Sub Attendance Roster

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

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Tool Search: Sub Attendance Roster Report

The Sub Attendance Roster Report prints a list of students for a substitute teacher to use when recording attendance. The substitute teacher can note on the printed report if a student was absent or tardy and also indicate the time the student arrived at or left class.

For schools using [Blended Learning Groups](#), the list of students is organized by those students who are on-site and those students who are virtual, depending on the selected Virtual Attendance Preferences.

Note that this report can only be printed for courses marked for Attendance or Positive Attendance.

Sub Attendance Roster Report

This report is best used by short-term substitutes—those who cover a course section for a day or for a few days. It is recommended that long-term substitutes be given the right to use

Infinite Campus.

Report Logic

This report uses the Effective Date (in addition to the Period, Teacher, and Course filters) to determine which sections to display and which students to include on the report. The following factors define which Teachers, Courses, and Students will be included in the report:

- Course Sections
  - The Course is marked for Attendance or Positive Attendance
  - The Effective Date is an Attendance Day
  - The Effective Date falls within a Term in which the Section is placed
- Students
  - The student is actively on the roster on the Effective Date
- Teachers
  - Staff Member has an active District Assignment to the selected school with the Role of Teacher selected
  - Staff Member is actively associated with the Course as a Primary Teacher or Teacher on the Section Staff History tab on the Effective Date
    - Report options exist to filter the report to Staff with an active Primary Teacher assignment to the Section; this option will omit pages for Secondary Teachers.

Report Editor

The following fields are available for selection on the Sub Attendance Report Editor.

Field	Description
Day Selection	
Effective Date	Indicates the date used to determine which students appear in the report. A student who has dropped the course will not be included on the report if their end date precedes the entered effective date. This field automatically displays the current date. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.
Period	Lists the periods in the day, based on the effective date entered. Only periods that meet on this date display in period sequence order (determined by the Calendar's Period Schedule).
Display Options	
Show Tardy Column	When marked, a column for noting which students are tardy is included in the print. This column is automatically marked for inclusion.

Field	Description
Show Time In/Out Columns	When marked, a column for listing the time a student arrives to class and the time a student leaves the class is included in the print. This column is automatically marked for inclusion.
Shade Alternate Rows	When marked, the report prints with every other student's name highlighted, which makes it easier to read.
Primary Teachers Only	When marked, section rosters only print for course sections taught by primary teachers. When this option is marked, and All Teachers is selected, sections without a Primary Teacher will print with "No Primary Teacher" displayed on the report header.
Show Period Schedule Name	When marked, the Period Schedule's name prints in the report's header.
Student Option	
Student Picture	When marked, the student's picture prints on the report.
Gender	When marked, a column listing the student's gender (M, F, or other gender label if allowed by the state) prints.
Student Number	When marked, the student's locally assigned school identification number prints.
Nickname	When marked, the student's nickname (entered on their Identity/Demographics) record prints after their last and first name.
Course Selection	
Teacher	Lists the teachers for which their section roster can be printed. Staff who have the Teacher checkbox marked on the District Assignment record for the school are available for selection. Selecting all teachers also allows the sub-attendance roster to print for course sections that do not have a teacher assigned.
Course	Lists the available courses (those marked for recording attendance or positive attendance) that can be included in the report. Locate a course by the Course Number (courses are in numeric ascending order) or the Course Name (courses are in alphabetic ascending order).
Additional Selections	

Field	Description
School Comment	Provides a text box for a standard comment at the top of the report for all selected teachers and course sections.
Report Format	Determines how the report is generated - in PDF or DOCX format.

Generate the Sub Attendance Roster Report

A calendar and schedule structure MUST be chosen in the Campus toolbar to generate this report.

1. Enter the **Effective Date**.
2. Select the desired **Periods**.
3. Select the desired **Display Options.**
4. Select the desired **Student Options.**
5. Select the desired **Teachers**.
6. Select the desired **Courses.**
7. Enter a **School Comment,** if desired.
8. Select the desired **Report Format**.
9. Click the **Generate Report** button.

Print this report and give it to the substitute teacher for the appropriate class periods. Depending on school procedures, at the end of the day or period, the substitute signs and dates the report on the provided lines and returns the printout to the attendance office for attendance entry.

The report is sorted by teacher (last name, first name). For each teacher, the sections in which the teacher is assigned are sorted by period sequence. If the section meets in multiple periods, the following sort pattern occurs:

- If the periods in which that section meets are sequential, only one sheet prints with the sequential periods.
- If the periods in which that section meets are not sequential, a separate sheet prints.
- If the list of students for a course section spans multiple pages, the teacher's name and the course print on the subsequent pages.

20-21 **Middle School** Generate on 12/18/2020 11:00:18 AM Page 1 of 3	**Teacher: Staff, Sandra** Effective Date: 12/18/2020 Period Schedule: 1

Comments: Winter Break begins December 23.

Course: A-113 ADVISORY   **Room:** 113
Period: A   **Time: -   Students: 9 M: 4 F: 5 O: 0**

	Student	Gender	P	A	T	Time in	Time out	Comments
7	Student, Albert #123456789	M						
7	Student, Beth #234567890	M						
7	Student, Charles #345678901	F						
7	Student, Delia #456789012	M						
7	Student, Erik #567890123	F						

To the best of my knowledge, the information contained on this document is verified as accurate and complete.

_____   _____
Signature   Date

Sub Attendance Roster, All Options Selected - PDF Format

20-21 **Middle School** Generate on 12/18/2020 11:06:51 AM Page 1 of 2	**Teacher: Staff, Sandra** Effective Date: 12/18/2020

Course: A-113 ADVISORY   **Room:** 113
Period: A   **Time: -   Students: 9 M: 4 F: 5 O: 0**

	Student	P	A	Comments
7	Student, Albert			
7	Student, Beth			
7	Student, Charles			
7	Student, Delia			
7	Student, Erik			

To the best of my knowledge, the information contained on this document is verified as accurate and complete.

_____   _____
Signature   Date

Sub Attendance Report, No Options Selected - DOCX Format

Blending Learning Groups

When using Blended Learning Groups, the report prints as follows and uses the entered Effective Date to determine which students are considered Physical and which are considered Virtual.

Virtual Attendance Preferences	Sub Attendance Roster

The **Enable Virtual Attendance** option on the Virtual Attendance Preferences **IS NOT** marked.

Physical Students and Virtual Students print in separate sections.

The **Enable Virtual Attendance** option on the Virtual Attendance Preferences **IS** marked and the **Disable Classroom Attendance** option **IS** marked.

Physical Students and Virtual Students print in separate sections.

Image Caption

The **Enable Virtual Attendance** option on the Virtual Attendance Preferences **IS** marked and the **Participation Based Entry** option **IS** marked.

Physical Students and Virtual Students print in separate sections. The Virtual Students have a Participated column, rather than P(resent), A(bsent), T(ardy) columns, to record whether a student participated in the class.

Virtual Attendance Preferences

Sub Attendance Roster

Image Caption