# **Student Attendance Report Procedure**

This process involves generating attendance reports for students on College Days and Last Days to be sent to the Deputy Principal Students

## Step-by-step guide

A. Extract the Attendance Report in SEQTA.

- 1. In Administration Workspace, click on Attendance Administration.
- 2. Click on Reporting
- 3. Search and Select "Statistics (student full)"
- 4. Set the Attendance Date Range

Reporting - Attendance administration	
PRINT	
Select student	statistic DATE RANGE       Statistics (student full) <ul> <li>Attendance statistics grouped</li> <li> </li></ul>
	by student (societ down by date) DATE REPETITION every day → Attendance statistics export (CSV)
	Class statistics 📩
	Relief summaries (PDF) Statistics, summary, and cross-
	Statistics (date full) Attendance statistics grouped by date (inc. gender and aboriginality)

- 5. Select the appropriate group of students by clicking on the ellipsis (...)----- 2023 Sem 2 Did each Year level Separately
- 6. Click Print and Save Excel Spreadsheet and Insert Table (Ctrl T) Then format the data by placing into a table (CTRL+A Then CTRL+T)
- 7. Filter the Table by Percent Attendance (0 or 100)
- 8. Extract the student Code by copying the Code

#### B. Putting Attendances into the Report

- 1. Click Pastoral Care Note (Hands holding a person icon on right side of screen)
- 2. Temporarily put in any student
- 3. Category (Choose Reports category e.g. College Days or Last Days)
- 4. Sub-category (Select appropriate category)
- 5. Click Save many ...
- 6. Remove the temporary student by clicking on Clear at the bottom of list
- 7. Import Codes copied from spreadsheet (click on ellipsis and select Code)
- 8. Put in the Date of the Event
- 9. Under Details put A for absent otherwise if present just leave blank
- 10. Click Save

#### C. Checking if Reports Have Been Saved

- 1. Click Pastoral Care Workspace | Student Summary | In Detail
- 2. Seach for a student who is part of the list
- 3. The Reports if saved will appear on the list otherwise they are not saved

Year 12s do not have Last Day attendances on Term 4 (i)

### **Related articles**

- Student Attendance Report Procedure
- Create an Untimetabled class in SEQTA
- Importing Data from SEQTA to the Cambridge Senior Maths for Queensland Student Form Template
- SEQTA Notices Add image from local computer
- Uploading SEQTA Medical Plans