

## How to determine absence rates for students with identified health conditions

1. Use the Health Conditions Report (located under: Office | Health Records | Reports | Health Conditions) to pull students with a specific health condition(s) or with all. Provided below is a URL link to a Tutorial that will walk you through on setting up the template:

[http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WS\\_OF\\_HR\\_RE\\_HC\\_1177831\\_100\\_T.htm](http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WS_OF_HR_RE_HC_1177831_100_T.htm)

2. Once the Health Conditions report template is setup and saved, return to the Health Conditions Report templates browse view with the list of templates. Click the “Processing List” button. In the Processing Lists screen that comes up, click the “Create New Processing List” button. Enter the Description and Long Description (ie. – Students with Asthma) and click save. This will start processing the report in the Print Queue along with creating a Processing List of all the students who would be included on the report.

Now that the Processing List of students with the specific Health Condition(s) is created you can run this list of student against an attendance report to gather the absence information.

3. Use the Attendance Detail or Summary Report (located under: Office | Attendance | Reports | Reports by Student | Attendance Detail or Summary Report. Note- You may need to ask your Skyward Administrator for security access to this report. Provided below is a URL link to a Tutorial that will walk you through on setting up the template:

[http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WS\\_OF\\_AT\\_RE\\_AR\\_AD\\_929635\\_100\\_T.htm](http://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WS_OF_AT_RE_AR_AD_929635_100_T.htm)

4. Once the Attendance Detail or Summary report template is setup and saved, return to the Attendance Detail or Summary Report template browse view with the list of templates. Click the “Processing List” button. In the Processing List screen that comes up, select the Process list you created in Step 2 (ie. – Students with Asthma) and click the “Print” button. An attendance report will generate through the Print Queue for the specific students on the processing list of students with a specific health condition.