

Attendance Register

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

[Student Daily Attendance Report](#) | [Course Section Attendance Register](#) | [State-Specific Information](#)

Tool Search: Attendance Register

The **Attendance Register** report can be generated to show student daily attendance or course section attendance for courses marked to take attendance.

- The [Student Daily Attendance](#) report calculates whole-day and half-day attendance based on the number of minutes defined in the grade level and calendar and displays the result for each day for each student, including a summary of average daily attendance and average daily membership during that time frame.
- The [Course Section Attendance](#) report prints student attendance records based on course sections.
- The [Instruction Attendance Register Report](#) prints student attendance records for the selected term and section in a student-by-day grid and is available in the Instruction toolset.

Attendance Register ☆
Attendance Office > Reports > Attendance Register

Attendance Register

The Student Daily Attendance report type reports Whole Day and Half Day attendance based on the number of minutes defined in the grade or calendar and displays the result each day for each student. The report also totals days Present, Absent, in Membership, and Off Roll for the selected date range.

What report type would you like?

☒ Student Daily Attendance
☐ Course Section Attendance Register

What attendance dates would you like to include in the report?

☒ By Date
Start Date: 06/06/2024
End Date: 06/06/2024
☐ By Term

How would you like the report oriented?

☒ Portrait
☐ Landscape

What students would you like to include in the report?

☒ Select a grade level
All Grades
☐ Select an Ad Hoc Filter

Only include students actively enrolled on:

Report Format: PDF

Generate Report

Attendance Register Report

Student Daily Attendance Report

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

The Student Daily Attendance Report calculates Whole-Day and Half-Day attendance based on the number of minutes defined in the grade level and the calendar. The result is displayed for each day for each student along with a summary of ADA and ADM during that time.

The Student Daily Attendance Register Report only includes attendance data for courses marked to take attendance.

Report Logic

Attendance calculations are determined using the whole day absence minutes and half day absence minutes entered on the calendar, and the whole day absence and half day absence minutes are entered on the grade level.

Whole day and half day minutes only need to be entered on the Calendar. The grade level will assume the minutes from the calendar tab if the grade level minute fields are left blank.

Report Editor

Field	Description
Report Type	Indicates which Register report to generate. For this instance, choose Student Daily Attendance .
Attendance Dates	<p>The report can be generated by using a date range or by selecting a term of the school year. When using dates, enter a Start and End Date in <i>mmdyy</i> format, or use the calendar icon to select a date. These fields are defaulted to the current date. Any student who has an active enrollment for any part of the date range will be included in the report.</p> <p>When using the Term option, the grading terms of the calendar will appear for selection and will be defaulted to the term closest to the current date. Only attendance information for the selected term will be included in the report.</p>
Page Orientation	The Student Daily Attendance report can be generated in either Portrait or Landscape format. Landscape format is best when generating attendance information for a longer period of time.
Students	<p>Select the students to include on the report by choosing a grade level or an ad hoc filter.</p> <p>In addition, an effective date can be entered to report only those students who are actively enrolled on a certain date in the Only include students actively enrolled on date field. Dates are entered in <i>mmdyy</i> format or can be entered by selecting the calendar icon. An entered date must fall within the date range of the calendar selected in the Campus toolbar. This date field is an optional entry and does not need to be populated to generate the report.</p>
Report Format	Indicates how the report generates - in PDF or DOCX format.

Generate the Report

1. Select the **Student Daily Attendance** as the **Report Type**.
2. Enter the attendance dates to include on the report by selecting a **Start and End Date** range or a **Term**.
3. Select the report orientation by selecting either **Portrait** or **Landscape**.

4. Select the desired students to include in the report by selecting either a **Grade Level** or an **Ad hoc Filter**.
5. If desired, enter a date in the **Only include students actively enrolled** on field.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button.

16-17 High School		Daily Attendance Register	
Generated on 01/10/2017 12:12:53 PM Page 1		Date Range: 09/06/2016 - 01/10/2017 Grade: 12 Students: 586	
District- assigned student number, student last and first Name, and grade level of enrollment	Student #	Student Name	
	123456	Student, Anna (12)	
		Number of days present, days absent, total days of membership (enrolled days), days off roll (not enrolled days) Present Absent Membership Off Roll 70.5 1.5 72 0	
		Days of the week and dates included in the report: - Days of the week: MTWRSaSu - Dates: 1108, 1109, etc. Thursday, November 10 is displayed as R1110.	
		Indicates student attendance data: - Student not enrolled H Half-day Absence A Full-day Absence	
Non-school day or weekend 234567 Student, Bennett (12)			

Student Daily Attendance Register Report - PDF Format

Course Section Attendance Register

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

The Course Section Attendance Register report prints students' attendance records based on course sections. This only includes attendance data for courses that are marked to take attendance.

Report Logic

The Course Section Attendance report pulls information from student attendance data entered by teachers. Attendance information displayed on the report can also be seen on the student's [Attendance](#) tab, the [Course Section Attendance](#) tab, the [teacher's attendance](#) view and the [Classroom Monitor](#).

Attendance data reports for the year, school, and schedule structure selected in the Campus toolbar for students actively or previously enrolled (if enrollment occurred during the entered date or selected terms on the report editor).

Teachers (primary, secondary, etc.) are included in the report based on their Staff History Assignment Start and End Dates. When the teacher is the primary teacher, the words "(Primary)" display in the report header after the teacher's name.

- If there are no assignment dates entered for the teacher, that teacher's name is included.
- If the teacher's assignment has a start date but no end date, that teacher's name is included.
- If the teacher has an assignment end date before the term selected on the report editor, the teacher's name is not included.
- If the teacher has an assignment end date within the date range selected on the report editor, the teacher's name is included.
- If the teacher has an assignment start date after the term selected for the report, the teacher's name is not included.

By Date

- When the report is generated using a Start and End Date, the Primary Teacher has not changed during the entered date range but does change later in the year, the Primary Teacher for the entered date range reports.
 - When the **Print a copy for the Primary Teacher only** option is not marked, the Primary Teacher for the entered date range reports.
 - When the **Print a copy for the Primary Teacher only** option is marked, the Primary Teacher for the entered range reports.
- When the report is generated using a Start and End Date and the Primary Teacher changes during that date range, the Primary Teacher, as of the last day of the date range, is considered the Primary Teacher for the entire date range.
 - If **All Teachers** is selected and the **Print a copy for the Primary Teacher only** option is not marked, a page reports for the last Primary Teacher. A page also reports for any active teachers at the end of the Date Range.
 - If **All Teachers** is selected and the **Print a copy for the Primary Teacher only** option is marked, a page reports for the last Primary Teacher.
 - If a specific teacher is selected and the **Print a copy for the Primary Teacher only** option is not marked, a page reports for that teacher if that teacher is the last Primary Teacher or if that teacher was active at the end of the Date Range.
 - If a specific teacher is selected and the **Print a copy for the Primary Teacher only** option is marked, a page reports if that teacher was the last Primary Teacher.

By Term

- When the report is generated for a Term and the Primary Teacher has not changed during the term, but changes later in the year, the Primary Teacher for the Term reports, it doesn't matter if the **Print a copy for the Primary Teacher only** option is selected.
- When the report is generated for a Term, and the Primary Teacher changes during that term, the Primary Teacher, as of the last day of the term, is considered the Primary Teacher for the term.
 - If **All Teachers** is selected and the **Print a copy for the Primary Teacher only** option is not marked, a page reports for the last Primary Teacher. A page also reports for any Teachers active at the end of the term.
 - If **All Teachers** is selected and the **Print a copy for the Primary Teacher only** option is marked, a page reports for the last Primary Teacher.
 - If a specific teacher is selected and the **Print a copy for the Primary Teacher only** option is not marked, a page reports when that teacher is the last Primary Teacher or if the teacher is active at the end of the Date Range.
 - If a specific teacher is selected and the **Print a copy for the Primary Teacher only** option is marked, a page reports when that teacher is the last Primary Teacher.

By Term or By Date Range

- When the report is generated for a Term or a Date Range, and there is no Primary Teacher or no Teacher on the last day of the term or the last day of the date range, the most recent active Primary Teacher or Teacher is considered the Primary Teacher or Teacher for the term/date range.
 - If there is no Primary Teacher at any point in the term or selected date range, and the **Print a copy for the Primary Teacher only** option is marked, then the words "No Data" reports.

Report Editor

Option	Description
Attendance Dates	<p>The report can be generated by using a date range or by selecting a term of the school year. When using dates, enter a Start and End Date in <i>mmddyy</i> format, or use the calendar icon to select a date. These fields are defaulted to the current date.</p> <p>When using the Term option, the grading terms of the calendar appear for selection and default to the term closest to the current date. Only attendance information for the selected term is included in the report.</p>
Page Orientation	The Course Section Attendance report can be generated in either Portrait or Landscape format. Landscape format is best when generating attendance information for a longer period of time.
Students	Select the students to include on the report by choosing a teacher and section combination (or all teachers, all sections) or by choosing an ad hoc filter. When selecting teachers and sections, the sections can be sorted by the course number or the course name. Only students enrolled during the selected time frame in the selected sections are included in the report.

Option	Description
Printing Options	<p>Additional items can be selected on the report editor for inclusion on the Course Section Attendance Register Report. These printing options may increase the length of the report. Choosing the first two options reduces the length of the report by only printing primary teacher information and only printing instructional days.</p> <ul style="list-style-type: none"> • Print a Copy for the Primary Teacher Only - When selected, only one copy of the report generates for the teacher whose name is in the Primary Teacher field on the Course Section editor. A report is not generated for the secondary teachers or section staff who are assigned to the course section. • Include Only Instructional Days - When selected, all days marked as non-instructional are omitted from the attendance data display. This includes weekends and non-school days. • Include Non-Instructional Periods - When selected, attendance sections scheduled in a non-instructional period print in the report. • Use District Attendance Codes - When selected, only attendance codes of A (Absent) and T (Tardy) are used. • Print Classroom - This selection prints a listing of attendance dates verified against the number of students present versus the number of students enrolled in the course section. This prints at the end of the report. • Print Period Schedule - This selection prints the schedule of class periods during the selected date range for the selected course sections. This prints at the end of the report. • Print District Attendance Codes - This selection prints a list of the district attendance codes that are used in the report. This prints at the end of the report.
Sort Options	<p>The report can be sorted either by Teacher Name or by Course Name. By Teacher Name sorts information by the teacher's last name, grouping all of that teacher's course sections together. By Course Name sorts course information by the Course Number, then by the Section Number.</p>
Report Format	<p>Indicates how the report generates - in PDF or DOCX format.</p>

Generate the Report

1. Select the **Course Section Attendance Register** as the **Report Type**.
2. Enter the attendance dates to include on the report by selecting a **Start and End Date** range or a **Term**.
3. Select the report orientation by selecting either **Portrait** or **Landscape**.
4. Select the desired students to include in the report by selecting either a **Teacher and a Course Section** or an **Ad hoc Filter**.
5. Select the desired options to include on the report.
6. Select the desired **Sort Options** for the report.
7. Select the desired **Report Format**.
8. Click the **Generate Report** button. The report generates in the selected format.

16-17

District- assigned student number, student last and first Name, and grade level of enrollment

Course Section Attendance Register

405007 2:50 Social Dance Teacher: Staff, Kathy (Primary)

Date Range: 09/08/2016 - 10/31/2016

Periods: 05 Students: 36

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Primary Teacher

Student #	Student Name	T0906	W0907	R0908	F0909	Sa0910	Su0911	M0912	T0913	W0914	R0915	F0916	Sa0917	Su0918	M0919	T0920	W0921	R0922	F0923	Sa0924	Su0925	M0926	T0927	W0928	R0929	F0930	Sa1001	Su1002	M1003	T1004	W1005	R1006	F1007	Sa1008	Su1009	M1010	T1011	W1012	R1013	F1014	Sa1015	Su1016	M1017	T1018	W1019	R1020	F1021	Sa1022	Su1023	M1024	T1025	R1026	F1027	Sa1028	Su1029	M1030	T1031	W1032	R1033	F1034	Sa1035	Su1036	M1037	T1038	W1039	R1040	F1041	Sa1042	Su1043	M1044	T1045	W1046	R1047	F1048	Sa1049	Su1050	M1051	T1052	W1053	R1054	F1055	Sa1056	Su1057	M1058	T1059	W1060	R1061	F1062	Sa1063	Su1064	M1065	T1066	W1067	R1068	F1069	Sa1070	Su1071	M1072	T1073	W1074	R1075	F1076	Sa1077	Su1078	M1079	T1080	W1081	R1082	F1083	Sa1084	Su1085	M1086	T1087	W1088	R1089	F1090	Sa1091	Su1092	M1093	T1094	W1095	R1096	F1097	Sa1098	Su1099	M1100	T1101	W1102	R1103	F1104	Sa1105	Su1106	M1107	T1108	W1109	R1110	F1111	Sa1112	Su1113	M1114	T1115	W1116	R1117	F1118	Sa1119	Su1120	M1121	T1122	W1123	R1124	F1125	Sa1126	Su1127	M1128	T1129	W1130	R1131	F1132	Sa1133	Su1134	M1135	T1136	W1137	R1138	F1139	Sa1140	Su1141	M1142	T1143	W1144	R1145	F1146	Sa1147	Su1148	M1149	T1150	W1151	R1152	F1153	Sa1154	Su1155	M1156	T1157	W1158	R1159	F1160	Sa1161	Su1162	M1163	T1164	W1165	R1166	F1167	Sa1168	Su1169	M1170	T1171	W1172	R1173	F1174	Sa1175	Su1176	M1177	T1178	W1179	R1180	F1181	Sa1182	Su1183	M1184	T1185	W1186	R1187	F1188	Sa1189	Su1190	M1191	T1192	W1193	R1194	F1195	Sa11
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