

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 <u>Attendance Office Reports</u>.

Peports Settings Attendance Management: Attendance Change Tracking Home & Hospital Attendance Register Register Register Attendance Communication Attendance Audit Report Lunch Counts Attendance Audit Report Period Count Report Attendance Register Period Count Report Attendance Core Register Attendance Core Count Report Attendance Register Period Count Report Reports Attendance Register Period Detail Batch Report Period Detail Batch Report Attendance Register Attendance Regis	Attendance Management Attendance Entry Wizard Classroom Monitor Daily Attendance Processing Positive Attendance Import Wizard	Attendance Communication Attendance Letters Attendance Messenger Attendance Messenger Scheduler	Student Attenda Attendance Attendance Contac	ince :t Log	Teacher Attendance Attendance					
eport Register Attendance Reason Report Attendance Register Period Count Report Attendance Register Period Register Add Code virual Attendance Register Quiture Attendance Register All Consecutive Absence Report All Consecutive Absen	Reports DM and ADA Detail Report ttendance Change Tracking	Funding Report Home & Hospital Attendance	Settings Attendance Agg Preferences	 Attendance Attendance Student Att 	e Management e Communication tendance	ia ai ai	Read Read Read	Write	Add Add	Delete
Federal Chronic Absenteeism Report III © Read Write Add O edit Funding Report III © Read Write Add O edit Home & Hospital Attendance Register III © Read Write Add O edit Lunch Courts III © Read Write Add O edit Period Courts Report III © Read Write Add O edit Period Courts Report III © Read Write Add O edit Period Deall Batch Report III © Read Write Add O edit Positive Atriances Summary Report IIII © Read Write Add O edit	eport tendance Reason Report tendance Register chewior Attendance Audit Report onsecutive Absence Report ay Count Report ialer Extract dedral Chronic Absenteeism aport	Register Lunch Counts Period Count Report Period Detail Batch Report Positive Attendance Summary Report Section Change Tracking Report Sub Attendance Roster Report	Attendance Agg Wizard Attendance Coo Excuse Code Co Positive Attenda Virtual Attendar Virtual Attendar Copier Wizard	 Tessker An Reports ADM ar Attenda Attenda Attenda Behavia Consec Day Co Dialer E 	serdenss nd ADA Detail Report ance Change Tracking Report ance Register or Attendance Audit Report utive Absence Report unt Report Extect	84 144 144 144 144 145 146 146 146	 Read 	 Write 	Add	Delete
Section Change Tracking Report 🛛 🗋 All 🖉 Read 🗌 Write 🗋 Add 🗋 Dek				Federal Funding Home 8 Lunch 0 Period Period Positive Section	I Chronic Absenteelsm Report g Report & Hospital Attendance Register Counts Count Report Detail Bach Report e Attendance Summary Report Change Tracking Report	IA IA IA IA IA IA IA IA	 Read 	 Write Write Write Write Write Write Write Write Write 	Add	Delete

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 <u>ADM and ADA Detail Report</u> 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 🏠		Att	endance Office	> Report	s > ADM and	ADA Detail R	eport			
Average Daily Membership (ADM) & Average Daily Attendance (ADA) Summary with Student Detail									
This report displays Membership, Absent, and Present Days and calcul either Exact (Present Minutes divided by Student Day Minutes for the C to Whole Day and Haff Day Absent Minutes for the C adendar) logic. The Grade selected and as a grand total for all Catendars; the Detail version student actively enrolled during the entered date area. Blank Statt and calendar. This is a very complex report, by to limit the number of calendar in the number of calendar.	ates ADM and ADA. ADA calculation options alendar) or Whole/Half (Absent Minutes com Summary version displays data for each Cal displays the Summary data plus a row for e End Dates default to the start/end dates of th lars run per batch.	use pared endar/ ach ne					L			
Which date range would you like to include in the report? Start Date End 65/31/2025	Which calendar(s) would you like to inclu report?	ide in the								
Adhoc Filer	2024- High So	25 Chool		5	Attendar Start/End Date:	04/01/2025 Grade: E	nbershij - 05/31/2025 E, 08, 09, 10,	5 School(s): 11, 12, test	ary Repo	ort (s): 1
Report O Summary O Detail	Generated on 06/18/2025 11	:57:21 AM	Page 1 of 1							
Calculation Options		Student	Membership	Absent	Present			Unexcuse	ed Absences	Percent In
 EXACT (The sum of minutes absent / student day) DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed) 	Grad EE 08	e Count 1 0	Days 36 0	Days 0.00 0.00	Days 36.00 0.00	ADM 1.00 0.00	ADA 1.00 0.00	0.00 0.00	Avg. Daily 0.00 0.00	Attendance 100.00% N/A
Use percent enrolled in ADM calculations	09 10 11	494 469 453	17784 16884 16308	0.11 0.00 2.10	17783.89 16884.00 16305.90	494.00 469.00 453.00	494.00 469.00 452.94	0.11 0.00 1.45	0.00 0.00 0.04	100.00% 100.00% 99.99%
Add signature line at the end of the report	12 test	441	15876	0.00	15876.00	441.00 0.00	441.00 0.00	0.00	0.00	100.00% N/A
Report Format: PDF v	Total 7	1858	66888	2.21	66885.79	1858.00	1857.94	1.56	0.04	100.00%
Generate Report Submit to Batch	2024-25 Rocoinstale Amstrong			_		_				
	CTRL-click or SHIFT-click to select mu	ltiple		_						
	ADI	M and	d ADA L	Detai	/					

Attendance Change Tracking Report

The <u>Attendance Change Tracking</u> 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 s exected modification the rame. Each modification to a subjects action a please try to furth the height of the Attendance Data Reage entered. There	elected atter ttendance is port can be p	idance date displayed i printed in tw	range during the n a separate row s o formats CSV an	so d										
What attendance dates would you like to include in the report? Start Date End Date Attendance Date Bane® and and and a start of the sta	Attendanc	e Change	Tracking Report	Records:10										
Modification Date Range	Student	firstName Claire	studentNumber 123456	stateID 1234567890	attendanceDate	attendancePeriod 1	modifiedDate 09/07/2021 08:39:42	modifiedBy Staff, Matthew	status Absent	excuse Unknown	code Unknown	modificationType ADD	sectionNumb	er co 60
What filter criteria would you like for the report? Student Number	Student	Claire	123456	1234567890	09/07/2021	3	-0500 09/07/2021 10:35:22 -0500	Staff, Gina	Absent	Unknown	Unknown	ADD	1	30
Student StateID Modified By	Student	Claire	123456	1234567890	09/07/2021	5	09/07/2021 12:27:19 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	3	40
Include only attendance audit records that are tied to a course secti Include all attendance audit records Include only attendance audit records that are no inner tied to a co	Student	Claire	123456	1234567890	09/07/2021	7	09/07/2021 14:00:43 -0500	Staff, Ann	Absent	Unknown	Unknown	ADD	1	10
How would you like the report printed?	Student	Claire	123456	1234567890	09/08/2021	2	09/08/2021 08:42:15 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	80	90
Format CSV v	Student	Claire	123456	1234567890	09/08/2021	4	09/08/2021 11:28:02 -0500	Staff, Jeff	Absent	Unknown	Unknown	ADD	7	80
Generate Raport	A	tten	dance	Char	nge Tra	ncking l	Report	t						

Attendance Reason Report

The <u>Attendance Reason Report</u> 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...

he Attendance Reason report provides a nd End Date. Information returned includes a dividing the Minutes by the value actors											
courred in non-Instructional periods are n	count of attendance s the total count, plu d into the Student Da ot included in the rep	codes that s a breakd ay field on port.	It were recorded between the ent own by Periods, Minutes and Day the Calendar). Attendance events	ered Start s (calculated that	Ł						
Start Date 09/01	/2021										
End Date 12/31	/2021		21-22				Attenda	nce Rea	son Repo	rt	
D			High School		1		Start Date: 09/	01/2021 En	d Date: 12/31/	2021	
Report Format: PDF V			3		Att	endance Cod	e: 16 Attenda	nce Marks: 8	599 Periods:	7283 Days:	1577.93
		Generat	ed on 04/11/2022 09:28:45 AM	Page 1 of 1		Stu	udent Day Mini	utes (used in	Days calculation	on): 372	
Generate Report											
		Cod	Description		Count	Excused	Unexcused	Excused	Unexcused	Excused	Unexcuse
	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
			Illness		589	589	0	47376	0	127.35	0.00
	7	. ILL				216	0	18986	0	51.04	0.00
	78	. ILL . IMD	Illness Medical Note Received		216	210					
	7 8 9	ILL IMD	Illness Medical Note Received Completed Work		216	216	0	1678	0	4.51	0.00
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	7 8 9 1 1 1 1	. ILL . IMD 0. ISC 0. ISN 1. ISP 2. LTE 3. SO	Illness Medical Note Received Completed Work Incmpl Wrk Independent Study Pending Tardy Site Other		216 22 22 2260 19 150	216 22 22 0 0 0	0 0 2260 0 0	1678 1678 0 0 0	0 0 189347 0 0	4.51 4.51 0.00 0.00 0.00	0.00 0.00 509.00 0.00 0.00
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	7 8 9 1 1 1 1 1 1 1	ILL IMD ISC ISC ISN ISP LTE SO SUS TDY	Illness Medical Note Received Completed Work Incmpl Wrk Independent Study Pending Tardy Site Other Suspended Tardy/Sarb		216 22 22 2260 19 150 171 15	216 22 22 0 0 0 0 0 0	0 0 2260 0 0 171 0	1678 1678 0 0 0 0	0 0 189347 0 0 13718 0	4.51 4.51 0.00 0.00 0.00 0.00 0.00	0.00 0.00 509.00 0.00 0.00 36.88 0.00
	7 8 9 1 1 1 1 1 1 1 1	ILL IMD ISC ISC	Illness Medical Note Received Completed Work Incmpl Wrk Independent Study Pending Tardy Site Other Suppended Tardy/Sarb Unexcused		216 22 22 2260 19 150 171 15 1476	216 22 22 0 0 0 0 0 0 0	0 0 2260 0 0 171 0 1476	1678 1678 0 0 0 0 0 0	0 0 189347 0 0 13718 0 120404	4.51 4.51 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 509.00 0.00 0.00 36.88 0.00 323.67
	7 8 9 1 1 1 1 1 1 1 1 1 1 1 1	. ILL . IMD . ISC 0. ISN 1. ISP 2. LTE 3. SO 4. SUS 5. TDY 6. UNX	Illness Medical Note Received Completed Work Incempl Wrk Independent Study Pending Tardy Site Other Suspended Tardy:Sarb Unexcused	Subtotal:	216 22 22 2260 19 150 171 15 1476	216 22 22 0 0 0 0 0 0 0 0 0 3376	0 0 2260 0 0 171 0 1476 3907	1678 1678 0 0 0 0 0 0 0 263518	0 0 189347 0 0 13718 0 120404 323469	4.51 4.51 0.00 0.00 0.00 0.00 0.00 0.00 708.38	0.00 0.00 509.00 0.00 36.88 0.00 323.67 869.55

Attendance Register

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

Attendance Register 🌣	Attendance Office > Reports > 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	
O 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	
O By Term	
How would you like the report oriented?	
 Portrait 	
O Landscape	
What students would you like to include in the report?	
All Grades V	
Select an Ad Hoc Filter	
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Report Format: PDF v	
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Attendance Register Reno	rt
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Behavior Attendance Audit Report

The <u>Behavior Attendance Audit Report</u> 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 🎲 Behavior Attendance Audit Report The regort is used to audit attendance oppulated from a behavior resolution. There are three - Behavior Resultions without a selected corresponding Attendance Code, which is - Aldendance code paguated from a behavior resolution. - Aldendance code paguated from a behavior resolution, which displays days with - Aldendance created from a Behavior Resolution, which displays days with an attend behavior resolution.	Attendance Office > Reports > Behavior Attendance Audit Repo	
Select Dates Oute Range To	2024-25 High School Behavior Attendance Audit Report Generated on 66/18/2025 01:34:00 PM Page 1 of 1 Date Range 01/01/2025 - 05/31/2025 Behavior Resolution Type: All attendance related standance toole. All behavior-related and 66/18/2025 01:34:00 PM Page 1 of 1 Date Range 01/01/2025 - 05/31/2025 Behavior Resolutions without a selected corresponding Attendance Code (3 records) Incident Date & Res Start Date & Res End Date & Time Res Start Date & Res End Date & Time Student Name and Number Grade Incident Title Time Time Time 11 Domb 02/05/2025 11:31 42/3116 Out of Standausepension(20/55/2025 13:32) 02/05/2025 13:31	Attn Date 05/30/2025 02/05/2025 02/05/2025
Ad Hoc Filter	Attendance without any corresponding Behavior Resolution (0 records) <u>Student Name and Number Grade Incident Title Transmission (0 records)</u> <u>Fordernolance created from a Behavior Resolution (4 records)</u> <u>Fordernolance transmission (4 records</u>	Attn Code Attn Date 055 05/29/2025 055 02/02/2025 055 02/05/2025 055 02/05/2025
	Behavior Audit Attendance Report	

Consecutive Absence Report

The <u>Consecutive Absence Report</u> evaluates the number of days in a row a student is absent for at least the entered minimum percentage of the instructional minutes.

This report counts the instructional periods in which a student is schedul student is counted as absent in this report. Non-Instructional periods are This report displays a summary of the attendance data by student and co	ed during the date range entered. If the student is absent from all a ignored. lendar. If the date range is left blank the report will default to the c	scheduled instructiona alendar start and end	periods the 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 active year list by school list by year	to include in the rep	port?		
Which students would you like to include in the report? Grade Grade Ad Hoc Filter	22-23 High School Generated on 10/26/2022 02-38-45 PM Page 1 of 1 Minimum percent of minutes per day that the student mus	Calen t be absent to be count	Consecutive A Start Date: 10/01/202 All d dars: 1 Students: 4 Cor Absent Excuses: Unkno ed in this report: 75	Absence Repor 2 End Date: 10/25/2022 Grades nsecutive Days Absent: wm, Excused, Unexcus	t 2 2 or more red
Consecutive days absent: Minimum' Maximum Minimum percent absent per day' 100 Vhich Absence Excuse type should be counted?	22-23 High School Students: 4 <u>Grade Student Name</u> 09 Student, Amber 09 Student, Benson 09 Student, Charles 09 Student, Devyn	Student Number 123456 234567 345678 45678	Start Date 10/21/2022 10/06/2022 10/03/2022 10/03/2022	End Date 10/25/2022 10/10/2022 10/05/2022 10/05/2022	Days Absent 3 3 3 3
Unexcused, txcused, and unknown Unexcused, and Unknown eport Format: PDF ~ Generate Report S	CTRL-click or SHIFT-click to select m	ultiple			
Refresh Show top 59 v tasks submitted between 05/29/2024 Stich Orieure List Dueued Time Report Title	II and 06/05/2024 II Status Download				

Day Count

Infinite Campus

The <u>Day Count Report</u> determines the total number of days a student has been in attendance based on the minutes entered on the <u>calendar</u> and/or <u>grade level</u>.

iy Count Rep	oort ☆			Att	endance Office > Reports	> Day Count Re	port	
his report calculates W ind filters the totals bas	hole Day & Half Day attendance based off the nur ed on the report options below.	mber of minutes defined in the calendar, and	d sums				L	
Which students w	ould you like to include in the report?	-						
Grade	All Students A EC HK KA	2016-1 High Sch Generated on 05/05/2017 09:15:	7 10 01 53 AM Page 1 of 14		Attendance Da All Grades Calcu Total Students: 1657	y Count Report dation: Daily Exact Sort By Student Name		
O Ad Hoc Filte	er							
Start Date End Date		Student Abbott, Oliver Bryant, Poppie	Student# 0 937048 893048	12 4.00 11 1.80	ys Student 5257 Harrison, Ryan 5260 Isaacs, Lon	Student# 439038 194048	Grade Da 09 0.00 10 0.12	ays 0000 2105
Having at least Having at most	days of Absence days of Absence	Chowen, Abraham Davis, Quincy Emerson, Ashley Franklin, Ivy	422808 632808 035638	09 0.81	JUUU Jacoos, Beth 3419 Kaplan, Anthony 3683 Larue, Lola 3470 Mason, Karl	485048 747508 901508 045048	10 0.00 11 0.00 10 2.38 09 0.16	0000 0000 8157 6315
Calculation Options Calculation Options DAILY APP (Whole Day and these Sort Options Report Format: PD	s esum of minutes absent / student day) RXXIMATION V/Hall Day attendance is approximated days are summed)	Grant, Titus Absent Days & Name	588537	11 0.61	₃₄₂₀ Nelson, Josh	301148	09 0.12	2368
		Day Count	t Report					



Dialer Extract

The <u>Dialer Extract Report</u> 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			Dialer Extract R	ecords:5			
			studentNumber	name	homePhone	grade	periods
Output Options			123456	Student, Alan	6125559029	10	0001020304050607
			234567	Student, Amber	6125555045	10	000102030405060709
			345678	Student, Belinda	6125553935	11	0001020304050607
Report Format			456789	Student, Benjamin	6125553086	12	00010203040507
HTML	•		567890	Student, Cameron	6125553037	11	0001020304050607
			_		_	_	
					_	_	
		D	Dialer Extrac	t			

Federal Chronic Absenteeism

The <u>Federal Chronic Absenteeism Report</u> 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.

deral Chronic Absenticelism Report The Federal Chronic Absenticeism Report will provide a summary of Chronic Absenteeism de in the Campus toolbar will report. Users may got lo report Chronic Absenteeism for the District. A summary of Chronic Absente School in the District.	tail by School. The School selected eism will be provided for each			
The summary view for the schools(s) will be subdivided by calendar. The summary view will accleardard(s) within a school(s). All calendaris will be summariant is show to half for a sch Student level details will be provided for the School selected in the Campus toolbar. Only are tho very to view aducted tead datals within the report. "Details by Calendar – Chronic Assemblesm will report for non-excluded student Students that have enrolments in multiple schedule structures for the calendar "Details by School – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will report for non-excluded student and the school – Chronic Assemblesm will be school – School – Chronic Assemblesm will be school – School – Chronic Assemblesm will be sc	2013-14 Elementary Generated on 06/18/2025 01:54:29 PM Page 1 of 1	Federal Chronic Abs. Detail Type: By Calen School: #Calendar Include District Totals: Yes #Sch AdHoc Filter: Chronic	enteeism ^{dar} (s): ools in District: 5 Fest	
school. Students that have enrolments in multiple calendars within the school with the school of the school of the Frederical Chronic Absentieleum report by a reader may be interviewed using the Batch Queue List located at the bottom of the editor or Queue > Batch Queue Admin did foci filters may be used. The Federial Chronic Absenteeism Report may be run for the loses may render the Federial Chronic Absenteeism Report using the following formats:	Meadow Lake Elementary Calendar 2013-14 Meadow Lake Elementary Total	Student Count 1 1	Federal Days Absent 5 5	Federal Percent Absent 10.20% 10.20%
CSV * DOCX ***PDF Concx ***PDF Concx ***PDF Concx ***PDF Concx	Noble Elementary Calendar 2013-14 Noble Elementary Total	Student Count 1 1	Federal Days Absent 14 14	Federal Percent Absent 8.48% 8.48%
Please select the detail you would like to see Vew Details by Calendar Vew Details by Calendar Vew Details by School Ad Hoc Chronic Test	Robbinsdale Cooper High School Calendar 2013-14 Robbinsdale Cooper Hig Total	Student Count 1 1	Federal Days Absent 70 70	Federal Percent Absent 42.42% 42.42%
Generate Report Submit to Batch offenth Show top: 50 Tasks submitted between (6/11/2025 incl. Counce List and 66/11/2025 avecd Time Report Title Status E	C			

Funding Report

The <u>Funding Report</u> prints district-level summaries of membership and attendance for funding.

Click here to expand...

Infinite Campus

Funding Report 🏠							
nding Report							
This report prints district-level summaries of membership and atten enrollment.	idance for funding. The count on	this report will not include stud	ents flagged as No Show	or State Exclude on t	heir		
If "Count date" is selected as the "Membership Method" and "Prima	ary Enrollment only" is selected a	as the "Concurrent Enrollment M	ethod", a student will on	ly be counted in 1 sch	iool.		
The Enrollment Overlap Filter is used to prevent the state from dou student has an overlapping primary enrollment. If the overlap occur day, those days are also filtered. The second option should comple	ble paying a district on a studen rs on the count date, the student tely filter the student out of the c	t that has bad enrollment data. will be filtered from the aggreg alculations given any of the err	The first option should ex te. If the student has > 1 or conditions above.	clude any day where 00% enrolled on any	the		
ttendance Method	Which calendar(s) would you like	to include in the report?					
Exact v	active year	to motore in the report?					
embership Method	list by school						
Count date v	list by year						
Date*	,,,						
	2024-25						
oncurrent Enrollment Method							
Primary Enrollment only ~		ah Cahaal		Eup	ding Report		
rollment Overlap Filter				1 411	unig hepore		
		5		Da	te: 02/20/2025		
v	10635 36th Avenu	e North, Plymouth MN 5544	Enrollr	Da nent: Primary (A stu	te: 02/20/2025 ident can only be c	ounted for 1 sch	iool)
Peport Overlaps Errors (Primary Enrollments overlapping)	10635 36th Avenu Generated on 06/18	Je North, Plymouth MN 5544 V2025 02:02:23 PM Page 1 (Enrollr f 1 Dis	Da nent: Primary (A stu trict(s): 1 School(s)	ite: 02/20/2025 ident can only be c : 1 Calendar(s): 1	ounted for 1 sch Students: 185	nool) 1
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Funding Report



The <u>Home and Hospital Attendance Register</u> produces weekly or monthly attendance register for manual documentation of attendance for students in home/hospital attendance settings.

Click here to expand...

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Lunch Count Report

The <u>Lunch Count Report</u> prints the number of lunches, milks and adult lunches for each course for the date you select on the report editor. This information is tallied from the data the teacher enters on the attendance entries in the Lunch, Milk, Adult Lunch, or Custom Count 1-3 fields.

					About This	Report		
Report Options								
Effective Date *								
06/05/2025	6	2024-25	Food	Service	Report fo	r 08/26/2024	4 - 06/05/202	5
		Elementary	т	Date: 02/20 otal Lunch Co	/2025 Total c unt: 0 Total M	ourses: 5 Total s lk Count: 0 Tota	ections: 11 I Adult Count: 0	
	Generated on 06/1	18/2025 02:20:20 PM Page 1 of 1	Total C	ustom Count	1: 0 Total Cus	om Count 2: 0 1	Fotal Custom Count	3: 0
	Course	Section# Teacher	Lunch Count	Milk Count	Adult Count	Custom Count 1	Custom Count 2	Custom Count :
	HMRM-1 Grade 1	1	N/A	N/A N/A	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
nerate	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	NA	N/A	N/A	N/A	N/A
	Hivikivi-K Kinderganen Total	Ζ	N/A	NVA 0	DV/A	N/A	N/A	N/A
	TOTAL		U	U	U	U	0	U

Period Count Report

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

Click here to expand...

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dance Period Count Report his report counts allendance marks per student. The Report Type option determines in that Couns sums all shales for all periods and determines if hose totals meet the value saving al Mont Mode. Count by Period sums the allendance marks for each period and reports values bases falsed false.	w attendance marks are summed. Is entend in the Having at Least? on the Having at LeastHaving at											
Interdance marks over the staft and end date range. Report Type of Count by Freide I to there would relevant of the staff and th	21-22 High School Generated on 01/10/2022 10:41:29 AM Pag	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 Excusses: Unknown, Excused, Unexcused, Exempt Excus Codes: ACT - Aerivity, CLE Trandy Clr, CUT: ct										
KD					Total Students: 10							
02	Student	2	3	Period 4	5	SA	SB					
Ad Hoc Filter	Student, Alexander (#123456) Grade: 12 Total Absence: 5	1	1	1	1	1						
Report Type Total Count Count By Period Start Date	Student, Britta (#234567) Grade: 11 Total Absence: 5	1	1	1	1	1						
End Date Te Having at least attendance marks Having at most attendance marks	Student, Cole (#345678) Grade: 11 Total Absence: 6	2	1	1	1	1						
Group Options Period Period Schedule Sort Options Grade/Alpha	Student, Drusilla (#456789) Grade: 11 Total Absence: 8	2	2	2	2							
Status All All Absent Tardy	Student, Emerson (#567890) Grade: 12 Total Absence: 8	1	1	1	1	2	1	1				
Early Release	Student, Ford (#678901) Grade: 12 Total Absence: 5	1	1	1	1	1						
Excuse Code All (excuses count: 16) ABD: Abs/Dismis ABU: Abs/Unexc HBPT: Part-lime	instruction out of school											

Period Detail Report

The <u>Period Detail Batch Report</u> prints individual student attendance reports that are suitable for handing out.



Click here to expand...

'2FIOD DETAIL BATCH REPORT \$7 Indance Period Detail Batch Report This report will batch print student altendance period detail, 1 page or 2 pa studens. This is a very conglex report, soft vio limit the number of student	ges per student suita Is run per batch.	able for	handing	out to		Atten	idance	OΠIC	e > Re	eports	> Pe	riod Detai	l Batch Report		
Which students would you like to include in the report? Grade KA KD															
01 02 Ad Hoc Filter	Generate	H	2018- igh Sc	19 hool	AM Pro	ra 1				Stude	ent Pe	Amber Stud Grade: 12 I	endance Detail dent DOB: 09/23/2001		
Which terms would you like to include in the report?	Terms Included	i: All	Terms	0.50.517	-141 1 4	,0 1				Pe	riod Su	mmary			
All Terms Q2 (09/03/2024 - 01/23/2025) Q3 (01/27/2025 - 03/21/2025) Q4 (03/24/2025 - 06/04/2025)	322-1 Tutoring 000-51 Advisory 084-1 AVID 12 I 707-2 Economic 842-2 Calculus	Cour	se		Ex	0 0 0 0 0 0	Unexcu 0 1 2 0 0	ised	Tardy 2 0 2 2 1			Period 00 01 02 05	Excused Une 0 0 0 0	xcused 1 2 0 0	0 0 1 2
CTRL-click or SHIFT-click to select multiple	Day Summary						Pe	riods							
Which Attendance Summaries would you like to include in the	Date		00	01	02	03	04	05	06	07	08	09			
Course Summary	Date		- 00	- 01	02		- 04			- 07					
Period Summary	09/24/2018 1							Т							
Day Summary Term Summary	09/07/2018 1		l	A	Т										
How would you like the report sorted?	Comments: 8:25							т							
Student Name Grade Student Number How would you like the report oriented?	09/04/2018 1		A	A			-								
Portrait Landscape	Term Summary	,					Period								
Include attendance taken in non-instructional periods							1 chied	5							
Report Format: PDF v	Q1	00	01	02	03	04	05	06	07	08	09	Total			
	Early Release	0	0	0	0	0	0	0	0	0	0	0			
Generate Report Submit to Batch	Tardy	0	0	1	0	0	2	0	0	0	0	3			
	02	00	01	02	03	04	05	06	07	08	00	Total			
Refresh Show top 50 v tasks submitted between 06/11/2025	Absent	0	0	02	0	0	0	0	0	0	09	0			
Batch Queue List	Early Release	0	0	0	0	0	0	0	0	0	0	0			
Queued Time Report Title	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	_		

Positive Attendance Summary Report

The <u>Positive Attendance Summary Report</u> displays the sum of the 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 n							
Re Data	2	21-22	Positive Attend	ance Section Summary			
Start Date	Hial	School	Start/End Dat	n 12/15/2021 - 01/10/2022			
End Date	Generated on 01/10/202	2 10:07:22 AM Page 1 of 1	000010100100	Students: 28			
Dri Torm	3025-1 English III	0					
All Terms	Staff, Kyle						
Q2 (09/03/2024 - 01/23/2025)	Expected Hours: - Grade	Student		Present Time			
Q3 (01/27/2025 - 03/21/2025)	11	Student, Angela (#12	3456)	0h 30m			
Q4 (03/24/2025 - 06/04/2025)	11	Student, Brian (#234	567)	Oh Om			
	11	Student, Caroline (#456	(45678) (780)	0h 0m			
What students would you like to include in the report?	11	Student, Emily (#567	890)	1h 45m			
	11	Student, George (#6	78901)	0h 0m			
Grade All Students	3025-2 English III						
KD KD	Expected Hours: -						
01	Grade	Student		Present Time			
02	11	Student, Heather (#7	39012)	1h 0m			
Ad Hoc Filter	11	Student, Isaac (#890	123)	0h 30m			
Report Format: PDF ~	11	Student, Jana (#9012 Student, Kevin (#987	354)	1h 0m			
	11	Student, Lenora (#87	6543)	1h 0m			
Generate Re	9 11	Student, Moses (#76	5432)	1h 0m			
	11	Munoz, Aaron (#1069	32)	0h 0m			

Section Change Tracking Report

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

Click here to expand...

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is report will display chang odification Date Range. Es ease limit the length of the inting option.	ges to the student attendance in a course : ach modification to a student's attendance Attendance Date Range entered. Select t	section. Enter the A record displays in a he course sections	tendance Date Range and the separate row in the report so of interest and the desired				L				
at attendance dates wou Attendance Date Range* Modification Date Range	Ild you like to include in the report? Start Date End Date	Genera	21-22 High Sch	2 1001 3:46 AM Page 1 of 1	Attendance Change Tracking Report Attendance Date Range: 09/07/2021-09/08/2021 Sort By: Teacher						
ich course sections wou	uld you like to include in the report?	Student #	Student Name	Attendance Date Period	- Modified Date	Status	Excuse	Code	Action	Modified By	
Teachers (Total 85)	Sections (Total 25) Sort by Number	3006-1 E	nglish I	Studen	ts: 3 Teache	: Staff, Ly	nn; Staff, El	eanor			
All leachers	All Sections DCD/CID-1 DCD/SP	123456	Student, Abbey	09/08/2021 - 6	09/08/2021 12:32	Absent	Unknown	Unknown	ADD	Staff, Lynn	
	DCD/CID-2 DCD/SP	234567	Student Andrew	09/08/2021 - 6	09/10/2021 13:45	Absent	Excused	Hoknown	ADD	Staff, Adam.	
	DCD/CID-3 DCD/SP	254507	Student, Andrew	09/08/2021 - 6	09/08/2021 12:32	Present	Excused	SO	CHANGE	Staff Claire	
	DCD/CID-4 DCD/SP DCD/CID-5 DCD/SP	345678	Student, Ben	09/08/2021 - 6	09/08/2021 09:50	Absent	Excused	ILL	ADD	Staff, David	
	DCD/CID-6 DCD/SP	3016-1 E	nalish II	Studer	ts: 6 Teacher	: Staff. Lv	nn: Staff. El	eanor			
	HMRM-1-1 Grade 1 HMRM-1-2 Grade 1	456789	Student, Carly	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, David	
OTDL state of OURT state	HMRM-2-1 Grade 2			09/07/2021 - 1	09/07/2021 09:34	Absent	Excused	EXC	CHANGE	Staff, Emily	
GTRL-CICK OF SHIFT-CICK	to select multiple	567890	Student, Dylan	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Brad	
www.uld.vou like the sec	tions to print in the report?			09/07/2021 - 1	09/08/2021 14:05	Absent	Unexcused	ISP	CHANGE	Staff, Gino	
www.uiu you like uie aco	aona to print in the report.	678901	Student, Eve	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Hattie	
By Teacher				09/07/2021 - 1	09/07/2021 09:12	Absent	Excused	EXC	CHANGE	Staff, Hattie	
O By Course		789012	Student, Franklin	09/07/2021 - 1	09/07/2021 09:04	Absent	Unknown	Unknown	ADD	Staff, Isaac	
Include Secondary Teach	ner Names on Report	_		09/07/2021 - 1	09/07/2021 09:36	Present	Excused	SO	CHANGE	Staff. Isaac	
port Format: PDF v											
	Generate Report										

Sub Attendance Roster Report



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

Click here to expand...

Sub Attendance Roster Report ☆		Attendance Office > Re	eports > Sub A	ttendance Roster Report	
Substitute Attendance Rosters					
This tool prints section rosters with additional information future entry. Enter the date for which attendance is bein	n intended to allow substitute t g taken in the Effective Date fie	eachers to take attendance on paper for Id.			
Day Selection Cou	rse Selection				
Effective Date 08/08/2024	feacher All Teacher				
Period All ADV	Anderson, Teac Andrews, Teach Bates, Teacher	20-21 Middle School		Ĩ	Teacher: Staff, Sandra Effective Date: 12/18/2020 Period Schedule: 1
2nd 3rd	Becker, Teache Carter, Teacher Davis, Teacher	Generate on 12/18/2020 11:00:18 AM	Page 1 of 3		
5th 6th	Franklin, Teach	Course: A-113 ADVISORY	1 20.	Room:	113
^th *A		Period: A		Time: -	Students: 9 M: 4 F: 5 O: 0
~		7 Student, Albert M 123456780	P A T	Time in Time out	Comments
Display Options	CTRL-click or SH				
Show Tardy Column Show Time In/Out Columns Shade Alternate Rows	Sort By Num Course All Courses 00800 Advisory	7 Student, Beth M #234567890			
Primary Teachers Only Show Period Schedule Name	00700 Advisory 00800 Advisory 1001 Teacher A	7 Student, Charles F #345678901			
Student Options Student Picture Gender	10010 Teacher 10100 Digital A 10110 Painting	7 Student, Delia M #456789012			
Student Number	10130 Sculpt H 10200 Animati 15101 AVID Gr	7 Student, Erik F #567890123			
	15102 AVID Gr 15201 AVID Gr 15202 AVID Gr				
School Comment (printed on all)	C TRE-dilok or SP	To the best of my knowledge, the informat	tion contained on	n this document is verified as	s accurate and complete.
		Signature			Date
Report Format: FDF v Generate Report		<i>fi</i>			
	5	ub Attendance Roste	er Repo	ort	

Suggested User Groups

- <u>Attendance Administrators</u>
- Attendance Clerks

See <u>User Groups and Suggested Roles</u> for more information.