Monday am	Monday pm	Tuesday am	Tuesday pm	Wednesday am	Wednesday pm	Thursday am	Thursday pm	Friday am	Friday pm	Saturday am	Saturday pm	Sunday am	Sunday pm	Total Absence	Total Periods	Percentage Absent	Percentage Present	Boys	Girls	Total
P K/P	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	54	0.00	100.00	6	3	9
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	54	0.00	100.00	6	3	9
1 Room 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36	0.00	100.00	3	3	6
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36	0.00	100.00	3	3	6
2 Room 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	108	0.00	100.00	7	11	18
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	108	0.00	100.00	7	11	18
3 Room 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	66	0.00	100.00	7	4	11
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	66	0.00	100.00	7	4	11
4 Room 4	0	0	0	0	4	3	2	2	3	3	0	0	0	0	17	84	20.24	79.76	6	8	14
Totals	0	0	0	0	4	3	2	2	3	3	0	0	0	0	17	84	20.24	79.76	6	8	14
5 Room 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	84	0.00	100.00	9	5	14
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	84	0.00	100.00	9	5	14
6 Room 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	72	0.00	100.00	7	5	12
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	72	0.00	100.00	7	5	12
7 Room 7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	96	0.00	100.00	8	8	16

© 2016 Civica Education Pty Ltd

3.2 Absent Students by Day or Period

The Absent Students by Day or Period report will print Cumulative Absences for a day or a Snapshot of Absences for a LA period for a particular date.

The report is accessible through **Lesson Attendance > Reports > Attendance Records > Absent Students by Day or Period.**



The report has the following selection criteria:

- Date
- Cycle
- Period (defaults to the first period of the day. Individual periods can be selected or All can be selected which will produce a register for all periods).
- Show Contacts option can be checked if required.
- Selection by Form, Year Group or Teaching Set.
- Teachers (one or more teachers can be selected).

When choosing the ‘Cumulative Absences’ the report displays as shown below:

© 2016 Civica Education Pty Ltd

West Coast District High School

Monday

Absent Students by Day or Period

All Absences Report for: 20 JUN 2011

Cumulative Absences

Year Group 8

Student	Form	AM/PM	Home Room	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Comments
Bandy Tamara	08.1	/ /	L	L	L	/	/	/	
Del-Prete Brayden	08.1	R /	R	R	/	/	/	/	
King Jared	08.1	R /	R	R	R	R	/	/	
Lively Nicole	08.1	U /	U	U	/	/	/	/	
McArthur Aimee	08.1	N N	L	N	N	N	N	N	
Noakes Scott	08.1	/ T	/	/	/	/	T	T	

Year Group Total Absent = 6

Total students listed = 6

When choosing the ‘Snapshot of Absences’ option the report displays as shown below:

West Coast District High School

Monday

Absent Students by Day or Period

Absences Report for: Lesson 1 on 20 JUN 2011

Snapshot of Absences

Year Group 8

Student	Form	AM/PM	Lesson 1	Comments
Bandy Tamara	08.1	/ /	L	
Del-Prete Brayden	08.1	R /	R	
King Jared	08.1	R /	R	
Lively Nicole	08.1	U /	U	
McArthur Aimee	08.1	N N	N	

Year Group Total Absent = 5

Total students listed = 5

© 2016 Civica Education Pty Ltd

3.3 Students Arriving after Start of Day

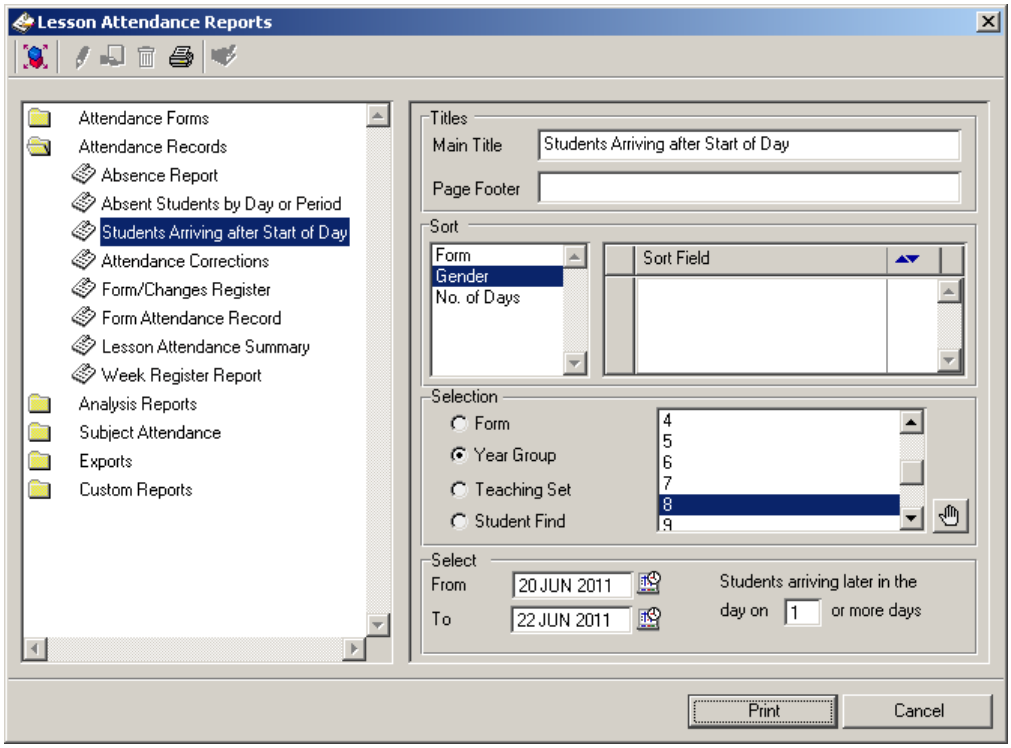
This report can be used to track late arriving students more effectively. It displays all students who have a present, late or approved code later in the day – after one or more unauthorised, authorised or a late code at the commencement of the day. Such students are commonly referred to as 'late' students. A late student is defined as:

1. Any student who has an Authorised, Unauthorised or Late code for the morning Session, but has a Present, Late or Approved code later in the day.
2. Any student who has an Authorised, Unauthorised or Late code for the first period, but has a Present, Late or Approved code later in the day.

The report is accessible through **Lesson Attendance > Reports > Attendance Records > Students Arriving after Start of Day.**

This report has the following selection criteria:

- Date Range (You must select two dates, both of which must be within the same Lesson Attendance Year).
- Selection by Form, Year Group, Teaching Set or Student Find.
- Number of Days Late (This field defaults to one day, and allows you to filter the list so that you report on students who are more consistently late).



3.3.1 Sorts

© 2016 Civica Education Pty Ltd

It is possible to sort the report by Form, Gender, Year Group and Number of Days ‘late’. An alphabetical sort on surname, first name will always be the last applied sort.

Addition information on Sorts: There are some default sorts according to which method has been used to select students.

- If you select form from the Select box, the first sort will be by form, with a new page for each form. To allow for this the form sort will disappear from the Available Sorts list.
- If you select Year Group the first sort will be by Year Group, with a new page for each Year Group. To allow for this the Year Group sort will disappear from the Available Sorts list.
- If you select Teaching Set the first sort will be by Teaching Set, with a new page for each Teaching Set. To allow for this the Teaching Set sort will disappear from the Available Sorts list.
- If you select Student Find the first sort will be by Year Group. To allow for this the Year Group sort will disappear from the Available Sorts list.

West Coast District High School

Students Arriving after Start of Day

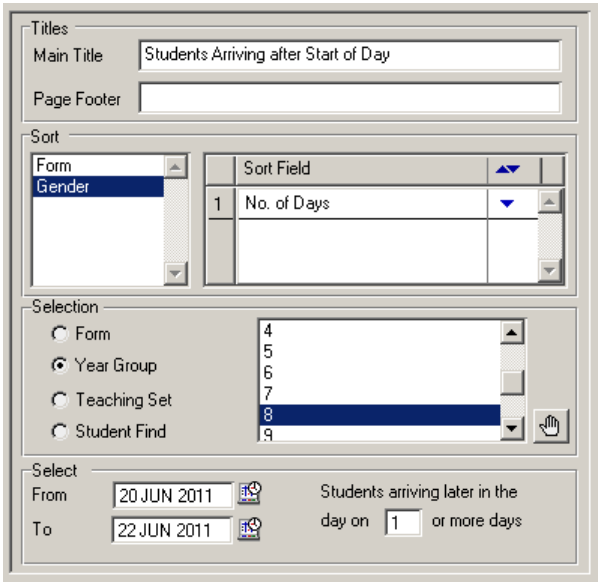
Date Range: 20 JUN 2011 to: 22 JUN 2011
Filter: Students arriving late on 1 or more days
Year Group: 8

Ref No.	Student	Year	Form	Gender	Day/Date	am pm	Periods	Comments
							H 1 2 B 3 4 L 5	
9	Bandy, Tamara	8	08.1	F	Mon 20 Jun	/ /	L L L - / / - /	
					Tue 21 Jun	/ /	L L L - / / - /	
20	Bott, Lara	8	08.1	F	Tue 21 Jun	R /	L R R - R / - /	
					Wed 22 Jun	U /	U U U - U / - /	
46	Del-Prete, Brayden	8	08.1	M	Mon 20 Jun	R /	R R / - / / - /	
114	King, Jared	8	08.1	M	Mon 20 Jun	R /	R R R - R / - /	
151	Lively, Nicole	8	08.1	F	Mon 20 Jun	U /	U U / - / / - /	
					Wed 22 Jun	/ /	R / / - / / - /	

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

© 2016 Civica Education Pty Ltd

Report sorted on No. of Days late



West Coast District High School

Students Arriving after Start of Day

Date Range: 20 JUN 2011 to: 22 JUN 2011
Filter: Students arriving late on 1 or more days
Year Group: 8

Ref No.	Student	Year	Form	Gender	Day/Date	am pm	Periods	Comments
							H 1 2 B 3 4 L 5	
9	Bandy, Tamara	8	08.1	F	Mon 20 Jun	/ /	L L L - / / - /	
					Tue 21 Jun	/ /	L L L - / / - /	
20	Bott, Lara	8	08.1	F	Tue 21 Jun	R /	L R R - R / - /	
					Wed 22 Jun	U /	U U U - U / - /	
151	Lively, Nicole	8	08.1	F	Mon 20 Jun	U /	U U / - / / - /	
					Wed 22 Jun	/ /	R / / - / / - /	
46	Del-Prete, Brayden	8	08.1	M	Mon 20 Jun	R /	R R / - / / - /	
114	King, Jared	8	08.1	M	Mon 20 Jun	R /	R R R - R / - /	

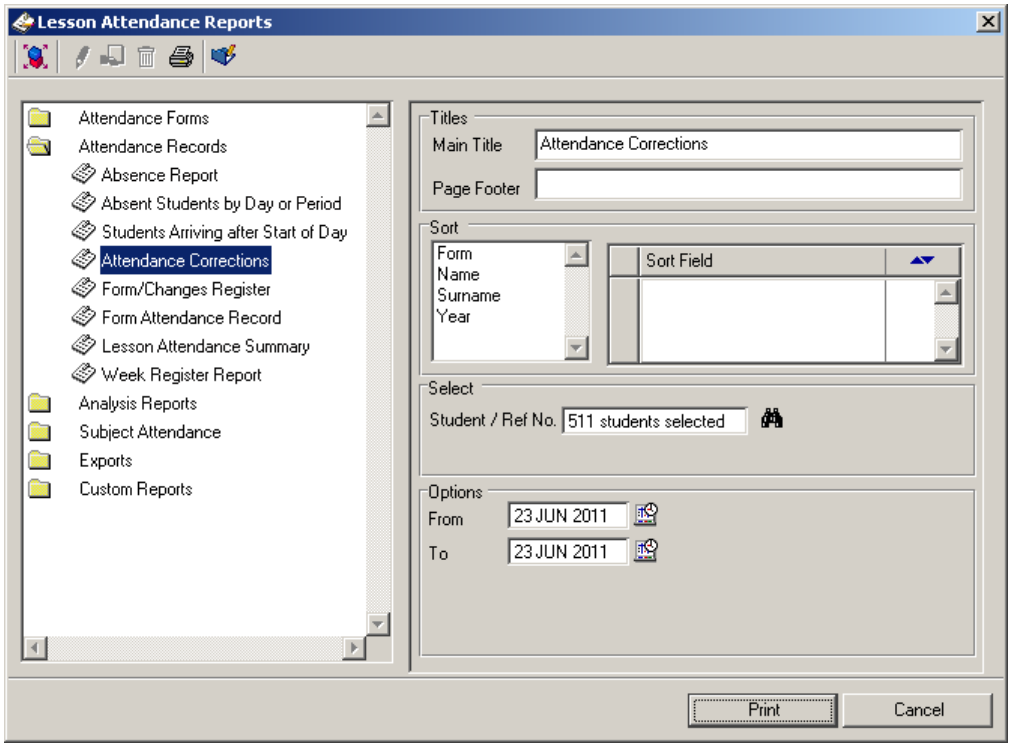
Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

© 2016 Civica Education Pty Ltd

3.4 Attendance Corrections

This report will print a list of changes/corrections that have been made to the am and pm attendance codes.

It requires the **Track Attendance Changes** option to be turned on in **Parameters > Defaults > System Management.**



The report has the following selection criteria:

- Date range. Defaults to current date in the “From” and “To” fields.
- Selection of students using the surname entry or Student Find Tool.

The following sort fields are available where more than one student is selected:
Form
First Name
Surname
Year

User Defined	Default
Form	
First Name	
Surname	
Year	

© 2016 Civica Education Pty Ltd

West Coast District High School

Attendance Corrections

Date Range: 23 JUN 2011 to: 23 JUN 2011

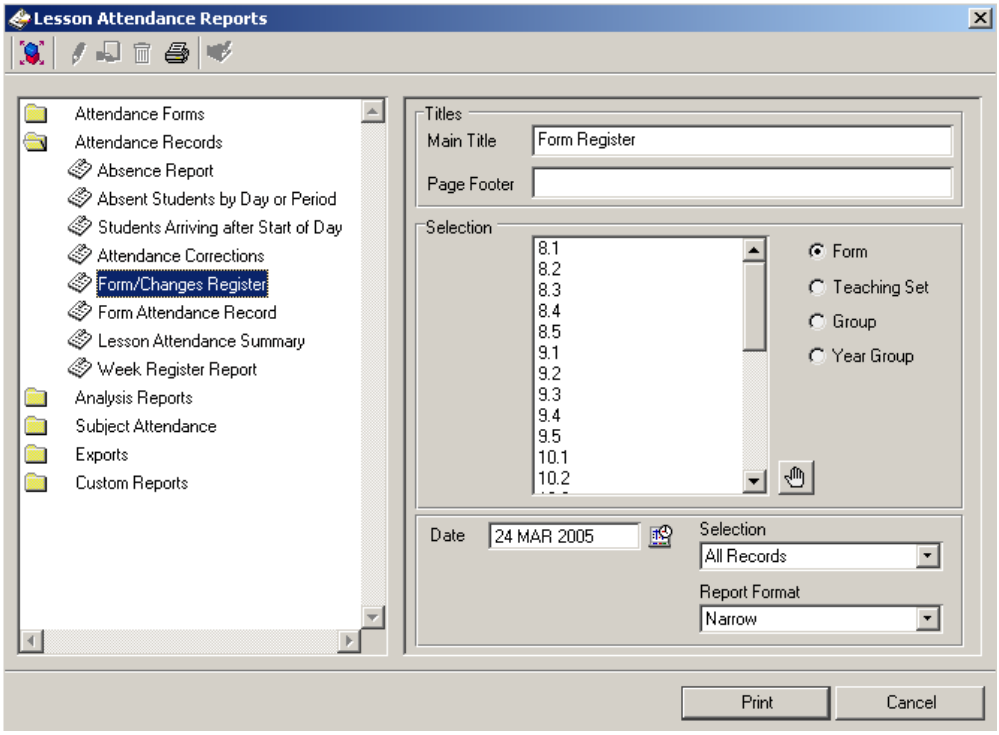
Student	Year	Form	Attendance Date	AM Code Old	AM Code New	PM Code Old	PM Code New	User Name	Modified Date	Modified Time
Evans, Dayna	8	08.1	23 JUN 11	U	R	U	R	ADMIN	23 JUN 11	9:46 AM
Leoncio, Jaymee	8	08.1	23 JUN 11	U	E	U	E	ADMIN	23 JUN 11	9:46 AM

© 2016 Civica Education Pty Ltd

3.5 Form/Changes Register

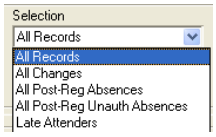
There are a range of reports available using the **Form/Changes Register** option. The reports will show only students who have **more than one** attendance code for the selected day. To create report variations the **Selection** option drop down list is used. The **Form/Changes Register** option can be useful to highlight students who may be occasionally absent from or late for lessons

The **Form/Changes Register** option can also be used to produce a printed version of the Day View screen. This shows the attendance recorded for all students in the selected Form, Teaching Set, Group or Year Group.



The report has the following selection criteria:

- Selection by Form, Teaching Set, Group or Year Group.
- Date, a date other than the current date can be chosen.
- The Selection drop down list as shown below offers a number of options that allow a variety of different report outputs to be produced.



- The Report Format selection allows for Narrow or Wide format.

© 2016 Civica Education Pty Ltd

Using the **Selection** drop down list the following report outputs are produced:

- **All Records** report produces a printed version of the Day View screen for the selected Form, Teaching Set, Group or Year Group.

West Coast District High School

Form Register

Date: 22 JUN 2011 **Time report printed:** 12:08

Form: 08.1 **Teacher(s)** Mr Carl Best

Ref No.	Student	am	pm	Periods H 1 2 B 3 4 L 5	Comment
9	Bandy, Tamara	U	U	U U U - U U - U	
14	Bishop, Alecia	U	U	U U U - U U - U	
16	Blake, Keira	/	/	/ / / - / / - /	
20	Bott, Lara	U	U	U U U - U U - U	
46	Del-Prete, Brayden	/	/	/ / / - / / - /	
64	Evans, Dayna	/	/	/ / / - / / - /	
76	Gaunt, Natalie	E	E	E E E - E E - E	
101	Jury, Brad	U	U	U U U - U U - U	
114	King, Jared	/	/	/ / / - / / - /	
126	Kurby, Dale	/	/	/ / / - / / - /	
137	Leoncio, Jaymee	/	/	/ / / - / / - /	
151	Lively, Nicole	R	R	R R R - R R - R	
156	Lucev, Michael	/	/	/ / / - / / - /	
181	McArthur, Aimee	/	/	/ / / - / / - /	
206	Monneron, Thomas	R	R	R R R - R R - R	
208	Moore, Gregory	/	/	/ / / - / / - /	
231	Noakes, Scott	/	/	/ / / - / / - /	
248	Ossey, Jane	/	/	/ / / - / / - /	
266	Peel, Pamela	/	/	/ / / - / / - /	
281	Pol, Louis	E	E	E E E - E E - E	

- **All Changes** report produces a Changes Register report that shows students who have more than one attendance code for the selected day.

West Coast District High School

Changes Register

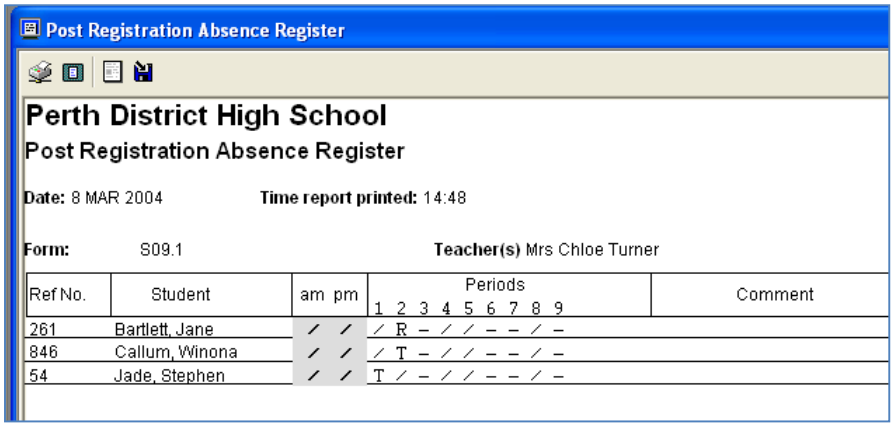
Date: 22 JUN 2011 **Time report printed:** 12:13

Form: 08.1 **Teacher(s)** Mr Carl Best

Ref No.	Student	am	pm	Periods H 1 2 B 3 4 L 5	Comment
20	Bott, Lara	/	/	L / / - / / - /	
76	Gaunt, Natalie	E	/	E E E - / / - /	

© 2016 Civica Education Pty Ltd

- **Post Registration Absence Register** shows the students with more than one attendance code recorded after the nominated Registration period.



Post Registration Absence Register

Perth District High School

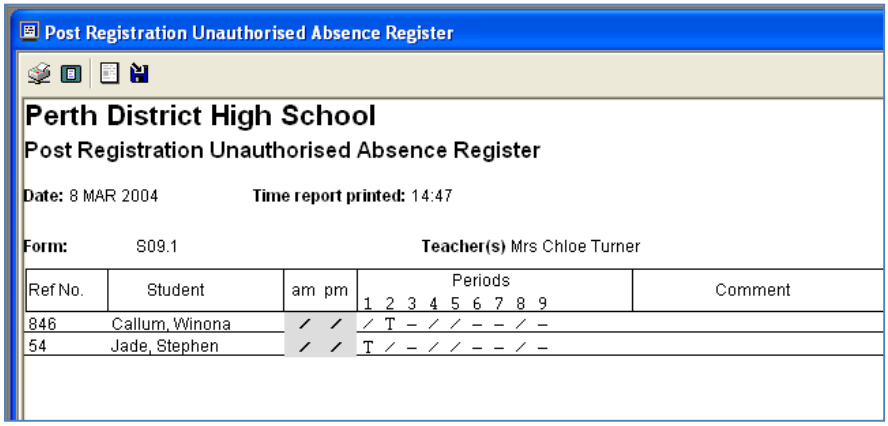
Post Registration Absence Register

Date: 8 MAR 2004 **Time report printed:** 14:48

Form: S09.1 **Teacher(s)** Mrs Chloe Turner

Ref No.	Student	am	pm	Periods 1	2	3	4	5	6	7	8	9	Comment
261	Bartlett, Jane	/	/	/	R	–	/	/	–	–	/	–	
846	Callum, Winona	/	/	/	T	–	/	/	–	–	/	–	
54	Jade, Stephen	/	/	T	/	–	/	/	–	–	/	–	

- **All Post Registration Unauthorised Absences** shows the students with more than one attendance code (one of which is an Unauthorised code) recorded after the nominated Registration period.



Post Registration Unauthorised Absence Register

Perth District High School

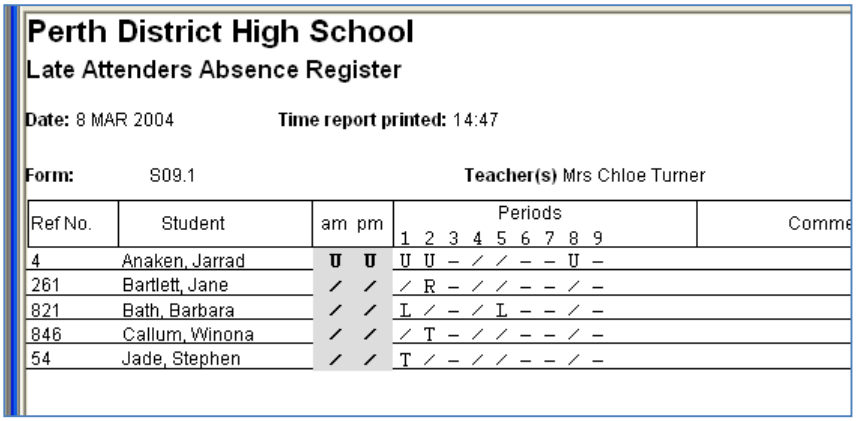
Post Registration Unauthorised Absence Register

Date: 8 MAR 2004 **Time report printed:** 14:47

Form: S09.1 **Teacher(s)** Mrs Chloe Turner

Ref No.	Student	am	pm	Periods 1	2	3	4	5	6	7	8	9	Comment
846	Callum, Winona	/	/	/	T	–	/	/	–	–	/	–	
54	Jade, Stephen	/	/	T	/	–	/	/	–	–	/	–	

- **Late Attenders** report shows students whose attendance is considered to be late because they have an authorised, unauthorised or late code for at least one of the codes.



Perth District High School

Late Attenders Absence Register

Date: 8 MAR 2004 **Time report printed:** 14:47

Form: S09.1 **Teacher(s)** Mrs Chloe Turner

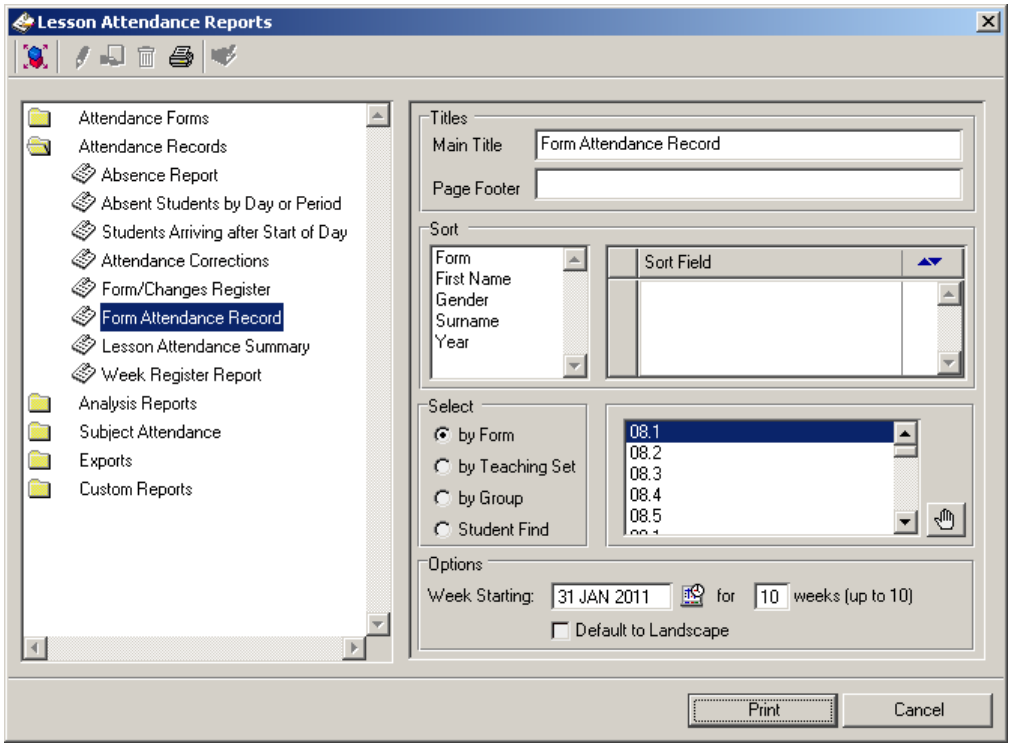
Ref No.	Student	am	pm	Periods 1	2	3	4	5	6	7	8	9	Comme
4	Anaken, Jarrad	U	U	U	U	–	/	/	–	–	U	–	
261	Bartlett, Jane	/	/	/	R	–	/	/	–	–	/	–	
821	Bath, Barbara	/	/	L	/	–	/	L	–	–	/	–	
846	Callum, Winona	/	/	/	T	–	/	/	–	–	/	–	
54	Jade, Stephen	/	/	T	/	–	/	/	–	–	/	–	

© 2016 Civica Education Pty Ltd

3.6 Form Attendance Record

This report is used to show a half-day attendance summary for a period of time up to ten weeks.

The report is accessible through **Lesson Attendance > Reports > Form Attendance Record.**



The report has the following selection criteria:

- Week selection (starting week date and number of weeks up to a maximum of 10 weeks).
- Selection by Form, Teaching Set, Group or Selection of students using the Find Tool.

The following sort fields are available:

User Defined	Default
Form	
First Name	
Gender	
Surname	
Year	

- The report has page breaks on change of form/group.
- The last column on the report shows a total half-day absence count for each student on the report.

© 2016 Civica Education Pty Ltd

West Coast District High School

Form Attendance Record

Form 08.1 **Week Starting: 31 JAN 2011 for 4 week/s**

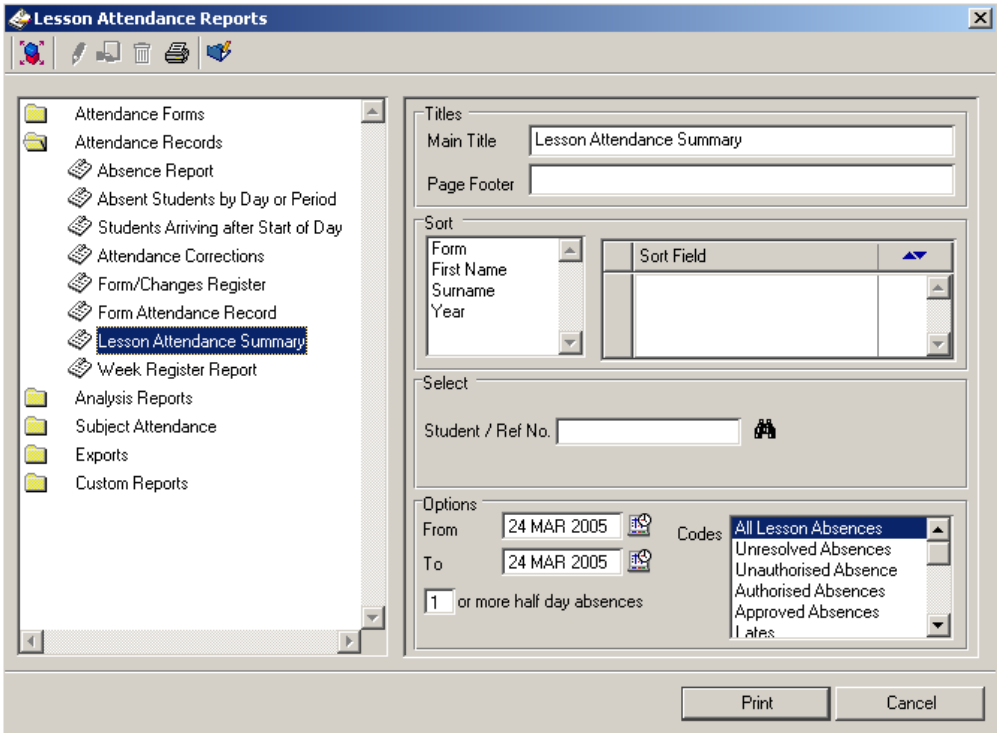
Week Start: / Students	31 JAN 2011					7 FEB 2011					14 FEB 2011					21 FEB 2011															Total Half-Day Absences
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Bandy, Tamara	--	--	TT	TT	TT	UU	UU	UU	UU	UU	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											16
Bishop, Alecia	--	--	RR	RR	RR	RR	RR	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											10
Blake, Keira	--	--	Λ	Λ	NN	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											2
Bott, Lara	--	--	Λ	Λ	Λ	Λ	Λ	UU	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											2
Del-Prete, Brayden	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Evans, Dayna	--	--	RR	RR	RR	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											6
Gaunt, Natalie	--	--	UU	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											2
Jury, Brad	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
King, Jared	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Kurby, Dale	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Leoncio, Jaymee	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Lively, Nicole	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Lucev, Michael	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
McArthur, Aimee	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Monneron, Thomas	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Moore, Gregory	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Noakes, Scott	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Ossey, Jane	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Peel, Pamela	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Pol, Louis	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Rath, Hugh	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Richards, Lia	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Rompton, Davina	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Saunders, Tiffany	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Smith, David	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Smith-Carter, Ben	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Stewart, Joanne	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0
Thorne, Chanton	--	--	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ											0

© 2016 Civica Education Pty Ltd

3.7 Lesson Attendance Summary

This report is a condensed version of the Individual Absentee Report.

The report is accessible through **Lesson Attendance > Reports > Lesson Attendance Summary**.



The report has the following selection criteria:

- Date range. Defaults to the current date in “From” and “To” fields.
- Selection of students using surname entry or the Find Tool.
- A selection of attendance type or code or a subset of these.

The following sort fields will be available where more than one student is selected:

User Defined	Default
Surname	
First Name	
Year Group	
Form	

This report displays one student per sheet.

- For each student, the Day/Date and codes for am, pm and all periods are shown.
- Days for which the student is shown as present for am, pm and all lessons are excluded.
- Days for which the school is closed are excluded.

© 2016 Civica Education Pty Ltd

West Coast District High School

Lesson Attendance Summary

Date Range : 1 Feb 2011 to 22 Jun 2011 School Year : 2011

Filter: All Lesson Absences, 1 or more half days absences

Bandy, Tamara Form : 08.1 Year : 8

Term 1				Term 2				Term 3				Term 4			
Day/Date	**am**	**pm**	**Periods**	**Day/Date**	**am**	**pm**	**Periods**	**Day/Date**	**am**	**pm**	**Periods**	**Day/Date**	**am**	**pm**	**Periods**
Wed 02/02	T	T	TTT-TT-T	Wed 22/06	R	R	RRR-RR-R								
Thu 03/02	T	T	TTT-T-T-												
Fri 04/02	T	T	TTT-TT-T												
Mon 07/02	U	U	UUU-UU-U												
Tue 08/02	U	U	UUU-UU-U												
Wed 09/02	U	U	UUU-UU-U												
Thu 10/02	U	U	UUU-U-U-												
Fri 11/02	U	U	UUU-UU-U												
Tue 05/04	U	U	UUU-UU-U												

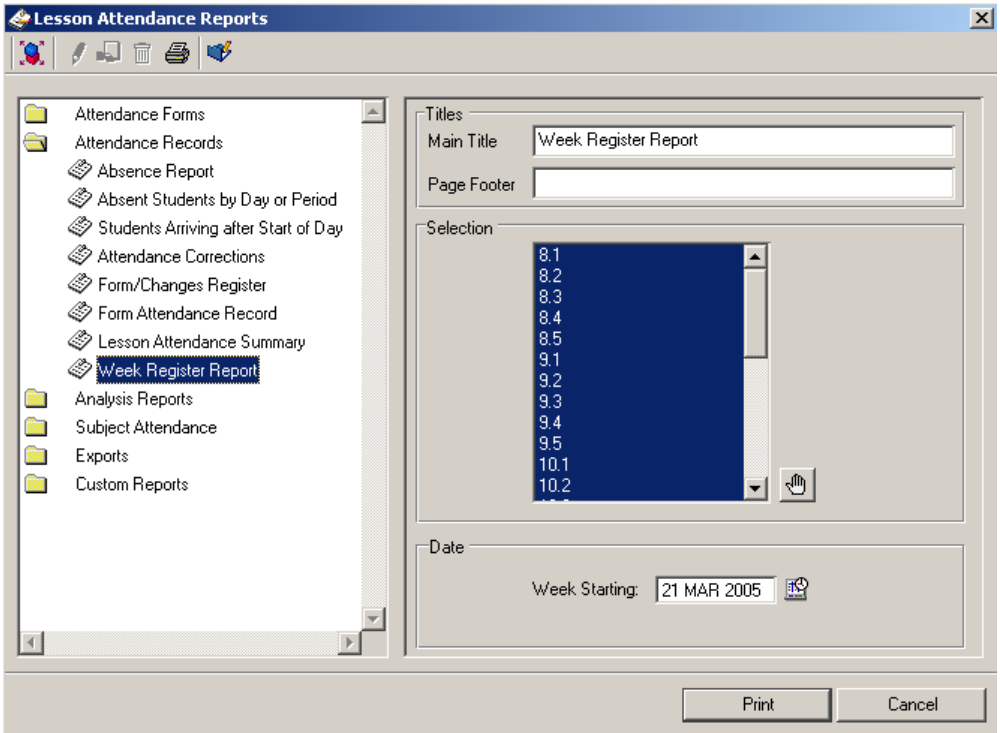
Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

Page 1

Produced on 23rd June 2011 at 12:25

© 2016 Civica Education Pty Ltd

3.8 Week Register Report



The report has the following selection criteria:

- Week selection (starting date for the week). If the date selected is not a Monday, then the date will be changed to the previous Monday, and the user will be warned that this has happened.
- Selection of Form (the hand icon allows all forms to be highlighted for selection).

© 2016 Civica Education Pty Ltd

West Coast District High School

Weekly Registration Record for 08.1 from 31 JAN 2011 to 6 FEB 2011

Form at date of registration: 08.1

	Student :	Number	M	T	W	T	F	S	S	Abs. (Excl. Late)	Late	Approved Abs.
1	BANDY, Tamara	9	--	--	TT	TT	TT	--	--	6		
2	BISHOP, Alecia	14	SS	SS	RR	RR	RR	CC	CC	6		
3	BLAKE, Keira	16	SS	SS	^	^	NN	CC	CC	2		
4	BOTT, Lara	20	SS	SS	^	^	^	CC	CC			
5	DEL-PRETE, Brayden	46	SS	SS	^	^	^	CC	CC			
6	EVANS, Dayna	64	SS	SS	RR	RR	RR	CC	CC	6		
7	GAUNT, Natalie	76	SS	SS	UU	^	^	CC	CC	2		
8	JURY, Brad	101	SS	SS	^	^	^	CC	CC			
9	KING, Jared	114	SS	SS	^	^	^	CC	CC			
10	KURBY, Dale	126	SS	SS	^	^	^	CC	CC			
11	LEONCIO, Jaymee	137	SS	SS	^	^	^	CC	CC			
12	LIVELY, Nicole	151	SS	SS	^	^	^	CC	CC			
13	LUCEV, Michael	156	SS	SS	^	^	^	CC	CC			
14	MCARTHUR, Aimee	181	SS	SS	^	^	^	CC	CC			
15	MONNERON, Thomas	206	SS	SS	^	^	^	CC	CC			
16	MOORE, Gregory	208	SS	SS	^	^	^	CC	CC			
17	NOAKES, Scott	231	SS	SS	^	^	^	CC	CC			
18	OSSEY, Jane	248	SS	SS	^	^	^	CC	CC			
19	PEEL, Pamela	266	SS	SS	^	^	^	CC	CC			
20	POL, Louis	281	SS	SS	^	^	^	CC	CC			
21	RATH, Hugh	298	SS	SS	^	^	^	CC	CC			
22	RICHARDS, Lia	301	SS	SS	^	^	^	CC	CC			
23	ROMPTON, Davina	314	SS	SS	^	^	^	CC	CC			
24	SAUNDERS, Tiffany	326	SS	SS	^	^	^	CC	CC			
25	SMITH, David	874	SS	SS	^	^	^	CC	CC			
26	SMITH-CARTER, Ben	351	SS	SS	^	^	^	CC	CC			
27	STEWART, Joanne	364	SS	SS	^	^	^	CC	CC			
28	THORNE, Chanton	376	SS	SS	^	^	^	CC	CC			

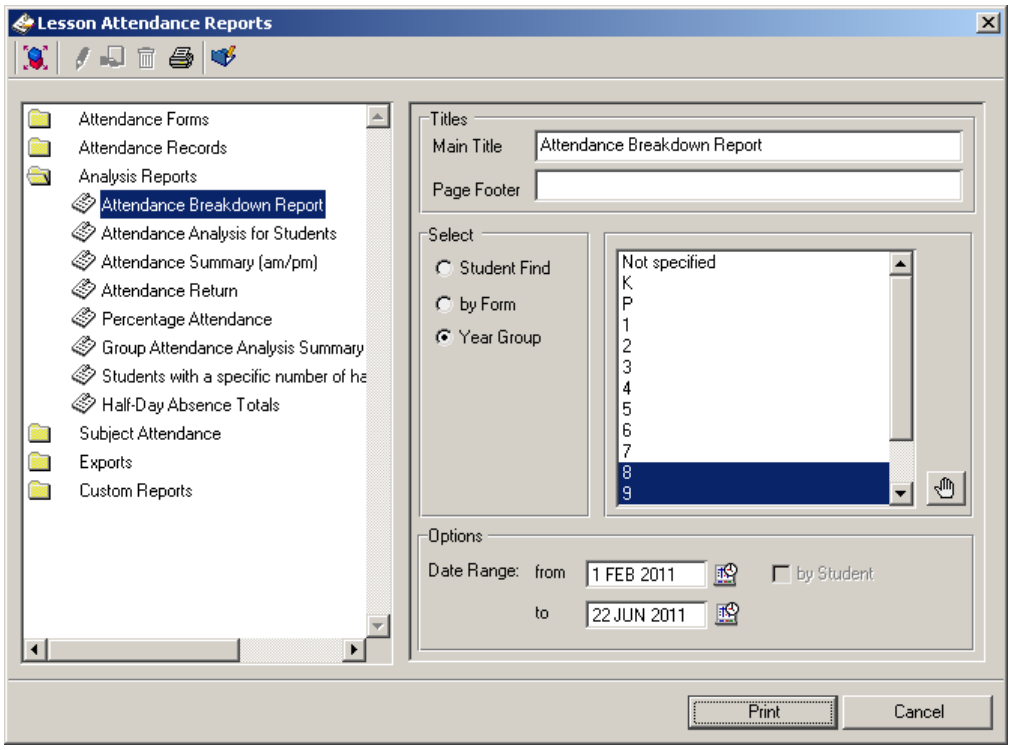
Total Number of Marked Sessions: 168		
Attendance Category	**No. of Sessions**	**% of Total**
Approved Absences	**0**	**0.00**
Unauthorised Absences (excl. Late)	**8**	**4.76**
Authorised Absences	**14**	**8.33**
Unauthorised + Authorised	**22**	**13.10**

© 2016 Civica Education Pty Ltd

4 Analysis Reports

4.1 Attendance Breakdown Report

The **Attendance Breakdown Report** provides a breakdown of the attendance and the reasons for absence for individual students, or groups of students selected by class or year group.



The report has the following selection criteria:

- Selection by Student Find, Form or Year Group. If the selection is by Student Find then the reports can be produced either for the group of selected students as a whole or for each individual student. A “by Student” check box is available when the Student Find option is selected. If this is checked the report will be printed for each student on a separate page.
- Date Range - Both dates default to the current date

The report provides the following data for each student or group:

- Number of students included for the page.
- Number of possible attendances (in half days).
- Number & percentage of sessions present (including Approved absences).
- Number & percentage of sessions present (excluding Approved absences).
- Number & percentage of unauthorised absences.
- Number & percentage of authorised absences.
- Breakdown showing the number and percentage for each type unauthorised, authorised and approved.
- A summary and reason for lateness.

The breakdown figures for absence are based on session attendance codes.

The breakdown figures for lateness are based on the period and session codes for each session. A student can only have one reason for lateness in each session.

© 2016 Civica Education Pty Ltd

The report displays the following:

West Coast District High School

Attendance Breakdown from 1 FEB 2011 to 22 JUN 2011

This report is for Year 8

Number of Students = 135 | Number of possible attendances = 23584

Summary of Attendance

	Number	% of Possible
Present (including Approved Educational Activity)	23519	99.72
Present (excluding Approved Educational Activity)	23512	99.69
Unauthorised Absence	41	0.17
Authorised Absence	24	0.10
Approved Absence	7	0.03
Not Marked	0	0.00

Reason for Absence/Attendance

	Number	% of Possible
Authorised		
Reasonable Cause	22	0.09
Notified as sick	2	0.01
Unauthorised		
Truant	6	0.03
Absent (cause not established)	35	0.15
Approved		
Educational Activity	7	0.03

Summary of Lateness

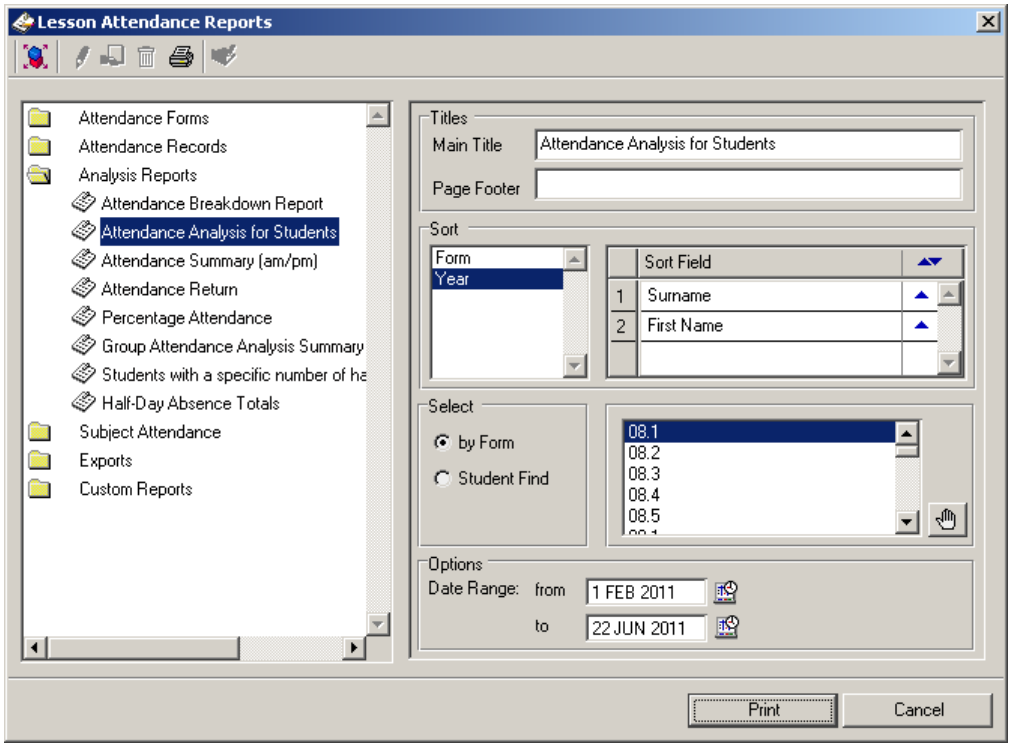
Total number of Lates during this period	1

© 2016 Civica Education Pty Ltd

4.2 Attendance Analysis for Students

This report is used to provide an analysis of attendance data for a selection of students for a selected date range.

The report is accessed through **Lesson Attendance > Reports > Analysis Reports > Attendance Analysis for Students.**



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- Selection of students by Form or the Student Find.

The following sort fields are available where more than one student is selected:

User Defined	Default
Form	
First Name	
Surname	
Year	

If a group of students is selected, other than a form, the report displays their form data before the year group.

Note: If a student has been in two forms during the date range selected, and both forms are selected, that student will now appear in both forms, with the relevant data for the period he/she was in each form.

© 2016 Civica Education Pty Ltd

West Coast District High School

Attendance Analysis for Students

Year/Form 8/08.1 **Date Range:** 1 FEB 2011 to: 22 JUN 2011

Ref No.	Student	Year	Gender	% Attendance (0 – 50 – 100)	No. Attended	No. of Half Days	½ Day Absences	% Attend
9	Bandy, Tamara	8	F		156	176	20	88.64
14	Bishop, Alecia	8	F		162	176	14	92.05
16	Blake, Keira	8	F		172	176	4	97.73
20	Bott, Lara	8	F		172	176	4	97.73
46	Del-Prete, Brayden	8	M		174	176	2	98.86
64	Evans, Dayna	8	F		168	176	8	95.45
76	Gaunt, Natalie	8	F		173	176	3	98.30
101	Jury, Brad	8	M		172	176	4	97.73
114	King, Jared	8	M		174	176	2	98.86
126	Kurby, Dale	8	M		176	176	0	100.00
137	Leoncio, Jaymee	8	F		176	176	0	100.00
151	Lively, Nicole	8	F		174	176	2	98.86
156	Lucev, Michael	8	M		176	176	0	100.00
181	McArthur, Aimee	8	F		176	176	0	100.00
206	Monneron, Thomas	8	M		174	176	2	98.86
208	Moore, Gregory	8	M		176	176	0	100.00
231	Noakes, Scott	8	M		176	176	0	100.00
248	Ossey, Jane	8	F		176	176	0	100.00
266	Peel, Pamela	8	F		176	176	0	100.00
281	Pol, Louis	8	M		176	176	0	100.00
298	Rath, Hugh	8	M		176	176	0	100.00
301	Richards, Lia	8	F		176	176	0	100.00
314	Rompton, Davina	8	F		176	176	0	100.00
326	Saunders, Tiffany	8	F		176	176	0	100.00
874	Smith, David	8	M		176	176	0	100.00
351	Smith-Carter, Ben	8	M		176	176	0	100.00
364	Stewart, Joanne	8	F		176	176	0	100.00
376	Thorne, Chanton	8	F		176	176	0	100.00

The **No. of Half Days** column represents the number of half day sessions for the date range selected. The **No. Attended** column shows the number of half days the student attended in the date range selected.
The absentee count excludes Approved Activity codes.
If several forms are selected, the report has a page break on change of form.
The second page of the report displays a breakdown of the attendance analysis for each attendance code within each attendance type.

© 2016 Civica Education Pty Ltd

West Coast District High School

Attendance Analysis for Students - by Attendance Code

Year/Form 8/08.1 **Date Range:** 1 FEB 2011 to: 22 JUN 2011

Ref No.	Student	Year	Gender	No. of Half Days	Unauthorised				Authorised							Total	Approved Activity				Late
					U	X	T	Total	R	Z	C	N	V	F	Total		E	W	M	Total	
9	Bandy, Tamara	8	F	176	12		6	18	2						2	20					
14	Bishop, Alecia	8	F	176	4			4	10						10	14					
16	Blake, Keira	8	F	176	2			2				2			2	4					
20	Bott, Lara	8	F	176	4			4								4					
46	Del-Prete, Brayden	8	M	176	2			2								2					
64	Evans, Dayna	8	F	176	2			2	6						6	8					
76	Gaunt, Natalie	8	F	176	3			3								3	1			1	
101	Jury, Brad	8	M	176	4			4								4					
114	King, Jared	8	M	176	2			2								2					
126	Kurby, Dale	8	M	176																	
137	Leonclo, Jaymee	8	F	176																	
151	Lively, Nicole	8	F	176					2						2	2					
156	Lucey, Michael	8	M	176																	
181	McArthur, Aimee	8	F	176																	
206	Monneron, Thomas	8	M	176					2						2	2					
209	Moore, Gregory	8	M	176																	
231	Noakes, Scott	8	M	176																	
248	Ossey, Jane	8	F	176																	
266	Peel, Pamela	8	F	176																	
281	Pol, Louis	8	M	176													2			2	
298	Rath, Hugh	8	M	176																	
301	Richards, Lia	8	F	176													2			2	
314	Rompton, Davina	8	F	176																	
326	Saunders, Tiffany	8	F	176																	
874	Smith, David	8	M	176													2			2	
351	Smith-Carter, Ben	8	M	176																	
364	Stewart, Joanne	8	F	176																	
376	Thorne, Chanton	8	F	176																	

Absences exclude Approved Activities

Page 1

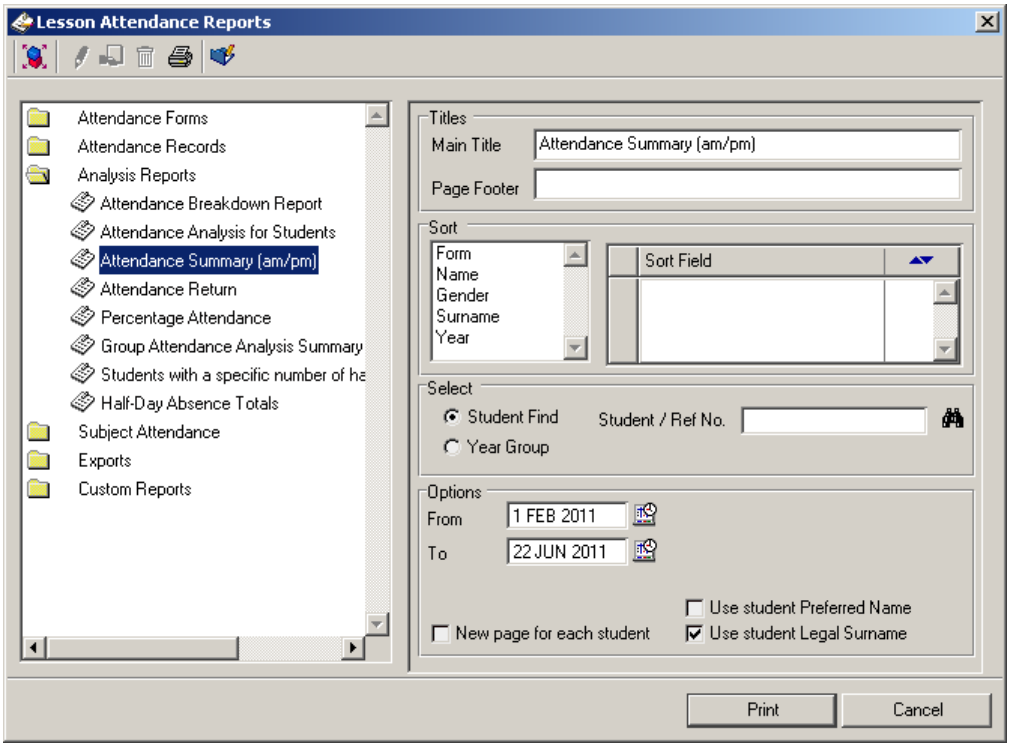
Produced on 23rd June 2011 at 12:40

© 2016 Civica Education Pty Ltd

4.3 Attendance Summary (am/pm)

This report provides a summary of students' am/pm attendance data between a selected date range. It displays one student per page.

The report is accessible through **Lesson Attendance > Reports > Analysis Reports > Attendance Summary (am/pm)**:



\

The report has the following selection criteria:

- Date range. Defaults to the current in the 'From' and 'To' fields.
- Select using Student Find Tool or Year Group (Students selected by Year Group will include any student for that Year Group whose leaving date is greater then the Start Date entered by the user)
- Checkboxes to select the student 'Preferred Name' and or student 'Legal Surname'. Users have the flexibility to choose whether to use the Student Surname or the Legal Surname field, and the Student Preferred Name or First Name field, when printing reports.

The following sort fields are available:

User Defined	Default
Form	
First Name	
Gender	
Surname	
Year	

If the whole week is marked as closed, inset (school development) or holiday in the school diary, the appropriate heading will be displayed on the report.

If mixtures of the above are displayed, the report line is left blank. For weeks with attendance data, a line is displayed representing percentage attendance for the week.

© 2016 Civica Education Pty Ltd

West Coast District High School

Attendance Summary (am/pm)

Absences during the date range: 1 Feb 2011 to: 22 Jun 2011

Legal Surname: Bandy

First Name: Tamara

Address:
12 Nowranie Place
PERTH, WA,
6000

Telephone : 9221 3124

Date of Birth : 22 Aug 1997

Form :
08.1 from 2 FEB 2011

Week Ending	% Attendance	Mo	Tu	We	Th	Fr	Sa	Su	Total	% Auth	% Unauth	Late
4 FEB 2011		SS	SS	T T	T T	T T	CC	CC	6	0.00	100.00	0
11 FEB 2011		U U	U U	U U	U U	U U	CC	CC	10	0.00	100.00	0
18 FEB 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
25 FEB 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
4 MAR 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
11 MAR 2011		HH	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
18 MAR 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
25 MAR 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
1 APR 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
8 APR 2011		/\	U U	/\	/\	/\	CC	CC	2	0.00	20.00	0
15 APR 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
22 APR 2011		/\	/\	HH	HH	HH	HH	HH	0	0.00	0.00	0
29 APR 2011	Holiday	HH	HH	HH	HH	HH	HH	HH				
6 MAY 2011		HH	HH	HH	/\	/\	CC	CC	0	0.00	0.00	0
13 MAY 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
20 MAY 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
27 MAY 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
3 JUN 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
10 JUN 2011		HH	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
17 JUN 2011		/\	/\	/\	/\	/\	CC	CC	0	0.00	0.00	0
24 JUN 2011		/\	/\	R R	--	--	CC	CC	2	33.33	0.00	0
Totals									20	1.14	10.23	0

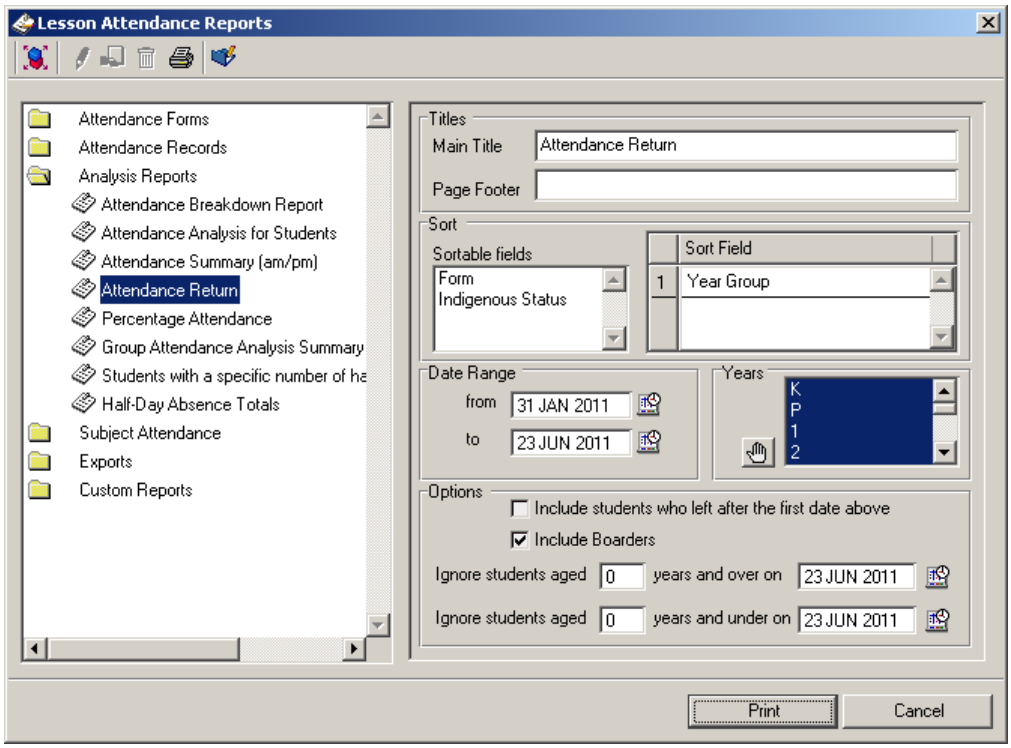
© 2016 Civica Education Pty Ltd

4.4 Attendance Return

The report shows the following information, for the selected year group/s for the specified date range:

- The total number of students for each year group.
- The number of possible half-day attendance sessions for each year group for the selected date range.
- The total number and percentage of absences according to attendance type – unauthorised, authorised and approved.
- The total number and percentage of half-day attendances for each year group for the specified date range.
- The number of students with absences for one or more sessions, according to attendance type unauthorised and authorised.
- The final column shows information for unauthorised absences only and indicates what percentage of each year group these students represent.

The report can be accessed through **Lesson Attendance > Reports > Analysis Reports > Attendance Return**.



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- Selection by Year Group. The hand icon will highlight all year groups for selection.
- Checkbox options to include students who have left after the start date entered and borders.
- Options to exclude students over or under a specific age on a specified date.

© 2016 Civica Education Pty Ltd

The following sort fields are available:

User Defined	Default
Year Group	Year Group
Form	
Indigenous Status	

This report shows session attendance data and ignores lesson attendance data.

West Coast District High School

Attendance Return

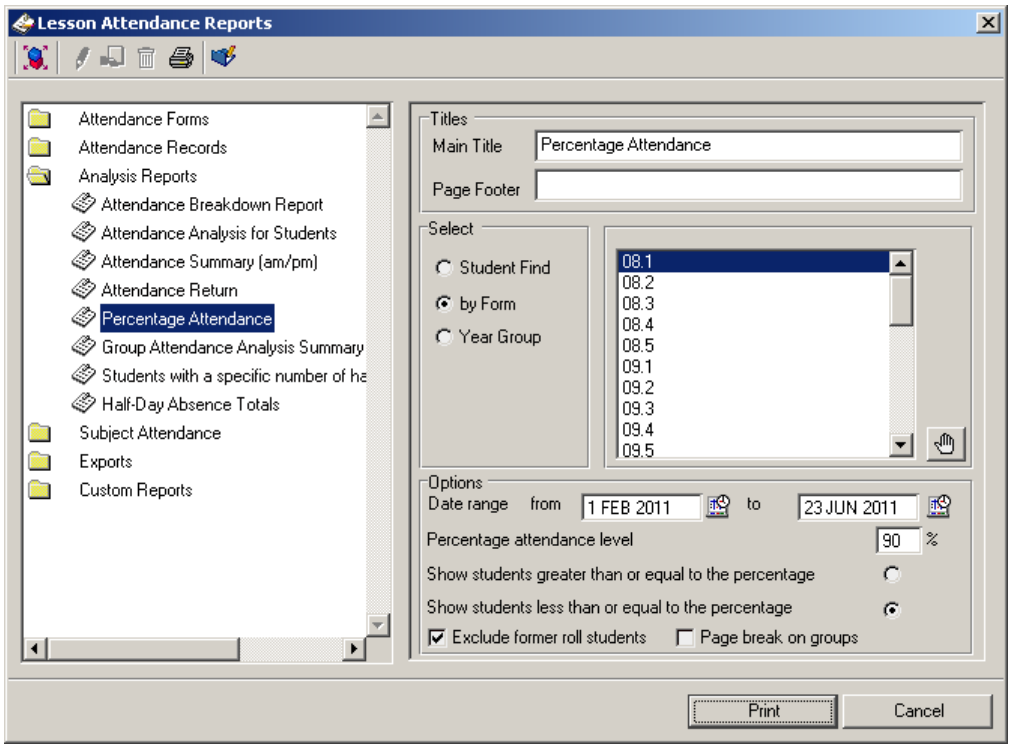
Date Range: 31 JAN 2011 to: 23 JUN 2011

Group	No. of Students	No. of Student sessions	Total Absences						Total Attendances		No. of Students with Absences		% Unauthorised Absentees
			Unauthorised		Authorised		Approved						
			Number	%	Number	%	Number	%	Number	%	Unauth.	Authorised	
Year K	0	0	0	0.00	0	0.00	0	0.00	0	0.00	0	0	?
Year P	9	1602	0	0.00	0	0.00	0	0.00	1602	100.00	0	0	0.00
Year 1	6	1068	6	0.56	0	0.00	0	0.00	1062	99.44	1	0	16.67
Year 2	18	3204	0	0.00	0	0.00	0	0.00	3204	100.00	0	0	0.00
Year 3	11	1958	0	0.00	0	0.00	0	0.00	1958	100.00	0	0	0.00
Year 4	14	2492	24	0.96	3	0.12	0	0.00	2465	98.92	3	1	21.43
Year 5	14	2492	0	0.00	0	0.00	0	0.00	2492	100.00	0	0	0.00
Year 6	12	2136	0	0.00	0	0.00	0	0.00	2136	100.00	0	0	0.00
Year 7	16	2848	0	0.00	0	0.00	0	0.00	2848	100.00	0	0	0.00
Year 8	135	23852	55	0.23	30	0.13	13	0.05	23754	99.59	11	8	8.15
Year 9	69	12282	3	0.02	10	0.08	0	0.00	12269	99.89	3	5	4.35
Year 10	65	11498	0	0.00	0	0.00	10	0.09	11488	99.91	0	0	0.00
Year 11	65	11394	0	0.00	0	0.00	0	0.00	11394	100.00	0	0	0.00
Year 12	64	11392	3	0.03	0	0.00	0	0.00	11389	99.97	3	0	4.69
Totals	498	88218	91	0.10	43	0.05	23	0.03	88061	99.82	21	14	4.22

© 2016 Civica Education Pty Ltd

4.5 Percentage Attendance

This report shows the number of unauthorised and authorised absences compared with the total number of attendance sessions for the date range selected.
This report can be accessed through **Lesson Attendance > Reports > Analysis Reports > Percentage Attendance:**



This report is based on Sessional Attendance and displays the following information:

- Student reference number, name and form.
- The total of actual half-day sessions attended for each student in the selected date range. The calculation is based on unauthorised and authorised absences as approved absences are not included.
- The total of possible half-day attendance sessions for each student in the selected date range.
- The percentage attendance for each student based on the criteria selection

The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- Selection by Student Find, by Form or Year Group.
- Percentage attendance level field.
- Show students greater/less than or equal to the percentage radio button selection.
- Checkbox option to exclude students on the former roll – box is ticked as default.
- Checkbox option to have a page break on Form or Year Group.

The report displays the following:

© 2016 Civica Education Pty Ltd

West Coast District High School

Percentage Attendance Report

Students with an Attendance record greater than or equal to 80%

Date Range: 1 FEB 2011 to 23 JUN 2011

Number	Name	Year Group	Form	% Attendance	Actual	Possible
Form:	08.1	**Tutor(s):** Mr Carl Best				
9	Bandy, Tamara	8	08.1	88	156	178
14	Bishop, Alecia	8	08.1	92	164	178
16	Blake, Keira	8	08.1	97	172	178
20	Bott, Lara	8	08.1	97	172	178
46	Del-Prete, Brayden	8	08.1	99	176	178
64	Evans, Dayna	8	08.1	94	168	178
76	Gaunt, Natalie	8	08.1	98	175	178
101	Jury, Brad	8	08.1	97	172	178
114	King, Jared	8	08.1	98	174	178
126	Kurby, Dale	8	08.1	100	178	178
137	Leoncio, Jaymee	8	08.1	100	178	178
151	Lively, Nicole	8	08.1	99	176	178
156	Lucev, Michael	8	08.1	99	176	178
181	McArthur, Aimee	8	08.1	100	178	178
206	Monneron, Thomas	8	08.1	98	174	178
208	Moore, Gregory	8	08.1	100	178	178
231	Noakes, Scott	8	08.1	100	178	178
248	Ossey, Jane	8	08.1	100	178	178
266	Peel, Pamela	8	08.1	100	178	178
281	Pol, Louis	8	08.1	100	178	178
298	Rath, Hugh	8	08.1	100	178	178
301	Richards, Lia	8	08.1	100	178	178
314	Rompton, Davina	8	08.1	100	178	178
326	Saunders, Tiffany	8	08.1	99	176	178
874	Smith, David	8	08.1	100	178	178
351	Smith-Carter, Ben	8	08.1	100	178	178
364	Stewart, Joanne	8	08.1	99	176	178
376	Thorne, Chanton	8	08.1	100	178	178

West Coast District High School

Percentage Attendance Report

Students with an Attendance record less than or equal to 90%

Date Range: 1 FEB 2011 to 23 JUN 2011

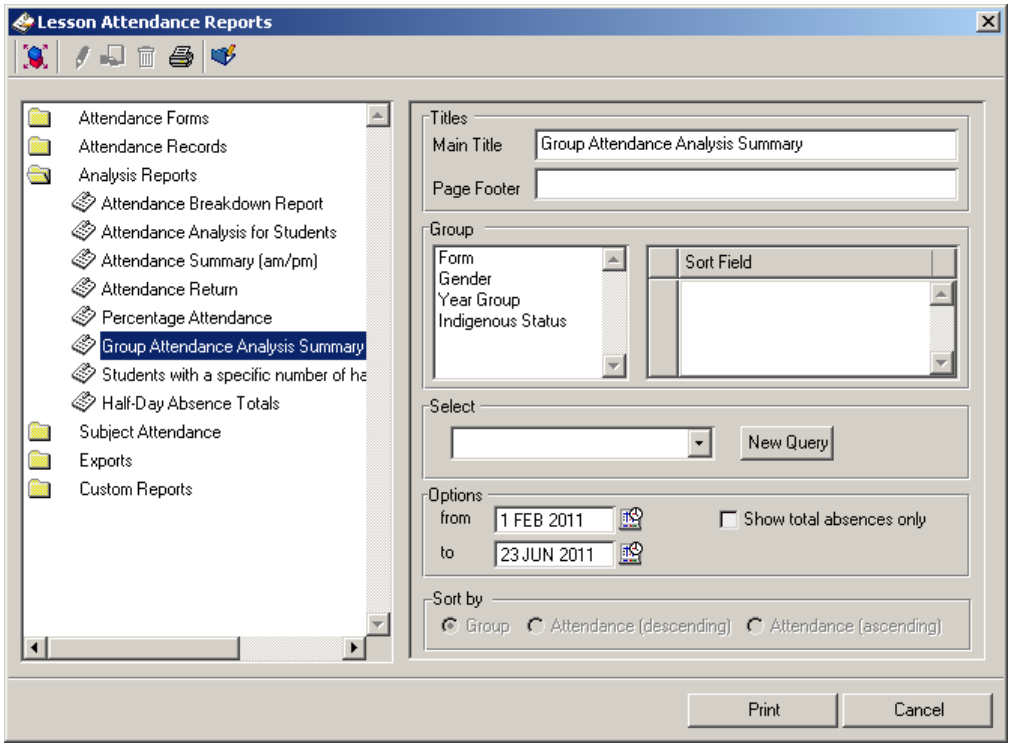
Number	Name	Year Group	Form	% Attendance	Actual	Possible
Form:	08.1	**Tutor(s):** Mr Carl Best				
9	Bandy, Tamara	8	08.1	88	156	178
20	Bott, Lara	8	08.1	24	42	178

© 2016 Civica Education Pty Ltd

4.6 Group Attendance Analysis Summary

The report is an attendance summary that can be produced for a group of students based on a specified date range. The report is based on half-day attendance data and shows a breakdown of attendance data according to attendance codes.

The report is accessed through **Lesson Attendance > Reports > Analysis Reports > Group Attendance Analysis Summary**:



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- Selection of student group using the New Query button.
- An option to display a ‘total absences only’ version of the report. If this option is checked then three additional sorting options are available – Group, Attendance (ascending) or Attendance (descending).

The following sort fields are available:

User Defined	Default
Form	
Gender	
Year Group	
Indigenous Status	

© 2016 Civica Education Pty Ltd

West Coast District High School
Group Attendance Analysis Summary (totals only)

Date Range: 1 FEB 2011 to: 22 JUN 2011

Group Selection	No. in Group	Half Days	Unauthorised	Authorised	Total Half Days	% Attendance
Females	60	10560	31	154	51	98.25
Males	75	13024	8	2	10	99.92

West Coast District High School
Group Attendance Analysis Summary

Date Range: 1 FEB 2011 to: 22 JUN 2011

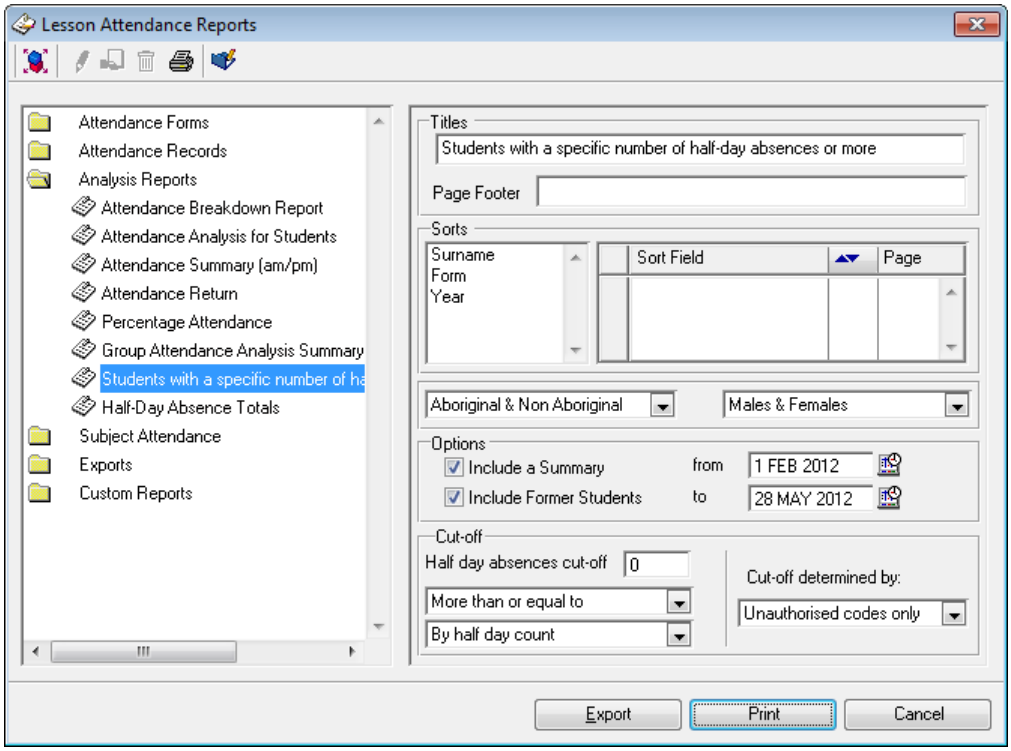
Group Selection	No. in Group	Half Days	Unauthorised				Authorised							Total Half Days	Approved Ed. Activity				Late
			U	X	T	Total	R	Z	C	N	V	F	Total		E	W	M	Total	
Females	60	10560	25	0	6	31	20	0	0	2	132	0	154	185	3	0	0	3	0
Males	75	13024	8	0	0	8	2	0	0	0	0	0	2	10	4	0	0	4	0

© 2016 Civica Education Pty Ltd

4.7 Students with a specific number of half day absences

The report shows students who were absent for a specified number of half-days or more for a specified date range. An option is provided to produce a Summary Table. The summary indicates the number of students, by Gender and Indigenous status, who achieved a percentage at or below the specified value for the date range.

The report is accessible through **Lesson Attendance > Reports > Analysis Reports > Students with a specific number of half day absences:**



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- Cut-off selection criteria include the entry of a half-day absence limit options, an option to select whether reporting students more than or equal to, or fewer than or equal to this limit and a selection to report by half day count or by percentage of attendance.
- Absence code type Unauthorised codes only, Authorised codes only or Authorised and Unauthorised codes.
- Selection of Indigenous status and Gender.
- Option to include the summary table.
- Option to include former students. Students who have left will be marked with an asterisk (*).

The following sort fields are available.

User Defined	Default
Surname	
Form	
Year	

© 2016 Civica Education Pty Ltd

West Coast District High School
Students with a specific number of half-day absences or more

Date Range: 1 FEB 2012 **To:** 28 MAY 2012

Gender: Males & Females **Indigenous Status:** Aboriginal & Non-Aboriginal

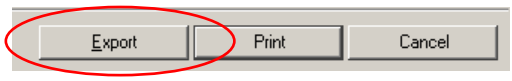
Minimum Half-Day Absence = 0 for Unauthorised absence codes only

Student	Gender	Year	Aboriginality	Available half days	Authorised half day absences	Unauthorised half day absences	Total half day absences	% Attend'ce
Delphine Grant	M	2	-	90	0	0	0	100
Hulbert Daniel	M	2	A	90	0	0	0	100
Kinnane Benn	M	2	-	90	0	0	0	100
Laurentsch Robert	M	2	-	90	0	0	0	100
Liebelt Marija	F	2	-	90	0	0	0	100
Lim Bunthy	M	2	-	90	0	0	0	100
McNaughton Michelle	F	2	-	90	0	0	0	100
Price Natasha	F	2	-	90	0	0	0	100
Smith Dean	M	2	-	90	0	0	0	100
Halligan Simon	M	3	-	90	0	6	6	93
Jones Yazeed	M	3	-	90	0	0	0	100
Marshall Kristel	F	3	-	90	0	0	0	100
Parkey Lauren	F	3	A	90	0	0	0	100
Swansson Simon	M	3	-	90	0	0	0	100
Taleb Trisha	F	3	-	90	0	0	0	100
Allen Tamara	F	4	-	90	0	0	0	100
Amber Kyle	M	4	-	90	0	0	0	100

Summary Table

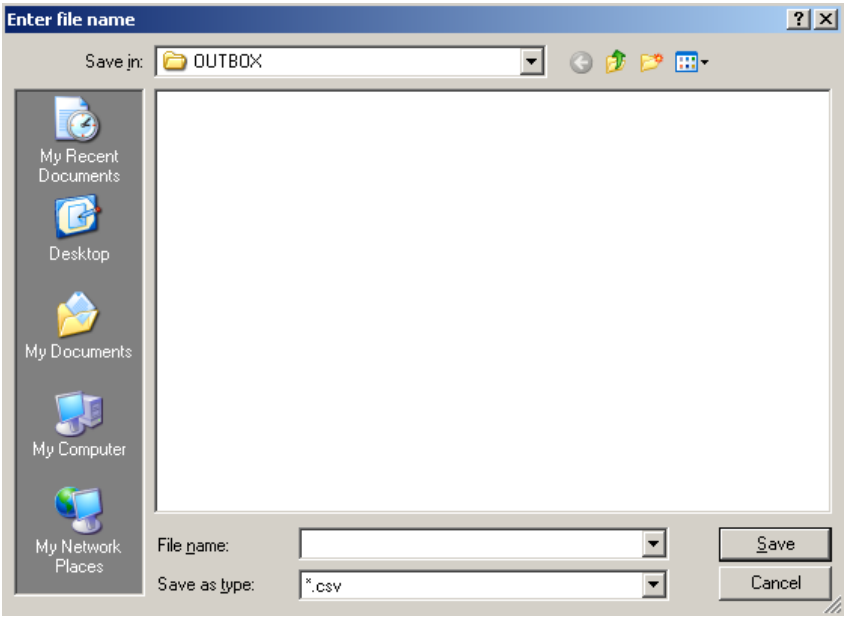
Year	Gender	Non - Aboriginal	Aboriginal
6	M	5	1
6	F	7	1
7	M	8	1
7	F	3	2
6	M	6	1
6	F	4	1
7	M	5	3
7	F	6	2
8	M	70	5
8	F	57	3
9	M	39	1
9	F	28	1
10	M	26	1
10	F	33	5
11	M	33	3
11	F	26	3
12	M	32	4
12	F	27	1
Totals	M	246	21
	F	209	22
	All	455	43

This report also has an Export option located at the bottom of the window.



© 2016 Civica Education Pty Ltd

When you click the button, you will be prompted with a standard ‘Save File’ window to enter the name and location of your export file.



Upon clicking **Save**, a CSV file will be created
The CSV file contains the following columns, with a header row as the first line in the file.

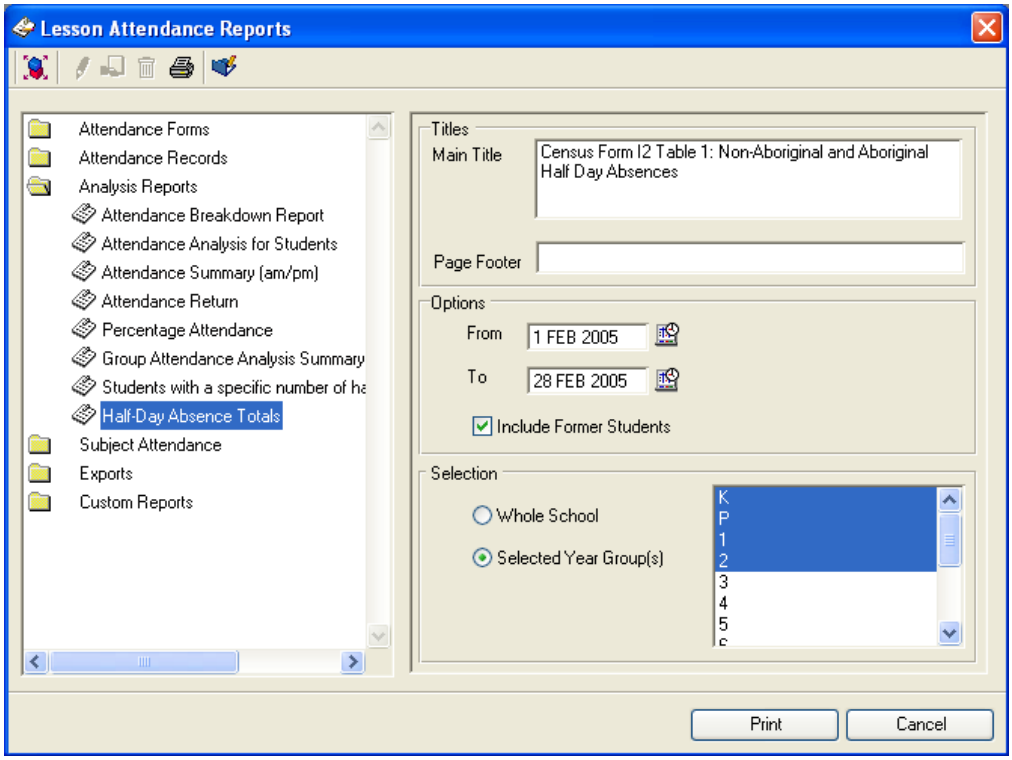
Column	Header	Contents
1	School Code	4 digit code
2	Student ID	Student Internal sequence number
3	Legal_Surname	Student legal surname
4	First_Name	Student first name
5	Student_Left	Has the student left the school (Y or blank)
6	Gender	Student gender
7	Year	Student year group
8	Aboriginality	Student aboriginality (A or -)
9	Available_Half_Days	Available half days attendance in the selected date range
10	Authorised_Half_Days_Absence	Authorised half day absences within the selected date range
11	Unauthorised_Half_Days_Absence	Unauthorised half day absences within the selected date range
12	Total_Half_Days_Absence	Total half day absences within the selected date range
13	Percentage_Attendance	Percentage attendance

© 2016 Civica Education Pty Ltd

4.8 Half-day Absence Totals

The report displays the half-day absences for each year group by gender for a specified date range. The information is displayed by Indigenous status (non-Aboriginal and Aboriginal)

The report is accessible through **Lesson Attendance > Reports > Analysis Reports > Half-day Absence Totals**:



In this report, if a kindergarten (K) or pre-primary year (P) is included in Attendance the “Office Use” column displays “S04” for K (4 sessions per week) and “S10” for P (10 sessions per week).

The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- A checkbox to include Former Students.
- Select Whole School or Selected Year Groups.

© 2016 Civica Education Pty Ltd

This report is displayed as follows:

West Coast District High School

Census Form I2 Table 1: Non-Aboriginal and Aboriginal Half Day Absences

School Code: 4567 **Date Range:** 1 FEB 2011 **To:** 23 JUN 2011 **5 Year Groups selected for inclusion**

Year Level	Office use only	Sex	Non-Aboriginal					Aboriginal					Total				
			Absence			Available half-day	Att %	Absence			Available half-day	Att %	Absence			Available half-day	Att %
			Auth'd	Unauth'd	Total			Auth'd	Unauth'd	Total			Auth'd	Unauth'd	Total		
Year 8	Y08	M	2	16	18	12460	99.86	0	0	0	712	100.00	2	16	18	13172	99.86
		F	160	15	175	10146	98.28	2	20	22	534	95.88	162	35	197	10680	98.16
Year 9	Y09	M	4	2	6	6942	99.91	0	0	0	178	100.00	4	2	6	7120	99.92
		F	6	1	7	4984	99.86	0	0	0	178	100.00	6	1	7	5162	99.86
Year 10	Y10	M	0	0	0	4556	100.00	0	0	0	178	100.00	0	0	0	4734	100.00
		F	0	0	0	5874	100.00	0	0	0	890	100.00	0	0	0	6764	100.00
Year 11	Y11	M	0	0	0	5874	100.00	0	0	0	534	100.00	0	0	0	6408	100.00
		F	0	0	0	4452	100.00	0	0	0	534	100.00	0	0	0	4986	100.00
Year 12	Y12	M	0	1	1	5696	99.98	0	1	1	712	99.86	0	2	2	6408	99.97
		F	0	1	1	4806	99.98	0	0	0	178	100.00	0	1	1	4984	99.98
Total		M	6	19	25	35528	99.93	0	1	1	2314	99.96	6	20	26	37842	99.93
		F	166	17	183	30262	99.40	2	20	22	2314	99.05	168	37	205	32576	99.37

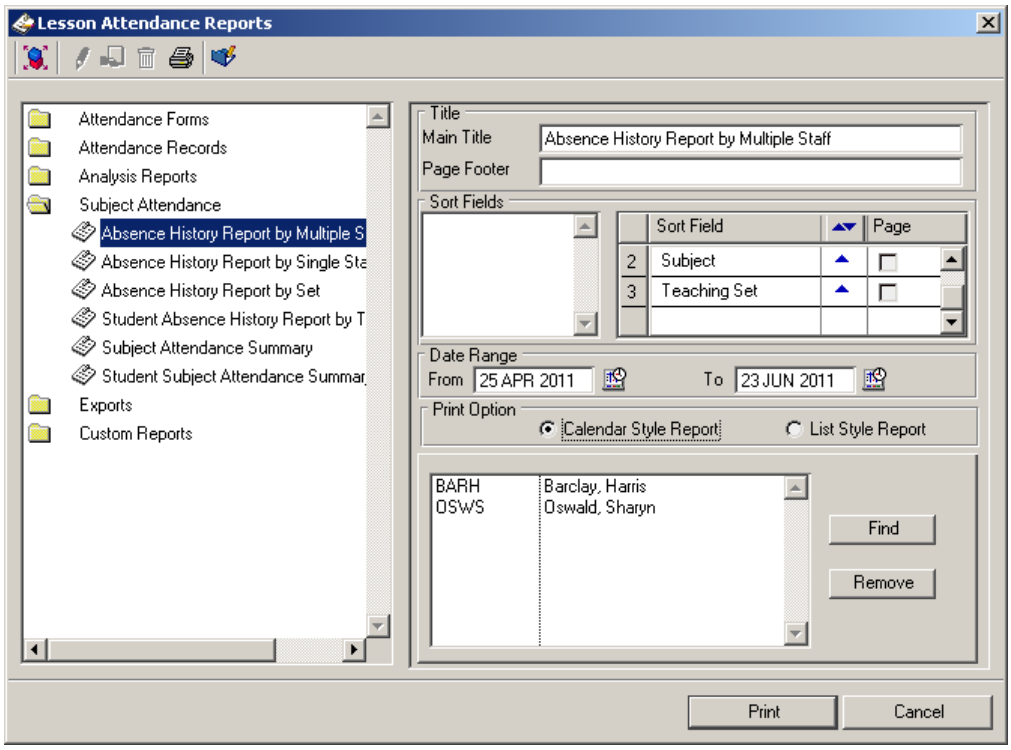
Note: The numbers tabled are the total half days recorded for absences for the period from 1 Feb 2011 to 23 Jun 2011.
: Absence types recorded as - Authorised are R, Z, C, N, V, F
- Unauthorised are U, X, T
: Approved Educational Activity Absences are not included (E, W, M)
: Report includes Former Students.

© 2016 Civica Education Pty Ltd

5 Subject Attendance Reports

5.1 Absence History Report by Multiple Staff

The report displays all student absences from the teaching sets for the selected staff member/s over a specified date range.



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- A Print Option to produce either a Calendar Style or List Style report format.
- Selection of teaching staff using the Find button.

Calendar Style – the report would be useful in identifying absence patterns. When Calendar Style report format is selected the Sort Fields are active. A new page for each teacher, subject and/or teaching set can be chosen.

The following sort fields are available for the Calendar Style format of the report.

User Defined	Default
Teacher	Teacher
Subject	Subject
Teaching Set	Teaching Set

© 2016 Civica Education Pty Ltd

West Coast District High School

Absence History Report by Multiple Staff

Absences From: 25 APR 2011 to 23 JUN 2011

Teaching Set: 2BCSC_2 **Subject:** Computer Science 2B **Teacher:** Ms S Oswald

Student	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
Brown Patrick				23 Jun (3) U		1	0	0	1
Julian Tristan				23 Jun (3) L		0	0	0	0
Kritch Michael				23 Jun (3) U		1	0	0	1
Mentoring Jess				23 Jun (3) U		1	0	0	1

Teaching Set: 8HE_4 **Subject:** Health Education 8 **Teacher:** Ms S Oswald

Student	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
Richards Lia			22 Jun (5) E			0	0	1	1

Teaching Set: 10PE_2 **Subject:** Physical Education 10 **Teacher:** Ms S Oswald

Student	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
Hill Hanna				23 Jun (1) E		0	0	1	1
McKiney Jack				23 Jun (1) E		0	0	1	1

The **List Style** report will display a student's Unauthorised, Authorised and Approved Absences for the teaching sets for the selected staff member. The report is printed by teacher. For each teacher the report then prints by alphabetically by subject then teaching set.

West Coast District High School

Absence History Report by Multiple Staff

Date From: Monday 25 April 2011 **Date To:** Thursday 23 June 2011

Subject Name: English 10

Teaching Set: 10ENG_1 **Teacher:** Harris Barclay

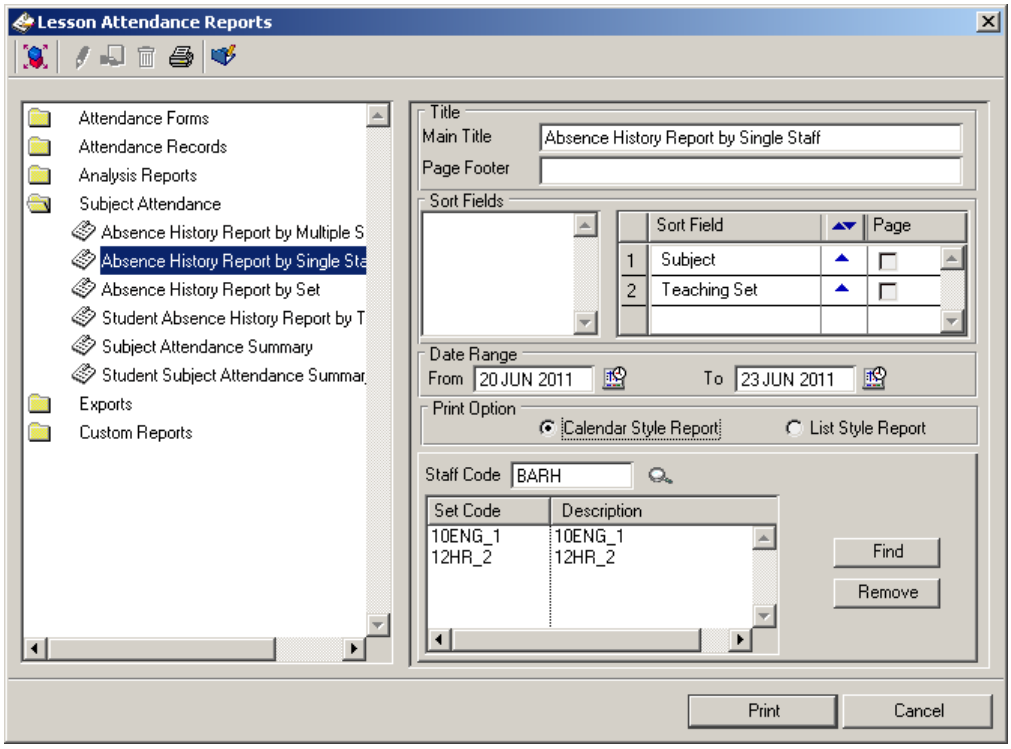
Stu Ref.	Surname	Preferred Name	Form	Code	Late	Number of Absences				Period	Absence Date
						Unauth	Auth	App	Total		
18	Bloor	Rebecca	10.1	E				1		2	23 Jun 2011
Total Absences for Rebecca Bloor					0	0	0	1	1		
58	Em	Lance	10.1	E				1		2	23 Jun 2011
Total Absences for Lance Em					0	0	0	1	1		
88	Hill	Hanna	10.1	E				1		2	23 Jun 2011
Total Absences for Hanna Hill					0	0	0	1	1		
143	Lewis	Emily	10.1	E				1		2	23 Jun 2011
Total Absences for Emily Lewis					0	0	0	1	1		
183	McKiney	Jack	10.1	E				1		2	23 Jun 2011
Total Absences for Jack McKiney					0	0	0	1	1		
Sub-Total for Mr Barclay - 10ENG_1					0	0	0	5	5		
Sub-Total for Mr Barclay - English 10					0	0	0	5	5		
Total for Mr Barclay					0	0	0	5	5		

The **Total** column is a count of the Unauthorised, Authorised and Approved Absences. Lates are not included in the totals.

© 2016 Civica Education Pty Ltd

5.2 Absence History Report by Single Staff

The report displays all student absences in the teaching sets for a single staff member over a specified date range.



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- A Print Option to produce either a Calendar Style or List Style report format.
- Selection of teaching staff using the Staff Find magnifying glass. When the report screen opens, the code of the user who is logged in will appear as default in the Staff Code field.
- Find staff teaching sets. Once the staff member code has been entered the Find button can be used to populate the window with that teacher’s teaching sets. From the list teaching sets can be highlighted for inclusion in the report. If the Find button is not selected, then all teaching sets taught by the selected staff member will be included in the report.

Calendar Style - this format of the report would be useful in identifying absence patterns. When Calendar Style report format is selected the Sort Fields are active. A new page for each subject and/or teaching set can be chosen using the Sort options.

The following sort fields are available for the Calendar Style format of the report.

User Defined	Default
Subject	Subject
Teaching Set	Teaching Set

© 2016 Civica Education Pty Ltd

West Coast District High School

Absence History Report by Single Staff

Absences From: 20 JUN 2011 to 23 JUN 2011

Teaching Set: 10ENG_1 **Subject:** English 10 **Teacher:** Mr HJ Barclay

Student	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
Bloor Rebecca				23 Jun (2) E		0	0	1	1
Em Lance				23 Jun (2) E		0	0	1	1
Hill Hanna				23 Jun (2) E		0	0	1	1
Lewis Emily				23 Jun (2) E		0	0	1	1
McKiney Jack				23 Jun (2) E		0	0	1	1

Teaching Set: 12HR_2 **Subject:** Home Room 12 **Teacher:** Mr HJ Barclay

Student	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
Carey Courtney		21 Jun (H) U				1	0	0	1
Dicker Kerrie		21 Jun (H) R				0	1	0	1
Every Jason		21 Jun (H) U				1	0	0	1
Keane Sam	20 Jun (H) U					1	0	0	1
Kritch Michael	20 Jun (H) U			23 Jun (H) U		2	0	0	2
Oscar Jillian			22 Jun (H) U			1	0	0	1
Otter Lauren			22 Jun (H) N			0	1	0	1

List Style - the report will display a student's Unauthorised, Authorised and Approved Absences for the teaching sets for the selected staff member. The report is printed alphabetically by subject then teaching set.

West Coast District High School

Absence History Report by Single Staff

Date From: Monday 20 June 2011 **Date To:** Thursday 23 June 2011

Subject Name: English 10
Teaching Set: 10ENG_1 **Teacher:** Harris Barclay

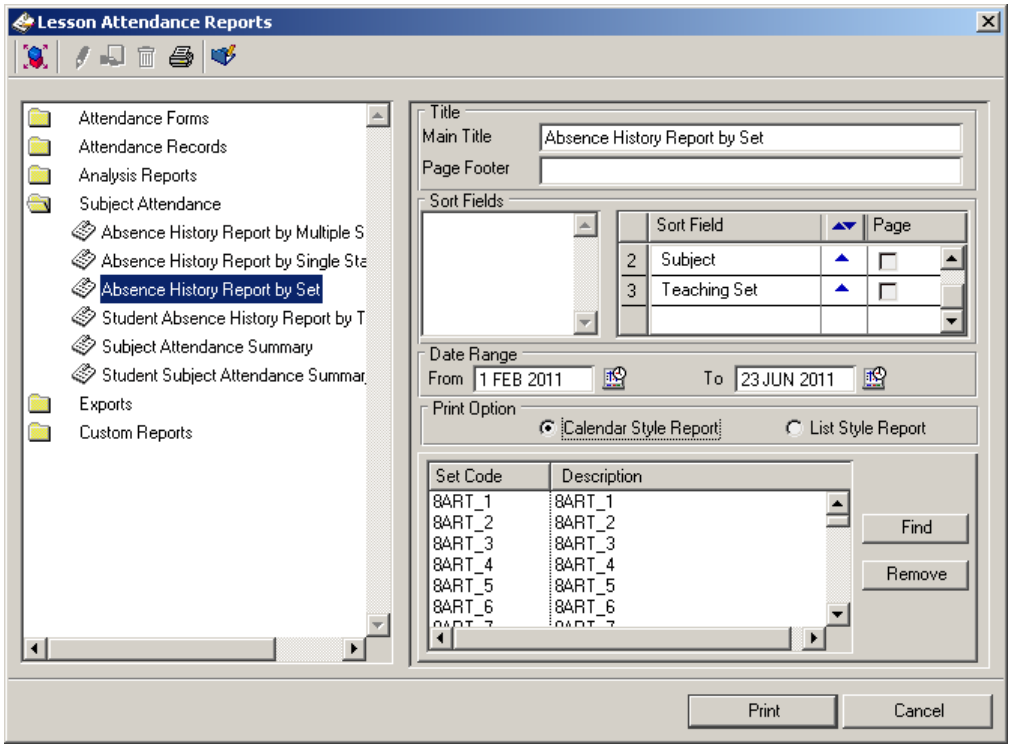
Stu Ref.	Surname	Preferred Name	Form	Code	Late	Number of Absences				Period	Absence Date
						Unauth	Auth	App	Total		
18	Bloor	Rebecca	10.1	E				1		2	23 Jun 2011
Total Absences for Rebecca Bloor					0	0	0	1	1		
58	Em	Lance	10.1	E				1		2	23 Jun 2011
Total Absences for Lance Em					0	0	0	1	1		
88	Hill	Hanna	10.1	E				1		2	23 Jun 2011
Total Absences for Hanna Hill					0	0	0	1	1		
143	Lewis	Emily	10.1	E				1		2	23 Jun 2011
Total Absences for Emily Lewis					0	0	0	1	1		
183	McKiney	Jack	10.1	E				1		2	23 Jun 2011
Total Absences for Jack McKiney					0	0	0	1	1		
Sub-Total for Mr Barclay - 10ENG_1					0	0	0	5	5		
Sub-Total for Mr Barclay - English 10					0	0	0	5	5		

The **total** column is a count of the Unauthorised, Authorised and Approved Absences. Lates are not included in the totals.

© 2016 Civica Education Pty Ltd

5.3 Absence History Report by Set

This report displays the student absences for selected teaching sets for a specified date range.



The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- A Print Option to produce either a Calendar Style or List Style report format.
- Find teaching sets. The Find button activates the Teaching Set Find window. Teaching sets are displayed in the window and can be added to or removed as required.
- Report can be run for multiple Teaching Sets

Calendar Style - this format of the report would be useful in identifying absence patterns. When Calendar Style report format is selected the Sort Fields are active. A new page for each subject and/or teaching set can be chosen using the Sort options. By default a new page per teacher is checked.

The following sort fields are available for the Calendar Style format of the report.

User Defined	Default
Teacher	Teacher
Subject	Subject
Teaching Set	Teaching Set

© 2016 Civica Education Pty Ltd

West Coast District High School

Absence History Report by Set

Absences From: 20 JUN 2011 to 23 JUN 2011

Teaching Set: 9Eng_1 **Subject:** English 9 **Teacher:** Ms T Alan

Student	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
Alkitik Adam				23 Jun (3) R		0	1	0	1
Carter Christine				23 Jun (3) R		0	1	0	1
Eren Aidan				23 Jun (3) R		0	1	0	1
Koehler Janelle				23 Jun (3) R		0	1	0	1
Marshall Tarn				23 Jun (3) R		0	1	0	1

List Style - the report will display a student's Unauthorised, Authorised and Approved Absences for the selected teaching sets for each staff member.

West Coast District High School

Absence History Report by Set

Date From: Tuesday 1 February 2011 **Date To:** Thursday 23 June 2011

Subject Name: Art 8
Teaching Set: 8ART_5 **Teacher:** Frank Kriver

Stu Ref.	Surname	Preferred Name	Form	Code	Late	Number of Absences				Period	Absence Date
						Unauth	Auth	App	Total		
14	Bishop	Alecia	08.1	R			1			2	2 Feb 2011
14	Bishop	Alecia	08.1	R			1			5	4 Feb 2011
Total Absences for Alecia Bishop					0	0	2	0	2		
Sub-Total for 8ART_5 - Mr Kriver					0	0	2	0	2		
Sub-Total for 8ART_5					0	0	2	0	2		

Subject Name: Art 8
Teaching Set: 8ART_6 **Teacher:** Tim Jones

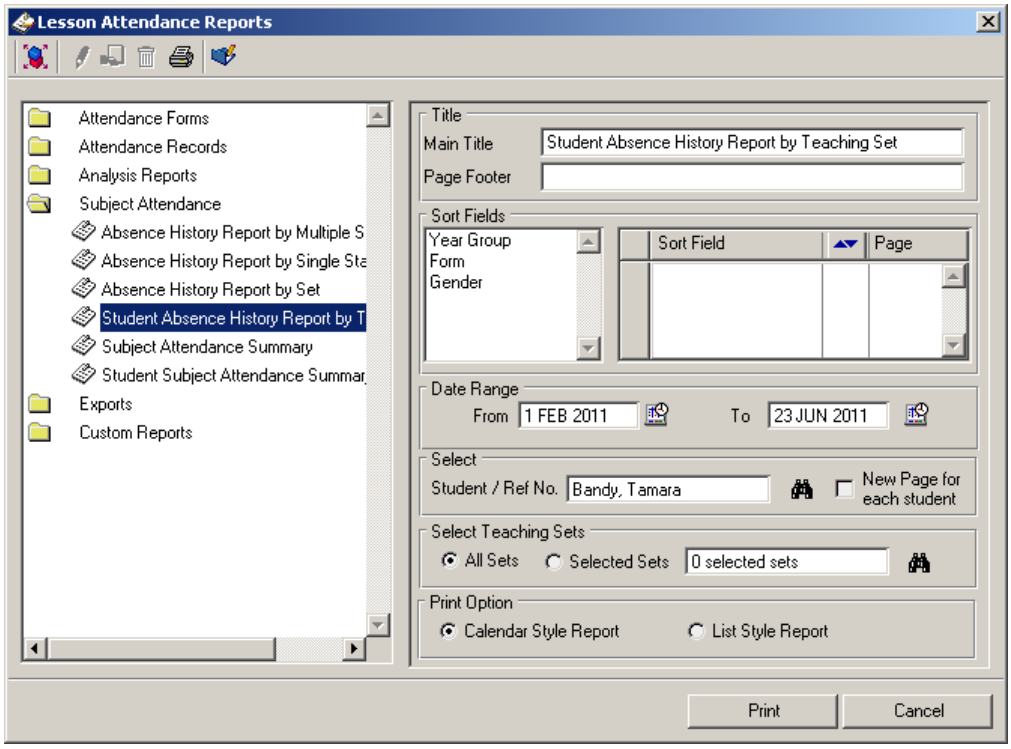
Stu Ref.	Surname	Preferred Name	Form	Code	Late	Number of Absences				Period	Absence Date
						Unauth	Auth	App	Total		
76	Gaunt	Natalie	08.1	E				1		2	22 Jun 2011
Total Absences for Natalie Gaunt					0	0	0	1	1		
Sub-Total for 8ART_6 - Mr Jones					0	0	0	1	1		
Sub-Total for 8ART_6					0	0	0	1	1		
Total for Art 8					0	0	2	1	3		

The **total** column is a count of the Unauthorised, Authorised and Approved Absences. Lates are included in the totals.

© 2016 Civica Education Pty Ltd

5.4 Student Absence History Report by Teaching Set

The report displays absences for a selected student in selected teaching sets for a specified date range.



The report has the following selection criteria:

- Date range. Defaults to current date in both “From” and “To” fields.
- Selection of students using Student Find and a checkbox to print a New Page for each student.
- Selection of teaching sets for the selected student. An option to print All sets is available by selecting the All Sets radio button.
- A Print Option to produce either a Calendar Style or List Style report format.

Calendar Style: the report displays absence information for each student for the selected teaching set/s. The absence date, period of absence and absence code are displayed for each day within the specified date range.

The following sort fields are available for the Calendar Style format of the report.

User Defined	Default
Year Group	
Form	
Gender	

© 2016 Civica Education Pty Ltd

West Coast District High School
Student Absence History Report by Teaching Set

Teaching Sets - All

Absences From: 1 Feb 2011 To 23 Jun 2011

Tamara Bandy **Form 08.1** **Year Group 8**

Teaching Set (Teacher)	Mon	Tue	Wed	Thu	Fri	Unauth	Auth	App	Total
8D&T_3 Design and Tech... (Ms B Smith)			22 Jun (2) R				1		1
8ENG_1 English 8 (Ms T Western)	7 Feb (1) U	8 Feb (2) U 5 Apr (2) U	2 Feb (3) T 9 Feb (3) U 22 Jun (3) R	3 Feb (L) T 10 Feb (L) U 23 Jun (L) U		8	1		9
8HEc_3 Home Economics 8 (Ms B Smith)			2 Feb (2) T 9 Feb (2) U		4 Feb (5) T 11 Feb (5) U	4			4
8HE_1 Health Education 8 (Miss M Mouse)	7 Feb (3) U		2 Feb (5) T 9 Feb (5) U 22 Jun (5) R			3	1		4
8HR_1 Home Room 8 (Mr C Best)	7 Feb (H) U	8 Feb (H) U 5 Apr (H) U	2 Feb (H) T 9 Feb (H) U 22 Jun (H) R	3 Feb (H) T 10 Feb (H) U 23 Jun (H) U	4 Feb (H) T 11 Feb (H) U	10	1		11
8IND_1 Indonesian 8 (Mr C Pringle)		8 Feb (4) U 5 Apr (4) U			4 Feb (2) T 11 Feb (2) U	4			4
8Math_1 Mathematics 8 (Professor K Dickinson)	7 Feb (2) U	8 Feb (3) U 5 Apr (3) U	2 Feb (4) T 9 Feb (4) U 22 Jun (4) R		4 Feb (1) T 11 Feb (1) U	7	1		8
8PE_1 Physical Education 8 (Ms J McLaren)		8 Feb (1) U 5 Apr (1) U		3 Feb (3) T 10 Feb (3) U 23 Jun (3) U		5			5
8S&E_1 Society & Enviro... (Mr A Guiseppe)	7 Feb (4) U	8 Feb (5) U 5 Apr (5) U		3 Feb (1) T 10 Feb (1) U 23 Jun (1) U	4 Feb (3) T 11 Feb (3) U	8			8
8SC1_1 Science 8 (Ms M Jamison)	7 Feb (5) U		2 Feb (1) T 9 Feb (1) U 22 Jun (1) R	3 Feb (2) T 10 Feb (2) U 23 Jun (2) U	4 Feb (4) T 11 Feb (4) U	8	1		9

List Report – A total is given for each absence type. Each absence type has a total. The Total Absences includes Unauthorised, Authorised and Approved Absence only. Lates are not included in the total absences.

West Coast District High School
Student Absence History Report by Teaching Set

Date From: Monday 25 April 2011 **Date To:** Thursday 23 June 2011

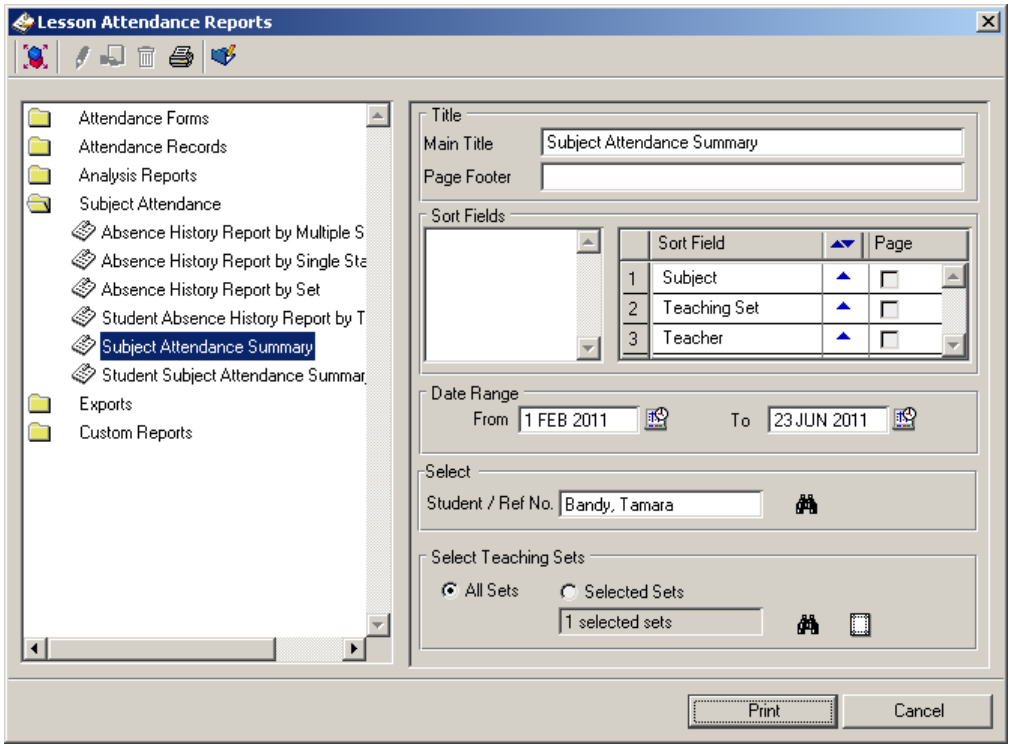
Student Name: Bandy, Tamara **Form** 08.1 **Year Level:** 8

Absence Date	Period	Subject Name	Absence Code	Late	Number of Absences			
					Unauth	Auth	App	Total
22 Jun 11	H	Home Room 8	R			1		
22 Jun 11	1	Science 8	R			1		
22 Jun 11	2	Design and Technology 8	R			1		
22 Jun 11	3	English 8	R			1		
22 Jun 11	4	Mathematics 8	R			1		
22 Jun 11	5	Health Education 8	R			1		
23 Jun 11	H	Home Room 8	U		1			
23 Jun 11	1	Society & Environment 8	U		1			
23 Jun 11	2	Science 8	U		1			
23 Jun 11	3	Physical Education 8	U		1			
23 Jun 11	L	English 8	U		1			
			Total Absences		5	6		11

© 2016 Civica Education Pty Ltd

5.5 Subject Attendance Summary

The report displays information for a specified date range and shows the percentage attendance for selected student/s in selected teaching sets or all sets.



The report has the following selection criteria:

- Date range. Defaults to the current date in both the “From” and “To” fields
- Student selection using the Find Tool.
- Teaching set selection using Find Tool. This does not link directly to sets that the selected student/s are members of.

The following sort fields are available:

User Defined	Default
Subject	Subject
Teaching Set	Teaching Set
Teacher	Teacher

The default sort is by Subject and then by Teaching Set and Teacher. A new page for each Subject is set by default.

© 2016 Civica Education Pty Ltd

West Coast District High School
Subject Attendance Summary

Absences From: 1 Feb 2011 To 23 Jun 2011 (Selected Sets)

Teaching Set: 2BCSC_2 **Subject:** Computer Science 2B **Teacher:** Ms S Oswald

ID/Ref	Student Name	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
25	Brown, Patrick	37	1	0	1	0	0	97.3	97.3
30	Carey, Courtney	37	0	0	0	0	0	100.0	100.0
60	English, Dion	37	0	0	0	0	0	100.0	100.0
65	Every, Jason	37	0	0	0	0	0	100.0	100.0
100	Julian, Tristan	37	0	0	0	0	1	100.0	100.0
120	Knight, Paul	37	0	0	0	0	0	100.0	100.0
125	Kritch, Michael	37	1	0	1	0	0	97.3	97.3
160	Lynn, Ashlyn	37	0	0	0	0	0	100.0	100.0
165	Mandie, Dylan	37	0	0	0	0	0	100.0	100.0
190	Mentoring, Jess	37	1	0	1	0	0	97.3	97.3

West Coast District High School
Subject Attendance Summary

Absences From: 1 Feb 2011 To 23 Jun 2011 (All Sets)

Teaching Set: 8D&T_3 **Subject:** Design and Technology 8 **Teacher:** Ms B Smith

ID/Ref	Student Name	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
9	Bandy, Tamara	14	0	1	1	0	0	92.9	92.9

Details for all subjects can be shown without page breaks by un-checking the Page checkbox next to Subject.

West Coast District High School
Subject Attendance Summary

Absences From: 1 Feb 2011 To 23 Jun 2011 (All Sets)

Teaching Set: 8D&T_3 **Subject:** Design and Technology 8 **Teacher:** Ms B Smith

ID/Ref	Student Name	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
9	Bandy, Tamara	14	0	1	1	0	0	92.9	92.9

Teaching Set: 8ENG_1 **Subject:** English 8 **Teacher:** Ms T Western

ID/Ref	Student Name	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
9	Bandy, Tamara	71	8	1	9	0	0	87.3	87.3

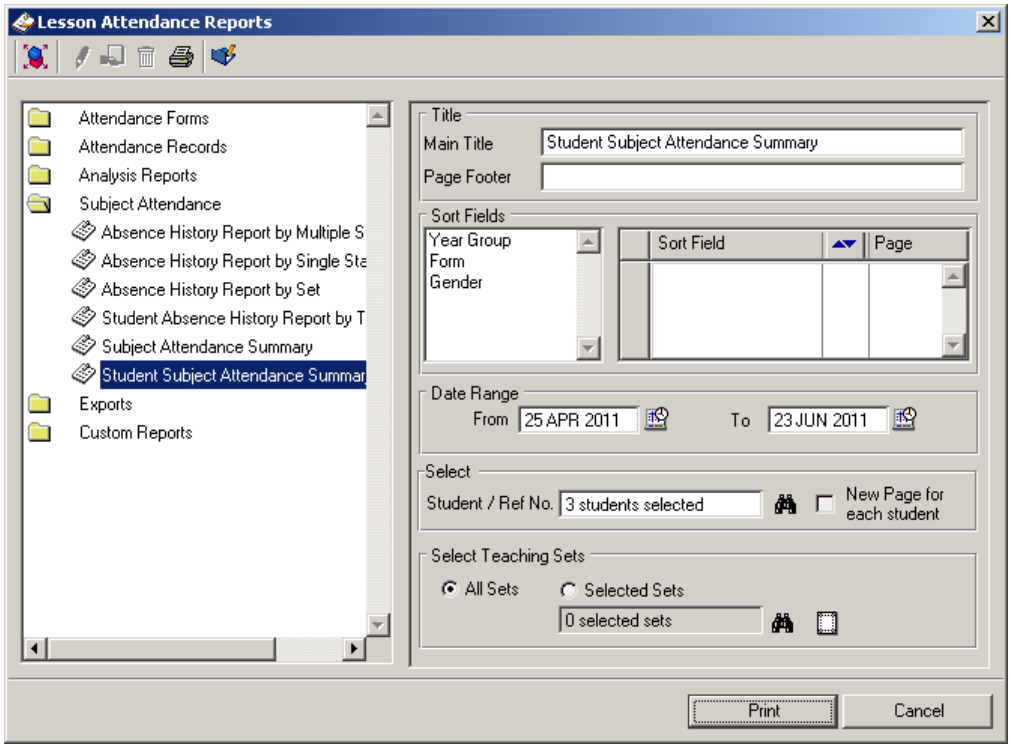
Teaching Set: 8HE_1 **Subject:** Health Education 8 **Teacher:** Miss M Mouse

ID/Ref	Student Name	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
9	Bandy, Tamara	34	3	1	4	0	0	88.2	88.2

© 2016 Civica Education Pty Ltd

5.6 Student Subject Attendance Summary

This report is similar to the Subject Attendance Summary but is presented from the perspective of each student rather than subject.



The report has the following selection criteria:

- Date range. Defaults to the current date in both the “From” and “To” fields.
- Student selection using the Find Tool. A new page for each student can be set if required.
- Teaching set selection using Find Tool. This does not link directly to sets that the selected student/s are members of.

The following sort fields are available:

User Defined	Default
Year Group	
Form	
Gender	

The default sort is by Student Surname. For each student the results are sorted by subject and then by teaching set. The following Reports show by All Sets and by Selected Sets

© 2016 Civica Education Pty Ltd

West Coast District High School

Student Subject Attendance Summary

Absences From: 25 APR 2011 to 23 JUN 2011 (All Sets)

Student Name Bandy, Tamara **Form** 08.1 **Year Group** 8

Subject	Teaching Set	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
Design and Technology 8	8D&T_3	14	0	1	1	0	0	92.9	92.9
English 8	8ENG_1	28	1	1	2	0	0	92.9	92.9
Health Education 8	8HE_1	13	0	1	1	0	0	92.3	92.3
Home Room 8	8HR_1	35	1	1	2	0	0	94.3	94.3
Indonesian 8	8IND_1	14	0	0	0	0	0	100.0	100.0
Mathematics 8	8Math_1	27	0	1	1	0	0	96.3	96.3
Physical Education 8	8PE_1	15	1	0	1	0	0	93.3	93.3
Science 8	8SC1_1	28	1	1	2	0	0	92.9	92.9
Society & Environment 8	8S&E_1	28	1	0	1	0	0	96.4	96.4

Student Name Bishop, Alecia **Form** 08.1 **Year Group** 8

Subject	Teaching Set	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
English 8	8ENG_1	28	1	0	1	0	0	96.4	96.4
Health Education 8	8HE_5	15	0	0	0	0	0	100.0	100.0
Home Room 8	8HR_1	35	1	0	1	0	0	97.1	97.1
Indonesian 8	8IND_2	13	1	0	1	0	0	92.3	92.3
Mathematics 8	8Math_1	27	1	0	1	0	0	96.3	96.3
Music 8	8MUS_5	14	1	0	1	0	0	92.9	92.9
Physical Education 8	8PE_5	14	0	0	0	0	0	100.0	100.0
Science 8	8SC1_1	28	1	0	1	0	0	96.4	96.4
Society & Environment 8	8S&E_1	28	0	0	0	0	0	100.0	100.0

West Coast District High School

Student Subject Attendance Summary

Absences From: 25 APR 2011 to 23 JUN 2011 (Selected Sets)

Student Name Antonello, Mark **Form** 08.4 **Year Group** 8

Subject	Teaching Set	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
Home Room 8	8HR_4	35	0	0	0	0	0	100.0	100.0

Student Name Atkins, Aaron **Form** 08.5 **Year Group** 8

Subject	Teaching Set	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
Home Room 8	8HR_5	35	0	0	0	0	0	100.0	100.0

Student Name Bandy, Tamara **Form** 08.1 **Year Group** 8

Subject	Teaching Set	Available Periods	Number of Absences				Late	% Attend incl App	% Attend excl App
			Unauth	Auth	Total	App			
Home Room 8	8HR_1	35	1	1	2	0	0	94.3	94.3

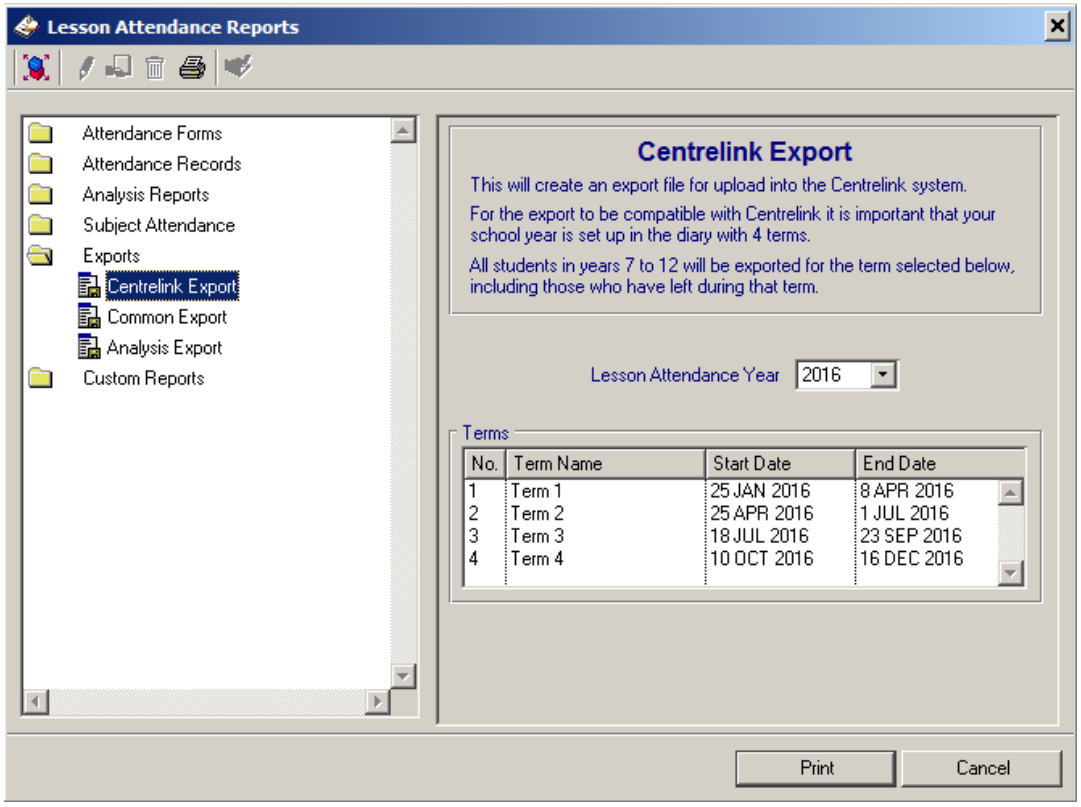
© 2016 Civica Education Pty Ltd

6 Exports

6.1 Centrelink Export

This is an export from the Integris system to the Australian Centrelink system. It is performed at the completion of each term. The export contains data for all students in Years 7 to 12 including students who have left during the requested term. Only unauthorised absences are reported on.

Access the report is through **Lesson Attendance > Reports > Exports > Centrelink Export:**

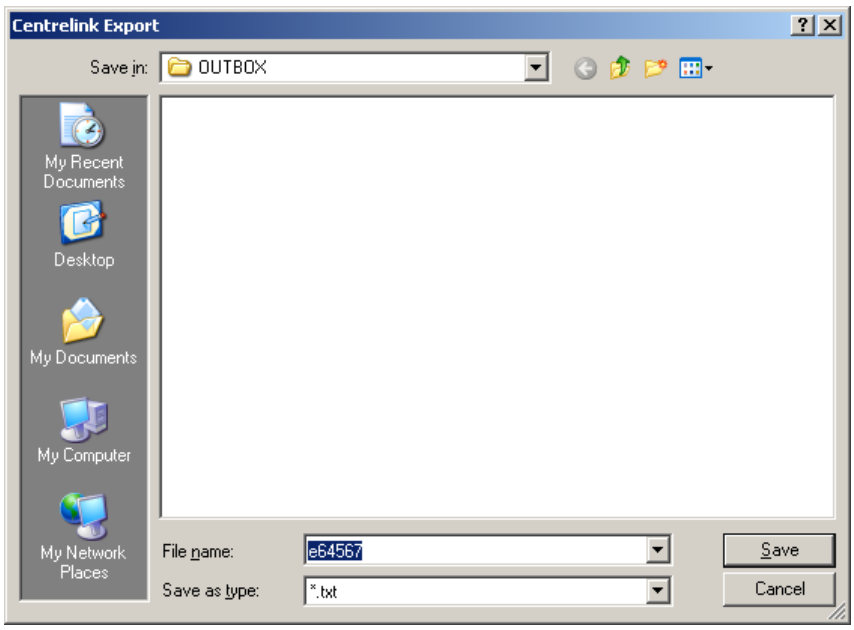


The Centrelink Export will produce an export file. This report is saved to the folder set up in **General > Control > Preferences > Paths.**

In this version of the Centrelink Export the report name must be changed to the following before it is saved.

The file name must be: e6 plus the school's code (e.g. e65712.txt – where 5712 is the school code).

© 2016 Civica Education Pty Ltd

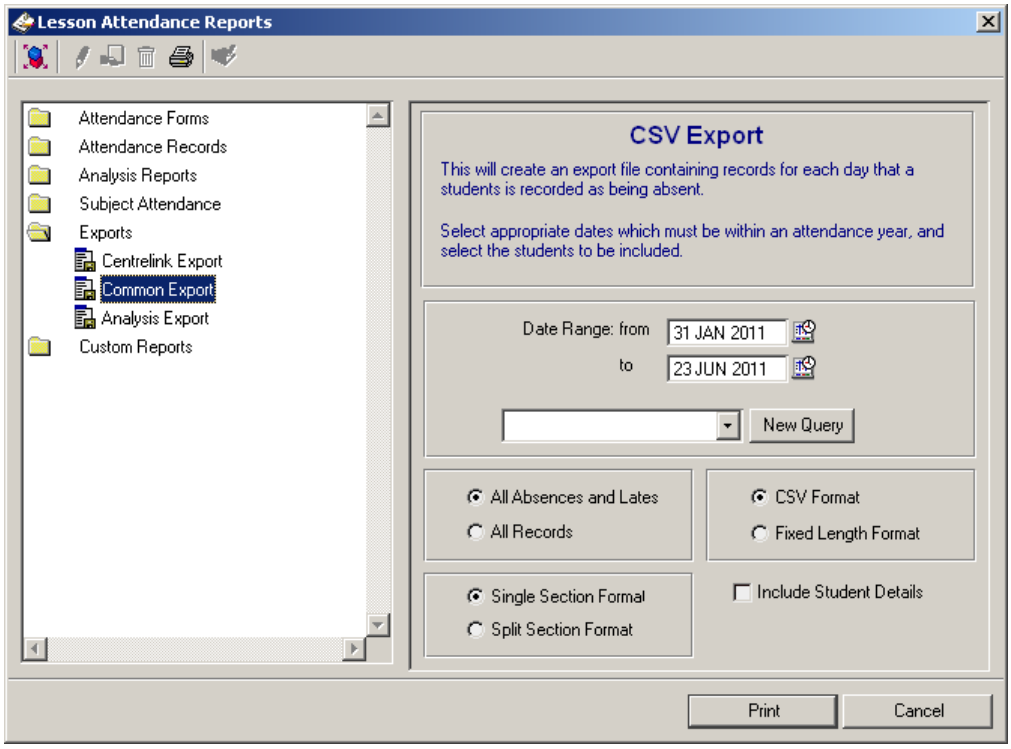


To view the saved data, open the file in another application such as Microsoft Excel.

© 2016 Civica Education Pty Ltd

6.2 Common Export

This export report provides a range of export formats.



The export report provides a range of selection criteria:

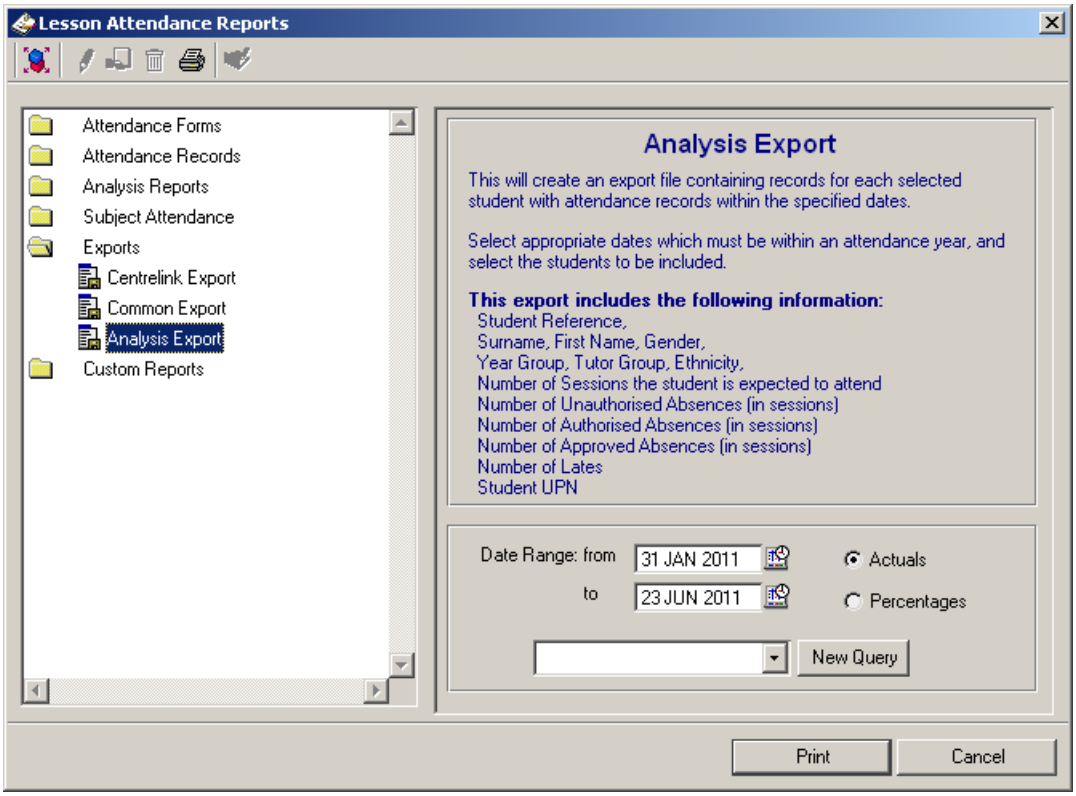
- Date range – Defaults to the current date in both the “From” and “To” fields.
- Selection of Absence type.
- Selection of export file format. The resulting file created will be determined by the selection.
- Single section or split section format.
- An option to include Student Details.

The export file content reflects the criteria chosen:
'All Absences and Lates' & 'CSV Format' & 'Single Section Format': all Student Day records containing any indication of absences will be exported. The export format is: Student Reference, Student Surname, Student First Name, Attendance Date, AM Code, PM Code, Lesson Codes, e.g. `8032,Beckett,Simon,7 JAN 2002,/,U,/U`
All Records instead of All Absences & Lates, the export file will contain records for every student attendance and absence between the specified dates.
Fixed Length Format: the export file will have fixed length fields, rather than comma separated fields.
Split Section Format: the student details will be held in a separate section of the export file. This option will create a smaller export file and will be quicker, and is useful in conjunction with the All Records option.
‘Include Student Details’: the following fields will also be exported for each student: Year Group, Class/Tutor Group, Gender, Ethnicity.

© 2016 Civica Education Pty Ltd

6.3 Analysis Export

This export will create an export file containing a record for each selected student with attendance records within the specified dates. Reporting will default to Actual export however a report may be created with a percentage of the number of sessions.



The export is in csv format and includes the following:

- Student Reference.
- Surname
- First Name.
- Gender
- Year Group.
- Form Group.
- Indigenous Status.
- Number of Sessions the student is expected to attend.
- Number of Unauthorised Absences (in sessions).
- Number of Authorised Absences (in sessions).
- Number of Approved Absences (in sessions).
- Number of Lates.
- Student UPN

© 2016 Civica Education Pty Ltd

An example of the Report opened with MS Excel

O12

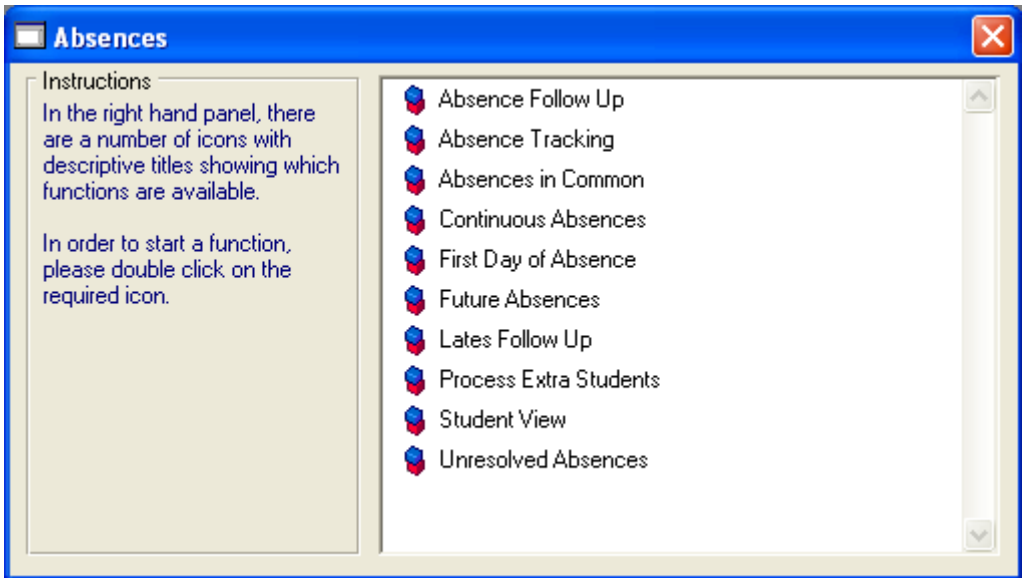
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Ref	Surname	Firstname	Gender	Year	Class	Ethnicity	Sessions	Unauth	Auth	Approved	Lates	UPN
2	6	Antonello	Mark	M	8	8.4	Not Aboriginal or TSI	178	0	0	0	0	D123456706013
3	1	Atkins	Aaron	M	8	8.5	Not Aboriginal or TSI	178	0	0	0	0	G123456706015
4	9	Bandy	Tamara	F	8	8.1	Aboriginal	178	20	2	0	0	Z123456706020
5	11	Baverstock	Helen	F	8	8.5	Not Aboriginal or TSI	178	0	0	0	0	R123456706023
6	14	Bishop	Alecia	F	8	8.1	Not Aboriginal or TSI	178	4	10	0	0	J123456706026
7	16	Blake	Keira	F	8	8.1	Not Aboriginal or TSI	178	4	2	0	0	B123456706029
8	19	Born	Corrina	F	8	8.2	Not Aboriginal or TSI	178	0	0	0	0	Q123456706032
9	20	Bott	Lara	F	8	8.1	Not Aboriginal or TSI	178	2	134	0	0	U123456706034
10	21	Brabazon	Amy	F	8	8.2	Not Aboriginal or TSI	178	0	0	0	0	H123456706035

© 2016 Civica Education Pty Ltd

7 Absences

Lesson Attendance > Absences

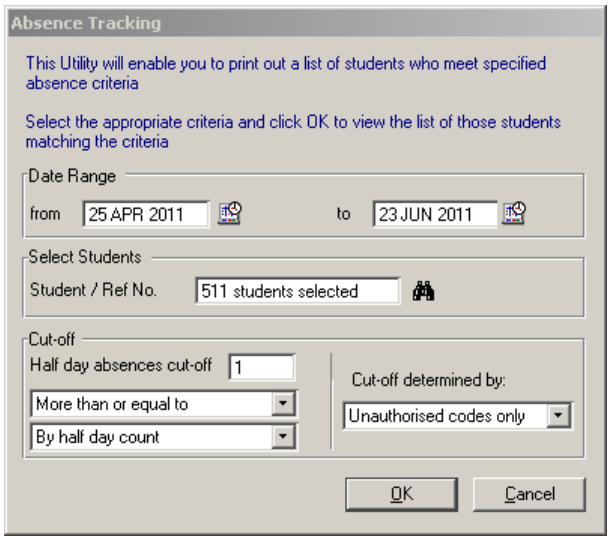
There are a number of reports available from the Absences menu. Further details on functionality in this section can be found in the separate Lesson Attendance manual.



7.1 Absence Tracking

The Absence Tracking function allows the user to generate a list of students who meet specific absence criteria.

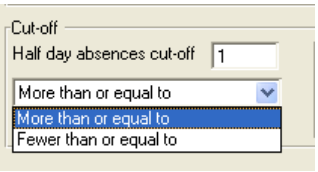
The function is accessed through **Lesson Attendance > Absences > Absence Tracking:**

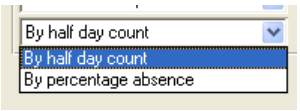


The report has the following selection criteria:

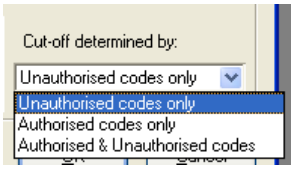
- Date range. Defaults to current date in “From” and “To” fields.
- Select the students to be tracked using the Student Search function.
- Select the cut-off criteria.

© 2016 Civica Education Pty Ltd



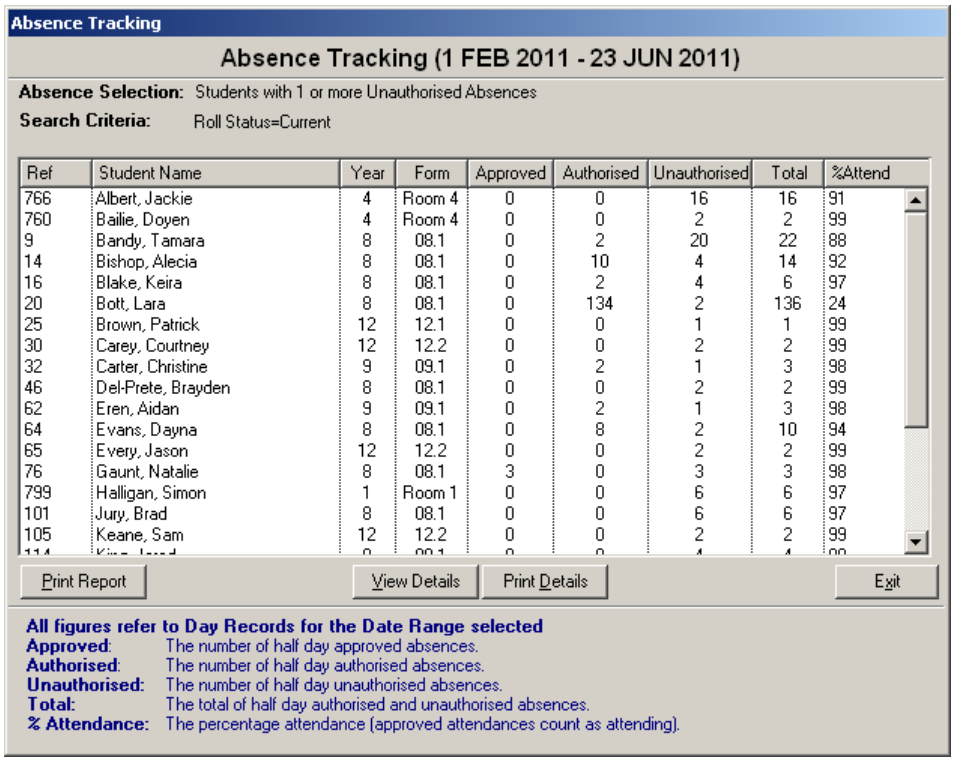


- Select the absence Cut-off type.



The Absence Tracking screen will display all students, sorted by surname, who match the selection criteria. Clicking on any column heading will change the sort order.

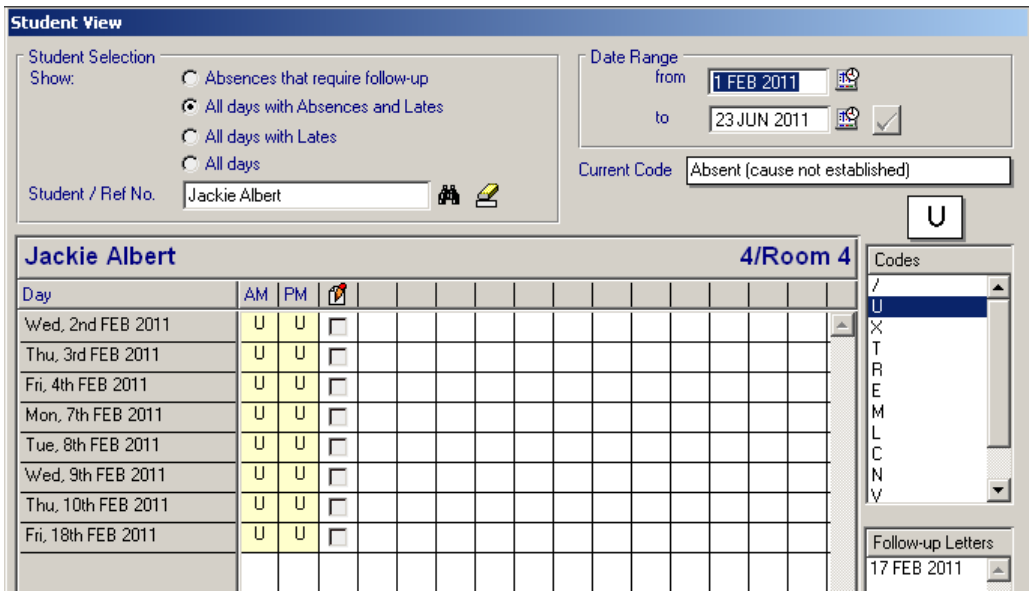
The Details screen displays the following information.



Ref	Student Name	Year	Form	Approved	Authorised	Unauthorised	Total	%Attend
766	Albert, Jackie	4	Room 4	0	0	16	16	91
760	Bailie, Doyen	4	Room 4	0	0	2	2	99
9	Bandy, Tamara	8	08.1	0	2	20	22	88
14	Bishop, Alecia	8	08.1	0	10	4	14	92
16	Blake, Keira	8	08.1	0	2	4	6	97
20	Bott, Lara	8	08.1	0	134	2	136	24
25	Brown, Patrick	12	12.1	0	0	1	1	99
30	Carey, Courtney	12	12.2	0	0	2	2	99
32	Carter, Christine	9	09.1	0	2	1	3	98
46	Del-Prete, Brayden	8	08.1	0	0	2	2	99
62	Eren, Aidan	9	09.1	0	2	1	3	98
64	Evans, Dayna	8	08.1	0	8	2	10	94
65	Every, Jason	12	12.2	0	0	2	2	99
76	Gaunt, Natalie	8	08.1	3	0	3	3	98
799	Halligan, Simon	1	Room 1	0	0	6	6	97
101	Jury, Brad	8	08.1	0	0	6	6	97
105	Keane, Sam	12	12.2	0	0	2	2	99

- **Absence Selection:** The message explains the output and contains some of the criteria chosen in the selection process.
- **Search Criteria:** Shows the criteria used in the Student Search to locate the required browse set.
- **Print Report Option:** This generates a hard copy of the Absence Tracking window.
- **View Details:** This button is active when a student from the list is highlighted. When selected it opens the Student View window and defaults to “All days with absences”.

© 2016 Civica Education Pty Ltd



- **Print Details:** This button prints the Student View for the selected student, showing all absences between the dates specified.

West Coast District High School

Jackie Albert **Year:** 4 **Form** Room 4

All Absences and Lates between 1 FEB 2011 and 23 JUN 2011

Day	AM	PM	Periods
Wed, 2nd FEB 2011	U	U	
Thu, 3rd FEB 2011	U	U	
Fri, 4th FEB 2011	U	U	
Mon, 7th FEB 2011	U	U	
Tue, 8th FEB 2011	U	U	
Wed, 9th FEB 2011	U	U	
Thu, 10th FEB 2011	U	U	
Fri, 18th FEB 2011	U	U	

8 Records

West Coast District High School

Tamara Bandy **Year:** 8 **Form** 08.1

All Absences and Lates between 1 FEB 2011 and 23 JUN 2011

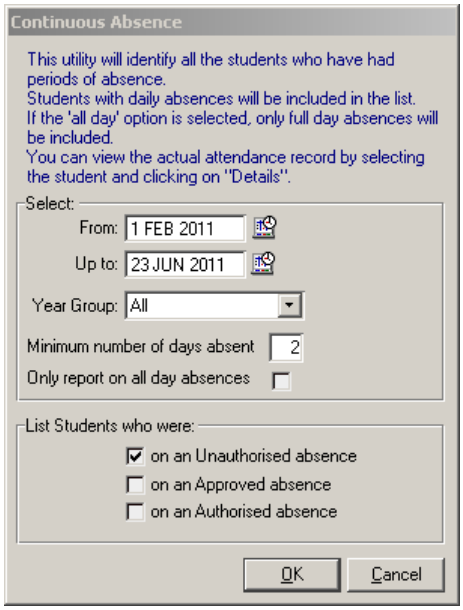
Day	AM	PM	Periods
Wed, 2nd FEB 2011	T	T	T T T - T T - T
Thu, 3rd FEB 2011	T	T	T T T - T - T -
Fri, 4th FEB 2011	T	T	T T T - T T - T
Mon, 7th FEB 2011	U	U	U U U - U U - U
Tue, 8th FEB 2011	U	U	U U U - U U - U
Wed, 9th FEB 2011	U	U	U U U - U U - U
Thu, 10th FEB 2011	U	U	U U U - U - U -
Fri, 11th FEB 2011	U	U	U U U - U U - U
Tue, 5th APR 2011	U	U	U U U - U U - U
Wed, 22nd JUN 2011	R	R	R R R - R R - R
Thu, 23rd JUN 2011	U	U	U U U - U - U -

11 Records

© 2016 Civica Education Pty Ltd

7.2 Continuous Absence

The Continuous Absence Report displays students who have had periods of continuous absence determined by the specific criteria entered by the user.
The function is accessed through **Lesson Attendance > Absences > Continuous Absence.**

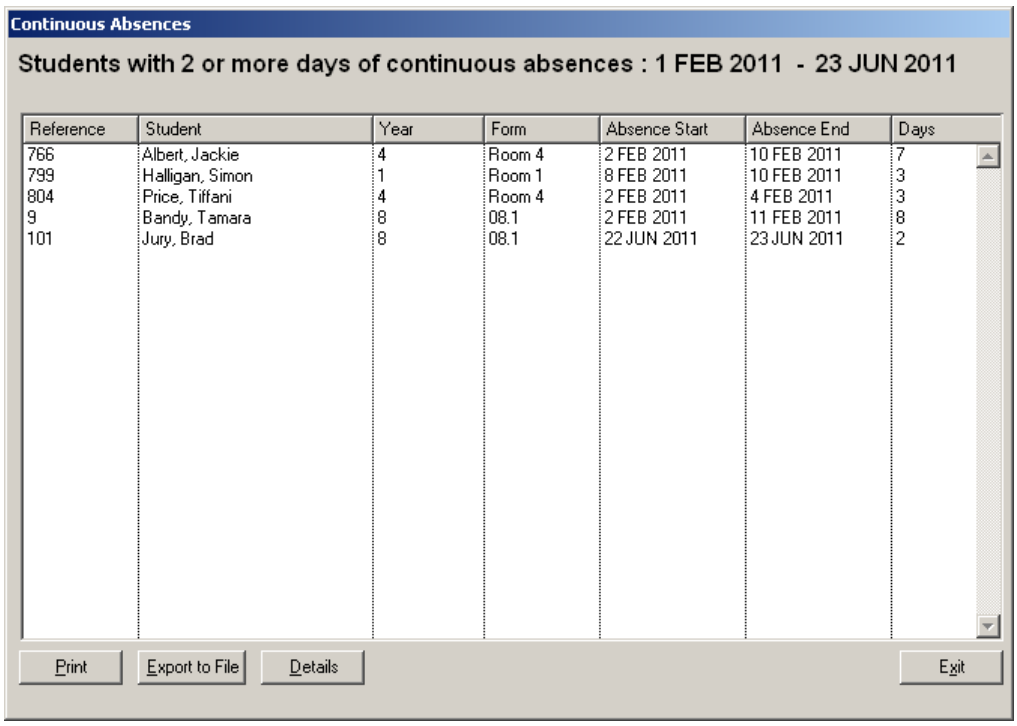


The report has the following selection criteria:

- Date range. Defaults to current date in “From” and “To” fields.
- Year Group Selection
- Minimum number of days absent. Enter the number that will represent the minimum number of days with an absence.
- Selection of absence type: Unauthorised, Approved or Authorised can be selected using the appropriate checkbox. Multiple boxes can be checked.

The Continuous Absence screen displays all students who match the selection criteria. They are sorted by surname. Clicking on a column header will change the sort order.

© 2016 Civica Education Pty Ltd



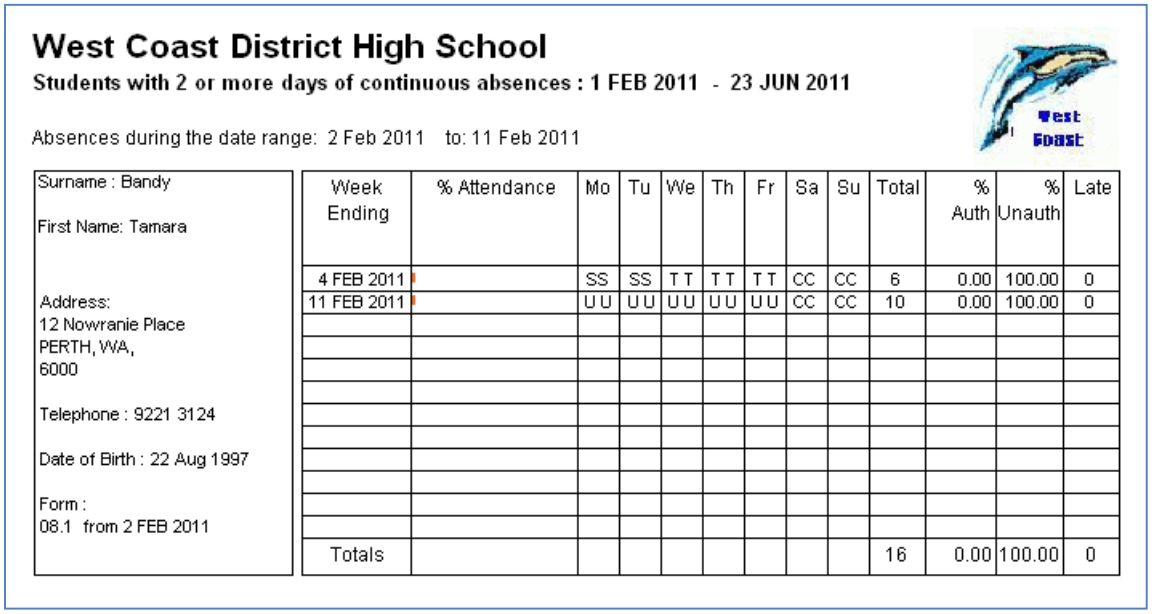
Continuous Absences

Students with 2 or more days of continuous absences : 1 FEB 2011 - 23 JUN 2011

Reference	Student	Year	Form	Absence Start	Absence End	Days
766	Albert, Jackie	4	Room 4	2 FEB 2011	10 FEB 2011	7
799	Halligan, Simon	1	Room 1	8 FEB 2011	10 FEB 2011	3
804	Price, Tiffani	4	Room 4	2 FEB 2011	4 FEB 2011	3
9	Bandy, Tamara	8	08.1	2 FEB 2011	11 FEB 2011	8
101	Jury, Brad	8	08.1	22 JUN 2011	23 JUN 2011	2

Print | Export to File | Details | Exit

- **Print**: This generates a hard copy of the Continuous Absence window.
- **Export to File**: This generates an electronic file of the data from the Continuous Absences window.
- **Details**: To view the details for a student, highlight the required student and click on the Details button.



West Coast District High School

Students with 2 or more days of continuous absences : 1 FEB 2011 - 23 JUN 2011

Absences during the date range: 2 Feb 2011 to: 11 Feb 2011

Surname : Bandy

First Name: Tamara

Address:
12 Nowranie Place
PERTH, WA,
6000

Telephone : 9221 3124

Date of Birth : 22 Aug 1997

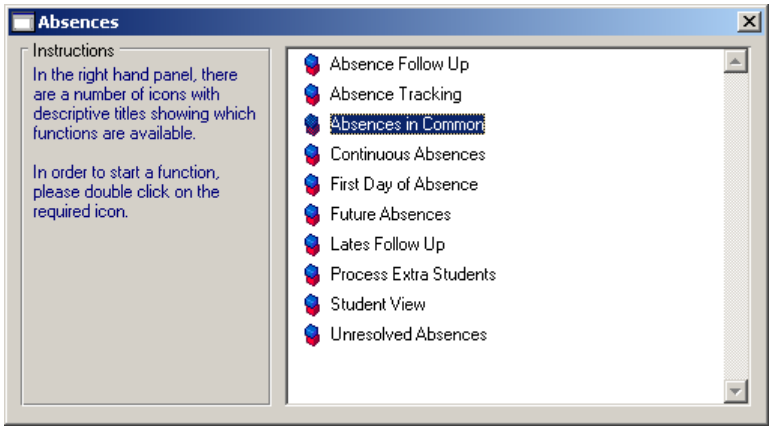
Form :
08.1 from 2 FEB 2011

Week Ending	% Attendance	Mo	Tu	We	Th	Fr	Sa	Su	Total	% Auth	% Unauth	Late
4 FEB 2011		SS	SS	T T	T T	T T	CC	CC	6	0.00	100.00	0
11 FEB 2011		U U	U U	U U	U U	U U	CC	CC	10	0.00	100.00	0
Totals									16	0.00	100.00	0

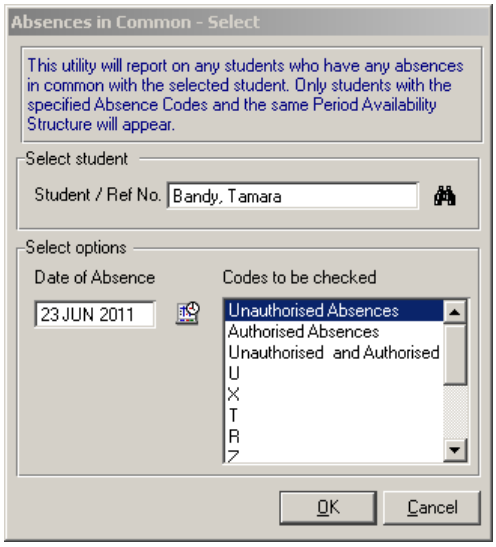
© 2016 Civica Education Pty Ltd

7.3 Absences in Common

This report will identify students who were absent at the same time as a selected student. The report is based on a selected date with matching occurring at the session or individual period level.



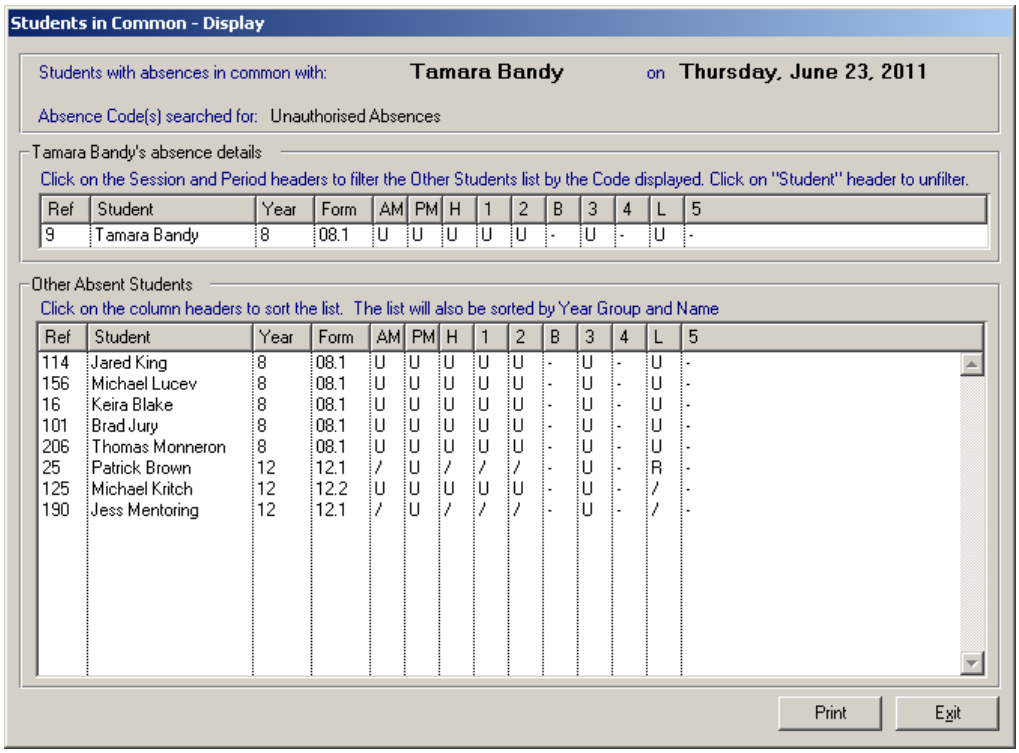
- Click on **Absences in Common.** This will open the Absences in Common – Select window.



- **Find Student:** Clicking on this icon will open the standard Student Find window. You can only select one student at a time.
- **Date:** Indicates the date of the Absence
- **Codes to be Checked:** Choose which codes to be the focus of the search.
- **The Search:** When you click OK, the system first checks that the student you have selected does have the selected code(s) in their record for the Date, either as a Session (AM/PM) code, or as a Period Code.

© 2016 Civica Education Pty Ltd

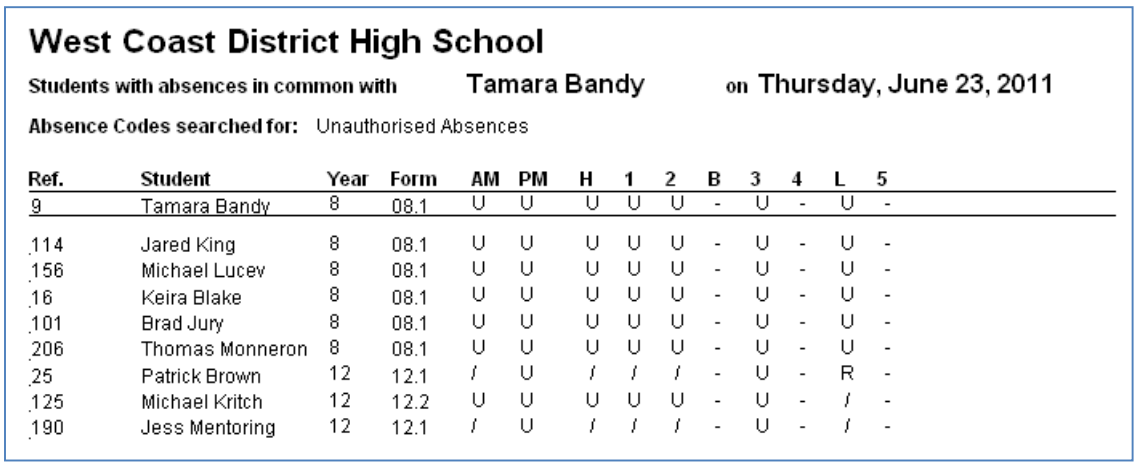
Absences in Common – Display



- **Sorting the Other Students List:** It is possible that there may be a large number of students who have absences in common with the selected student. The group of students can be sorted by clicking on the column headers for Session and Period. When a column header is selected, the list will sort in Descending order, forcing any “Present” or other non-alphabetical codes to the bottom. There will also be default sorts on Year Group and Name.

- **Filtering the list:** When you click on either the AM, PM or Period column header of the selected student’s details, the Other Students list will be filtered by whatever value is in that column.

- **Print:** This will print the report based on the filtered and sorted list.



West Coast District High School

Students with absences in common with Tamara Bandy **on** Thursday, June 23, 2011

Absence Codes searched for: Unauthorised Absences

Ref.	Student	Year	Form	AM	PM	H	1	2	B	3	4	L	5
9	Tamara Bandy	8	08.1	U	U	U	U	U	-	U	-	U	-
114	Jared King	8	08.1	U	U	U	U	U	-	U	-	U	-
156	Michael Lucev	8	08.1	U	U	U	U	U	-	U	-	U	-
16	Keira Blake	8	08.1	U	U	U	U	U	-	U	-	U	-
101	Brad Jury	8	08.1	U	U	U	U	U	-	U	-	U	-
206	Thomas Monneron	8	08.1	U	U	U	U	U	-	U	-	U	-
25	Patrick Brown	12	12.1	/	U	/	/	/	-	U	-	R	-
125	Michael Kritch	12	12.2	U	U	U	U	U	-	U	-	/	-
190	Jess Mentoring	12	12.1	/	U	/	/	/	-	U	-	/	-

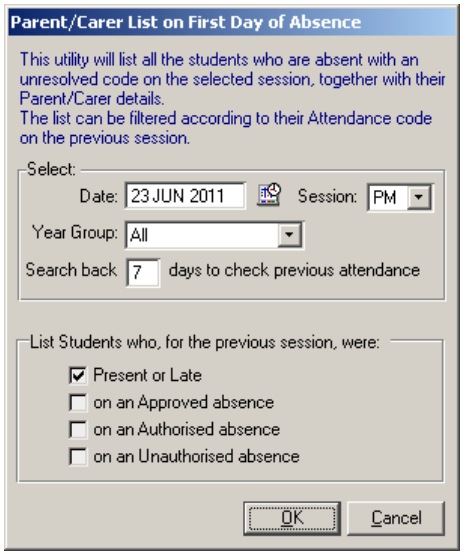
© 2016 Civica Education Pty Ltd

7.4 First Day of Absence

This report lists students who have unresolved absence recorded against them for the date and session specified (either am or pm). It is possible to search back through records to a specified number of days, determined by the selection criteria.

By default the report searches for students who were present on the previous session. This can be changed by marking the appropriate checkboxes. The previous session is normally the previous afternoon, but may be the morning of the previous day.

The function is accessed through **Lesson Attendance > Absences > First Day of Absence**

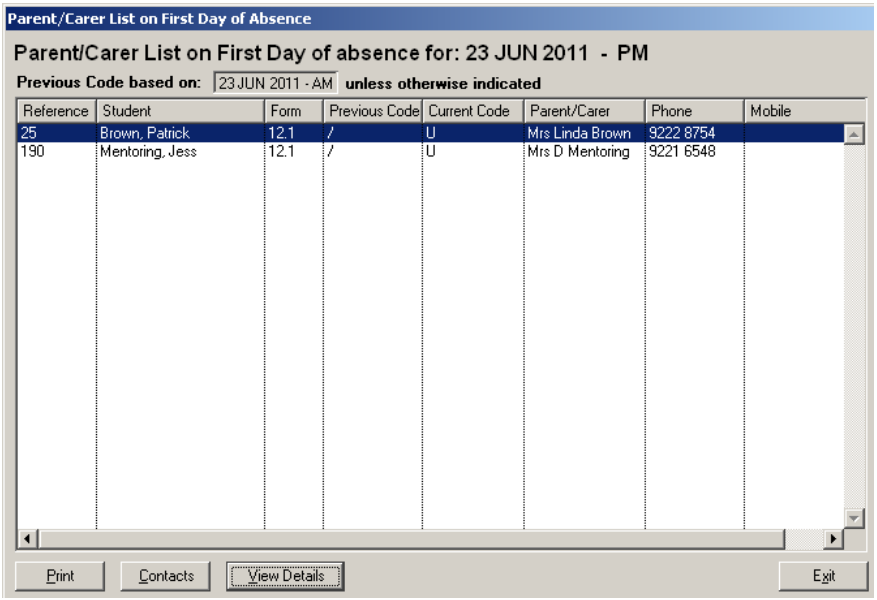


The report has the following selection criteria:

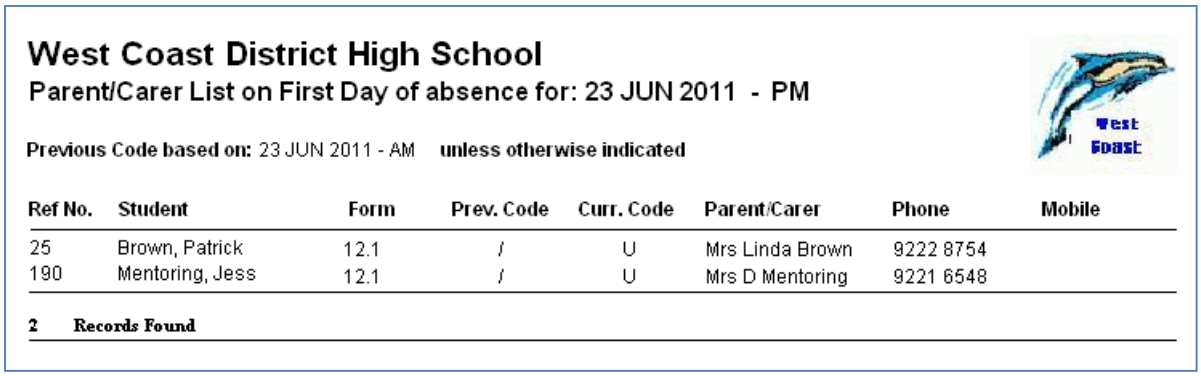
- Date selection.
- Session – either am or pm
- Selection of year Group.
- The number of days to search back to check previous attendance.
- Options for listing the students. Multiple boxes can be checked.

The list of students displayed is sorted by surname. Clicking on a column header (except phone and Mobile) will change the sort order.

© 2016 Civica Education Pty Ltd



Print button – Will print the list of students.



West Coast District High School

Parent/Carer List on First Day of absence for: 23 JUN 2011 - PM

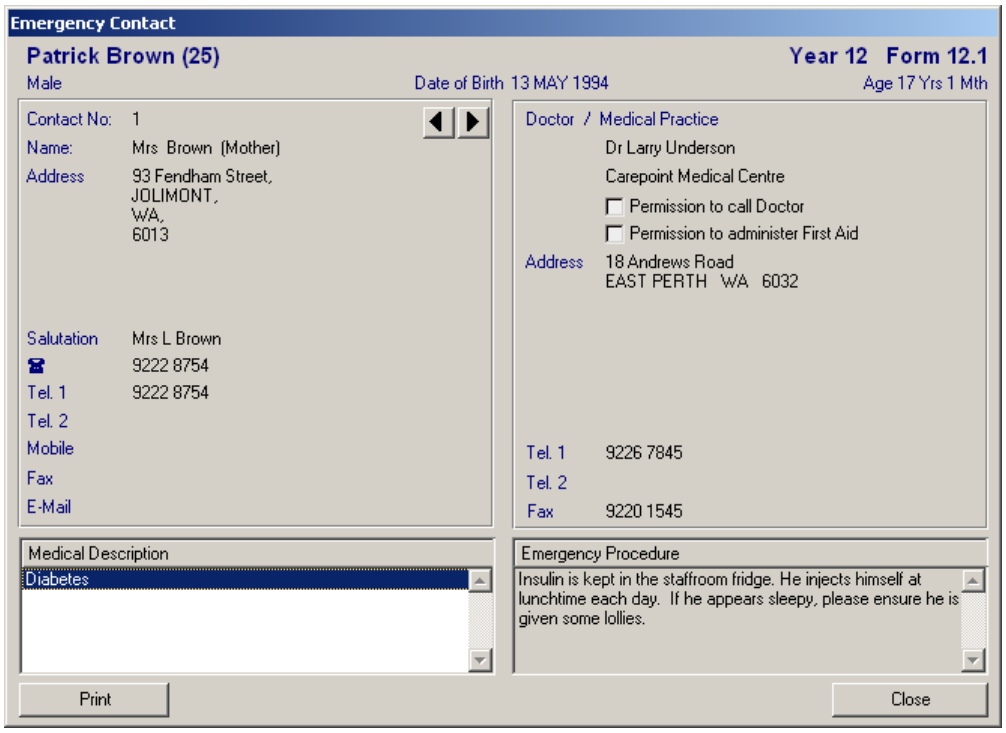
Previous Code based on: 23 JUN 2011 - AM **unless otherwise indicated**

Ref No.	Student	Form	Prev. Code	Curr. Code	Parent/Carer	Phone	Mobile
25	Brown, Patrick	12.1	/	U	Mrs Linda Brown	9222 8754	
190	Mentoring, Jess	12.1	/	U	Mrs D Mentoring	9221 6548	

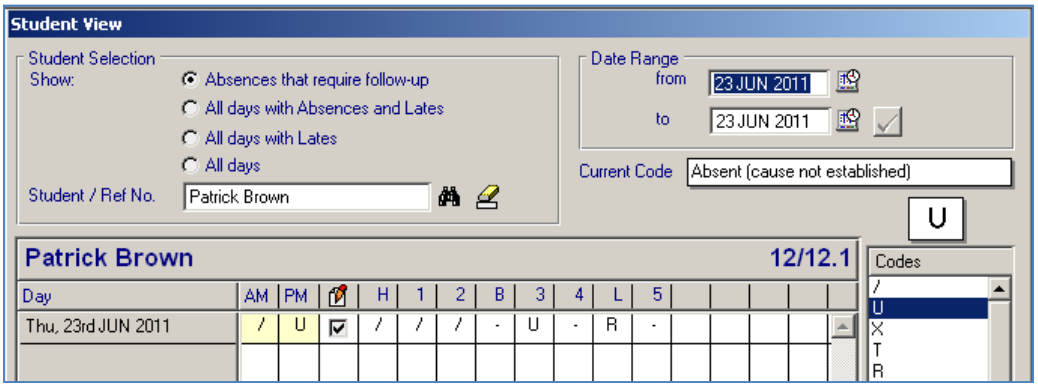
2 Records Found

© 2016 Civica Education Pty Ltd

Contacts button – Produces the Emergency Contact details for the selected student.



View Details takes you to the Student View Screen for the highlighted student.



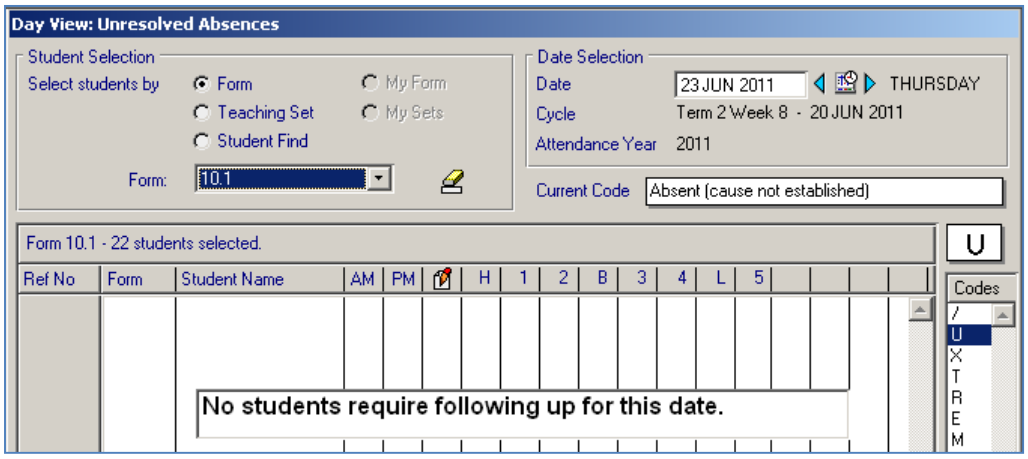
© 2016 Civica Education Pty Ltd

7.5 Unresolved Absences

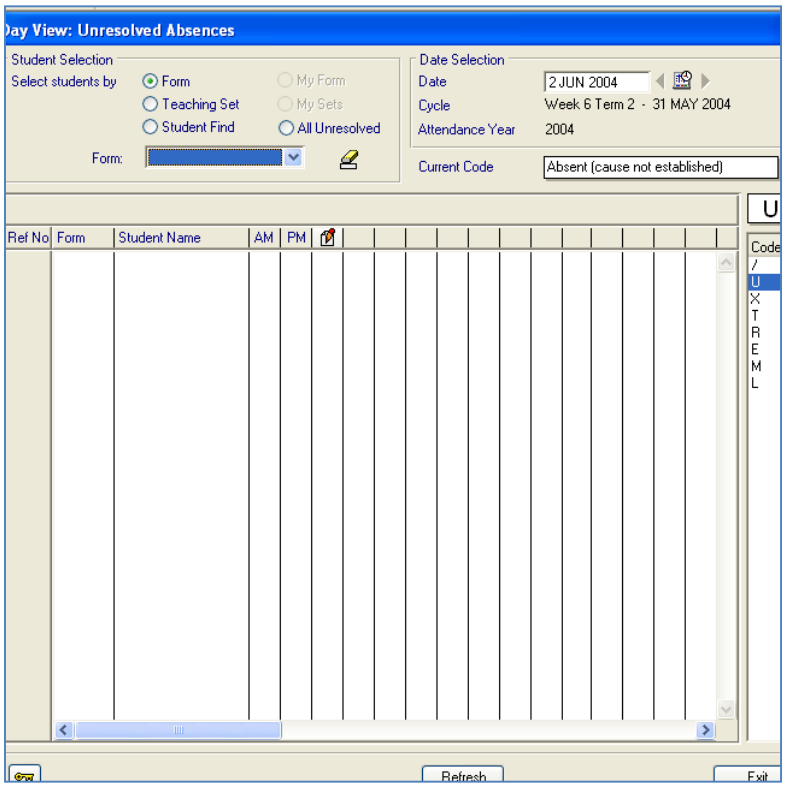
The Unresolved Absences option will open the Day View: Unresolved Absences window. This will enable the follow up of all unresolved absences for a single date only. Students can be selected based on Form, Teaching Set or using the Student Find function. More than one student can be loaded into this window but all must have the same Period Availability Structure.

The function is accessed through **Lesson Attendance > Absences > Unresolved Absences.**

If a group of students is selected and none of them have any Unresolved Absences, then a message will be shown:



If all year groups use the same period structure, then an additional radio button (**'All Unresolved'**) will be available. Selecting this option will search for all students with unresolved absences for the selected date.



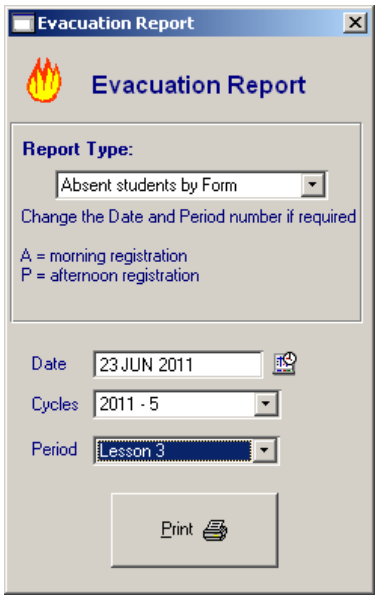
© 2016 Civica Education Pty Ltd

8 Evacuation Reports

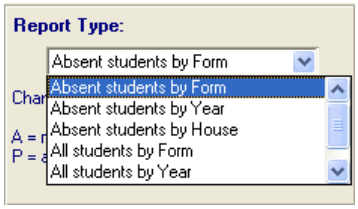
This report (a variation of the Morning Absentee report) reports on all the known absentees for a particular period of the day, and will also provide numbers of students present for each year group, form or house depending on the selection.

The window shown is available from the Evacuation Report icon

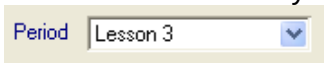
on the toolbar and will default to the current date and the current period (this relies on period times being set in Timetabling Parameters).



The Report Type available for this report are displayed below:



You may change the selected period, and this may be necessary where a new period has just started and it is unlikely that the registers will have been recorded for that period.



The Evacuation Report is available as three options:

- By Form – This which will print a year group on each page separated into form groups.
- By Year – This will print the whole report on a page, sorted by year and then surname.
- By House – This will print a house on each page with students alphabetically listed.

For each of these options it is also possible to print a list that includes all students (i.e. including all students who are present).
The system administrator can control which version of the report is the default through **Lesson > Parameters > Defaults**.

© 2016 Civica Education Pty Ltd

By default this report will be printed straight to the printer. This is one report that is available as part of a school's emergency evacuation procedure and it is designed to be produced quickly.

Note:

Students with a Code Type 'LATE' will not be included in the 'Absent students by Year', 'Absent students by Form' reports and 'Absent students by House'.

Students who are not due to be present for the selected period will not be included in this report. Some students might be timetabled as not required to be in school for certain periods.

Where a school is operating more than one period structure on the selected date then a list of the structures used will be displayed in the drop down list adjacent to the 'Cycles' label. Where possible this will build a period list and display the current period. On changing the selected Cycle, the Period list will be refreshed.

If a school has some year groups linked to Timetabling and some linked to the Primary structure then they will have to print the report once for each Cycle in order to get a complete list of students who are absent (or absent and present) at a given time.

© 2016 Civica Education Pty Ltd

8.1 Evacuation Report by Year

The report displays as shown:

West Coast District High School

Evacuation Report - Absent students by Year

Day/Date : Thursday, 23rd June, 2011 **Period :** Lesson 3

Year 8

08.1	--Bandy, Tamara	Industrial Ac	U	08.1	--Jury, Brad	Industrial Ac	U	08.1	--Monneron, Thomas	Industrial Ac	U
08.1	--Blake, Keira	Industrial Ac	U	08.1	--King, Jared	Industrial Ac	U	08.1	--Saunders, Tiffany	Industrial Ac	R
08.1	--Bott, Lara	Industrial Ac	V	08.1	--Leoncio, Jaymee	Industrial Ac	E	08.1	--Stewart, Joanne	Industrial Ac	R
08.1	--Evans, Dayna	Industrial Ac	R	08.1	--Lucev, Michael	Industrial Ac	U				
08.1	--Gaunt, Natalie	Industrial Ac	E	08.1	--McArthur, Aimee	Industrial Ac	E				

Year: 8 Total in year: 121 Total not in year: 13

Year 9

09.1	--Alkitik, Adam	Industrial Ac	R	09.1	--Eren, Aidan	Industrial Ac	R	09.1	Marshall, Tam	Industrial Ac	R
09.1	--Carter, Christine	Industrial Ac	R	09.1	--Koehler, Janelle	Industrial Ac	R				

Year: 9 Total in year: 64 Total not in year: 5

Year 10

10.1	--Bloor, Rebecca	Industrial Ac	E	10.1	--Hill, Hanna	Industrial Ac	E	10.1	McKiney, Jack	Industrial Ac	E
10.1	--Em, Lance	Industrial Ac	E	10.1	--Lewis, Emily	Industrial Ac	E				

Year: 10 Total in year: 59 Total not in year: 5

Year 11

--

Year: 11 Total in year: 65 Total not in year: 0

Year 12

12.1	--Brown, Patrick	Industrial Ac	U	12.2	Kritch, Michael	Industrial Ac	U	12.1	Mentoring, Jess	Industrial Ac	U

Year: 12 Total in year: 61 Total not in year: 3

Total in class : 370 Total not in class : 26

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

© 2016 Civica Education Pty Ltd

8.2 Evacuation Report by Form

The report displays as shown:

West Coast District High School
Evacuation Report - Absent students by Form

Students not in School - Year: 8

Day/Date : Thursday, 23rd June, 2011 **Period :** Lesson 3

Form 08.1

Bandy, Tamara	Industrial Ac	U	Jury, Brad	Industrial Ac	U	Monneron, Thomas	Industrial Ac	U
Blake, Keira	Industrial Ac	U	King, Jared	Industrial Ac	U	Saunders, Tiffany	Industrial Ac	R
Bott, Lara	Industrial Ac	V	Leoncio, Jaymee	Industrial Ac	E	Stewart, Joanne	Industrial Ac	R
Evans, Dayna	Industrial Ac	R	Lucev, Michael	Industrial Ac	U			
Gaunt, Natalie	Industrial Ac	E	McArthur, Aimee	Industrial Ac	E			

Total in Form 15 Total not in Form 13

Form 08.2

Total in Form 26 Total not in Form 0

Form 08.3

Total in Form 26 Total not in Form 0

Form 08.4

Total in Form 27 Total not in Form 0

Form 08.5

Total in Form 27 Total not in Form 0

Total Present for Year : 121 Total Absent for Year : 13

Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

© 2016 Civica Education Pty Ltd

8.3 Evacuation Report by House

The report displays as shown:

West Coast District High School
Evacuation Report - Absent students by House

Day/Date : Thursday, 23rd June, 2011 **Period :** Lesson 3

House: Blue

Blake, Keira	Industrial Ac	U	Carter, Christine	Industrial Ac	R	Evans, Dayna	Industrial Ac	R
Bott, Lara	Industrial Ac	V	Em, Lance	Industrial Ac	E			

House: Blue Total present in House 94 Total absent from House 5

House: Gold

King, Jared	Industrial Ac	U	McKiney, Jack	Industrial Ac	E	
Leoncio, Jaymee	Industrial Ac	E	Mentoring, Jess	Industrial Ac	U	

House: Gold Total present in House 95 Total absent from House 4

House: Green

Bandy, Tamara	Industrial Ac	U	Marshall, Tarn	Industrial Ac	R	Stewart, Joanne	Industrial Ac	R
Jury, Brad	Industrial Ac	U	Monneron, Thomas	Industrial Ac	U			
Lewis, Emily	Industrial Ac	E	Saunders, Tiffany	Industrial Ac	R			

House: Green Total present in House 92 Total absent from House 7

House: Not specified

House: Not specified Total present in House 3 Total absent from House 0

House: Red

Alkitik, Adam	Industrial Ac	R	Gaunt, Natalie	Industrial Ac	E	Lucev, Michael	Industrial Ac	U
Bloor, Rebecca	Industrial Ac	E	Hill, Hanna	Industrial Ac	E	McArthur, Aimee	Industrial Ac	E
Brown, Patrick	Industrial Ac	U	Koehler, Janelle	Industrial Ac	R			
Eren, Aidan	Industrial Ac	R	Kritch, Michael	Industrial Ac	U			

House: Red Total present in House 86 Total absent from House 10

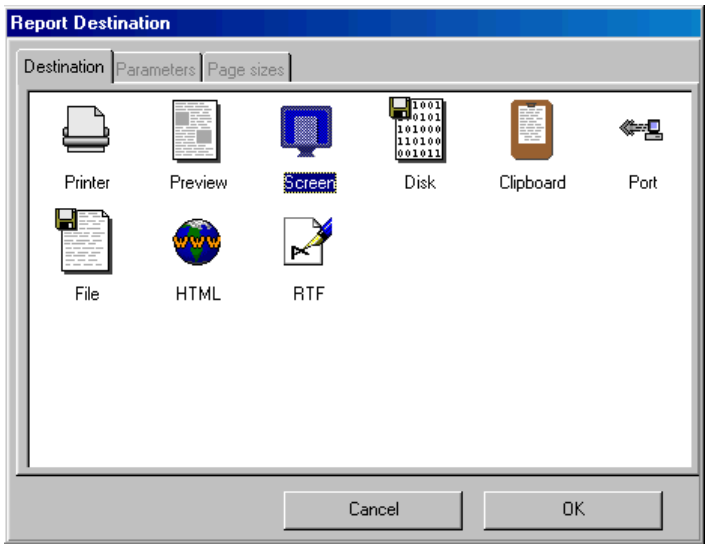
Attendance Codes: / - Present, U - Absent (cause not established), X - Unacceptable Reason, T - Truant, R - Reasonable Cause, Z - Suspended, E - Educational Activity, W - Withdrawn, M - Medical/Sick Bay, L - Late, C - Cultural/Religious, Y - Enforced Closure, N - Notified as sick, V - Vacation, F - Flexible

© 2016 Civica Education Pty Ltd

9 Printing Reports

To print a report:

- Click on the appropriate folder on the left side of the reports window to display the related reports.
- Click on the report you wish to produce.
- Enter the appropriate parameters for the report on the right side of the screen.
- Click on the **Print** button. The Report Destination window is displayed:



- Click on a destination for your report, and then click on **OK**. Alternatively, double-click on the report destination.
- Your report is then compiled and sent to the selected destination.

© 2016 Civica Education Pty Ltd

10 Index

A

Absence History Report by Multiple Staff 5-1
Absence History Report by Set 5-5
Absence History Report by Single Staff 5-3
Absence Report 3-1
Absence Tracking 7-1
Absences 7-1
Absences in Common 7-6
Absent Students by Day or Period 3-3
Analysis Export 6-4
Attendance Analysis for Students 4-3
Attendance Breakdown Report 4-1
Attendance Corrections 3-8
Attendance Forms 2-1
Attendance Records 3-1
Attendance Return 4-8
Attendance Summary (am/pm) 4-6
Available Custom Reports 1-5

C

Centrelink Export 6-1
Common Export 6-3
Continuous Absence 7-4
Custom Reports 1-5

D

Deleting a Custom Report 1-7

E

Evacuation 8-1
Evacuation Report by Form 8-4
Evacuation Report by House 8-5
Evacuation Report by Year 8-3
Evacuation Reports 8-1
Expected Absences 2-11
Exports 6-1

F

First Day of Absence 7-8
Form Attendance Record 3-13
Form/Changes Register 3-10
Form/Year Absentee Report 2-5

G

Group Attendance Analysis Summary 4-12

H

Half-day Absence Totals 4-17
Home Room and Form List 2-1

I

Individual Absentee Report 2-7
Introducing Lesson Attendance Reports 1-2
Introduction 1-2

L

Lesson Attendance Reports – General information 1-3
Lesson Attendance Summary 3-15

M

Morning Absentee Report 2-3

P

Percentage Attendance 4-10
Printing Reports 9-1

R

Renaming a Custom Report 1-7

S

Set-up a Custom Report 1-6
Sharing a Custom Report 1-7
Sorts 3-5
Student Absence History Report by Teaching Set 5-7
Student Subject Attendance Summary 5-11
Students Arriving after Start of Day 3-5
Students with a specific number of half day absences 4-14
Subject Attendance Reports 5-1
Subject Attendance Summary 5-9

T

Teaching Set Attendance Register 2-9

U

Unresolved Absences 7-11

W

Week Register Report 3-17

© 2016 Civica Education Pty Ltd