

Daily Attendance Report

Last Modified on 05/19/2026 1:29 pm CDT

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%	91.92%	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
DATE	GRADE	GENDER	DAY OF WEEK	EXCUSE CODE	SCHEDULED DAY	FEDERAL DAY ABSENT	PERSONID	SCHEDULED MINUTES
2019-08-06			4 Wednesday	(blank)	1	0	37872	390
2019-08-06			4 Wednesday	(blank)	1	0	39133	390
2019-08-06			4 Wednesday	(blank)	1	0	39139	390
2019-08-06			4 Wednesday	(blank)	1	0	39163	390
2019-08-06			4 Wednesday	(blank)	1	0	39168	390
2019-08-06			4 Wednesday	(blank)	1	0	39254	390
2019-08-06			4 Wednesday	(blank)	1	0	39374	390
2019-08-06			4 Wednesday	(blank)	1	0	39587	390
2019-08-06			4 Wednesday	(blank)	1	0	39668	390
2019-08-06			4 Wednesday	(blank)	1	0	39740	390
2019-08-06			4 Wednesday	(blank)	1	0	39741	390
2019-08-06			4 Wednesday	(blank)	1	0	40262	390
2019-08-06			4 Wednesday	(blank)	1	0	40366	390


Display Report Data in a Chart/Graph

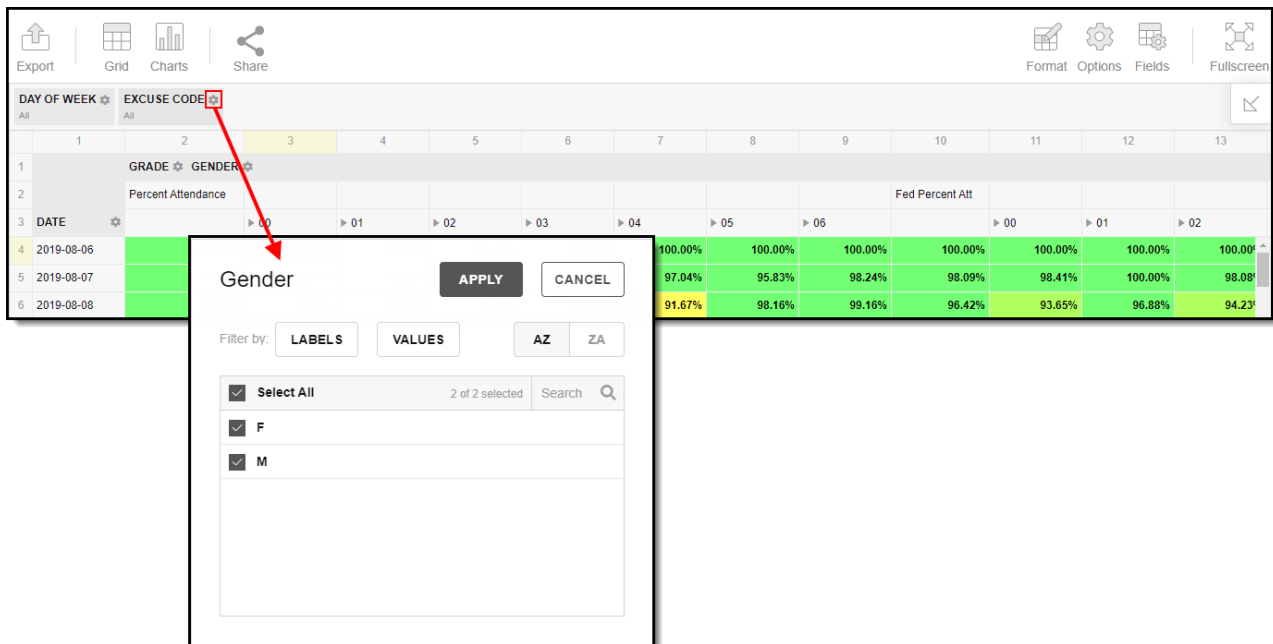
Report data can be visually displayed in a number of charts. To create a chart, click the **Charts** icon and select a chart type.

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.



The screenshot shows a pivot table with the following structure:

DAY OF WEEK	EXCUSE CODE	1	2	3	4	5	6	7	8	9	10	11	12	13
1	GRADE	Percent Attendance												
2	GENDER	Fed Percent Att												
3	DATE	> 00	> 01	> 02	> 03	> 04	> 05	> 06	> 00	> 01	> 02			
4	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%	100.00%
5	2019-08-07	97.04%	95.83%	98.24%	98.09%	98.41%	100.00%	98.08%						
6	2019-08-08	91.67%	98.16%	99.16%	96.42%	93.65%	96.88%	94.23%						

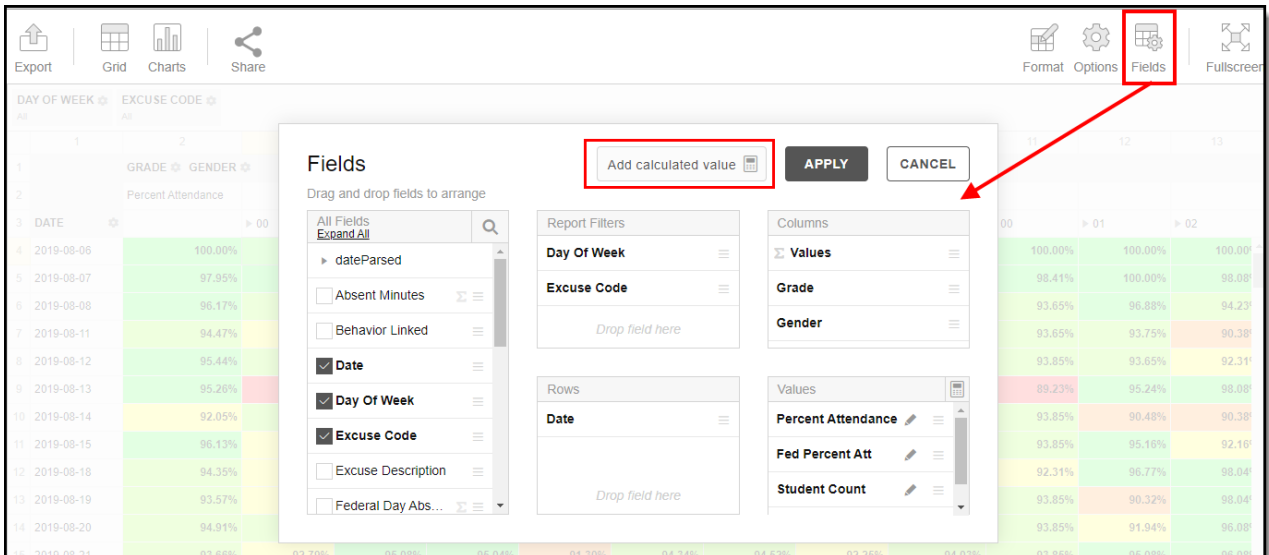
The 'Gender' filter dialog is open, showing the following options:

- Filter by: LABELS, VALUES, AZ, ZA
- Select All (2 of 2 selected)
- F
- M

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.

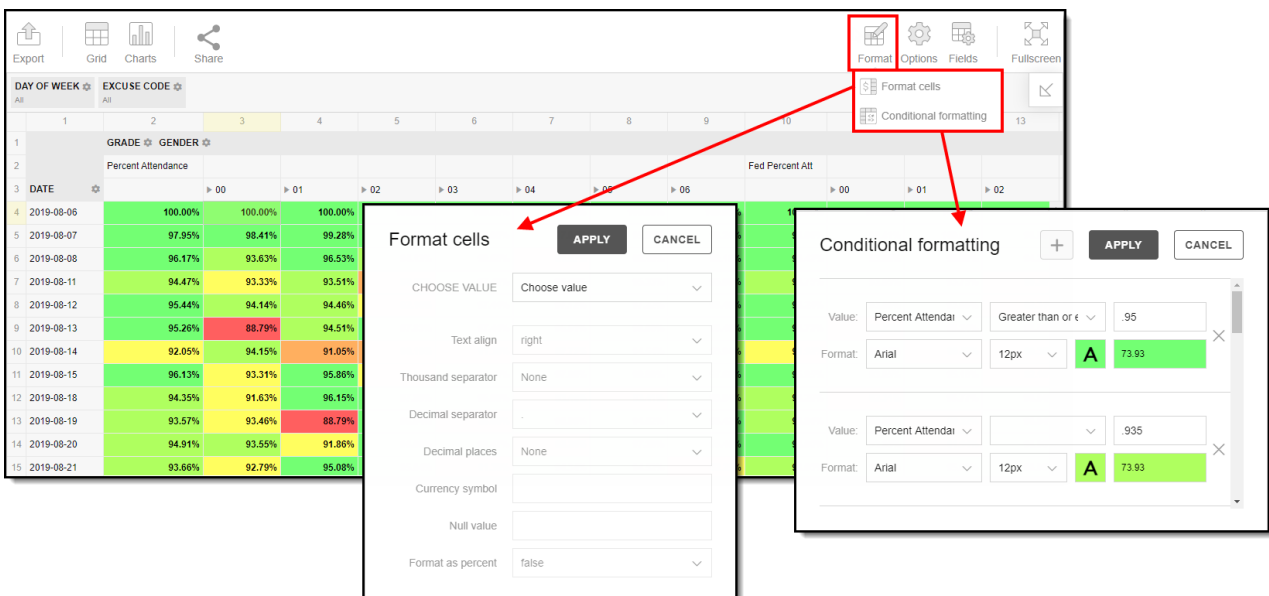
For more information about modifying fields and adding calculated values, see the [Pivot Designer](#) article.



Format and Layout Options

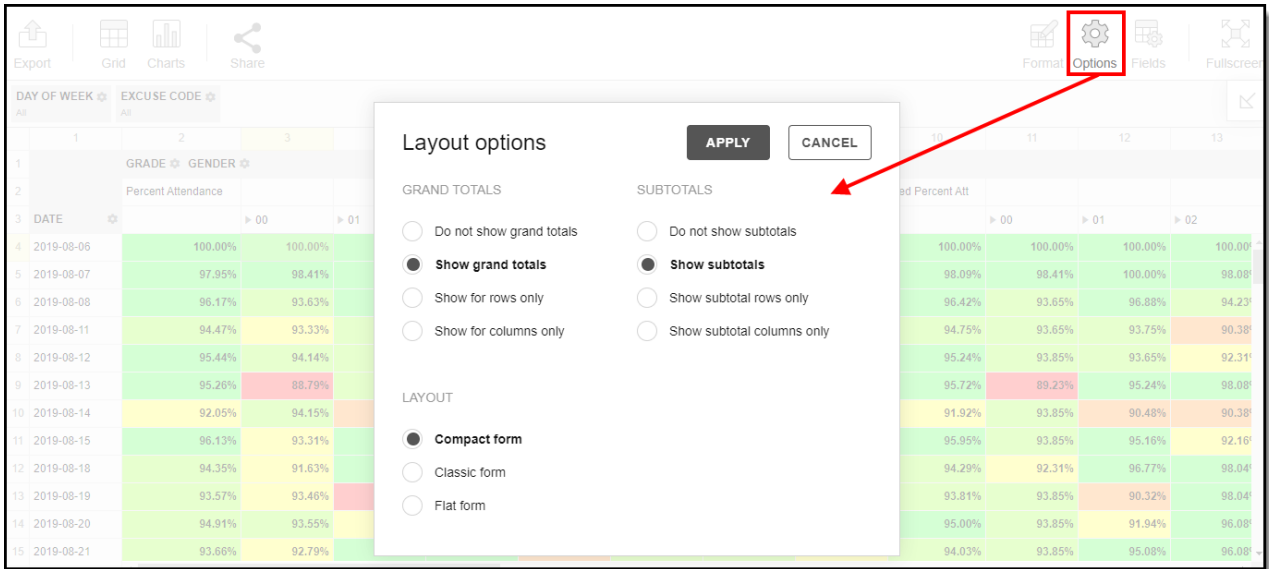
Format options allow you to modify how cells represent data within the pivot table. To access format options, click the **Format** button and select one of the following options:

- **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.



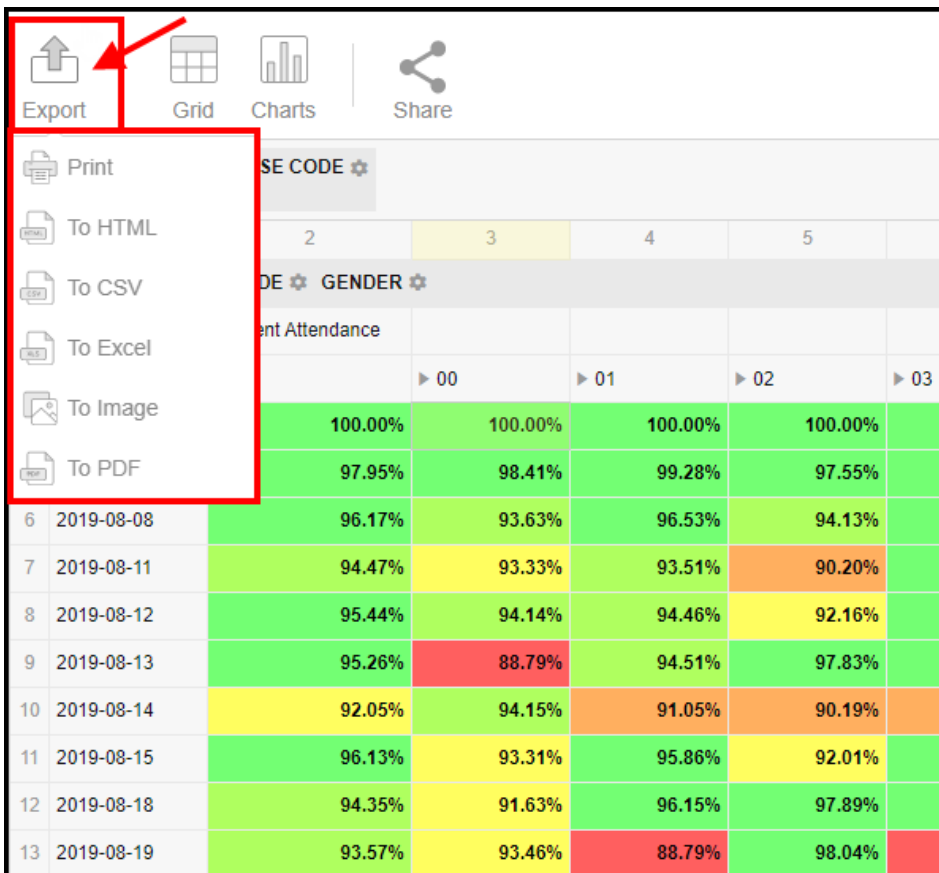
The **Options** menu gives you layout options for how you would like the table to be displayed (Layout), how grand totals are display in the table (Grand Totals), and how subtotals should be displayed (Subtotals).

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.

The screenshot shows the Infinite Campus interface. At the top, there is a navigation bar with icons for 'Export', 'Grid', 'Charts', and 'Share'. The 'Share' icon, which consists of three nodes connected by lines, is highlighted with a red rectangular box. A red arrow points from the right towards the 'Share' icon. Below the navigation bar, there are filter sections for 'DAY OF WEEK' and 'EXCUSE CODE', both set to 'All'. The main area displays a pivot table with columns for days of the week (1-6) and rows for 'GRADE', 'GENDER', and 'Percent Attendance'. The 'DATE' row is expanded to show data for 2019-08-06 and 2019-08-07. The 'Percent Attendance' row shows values for each day: 100.00%, 100.00%, 100.00%, 100.00%, 100.00%.

	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%