

Home and Hospital Attendance

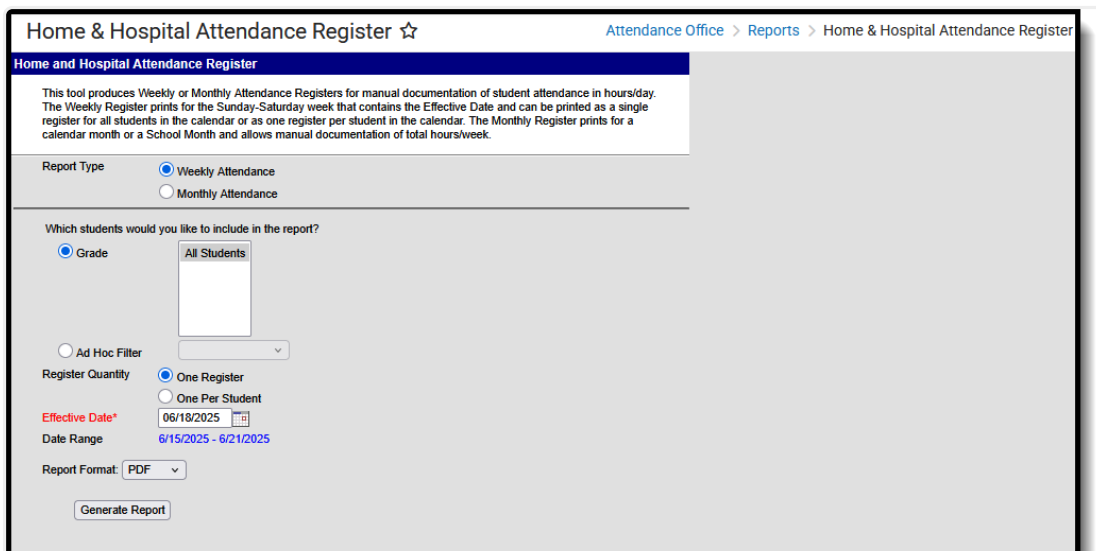
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Tool Search: Home and Hospital Attendance Register

The Home and Hospital Attendance Register produces weekly or monthly attendance register for manual documentation of attendance for students in home/hospital attendance settings. This report does not include any existing attendance entries or calculations of students who may be assigned a Home/Hospital status for attendance. It is simply a way to record student attendance for those homebound/hospital stay students.

This report can be generated for one student for a week at a time, for multiple students for a week at a time or for multiple students for a selected month. All options include an employee signature line and date for attendance verification purposes.



The screenshot shows the 'Home & Hospital Attendance Register' tool interface. At the top, there is a breadcrumb trail: 'Attendance Office > Reports > Home & Hospital Attendance Register'. Below this is a title bar 'Home & Hospital Attendance Register ☆'. A descriptive text box explains the tool's purpose: 'This tool produces Weekly or Monthly Attendance Registers for manual documentation of student attendance in hours/day. The Weekly Register prints for the Sunday-Saturday week that contains the Effective Date and can be printed as a single register for all students in the calendar or as one register per student in the calendar. The Monthly Register prints for a calendar month or a School Month and allows manual documentation of total hours/week.'

The main configuration area includes the following options:

- Report Type:** Radio buttons for 'Weekly Attendance' (selected) and 'Monthly Attendance'.
- Which students would you like to include in the report?:**
 - Grade:** Radio button (selected) with a dropdown menu showing 'All Students'.
 - Ad Hoc Filter:** Radio button (unselected) with an empty dropdown menu.
- Register Quantity:** Radio buttons for 'One Register' (selected) and 'One Per Student'.
- Effective Date*:** A date picker showing '06/18/2025'.
- Date Range:** A text field showing '6/15/2025 - 6/21/2025'.
- Report Format:** A dropdown menu set to 'PDF'.

A 'Generate Report' button is located at the bottom of the form.

Home & Hospital Attendance Register

See the [Attendance Reports Tool Rights](#) article for information on available tool rights.

Report Editor

The following options are available on the Home and Hospital Attendance Register.

Option	Description
Report Type	A Weekly Attendance grid can be printed or a Monthly Attendance grid. At the end of the week or the end of the month, attendance information is turned into the school for recording in Campus.
Student Selection	Students can be selected using the grade level of enrollment or an Ad hoc filter. Note that a specific grade level CANNOT be selected. When using the Grade option, the only available selection is <i>All Students</i> .
Select Calendar Month or School Month	This option displays when the Monthly Attendance Report Type is selected. Choose the month for recording attendance from the dropdown list. Dates for this month will print. In a state that uses School Months, choose the School Month from which to report data.
Register Quantity	One Register prints all students in one grid. One per Student prints a separate grid for each student.
Effective Date	The Entered Effective date is used to include only those students who are actively enrolled as of that date.
Date Range	The date range includes the entered effective date and the week of days in which it is included. Weekly attendance will only print days for that week.
Report Format	Determines how the report generates - in PDF or DOCX format.

Generate the Report for Weekly Attendance

1. Select the **Report Type** of **Weekly Attendance**.
2. Select the students to include in the report by choosing a **Grade Level** (or more than one) or by choosing an **Ad hoc filter**.
3. Select the **Register Quantity** of either **One Register** or **One per Student**.
4. Enter the desired **Effective Date**.
5. Select the desired **Report Format**.
6. Click the **Generate Report** button. The report displays in a new browser window.

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MONTHLY ATTENDANCE REGISTER												
Month/Year: 04/2012												
Student Name:	Grade	SSID	Actual Hours Teacher(s) Met With Student					Days of Approved Attendance				
			Week:					Week:				
			1	2	3	4	Total	1	2	3	4	Total
Student, Brady	1	10007										
Student, Erika	1	10000										
Student, Nakia	1	10009										
Summer, Kasey	11	10007										

Monthly Attendance Register - PDF Format

MONTHLY ATTENDANCE REGISTER												
High School												
Month/Year: 01/2019												
Student Name:	Grade	SSID	Actual Hours Teacher(s) Met With Student					Days of Approved Attendance				
			Week:					Week:				
			1	2	3	4	Total	1	2	3	4	Total
Student, Amber	09											
Student, Asher	09											
Student, Benjamin	09	123456789										
Student, Brynn	09											
Student, Caleb	09	234567890										
Student, Caroline	09	345678901										

Monthly Attendance Register - DOCX Format