

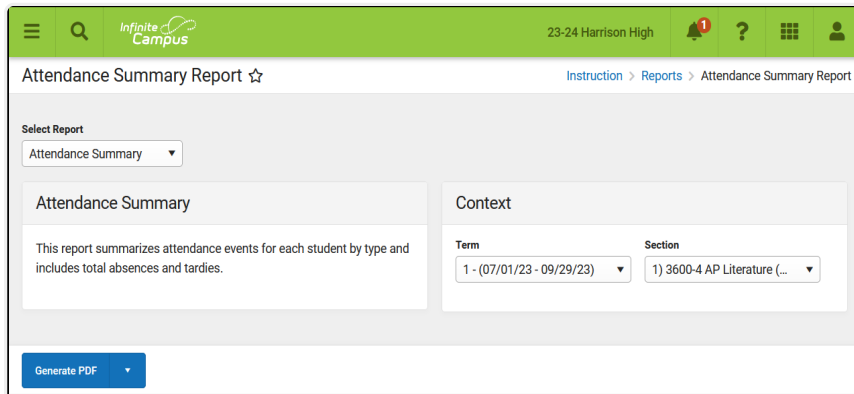
Attendance Summary Report

Last Modified on 04/01/2024 11:40 am CDT

Generating the Attendance Summary Report

Tool Search: Attendance Summary Report

The Attendance Summary Report collects attendance data for all students in the selected section and aggregates attendance by Type (Excused Absence, Unexcused Absence, etc) and includes a Total of all Absences and Tardies.



Use the Attendance Summary Report to aggregate attendance data by Type.

Attendance events report based on the student's [Attendance tab](#). Data reports for the entire calendar.

Generating the Attendance 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 includes attendance data for each student in the section, with a line for each Term.

Student	Absent Excused	Absent Unknown	Absent Unexcused (includes Unknown)	Absent Exempt	Total Absent	Tardy
Student, Andrew T Grade: 11 #678912345 Term:1	0	0	0	0	0	0
Student, Andrew T Grade: 11 #678912345 Term:2	0	0	0	0	0	0
Student, Andrew T Grade: 11 #678912345 Term:3	2	0	0	0	2	0
Student, Andrew T Grade: 11 #678912345 Term:4	0	0	0	0	0	0
Student, Bree W Grade: 10 #123456789 Term:1	0	0	0	0	0	0
Student, Bree W Grade: 10 #123456789 Term:2	2	0	0	0	2	0
Student, Bree W Grade: 10 #123456789 Term:3	0	1	1	0	1	2
Student, Bree W Grade: 10 #123456789 Term:4	0	0	0	0	0	0
Student, Brooke J Grade: 09 #234567891 Term:1	0	0	0	0	0	0
Student, Brooke J Grade: 09 #234567891 Term:2	2	0	0	0	2	0
Student, Brooke J Grade: 09 #234567891 Term:3	0	0	0	0	0	1
Student, Brooke J Grade: 09 #234567891 Term:4	0	0	0	0	0	0

The Attendance Summary Report totals attendance by type for each student.

