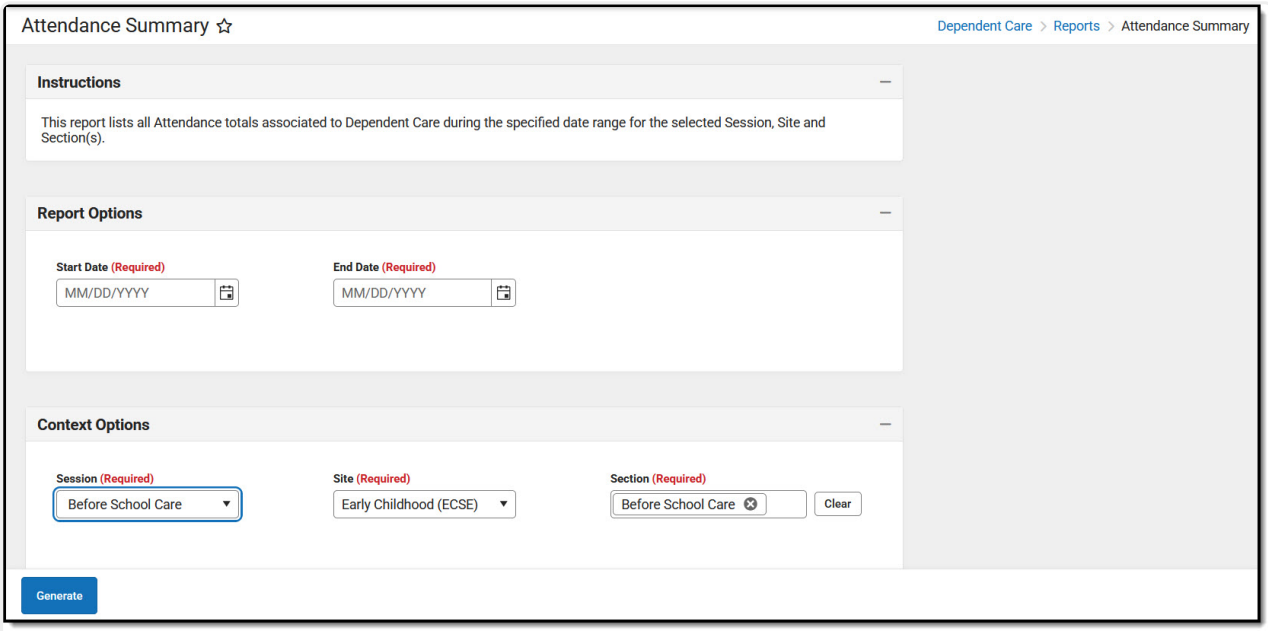
Attendance Summary Report

Last Modified on 08/05/2026 9:49 am CDT

Tool Search: Dependent Care

The Attendance Summary report lists all Attendance totals associated with Dependent Care. Users are able to specify the desired date range, session(s), site, and section(s) for which to view attendance totals.



Dependent Care Attendance Summary Extract Editor

See the Dependent Care Reports Tool Rights for information on available tool rights.

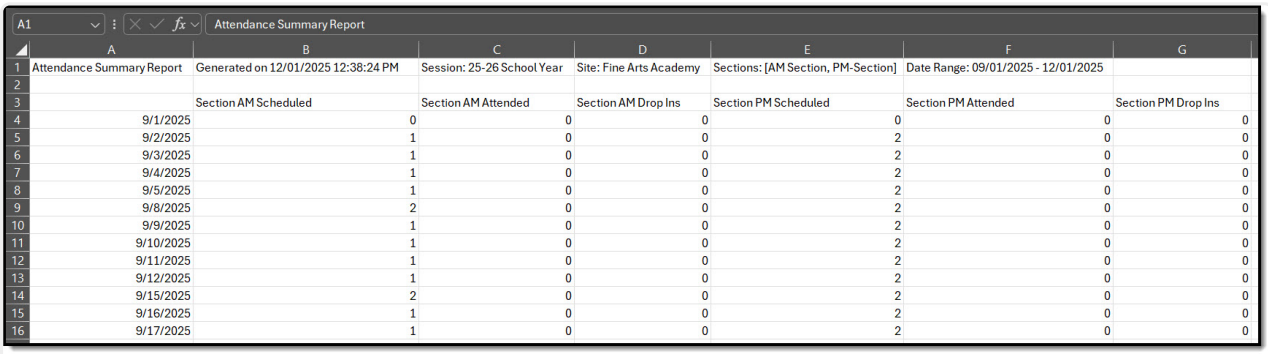
Attendance Summary Report Editor Fields

Field	Description
Start Date ***Required***	The beginning date used to return attendance data. Enter dates manually in *mmddyy* format or use the calendar icon to select a date.
End Date ***Required***	The last date used to return attendance data. Enter dates manually in *mmddyy* format or use the calendar icon to select a date.

Field	Description
Session ***Required***	Use the drop-list to select the session for which to view a summary of attendance. • Users may select only one session for the report.
Site ***Required***	Select the site for which to view attendance data from the drop-list. • Users may select only one site. • Site selection is only available after a session has been selected.
Section ***Required***	Select the section(s) for which to view attendance data. • Sections may be chosen from the drop-list, or users can begin typing to find the desired section. • Users may select as many sections as desired. • Section selection is only available after a site has been selected.

Generate the Attendance Summary Report

1. To generate the Attendance Summary report, press **Generate**.
2. The Attendance Summary report generates in CSV **format**.



A1 | Attendance Summary Report

	A	B	C	D	E	F	G
1	Attendance Summary Report	Generated on 12/01/2025 12:38:24 PM	Session: 25-26 School Year	Site: Fine Arts Academy	Sections: [AM Section, PM-Section]	Date Range: 09/01/2025 - 12/01/2025	
2							
3		Section AM Scheduled	Section AM Attended	Section AM Drop Ins	Section PM Scheduled	Section PM Attended	Section PM Drop Ins
4	9/1/2025	0	0	0	0	0	0
5	9/2/2025	1	0	0	2	0	0
6	9/3/2025	1	0	0	2	0	0
7	9/4/2025	1	0	0	2	0	0
8	9/5/2025	1	0	0	2	0	0
9	9/8/2025	2	0	0	2	0	0
10	9/9/2025	1	0	0	2	0	0
11	9/10/2025	1	0	0	2	0	0
12	9/11/2025	1	0	0	2	0	0
13	9/12/2025	1	0	0	2	0	0
14	9/15/2025	2	0	0	2	0	0
15	9/16/2025	1	0	0	2	0	0
16	9/17/2025	1	0	0	2	0	0

Dependent Care Attendance Summary Report