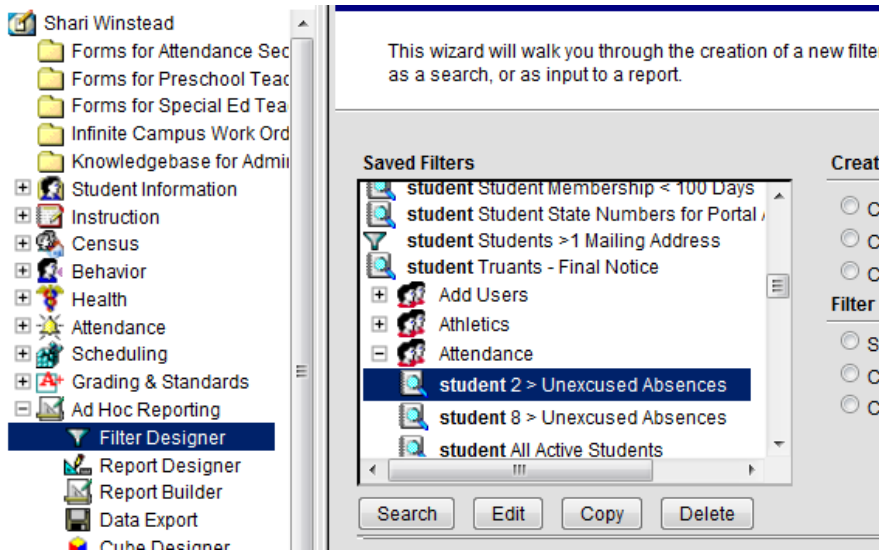


# Truancy Data in Infinite Campus

These directions will allow you to run a truancy letter for students with 2 or more unexcused absences. If a letter has already been sent to parents with more than two unexcused absences, you can pull those letters once printed.

Launch Infinite Campus.

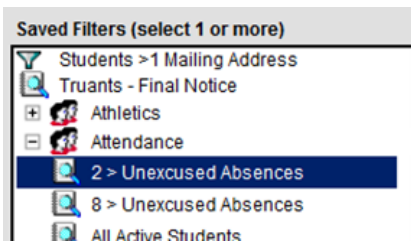
Select **Filter Designer**. Expand **Attendance**, and click on “**student 2 > Unexcused Absences**”. Click **Search**.



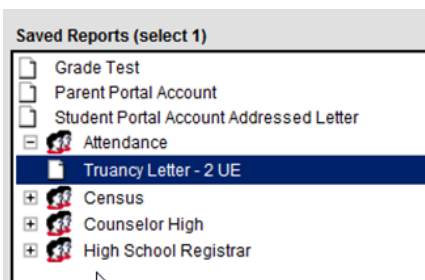
A letter will be printed for each of the students listed.

Expand **Ad Hoc Reporting > Report Builder**.

Under **Saved Filters**, expand **Attendance** and select “**2 > Unexcused Absences**”.



Under **Saved Reports**, expand **Attendance** and select “**Truancy Letter – 2 UE**”.



Click the **Build Report** button.

### Ad Hoc Student Report Builder

This wizard will walk you through the creation of a new student report format. Select 1 or more filters to limit the data.

**Saved Filters (select 1 or more)**

- Students >1 Mailing Address
- Truants - Final Notice
- + Athletics
- Attendance
- 2 > Unexcused Absences**
- 8 > Unexcused Absences
- All Active Students
- Birthdate Lists
- Enrolled This Year

**Saved Reports (select 1)**

- Grade Test
- Parent Portal Account
- Student Portal Account Addressed Letter
- Attendance
- Truancy Letter - 2 UE**
- + Census
- + Counselor High
- + High School Registrar

Set Operation: Union

Sort Options  Alpha  Grade/Alpha  Zip  Teacher

[Build Report](#)

The report will open in a new window. Verify the information before sending the letters to parents.

Further reports can be run if you choose to document truancy data using the Truancy tab. Run the filter for more than two unexcused absences. Click on the **Truancy** tab, and complete the documentation for each student.

Summary Enrollments Schedule Attendance Programs A+Grades Transcript  
Behavior Transportation Fees Lockers Athletics AdHoc Reports Waiver  
FRYSC Pre-School Title 1 Services ESS Attendance Group TEDS LEP Truancy

**Truancy**

**\*Status Date**

Type

Persons Involved

Letter to Parent

Letter from Co Attorney

Court Petition

Notes

Incidence of Unexcused

Counseling

Home Visit FRYSC

Final Notice

Suspension