

Attendance Register (Kentucky)

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Tool Search: Attendance Register

The Kentucky Daily Attendance Register Report tracks students' attendance behavior over a school month.

Attendance Register ☆

Kentucky Daily Attendance Register Report

This report prints student attendance detail within a single school month. Choose a display option to see attendance data in raw minutes or percent values. Choose a sort option to arrange the list of students according to grade, student last name, or homeroom teacher.

Which students would you like to include in the report?

☒ Grade

All Students
 06
 07
 08

☐ Ad Hoc Filter

School Month*

Report Type ☒ Daily Register
 print attendance group by date, one line per student.

Display Option ☒ Absent Minutes ☐ Absent Percent
 print absence in minutes

Sort Option ☒ Grade ☐ Student Name ☐ Homeroom by Grade ☐ Homeroom by Name

Generate Report

Kentucky Daily Attendance Register Report

Tool Rights

Users must have at least **R**(ead) rights in order to generate and view the Register Report.

Tool Rights ☆

000-District-Wide-Read-Only

	All	Read	Write	Add	Delete
▶ Student Information	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Attendance Office	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Attendance Management	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Attendance Communication	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Student Attendance	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Teacher Attendance	<input type="checkbox"/> All				
▼ Reports	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
ADM and ADA Detail Report	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Profile Batch Print Report	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Reason Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Attendance Register	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Audit Attendance Report	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Behavior Attendance Audit Report	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Consecutive Absence Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Day Count KY Report	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Day Count Report	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Dialer Extract	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Attendance Register Tool Rights

Selection Criteria

- This report pulls all students, including preschool and state-excluded students.
- Students who are not scheduled into any courses marked for attendance will not appear in the report.
 - Students who are promoted from an enrollment without a schedule mid-month to an enrollment with a schedule are eligible for the report and will calculate ADM for both the scheduled and unscheduled days they were enrolled for the month.

ADM

The student's average daily membership.

$ADM = \text{Days Enrolled} / \text{Instructional Attendance Days}$

On a given day, the ADM represents 1 if the student is enrolled, 0 if they are not. A student who is enrolled but not scheduled on a given day is still given a value of 1.

Generate the Register Report

The Register Report is run only at the district level and is limited to one calendar at a time (the calendar selected in the Campus toolbar).

To generate the Register Report:

1. Select which students to include in the report:
 1. **Grade** - All students within the selected grade(s) are considered for reporting.
 2. **Ad Hoc Filter** - All students who meet the criteria of the [ad hoc filter](#) are considered for reporting.
2. Select the **School Month** reporting data within the report.
3. Select a Display Option:
 1. **Absent Minutes** - Absent data is reported in minutes.
 2. **Absent Percent** - Absent data is reported by percentage.
4. Select a Sort Option:
 1. **Grade** - Reported data is sorted by grade, then by student last name.
 2. **Student Name** - Reported data is sorted by student last name.
 3. **Homeroom by Grade** - Reported data is sorted by homeroom and grade, then by student last name. This option will only display records for the grade the student is in during the reporting window.
 4. **Homeroom by Name** - Reported data is sorted by homeroom and student last name.
5. Select **Generate Report**. The report will appear in a separate window in PDF format.

Attendance Calculations

The Register Report uses Kentucky's standard attendance calculations. Calculations on the Register report use the "Truancy" method, which compares student attendance to the student's scheduled day.

A day needs to be marked for both Instruction and Attendance to calculate Attendance for the Register Report.

The Register Report is a student-level detail report. In order to ensure rounding matches exactly between the Register Report and other attendance reports such as the ADA/ADM which do aggregate by T-Code, items in the Daily Summary section are aggregated by T-Code behind the scenes before the final number is calculated and rounded.

Understand the Register Report

The Register Report is broken into three parts:

- [Header](#)
- [Daily Summary](#)
- [Daily Detail](#)

Header

The header indicates the school year, school name, school address and when the report was generated. This section also indicates the number of reporting students, the reporting schedule structure, the school month being reported, the number of days, the number of instructional school days, and the number of attendance school days.

16-17 High School <small>3000 Dundee Road, Louisville KY 40205 Generated on 07/05/2017 02:51:02 PM Page 1 of 18</small>	Attendance Register Report for Grade 09 <small>Students: 409 Schedule Structure: Main School Month: 1st Month 08/08/2016 - 09/02/2016 Days: 26 Instructional Days: 18 Attendance Days: 18</small>
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Indicates the School Year, Name, and Address as well as the time and date the report was generated.

Indicates the number of reporting students, schedule structure, reporting school month and time period, number of days, and the number of Instructional and Attendance days.

Daily Summary

The daily summary section indicates the total number of students reporting attendance data, the number of absent students per day within the reporting time period, the ADM (Average Daily Membership) of reported students and the ADA (Average Daily Attendance) for reported students.

Daily Summary		8/11	8/12	8/15	8/16	8/17	8/18	8/19	8/22	8/23	8/24	8/25	8/26	8/29	8/30	8/31	9/1	9/2	9/5	9/6	9/7	9/8	9/9	ADM	ADA
Student Count		T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
Total	9					1	0	0	2	1	1	0	0	3	1	0	0	0	0	0	0	0	0	8.06	7.62

Total number of students reporting attendance data.

The number of absent students per day within the reporting time period.
Tardy and exempt events are not counted

Average Daily Membership for reported students.

Average Daily Attendance for reported students.

Daily Detail

The Daily Detail section is a breakdown of attendance per student per day within the reporting school month. At the end of the section, each student's total number of days present, absent and enrolled are listed as well as the student's ADA (Average Daily Attendance).

The bottom row lists total absences per day as well as total amount of days present, absent and enrolled and the ADA.

Colors indicate day types, events or other information specific to the date.

Letters represent the day type or if the student was absent/tardy.

This section provides the sum of Present, Absent and Enrolled days as well as the Average Daily Attendance (ADA)

Reporting students

Student attendance activity per day within a time period.

Daily Detail

State ID	Grade	Student	8/11	8/12	8/15	8/16	8/17	8/18	8/19	8/22	8/23	8/24	8/25	8/26	8/29	8/30	8/31	9/1	9/2	9/5	9/6	9/7	9/8	9/9	P	A	E	ADA
09		Caleb	O	P	K	K	E01													H					17.00		17	1.00
09		Trey	O	P	K	K	-	-	-	-	-	-	-		R21		EX			H				EX	9.00		9	0.53
09		Antonio	O	P	K	K	E01			AX	400									H				W02	16.00	1.00	17	0.94
09		Hunter	O	P	K	K	-	-	-	-	-	-	-		R02		EX			H					9.00		9	0.53
09		Christian	O	P	K	K	EX	320		AX	400	AX	400		AU	400	AX	400		H					12.50	4.50	17	0.74
09		Cody	O	P	K	K	E01								AU	400				H					16.00	1.00	17	0.94
09		Cole	O	P	K	K	E01	RE	T	RE	190				RE	171	RE	EX		H					16.00	1.00	17	0.94
09		Kaleb	O	P	K	K	EX	T							RE	T				H					17.00		17	1.00
09		Robert	O	P	K	K	E01													H					17.00		17	1.00
Total	9						1	0	0	2	1	1	0	0	3	1	0	0	0	0	0	0	0	0	129.50	7.50	137	7.62

Legend: Non-instructional day (Gray Square), Day Event (Yellow Square), Off Roll (White Square), Start Enrollment (Green Square), End Enrollment (Red Square), P: present, A: absent, E: enrolled, T: Tardy (Absence <= 35% daily scheduled minutes)

Use the table below to better understand what colors, numbers and letters within the attendance table mean:

Color/Symbol	Definition	Campus Location
Gray Square	Indicates the day is a non-instructional or non-attendance day.	Scheduling & Courses > Calendar Setup > Day Setup > Instruction OR Attendance is not checked
Yellow Square	Indicates the day has a Day Event specified.	Scheduling & Courses > Calendar Setup > Day Setup
Green Square	Indicates the day the student's enrollment started. This color overrides any other color except gray. If an attendance event takes place on this day, the event displays in half the square with a white background. The other half of the square will be green.	Student Information > General > Enrollments > Start Date

Color/Symbol	Definition	Campus Location
Red Square	Indicates the day the student's enrollment ended. If an attendance event takes place on this day, the event displays in half the square with a white background. The other half of the square will be red.	Student Information > General > Enrollments > End Date
Dash	Indicates the student is either not scheduled for the day or is not enrolled for the day.	Student Information > General > Enrollments
T	Indicates the event showing in the square is a tardy event according to the KY attendance calculation.	Calculated
I,C,D,H,I,U,O,M,N,G,P,E,W (a letter within a square)	The letter indicates the Day Event Type selected (e.g., I = Closed Due to Illness, D = Disaster, etc). Day events with a type of R: Regular do not report a value of R. This code will displace the Absent Count in the Daily Summary if present on an attendance day.	Scheduling & Courses > Calendar Setup > Day Setup > Day Events