

ATTENDANCE REPORTS FOR DETERMINING  
STUDENTS **NOT** EXEMPT FROM EXAMS  
(STAR\_STUDENT)

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- Attendance Module – Reports – Excessive/Perfect Attendance Report
  - Date Range (1<sup>st</sup> or 2<sup>nd</sup> Semester)
  - Absences: Low Limit = 4, High Limit = 365
  - Leave Checked Excused, Unexcused, and Unlawful
  - Tardies: Low Limit = 0, High Limit = 365
  - Check Box for Check All Schools in Current School Year'
  - Students on this Report do NOT Meet Qualifications for Exam Exemption
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- Same Report, Run 2<sup>nd</sup> Time for Tardies
  - Absences: Low Limit = 0, High Limit = 365
  - Leave Checked Excused, Unexcused, and Unlawful
  - Tardies: Low Limit = 4, High Limit = 365
  - Check Box for 'Check All Schools in Current School Year'
  - Students on this Report do NOT Meet Qualifications for Exam Exemption