

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 [calendar](#) and/or [grade level](#). 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.

Day Count Report ☆

Attendance Office > Reports > Day Count Report

Attendance Day Count Report

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade

All Students

EC

HK

KA

KB

☐ Ad Hoc Filter

Start Date

End Date

Having at least days of Absence

Having at most days of Absence

Calculation Options

☒ EXACT (The sum of minutes absent / student day)
☐ DAILY APPROXIMATION
 (Whole Day/Half Day attendance is approximated and these days are summed)

Sort Options ☒ Name ☐ Grade & Name ☐ Absent Days & Name

Report Format:

Day Count Report

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 [Calendar Information](#) tool.

Calendar Information ☆
Scheduling & Courses > Calendar Setup > Calendar Information
Related Tools ^

Save
Mark for Deletion

Calendar Info

Calendar ID

250

*Name

24-25 Harrison High

*Start Date

07/01/2024

Student Day (instructional minutes)

360

Whole Day Absence (minutes)

240

Type

I: Instructional

Require Student Assignment

☐

Ignore Master Push

☐

Comments

rolling 03/11/2016 11:45 AM

Food Service Edit Check

(default to blank - no override)

End Code Override

Instructional Model

School

190 Harrison High (schoolID:15)

Number

Sequence

*End Date

06/30/2025

Teacher Day (minutes)

420

Half Day Absence (minutes)

180

Summer School

☐

Exclude

☐

School Choice

☒

External LMS Exclude

☐

Calendar Minute Fields

If a grade level included in the calendar has minutes that are different from the standard minutes, these minutes are entered in the [Grade Level Setup](#) tool and used in the Day Count report when that grade level is selected.

Grade Level Setup ☆
Scheduling & Courses > Calendar Setup > Grade Level Setup
Related Tools ^

New
Save
Delete

Grade Level Editor

Name	Seq
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked)

10

*Sequence Number

11

*State Grade Level Code

10: Grade 10

Standard Day

155

Instructional Days Override

Whole Day Absence (minutes)

155

Half Day Absence (minutes)

85

Maximum Approved School Choice Applications

5

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations

☐

Grade Level Calendar Minute Fields

Report Editor

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

Option	Description
Student Selection	<p>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.</p> <p>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.</p>
Date Entry	<p>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.</p> <p>Enter Start and End Dates in <i>mmddyy</i> format or use the calendar icon to select dates.</p>
Attendance Days	<p>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.</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>If a minute value has been added on the Grade Level, these values are used instead of those added at the Calendar level.</p>
Sort Options	<p>The following options can sort the Day Count Report:</p> <ul style="list-style-type: none"> • 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.

2016-17 High School				Attendance Day Count Report			
Generated on 05/05/2017 09:15:53 AM Page 1 of 14				All Grades Calculation: Daily Exact Total Students: 1657 Sort By Student Name			
Student	Student#	Grade	Days	Student	Student#	Grade	Days
Abbott, Oliver	937048	12	4.005257	Harrison, Ryan	439038	09	0.000000
Bryant, Poppie	893048	11	1.805260	Isaacs, Lon	194048	10	0.121052
Chowen, Abraham	610548	09	0.000000	Jacobs, Beth	485048	10	0.000000
Davis, Quincy	422808	09	0.818419	Kaplan, Anthony	747508	11	0.000000
Emerson, Ashley	632808	09	0.823683	Larue, Lola	901508	10	2.381576
Franklin, Ivy	035638	11	0.539470	Mason, Karl	045048	09	0.163157
Grant, Titus	588537	11	0.618420	Nelson, Josh	301148	09	0.123684

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

2015-16 High School				Attendance Day Count Report			
Generated on 05/05/2017 10:18:02 AM Page 1 of 1				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
Aldrich, Kara	253238	09	0.000000	French, Austin	519827	11	0.000000
Benson, Aaron	742618	09	0.000000	Abraham, Lauren	894927	12	0.000000
Caldwell, Sara	034828	10	0.000000	Chowen, David	464037	12	0.000000
Dylan, Robert	954308	10	0.000000	Davis, Rebecca	842927	12	0.000000
Everett, Paul	036338	11	0.000000	Estes, John	348927	12	0.000000

Day Count Report, Grade and Name Sort - PDF Format

**2015-16
High School**

Generated on 05/05/2017 10:36:06 AM Page 1 of 17

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