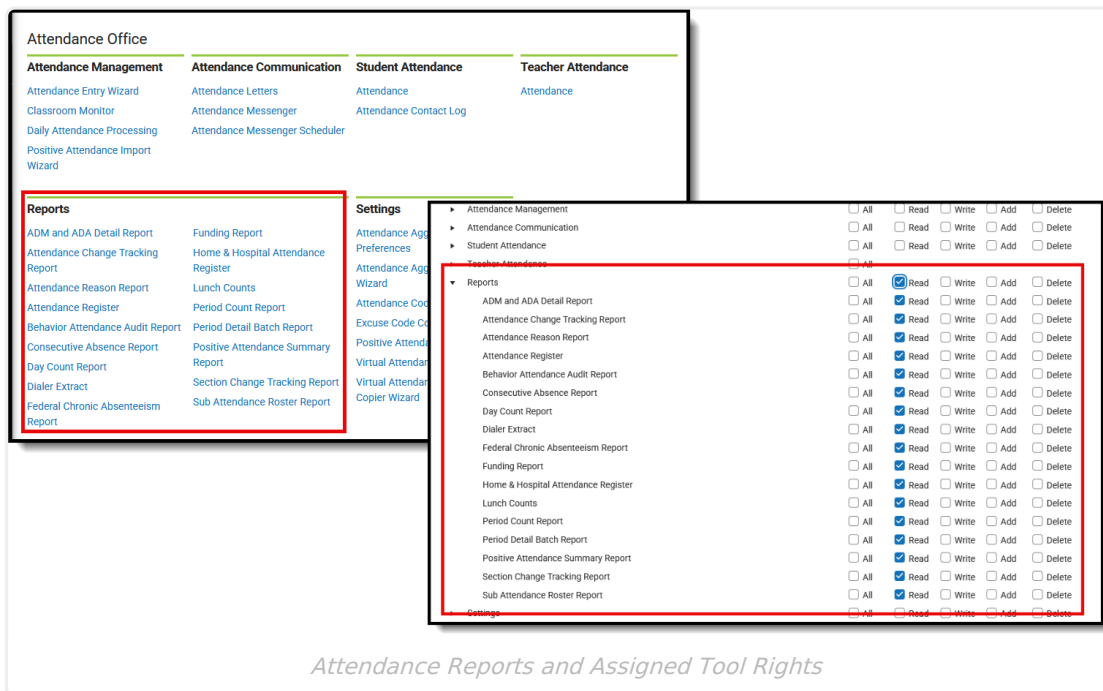# Attendance Reports Tool Rights

Last Modified on 12/05/2025 10:57 am CST

Since generating a report doesn't add or change existing data, **only Read rights are required. Write/Add/Delete rights, if granted, have no impact.** This article includes screenshots of the Attendance report tools and generated reports, along with summaries of their intended uses.

See the Attendance Office Reports to learn how to use these reports.

Attendance Reports and Assigned Tool Rights

Some information, such as Social Security numbers, may not display on a report if the person generating the report doesn't have rights to view it. Users require Calendar Rights that determine the years and schools for which they can generate reports.

Attendance Reports

ADM and ADA Detail Report | Attendance Change Tracking Report | Attendance Reason Report | Attendance Register | Behavior Attendance Audit Report | Consecutive Absence Report | Day Count | Dialer Extract | Federal Chronic Absenteeism | Funding Report | Home and Hospital Attendance Register | Lunch Count Report | Period Count Report | Period Detail Report | Positive Attendance Summary Report | Section Change Tracking Report | Sub Attendance Roster Report

ADM and ADA Detail Report

The [ADM and ADA Detail Report](#) calculates Average Daily Membership (ADM) and Average Daily Attendance (ADA) based on whole-day and half-day attendance minutes defined in the calendar or an exact minute setting.

▸ Click here to expand...

ADM and ADA Detail

Attendance Change Tracking Report

The [Attendance Change Tracking](#) report displays student attendance in a Course Section for the specified attendance date range.

▸ Click here to expand...

Attendance Change Tracking Report

Attendance Reason Report

The Attendance Reason Report counts the recorded attendance records between the entered Start

and End Date, and includes a total count of attendance records, a count of attendance records that were marked as Excused and Unexcused by Period, Minutes, and Days.

▶ Click here to expand...

Attendance Reason Report

Attendance Register

The Attendance Register report can be generated to show student daily attendance or course section attendance for courses marked to take attendance.

▶ Click here to expand...

Attendance Register Report

Behavior Attendance Audit Report

The Behavior Attendance Audit Report identifies students who have behavior resolutions not linked to an entry in their attendance record or have specified attendance codes not covered by a behavior resolution.

▶ Click here to expand...

Behavior Audit Attendance Report

Consecutive Absence Report

The Consecutive Absence Report evaluates the number of consecutive days a student is absent for at least the entered minimum percentage of the instructional minutes.

▶ Click here to expand...

Consecutive Absence Report

Day Count

The [Day Count Report](#) determines the total number of days a student has been in attendance based on the minutes entered on the [calendar](#) and/or [grade level](#).

▶ Click here to expand...

Day Count Report

Dialer Extract

The Dialer Extract Report generates a file for importing into a third-party attendance auto-dialer.

▶ Click here to expand...

Dialer Extract ☆

Set Up

Effective Date *
05/31/2022 📅

Output Options

Report Format
HTML ▼

Dialer Extract Records:5

studentNumber	name	homePhone	grade	periods
123456	Student, Alan	6125559029	10	0001020304050607
234567	Student, Amber	6125555045	10	000102030405060709
345678	Student, Belinda	6125553935	11	0001020304050607
456789	Student, Benjamin	6125553086	12	00010203040507
567890	Student, Cameron	6125553037	11	0001020304050607

Dialer Extract

Federal Chronic Absenteeism

The Federal Chronic Absenteeism Report provides a summary of chronic absenteeism details by school or district. Student-level chronic absenteeism information is detailed by calendar for all non-excluded students tied to a calendar and by school for all non-excluded student enrollment(s) tied to calendars within a school.

▶ Click here to expand...

Federal Chronic Absenteeism Report ☆ Attendance Office > Reports > Federal Chronic Absenteeism Report

Federal Chronic Absenteeism Report

The Federal Chronic Absenteeism Report will provide a summary of Chronic Absenteeism detail by School. The School selected in the Campus toolbar will report.

Users may opt to report Chronic Absenteeism for the District. A summary of Chronic Absenteeism will be provided for each School in the District.

The summary view for the school(s) will be subdivided by calendar. The summary view will each calendar(s) within a school(s). All calendars will be summed to show totals for a sch

Student level details will be provided for the School selected in the Campus toolbar. Only are two ways to view student level details within the report:

* Details by Calendar - Chronic Absenteeism will report for non-excluded student Students that have enrollments in multiple schedule structures for the calendar w
* Details by School - Chronic Absenteeism will report for non-excluded student en school. Students that have enrollments in multiple calendars within the school wi

Users may opt to schedule the execution of the Federal Chronic Absenteeism report by s results may be retrieved using the Batch Queue List located at the bottom of the editor or Queue > Batch Queue Admin

Ad Hoc filters may be used. The Federal Chronic Absenteeism Report may be run for the

Users may render the Federal Chronic Absenteeism Report using the following formats:

* CSV
* DOCX
* **PDF

**Due to maximum record limits, PDF cannot be used for Schools who have 40,000 or mo render the report and users will experience an error. Similarly, if Include District Totals is s more students across all schools within the District, PDF will not be able to render the rep It is recommended that users select CSV to allow completion of report processing and pro

Please select the detail you would like to see
◉ View Details by Calendar
○ View Details by School

Report Format: PDF
☑ Include District Totals

Ad Hoc Chronic Test ▼

Generate Report   Submit to Batch

Refresh Show top 50 ▼ tasks submitted between 06/11/2025 📅 and 06/18/2025 📅
Batch Queue List
Queued Time | Report Title | Status | Download

2013-14 Elementary	Federal Chronic Absenteeism
Generated on 06/18/2025 01:54:29 PM Page 1 of 1	Detail Type: By Calendar School: #Calendar(s): Include District Totals: Yes #Schools in District: 5 AdHoc Filter: Chronic Test

Meadow Lake Elementary

Calendar	Student Count	Federal Days Absent	Federal Percent Absent
2013-14 Meadow Lake Elementary	1	5	10.20%
Total	**1**	**5**	**10.20%**

Noble Elementary

Calendar	Student Count	Federal Days Absent	Federal Percent Absent
2013-14 Noble Elementary	1	14	8.48%
Total	**1**	**14**	**8.48%**

Robbinsdale Cooper High School

Calendar	Student Count	Federal Days Absent	Federal Percent Absent
2013-14 Robbinsdale Cooper Hig	1	70	42.42%
Total	**1**	**70**	**42.42%**

Federal Chronic Absenteeism Report

Funding Report

The [Funding Report](#) prints district-level summaries of membership and attendance for funding.

▶ Click here to expand...

Funding Report

Home and Hospital Attendance Register

The [Home and Hospital Attendance Register](#) produces a weekly or monthly attendance register for manual documentation of attendance for students in home/hospital attendance settings.

▶ Click here to expand...

Home & Hospital Register

Lunch Count Report

The Lunch Count Report prints the number of lunches, milk, and adult lunches for each course for the date you select on the report editor. This information is compiled from the data the teacher enters in the Lunch, Milk, Adult Lunch, or Custom Count 1-3 fields.

▶ Click here to expand...

Lunch Count Report

Period Count Report

The Period Count Report counts attendance marks for students in the selected calendar that meet the filter criteria.

▶ Click here to expand...

Period Count Report

Period Detail Report

The Period Detail Batch Report prints individual student attendance reports suitable for distribution.

▸ Click here to expand...

Period Detail Batch Report

Positive Attendance Summary Report

The Positive Attendance Summary Report displays the total number of minutes attended from all positive attendance records within the specified time frame.

▶ Click here to expand...

Positive Attendance Summary

Section Change Tracking Report

The Attendance Section Change Tracking report displays changes to the student attendance in a Course Section.

▶ Click here to expand...

Section Change Tracking Report

Sub Attendance Roster Report

The Sub Attendance Roster Report prints a list of students for a substitute teacher to use when recording attendance

▶ Click here to expand...

Sub Attendance Roster Report

Suggested User Groups

- [Attendance Administrators](#)
- [Attendance Clerks](#)

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