

Daily Attendance Processing Tool Rights

Last Modified on 06/24/2025 9:20 am CDT

[Available Tool Rights](#) | [Suggested User Groups](#)

Attendance Clerks use the **Daily Attendance Processing** tool to:

- Review and process attendance entries for a selected day.
- Generate the Caller Report for use in contacting parents/guardians about student absences.
- Generate a Summary Report of a selected day's absences.

See the [Daily Attendance Processing](#) article to learn how to use this tool.

Daily Attendance Processing ☆

Attendance Office > Attendance Management > Daily Attendance Processing

Summary Report

Caller Report

Daily Attendance

Date: 06/10/2025
Unknown Excused Unexcused Exempt
Note: For additional section detail hover over a period in the grid below.
Day: Tuesday - Period Schedule: Daily
Ad Hoc Filter
Cross-Site Enrollment

| Student | Number | Grade | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | WIN | ACT |
|---|-----------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Details Anderson, Jana | 181900003 | 11 | AEX | AEX | AEX | AEX | AEX | AEX | AEX | AEX | | |
| Details Cardinal, Peggy M | 181900008 | 11 | | | | | | TEX | | | | |
| Details Carrison, Khalil | 108293 | 10 | | | | | | TUK | | | | |
| Details Chameau, Demas | 108458 | 10 | | | | | AX | AX | AX | AX | | |
| Details Cordran, Aneria | 109042 | 10 | | | TEX | | | | | | | |
| Details Countryman, Eilyste | 7235188 | 10 | | AEX | AEX | | | | | | | |
| Details Cullen, Paris | 109428 | 10 | | | | | | TUK | | | | |
| Details Diefenbach, Christian | 110215 | 10 | | | | | | | | AUX | | |
| Details Dull, Kathrie | 899 | 10 | | AUX | | | AUX | AUX | AUX | | | |
| Details Eckhardstein, Catharo | 943 | 10 | | | | | TUX | | | | | |
| Details Ewing, Justine | 1043 | 10 | | | | TUK | | | | | | |
| Details Fisher, Samuel | 1111 | 10 | | | | | AUX | | | AUX | | |
| Details Frankenberger, Kimel | 1835298 | 10 | | | | TX | | | | | | |
| Details Fylbrigg, Tammie | 1207 | 10 | | TUX | | | | TUX | | | | |
| Details Gist, Laila | 1287 | 10 | | AEX | AEX | AEX | AEX | AEX | AEX | AEX | | |
| Details Gist, Laila | 1287 | 10 | | AEX | AEX | AEX | AEX | AEX | AEX | AEX | | |

Daily Attendance Processing

Available Tool Rights

Subrights in italics.

| R | W | A | D |
|--|--|-----|-----|
| <ul style="list-style-type: none"> • View information displayed in the Daily Attendance Processing tool. • Access students' Person Summary Report (Details link). • View details of attendance events on a selected day. • Generate Summary Report. • Generate Caller Report. | <ul style="list-style-type: none"> • Enter or Modify student attendance for a selected day. | N/A | N/A |
| State ID/GUID (Subrights) | | | |
| When using Details to generate a student's Person Summary Report: StateID: View student's State ID GUID: View student's GUID | 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](#)
- [Front Office](#)

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