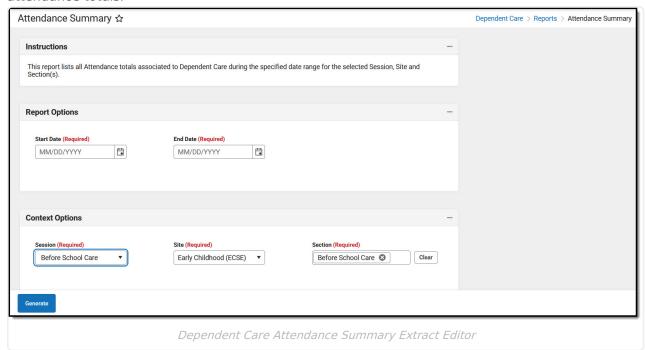


Attendance Summary Report

Last Modified on 12/01/2025 12:49 pm CST

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.



Attendance Summary Report Editor Fields

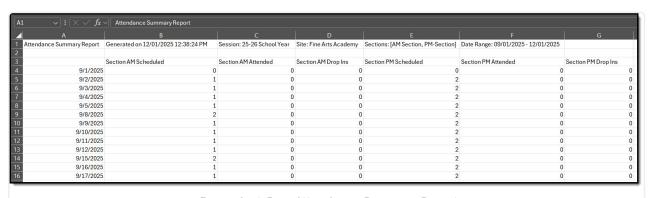
Field	Description
Start Date Required	The beginning date used to return attendance data. Enter dates manually in <i>mmddyy</i> format or use the calendar icon to select a date.
End Date Required	The last date used to return attendance data. Enter dates manually in <i>mmddyy</i> format or use the calendar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



Field	Description
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 droplist, 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.



Dependent Care Attendance Summary Report