

***InformationNOW* – District Reports**

About this Guide

This Quick Reference Guide provides an overview of the district-wide reports available in *InformationNOW* under the **Reports | District Reports** menu.

District Absence Counts

District Absence Counts is a report of all absence counts for the selected date range, academic year, academic sessions and absence reasons.

The report includes the ability to filter by *Ethnicity, Gender, Residency Status, Grade Level, LEP Status, LRE, Lunch Status, Migrant Family* and *Primary Exceptionality*.

Data may be grouped by *504 Status, Ethnicity, Gender, LEP, LRE, Lunch Code, Migrant, Primary Exceptionality* or *Residency Status*.

Data fields are described below the screen shot on the following page. Required fields are indicated with an asterisk (*).

District Absence Counts

Criteria

*Report Name:
 District-Wide 1st Semester Unexcused Absence Counts By Gender, Ethnicity, and Lunch

*Start Date: ... *End Date: ... Include Withdrawn Students

*Academic Year:

*Academic Sessions:
 --- All ---
 Hometown Elementary - 2008-2009 Regular Ye
 Hometown High School - 2008-2009
 Hometown High School - 2009 Summer School

Absence Reasons:
 Unexcused

<input type="checkbox"/>	Code	C	Reason
<input type="checkbox"/>	COL	E	College Visit
<input type="checkbox"/>	Court	E	Court
<input type="checkbox"/>	DR	E	Doctor/Dentist
<input type="checkbox"/>	FNR	E	Funeral
<input type="checkbox"/>	Ill	E	Ill
<input checked="" type="checkbox"/>	NN	U	No Note
<input checked="" type="checkbox"/>	SC	U	Skipped Class

Ethnicities: -- None --
 --- All ---
 American Indian
 Asian

Genders: -- None --
 --- All ---
 Female
 Male

Residency Status: -- None --
 --- All ---
 Deseg In
 DesegOUT

Grade Levels: -- None --
 --- All ---
 K
 1

LEP Status: -- None --
 --- All ---

LRE: -- None --
 --- All ---
 Correctional Facility
 Dept of Human Services Facility

Lunch Status: -- None --
 --- All ---
 Free
 Full Pay

Migrant Family: -- None --
 --- All ---

Primary Exceptionality: -- None --
 --- All ---
 Autism
 Deaf-Blindness

*Group 1: Gender
 Group 2: Ethnicity
 Group 3: Lunch Code
 Group 4: None
 Group 5: None

Format:
 HTML Save as Default

Preview Close

- ***Report Name:** Enter a brief description to be printed at the top of the report.
- ***Start/End Date:** Enter the beginning and ending date for the absences to be included in the count.
- **Include Withdrawn Students:** Check if the absences for students who are currently withdrawn are to be included in the count.
- ***Academic Year:** Select the academic year for which the report is to be generated.
- ***Academic Session(s):** Select the academic sessions for which to generate the report. Use *Ctrl*+click or *Shift*+click to select multiple academic sessions.
- **Absence Reasons:** Select the reasons of the absences to be included in the count. Select **Excused** or **Unexcused** from the available drop-list or place a check next to the absences to be included.

Note: Place a check next to the left of the *Code* column heading to select all absence reasons.

- **Filters:** Users may filter the report to include only those students who meet selected criteria.
 - **None:** Includes only those students who have nothing entered for the selected field (not applicable to *Ethnicity, Gender, Grade Level* or *Lunch Status*). For example, to generate a report for only those students who have blank Primary Exceptionalities, select – **None** – for this data element.
 - **All:** Includes all students regardless of their value for that field. For example, to generate a report for all students regardless of their Primary Exceptionalities, select --- **All** ---.
 - **Multi-Select:** Users may use *Ctrl*+click or *Shift*+click to select multiple values. For example, to generate a report for all students who have Lunch Statuses other than *Full Pay*, use *Ctrl*+click to select all Lunch Statuses except *Full Pay*.
- ***Grouping:** Users may select to group data within the report. Grouping options include *504 Status, Ethnicity, Gender, LEP, LRE, Lunch Code, Migrant, Primary Exceptionality* and *Residency Status*. At least one grouping is required.

For example, the user selects *Gender* as *Group 1* and *Ethnicity* as *Group 2*. Results will be grouped by Gender. Click the + sign next to the gender to view a breakdown by ethnicity for that gender. See example below.

District Absence Counts						
Absence Count For November 2008 11/1/2008 - 11/28/2008						
School	Grade Level	Female 12			Male 4	Total
		American Indian 2	Hispanic 2	White 8		
<input type="checkbox"/> Hometown Elementary		2	2	1	4	9
<input type="checkbox"/> Hometown High School				7		7
Total		2	2	8	4	16

Also click the + sign next to the school to see a breakdown by grade level.

Note: When printing a district report, the report will print exactly as previewed. Therefore, if the + sign is clicked to view a breakdown of ethnicities as shown above, the printed report will also display the breakdown by ethnicity.

District Attendance Counts

District Attendance Counts is a report of all attendance counts for the selected date range, academic year, academic sessions and absence reasons.

The report includes the ability to filter by *Ethnicity, Gender, Residency Status, Grade Level, LEP Status, LRE, Lunch Status, Migrant Family* and *Primary Exceptionality*.

Data may be grouped by *504 Status, Ethnicity, Gender, LEP, LRE, Lunch Code, Migrant, Primary Exceptionality* or *Residency Status*.

Data fields are described below the screen shot on the following page. Required fields are indicated with an asterisk (*).

District Attendance Counts

Criteria

*Report Name:

*Start Date: ... *End Date: ... Include Withdrawn Students

*Academic Year:

*Academic Sessions:

Absence Reasons:

<input type="checkbox"/>	FNK	E	Funeral
<input type="checkbox"/>	II	E	Ill
<input type="checkbox"/>	NN	U	No Note
<input type="checkbox"/>	SC	U	Skipped Class
<input type="checkbox"/>	SUS	U	Suspended
<input type="checkbox"/>	TE	E	Tardy - Excused
<input type="checkbox"/>	TU	U	Tardy - Unexcused
<input type="checkbox"/>	TR	U	Truant

Ethnicities:

Genders:

Residency Status:

Grade Levels:

LEP Status:

LRE:

Lunch Status:

Migrant Family:

Primary Exceptionality:

*Group 1: Group 2: Group 3: Group 4: Group 5:

Format: Save as Default

- ***Report Name:** Enter a brief description to be printed at the top of the report.
- ***Start/End Date:** Enter the beginning and ending date for the absences to be included in the count.
- **Include Withdrawn Students:** Check if the absences for students who are currently withdrawn are to be included in the count.
- ***Academic Year:** Select the academic year for which the report is to be generated.
- ***Academic Session(s):** Select the academic sessions for which to generate the report. Use *Ctrl*+click or *Shift*+click to select multiple academic sessions.

- **Absence Reasons:** Select the reasons of the absences to be included in the count. Select **Excused** or **Unexcused** from the available drop-list or place a check next to the absences to be included.

Note: Place a check next to the left of the *Code* column heading to select all absence reasons.

- **Filters:** Users may filter the report to include only those students who meet selected criteria.
 - **None:** Includes only those students who have nothing entered for the selected field (not applicable to *Ethnicity, Gender, Grade Level* or *Lunch Status*). For example, to generate a report for only those students who have blank Primary Exceptionalities, select – **None** – for this data element.
 - **All:** Includes all students regardless of their value for that field. For example, to generate a report for all students regardless of their Primary Exceptionalities, select --- **All** ---.
 - **Multi-Select:** Users may use *Ctrl*+click or *Shift*+click to select multiple values. For example, to generate a report for all students who have Lunch Statuses other than *Full Pay*, use *Ctrl*+click to select all Lunch Statuses except *Full Pay*.
- ***Grouping:** Users may select to group data within the report. Grouping options include *504 Status, Ethnicity, Gender, LEP, LRE, Lunch Code, Migrant, Primary Exceptionality* and *Residency Status*. At least one grouping is required.

For example, the user selects *Gender* as *Group 1* and *Ethnicity* as *Group 2*. Results will be grouped by Gender. Click the **+** sign next to the gender to view a breakdown by ethnicity for that gender. See example below.

District Attendance Counts							
February 2009 District Attendance Counts							
2/1/2009 - 2/28/2009							
School	Grade Level	Female 9				Male 6	Total
		American Indian 1	Black 1	Hispanic 1	White 6		
<input type="checkbox"/> Hometown Elementary	3	20.00			20.00	40.00	80.00
	4		20.00	20.00	20.00	40.00	100.00
	5					20.00	20.00
<input type="checkbox"/> Hometown High School					80.00	20.00	100.00
Total		20.00	20.00	20.00	120.00	120.00	300.00

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Hometown School District
2/24/2009 2:43:00 PM

Also click the **+** sign next to the school to see a breakdown by grade level.

Note: When printing a district report, the report will print exactly as previewed. Therefore, if the **+** sign is clicked to view a breakdown of ethnicities as shown above, the printed report will also display the breakdown by ethnicity.
