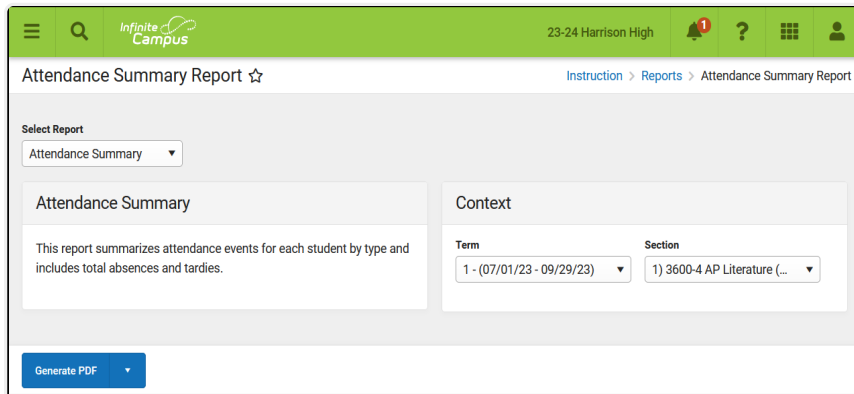# Attendance Summary Report

Last Modified on 10/21/2024 8:21 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.*