

# Daily Attendance Report (Tennessee)

Last Modified on 10/21/2024 8:19 am CDT

## Report Logic | Generating the Report

The Daily Attendance report collects absence data for days prior to the current instructional calendar day in the current calendar.

The screenshot shows the Infinite Campus interface for student Johnson, Andrew D. The 'Attendance' tab is selected, and the 'Daily Code' option is highlighted with a red box. Below the navigation tabs, there are buttons for 'New', 'Period Detail', 'Daily Detail', and 'Daily Code'. A table below shows attendance data for Term Semester 1 (08/05/2015 - 12/18/2015) with columns for Absent, Early Release, and Tardy across four periods. A date-based table shows attendance for 10/19/2015 (Mon B DAY) with codes AE and AU, and 10/16/2015 (Fri A DAY).

Attendance - Daily Attendance report

## Report Logic

A Daily Attendance record is created for each day of absence found for the student in the active school year. Absences only report for the primary enrollment.

Records do not report for the following students:

- Students with multiple active Primary enrollments.
- Students with multiple enrollments in the same school.
- Students with an enrollment marked as N: Special Ed Services
- Enrollments marked as No Show or Exclude or in Calendars or Grade Levels marked as Exclude.
- Students enrolled only in the future.

Records only report for days marked as Instructional. Courses must have a State Code entered to be considered for attendance.

## Relation to the EIS 049 Student Attendance Extract

Data for this report is pulled from a different table than the EIS Submission History and EIS Current View tables. Therefore, just because attendance data is included in this report does not mean that that data has been submitted to the state through the 049 extract.

This report generates for students who do not have a Student State IDs, students who would be excluded from the 049 extract.

# Generating the Report

Click the **Daily Code** button on the student's [Attendance tab](#) to view the Daily Attendance report in PDF format. The report includes attendance events from the the active calendar that occurred prior to the current instructional day.

An Attendance Legend displays at the top of the report which describes the colors used to indicate the type of absence recorded. Below the legend, attendance events are listed in order by date, beginning with the most recent. Absences are indicated in the appropriate period.

TN Daily Attendance						
Andrew Daniel Johnson						
ID#: 12345678 Grade: 11 DOB: 01/20/1999						
Unknown		Excused		Unexcused		Exempt
Student Attendance Daily Code:						
*A: Excused Absence						
*T: Excused Absence, but Present for Transportation						
*U: Unexcused Absence						
*X: Unexcused Absence, but Present for Transportation						
Date	1st Period	ADV	2nd Period	3rd Period	4th Period	Daily Code
10/19/2015 Mon B DAY	AE	AU				
10/16/2015 Fri A DAY					ED	
10/14/2015 Wed A DAY	HB		HB	HB	HB	
10/01/2015 Thu B DAY			AU	AU		

Daily Attendance Report - Example