

Option 1: Request an Attendance Summary Report (this report is not Migrant specific)

### General Attendance Totals

(District Wide) Main Menu >Administrative Access >Reporting >Report >Attendance Yearly Summary History - WSIPC

>Enter Report Details

- School Year: (present school year)
- Entity: (leave blank to pull all schools)

>Student Filters

Student Standard Filters

- Active: Yes
- Student Type: R (regular)

>Run Report

This report shows you...

- Every student in the district (not Migrant Specific)
- Days present and Days possible
- Multiple enrollments per student
  - This means that if your migrant student left and came back to the same school it'll show those entries. Or if your migrant student moved from one school to another then it'll show their attendance totals at both schools.
  - This can make things confusing because previous enrollments should have already been entered in MSIS
- Once printed you can highlight your migrant students
- \*Suggestion: ask for it in an Excel Spreadsheet ("Export to XLSX" button)
  - How to single out Migrant Students.
    - *With the "Conditional Formatting" tool. You'll need a list of student names that can be extracted from MSIS or Q, I prefer Q because the name spelling will be consistent.*
    - On Q: >District Wide: Administrative Access >Main Menu >Student >Student list >Filter by: Currently Active, Migrant Indicator >download as XLSX
    - On MSIS: Student List, Exclude OOS
  - How to Use the Conditional Formatting Tool
    - Copy then Paste names from your migrant student list or excel spreadsheet onto the attendance totals spreadsheet to an empty column, highlight both name columns, go to...
      - >home
      - >conditional formatting
      - >highlight duplicates: highlighted are the names of those who are migrant

Option 2: Create your own data mining report on Q: Migrant Specific and Student's latest enrollment

### Migrant Student Attendance Totals

>Reporting >Data Mining Report List >Add Data Mining Report

>Subject: Student >Name: (your choice) >Description: Migrant Attendance totals and latest enrollment only (these fields are what makes this report different from the auto generated one)  
>Report Type: View/ Print (you may come back and change to excel once it looks just as you'd like) >Save and Select Fields

Open the following folders on your left pane

>Enrollment >Entity Year >Add the following fields (use the search bar)

1. School Year
2. Entry Withdrawal Latest Calendar Code
3. Full Name
4. Grade
5. Days Possible
6. Days Present
7. Active

>Special Programs Folder >Migrant

8. Active Migrant
9. Save

>General Menu >Filters >Add Filter

- Field Type: Field
- Field Areas: Search, Click on Enrollment
- \*Field: Click down arrow: Select Active
- Next
- \*Value: True
- Save

>General Menu >Field Areas >Click on the arrow to open "Entity Year"

- Unclick all the checkboxes
- Save & Back, Ignore the warning: Save & Back

>Click on the arrow to open "Migrant"

- Downward Arrow click on **Have** for "show student(s) that"
- Uncheck all the boxes except for "Only Show Totals"
- Save & Back, Ignore the warning: Save & Back

>Run Report (top right corner)

>Export to XLSX

- Sort as you please

### How to build your own reports:

1. The pathway to those will always be under Data Mining Report List
2. I suggest looking for a report that has been previously generated and look at its "Report Specifications". This information is a useful guide that tells you how the report was built and the fields you'll need. You can add and omit information as needed.

### Pathway to "Report Specifications"

#### Step 1:

- >District Wide Access >Administrative Access >Main Menu
- >Reporting >Report
- >Find the report closest to the report you are wanting to build
- >Run (you must run it in order to save to your report queue)

#### Step 2:

- > District Wide Access >Administrative Access >Main Menu
- > Reporting >My Report Queue
- > Click on the 'carrot' , click "Run Report Specifications"
- > Print

### Qmlativ Guidance

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