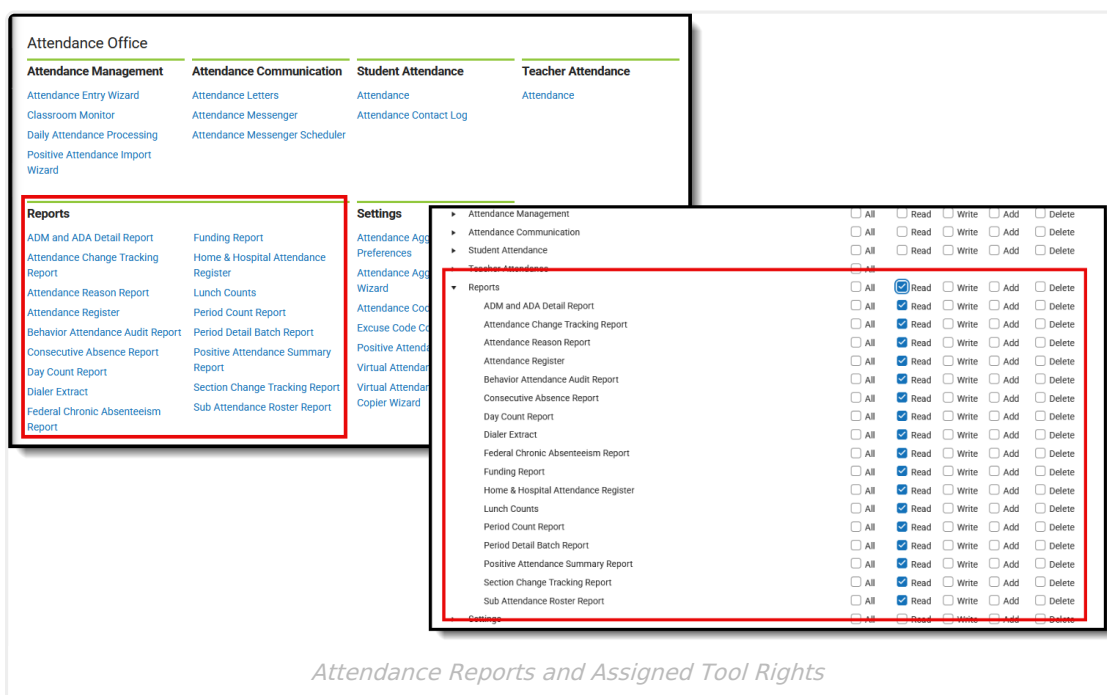


Attendance Reports Tool Rights

Last Modified on 06/18/2025 3:05 pm CDT

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 contains screenshots of what the Attendance report tools and generated reports look like, with summaries of what each report is used for.

To learn more about these reports and how to run them, consult the individual articles in [Attendance Office Reports](#).



The screenshot displays the 'Attendance Office' interface. On the left, there are four main sections: 'Attendance Management', 'Attendance Communication', 'Student Attendance', and 'Teacher Attendance'. Below these, there is a 'Reports' section with a list of reports, and a 'Settings' section with a list of settings. The 'Reports' section is highlighted with a red box, and the 'Settings' section is also highlighted with a red box. The 'Reports' list includes: ADM and ADA Detail Report, Attendance Change Tracking Report, Attendance Reason Report, Attendance Register, Behavior Attendance Audit Report, Consecutive Absence Report, Day Count Report, Dialer Extract, Federal Chronic Absenteeism Report, Funding Report, Home & Hospital Attendance Register, Lunch Counts, Period Count Report, Period Detail Batch Report, Positive Attendance Summary Report, Section Change Tracking Report, and Sub Attendance Roster Report. The 'Settings' list includes: Attendance Aggregates, Attendance Aggregates Wizard, Attendance Code, Excuse Code Wizard, Positive Attendance Wizard, Virtual Attendance Wizard, and Virtual Attendance Copier Wizard. The 'Assigned Tool Rights' table on the right lists the reports and settings with checkboxes for 'All', 'Read', 'Write', 'Add', and 'Delete'. The 'Read' checkbox is checked for all reports and settings.

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.

ADM and ADA Detail Report

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

► [Click here to expand...](#)

ADM and ADA Detail Report ☆

Attendance Office > Reports > ADM and ADA Detail Report

Average Daily Membership (ADM) & Average Daily Attendance (ADA) Summary with Student Detail

This report displays Membership, Absent, and Present Days and calculates ADM and ADA. ADA calculation options use either Exact (Present Minutes divided by Student Day Minutes for the Calendar) or Whole/Half (Absent Minutes compared to Whole Day and Half Day Absent Minutes for the Calendar) logic. The Summary version displays data for each Calendar/Grade selected and as a grand total for all Calendars; the Detail version displays the Summary data plus a row for each student actively enrolled during the entered date range. Blank Start and End Dates default to the start/end dates of the calendar. This is a very complex report, try to limit the number of calendars run per batch.

Which date range would you like to include in the report?

Start Date: 04/01/2025
End Date: 05/31/2025

Adhoc Filter: _____

Report Type: ☒ Summary ☐ Detail

Calculation Options:
☒ EXACT (The sum of minutes absent / student day)
☐ DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)
☐ Use percent enrolled in ADM calculations

☐ Add signature line at the end of the report

Report Format: PDF

Generate Report Submit to Batch

2024-25 High School

Attendance/Membership Summary Report

Start/End Date: 04/01/2025 - 05/31/2025 School(s): 1 Calendar(s): 1
Grade: EE, 08, 09, 10, 11, 12, test

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	Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily	Percent In Attendance
	EE	1	36	0.00	36.00	1.00	1.00	0.00	0.00	100.00%
	08	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A
	09	494	17784	0.11	17783.89	494.00	494.00	0.11	0.00	100.00%
	10	469	16884	0.00	16884.00	469.00	469.00	0.00	0.00	100.00%
	11	453	16308	2.10	16305.90	453.00	452.94	1.45	0.04	99.99%
	12	441	15876	0.00	15876.00	441.00	441.00	0.00	0.00	100.00%
	test	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A
Total		7	1858	66888	2.21	66885.79	1858.00	1857.94	1.56	100.00%

2024-25 100% Attendance
CTRL-click or SHIFT-click to select multiple

ADM and ADA Detail

Attendance Change Tracking Report

The [Attendance Change Tracking](#) report displays student attendance in a Course Section for the entered Attendance Date Range.

► [Click here to expand...](#)

Attendance Change Tracking Report ☆

Attendance Change Tracking Report

This report will extract attendance changes that have been made for the selected attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.

What attendance dates would you like to include in the report?

Attendance Date Range: 09/01/2021 to 11/30/2021
Modification Date Range: _____

What filter criteria would you like for the report?

Student Number: _____
Student StateID: _____
Modified By: _____

☒ Include only attendance audit records that are tied to a course section
☐ Include all attendance audit records
☐ Include only attendance audit records that are no longer tied to a course section

How would you like the report printed?

Format: CSV

Generate Report

Attendance Change Tracking Report Records:10

lastName	firstName	studentNumber	stateID	attendanceDate	attendancePeriod	modifiedDate	modifiedBy	status	excuse	code	modificationType	sectionNumber	co
Student	Claire	123456	1234567890	09/07/2021	1	09/07/2021 08:39:42 -0500	Staff, Matthew	Absent	Unknown	Unknown	ADD	1	60
Student	Claire	123456	1234567890	09/07/2021	3	09/07/2021 10:35:22 -0500	Staff, Gina	Absent	Unknown	Unknown	ADD	1	30
Student	Claire	123456	1234567890	09/07/2021	5	09/07/2021 12:27:19 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	3	40
Student	Claire	123456	1234567890	09/07/2021	7	09/07/2021 14:00:43 -0500	Staff, Ann	Absent	Unknown	Unknown	ADD	1	10
Student	Claire	123456	1234567890	09/08/2021	2	09/08/2021 08:42:15 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	80	90
Student	Claire	123456	1234567890	09/08/2021	4	09/08/2021 11:28:02 -0500	Staff, Jeff	Absent	Unknown	Unknown	ADD	7	80

Attendance Change Tracking Report

Attendance Reason Report

The [Attendance Reason Report](#) counts the recorded attendance records between the entered Start and End Date, and include 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 Reason Report Options

The Attendance Reason report provides a count of attendance codes that were recorded between the entered Start and End Date. Information returned includes the total count, plus a breakdown by Periods, Minutes and Days (calculated by dividing the Minutes by the value entered into the Student Day field on the Calendar). Attendance events that occurred in non-instructional periods are not included in the report.

Start Date: 09/01/2021
End Date: 12/31/2021
Report Format: PDF
[Generate Report](#)

21-22 High School

Attendance Reason Report

Start Date: 09/01/2021 End Date: 12/31/2021
Attendance Code: 16 Attendance Marks: 8599 Periods: 7283 Days: 1577.93
Student Day Minutes (used in Days calculation): 372

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ATT Code	Description	Count	PERIODS		MINUTES		DAYS	
			Excused	Unexcused	Excused	Unexcused	Excused	Unexcused
1. ACT	Activity	650	0	0	0	0	0.00	0.00
2. CLR	Tardy/Clr	206	0	0	0	0	0.00	0.00
3. CUT	Cut	34	0	0	0	0	0.00	0.00
4. ERE	Early Release	242	0	0	0	0	0.00	0.00
5. EXC	Excused	852	852	0	68690	0	184.65	0.00
6. EXQ	Excused - PH	1675	1675	0	125110	0	336.32	0.00
7. ILL	Illness	589	589	0	47376	0	127.35	0.00
8. IMD	Illness Medical Note Received	216	216	0	18986	0	51.04	0.00
9. ISC	Completed Work	22	22	0	1678	0	4.51	0.00
10. ISN	Incmpl Wrk	22	22	0	1678	0	4.51	0.00
11. ISP	Independent Study Pending	2260	0	2260	0	189347	0.00	509.00
12. LTE	Tardy	19	0	0	0	0	0.00	0.00
13. SO	Site Other	150	0	0	0	0	0.00	0.00
14. SUS	Suspended	171	0	171	0	13718	0.00	36.88
15. TDY	Tardy/Sarb	15	0	0	0	0	0.00	0.00
16. UNX	Unexcused	1476	0	1476	0	120404	0.00	323.67
Subtotal:			3376	3907	263518	323469	708.38	869.55
Total:		8599		7283		586987		1577.93

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 ☆

Attendance Register

The Student Daily Attendance report type reports Whole Day and Half Day attendance based on the number of minutes defined in the grade or calendar and displays the result each day for each student. The report also totals days Present, Absent, in Membership, and Off Roll for the selected date range.

What report type would you like?
☒ Student Daily Attendance
☐ Course Section Attendance Register

What attendance dates would you like to include in the report?
☒ By Date
 Start Date: 06/06/2024
 End Date: 06/06/2024
☐ By Term
 Term:
☐ By Term

How would you like the report oriented?
☒ Portrait
☐ Landscape

What students would you like to include in the report?
☒ Select a grade level
 All Grades
☐ Select an Ad Hoc Filter
 Ad Hoc Filter:
☐ Only include students actively enrolled on:
 Report Format: PDF
[Generate Report](#)

[Attendance Office](#) > [Reports](#) > [Attendance Register](#)

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 Attendance Audit Report

This report is used to audit attendance populated from a behavior resolution. There are three sections:

- Behavior Resolutions without a selected corresponding Attendance Code, which displays days where there should be an attendance code populated from a behavior resolution.
- Attendance without any corresponding Behavior Resolution, which displays days where there is a behavior-linked attendance code but no behavior resolution.
- Attendance created from a Behavior Resolution, which displays days with an attendance code populated from a behavior resolution.

Attendance Office > Reports > Behavior Attendance Audit Report

2024-25 High School

Date Range: 01/01/2025 - 05/31/2025

Resolution Type: All attendance-related Attendance Code: All behavior-related

All Grades - Sort by: Student Name - Grade Count: 1

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Behavior Resolutions without a selected corresponding Attendance Code (3 records)

Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time	Attn Date
	11	Fighting	05/29/2025 10:16	425121	Out of school suspension	05/29/2025 10:19	06/03/2025 10:00	05/30/2025
	11	bomb	02/05/2025 13:51	425116	Out of school suspension	02/05/2025 13:52	02/06/2025 23:59	02/09/2025
	11	bomb	02/05/2025 13:51	425116	Out of school suspension	02/05/2025 13:52	02/06/2025 23:59	02/06/2025

Attendance without any corresponding Behavior Resolution (0 records)

Student Name and Number	Grade	Attn Code	Attn Date
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Attendance created from a Behavior Resolution (4 records)

Student Name and Number	Grade	Incident Title	Incident Date & Time	Res ID	Res Name	Res Start Date & Time	Res End Date & Time	Attn Code	Attn Date
	11	Fighting	05/29/2025 10:16	425121	Out of school suspension	05/29/2025 10:19	06/03/2025 10:00	OSS	05/30/2025
	11	Fighting	05/29/2025 10:16	425121	Out of school suspension	05/29/2025 10:19	06/03/2025 10:00	OSS	05/29/2025
	11	bomb	02/05/2025 13:51	425116	Out of school suspension	02/05/2025 13:52	02/06/2025 23:59	OSS	02/06/2025
	11	bomb	02/05/2025 13:51	425116	Out of school suspension	02/05/2025 13:52	02/06/2025 23:59	OSS	02/05/2025

Behavior Audit Attendance Report

Consecutive Absence Report

The [Consecutive Absence Report](#) evaluates the number of days in a row a student is absent for at least the entered minimum percentage of the instructional minutes.

► [Click here to expand...](#)

Consecutive Absence Report ☆
Attendance Office > Reports > Consecutive Absence Report

Consecutive Absence Report

This report counts the instructional periods in which a student is scheduled during the date range entered. If the student is absent from all scheduled instructional periods the student is counted as absent in this report. Non-Instructional periods are ignored.
This report displays a summary of the attendance data by student and calendar. If the date range is left blank the report will default to the calendar start and end dates.

Which date range would you like to include in the report?
Start Date:
End Date:
☐ Active Enrollments Only

Which calendar(s) would you like to include in the report?
☒ active year
☐ list by school
☐ list by year

Which students would you like to include in the report?
☒ Grade:

01, 02, 03, 04, 05

☐ Ad Hoc Filter:

Consecutive days absent:
Minimum:
Maximum:
Minimum percent absent per day*: 100

Which Absence Excuse type should be counted?
☒ Unexcused, Excused, and Unknown
☐ Unexcused, and Unknown

Report Format: PDF

Generate Report Submit to Batch

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 05/29/2024 and 06/05/2024

Batch Queue List	Queued Time	Report Title	Status	Download

22-23 High School
Consecutive Absence Report
Start Date: 10/01/2022 End Date: 10/25/2022
All Grades
Calendars: 1 Students: 4 Consecutive Days Absent: 2 or more
Absent Excuses: Unknown, Excused, Unexcused
Minimum percent of minutes per day that the student must be absent to be counted in this report: 75

Grade	Student Name	Student Number	Start Date	End Date	Days Absent
09	Student, Amber	123456	10/21/2022	10/25/2022	3
09	Student, Benson	234567	10/06/2022	10/10/2022	3
09	Student, Charles	345678	10/03/2022	10/05/2022	3
09	Student, Devyn	456789	10/03/2022	10/05/2022	3

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 ☆
Attendance Office > Reports > Day Count Report

Attendance Day Count Report

This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

Which students would you like to include in the report?
☒ Grade:

All Students, EC, HK, KA, KB

☐ Ad Hoc Filter:

Start Date:
End Date:
Having at least: days of Absence
Having at most: days of Absence

Calculation Options
☒ EXACT (The sum of minutes absent / student day)
☐ DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)

Sort Options: ☒ Name ☐ Grade & Name ☐ Absent Days & Name

Report Format: PDF

Generate Report

2016-17 High School
Attendance Day Count Report
All Grades Calculation: Daily Exact
Total Students: 1657 Sort By Student Name

Student	Student#	Grade	Days	Student	Student#	Grade	Days
Abbott, Oliver	937048	12	4.005257	Harrison, Ryan	439038	09	0.000000
Bryant, Poppie	893048	11	1.805260	Isaacs, Lon	194048	10	0.121052
Chowen, Abraham	610548	09	0.000000	Jacobs, Beth	485048	10	0.000000
Davis, Quincy	422808	09	0.818419	Kaplan, Anthony	747508	11	0.000000
Emerson, Ashley	632808	09	0.823683	Larue, Lola	901508	10	2.381576
Franklin, Ivy	035638	11	0.539470	Mason, Karl	045048	09	0.163157
Grant, Titus	588537	11	0.618420	Nelson, Josh	301148	09	0.123684

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 detail 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 for each calendar(s) within a school(s). All calendars will be summed to show totals for a school.

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

- * Details by Calendar - Chronic Absenteeism will report for non-excluded student.
- * Details by School - Chronic Absenteeism will report for non-excluded student at school. Students that have enrollments in multiple calendars within the school will be reported.

Users may opt to schedule the execution of the Federal Chronic Absenteeism report by 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 more students across all schools within the District. PDF will not be able to render the report. It is recommended that users select CSV to allow completion of report processing and printing.

Please select the detail you would like to see

Report Format: ☐ CSV ☒ DOCX ☐ PDF

☒ View Details by Calendar ☐ View Details by School

Ad Hoc:

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

Generated on 06/18/2025 01:54:29 PM Page 1 of 1

Federal Chronic Absenteeism

Detail Type: By Calendar
School: #Calendar(s):
Include District Totals: Yes #Schools in District: 5
AdHoc Filter: Chronic Test

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

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

Calendar	Student Count	Federal Days Absent	Federal Percent Absent
2013-14 Robbinsdale Cooper High	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 ☆

Attendance Office > Reports > Funding Report

Funding Report

This report prints district-level summaries of membership and attendance for funding. The count on this report will not include students flagged as No Show or State Exclude on their enrollment.

If "Count date" is selected as the "Membership Method" and "Primary Enrollment only" is selected as the "Concurrent Enrollment Method", a student will only be counted in 1 school.

The Enrollment Overlap Filter is used to prevent the state from double paying a district on a student that has had enrollment data. The first option should exclude any day where the student has an overlapping primary enrollment. If the overlap occurs on the count date, the student will be filtered from the aggregate. If the student has > 100% enrolled on any day, those days are also filtered. The second option should completely filter the student out of the calculations given any of the error conditions above.

Attendance Method:

Membership Method:

Date:

Concurrent Enrollment Method:

Enrollment Overlap Filter:

Adhoc Filter:

Display Options: ☒ District ☒ School ☒ Grade

NCLB Subgroup: ☐ English Proficiency ☐ Federal Race Ethnicity ☐ Meal Status ☐ Migrant ☐ Race Ethnicity ☐ Special Ed Status

Report Format:

Generate Report Submit to Batch

High School

10635 36th Avenue North, Plymouth, MN 55441
Generated on 06/18/2025 02:02:23 PM Page 1 of 1

Funding Report

Date: 02/20/2025
Enrollment: Primary (A student can only be counted for 1 school)
District(s): 1 School(s): 1 Calendar(s): 1 Students: 1851

District Summary

District	School Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#0281 ROBBINSDALE SCHOOL DISTRICT	1	1851	1,851	1,851.00	1,851.00	100.00%

School Summary

District: #0281 ROBBINSDALE SCHOOL DISTRICT Schools: 1 Students: 1851

School	Grade Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#053 Robbinsdale Armstrong High School	4	1851	1,851	1,851.00	1,851.00	100.00%

Grade Summary

District: #0281 ROBBINSDALE SCHOOL DISTRICT Schools: 1 Students: 1851

School	Grade	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#053 Robbinsdale Armstrong High School	09	494	494	494.00	494.00	100.00%
	10	463	463	463.00	463.00	100.00%
	11	453	453	453.00	453.00	100.00%
	12	441	441	441.00	441.00	100.00%
Total	4	1851	1,851	1,851.00	1,851.00	100.00%

Funding Report

Lunch Counts ☆
Attendance Office > Reports > Lunch Counts

About This Report

Report Options

Effective Date *
06/05/2025

Generate

2024-25
Elementary

Generated on 06/18/2025 02:20:20 PM Page 1 of 1

Food Service Report for 08/26/2024 – 06/05/2025

Date: 02/20/2025 Total courses: 5 Total sections: 11
Total Lunch Count: 0 Total Milk Count: 0 Total Adult Count: 0
Total Custom Count 1: 0 Total Custom Count 2: 0 Total Custom Count 3: 0

Course	Section#	Teacher	Lunch Count	Milk Count	Adult Count	Custom Count 1	Custom Count 2	Custom Count 3
HMRM-1 Grade 1	1		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-1 Grade 1	2		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-2 Grade 2	1		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-2 Grade 2	2		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-2 Grade 2	3		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-3 Grade 3	1		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-3 Grade 3	2		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-3 Grade 3	3		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-5 Grade 5	1		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-5 Grade 5	2		N/A	N/A	N/A	N/A	N/A	N/A
HMRM-K Kindergarten	2		N/A	N/A	N/A	N/A	N/A	N/A
Total			0	0	0	0	0	0

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 ☆
Attendance Office > Reports > Period Count Report

Attendance Period Count Report

This report counts attendance marks per student. The Report Type option determines how attendance marks are summed.

- Total Count sums all values for all periods and determines if those totals meet the values entered in the Having at Least/ Having at Most fields.
- Count by Period sums the attendance marks for each period and reports values based on the Having at Least/ Having at Most fields.

For example, Report Type of Total Count with Having at Most zero attendance marks over the start and end date range. Report Type of Count by Period Most three would return periods where students only had three absences. Selecting all the results to only include those attendance events which match the selected items. See specific attendance Excuse Codes.

Which students would you like to include in the report?
☒ Grade ☐ All Students
☐ Ad Hoc Filter
Enrollment Effective Date: 06/18/2025

Report Type
☒ Total Count ☐ Count By Period
Start Date:
End Date:
Having at least: attendance marks
Having at most: attendance marks
Group Options: ☒ Period ☐ Period Schedule
Sort Options: ☒ Alpha ☐ Grade/Alpha
Status: ☐ All ☐ Absent ☐ Tardy ☐ Early Release
Excuse Code: ☐ All (excuses count: 16) ☐ ABD: Abs/Dems ☐ ABU: Abs/Unexc ☐ HBPT: Part-time instruction out of school

21-22
High School

Generated on 01/10/2022 10:41:29 AM Page 1 of 1

Attendance Counts By Period

All Grades Effective Date: 01/10/2022 Group By Period
Date Range: 09/01/2021 - 12/31/2021 Total Count: 4 - 8
Statuses: Absent, Tardy, Early Release Excuses: Unknown, Excused, Unexcused, Exempt Excuse
Codes: ACT: Activity, CLR: Tardy/Clr, CUT: Cut ...
Total Students: 10

Student	1	2	3	4	5	SA	SB
Student, Alexander (#123456) Grade: 12 Total Absence: 5	1	1	1	1	1		
Student, Britta (#234567) Grade: 11 Total Absence: 5	1	1	1	1	1		
Student, Cole (#345678) Grade: 11 Total Absence: 6	2	1	1	1	1		
Student, Drusilla (#456789) Grade: 11 Total Absence: 8	2	2	2	2			
Student, Emerson (#567890) Grade: 12 Total Absence: 8	1	1	1	1	2	1	1
Student, Ford (#678901) Grade: 12 Total Absence: 5	1	1	1	1	1		

Period Count Report

Period Detail Report

The [Period Detail Batch Report](#) prints individual student attendance reports that are suitable for handing out.

► [Click here to expand...](#)

Period Detail Batch Report ☆

Attendance Office > Reports > Period Detail Batch Report

Attendance Period Detail Batch Report

This report will batch print student attendance period detail. 1 page or 2 pages per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

☒ All Students
☐ KA
☐ KD
☐ 01
☐ 02

Which terms would you like to include in the report?

☒ All Terms
☐ Q2 (09/03/2024 - 01/23/2025)
☐ Q3 (01/27/2025 - 03/21/2025)
☐ Q4 (03/24/2025 - 06/04/2025)

CTRL-click or SHIFT-click to select multiple

Which Attendance Summaries would you like to include in the

☒ Course Summary
☒ Period Summary
☒ Day Summary
☒ Term Summary

How would you like the report sorted?

☒ Student Name ☐ Grade ☐ Student Number

How would you like the report oriented?

☒ Portrait ☐ Landscape

☐ Include attendance taken in non-instructional periods

Report Format: PDF

Generate Report Submit to Batch

Refresh Show top 50 tasks submitted between 06/11/2025

Batch Queue List Queued Time Report Title

2018-19 High School

Generated on 04/25/2019 10:30:51 AM Page 1

Student Period Attendance Detail

Amber Student
ID#: 123456 Grade: 12 DOB: 09/23/2001

Terms Included: All Terms

Course	Excused	Unexcused	Tardy
322-1 Tutoring	0	0	2
000-51 Advisory	0	1	0
084-1 AVID 12 I	0	2	0
707-3 Economics	0	0	2
842-2 Calculus I	0	0	1

Period	Excused	Unexcused	Tardy
00	0	1	0
01	0	2	0
02	0	0	1
05	0	0	2

Day Summary

Date	00	01	02	03	04	05	06	07	08	09
09/24/2018 1						T				
09/07/2018 1		A	T							
09/05/2018 1						T				
09/04/2018 1		A	A							

Comments: 8:25

Term Summary

Q1	00	01	02	03	04	05	06	07	08	09	Total
Absent	1	2	0	0	0	0	0	0	0	0	3
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	1	0	0	2	0	0	0	0	3

Q2	00	01	02	03	04	05	06	07	08	09	Total
Absent	0	0	0	0	0	0	0	0	0	0	0
Early Release	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0

Q3	00	01	02	03	04	05	06	07	08	09	Total
Absent	0	0	0	0	0	0	0	0	0	0	0

Period Detail Batch Report

Positive Attendance Summary Report

The [Positive Attendance Summary Report](#) displays the sum of the attending minutes from all positive attendance records during the specified time frame.

► [Click here to expand...](#)

Positive Attendance Summary Report ☆ Attendance Office > Reports > Positive Attendance Summary Report

Positive Attendance Summary

The Student Summary report displays the sum of the students' attending minutes from all positive attendance records during the specified time frame.

Which report type would you like?

☒ Student Summary

☐ Course Section Summary

What attendance dates would you like to include in the report?

☒ By Date

Start Date: End Date:

☐ By Term

All Terms

Q2 (09/03/2024 - 01/23/2025)

Q3 (01/27/2025 - 03/21/2025)

Q4 (03/24/2025 - 06/04/2025)

What students would you like to include in the report?

☒ Grade

All Students

KA

1D

01

02

☐ Ad Hoc Filter

Report Format: PDF

Generate Report

21-22 High School
 Generated on 01/10/2022 10:07:22 AM Page 1 of 1

Positive Attendance Section Summary
 Start/End Date: 12/15/2021 - 01/10/2022
 Students: 28

3025-1 English III
Staff, Kyle
Expected Hours: -

Grade	Student	Present Time
11	Student, Angela (#123456)	0h 30m
11	Student, Brian (#234567)	0h 0m
11	Student, Caroline (#345678)	0h 0m
11	Student, David (#456789)	0h 0m
11	Student, Emily (#567890)	1h 45m
11	Student, George (#678901)	0h 0m

3025-2 English III
Staff, Marjorie
Expected Hours: -

Grade	Student	Present Time
11	Student, Heather (#789012)	1h 0m
11	Student, Isaac (#890123)	0h 30m
11	Student, Jana (#901234)	0h 45m
11	Student, Kevin (#987654)	1h 0m
11	Student, Lenora (#876543)	1h 0m
11	Student, Moses (#765432)	1h 0m
11	Munoz, Aaron (#106932)	0h 0m

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 ☆ Attendance Office > Reports > Section Change Tracking Report

Attendance Section Change Tracking Report

This report will display changes to the student attendance in a course section. Enter the Attendance Date Range and the Modification Date Range. Each modification to a student's attendance record displays in a separate row in the report so please limit the length of the Attendance Date Range entered. Select the course sections of interest and the desired printing option.

What attendance dates would you like to include in the report?

Attendance Date Range: Start Date: End Date:

Modification Date Range:

Which course sections would you like to include in the report?

Teachers (Total 85) Sections (Total 25) Sort by: Number

All Teachers

DCD/CID-1 DCD/SP

DCD/CID-2 DCD/SP

DCD/CID-3 DCD/SP

DCD/CID-4 DCD/SP

DCD/CID-5 DCD/SP

DCD/CID-6 DCD/SP

HMRM-1-1 Grade 1

HMRM-2-1 Grade 2

CTRL-click or SHIFT-click to select multiple

How would you like the sections to print in the report?

☒ By Teacher

☐ By Course

☐ Include Secondary Teacher Names on Report

Report Format: PDF

Generate Report

21-22 High School
 Generated on 01/27/2022 10:03:46 AM Page 1 of 1

Attendance Change Tracking Report
 Attendance Date Range: 09/07/2021-09/08/2021
 Sort By: Teacher

Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By
3006-1 English I								
Students: 3			Teacher: Staff, Lynn; Staff, Eleanor					
123456	Student, Abbey	09/08/2021 - 6	09/08/2021 12:32	Absent	Unknown	Unknown	ADD	Staff, Lynn
		09/08/2021 - 6	09/10/2021 13:45	Absent	Excused	IMD	CHANGE	Staff, Adam
234567	Student, Andrew	09/08/2021 - 6	09/08/2021 12:32	Absent	Unknown	Unknown	ADD	Staff, Lynn
		09/08/2021 - 6	09/08/2021 13:49	Present	Excused	SO	CHANGE	Staff, Claire
345678	Student, Ben	09/08/2021 - 6	09/08/2021 09:50	Absent	Excused	ILL	ADD	Staff, David
3016-1 English II								
Students: 6			Teacher: Staff, Lynn; Staff, Eleanor					
456789	Student, Carly	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, David
		09/07/2021 - 1	09/07/2021 09:34	Absent	Excused	EXC	CHANGE	Staff, Emily
567890	Student, Dylan	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Brad
		09/07/2021 - 1	09/08/2021 14:05	Absent	Unexcused	ISP	CHANGE	Staff, Gino
678901	Student, Eve	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Hattie
		09/07/2021 - 1	09/07/2021 09:12	Absent	Excused	EXC	CHANGE	Staff, Hattie
789012	Student, Franklin	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Isaac
		09/07/2021 - 1	09/07/2021 09:36	Present	Excused	SO	CHANGE	Staff, Isaac

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 ☆

Attendance Office > Reports > Sub Attendance Roster Report

Substitute Attendance Rosters

This tool prints section rosters with additional information intended to allow substitute teachers to take attendance on paper for future entry. Enter the date for which attendance is being taken in the Effective Date field.

Day Selection

Effective Date: 05/05/2024

Period: All

ADV
1st
2nd
3rd
4th
5th
6th
7th
*A

Course Selection

Teacher

All Teachers

Anderson, Teacher

Andrews, Teacher

Bates, Teacher

Backer, Teacher

Carter, Teacher

Davis, Teacher

Franklin, Teacher

Display Options

☒ Show Tardy Column
☒ Show Time In/Out Columns
☐ Shade Alternate Rows
☐ Primary Teachers Only
☐ Show Period Schedule Name

Student Options

☐ Student Picture
☐ Gender
☐ Student Number
☐ Nickname

School Comment (printed on all)

Report Format: PDF

Generate Report

Course

All Courses

00800 Advisory

00700 Advisory

00800 Advisory

1001 Teacher A

10010 Teacher A

10100 Digital A

10110 Painting

10130 Sculpt I

10200 Animatio

15101 AVID Gra

15102 AVID Gra

15201 AVID Gra

15202 AVID Gra

Sort By: Number

CTRL-click or SH

20-21 Middle School

Teacher: Staff, Sandra

Effective Date: 12/18/2020

Period Schedule: 1

Generate on 12/18/2020 11:00:18 AM Page 1 of 3

Comments: Winter Break begins December 23.

Course: A-113 ADVISORY

Room: 113

Time: - Students: 9 M: 4 F: 5 O: 0

Student	Gender	P	A	T	Time in	Time out	Comments
7 Student, Albert #123456789	M						
7 Student, Beth #234567890	M						
7 Student, Charles #345678901	F						
7 Student, Della #456789012	M						
7 Student, Erik #567890123	F						

To the best of my knowledge, the information contained on this document is verified as accurate and complete.

Signature

Date

Sub Attendance Roster Report

Suggested User Groups

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

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