

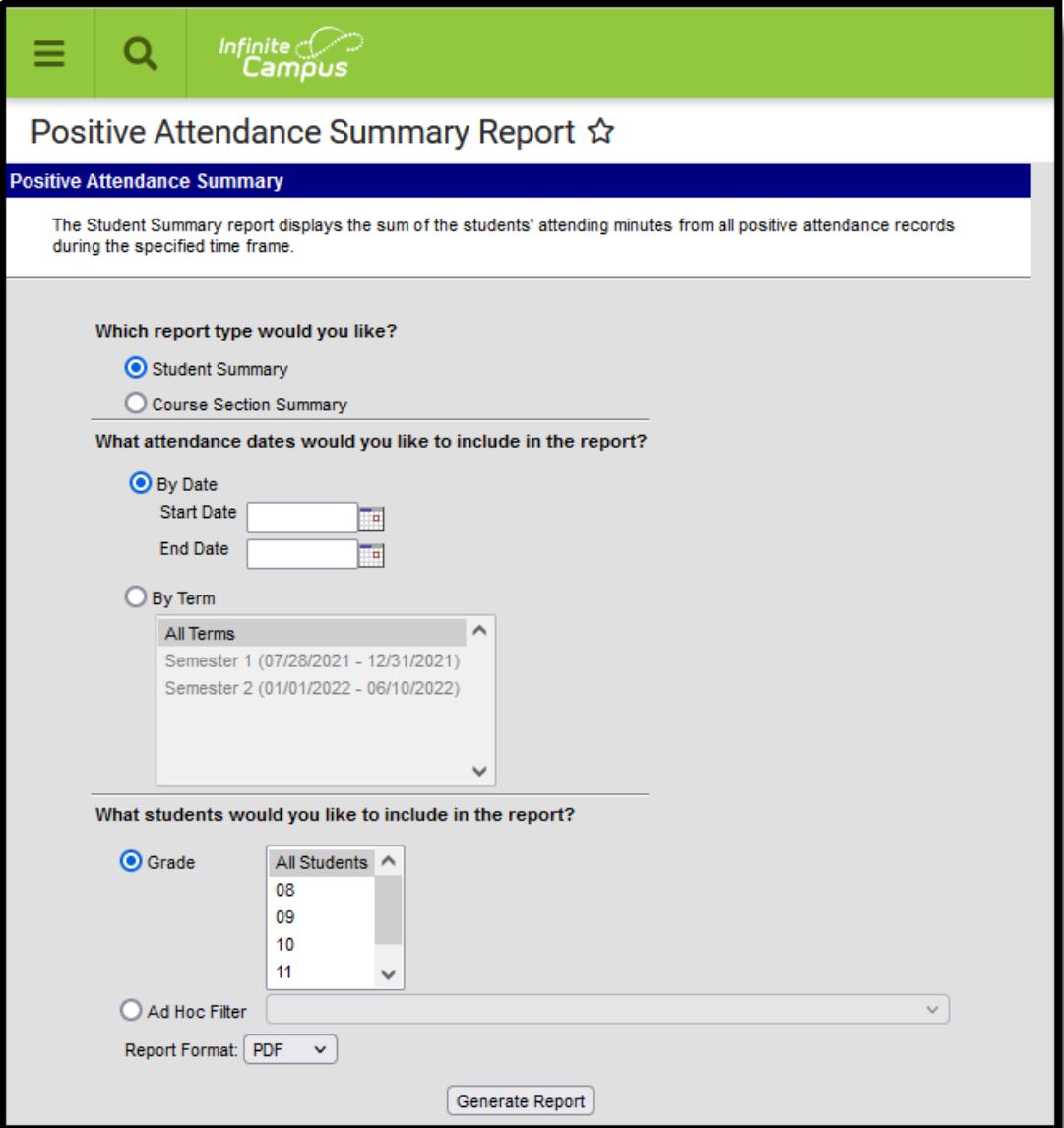
Positive Attendance Summary

Last Modified on 12/14/2025 8:45 pm CST

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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.



The screenshot shows the 'Positive Attendance Summary Report' interface. At the top, there are navigation icons (three horizontal lines, magnifying glass, and the Infinite Campus logo). The main title is 'Positive Attendance Summary Report ☆'. Below the title, a sub-header 'Positive Attendance Summary' is displayed in a dark blue bar. A descriptive text box states: 'The Student Summary report displays the sum of the students' attending minutes from all positive attendance records during the specified time frame.' The form is divided into sections:

- Which report type would you like?**
 Student Summary
 Course Section Summary
- What attendance dates would you like to include in the report?**
 By Date
Start Date: [text input field]
End Date: [text input field]
 By Term
A dropdown menu shows 'All Terms' with options: Semester 1 (07/28/2021 - 12/31/2021) and Semester 2 (01/01/2022 - 06/10/2022).
- What students would you like to include in the report?**
 Grade
A dropdown menu shows 'All Students' with options: 08, 09, 10, 11.
 Ad Hoc Filter
Report Format: PDF

At the bottom right of the form is a 'Generate Report' button.

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: <ul style="list-style-type: none">• 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 <i>mmddyy</i> 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	<p>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).</p> <p>Dates are entered in <i>mmddyy</i> format or can be chosen by using the calendar icon.</p>
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		Positive Attendance Student Summary	
Generated on 01/10/2022 10:00:24 AM Page 1 of 1		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		Positive Attendance Section Summary			
Generated on 01/10/2022 10:07:22 AM Page 1 of 1		Start/End Date: 12/15/2021 - 01/10/2022	Students: 28		
3025-1 English III Staff, Kyle Expected Hours: -					
Grade					
11	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					
11	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