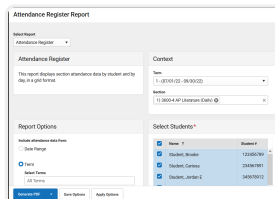# Attendance Register Report

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Attendance Register Report

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

Attendance events report based on the student's Attendance tool. Data reports for an entire term at a time.

Select a date range or term to generate the Attendance Register Report

See the Attendance Reports Tool Rights article for information on available tool rights.

Generate the Attendance Register Report

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.

585 Peachtree Parkway, Metro City MN 55436

Generated on 05/17/2019 12:11:32 PM
Page 1 of 3
Term: 4
04/01/2019 - 06/28/2019

Attendance Register

1) 3600-4 AP Literature
Schedule: Main

Student #	Student Name	Apr M	02 T	03 W	04 T	05 F	06 S	07 S	08 M	09 T	10 W	11 T	12 F	13 S	14 S	15 M	16 T	17 W	18 T	19 F	20 S	21 S	22 M	23 T	24 W	25 T	26 F	27 S	28 S	29 M	30 T	May W
123456789	Student, Andy		A										A				?		U													
234567891	Student, Jordan E				T																			U								
345678912	Student, Kyle M									?																A	A					
456789123	Student, Luke C	T																													?	
567891234	Student, Lydia J																	X														

-   Student off roll   T   Tardy   A Absent Excused   U Absent Unexcused   ? Absent Unknown   X Absent Exempt   ▢ Non-school or weekend day.

The Attendance Register Report generates attendance data in a student-by-day grid.