

## Attendance Change Tracking (Attendance Report)

Last Modified on 06/18/2025 12:15 pm CDT

Report Editor | Report Generation | Report Layout

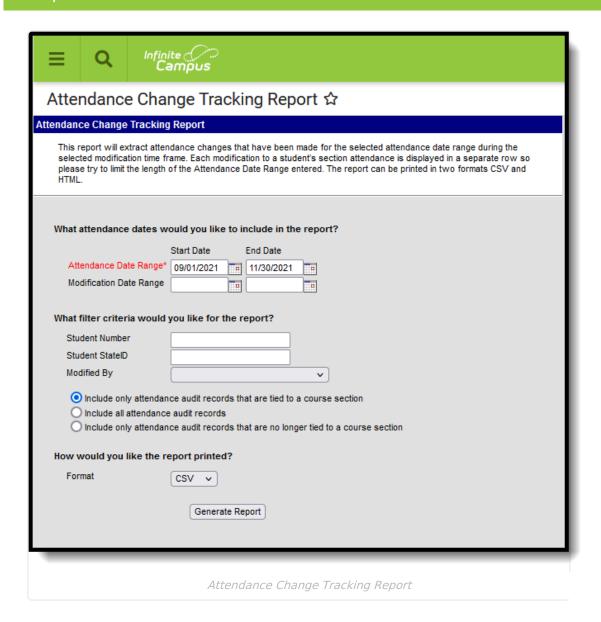
Tool Search: Attendance Change Tracking

The Attendance Change Tracking report displays student attendance in a Course Section for the entered Attendance Date Range. The date range must fall within the calendar date range and the entered end date must fall on or after the entered start date.

- Data included on this report uses the Audit Attendance Table.
- Users must be assigned R(ead) rights to this report in order to generate it.

The **Enable Attendance Auditing** <u>System Preference</u> must be set to Yes in order to return data for this report.





Additional attendance change tracking reports are available:

- Section Change Tracking
- Instruction Attendance Change Tracking

## **Report Editor**

The following options appear in the Attendance Change Tracking Report.

Option
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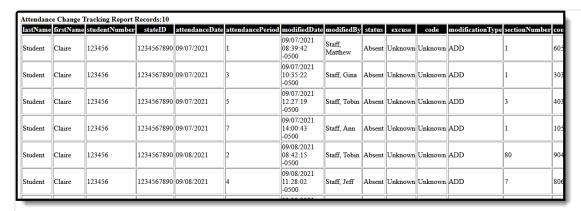


Option	Description
Attendance Dates	The <b>Attendance Date Range</b> is a required entry for both the Start Date and the End Date. Both dates must fall within the dates of the selected calendar in the Campus toolbar and the End Date must be on or after the entered Start Date.
	The <b>Modification Date Range</b> is not required. The date fields can be left blank in order to display all attendance modifications in the specified Attendance Date range. The Modification Date range can be entered to narrow the attendance information displayed in the report.
	All dates fields can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
Filter Criteria	To reduce report results, users can enter a Student Number, a Student State ID or select the name of the person who was responsible for modifying the attendance records. Additionally, one of the following options can also be selected:
	<ul> <li>Include only attendance audit records that are tied to a course section</li> <li>Include all attendance audit records</li> <li>Include only attendance audit records that are no longer tied to a course section.</li> </ul>
	When a student has attendance for a section and that section is deleted from the student's schedule, the attendance data is no longer tied to a course section, but still exists as an attendance event in the attendance audit table.
<b>Print Options</b>	The Attendance Change Tracking Report can be printed in CSV format or HTML format.

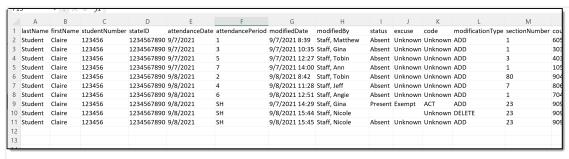
## **Report Generation**

- 1. Enter the Attendance Date Range.
- 2. If desired, enter the **Modification Date Range**.
- 3. Enter the **Filter Criteria**.
- 4. Determine which attendance records should be included.
- 5. Select the **Print Format** for the report.
- 6. Click the **Generate Report** button. The report generates in a new window in the selected format.





Attendance Change Tracking Report - HTML Format



Attendance Change Tracking Report - CSV Format

## **Report Layout**

Data Element	Description	Location
Last Name	The student's legal last name  Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name  Identity.lastName
First Name	The student's legal first name  Alphanumeric, 50 characters	Census > People > Demographics > Person Information > First Name  Identity.firstName
Student Number	District-defined student identification number  Numeric, 6 digits	Census > People > Demographics > Person Identifiers > Local Student Number  person.studentNumber
Student StateID	State-defined student identification number  Numeric, 10 digits	Census > People > Demographics > Person Identifiers > Student State ID  person.stateID



Data Element	Description	Location
Attendance Date	Date the attendance event occurred	Student Information > General > Attendance > Date
	Date field, 10 characters (MM/DD/YY)	AuditAttendance.date
Attendance Period	Reports the class period in which the attendance event was recorded.	Student Information > General > Attendance > Period
	Alphanumeric, 3 characters	AuditAttendance.periodID Period.name
Modified Date	Date the attendance event was changed	Student Information > General > Attendance > Date
	Date field, 10 characters (MM/DD/YY)	AuditAttendance.modifiedDate
Modified By	Name of the person who modified the attendance event.	N/A
	Alphanumeric, 50 characters	AuditAttendance.modifiedByID
Status	Entry of what type of attendance event it was (Absent, Tardy, Present)	Student Information > General > Attendance > Status
	Alphanumeric, 7 characters	AuditAttendance.status
Excuse	Excuse associated with the attendance event (Excused, Unknown, Unexcused)	Student Information > General > Attendance > Excuse
	Alphanumeric, 10 characters	AuditAttendance.excuse
Code	Attendance code assigned to the attendance entry.	Student Information > General > Attendance
	Alphanumeric, 4 characters	System Administration > Attendance > Attendance Codes
		AttendanceExcuse.code
Modification Type	Description of the change - Add, Delete or Change	N/A
	Alphanumeric, 6 characters	



Data Element	Description	Location
Section Number	Number assigned to the course section in which the student had an attendance event  Numeric, 3 digits	Scheduling > Courses > Course > Section > Number  Section.number
Course Number	Number assigned to the course in which the student had an attendance event  Numeric, 5 digits	Scheduling > Courses > Course > Number Course.number
Course Name	Name of the course in which the student had an attendance event.  Alphanumeric, 50 characters	Scheduling > Courses > Course > Name Course.name
Teacher Name	Name of the teacher of the course section in which the student had an attendance event  Alphanumeric, 50 characters	Scheduling > Course > Course > Section > Primary Teacher name  Section.teacherDisplay