

# Daily Attendance Report

Last Modified on 03/11/2024 8:45 am CDT

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Tool Search: Daily Attendance Report

The **Daily Attendance Report** displays daily attendance data within a powerful pivot table, allowing you to sort, count, filter, and display the data in useful graphs and charts.

This report is only available for users in districts who have purchased the Campus Analytics Suite.

Daily Attendance Report ☆
[Reporting](#) > [Ad Hoc Reporting](#) > [Daily Attendance Report](#)

**Daily Attendance Report**

The report will appear in spreadsheet format. Information on the tables can be exported into CSV, Excel, HTML, PDF or as an image.

Note the following:

- Students marked as No Show are not included.
- Students marked as State Exclude are included.

Which calendar(s) would you like to include in the report?

list by school

list by year

- 21-22 Fillmore Middle School
- 20-21 Fillmore Middle School
- 19-20 Fillmore Middle School
- 18-19 Fillmore Middle School
- 17-18 Fillmore Middle School
- 16-17 Fillmore Middle School
- Fillmore Middle School 15-16
- 14-15 Fillmore Middle School
- 13-14 Fillmore Middle School
- 12-13 Fillmore Middle School
- 11-12 Fillmore Middle School
- Harrison High**
- 24-25 Harrison High
- 23-24 Harrison High
- 22-23 Harrison High

CTRL-click or SHIFT-click to select multiple

**Read** - View and generate the Daily Attendance Report.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Understand the Report

Once the report is generated, a pivot table grid displays and uses conditional formatting to apply a color gradient to each cell based on the attendance value. The report shows the attendance percentage and federal attendance percentage for each grade per day, with colors indicating how close or far away the percentage is from 100%. This color gradient also allows you to easily identify which grades per date have a lower percentage and may require additional analysis. Since the

report logic relies on the [Attendance Aggregation Day](#) tables, the report does not reflect current day attendance and lags by 1 day.

DAY OF WEEK	EXCUSE CODE	1	2	3	4	5	6	7	8	9	10	11	12	13
			GRADE	GENDER										
			Percent Attendance						Fed Percent Att					
		DATE	00	01	02	03	04	05	06	00	01	02		
		2019-08-06	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
		2019-08-07	97.95%	98.41%	99.28%	97.55%	100.00%	97.04%	95.83%	98.24%	98.09%	98.41%	100.00%	98.08%
		2019-08-08	96.17%	93.63%	96.53%	94.13%	99.66%	91.67%	98.16%	99.16%	96.42%	93.65%	96.88%	94.23%
		2019-08-11	94.47%	93.33%	93.51%	90.20%	97.49%	96.49%	95.33%	95.09%	94.75%	93.65%	93.75%	90.38%
		2019-08-12	95.44%	94.14%	94.46%	92.16%	97.44%	97.12%	97.22%	95.49%	95.24%	93.85%	93.65%	92.31%
		2019-08-13	95.26%	88.79%	94.51%	97.83%	97.44%	95.61%	98.09%	95.40%	95.72%	89.23%	95.24%	98.08%
		2019-08-14	92.05%	94.15%	91.05%	90.19%	91.30%	87.72%	94.54%	93.94%	91.32%	93.85%	90.48%	90.38%
		2019-08-15	96.13%	93.31%	95.86%	92.01%	95.65%	97.08%	99.88%	97.69%	95.95%	93.85%	95.16%	92.16%
		2019-08-18	94.35%	91.63%	96.15%	97.89%	95.08%	93.40%	93.41%	93.94%	94.29%	92.31%	96.77%	98.04%
		2019-08-19	93.57%	93.46%	88.79%	98.04%	88.60%	95.58%	94.52%	95.42%	93.81%	93.85%	90.32%	98.04%
		2019-08-20	94.91%	93.55%	91.86%	96.08%	98.47%	92.20%	97.26%	95.45%	95.00%	93.85%	91.94%	96.08%
		2019-08-21	93.66%	92.79%	95.08%	95.04%	91.30%	94.34%	94.52%	92.25%	94.03%	93.85%	95.08%	96.08%

The data used to determine each column can be viewed by double-clicking on a specific cell. This allows you to analyze all the data that makes up a cell's reported percentage. You can also [view pivot table data in a chart](#) to better identify trends and outliers.

Details

Row: 2019-08-06 Column: 00 Percent Attendance: 100.00%

1	2	3	4	5	6	7	8	9	
1	DATE	GRADE	GENDER	DAY OF WEEK	EXCUSE CODE	SCHEDULED DAY	FEDERAL DAY ABSENT	PERSONID	SCHEDULED MINUTES
2	2019-08-06	00	F	4: Wednesday	(blank)	1	0	37872	390
3	2019-08-06	00	M	4: Wednesday	(blank)	1	0	39133	390
4	2019-08-06	00	F	4: Wednesday	(blank)	1	0	39139	390
5	2019-08-06	00	F	4: Wednesday	(blank)	1	0	39163	390
6	2019-08-06	00	F	4: Wednesday	(blank)	1	0	39168	390
7	2019-08-06	00	M	4: Wednesday	(blank)	1	0	39254	390
8	2019-08-06	00	F	4: Wednesday	(blank)	1	0	39374	390
9	2019-08-06	00	F	4: Wednesday	(blank)	1	0	39587	390
10	2019-08-06	00	M	4: Wednesday	(blank)	1	0	39668	390
11	2019-08-06	00	F	4: Wednesday	(blank)	1	0	39740	390
12	2019-08-06	00	M	4: Wednesday	(blank)	1	0	39741	390
13	2019-08-06	00	M	4: Wednesday	(blank)	1	0	40262	390
14	2019-08-06	00	M	4: Wednesday	(blank)	1	0	40366	390


## Display Report Data in a Chart/Graph

Report data can be visually displayed in a number of charts. To create a chart, click the **Charts** icon and select a chart type.

See the links below for more information about each chart option.

- [Column](#)
- [Bar](#)
- [Line](#)
- [Scatter](#)
- [Pie](#)
- [Bar Stack](#)
- [Bar Line](#)

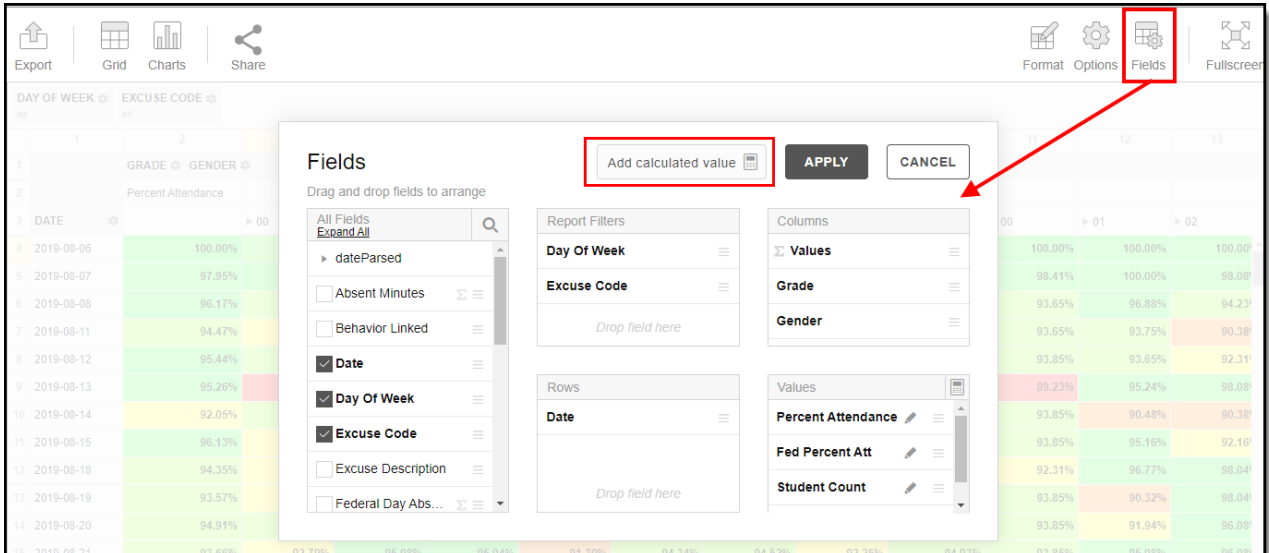
## Filter Dimensions and Modify Report Options

You can filter a report dimension by clicking the gear icon  next to the dimension header. From here you can filter dimension data by label or value as well as modify the dimension sort order. For more information about filtering dimensions, see the [Pivot Designer](#) article.

Selecting the **Fields** icon allows you to modify the order of the fields in the pivot, add or remove fields from the pivot table, and modify which fields are used in rows or columns.

You can also modify or insert specific calculations to be used in the pivot table by clicking the **Add calculated value** button. When adding calculated values, users can use aggregation key words to produce aggregates that aren't available when selecting the sigma droplist.

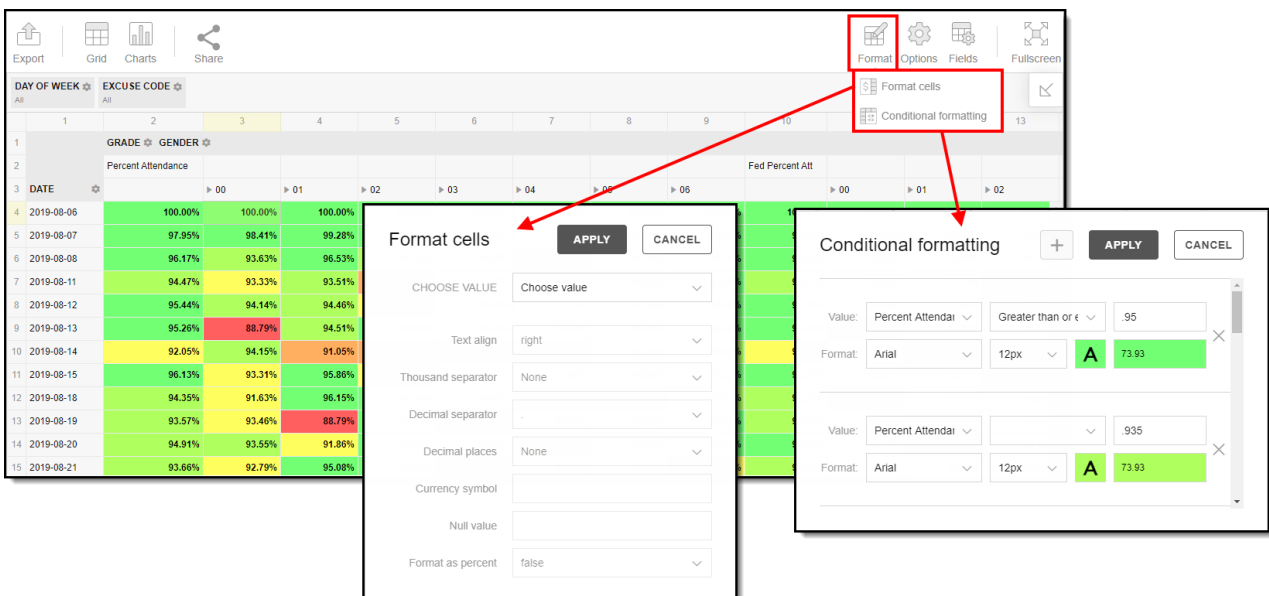
For more information about modifying fields and adding calculated values, see the [Pivot Designer](#) article.



# Format and Layout Options

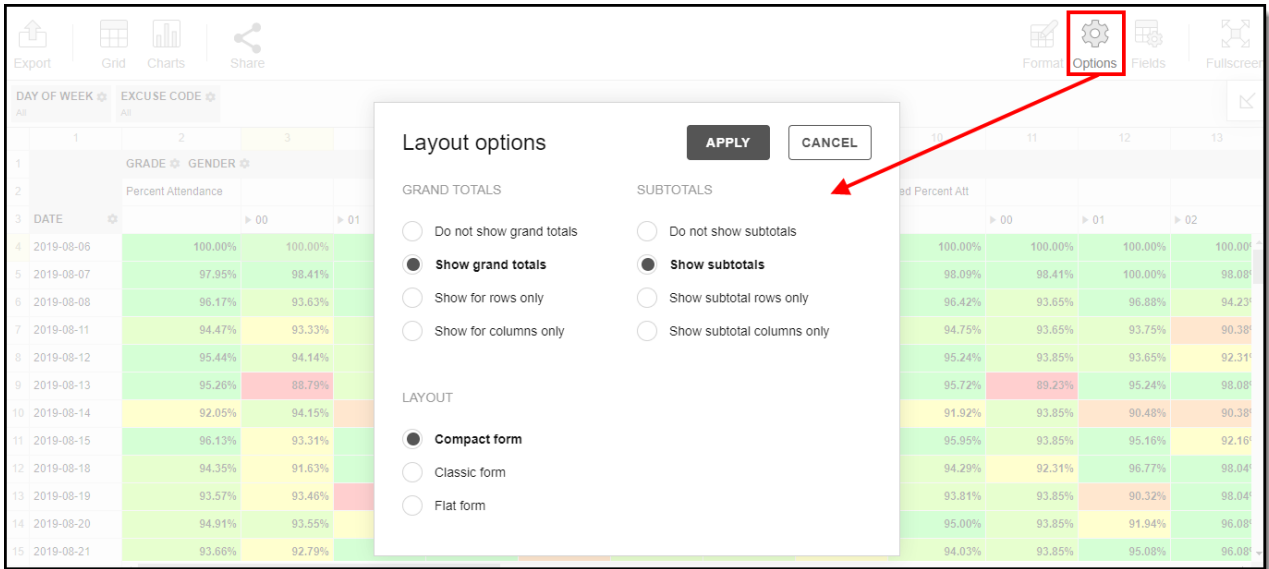
Format options allow you to modify how cells represent data within the pivot table. To access format options, click the **Format** button and select one of the following options:

- **Format cells** - This editor allows you to control how text within the cell is aligned, what value is reported in the cells, how decimals are used, the current symbol used, any default null value you want the table to display, and whether or not you want data displayed as a percentage.
- **Conditional formatting** - This editor allows you to set cell value thresholds as to whether or not the data is reported for each cell (less than or greater than a certain value) as well as modify the cell text size and font.



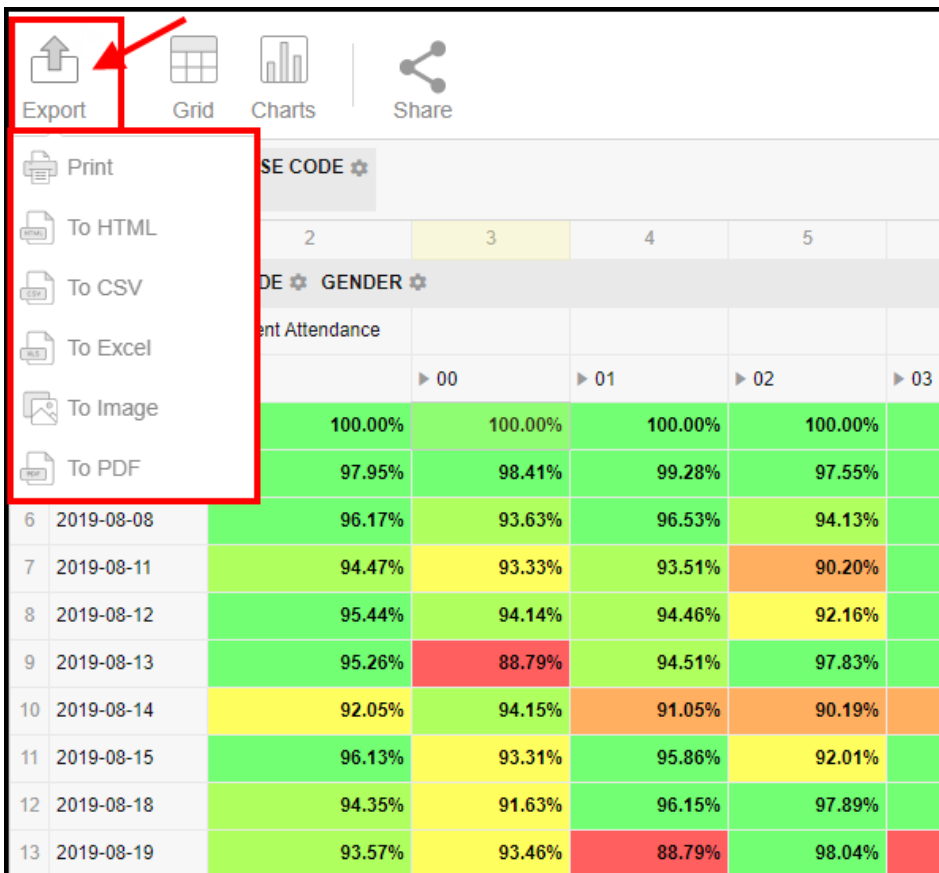
The **Options** menu gives you layout options for how you would like the table to be displayed (Layout), how grand totals are display in the table (Grand Totals), and how subtotals should be displayed (Subtotals).

For more information about format and layout options, see the [Pivot Designer](#) article.



## Export and Share the Report

The report (pivot) can be exported to a number of different formats by clicking the **Export** icon and selecting an option.



You can also share the report (pivot) with other Campus users by clicking the **Share** icon and

copying the report URL.

**Users attempting to access a pivot table via a shared URL will need to first be logged into Campus in order to access the tool and have proper calendar rights in order to see reported data.**

DAY OF WEEK		EXCUSE CODE				
All		All				
	1	2	3	4	5	6
1	GRADE GENDER					
2	Percent Attendance					
3	DATE	00	01	02	03	
4	2019-08-06	100.00%	100.00%	100.00%	100.00%	100.00%
5	2019-08-07	97.95%	98.41%	99.28%	97.55%	100.00%