

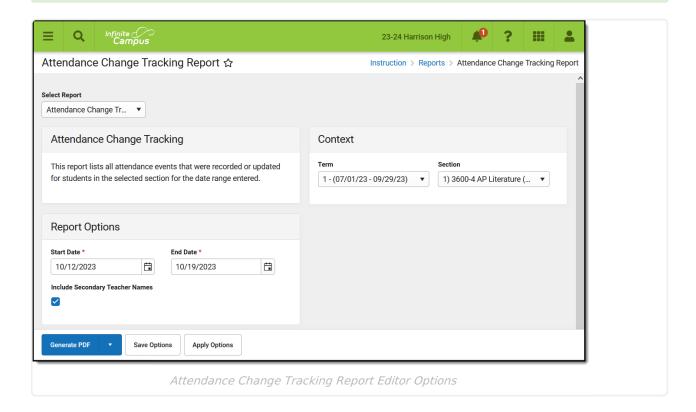
## **Attendance Change Tracking Report**

Last Modified on 10/31/2025 1:57 pm CD7

Tool Search: Attendance Change

The Attendance Change Tracking report allows you to view student attendance events in the selected section based on the date range entered. This report includes both attendance events that are added, such as when a student is marked as absent, and changes to recorded attendance, such as when an absence is changed to a tardy.

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



See the <u>Attendance Reports Tool Rights</u> article for information on available tool rights.

Administrators have the option to generate similar reports to track attendance changes:

• Attendance Change Tracking



• Section Change Tracking

## **Generate the Attendance Tracking Report**

A Calendar must be selected in the Campus toolbar in order to generate.

- 1. Select the **Term** and **Section** for which you want to view attendance data.
- 2. Enter a **Start** and **End Date** to report attendance events on or between those dates.
- 3. Mark the checkbox to Include Secondary Teachers 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, either in DOCX or CSV.

The report begins with a header that includes school details, including calendar and address, the generation date, and the date range reported.

