

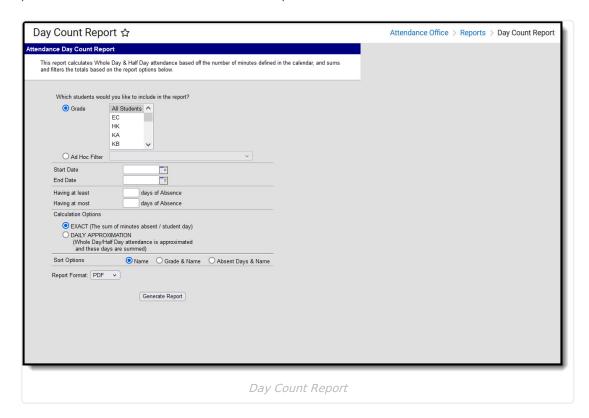
Day Count

Last Modified on 06/24/2025 9:33 am CDT

Report Logic | Report Editor | Generate the Day Count Report

Tool Search: Day Count

This report determines the total number of days a student has been in attendance based on the minutes entered on the <u>calendar</u> and/or <u>grade level</u>. Attendance counts are reported in whole-day/half-day values or an exact calculation of attendance information. Absence days are counted per student, with the sum of absences reported within each schedule structure.

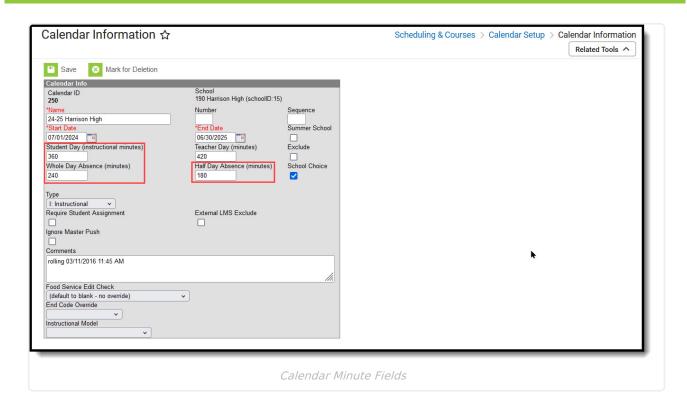


See the Attendance Reports Tool Rights article for information on available tool rights.

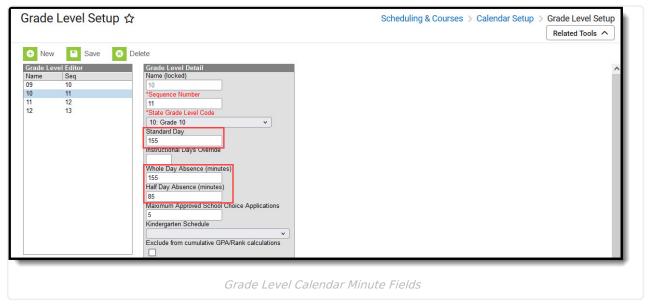
Report Logic

A calculation option must be selected. Both options use the Student Day, Whole Day Absence, and Half Day Absence minutes fields entered on the <u>Calendar Information</u> tool.





If a grade level included in the calendar has minutes that are different from the standard minutes, these minutes are entered in the <u>Grade Level Setup</u> tool and used in the Day Count report when that grade level is selected.



Report Editor

The following defines the options available on the Day Count Report.



Option	Description		
Student Selection	Students can be selected for inclusion on the Day Count Report by selecting either a Grade Level (or multiple grade levels) or an Ad hoc Filter. Available grade levels are based on the calendar selected in the Campus toolbar.		
	Choosing an Ad hoc Filter reports attendance information for only those students in the filter. When creating an Ad hoc filter for this report, carefully test (use caution) when adding fields with multiple results to ensure the query returns distinct rows and does not cause the number of resulting rows to impact the reported number of days absent.		
Date Entry	Attendance day count information is included in the report for only those attendance events within the entered dates. Date entry is not required to return day count information; these fields could be left blank to return day count information for the entire school year or from the start of the school through a specific date.		
	Enter Start and End Dates in <i>mmddyy</i> format or use the calendar icon to select dates.		
Attendance Days	Determine the number of attendance days to include on the report. These can be left blank, just like the start and end dates; doing this will not limit the number of students who have a certain number of attendance days. • Having at Least - The entered value will only return students with this number of attendance days. This field could be used to remove students from the report with no attendance events. • Having at Most—The entered value will only return students who have up to this number of attendance days. This field could be used to remove students who are no longer enrolled due to excessive absences.		
Calculation Options	The Exact Calculation option sums the student's absent minutes and divides that value by the student's day minutes. The Daily Approximation option estimates the student's absences and sums the value. If a minute value has been added on the Grade Level, these values are used instead of those added at the Calendar level.		
Sort Options	 The following options can sort the Day Count Report: Name - students print in alphabetical order by Last Name. Grade and Name - students print first in grade level order (starting with the lowest grade level in the selected school), then alphabetically by last name within each grade level. Absent Days and Name - students print first by the number of absent days (highest to lowest), then alphabetically by last name. 		

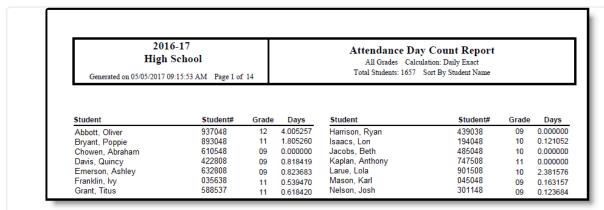


Option	Description
Report Format	Determines how the report is generated - in PDF or DOCX format.

Generate the Day Count Report

- 1. Select which students to include in the report by selecting a grade level or an Ad hoc filter.
- 2. Enter Start and End Dates to limit the range of dates to a set month, week, or even one day.
- 3. Enter the **Having at Least** and **Having at Most** days of absence values.
- 4. Select the desired **Calculation Option**.
- 5. Select the desired **Sort Option**.
- 6. Select the desired **Report Format.**
- 7. Click the **Generate Report** button. The report prints in a new browser window.

The report prints student names and attendance data in two columns.



Day Count Report, Alphabetical by Last Name Sort - PDF Format

2015-16 High School Generated on 05/05/2017 10:18:02 AM Page 1 of 1			Attendance Day Count Report All Grades Calculation: Daily Exact Date Range: 01/01/2016 - 04/30/2016 Absence Days: 0 - 0 Total Students: 76 Sort By Grade					
Student	Student#	Grade	Days	Student	Student#	Grade	Days	
	Student# 253238	Grade 09	Days 0.000000	Student French, Austin	Student# 519827	Grade 11	Days 0.00000	
Student Aldrich, Kara Benson, Aaron							0.00000	
Aldrich, Kara	253238	09	0.000000	French, Austin	519827	11		
Aldrich, Kara Benson, Aaron	253238 742618	09 09	0.000000 0.000000	French, Austin Abraham, Lauren	519827 894927	11 12	0.00000	

Day Count Report, Grade and Name Sort - PDF Format



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Attendance Day Count Report

All Grades Calculation: Daily Approximation
Date Range: 01/01/2016 - 04/30/2016
Total Students: 2029 Sort By Absent Days

Student	Student#	Grade	Days	Student	Student#	Grade	Days
Peterson, Marcus	585308	09	42.0	Franklin, Charles	980138	12	18.5
Walters, Jess	123637	10	41.0	Pratt, Frank	881318	09	18.0
Carr, Lily	546638	10	38.5	Williams, Emily	471927	12	18.0
Roberts, Summer	439028	10	38.0	Abbott, William	048127	12	17.5
Stevens, Obie	820308	10	37.5	Engen, Addison	704248	09	17.5

Day Count Report, Absent Days Sort - PDF Format