

Daily Attendance Processing Tool Rights

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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	161900006	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, Eliyste	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	1635298	10				TX						
Details Fylbrigg, Tammie	1207	10		TUX				TUX				
Details Gist, Lalia	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.