Audit Attendance Report (Kentucky)
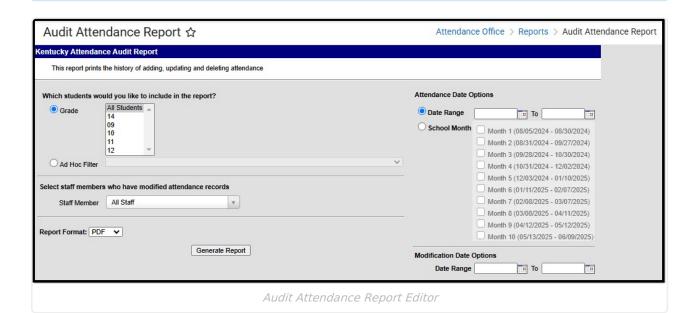
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Tool Search: Audit Attendance Report

The Audit Attendance Report details the history of adding, updating, and deleting attendance records. This report is specific to the state of Kentucky.

> Kentucky attendance works with cross-site enrolled students. See the [Attendance Information for Cross-Site Students](#) article for additional information.

Audit Attendance Report Editor

Editor Fields

Field	Description
Grade	Narrows the report results to students within a specific grade or grades. The options available depend on the school selected in the Campus toolbar. Press Shift to select multiple grades.
Ad hoc Filter	Narrows the report results to those students who fit the criteria of a previously created Ad hoc filter. See the [Filter Designer](#) documentation for additional information.
Staff Member	Narrows the report results to attendance data modified by a specific staff member.

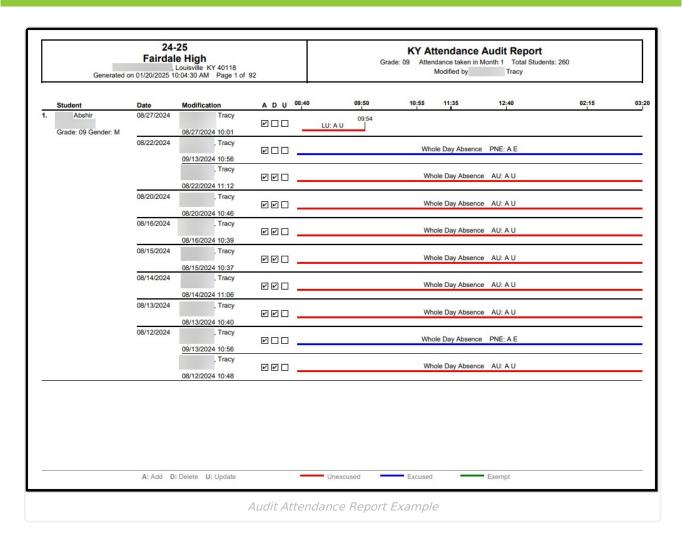| Field	Description
Report Format	Selection determines the format in which the report is generated. Options are PDF or DOCX.
Attendance Date Options Date Range	Defines the report parameters to a specific date range of student attendance data.
School Month	Defines the report parameters to a specific month in the school calendar.
Modification Date Options Data Range	Defines the report parameters to a specific date range of attendance modification data.

Generate Report

1. Select which students to include in the report by either marking the **Grade** or **Ad hoc Filter** radio buttons.
    - When **Grade** is selected, further select which grade(s) to include. The options available depend on the school selected in the Campus toolbar. Press Shift on the keyboard to select multiple grades.
    - When **Ad hoc Filter** is selected, further select the previously created Ad hoc filter.
2. Select All Staff or a specific staff member from the **Staff Member** dropdown.
3. Define the reporting period by selecting the **Date Range** or **School Month** radio buttons from the **Attendance Date Options** section.
    - When **Date Range** is selected, enter two dates into the date fields or select the days using the calendar icons.
    - When **School Month** is selected, mark the checkbox next to the school month(s) to include in the report. Multiple checkboxes can be selected.
4. Optional: Enter a **Date Range** into the **Modification Date Options** section.
5. Select a format from the **Report Format** dropdown, either PDF or DOCX.
6. Click **Generate Report**.

Report Example

In the example screenshot below, a single staff member and one month were selected from the report editor.

Audit Attendance Report Example

Report Layout

Data Element	Description	Location
Header	Displays the school year, name of the school, the school's address, the report generation date, and the number of pages of the report.	School Information > Name, Address
Student	The student's last name, first name, student identification number, grade, and gender.	Demographics > Last Name, First Name, Student Identification Number, Grade, Gender identity.lastName, identity.firstName, identity.stateID, identity.grade, identity.gender
Date	The day of attendance.	Student Attendance tool

Data Element	Description	Location
A D U	Indicates the attendance record was added, deleted, or updated.	Student Attendance tool
Time	A bar graph displaying the school day, with red, blue, and/or green lines signifying the student's absence time was Unexcused (red), Excused (blue), or Exempt (green). This also shows the attendance code associated with the absence.	Student Attendance tool.