Positive Attendance Summary
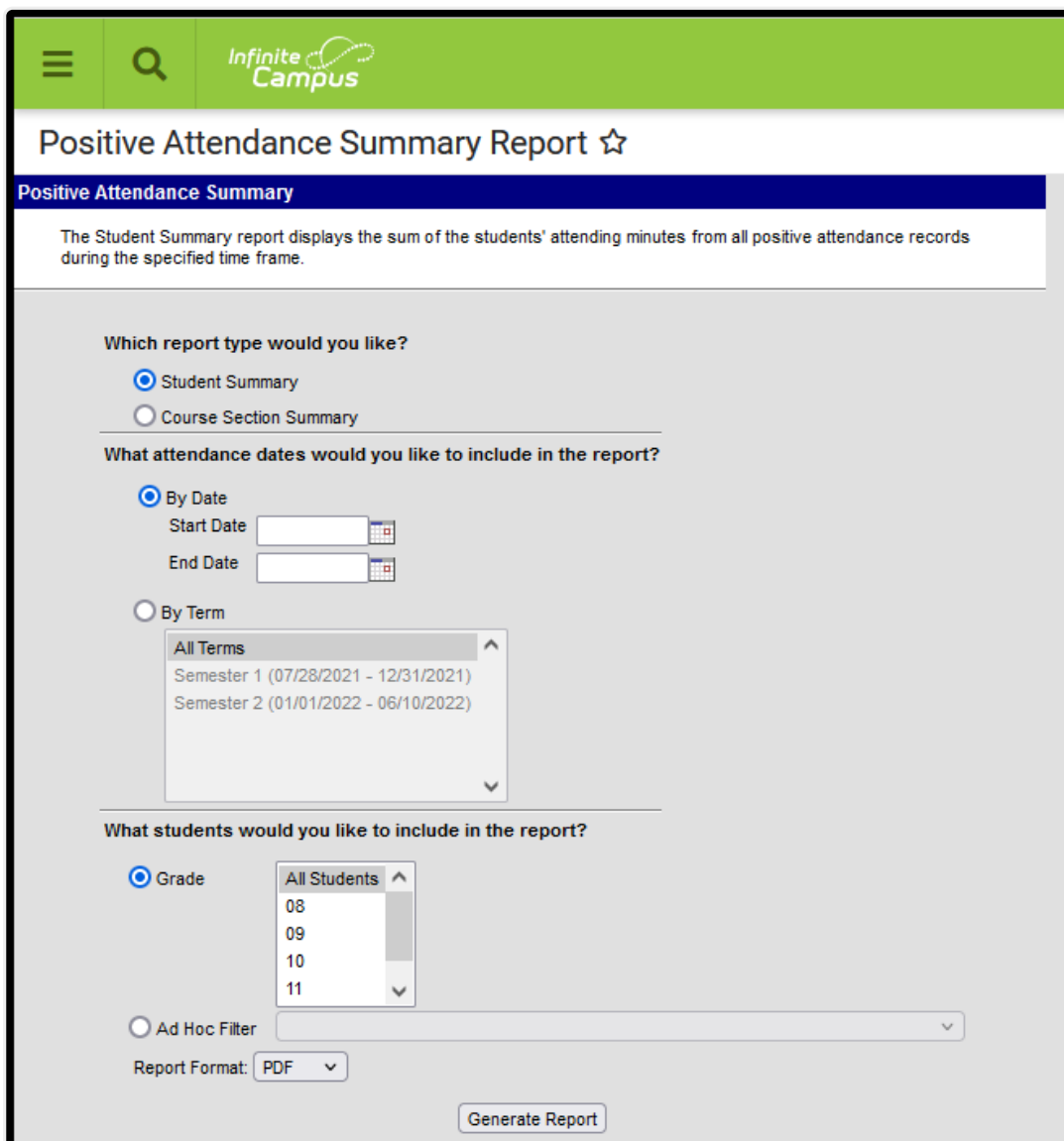
Last Modified on 06/24/2025 9:39 am CDT

Report Logic | Report Editor | Generate the Student Summary Report | Generate the Course Section Summary Report

Tool Search: Positive Attendance Summary Report

The Positive Attendance Summary Report displays the sum of the attending minutes from all positive attendance records during the specified time frame. This report can be generated using the Student Summary option, which lists attendance data alphabetical by the student's name, or the Course Section Summary option, which lists attendance data by course section.

Positive Attendance Summary Report

See the Attendance Reports Tool Rights article for information on available tool rights.

Report Logic

Only positive attendance records are included in this report.

- When the Student Summary option is selected, only students scheduled into a Positive Attendance course are reported.
- When the Course Section Summary option is selected, only Positive Attendance courses and teachers of those courses are available for selection and included in the report.

Attendance data is grouped in the following order:

- (Student Summary) Year, School, Calendar, Teacher, Student OR
- (Course Section Summary) Year, School, Calendar, Course, Student

The calculation of minutes is based on a single time value. If a student drops a course section and re-enrolls in the same section at a later date, the attendance minutes do not duplicate.

Report Editor

Options vary on the Report Editor based on the Report Type selected.

Option	Description
Report Type	Selection determines the remaining options on the Report Editor and the layout of the report. Options are: • Student Summary • Course Section Summary
Student Summary Report Type Options	
Date Selection	Attendance can be reported **By Date**, entering a date range, making sure the dates are within the dates of the selected calendar. Or, use the **By Term** option to return attendance for a selected term (or terms). Dates are entered in *mmddyy* format or can be chosen by using the calendar icon.
Student Selection	Students can be selected by choosing a **Grade Level** of enrollment or by choosing an **Ad hoc Filter**. Only those grade levels in the selected calendar are available; only those students included in the filter will be returned on the report, assuming they match reporting requirements of the report.

Option	Description
Report Format	Determines how the report generates - in PDF, DOCX, or CSV format.
Course Section Summary Report Type Options	
Date Selection	Attendance can be reported By Date, entering a date range, making sure the dates are within the dates of the selected calendar. Or, use the By Term option to return attendance for a selected term (or terms). Dates are entered in *mmddyy* format or can be chosen by using the calendar icon.
Student Selection	Students can be selected by choosing the selected teacher and the teachers corresponding course section, or by choosing an ad hoc filter. Only courses that are marked for recording positive attendance are listed; only courses in the ad hoc filter will be returned on the report.
Sort Options	The report can be sorted alphabetically by the teacher's last name or by the course name.
Page Break	Add a page break to separate the attendance data after each different teacher. If sorting by course, the page break displays after each different course.
Report Format	Determines how the report generates - in PDF, DOCX. or CSV format.

Generate the Student Summary Report

1. Select the **Student Summary Report Type**.
2. Enter the desired **Start Date** and **End Date**, or select the desired Terms.
3. Select the students by choosing either a **Grade Level(s)** or an **Ad hoc Filter**.
4. Select the desired **Report Format**.
5. Click the **Generate Report** button.

The report includes a header that includes school, section, generation information, and the number of **Expected Hours** for the course, which is entered on the Course tab.

21-22 **High School** Generated on 01/10/2022 10:00:24 AM Page 1 of 1	**Positive Attendance Student Summary** Start/End Date: 12/15/2021 - 01/10/2022 All Grades

Grade	Student name (Student#)	Present Time	Expected Hours
11	Student, Abel (123456)	0h 25m	0
11	Student, Bella (234567)	0h 0m	0
11	Student, Charles (345678)	0h 30m	0
11	Student, Davina (456789)	0h 0m	0
11	Student, Everett (567890)	1h 15m	0

Positive Attendance Student Summary Report

Generate the Course Section Summary Report

1. Select the **Course Section Summary Report Type**.
2. Enter the desired **Start Date** and **End Date**, or select the desired Terms.
3. Select the students by choosing the **Select Teachers and Section** option or by choosing an **Ad hoc Filter**. If sorting by teachers and sections, sort sections by the section number or the section name.
4. Determine how the report should be sorted - by **Teacher** or by **Course**.
5. Select the **Page Break** option based on the selected sort option.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button.

21-22 **High School** Generated on 01/10/2022 10:07:22 AM Page 1 of 1	**Positive Attendance Section Summary** Start/End Date: 12/15/2021 - 01/10/2022 Students: 28

3025-1 English III
Staff, Kyle
Expected Hours: -

Grade	Student	Present Time
11	Student, Angela (#123456)	0h 30m
11	Student, Brian (#234567)	0h 0m
11	Student, Caroline (#345678)	0h 0m
11	Student, David (#456789)	0h 0m
11	Student, Emily (#567890)	1h 45m
11	Student, George (#678901)	0h 0m

3025-2 English III
Staff, Marjorie
Expected Hours: -

Grade	Student	Present Time
11	Student, Heather (#789012)	1h 0m
11	Student, Isaac (#890123)	0h 30m
11	Student, Jana (#901234)	0h 45m
11	Student, Kevin (#987654)	1h 0m
11	Student, Lenora (#876543)	1h 0m
11	Student, Moses (#765432)	1h 0m
11	Munoz, Aaron (#106932)	0h 0m

Positive Attendance Course Section Summary