



Release Notes

Updates to Students Page Attendance Filters

General Overview

Currently, there is not an easy way to locate and contact students who have missed multiple days of class. While iClassPro provides Attendance filters on the STUDENTS page in the Office Portal, these are limited to looking at only students who were present/absent on one specific date.

The Absences report (CLA-12) allows you to look at a date range and specify a minimum number of absences within that date range. However, there is not an easy way to use this report to directly email students.

To resolve this issue, we are updating the Attendance filters on the STUDENTS page to allow you to specify a date range (instead of a single date) . If either ABSENT, EXCUSED, or UNEXCUSED is selected as the Attendance Type, we will also display an option allowing you to specify a "Minimum Number Of Absences Within The Date Range."

How will this benefit me?

This update will make it possible to filter the STUDENTS page to locate only students who were absent at least "X" number of times within a specified date range.

Where will I see these changes?

These changes will affect the STUDENTS page in the Office Portal.

What is being changed/added?

1. Updating the Attendance filters on the STUDENTS page to allow staff members to specify a date range (rather than one specific date).
 - A. To maintain current behavior, this date range will default to using the current date for both the start and end date.
2. If either ABSENT, EXCUSED, or UNEXCUSED is selected as the Attendance Type, an option will be displayed allowing staff members to specify a "Minimum Number Of Absences Within The Date Range."
 - B. The number entered in this field sets a minimum number of absences that students must have within the date range to be included in the results. (*Defaults to a minimum of "1" absences.*)

How does this work with existing settings?

This update will enhance the existing Attendance filters on the STUDENTS page. It does not remove any current functionality.

Relevant Knowledgebase Article Link

[Which Filters Are Available for the STUDENTS Page?](#)