Using the Custom Truancy Tab
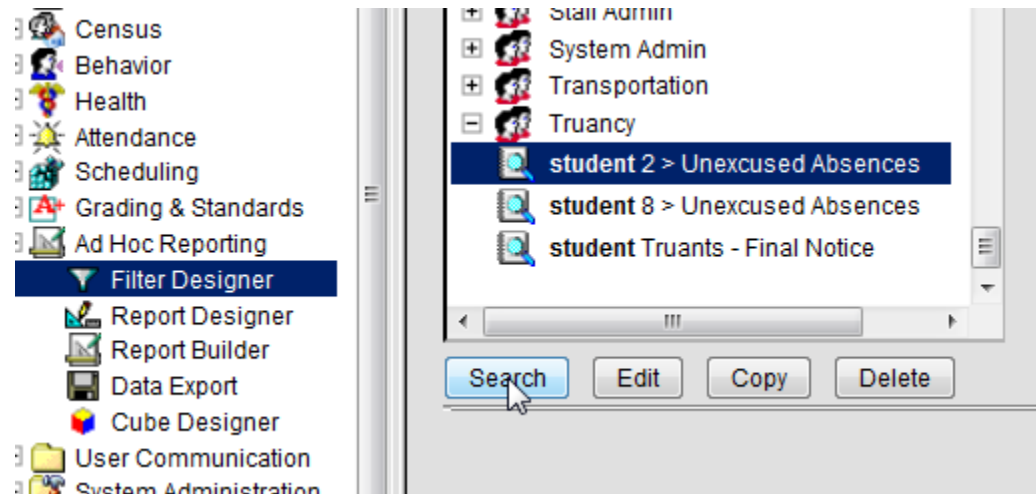
A custom tab is provided for schools who wish to keep truancy documentation within Infinite Campus. If data is entered under the Truancy tab, reports are available to pull students with any number of unexcused absences.

Begin by entering documentation for students with 2 or more unexcused absences.

Begin by entering truancy data for students. Expand **Ad Hoc Reporting** > **Filter Designer**.
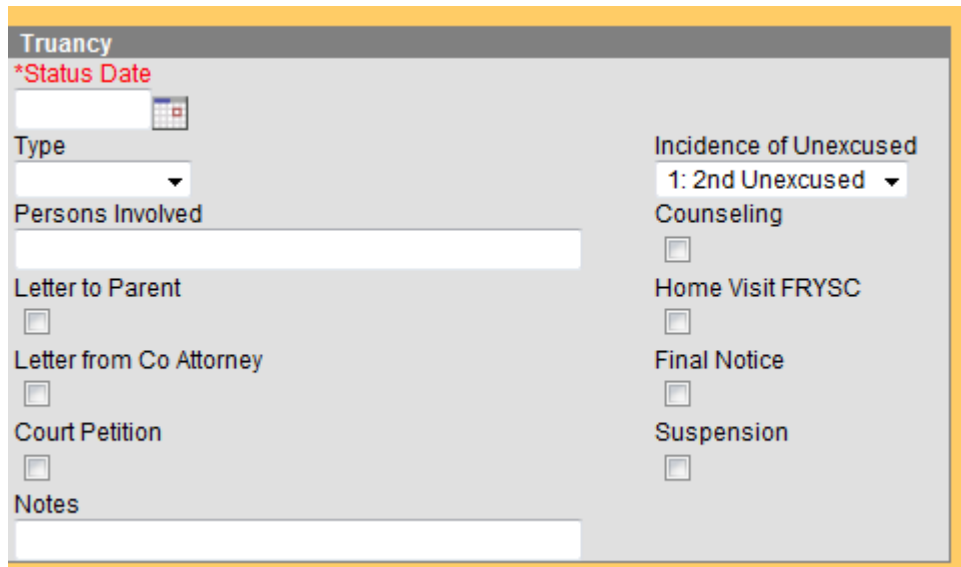
Expand **Truancy** and select "**student 2 > Unexcused Absences**". Click **Search**.

The search box will show names of students who have two or more unexcused absences.

Click on each student, one by one, and click the Truancy tab.

Enter relevant information for each unexcused absence.

Once data is entered using the Truancy tab, reports can be run to show students with any number of absences.

Expand **Ad Hoc Reporting** > **Filter Designer**. Several filters are built for absences (for example, Truancy Tab – 2 UE Absences). Note this will only pull number of absences if they are entered in the Truancy tab. Also please note that a student with 7 UE absences will also show in the report for 2, 3, 4, 5, and 6 UE.