

## **Positive Attendance Section Summary Report**

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Tool Search: Positive Attendance Section Summary

The Positive Attendance Section Summary provides a summary of attendance recording using the <u>Positive Attendance</u> tool. The report totals the amount of time each student spent in the class for each term in the calendar.



## **Generating the Positive Attendance Section Summary Report**

- 1. Select the **Term** and **Section** for which you want to view attendance data..
- 2. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

The report begins with a header that includes school, section, generation information, and the number of **Expected Hours** for the course, which is entered on the <u>Course</u> tab.

