

Attendance Change Tracking Report

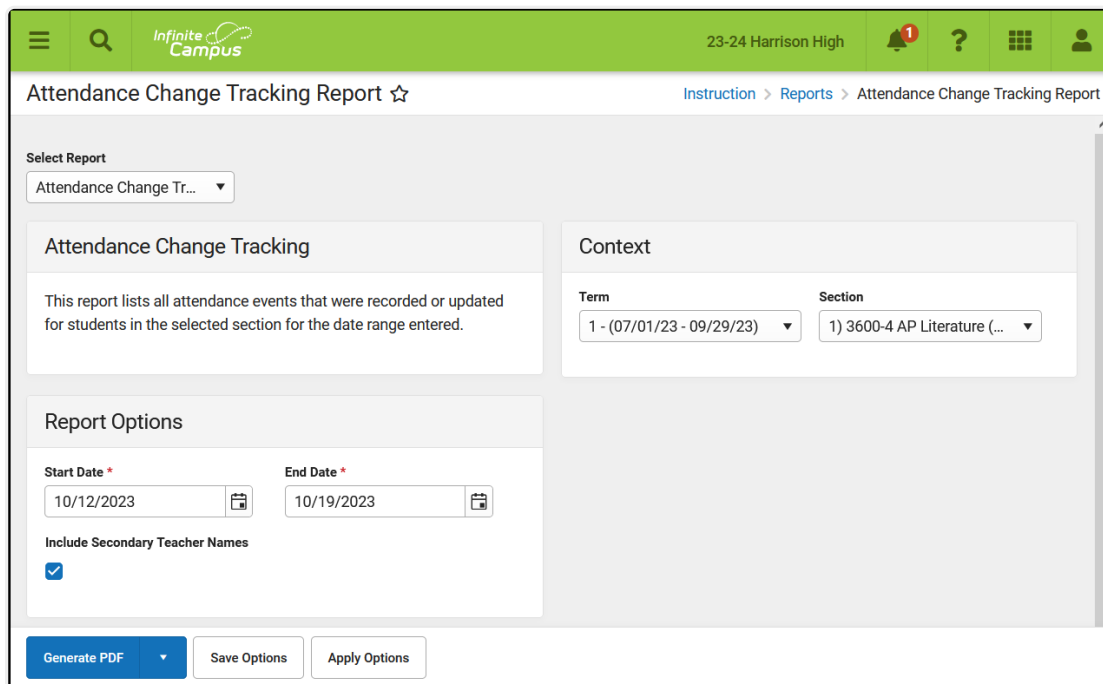
Last Modified on 06/24/2025 9:29 am CDT

[Generate the Attendance Tracking Report](#)

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** [System Preference](#) must be set to Yes to include data in this report.



The screenshot shows the 'Attendance Change Tracking Report' editor options. The interface includes a top navigation bar with the Infinite Campus logo, a search icon, and a user profile icon. The main content area is titled 'Attendance Change Tracking Report' and contains several sections:

- Select Report:** A dropdown menu showing 'Attendance Change Tr...'.
- Attendance Change Tracking:** A description stating: 'This report lists all attendance events that were recorded or updated for students in the selected section for the date range entered.'
- Context:** Two dropdown menus for 'Term' (1 - (07/01/23 - 09/29/23)) and 'Section' (1) 3600-4 AP Literature (...).
- Report Options:** Fields for 'Start Date' (10/12/2023) and 'End Date' (10/19/2023), both with calendar icons. A checkbox for 'Include Secondary Teacher Names' is checked.
- Buttons:** 'Generate PDF', 'Save Options', and 'Apply Options'.

Attendance Change Tracking Report Editor Options

See the [Attendance Reports Tool Rights](#) 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.

21-22 High School								
Generated on 01/27/2022 10:33:52 AM			Attendance Change Tracking				3025-1 English III	
Page 1 of 1							Staff, Stephanie	
2021-09-07-2021-09-08							Schedule: Main	
Students: 6							Period: 2	
Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By
3025-1 English III								
Students: 6			Teacher: Staff, Stephanie; Staff, Michelle					
123456	Student, Alex	09/08/2021 - 2	09/08/2021 15:29	Absent	Unknown	Unknown	ADD	Staff, Michelle
234567	Student, Bree	09/08/2021 - 2	09/01/2021 17:47	Absent	Unexcused	ISP	ADD	Staff, Michelle
345678	Student, Cameron	09/08/2021 - 2	09/07/2021 07:55	Absent	Unexcused	ISP	ADD	Staff, Michelle
456789	Student, Delia	09/08/2021 - 2	09/08/2021 09:29	Absent	Unknown	Unknown	ADD	Staff, Stephanie
		09/08/2021 - 2	09/08/2021 09:51	Present	Exempt	ACT	CHANGE	Staff, Michelle
567890	Student, Everett	09/08/2021 - 2	09/08/2021 10:39	Tardy	Excused	LTE	ADD	Staff, Stephanie
		09/08/2021 - 2	09/08/2021 13:11	Present	Excused	CLR	CHANGE	Staff, Michelle
678901	Student, Fiona	09/08/2021 - 2	09/08/2021 08:34	Absent	Unexcused	ISP	ADD	Staff, Stephanie

Attendance Change Tracking Report - PDF Format