# Victorian Government End of Year Processes

SENTRAL

Schools are to ensure that all student reporting and attendance data for Years Prep to 10 for semester 1 and 2 is imported into CASES21 before the End of Year Administration rollover is completed.

This guide provides instructions for school administrators on how to import student achievement data into Cases21, as well as export necessary attendance reports from Sentral in order to complete your end of year processes.

Sentral understands that all schools must complete several important end of year tasks according to the End of Year Administration Guide, and we hope that this guide helps to make this process easier.

## ACHIEVEMENT DATA (VICTORIAN CURRICULUM F-10)

Student Achievement Data must be finished and imported into CASES21 for Semester 1 and 2 prior to 31 December each year.
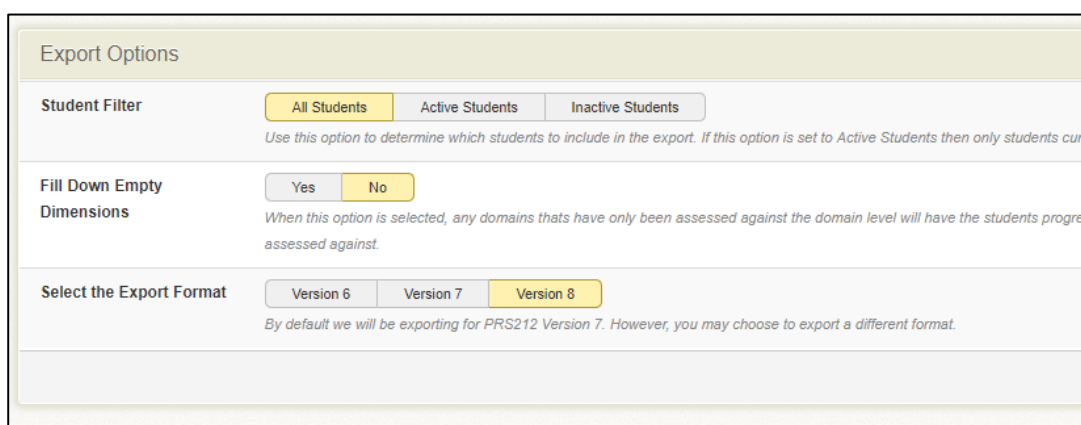
**Step 1:**

In Sentral, go to Academic Reports > Export Data > CASES Data to generate the export file:
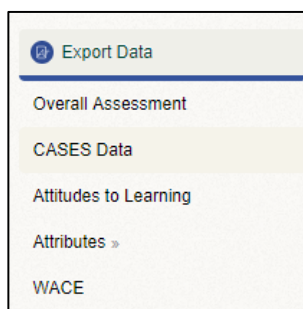


**Step 2:**

Select the appropriate settings for your current version of CASES21.

Note: The correct settings may change with updates to CASES21 or changes to the curriculum. As of September 2018, selecting these options should produce a valid file for import:



If, when the file is uploaded to CASES21, you receive the error:

**ERROR: XML Validation: Invalid simple type value:**

Please try other available **Export Format** versions. If all existing versions produce the same error, please notify Sentral and provide a copy of the error message from CASES21.

**Step 3:**

Ensure that all subjects/strands you intend to export are linked to the appropriate Victorian Curriculum subject/strand. This ensures that the exporter uses codes that CASES21 will recognise when creating the file.

Subjects that are correctly linked will be marked with a tick.
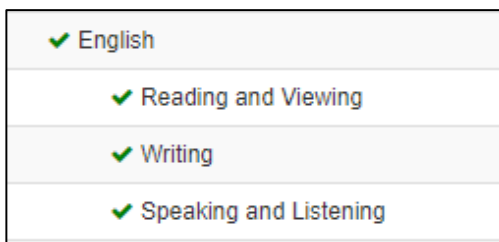


If a subject or strand is unlinked, you can click the edit button aligned to it, then select the appropriate option from the **Domain** dropdown:
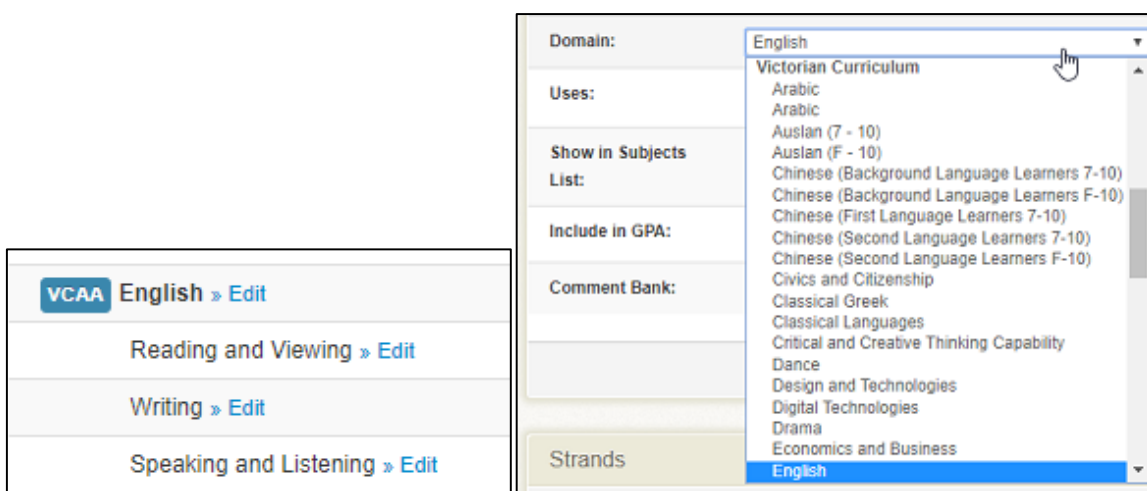


**Note:** You may see a warning message indicating that some subjects are not marked with progression points. This can be safely ignored if you have decided to not enter teacher judgements for some students (e.g. if Foundation students are only receiving a comment for a given subject in the current reporting period). However, if students have been given a non-progression point grade in any subject, you will need to follow the above process to unlink those subjects. Otherwise your export will contain invalid values.
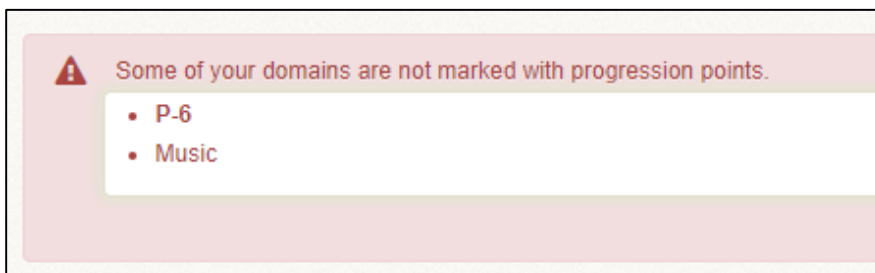


**Step 4:**

Import the data into CASES21. The path should be:

**Students > Achievements > Imports/Exports > Import Student Results**

However, as CASES21 may update without Sentral's knowledge, if you are having difficulty locating the import path, please contact the CASES21 team for updated instructions.

Imported data can be viewed in the following formats:

- View Imported Curriculum Area Summary Data [ST11601]
- View Imported Strand Data [ST11602]

IMPORTANT: Using the formats above you can view the details to ensure Achievement Data results have been imported for Semester 1 and Semester 2 of the current year.

## FINALISE ATTENDANCE

The following reports are needed for audit purposes and must be kept for school records. To save paper, you can print these reports to file. Note: If saving a file as a PDF you will need to change the file name to ensure it will not overwrite the previous saved report. Printing of reports may be undertaken from Sentral in both summary and detailed forms as there only a few reports available for imported data in CASES21. The department states that schools may "print 'CASES21 equivalent' reports from third party software".

Before proceeding, please ensure that all attendance data has been entered into Sentral and that attendance data has been imported into Cases21.

**NOTE:** Schools using the Auto Import of attendance via eduHUB must remember that the process runs over a weekend therefore the final import of attendance information will not occur until the weekend following the last day of school (20th December). Schools who wish to run their Administration End of Year process on the last day of school will need to manually import their attendance data for the last week of the school year PRIOR to running the following reports.

| Student Absence Summary by Home Group [ST21316]<br><br>*\* This report must display either individual student absences in the home group, or summarise the total absences for each home group.* | This report can be run directly from Cases21. Alternatively, you can run this report in Sentral by doing the following:<br>**Attendance > Reports > Summary**<br>Ensure you:<br>- select the time period from **1/1/19 to 31/12/19**<br>- select the necessary tallies to show the various absence types<br>*(NOTE: only 8 tallies will fit on a report. You may need to run this report twice in order to save all the options you need)*<br>- report on **Roll Classes**, **Select All**<br><br>**Time Period**<br><br>Show report for the period of ▼ 01/01/2019 📅 to 31/12/2019 📅<br><br>**Tallies**<br>Include the following tallies in the report:<br>☑ All Whole Day Legal Absences<br>☑ All Partial Legal Absences<br><br>☑ Explained Whole Day Legal Absences<br>☑ Unexplained Whole Day Legal Absences<br><br>☑ Explained Partial Legal Absences<br>☑ Unexplained Partial Legal Absences<br><br>☐ All Whole Day Non Legal Absences<br>☐ All Partial Non Legal Absences<br><br>☐ All Whole Day Absences (Legal and Non Legal)<br>☐ All Partial Absences (Legal and Non Legal) |

| | |
|---|---|
| | Report On<br><br>Generate report for the following  [Roll Classes ▼]<br>[Select All]  [Select None]<br><br><table><tr><td>☑</td><td>0A</td><td>☑</td><td>2D</td><td>☑</td><td>4F</td></tr><tr><td>☑</td><td>0B</td><td>☑</td><td>2E</td><td>☑</td><td>5A</td></tr><tr><td>☑</td><td>0C</td><td>☑</td><td>2F</td><td>☑</td><td>5B</td></tr><tr><td>☑</td><td>0D</td><td>☑</td><td>3A</td><td>☑</td><td>5C</td></tr><tr><td>☑</td><td>0E</td><td>☑</td><td>3B</td><td>☑</td><td>5D</td></tr></table> |
| REPORT EXAMPLE: | **Roll Class: 0A**<br>**01/01/2019 to 31/12/2019**<br><br><table><tr><th colspan="3">Student</th><th>Whole Day Legal Absences</th><th>Partial Legal Absences</th><th>Explained Whole Day Legal Absences</th><th>Unexplained Whole Day Legal Absences</th><th>Explained Partial Legal Absences</th><th>Unexplained Partial Legal Absences</th></tr><tr><td></td><td>F</td><td>P</td><td>8</td><td>1</td><td>8</td><td>0</td><td>1</td><td>0</td></tr><tr><td></td><td>F</td><td>P</td><td>17</td><td>14</td><td>17</td><td>0</td><td>14</td><td>0</td></tr><tr><td></td><td>F</td><td>P</td><td>5</td><td>13</td><td>5</td><td>0</td><td>13</td><td>0</td></tr><tr><td></td><td>M</td><td>P</td><td>3</td><td>4</td><td>3</td><td>0</td><td>4</td><td>0</td></tr><tr><td></td><td>M</td><td>P</td><td>4</td><td>3</td><td>4</td><td>0</td><td>3</td><td>0</td></tr><tr><td></td><td>F</td><td>P</td><td>18</td><td>0</td><td>18</td><td>0</td><td>0</td><td>0</td></tr><tr><td></td><td>M</td><td>P</td><td>5</td><td>2</td><td>5</td><td>0</td><td>2</td><td>0</td></tr><tr><td></td><td>M</td><td>P</td><td>28</td><td>1</td><td>24</td><td>4</td><td>0</td><td>1</td></tr></table><br>PLUS scroll down to see:<br><br>Total Whole Day Legal Absences: 266<br>Total Partial Legal Absences: 182<br>Total Explained Whole Day Legal Absences: 238<br>Total Unexplained Whole Day Legal Absences: 28<br>Total Explained Partial Legal Absences: 177<br>Total Unexplained Partial Legal Absences: 5<br>Total Whole Day Non Legal Absences: 95<br>Total Partial Non Legal Absences: 114<br>Total ALL Whole Day Absences: 361<br>Total ALL Partial Absences: 296 |
| Student Absence Summary by Year Level [ST21317]<br><br>* This report must display total absences by year level, gender and type of absence. | This report can be run directly from Cases21. Alternatively, you can run this report in Sentral by doing the following:<br>**Attendance > Reports > Summary**<br>Ensure you:<br>- select the time period from **1/1/19 to 31/12/19**<br>- select all tallies to show the various absence types<br>  *(NOTE: only 8 tallies will fit on a report. You may need to run this report twice in order to save all the options you need)*<br>- report on **Years, Select All**<br><br>Time Period<br><br>Show report for [the period of ▼]  [01/01/2019 📅] to [31/12/2019 📅]<br><br>Tallies<br><br>Include the following tallies in the report:<br>☑ All Whole Day Legal Absences<br>☑ All Partial Legal Absences<br><br>☑ Explained Whole Day Legal Absences<br>☑ Unexplained Whole Day Legal Absences<br><br>☑ Explained Partial Legal Absences<br>☑ Unexplained Partial Legal Absences<br><br>☐ All Whole Day Non Legal Absences<br>☐ All Partial Non Legal Absences<br><br>☐ All Whole Day Absences (Legal and Non Legal)<br>☐ All Partial Absences (Legal and Non Legal) |

| REPORT EXAMPLE: | Report On |
|---|---|

Generate report for the following [ Years ▼ ]

[ Select All ]  [ Select None ]

| ☑ | Preparatory |
|---|---|
| ☑ | Year 1 |
| ☑ | Year 2 |
| ☑ | Year 3 |
| ☑ | Year 4 |
| ☑ | Year 5 |
| ☑ | Year 6 |

**Year: P**
**01/01/2019 to 31/12/2019**

| Student | | | Whole Day Legal Absences | Partial Legal Absences | Explained Whole Day Legal Absences | Unexplained Whole Day Legal Absences | Explained Partial Legal Absences | Unexplained Partial Legal Absences |
|---|---|---|---|---|---|---|---|---|
| | F | P | 8 | 1 | 8 | 0 | 1 | 0 |
| | F | P | 7 | 1 | 7 | 0 | 1 | 0 |
| | M | P | 5 | 0 | 5 | 0 | 0 | 0 |
| | F | P | 16 | 4 | 14 | 2 | 4 | 0 |
| | F | P | 14 | 7 | 14 | 0 | 7 | 0 |
| | M | P | 1 | 0 | 1 | 0 | 0 | 0 |
| | F | P | 35 | 53 | 33 | 2 | 53 | 0 |
| | F | P | 19 | 3 | 19 | 0 | 3 | 0 |

Scroll down in the report to view this:

Total Whole Day Legal Absences: 1492
Total Partial Legal Absences: 783
Total Explained Whole Day Legal Absences: 1275
Total Unexplained Whole Day Legal Absences: 217
Total Explained Partial Legal Absences: 760
Total Unexplained Partial Legal Absences: 23
Total Whole Day Non Legal Absences: 489
Total Partial Non Legal Absences: 668
Total ALL Whole Day Absences: 1981
Total ALL Partial Absences: 1451

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| Monthly attendance Roll by Home Group [ST21067]<br><br>*This report displays all student attendances and absences for a selected month, sorted by home groups.* | *This report must be run for each month AND for each home group/roll class. It is recommended that you do this at the end of each month to save you time at the end of the year.*<br>**Attendance > Reports > Official Record of Attendance**<br>Ensure you:<br>- select the time period for the month you wish to report on.<br>  Ie **1/11/19 to 30/11/19**<br>- report on **Roll Classes**, **Select ONLY the year level you wish to report on.** I.e 1A, 1B, 1C & 1D.<br>- **save each report accordingly**. I.e Year 1 Nov 2019<br><br>**Time Period**<br><br>Show report for [ the period of ▼ ] [ 01/11/2019 📅 ] to [ 30/11/2019 📅 ] |
|---|---|

| REPORT EXAMPLE: |  |
|---|---|

| Half Day Attendance by percentage [ST21323]<br><br>*\* This report gives the attendance percentage for each student, sorted by home group.* | **Attendance > Reports > Percentage Attendance**<br>Ensure you:<br>- select the time period from **1/1/19 to 31/12/19**<br>- report on **Roll Classes**, **Select All**<br><br>**Time Period**<br><br>Show report for [ the period of ▼ ] 01/01/2019 📅 to 31/12/2019 📅<br>☐ Show time period on report<br><br>**Report On**<br><br>Generate report for the following [ Roll Classes ▼ ]<br>[ Select All ]  [ Select None ]<br><br>☑ 0A          ☑ 2D          ☑ 4F<br>☑ 0B          ☑ 2E          ☑ 5A<br>☑ 0C          ☑ 2F          ☑ 5B<br>☑ 0D          ☑ 3A          ☑ 5C<br>☑ 0E          ☑ 3B          ☑ 5D<br><br>*\* This report can be printed, downloaded or Exported to Excel.* |

REPORT EXAMPLE:

**Percentage Attendance Report**

| ID | Name | School Year | Roll Class | Attendance | Absences | Unexplained | Explained |
|----|------|-------------|------------|------------|----------|-------------|-----------|
|  |  | P | 0A | 176 of 184 days (96%) | 8 day(s) (4%) | 0 (0%) | 8 (4%) |
|  |  | P | 0A | 168 of 184 days (91%) | 16 day(s) (9%) | 0 (0%) | 16 (9%) |
|  |  | P | 0A | 123 of 142 days (87%) | 19 day(s) (13%) | 0 (0%) | 19 (13%) |
|  |  | P | 0A | 179 of 184 days (97%) | 5 day(s) (3%) | 0 (0%) | 5 (3%) |
|  |  | P | 0A | 0 of 4 days (0%) | 4 day(s) (100%) | 3 (75%) | 1 (25%) |
|  |  | P | 0A | 181 of 184 days (98%) | 3 day(s) (2%) | 0 (0%) | 3 (2%) |
|  |  | P | 0A | 180 of 184 days (98%) | 4 day(s) (2%) | 0 (0%) | 4 (2%) |
|  |  | P | 0A | 118 of 136 days (87%) | 18 day(s) (13%) | 0 (0%) | 18 (13%) |
|  |  | P | 0A | 179 of 184 days (97%) | 5 day(s) (3%) | 0 (0%) | 5 (3%) |
|  |  | P | 0A | 156 of 184 days (85%) | 28 day(s) (15%) | 4 (2%) | 24 (13%) |
|  |  | P | 0A | 45 of 46 days (98%) | 1 day(s) (2%) | 0 (0%) | 1 (2%) |
|  |  | P | 0A | 127 of 184 days (69%) | 57 day(s) (31%) | 0 (0%) | 57 (31%) |
|  |  | P | 0A | 180 of 184 days (98%) | 4 day(s) (2%) | 0 (0%) | 4 (2%) |

| Half Day Attendance under a given percentage [ST21318]<br><br>*\* This report gives the attendance percentage for each student under 80%, sorted by home group.* | **Attendance > Reports > Percentage Attendance**<br>Ensure you:<br>- select the time period from **1/1/19 to 31/12/19**<br>- limit results to students with **less than or equal to 80%** attendance<br>- report on **Roll Classes**, **Select All**<br><br>**Time Period**<br><br>Show report for [ the period of ▼ ] 01/01/2019 📅 to 31/12/2019 📅<br>☐ Show time period on report<br><br>**Percentages**<br><br>☑ Limit results to students with [ less than or equal to ▼ ] [ 80 ]% attendance<br>☐ Treat days with partial absences as non-attendance days<br><br>**Report On**<br><br>Generate report for the following [ Roll Classes ▼ ]<br>[ Select All ]  [ Select None ]<br><br>☑ 0A          ☑ 2D          ☑ 4F<br>☑ 0B          ☑ 2E          ☑ 5A<br>☑ 0C          ☑ 2F          ☑ 5B<br>☑ 0D          ☑ 3A          ☑ 5C<br>☑ 0E          ☑ 3B          ☑ 5D<br><br>*\* This report can be printed, downloaded or Exported to Excel.* |

| REPORT EXAMPLE: | |
|---|---|

**Percentage Attendance Report**
**Less Than Or Equal To 80% Attendance**

| ID | Name | School Year | Roll Class | Attendance | Absences | Unexplained | Explained |
|---|---|---|---|---|---|---|---|
| | | P | 0A | 0 of 4 days (0%) | 4 day(s) (100%) | 3 (75%) | 1 (25%) |
| | | P | 0A | 127 of 184 days (69%) | 57 day(s) (31%) | 0 (0%) | 57 (31%) |
| | | P | 0C | 1 of 9 days (11%) | 8 day(s) (89%) | 8 (89%) | 0 (0%) |
| | | P | 0D | 46 of 177 days (26%) | 131 day(s) (74%) | 106 (60%) | 25 (14%) |
| | | P | 0E | 0 of 1 days (0%) | 1 day(s) (100%) | 1 (100%) | 0 (0%) |
| | | P | 0E | 0 of 1 days (0%) | 1 day(s) (100%) | 1 (100%) | 0 (0%) |
| | | 1 | 1A | 124 of 184 days (67%) | 60 day(s) (33%) | 0 (0%) | 60 (33%) |
| | | 1 | 1A | 147 of 184 days (80%) | 37 day(s) (20%) | 10 (5%) | 27 (15%) |
| | | 1 | 1B | 113 of 184 days (61%) | 71 day(s) (39%) | 0 (0%) | 71 (39%) |
| | | 1 | 1B | 147 of 184 days (80%) | 37 day(s) (20%) | 19 (10%) | 18 (10%) |
| | | 1 | 1B | 0 of 4 days (0%) | 4 day(s) (100%) | 4 (100%) | 0 (0%) |
| | | 1 | 1B | 92 of 122 days (75%) | 30 day(s) (25%) | 25 (20%) | 5 (4%) |
| | | 1 | 1D | 128 of 179 days (72%) | 51 day(s) (28%) | 1 (1%) | 50 (28%) |

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**Aboriginal Half Day Attendance Summary [ST21322]**

*\* This report gives the attendance summary for each student, sorted by home group.*

**Attendance > Reports > Percentage Attendance**
Ensure you:
- select the time period from **1/1/19 to 31/12/19**
- only show students that **are ATSI students**
- report on **Roll Classes**, **Select All**

**Time Period**

Show report for [ the period of ▼ ]  01/01/2019 📅 to  31/12/2019 📅

**Options**

☑ Only show students that [ are ▼ ] ATSI students

☐ Only show students who are Standard School Year: [ P ▼ ]

☐ Only show students that are [ female ▼ ]

**Report On**

Generate report for the following [ Roll Classes ▼ ]

[ Select All ] [ Select None ]

| | | | | | |
|---|---|---|---|---|---|
| ☑ | 0A | ☑ | 2D | ☑ | 4F |
| ☑ | 0B | ☑ | 2E | ☑ | 5A |
| ☑ | 0C | ☑ | 2F | ☑ | 5B |
| ☑ | 0D | ☑ | 3A | ☑ | 5C |
| ☑ | 0E | ☑ | 3B | ☑ | 5D |

*\* This report can be printed, downloaded or Exported to Excel.*

| REPORT EXAMPLE: | |
|---|---|

**Percentage Attendance Report**

| ID | Name | School Year | Roll Class | Attendance | Absences | Unexplained | Explained |
|---|---|---|---|---|---|---|---|
| | | P | 0E | 179 of 184 days (97%) | 5 day(s) (3%) | 1 (1%) | 4 (2%) |
| | | 3 | 3E | 181 of 184 days (98%) | 3 day(s) (2%) | 0 (0%) | 3 (2%) |
| | | 4 | 4F | 146 of 157 days (93%) | 11 day(s) (7%) | 2 (1%) | 9 (6%) |

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**Period Attendance Summary by Year [SXAS21001]**

**PXP > Administration > Percentage Attendance Report**
Ensure you:
- select the time period from **1/1/19 to 31/12/19**
- report on **Years, Select All**

**Time Period**

Show report for [ the period of ▼ ]  01/01/2019 📅 to  31/12/2019 📅

**Report On**

Generate summary reports for the following [ Years ▼ ]:

[ Select All ] [ Select None ]

☑ Year 7

☑ Year 8

☑ Year 9

☑ Year 10

☑ Year 11

☑ Year 12

*\* This report can be Exported to Excel and then saved or printed.*

REPORT EXAMPLE:

| | Student ID | First Name | Last Name | Gender | School Year | Roll Class | Class | Class Time | Absence Time | Untallied Time | Percentage | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | | | | F | 7 | 07I | Overall | 44605 | 5127 | 0 | 88.51 | |
| 3 | | | | F | 7 | 07I | 07XLG1 | 1305 | 135 | 0 | 89.66 | |
| 4 | | | | F | 7 | 07I | 07MMA | 7990 | 945 | 0 | 88.17 | |
| 5 | | | | F | 7 | 07I | 07XSU1 | 45 | 0 | 0 | 100 | |
| 6 | | | | F | 7 | 07I | 07HMO | 8075 | 705 | 0 | 91.27 | |
| 7 | | | | F | 7 | 07I | 07FFS1 | 2550 | 300 | 0 | 88.24 | |
| 8 | | | | F | 7 | 07I | 07EEN1 | 7220 | 1492 | 0 | 79.34 | |
| 9 | | | | F | 7 | 07I | 07APA1 | 2325 | 150 | 0 | 93.55 | |
| 10 | | | | F | 7 | 07I | 07SSC1 | 4955 | 470 | 0 | 90.51 | |
| 11 | | | | F | 7 | 07I | 07TTE1 | 2405 | 235 | 0 | 90.23 | |
| 12 | | | | F | 7 | 07I | 07PPE1 | 5110 | 395 | 0 | 92.27 | |
| 13 | | | | F | 7 | 07I | 07AAR1 | 2625 | 300 | 0 | 88.57 | |
| 14 | | | | M | 7 | 07G | Overall | 49640 | 580 | 0 | 98.83 | |
| 15 | | | | M | 7 | 07G | 07TTE1 | 2550 | 85 | 0 | 96.67 | |
| 16 | | | | M | 7 | 07G | 07LJP1 | 2300 | 0 | 0 | 100 | |
| 17 | | | | M | 7 | 07G | 07SSC1 | 4900 | 0 | 0 | 100 | |

| | |
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| Period Attendance Summary by Home Group [SXAS21002] | **PXP > Administration > Percentage Attendance Report**<br>Ensure you:<br>- select the time period from **1/1/19 to 31/12/19**<br>- report on **Roll Classes**, **Select All**<br><br>Time Period<br><br>Show report for [the period of ▼] 01/01/2019 🗓 to 31/12/2019 🗓<br><br>Report On<br><br>Generate summary reports for the following [Roll Classes ▼]:<br>[Select All] [Select None]<br><br>☑ ZZZ   ☑ 08G   ☑ 10G<br>☑ 07A   ☑ 08H   ☑ 10V<br>☑ 07B   ☑ 09A   ☑ 11A<br>☑ 07C   ☑ 09B   ☑ 11B<br>☑ 07D   ☑ 09C   ☑ 11C<br>☑ 07E   ☑ 09D   ☑ 11D<br><br>*\* This report can be Exported to Excel and then saved or printed.* |

REPORT EXAMPLE:

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Student ID | First Name | Last Name | Gender | School Year | Roll Class | Class | Class Time | Absence Time | Untallied Time | Percentage | Rollclass Teacher | |
| 2 | | | | M | 8 | 08G | Overall | 39180 | 3710 | 0 | 90.53 | | |
| 3 | | | | M | 8 | 08G | 08XSU1 | 1395 | 0 | 0 | 100 | | |
| 4 | | | | M | 8 | 08G | 08XLG1 | 1620 | 180 | 0 | 88.89 | | |
| 5 | | | | M | 8 | 08G | 08HSO1 | 4155 | 415 | 0 | 90.01 | | |
| 6 | | | | M | 8 | 08G | 08MAM | 8415 | 950 | 0 | 88.71 | | |
| 7 | | | | M | 8 | 08G | 08SSC1 | 7885 | 630 | 0 | 92.01 | | |
| 8 | | | | M | 8 | 08G | 08HCI1( | 3780 | 225 | 0 | 94.05 | | |
| 9 | | | | M | 8 | 08G | 08LJP1/ | 3890 | 285 | 0 | 92.67 | | |
| 10 | | | | M | 8 | 08G | 08EEN1 | 8040 | 1025 | 0 | 87.25 | | |
| 11 | | | | F | 8 | 08G | Overall | 39275 | 2725 | 0 | 93.06 | | |
| 12 | | | | F | 8 | 08G | 08HSO1 | 3590 | 75 | 0 | 97.91 | | |
| 13 | | | | F | 8 | 08G | 08MAM | 8415 | 640 | 0 | 92.39 | | |
| 14 | | | | F | 8 | 08G | 08XLG1 | 1620 | 135 | 0 | 91.67 | | |
| 15 | | | | F | 8 | 08G | 08SSC1 | 8105 | 480 | 0 | 94.08 | | |
| 16 | | | | F | 8 | 08G | 08HCI1| | 4005 | 395 | 0 | 90.14 | | |
| 17 | | | | F | 8 | 08G | 08EAE1 | 8255 | 715 | 0 | 91.34 | | |
| 18 | | | | F | 8 | 08G | 08LJP1/ | 3890 | 150 | 0 | 96.14 | | |
| 19 | | | | F | 8 | 08G | 08XSU1 | 1395 | 135 | 0 | 90.32 | | |

| | |
|---|---|
| Overall Period Attendance under a given percentage [SXAS21041] | **PXP > Administration > Percentage Attendance Report**<br>Ensure you:<br>- select the time period from **1/1/19 to 31/12/19**<br>- limit results to students with **less than or equal to 80%** attendance (or any other number you choose)<br>- report on **Roll Classes**, **Select All**<br><br>Time Period<br><br>Show report for [the period of ▼] 01/01/2019 🗓 to 31/12/2019 🗓<br><br>Percentages<br><br>Source Attendance Data From [Attendance PxP ▼]<br><br>☑ Limit results to students **overall** with [less than or ▼] [80]<br><br>Report On<br><br>Generate summary reports for the following [Roll Classes ▼]:<br>[Select All] [Select None]<br><br>☑ ZZZ   ☑ 08G   ☑ 10G<br>☑ 07A   ☑ 08H   ☑ 10V<br>☑ 07B   ☑ 09A   ☑ 11A<br>☑ 07C   ☑ 09B   ☑ 11B<br>☑ 07D   ☑ 09C   ☑ 11C<br>☑ 07E   ☑ 09D   ☑ 11D<br><br>*\* This report can be Exported to Excel and then saved or printed.* |

REPORT EXAMPLE:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Student ID | First Name | Last Name | Gender | School Year | Roll Class | Class | Class Time | Absence Time | Untallied Time | Percentage | Rollclass Teacher |
| 2 | | | | F | 11 | ZZZ | Overall | 15470 | 5450 | 0 | 64.77 | |
| 3 | | | | F | 11 | ZZZ | 11SBI2/ | 85 | 85 | 0 | 0 | |
| 4 | | | | F | 11 | ZZZ | 11XLG1 | 450 | 90 | 0 | 80 | |
| 5 | | | | F | 11 | ZZZ | 11PHH1 | 3815 | 1008 | 0 | 73.58 | |
| 6 | | | | F | 11 | ZZZ | 11SBI1/ | 3120 | 480 | 0 | 84.62 | |
| 7 | | | | F | 11 | ZZZ | 11SPS1 | 3260 | 907 | 0 | 72.18 | |
| 8 | | | | F | 11 | ZZZ | 11XSU1 | 810 | 810 | 0 | 0 | |
| 9 | | | | F | 11 | ZZZ | 11MGM | 3930 | 2070 | 0 | 47.33 | |
| 10 | | | | M | 7 | 07A | Overall | 49655 | 3465 | 0 | 93.02 | |
| 11 | | | | M | 7 | 07A | 07APA1 | 1275 | 0 | 0 | 100 | |
| 12 | | | | M | 7 | 07A | 07APA2 | 1445 | 0 | 0 | 100 | |
| 13 | | | | M | 7 | 07A | 07XLG1 | 1350 | 0 | 0 | 100 | |
| 14 | | | | M | 7 | 07A | 07TTE1 | 2815 | 235 | 0 | 91.65 | |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Student ID | First Name | Last Name | Gender | School Year | Roll Class | Class | Class Time | Absence Time | Untallied Time | Percentage | Rollclass Teacher |
| 2 | | | | F | 11 | ZZZ | Overall | 15470 | 5450 | 0 | 64.77 | |
| 3 | | | | F | 11 | ZZZ | 11SBI2/ | 85 | 85 | 0 | 0 | |
| 4 | | | | F | 11 | ZZZ | 11XLG1 | 450 | 90 | 0 | 80 | |
| 5 | | | | F | 11 | ZZZ | 11PHH1 | 3815 | 1008 | 0 | 73.58 | |
| 6 | | | | F | 11 | ZZZ | 11SBI1/ | 3120 | 480 | 0 | 84.62 | |
| 7 | | | | F | 11 | ZZZ | 11SPS1 | 3260 | 907 | 0 | 72.18 | |
| 8 | | | | F | 11 | ZZZ | 11XSU1 | 810 | 810 | 0 | 0 | |
| 9 | | | | F | 11 | ZZZ | 11MGM | 3930 | 2070 | 0 | 47.33 | |