

# Attendance Change Tracking (Attendance Report)

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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.

Additional attendance change tracking reports are available:

- [Section Change Tracking](#)
- [Instruction Attendance Change Tracking](#)

The **Enable Attendance Auditing** [System Preference](#) must be set to Yes in order to return data for this report.

Attendance Change Tracking Report ☆

**Attendance Change Tracking Report**

This report will extract attendance changes that have been made for the selected attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.

What attendance dates would you like to include in the report?

Attendance Date Range*	Start Date 09/01/2021	End Date 11/30/2021
Modification Date Range		

What filter criteria would you like for the report?

Student Number	<input type="text"/>
Student StateID	<input type="text"/>
Modified By	<input type="text"/>

Include only attendance audit records that are tied to a course section  
 Include all attendance audit records  
 Include only attendance audit records that are no longer tied to a course section

How would you like the report printed?

Format

Attendance Change Tracking Report

See the [Attendance Reports Tool Rights](#) article for information on available tool rights.

## Report Editor

The following options appear in the Attendance Change Tracking Report.

Option	Description
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Option	Description
<b>Attendance Dates</b>	<p>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.</p> <p>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.</p> <p>All dates fields can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.</p>
<b>Filter Criteria</b>	<p>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:</p> <ul style="list-style-type: none"><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> <p>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.</p>
<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 Records:10														
lastName	firstName	studentNumber	stateID	attendanceDate	attendancePeriod	modifiedDate	modifiedBy	status	excuse	code	modificationType	sectionNumber	cou	
Student	Claire	123456	1234567890	09/07/2021	1	09/07/2021 08:39:42 -0500	Staff, Matthew	Absent	Unknown	Unknown	ADD	1	605	
Student	Claire	123456	1234567890	09/07/2021	3	09/07/2021 10:35:22 -0500	Staff, Gina	Absent	Unknown	Unknown	ADD	1	303	
Student	Claire	123456	1234567890	09/07/2021	5	09/07/2021 12:27:19 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	3	403	
Student	Claire	123456	1234567890	09/07/2021	7	09/07/2021 14:00:43 -0500	Staff, Ann	Absent	Unknown	Unknown	ADD	1	105	
Student	Claire	123456	1234567890	09/08/2021	2	09/08/2021 08:42:15 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	80	904	
Student	Claire	123456	1234567890	09/08/2021	4	09/08/2021 11:28:02 -0500	Staff, Jeff	Absent	Unknown	Unknown	ADD	7	806	

Attendance Change Tracking Report - HTML Format

A	B	C	D	E	F	G	H	I	J	K	L	M
1	lastName	firstName	studentNumber	stateID	attendanceDate	attendancePeriod	modifiedDate	modifiedBy	status	excuse	code	modificationType
2	Student	Claire	123456	1234567890	9/7/2021	1	9/7/2021 8:39	Staff, Matthew	Absent	Unknown	Unknown	ADD
3	Student	Claire	123456	1234567890	9/7/2021	3	9/7/2021 10:35	Staff, Gina	Absent	Unknown	Unknown	ADD
4	Student	Claire	123456	1234567890	9/7/2021	5	9/7/2021 12:27	Staff, Tobin	Absent	Unknown	Unknown	ADD
5	Student	Claire	123456	1234567890	9/7/2021	7	9/7/2021 14:00	Staff, Ann	Absent	Unknown	Unknown	ADD
6	Student	Claire	123456	1234567890	9/8/2021	2	9/8/2021 8:42	Staff, Tobin	Absent	Unknown	Unknown	ADD
7	Student	Claire	123456	1234567890	9/8/2021	4	9/8/2021 11:28	Staff, Jeff	Absent	Unknown	Unknown	ADD
8	Student	Claire	123456	1234567890	9/8/2021	6	9/8/2021 12:51	Staff, Angie	Absent	Unknown	Unknown	ADD
9	Student	Claire	123456	1234567890	9/8/2021	SH	9/7/2021 14:29	Staff, Gina	Present	Exempt	ACT	ADD
10	Student	Claire	123456	1234567890	9/8/2021	SH	9/8/2021 15:44	Staff, Nicole	Unknown	Unknown	DELETE	23
11	Student	Claire	123456	1234567890	9/8/2021	SH	9/8/2021 15:45	Staff, Nicole	Absent	Unknown	Unknown	ADD

Attendance Change Tracking Report - CSV Format

## Report Layout

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

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

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