

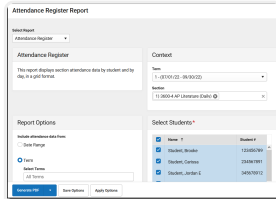
Attendance Register Report

Last Modified on 10/21/2024 8:21 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.



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

Attendance events report based on the student's [Attendance tab](#). Data reports for an entire term at a time.

Generating 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.

18-19 Harrison High		585 Peachtree Parkway, Metro City MN 55436																													
Generated on 05/17/2019 12:11:32 PM		Attendance Register																													
Page 1 of 3		1) 3600-4 AP Literature																													
Term: 4		Schedule: Main																													
04/01/2019 - 06/28/2019																															
Student #	Student Name	Apr 02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	May
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.

