

# **Home and Hospital Attendance**

Last Modified on 06/24/2025 9:36 am CDT

<u>Report Editor | Generate the Report for Weekly Attendance | Generate the Report for Monthly</u> <u>Attendance</u>

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.

Home & Hos	pital Attendance Register 🏠	Attendance Office > Reports > Home & Hospital Attendance Register
Home and Hospital At	tendance Register	
This tool produces W The Weekly Register register for all studen calendar month or a	teekly or Monthly Attendance Registers for manual documentation of student attendance prints for the Sunday-Saturday week that contains the Effective Date and can be printe ts in the calendar or as one register per student in the calendar. The Monthly Register School Month and allows manual documentation of total hours/week.	s in hoursiday. d as a single rints for a
Report Type	Weekly Attendance	
	O Monthly Attendance	
Which students wou	Id you like to include in the report?	
Grade	All Students	
O Ad Hoc Filter	<b>v</b>	
Register Quantity	One Register One Per Student	
Effective Date*	06/18/2025	
Date Range	6/15/2025 - 6/21/2025	
Report Format: PDF	• •	
Generate Re	port	
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	Home & Hospital Atte	endance Register

See the <u>Attendance Reports Tool Rights</u> 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 <b>Weekly Attendance</b> grid can be printed or a <b>Monthly Attendance</b> 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 <b>Monthly Attendance Report Type</b> 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	<b>One Register</b> prints all students in one grid. <b>One per Student</b> 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.
<b>Report Format</b>	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.

Infinite Campus

#### WEEKLY ATTENDANCE REGISTER ek of: 5/6/2012-5/12/2012 Monday Tuesday Wednesday Thursday Friday Saturday/Sunday School Month 01 1 2 3 1 2 3 4 1/4 1/2 1 2 3 4 1/4 1 2 3 4 4 1 2 3 4 1/4 1 1 2 3 4 1/4 1/2 Grade SSID nt. Bradv 11 100

Weekly Attendance Register, one per student - PDF Format

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Week of: 4/21/2019-4/27/2019			Mo	nday	_			т	ues	day	_		_	Wee	dnes	day	_	_	Thu	rsda	y		_	Fri	day		_		\$	Satur	day/Sunday		
Name	Grade	SSID	1	2	3	4	4	14 1	1 2	3	4	1/4	1/2	1	2	3 4	14	1/2	1	2	3	4 1	4 16	1	2	3	4	14	4.	1 2	3	4	1/4
Student, Amber	09																																
Student, Asher	09				Т	Т	Т	Т	Т	Т	Т	Т				Т	Т		П	Т	Т	Т	Т	Γ					Т	Т	Т	Г	
Student, Benjamin	09	123456789																															
Student, Brynn	09																																
Student, Caleb	09	234567890																															
Student, Caroline	09	345678901																											_				
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or prep time.																																	

Weekly Attendance Register, one register - DOCX Format

## **Generate the Report for Monthly Attendance**

- 1. Select the **Report Type** of **Monthly 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 desired Calendar Month or School Month from the dropdown list.



### 4. Select the desired **Report Format**.

5. Click the **Generate Report** button. The report displays in a new browser window.

		MONT	THLY A	TTENI	ANCE	REGI	STER					
Month/Year: 04/2012												
Student Name:	Grade	SSID	Week: 1	Actual H Met 2	lours Te With Stu 3	acher(s) Ident 4	Total	Da Week: 1	ys of Ap	oproved 3	Attenda 4	nce Total
Student, Brady	1	10007										
Student, Erika	1	10000										
Student Nakia	1	10009										
Student, Nakia												

Monthly Attendance Register - PDF Format

[												
		Actual Hours Teacher(s) Met With Student Days of Approved Atter						Attenda	nce			
			Week:					Week:				
Student Name:	Grade	SSID	1	2	3	4	Total	1	2	3	4	Total
Student, Amber	09		+		<u> </u>				<u> </u>		<u> </u>	+
Student, Reniamin	09	123456789	-		<u> </u>				+		<u> </u>	
Student, Brynn	09	120100100	+									+
Student, Caleb	09	234567890	-						<u> </u>			
Student, Caroline	09	345678901										
			1						1			
udent, Caleb udent, Caroline	09	234567890 345678901										