

Attendance Register Report

Last Modified on 04/01/2024 11:40 am CDT

Generating the Attendance Register Report

Tool Search: Attendance Register Report

The Attendance Register Report includes attendance data for the selected term and section in a student-by-day grid.

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Attendance Register	Context													
This report displays section attandance data by student and by day, in a grid format.	5em 1-(0001/22-08/00/22)													
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Report Options	Select Students*													
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Attendance events report based on the student's Attendance tab. Data reports for an entire term at a time.

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- 1. Filter the Section dropdown list by selecting a **Term** and select the **Section** to report. Multiple sections can be selected.
- 2. Enter a **Date Range** or select a **Term** for which to view attendance data.
- 3. Unmark the checkbox for any students who shouldn't be included in the report.
- 4. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

A legend for decoding attendance events displays at the bottom of the report.

Generated on Page 1 of 3 Term: 4 04/01/2019 - 1	05/17/2019 12:11:32 PM 06/28/2019		Attendance Register															1) 3600-4 AF Sche							AP L	P Litera edule: N						
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