

# Attendance Tool Rights

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The **Attendance** tool allows staff such as attendance clerks and front office staff to view, enter, change, and report on an individual student's attendance.

See the [Attendance \(Student\)](#) article to learn more about how this tool is used.

**Attendance** ☆

[Student Information](#) > [General](#) > [Attendance](#)

**Abegg, Dylan V**

Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

\* Medical Condition(s) HS Graduation Custody Restriction Peer Tutor NHS 504 Student

New

**Period Detail**

Daily Detail

Positive Attendance

Documents

**Term 1 07/01/2024 - 09/27/2024**  
 Instructional Days: 65 Present Days: 62.9

Period	0	1	2	3	4	5	6	7	8	WIN	ACT	T
Absent	0	4	2	2	2	0	3	1	0	0	0	14
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	2	0	0	0	0	0	0	0	0	2

**Term 2 09/30/2024 - 12/20/2024**  
 Instructional Days: 60 Present Days: 60

Period	0	1	2	3	4	5	6	7	8	WIN	ACT	T
Absent	0	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0

**Term 3 12/23/2024 - 03/21/2025**  
 Instructional Days: 65 Present Days: 65
 
**Term 4 03/24/2025 - 06/30/2025**  
 Instructional Days: 71 Present Days: 71
 

Course Number & Name	Absent	Tardy
3300A Concert Choir	2	2
3300B Physical Science	2	0
3300C Government	2	0
1300 Integrated Math III	1	0
3300 English 11	4	0
3300D American Literature	3	0

**Chronic Absenteeism Information (Federal)**

Absenteeism Percentage (Federal)  
 0.77%

Chronically Absent (Federal) ?  
 NO

 Scheduled Days (YTD)  
 259
 
 Days Absent (Federal) ?  
 2
 

**Unknown**

Excused

Unexcused

Exempt

Student Information > General > Attendance

**Related Tools/Information:** See the [Positive Attendance](#) article to learn about what Positive Attendance is and how it is recorded in Campus.

**Student Attendance Tool Rights Assignment:** When tool rights are assigned to *Student Information > General > Attendance*, the same tool rights are also assigned to *Attendance Office > Student Attendance > Attendance*.

## Available Tool Rights

Subrights are in *italic*.

R	W	A	D
<ul style="list-style-type: none"> <li>• Access and view attendance summary information.</li> <li>• Generate the Period Detail and Daily Detail reports.</li> <li>• Toggle between Standard and Positive Attendance.</li> <li>• View uploaded documents (if using Digital Repository).</li> </ul>	<ul style="list-style-type: none"> <li>• Modify existing attendance records.</li> <li>• Delete attendance by using Clear to remove entered attendance information.</li> </ul>	<ul style="list-style-type: none"> <li>• Add new attendance records.</li> </ul>	N/A
<b><i>Additional Enrollment Attendance</i></b>			
<ul style="list-style-type: none"> <li>• Generate the Period Detail report for students who are enrolled in multiple schools.</li> </ul>	N/A	N/A	N/A
<b><i>Chronic Absenteeism Information</i></b>			
<ul style="list-style-type: none"> <li>• Displays Chronic Absenteeism information.</li> </ul>	N/A	N/A	N/A

# Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Attendance Clerks](#)
- [Behavior Admin](#)
- [Front Office](#)
- [Health Office Staff](#)
- [Principal](#)
- [Special Education](#)
- [Teachers](#)

See [User Groups and Suggested Roles](#) for more information.

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