Attendance Change Tracking Report
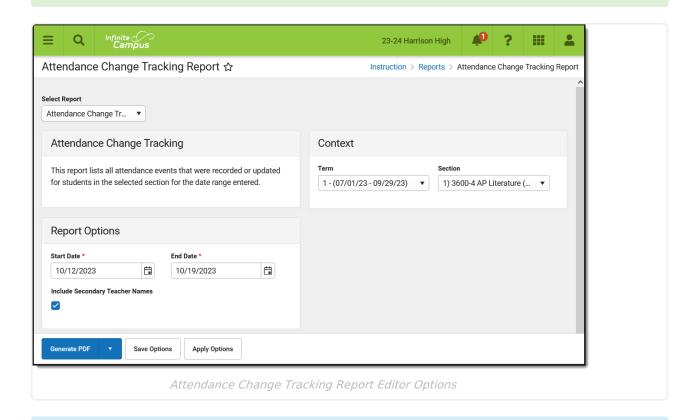
Last Modified on 04/01/2024 11:25 am CDT

[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.

Attendance Change Tracking Report Editor Options

> 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