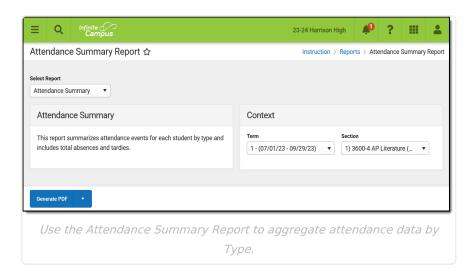


Attendance Summary Report

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.



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.

