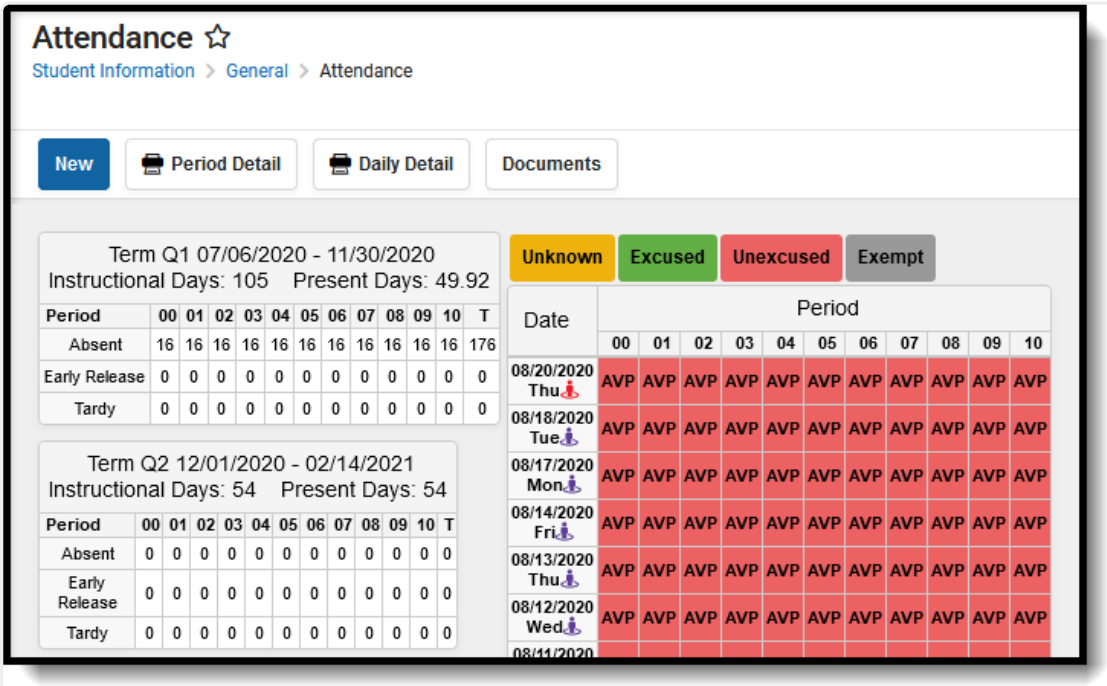
Attendance (Student Information)

Last Modified on 06/24/2026 2:11 pm CDT

Tool Search: Attendance

All attendance data for each student is displayed on the Attendance tool. This information is given at the detail level for each day. Summaries are available for both terms and courses. Attendance events are color-coded according to the key at the top of the tool.

See the Attendance Information for Cross-site Students for information on attendance logic and recording attendance when Cross-Site Enrollment is used at the district.



Student Attendance Editor

Attendance Codes must be entered in System Administration in order to record student attendance.

See the Attendance (Student) Tool Rights article for information about rights needed to use this tool.

Attendance Process

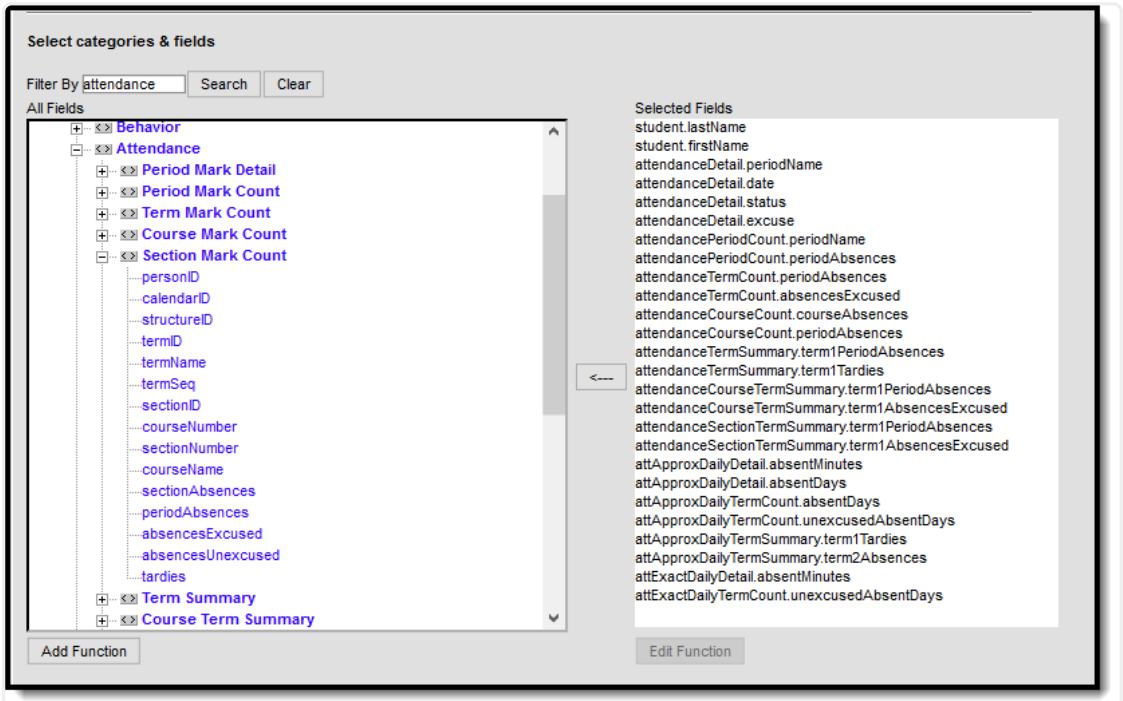
Attendance can be recorded in a school by several different people. The following is a high-level summary of the attendance process:

1. Teachers enter attendance information for each Course Section.
2. The Attendance Office processes entered teacher attendance, assigning excuse codes to each entry using the Attendance Wizard or Daily Attendance.
3. The Attendance Office can also manually add attendance events to a student's Attendance tool.

Student Attendance Information in Ad hoc Query Wizard

Use the Student Data Type in the Filter Designer to build reports that include attendance information. There are several options available within the **Student > Attendance** folder, and the available elements are essentially the same; the difference is around how the attendance data is grouped. There are items that organize attendance data by term and items that organize data by Course.

Spend some time building filters that include fields from each section, so you can see how the attendance information for a student displays differently depending on what options are selected. There are several core reports available that also report attendance data.



Attendance Filter Designer Options

Chronic Absenteeism Data

There is no core report available for finding students who are considered chronically absent. Filters can be created in the Filter Designer that report this information. Example reports of the Chronic Absenteeism fields are included below. Reports can also be created using the **Attendance Day Detail** and **Attendance Day Summary** view options (Approximate, Exact, Exact Minute, Federal). The following images list a student and the Chronic Absentee Detail information for each of the detail and summary views.

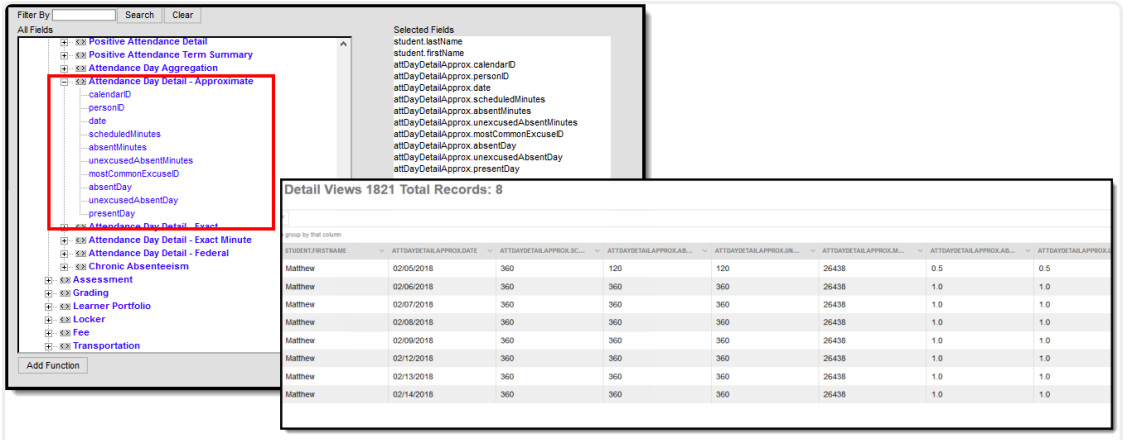
Choosing fields from the Chronic Absenteeism folder reports information included in the Chronic Absenteeism editor viewable on the Student Attendance tool. Data that reports in ad hoc filters using these fields varies depending on the assigned Attendance Aggregation Preferences.

In these examples, attendance data is returned for a range of dates.

Click here to expand...

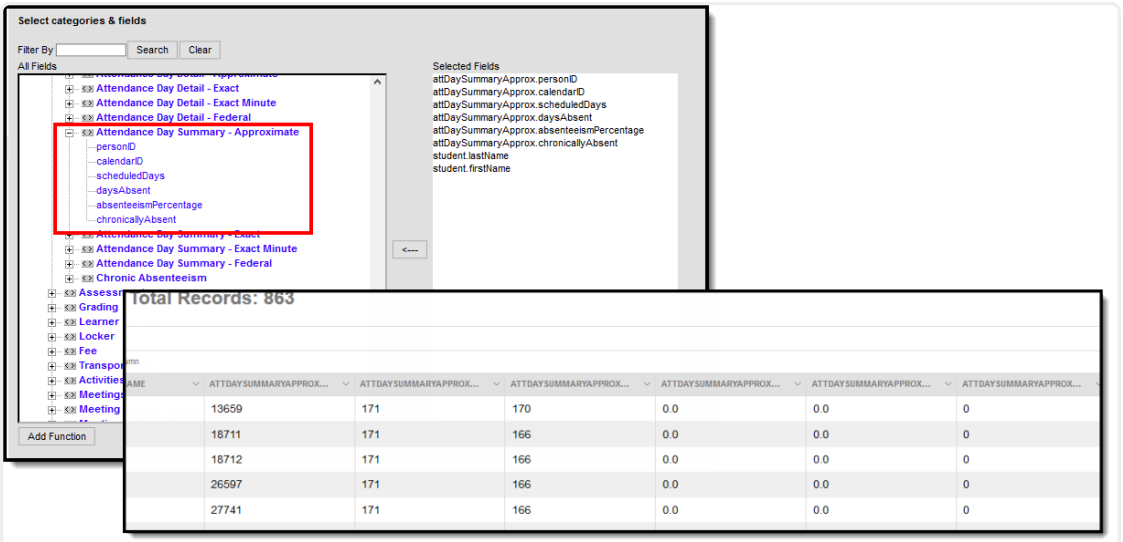
Approximate Calculation

Attendance Day Detail View



Attendance Day Detail View - Approximate

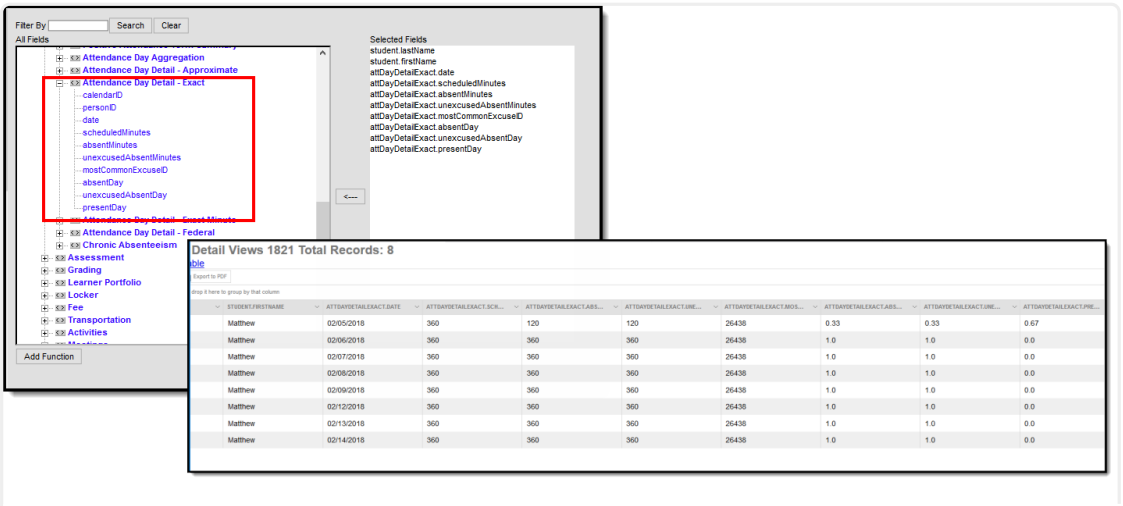
Attendance Day Summary View



Attendance Day Summary View - Approximate

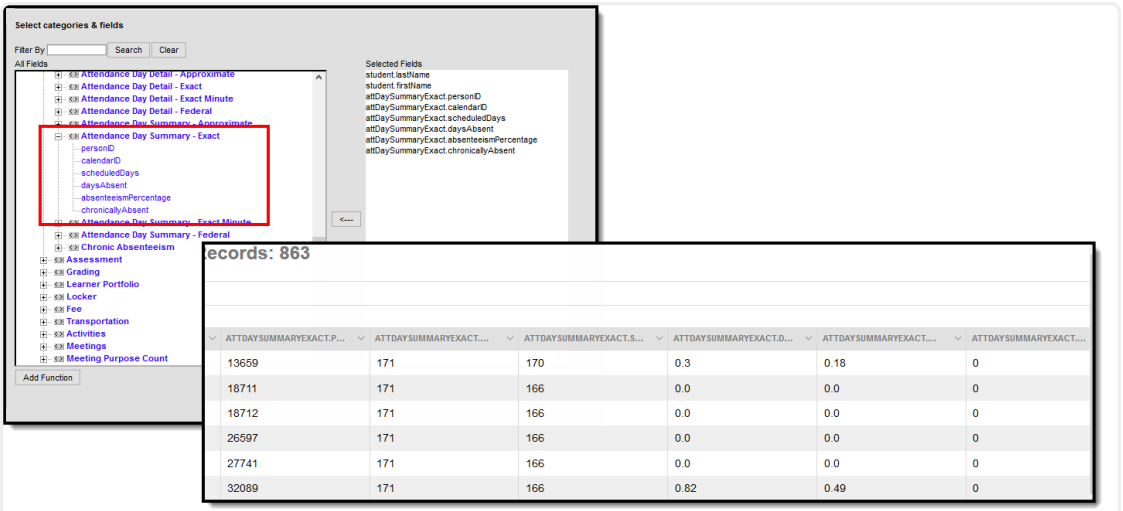
Exact Calculation

Attendance Day Detail View



Attendance Day Detail View - Exact

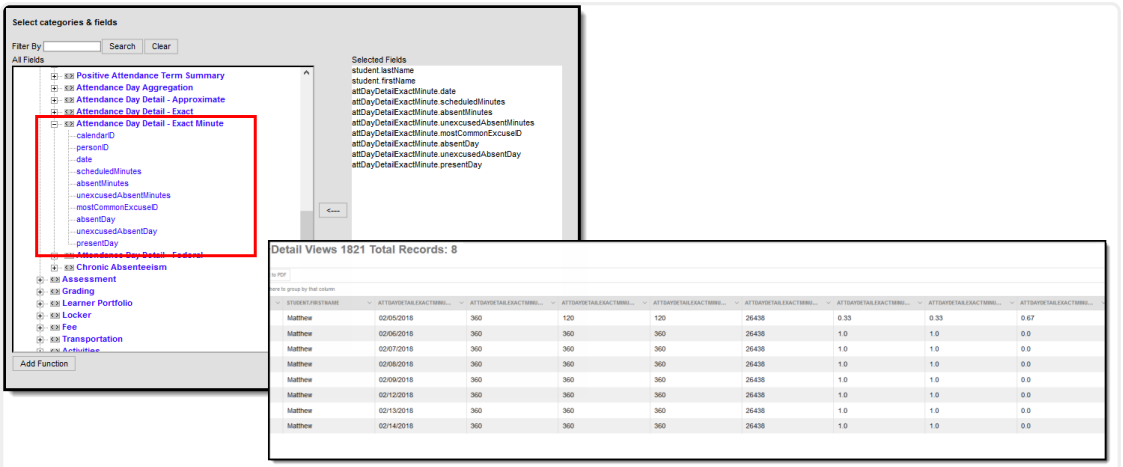
Attendance Day Summary View



Attendance Day Summary View - Exact

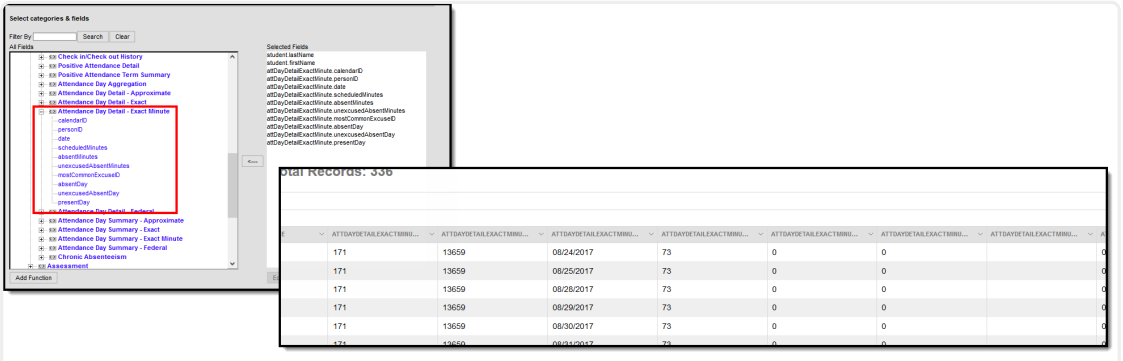
Exact Minute

Attendance Day Detail View



Attendance Day Detail View - Exact Minute

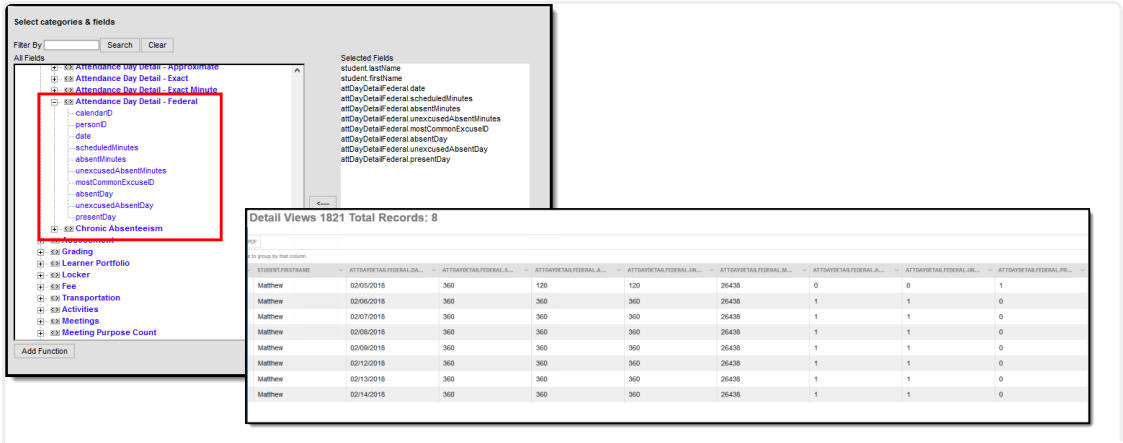
Attendance Day Summary View



Attendance Day Summary View - Exact Minute

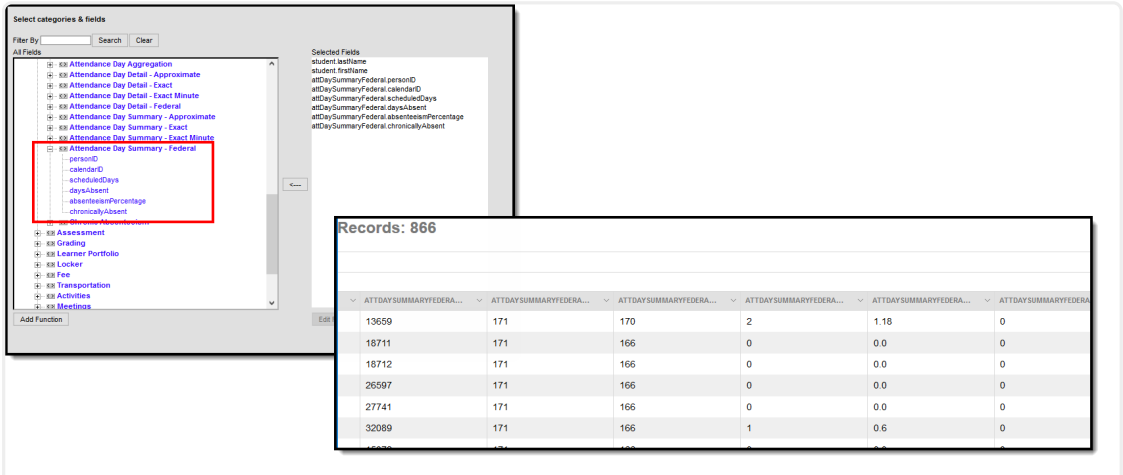
Federal

Attendance Day Detail View



Attendance Day Detail View - Federal

Attendance Day Summary View



Ad hoc Report - Federal Summary View

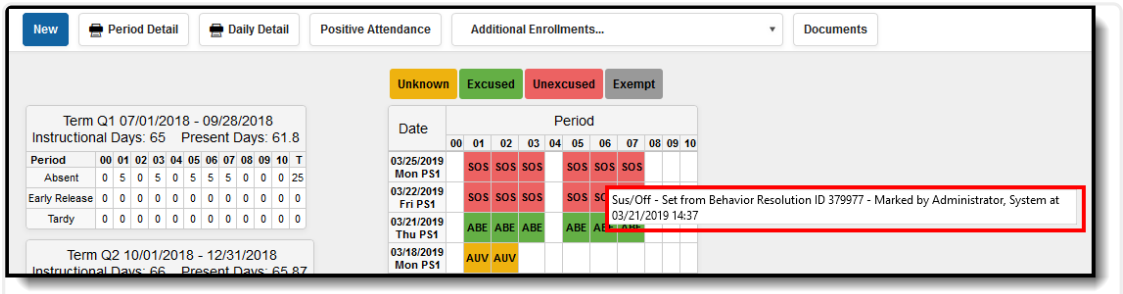
Link Behavior Records and Attendance Records

When schools have chosen to link behavior incidents to attendance records, attendance records display automatically when the behavior resolution is saved on the behavior management record, based on the dates entered on the behavior resolution.

Task	Tool
Mark the **appropriate attendance codes** that relate to behavior resolutions.	Attendance Codes

Task	Tool
Mark the **appropriate behavior resolution types** to allow for attendance modification.	Resolution Types
Create a **behavior incident**, assigning **events** and **participants**.	Behavior Management Behavior Referral
Enter a **behavior resolution** for one of the event participants.	Behavior Management Student Behavior
Verify the entered behavior event and resolution, and mark the incident complete.	Behavior Management
Verify the **behavior event** displays on the student's behavior tool.	Student Behavior
Verify the **attendance tool** displays an entry for the behavior resolution.	Student Attendance
Generate a report **looking for any inconsistencies** in linked behavior/attendance records.	Behavior Attendance Audit Report

When the behavior resolution is entered with an Attendance Code and any attendance conflicts have been addressed, the student's attendance tool is updated accordingly.

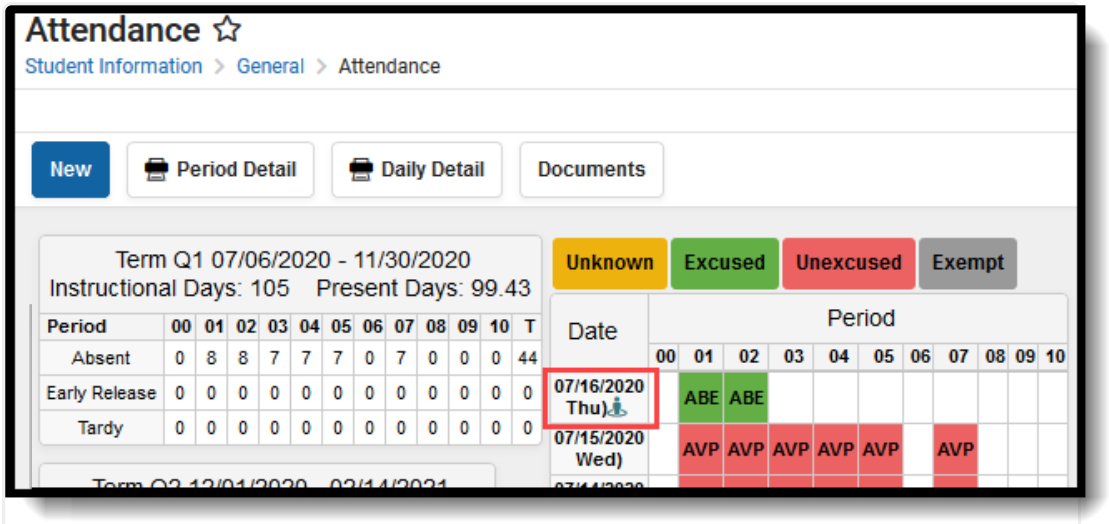


Step 7 - Linked Attendance/Behavior Record

The pop-up message indicates that the record was created due to a behavior incident. This also displays in the record's Comments field when clicking an entry from here.

Virtual Attendance Indicator

When a student has an attendance entry for a day when their assigned Blended Learning Group that is virtual on that day (the Blended Learning Group is assigned to the Calendar Day), a Blended Learning Group icon displays next to the date for that attendance entry.



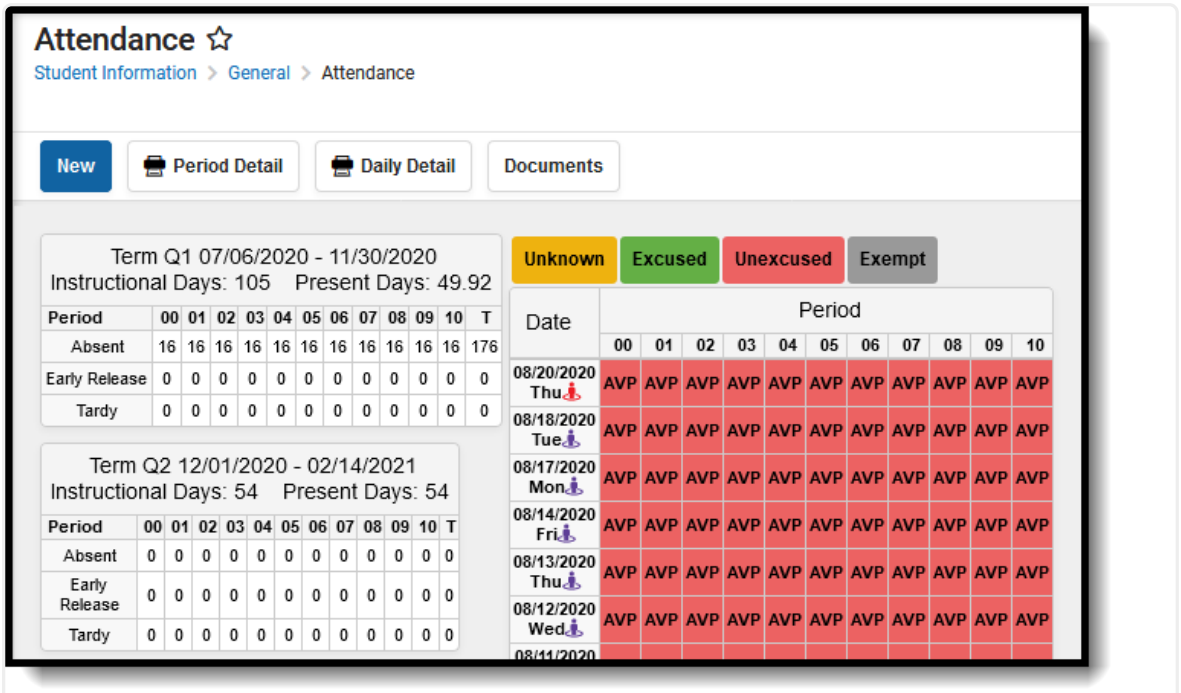
Blended Learning Group Display Next to Attendance Date

This icon displays ONLY when the student has an attendance entry for a date where their Blended Learning Group is assigned to the Calendar Day so the student is attending classes virtually.

See the Blended Learning Groups article for an overview of the entire Blended Learning Group process.

Student Attendance Navigation

All attendance data for each student is displayed on the Attendance tool. This information is given at the detail level for each day. Summaries are available both by term and course. Attendance events are color-coded according to the key at the top of the tool.



Student Attendance

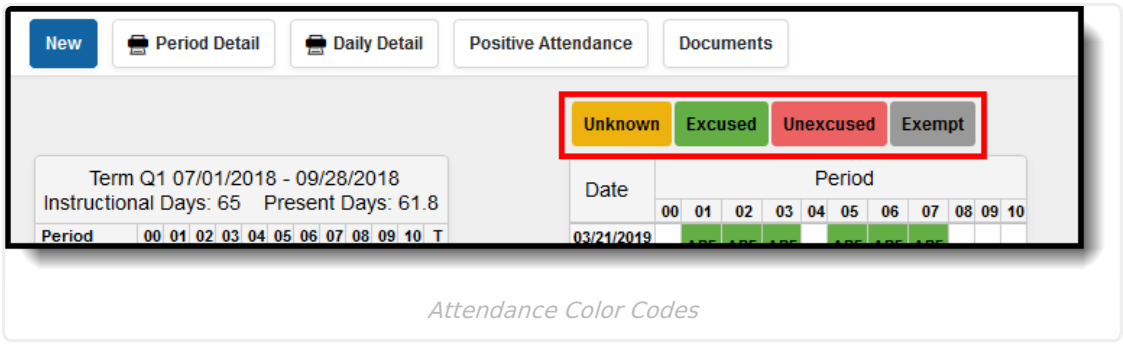
The Student Attendance tool lists relative information about the student's attendance history in the selected school bar. Most schools use the Attendance Wizard or other available attendance management tools to record daily attendance; while attendance events can be added from here, this tool is mostly used to view attendance information for a single student.

In order to record attendance:

- The Calendar Day must be marked as an Attendance Day.
- Attendance Codes must be entered.
- The student must be scheduled into courses and be actively enrolled in the school.

Attendance Color Codes

The following colors are displayed with the attendance code for each type of attendance event. These are created in the Attendance Codes tool in System Administration.

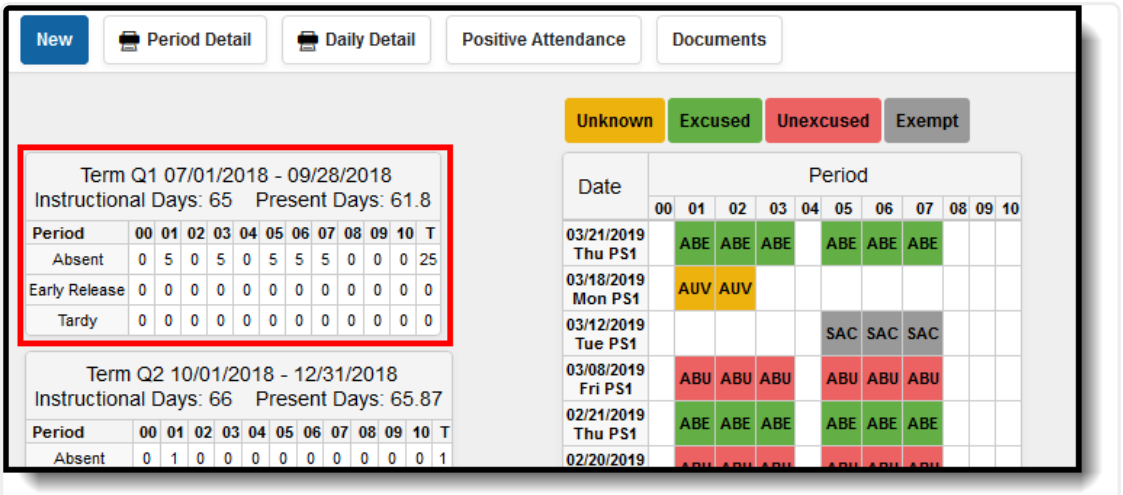


Attendance Color Codes

Code	Excuse
Yellow	Unknown (default when no attendance code set) This displays when the teacher has marked a student absent or tardy, but no excuse has been entered for that record yet.
Green	Excused
Red	Unexcused
Gray	Exempt

Summary Information

Attendance data is summarized by Term and by Course and is organized by period and attendance status (absent, early release and tardy). The values are totaled using all excuse types (excluding Exempt attendance marks).



Attendance Term Summary

Instructional Days

The total Instructional days for a school is determined by the district. This value is based on the number of Instruction days associated with the calendar. It is not entered into a field, but rather, when calendar days are set, each day can be marked as Instruction, as well as a variety of other day types.

This value does not change based on a student's attendance record. As a student progresses through the term, the total number of Instructional Days remains at the same value (the total number of school days from the start of the term to the end of the term, as long as the student is enrolled in courses).

If a student is enrolled from the first day of the term to the last day of the term, with no interruptions in enrollment, the instructional days value matches the total number of school days for the term. If a student is not enrolled at all during a term, NaN displays and the instructional days field will be blank.

When a student has multiple enrollments during the term (the student's enrollment ends and a new enrollment begins at a later date), the Instructional Days value does not change.

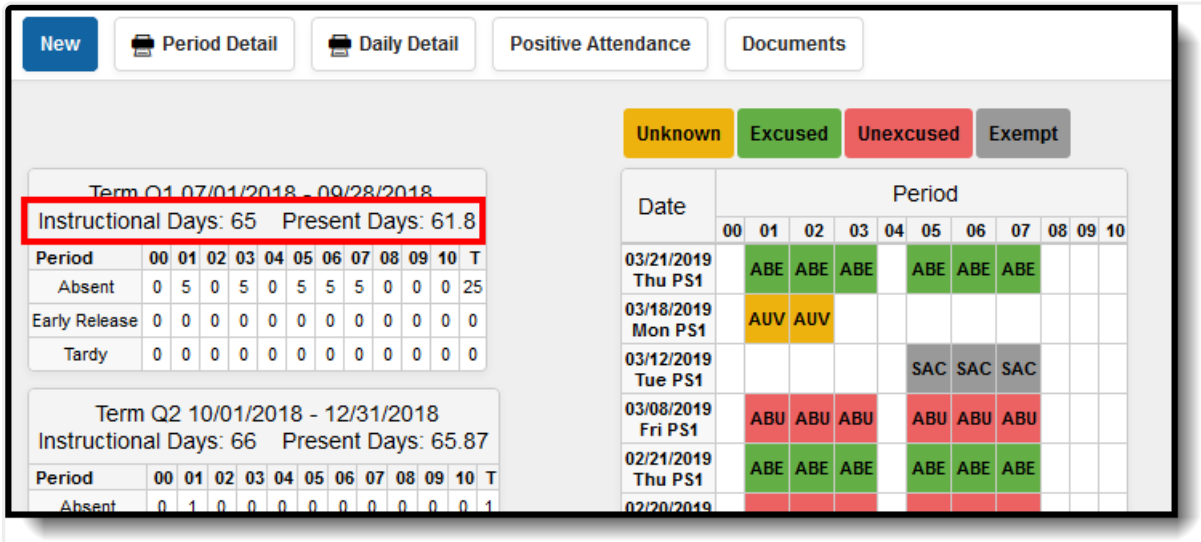
Present Days

The Present Days value is calculated by subtracting Absent Days from Enrolled Days. If a student has perfect attendance (no attendance marks), the Present Days value matches the Instructional Days value.

When a student has an absent attendance mark (that is not exempt), the Present Days value will change based on how many minutes the student was absent.

- The number of minutes a student is absent in a period (minutes from start time to end time minus lunch minutes and present minutes) is divided by the Instructional minutes for the day and the period absent minutes are summed to determine the Absent Day value.
- The Instructional minutes for the day are derived from the Grade Level Standard Day minutes

or the Calendar Student Day minutes (in that order). If these values are not populated, 360 is used. If the Calendar has multiple Period Schedules with differing numbers of Instructional minutes, the calculation will always use the Standard Day/Student Day/360 minutes in the calculation, which can make the calculation less precise.



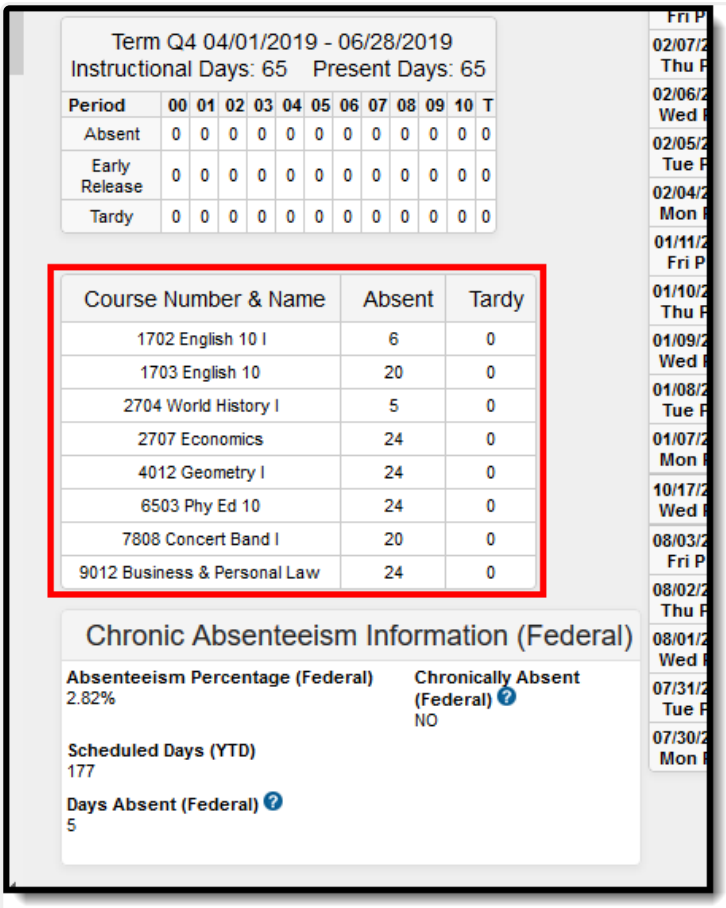
Instructional Days and Present Days total

If the student is enrolled for at least one day during a term, the Instructional Days will be the number of days in the term.

Course Summary

For the primary term schedule the total number of absent and tardy events are calculated for each distinct course. The results are displayed in the course summary.

A course will only show up in the Course Summary within Student Information > General > Attendance if there is an attendance event tied to a period when that section meets.

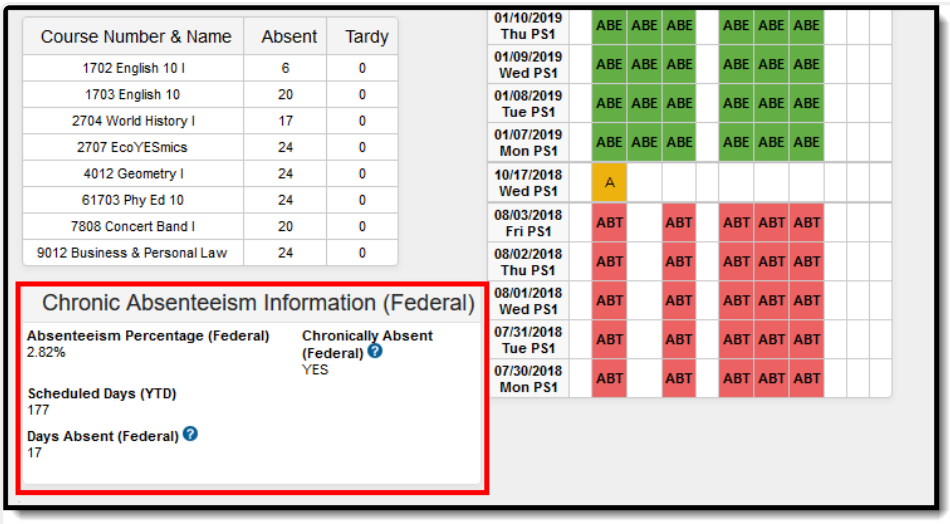


Student Course Information

Chronic Absenteeism Information

Chronic Absentee information for a student displays after the Course Summary. This display depends on the assigned Attendance Aggregation Preferences Summary View.

Tool rights are necessary to see this information.



Chronic Absenteeism Information

Chronic Absenteeism calculations could differ from your state reporting attendance calculations. A discussion with appropriate staff within the district is necessary when deciding which attendance aggregation preference to use.

Absenteeism Percentages and Chronically Absent information is calculated for the calendar selected in the Campus toolbar.

- When a student has multiple enrollments in multiple schedule structures in the SAME calendar, the Chronic Absenteeism Information is totaled for all enrollments.
- When a student has multiple enrollments in DIFFERENT calendars, the Chronic Absenteeism information is NOT totaled together for the different enrollments. Chronically absent information for each enrollment in each calendar displays for the calendar selected in the toolbar.

Attendance Aggregation Preferences

The information displayed in the Chronic Absenteeism Information editor varies depending on which Summary View in the Attendance Aggregation Preference is assigned for the district.

Click here to expand...

The following information shows the Attendance Aggregation Preferences selections and how it affects the Student Attendance tab. The student attendance data is the same in all images, but notice that the totals vary depending on the selected summary view. Also included is an image of an Ad hoc report that includes the Chronic Absentee fields that display on the Student Attendance tab.

Note that the field Chronically Absent is the indication that the student is considered chronically

absent based on the selected summary view. When using this field in Ad hoc reports, data returns as 1 (Yes) or 0 (No).

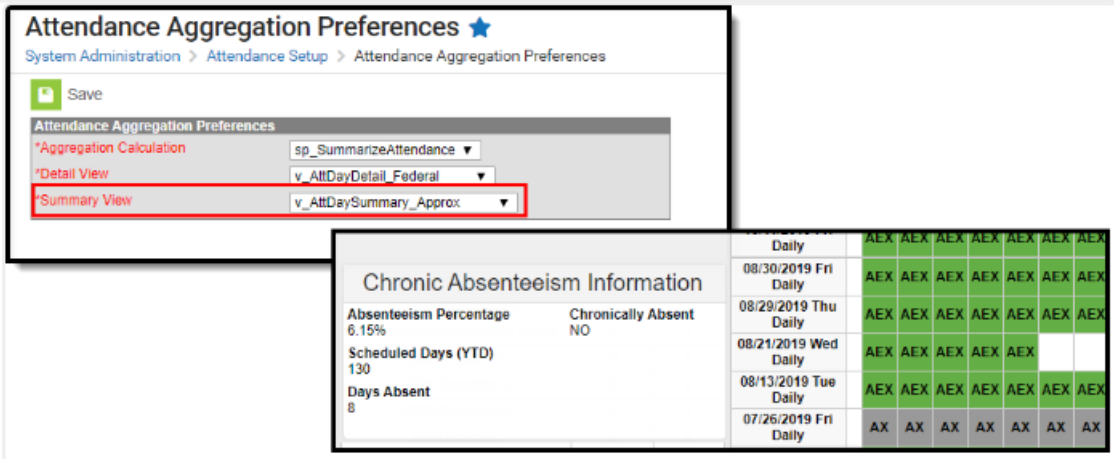
The selected preferences here also determines the values returned when generating the Ad hoc reports using the Chronic Absenteeism view.

Approximate Summary View

When the **Summary View** field is set to **v_AttDaySummary_Approx**, the Student Attendance tab displays Chronic Absentee data using approximation of a student's days absent.

The Approximate calculation takes the **total absent minutes for each day** , and rounds them to the nearest whole or half day (following standard rounding rules) based on the values entered on the calendar, to determine if the day met the threshold. The whole/half day absences are summed, then **divided by the year-to-date scheduled days** to get the Absenteeism Percentage.

- For example, the Half Day Absent Minutes field on the Calendar is 120, and the Whole Day Absence Minutes field is 240. If a student is absent between 120-239 minutes, that is considered a half day absence; if a student is absent 240 minutes or more, that's considered a whole day absence. The whole days and half days are summed for the calculation.
- This calculation uses the Whole Day Absence and Half Day Absence minutes values entered on the Calendar tab.



Approximate Summary View Selection

Here is a simple Ad hoc report using the fields from the Chronic Absenteeism folder for the Approximate Summary View



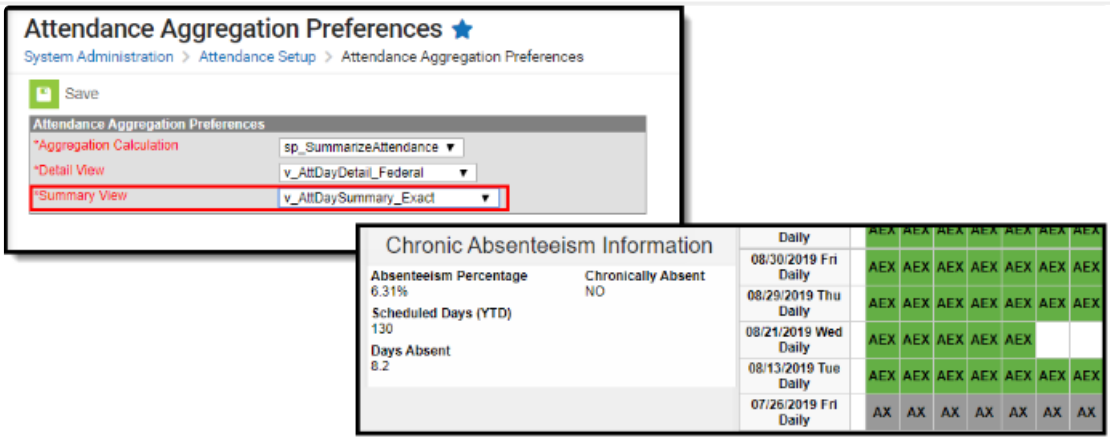
Approximate Calculation Ad hoc Report

Exact Summary View

When the **Summary View** field is set to **v_AttDaySummary_Exact**, the Student Attendance tab displays Chronic Absentee data using an exact measurement of a student's days absent. Comparing the Approximate calculation with the Exact calculation, the absenteeism percentage is lower, and the total days absent is not rounded to the next whole value.

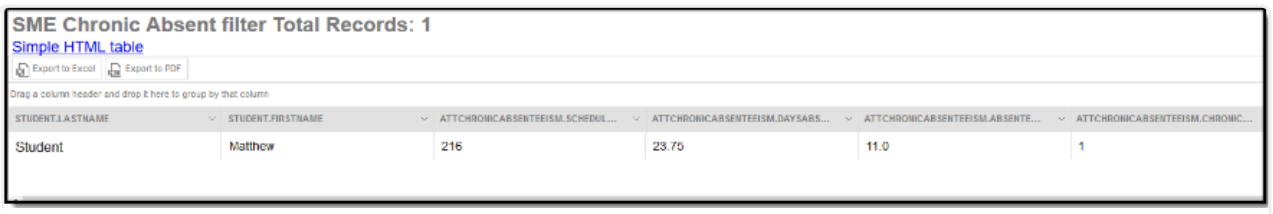
The Exact Day calculates each attendance day based on the Student Day (Instructional minutes) value on the calendar. The absent minutes per day are divided by the Student Day (instructional minutes). Those Exact day values are added up and divided by the *year-to-date* Scheduled Days to get the Absenteeism Percentage.

- No rounding is done with this calculation. If the student was absent for 23.75 days, that value reports.



Exact Summary View Selection

Here is a simple Ad hoc report using the fields from the Chronic Absenteeism folder for the Exact Summary View.

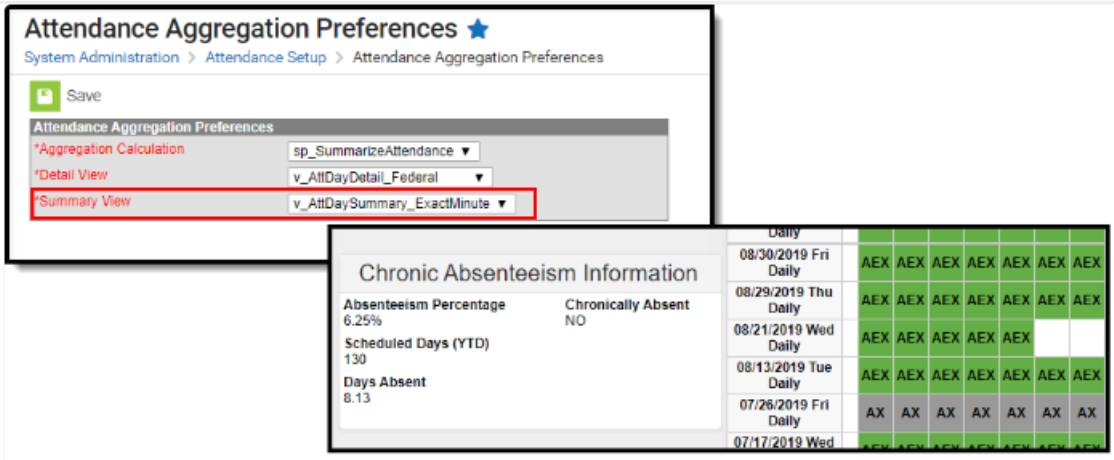


Exact Calculation Ad hoc Report

Exact Minute Summary View

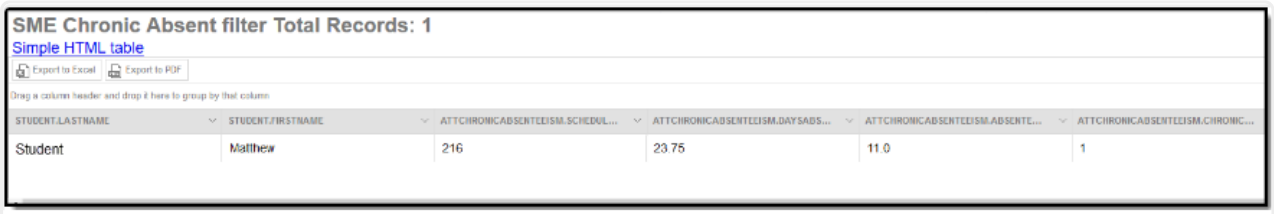
When the **Summary View** field is set to **v_AttDaySummary_ExactMinute**, the Student Attendance tab displays Chronic Absentee data using a to the minute calculation.

The Exact Minute calculation is the student's **total absence minutes** divided by the student's **total scheduled minutes.** The first calculation occurs for each day, then the total number of absences is added and divided by the Scheduled Days (YTD).



Exact Minute Summary View Selection

Here is a simple Ad hoc report using the fields from the Chronic Absenteeism folder for the Exact Minute Summary View.



Exact Minute Calculation Ad hoc Report

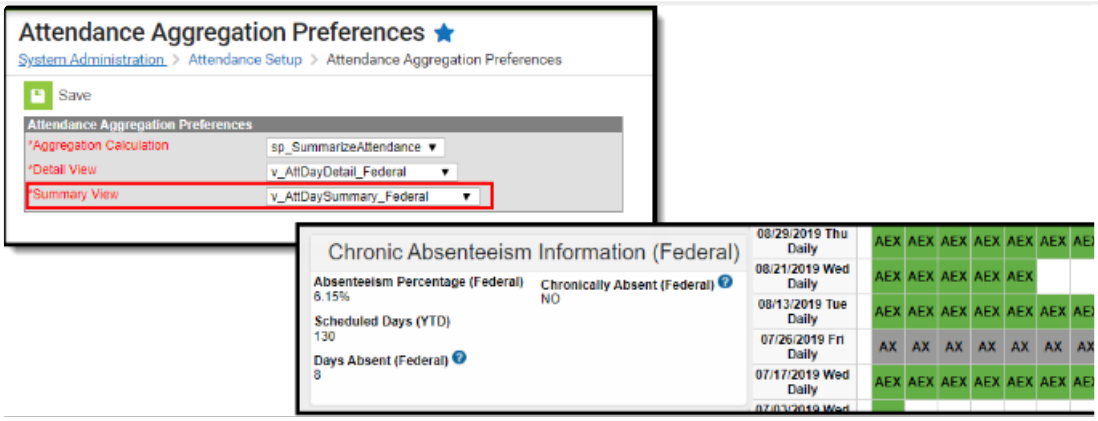
Federal Summary View

When the **Summary View** field is set to **v_AttDaySummary_Federa**l, the Student Attendance tab displays Chronic Absentee data based on the Federal guidelines. On-screen tool tips also display that provide definitions of what Days Absent and Chronically Absent mean at the federal level.

Students are considered chronically absent when they are marked absent for 10% or more of school days when scheduled for a minimum of ten days. The Days Absent total is the total days missed 50% or more with a status/excuse of Absent Excused, Absent Unexcused and Absent Unknown.

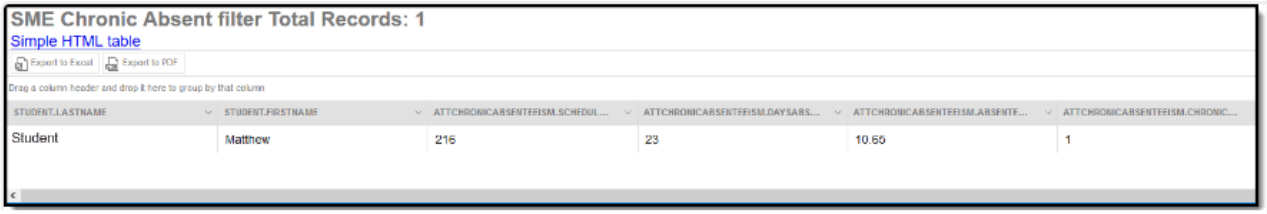
The Federal calculation is the student's days absent (for more than 50% of scheduled minutes) divided by the student's scheduled days.

- In a situation where a student is found to be habitually skipping the last two periods of the school day, that student would never cross the 50% threshold, therefore never being considered chronically absent, according to the Federal definition. Changing the Attendance Aggregation Preference to an Exact or Approximate calculation would classify that student as chronically absent.



Federal Summary View Selections

Here is a simple Ad hoc report using the fields from the Chronic Absenteeism folder for the Federal Summary View.



Federal Calculation Ad hoc Report

Chronic Absenteeism Descriptions

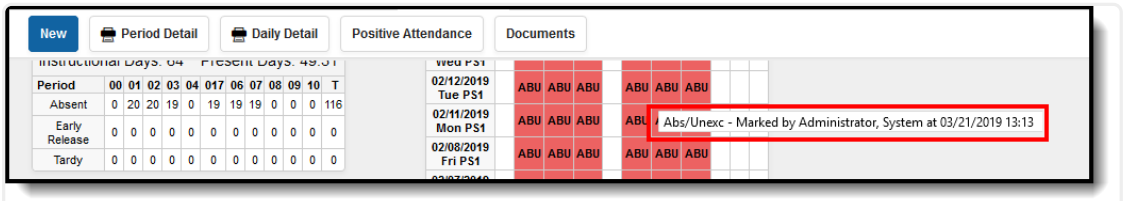
Field	Description	Ad hoc Field
Absenteeism Percentage	Reports the student's percentage of being absent. Values are dependent on the assigned Attendance Aggregation Preferences (see information above).	attChronicAbsenteeism.absenteeismPercentage
Scheduled Days	Lists the year-to-date number of days the student has been scheduled into attendance taking courses.	attChronicAbsenteeism.scheduledDays

Field	Description	Ad hoc Field
Days Absent	Lists the total number of days the student has been absent. Values are dependent on the assigned Attendance Aggregation Preferences (see information above). When the Federal Summary View is assigned as the Attendance Aggregation Preference, this field displays the words *Federal* and includes a tooltip that lists the Federal definition of what is considered an absent day: when a student is absent for 50% or more of the school day (attendance codes of Absent Excused, Absent Unexcused or Absent Unknown).	attChronicAbsenteeism.daysAbsent
Chronically Absent	Indicates the student is considered to be chronically absent. When the Federal Summary View is assigned as the Attendance Aggregation Preference, this field displays the words *Federal* and includes a tooltip that lists the Federal definition of what is considered chronically absent: when a student is marked absent for any non-instructional reason for more than 10% of school days during the year for those students enrolled a minimum of 10 school days.	attChronicAbsenteeism.chronicallyAbsent Reports as 1 (Yes) or 0 (No)

Modification Alerts

The Attendance tool will note the last person to have modified the student's attendance record

when the entry is hovered over. This is reported when a new entry is added or when an existing entry is modified.

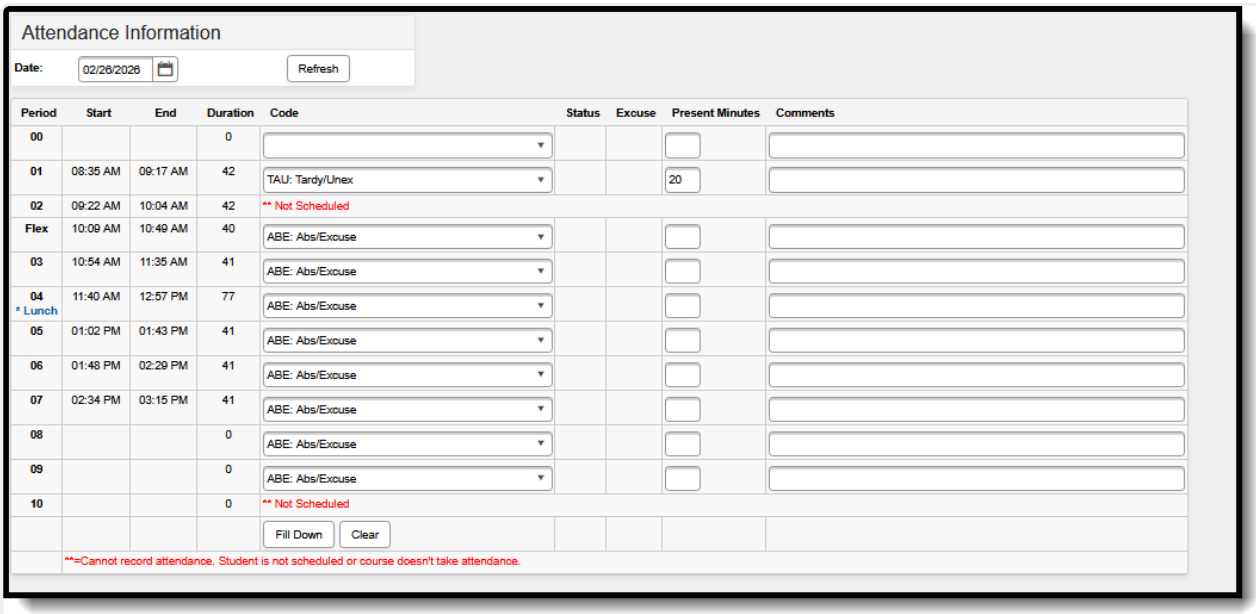


Attendance Modification Notice

Student Attendance Detail

Selecting an existing attendance record or adding a new record displays a period grid that lists the following:

- Period name (number)
- Lunch indicator next to the period that includes the lunch break. The calculated number of present minutes in periods with lunch is reduced by the number of lunch minutes in those periods.
- Start and end times of each period
- Duration (length of the period in minutes)
- Attendance Code
- Status and Excuse
- Present Minutes
- Comments



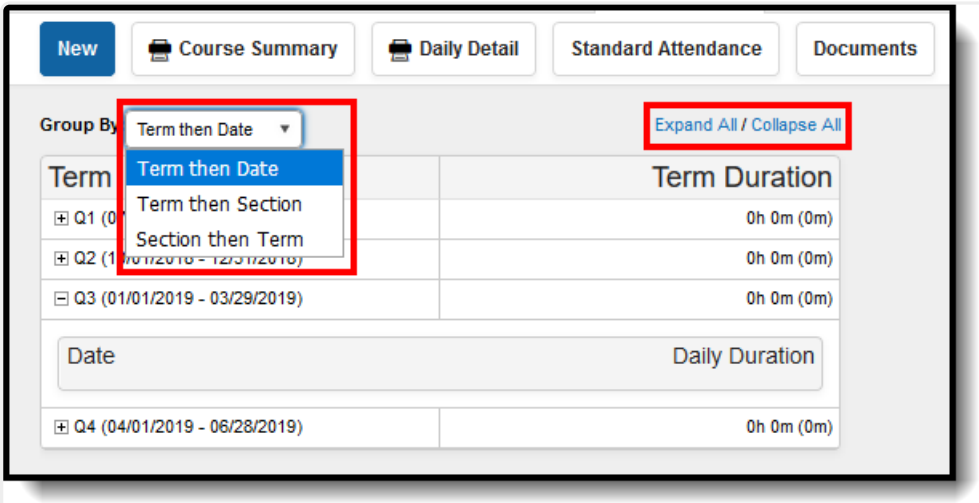
Student Attendance Period Grid

Attendance Options

Attendance can be entered using Standard Attendance (attendance is based on absence) or Positive Attendance (attendance is based on presence). Choose the Positive Attendance icon to enter present records, or choose the Standard Attendance (default display) to enter absent records.

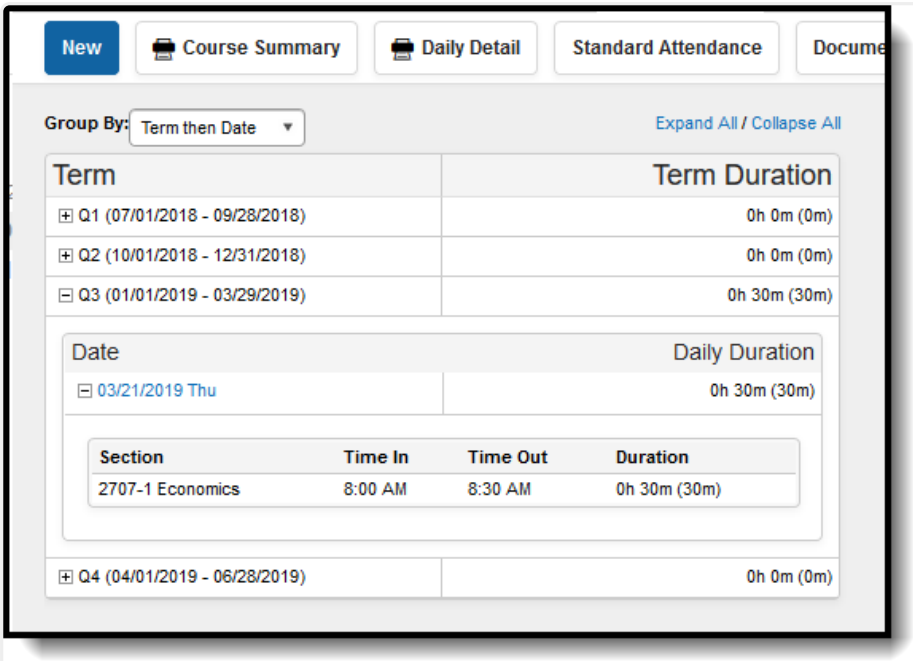
The Positive Attendance option only displays if the Positive Attendance Preference is set to Yes.

When entering Positive Attendance records, attendance records are organized by the Term in which the attendance event occurred. Events can then be organized by Term then Date, Term then Section, or Section then Term. The editor can also be expanded to show all events in the terms, or collapsed to show no events in the term. Use the plus/minus signs to expand areas as needed.



Positive Attendance Entries - Group by Options, Collapse/Expand Options

Selecting a positive attendance entry from this date view displays a summary of the entry.



Positive Attendance Summary View

Record and Print Standard Attendance Information

Standard Attendance marks a student as being absent or tardy, and requires the use of Attendance Codes. This is the default attendance option.

If you would rather record attendance from a time present standpoint, use the Positive Attendance option.

Attendance Data and Enrollments

When a start date is changed on an enrollment record, a warning displays indicating that any previously entered attendance that may have occurred prior to the new start date is not deleted, unless the student's start date in course sections is also adjusted.

If the student's enrollment already has an end date (or where an end date is entered when the start date is adjusted), attendance that is outside of the start/end dates will be deleted.

Add a New Standard Attendance Event

Attendance can only be recorded for periods where the student is scheduled in a course section.

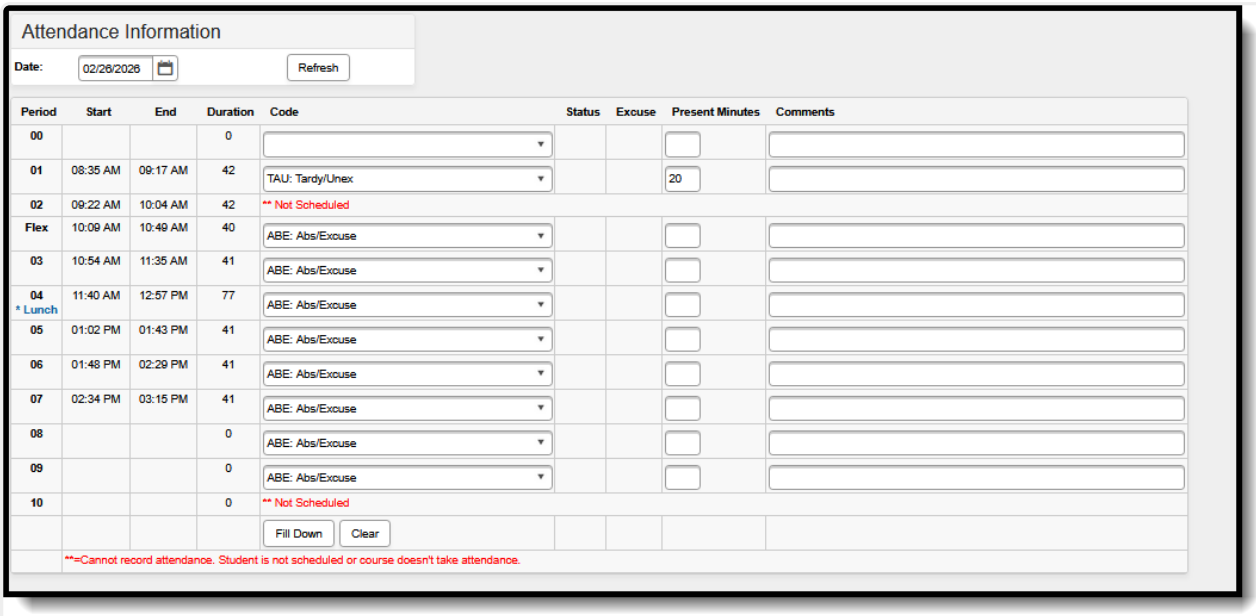
1. Click the **New** icon at the top of the Attendance tool. An Attendance entry screen will appear.
2. Enter the **Date** of the attendance and click the **Refresh** button. This date displays the current date and can be changed by using the calendar icon.
3. In the **Code** dropdown menu for the period where the student had an event, select the **Attendance Code** that best matches the situation.
4. Enter any **Comments** to describe the event in more detail.
5. If the event needs to be copied to subsequent periods on that day, click the **Fill Down** button.
6. If the incorrect attendance code was chosen, click the **Clear** button.
7. Enter the number of **Present Minutes** for the event, if needed. For example, if a student was in the class for 45 minutes but left for the remaining 30 minutes of the period, enter 45 minutes. This field can be left blank for period attendance.
8. Click **Save** when finished.

Dates can be entered in the following valid date formats:

- MMDDYY
- MM/DD/YY
- MM-DD-YY
- MMDDYYYY
- MM/DD/YYYY
- MM-DD-YYYY

Or, select the calendar icon to choose a new date.

Any other date format is considered an invalid format and will return a warning message that directs the user to reenter the date in a valid format.



Attendance Entry Editor

Edit an Existing Standard Attendance Event

1. Select the date of the attendance event in the Daily Event Summary.
2. Change the attendance code for the period which needs to be changed.
3. Change the comments as needed.
4. Click the **Save** icon when finished.

Print Standard Attendance Reports

Use the print icons on the Attendance tool to print the **Period Detail Report** or the **Daily Detail Report**. When there are multiple enrollments for the student, use the **Additional Enrollments Print** options.

Additional attendance related reports are available in the Attendance Reports folder.

Standard Attendance Period Detail

When the **Period Detail Print** icon is selected, an option editor displays allowing the user to select the terms and the type of attendance summaries they wish to include in the Attendance Period Detail Report for the selected student. To return to the student attendance tool, click the **Back to Attendance** icon.

1. Indicate which **Terms** should appear in the report.
2. Select which **Attendance Summaries** should appear in the report.
3. Determine how the report page layout should print - in **Portrait** or **Landscape.**
4. Determine if **Non-Instructional period attendance** should display on the report.
5. Select the desired **Report Format**.
6. Click **Generate Report** to generate the batch report in PDF format.

If a student does not have any attendance records, the following text appears on the print: **This**

student does not have any attendance events.

This report that can be generated for multiple students at once using the Period Detail Batch Report.

The following provides a definition of each available section.

Option	Description
Term Summary	Users have the options of selecting one or multiple Terms to appear in the report. Term options are determined by the School selected in the Campus Toolbar and are set in the Terms tool of the Calendar. All terms are selected by default. The dates of the terms also display.
Attendance Summary	Attendance information can be grouped in four different Summary Types, **Course**, **Period, Day** and **Term**.
Report Orientation	This report can be generated in either Portrait or Landscape format.
Non-Instructional Periods	Attendance taken in periods marked as Non-Instructional can also display on the report, if desired. If this checkbox is not marked, only attendance from Instructional periods will print. When selected, the attendance taken in non-instructional periods is included in each of the attendance summaries. This is based on the period being marked as Non-Instructional on the tool for each period schedule on the Periods tool. If a period is marked as non-instructional in one period schedule and instructional in another period schedule, it will always display.
Report Format	Determines how the report generates - PDF or DOCX.

Daily Detail Report

The **Daily Detail Report,** available by selecting the **Daily Detail Print** icon, displays a daily minute summary (not including exempt attendance events) for each attendance entry in the selected school year. In the pop-up, select the desired **Report Format** and then select the **Generate Report** button.

Information in this report uses data stored in the AttendanceDayAggregation tool. This means that attendance data for the current date is accurate as of the previous night's attendance calculation, or the last time the Attendance Aggregation Refresh was run. If needed, the Attendance Aggregation Refresh tool can be run to force an attendance recalculation to pull in the current day's data.

Additional Enrollments Print

When the student has multiple enrollments within the district, an Additional Enrollments dropdown list displays (when user is assigned proper tool rights to the Additional Enrollment Attendance right). Selecting this option prints the Student Period Attendance Detail Report that lists the attendance data from the other enrollment.

Record and Print Positive Attendance Information

Positive Attendance records student attendance using time present. This option requires preferences to be set first.

If you would rather record attendance based on time absent, use the Standard Attendance option. See the Positive Attendance article for more information.

Attendance Data and Enrollments

When a start date is changed on an enrollment record, a warning displays indicating that any previously entered attendance that may have occurred prior to the new start date is not deleted, unless the student's start date in course sections is also adjusted.

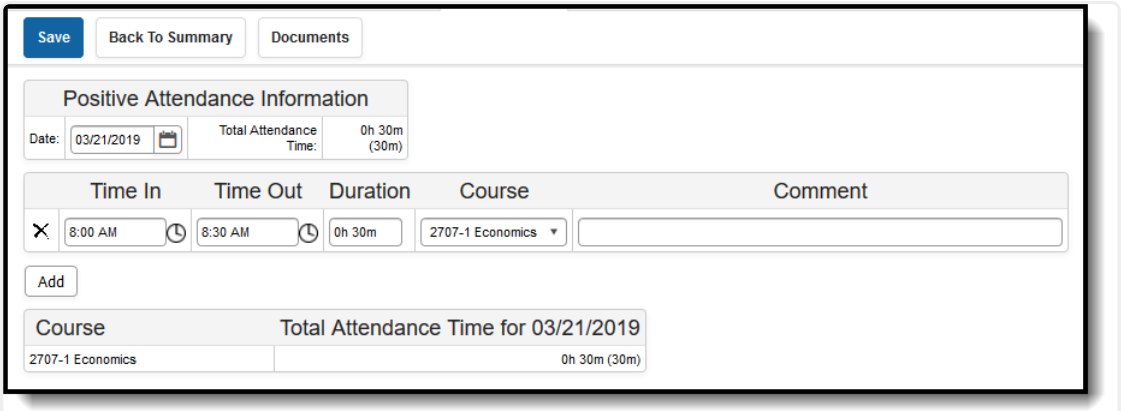
If the student's enrollment already has an end date (or where an end date is entered when the start date is adjusted), attendance that is outside of the start/end dates will be deleted.

Enter a New Positive Attendance Event

When entering positive attendance, if you click New before selecting the Positive Attendance icon in the action bar, you will see **Not Scheduled for the student.

1. Search for the student using the Student **Attendance** tool. *Student Information > General > Attendance*
2. Click the **Positive Attendance** icon in the action bar. The Positive Attendance Summary tool displays.
3. Click the **New** icon.
4. Enter the **Date** of the positive attendance event.
5. Enter the **Time In** and **Time Out** of the attendance event. The **Duration** field auto-populates based on the entered time. See the Time Validations used in Positive Attendance for more information.
6. Select the **Course** to which the attendance event applies.
7. Enter a **Comment** (if desired) about the attendance event.
8. Click the **Add** button to add another attendance event.

9. Click the **Save** icon when finished. Click the **Back To Summary** icon to return to the Positive Attendance summary view.



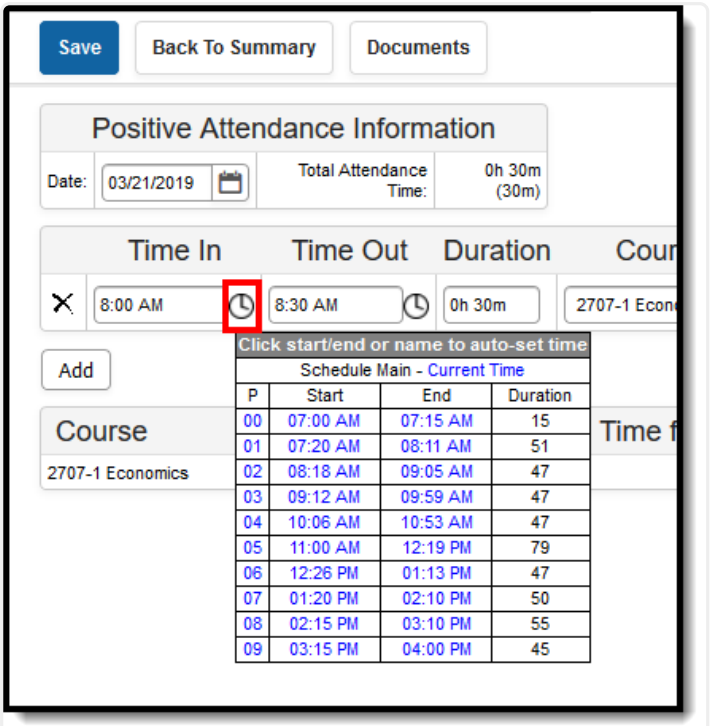
Positive Attendance Entry

print

Edit Positive Attendance Entries

1. From the Positive Attendance Summary, expand the terms to find the desired date to modify.
2. Click the hyperlinked date within the term. The attendance entry displays.
3. Modify the information as needed.
4. Click the **Save** icon when finished.

Entries can also be entered or edited by clicking the clock icon next to the Time In/Time Out fields. Click the **Period** name in the P column, or the **Start** time of the period, or the **End** time of the period. Doing so populates the Time In/Time Out fields and fills the Duration column with the correct time calculation. The course field still needs to be chosen.



Period, Start/End Time Selection

Print Positive Attendance Reports

Use the print icons on the Attendance tool to print the Course Summary Report or the Daily Detail Report. Additional attendance related reports are available in the Attendance Reports folder.

Both of these reports can be generated in PDF or DOCX format.

Positive Attendance Course Summary Report

The Course Summary Report lists the student's present time for each course in which time was recorded in each term. The report totals the student's duration in the course and the expected hours for each course.

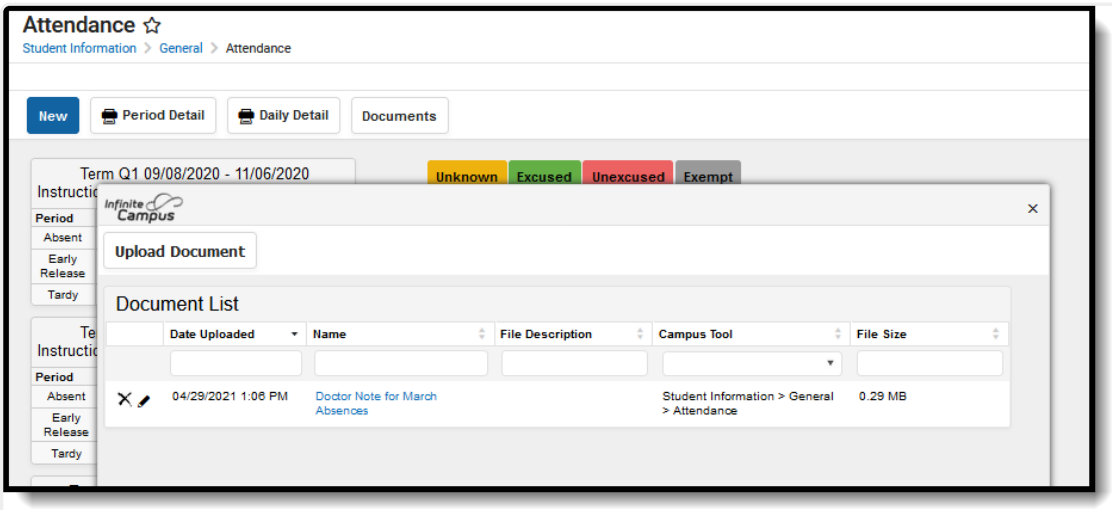
Positive Attendance Daily Detail Report

The Positive Attendance Daily Detail Report lists the student's present time in a Term Summary view, and includes a Time In/Time Out Detail in date order.

> Information in this report uses data stored in the AttendanceDayAggregation tool. This means that attendance data for the current date is accurate as of the previous night's attendance calculation, or the last time the Attendance Aggregation Refresh was run. If needed, the Attendance Aggregation Refresh tool can be run to force an attendance recalculation to pull in the current day's data.

Documents

To view documents, click the **Documents** button on the action bar. See the Student Person Documents article for more information.



Student Attendance Documents

State-Specific Information

Fields may vary by state:

- Kentucky
- Tennessee