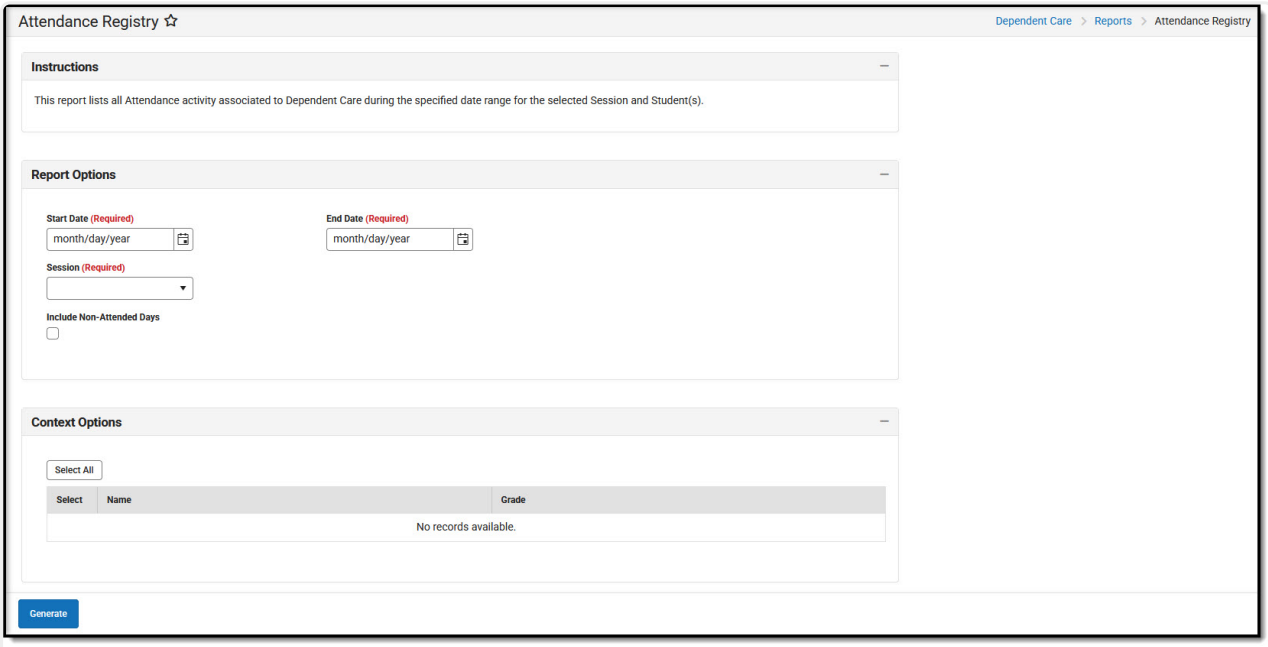
Attendance Registry Report

Last Modified on 01/16/2026 3:51 pm CST

Tool Search: Dependent Care

The Attendance Registry report lists all Attendance activity associated with Dependent Care. Users can specify the desired date range, session(s), site, and section(s) for which to view attendance data.



Dependent Care Attendance Registry Report Editor

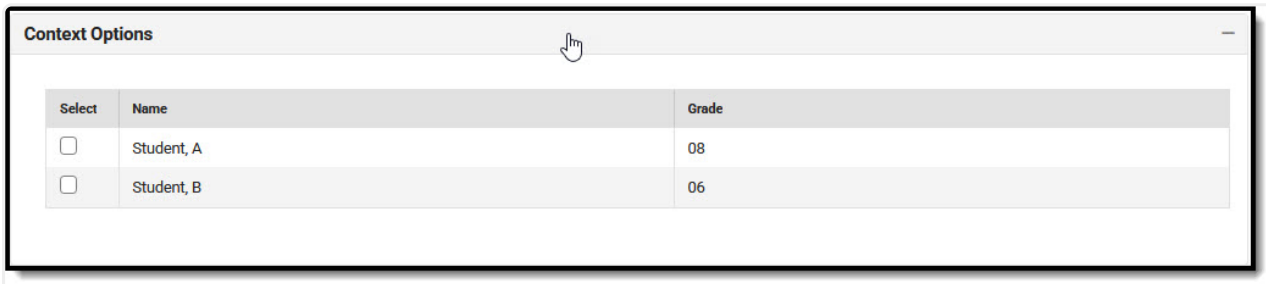
Attendance Registry Report Editor Fields

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.
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.

Field	Description
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.
Include Non-Attended Days	Mark this checkbox to include attendance data for days on which the student did not attend the session. Leave this option unmarked to exclude days on which the student did not attend.

Attendance Registry Report Context Options Fields

The Context Options allow users to select the students to include in the report. Only students assigned to the session are available for selection.

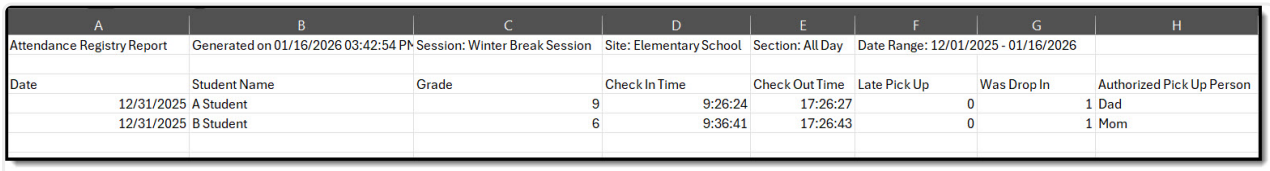


Dependent Care Student Financial Activity Report Context Options Editor

1. Use the **Select** checkboxes to select the student(s) to include in the report.
    - At least one student must be selected.

Generate the Attendance Registry Report

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



A	B	C	D	E	F	G	H
Attendance Registry Report	Generated on 01/16/2026 03:42:54 PM	Session: Winter Break Session	Site: Elementary School	Section: All Day	Date Range: 12/01/2025 - 01/16/2026		
Date	Student Name	Grade	Check In Time	Check Out Time	Late Pick Up	Was Drop In	Authorized Pick Up Person
12/31/2025	A Student	9	9:26:24	17:26:27	0	1	Dad
12/31/2025	B Student	6	9:36:41	17:26:43	0	1	Mom

Dependent Care Attendance Registry Report