Section Change Tracking (Attendance Report)

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

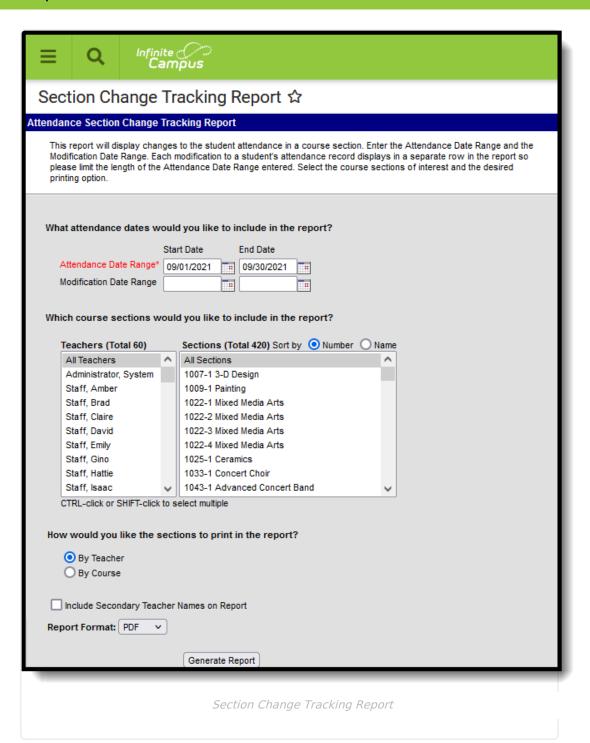[Report Editor](#) | [Generate Report](#)

Tool Search: Section Change Tracking

The Attendance Section Change Tracking report displays changes to the student attendance in a Course Section. This report displays information based on the **Teachers and Sections selected on the options editor.**

> The **Enable Attendance Auditing** [System Preference](#) must be set to Yes in order to return data for this report.

Section Change Tracking Report

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

Additional attendance change tracking reports are available:

Report Editor

Option	Description
Attendance Dates	The Attendance Date Range is required for the Start Date and the End Date. Both dates must fall within the dates of the selected calendar in the Campus toolbar and the End Date must be on or after the entered Start Date. The **Modification Date Range** is not required. The Modification Date range can be entered to narrow the attendance information displayed in the report. The date fields can be left blank in order to display all attendance modifications in the specified Attendance Date range. All dates fields can be entered in *mmddyy* format, or use the calendar icon to select a date.
Course Sections	When selecting course sections to include on the report, first select a specific teacher. This lists the sections assigned to that teacher. Multiple teachers can be chosen as well; the Sections list includes the sections taught by all selected teachers. The Sections list can be sorted by Course Number or Course Name.
Sort Options	This report can be sorted by Teacher or by Course. Sorting by teacher sorts first by Teacher Name, Course Number and then Section Number. Sorting by course sorts first by Course Number, then by Section Number. The report only includes the Primary Teacher name, unless the **Include Secondary Teacher Names on Report** checkbox is marked.
Report Format	Determines how the report generates - in PDF or DOCX format.

Generate Report

1. Enter the **Attendance Date Range**.
2. If desired, enter the **Modification Date Range**.
3. Select the desired **Teachers** and **Course Sections** to include on the report.
4. Determine how the sections sort on the report - **by Teacher** or **by Course**.
5. If Secondary Teachers should be included, mark the **Include Secondary Teacher Names on the Report** checkbox.
6. Select the desired **Report Format.**
7. Click the **Generate Report** button.

| | 21-22
High School

Generated on 01/27/2022 10:03:46 AM Page 1 of 1 | | Attendance Change Tracking Report
Attendance Date Range: 09/07/2021-09/08/2021
Sort By: Teacher | | | | | |

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Attendance Change Tracking Report
Attendance Date Range: 09/07/2021-09/08/2021
Sort By: Teacher

Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By
3006-1 English I		**Students: 3**	**Teacher: Staff, Lynn; Staff, Eleanor**					
123456	Student, Abbey	09/08/2021 - 6	09/08/2021 12:32	Absent	Unknown	Unknown	ADD	Staff, Lynn
		09/08/2021 - 6	09/10/2021 13:45	Absent	Excused	IMD	CHANGE	Staff, Adam.
234567	Student, Andrew	09/08/2021 - 6	09/08/2021 12:32	Absent	Unknown	Unknown	ADD	Staff, Lynn
		09/08/2021 - 6	09/08/2021 13:49	Present	Excused	SO	CHANGE	Staff, Claire
345678	Student, Ben	09/08/2021 - 6	09/08/2021 09:50	Absent	Excused	ILL	ADD	Staff, David
3016-1 English II		**Students: 6**	**Teacher: Staff, Lynn; Staff, Eleanor**					
456789	Student, Carly	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, David
		09/07/2021 - 1	09/07/2021 09:34	Absent	Excused	EXC	CHANGE	Staff, Emily
567890	Student, Dylan	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Brad
		09/07/2021 - 1	09/08/2021 14:05	Absent	Unexcused	ISP	CHANGE	Staff, Gino
678901	Student, Eve	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Hattie
		09/07/2021 - 1	09/07/2021 09:12	Absent	Excused	EXC	CHANGE	Staff, Hattie
789012	Student, Franklin	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Isaac
		09/07/2021 - 1	09/07/2021 09:36	Present	Excused	SO	CHANGE	Staff, Isaac

Section Attendance Change Tracking, Teacher Sort with Secondary Teacher - PDF Format

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Attendance Change Tracking Report
Attendance Date Range: 09/07/2021-09/08/2021
Sort By: Course

Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By
1007-1 3-D Design		**Students: 10**	**Teacher: Staff, Karl**					
123456	Student, Abbey	09/08/2021 - 4	09/08/2021 14:47	Release	Excused	ERE	ADD	Staff, Amber
234567	Student, Andrew	09/08/2021 - 4	09/07/2021 14:56	Absent	Unexcused	ISP	ADD	Staff, Adam
345678	Student, Ben	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, Brad
		09/08/2021 - 4	09/08/2021 11:39	Absent	Excused	EXC	CHANGE	Staff, Adam
456789	Student, Carly	09/08/2021 - 4	09/09/2021 11:35	Absent	Excused	ILL	ADD	Staff, David
567890	Student, Dylan	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, David
		09/08/2021 - 4	09/09/2021 15:53	Absent	Unexcused	ISP	CHANGE	Staff, Emily
		09/08/2021 - 4	09/09/2021 15:53	Absent	Excused	EXQ	CHANGE	Staff, Adam
678901	Student, Eve	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, Gino
		09/08/2021 - 4	09/09/2021 11:31	Absent	Unexcused	ISP	CHANGE	Staff, Gino
789012	Student, Haley	09/08/2021 - 4	09/08/2021 10:22	Absent	Unknown	Unknown	ADD	Staff, Hattie
		09/08/2021 - 4	09/09/2021 07:48	Absent	Excused	EXC	CHANGE	Staff, Adam
890123	Student, Irving	09/08/2021 - 4	09/07/2021 15:55	Absent	Unexcused	ISP	ADD	Staff, Isaac
901234	Student, Jewel	09/08/2021 - 4	09/08/2021 10:22	Absent	Unknown	Unknown	ADD	Staff, Amber
		09/08/2021 - 4	09/08/2021 10:41	Absent	Unexcused	UNX	CHANGE	Staff, Amber
		09/08/2021 - 4	09/08/2021 10:46	Absent	Unexcused	UNX	CHANGE	Staff, Amber
987654	Student, Klay	09/08/2021 - 4	09/08/2021 10:20	Absent	Unknown	Unknown	ADD	Staff, Brad
1009-1 Painting		**Students: 2**	**Teacher: Staff, Barbara**					
876543	Student, Louisa	09/08/2021 - 6	09/08/2021 12:22	Absent	Unknown	Unknown	ADD	Staff, Barbara
765432	Student, Maurice	09/08/2021 - 6	09/08/2021 12:22	Absent	Unknown	Unknown	ADD	Staff, Brad
		09/08/2021 - 6	09/14/2021 14:00	Absent	Excused	EXQ	CHANGE	Staff, Brad
		09/08/2021 - 6	09/14/2021 14:01	Absent	Unexcused	ISP	CHANGE	Staff, Brad

Section Attendance Change Tracking, Course Sort - PDF Format

The following information is returned:

- Student Number
- Student Name
- Attendance Date - Period
- Modified Date
- Status
- Excuse
- Code
- Action (Add, Delete or Change)
- Modified By

Each course section displays separately in the table and have its own section detail header. The individual section header displays in the following order:

- Course Number
- Course Name-Section Number
- Total count of students who have changed attendance events for the entered date range
- Teacher (Primary Teacher Name, then Secondary Teacher, if marked)