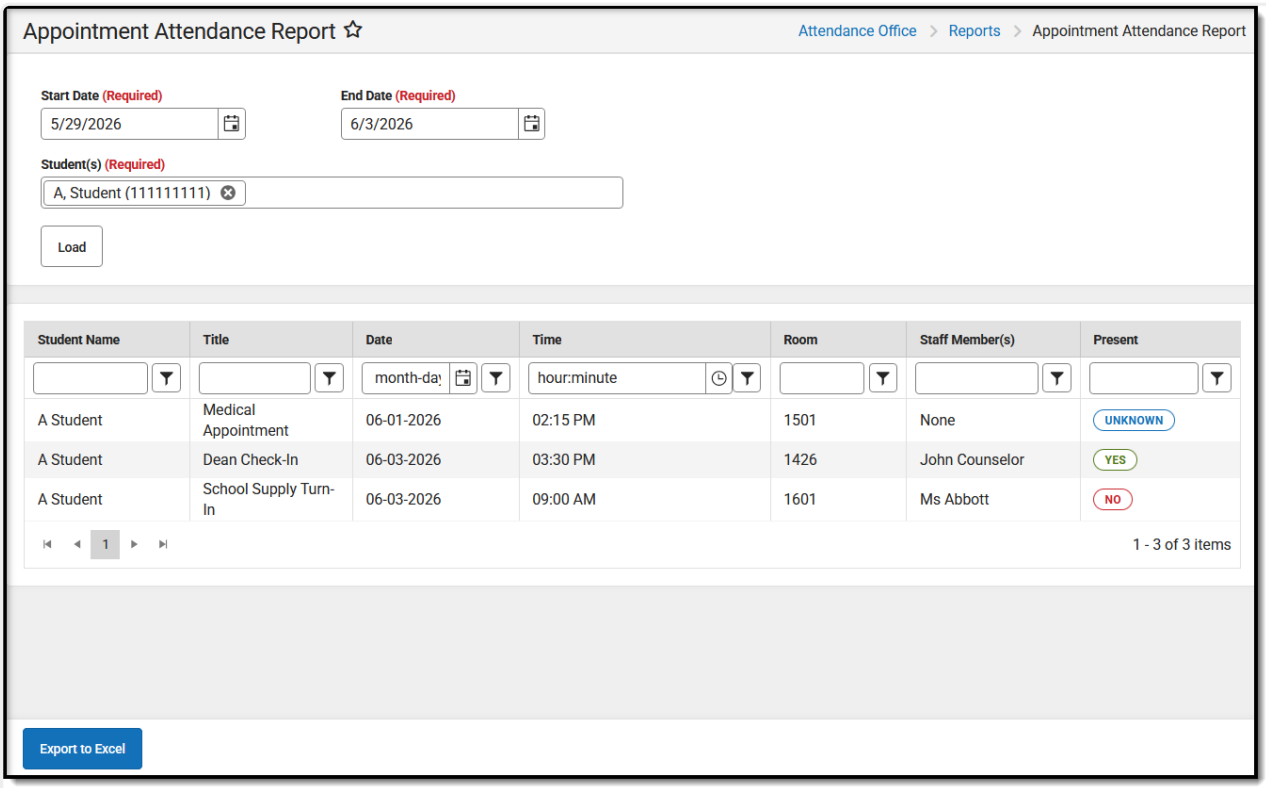
Appointment Attendance Report

Last Modified on 10/27/2026 8:30 am CDT

Appointment tools are available with Campus Workflow Suite.

Tool Search: Appointment Attendance Report

The Appointment Attendance Report provides a view of appointment data over a specified period.



Appointment Attendance Report Editor

Appointment Attendance Report Editor Fields

Field	Description
Start Date ***Required***	The **Start Date** field is used to enter the beginning of the date range for which to create the report.
End Date ***Required***	The **End Date** field is used to enter the end of the date range for which to create the report.

Field	Description
Student(s) ***Required***	To create a report for a specific student(s), use the **Student** field to select the desired student(s) from the list. You may also begin typing the student's name to find the student more quickly. This is a multi-select field. You must select at least one student.
Load	Press **Load** to display a list of students who meet the specified parameters in the Appointment Attendance window.
Export to Excel	Use **Export to Excel** to view the report in an Excel spreadsheet.

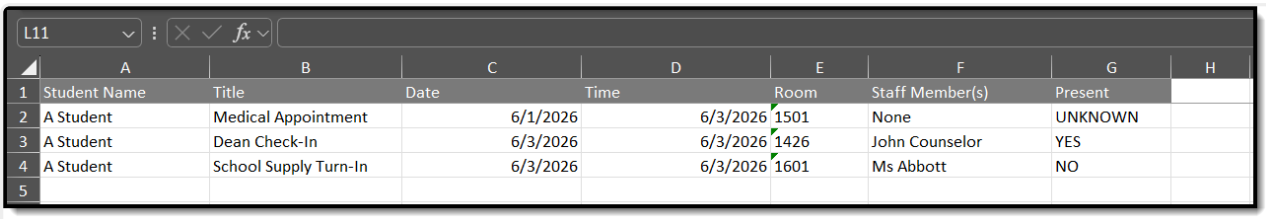
Load the report data

Users can load a report preview before exporting a final report to Excel.

1. Once you have entered all report parameters (start/end date and student(s)), press **Load**.
2. All appointments fitting the defined parameters loads in a preview screen below the parameters.
3. See Appointment Attendance Report Layout for more information on the items included in the preview/report.

Export the report to Excel

Users can export Appointment Attendance data for students to an Excel spreadsheet.



	A	B	C	D	E	F	G	H
1	Student Name	Title	Date	Time	Room	Staff Member(s)	Present	
2	A Student	Medical Appointment	6/1/2026	6/3/2026	1501	None	UNKNOWN	
3	A Student	Dean Check-In	6/3/2026	6/3/2026	1426	John Counselor	YES	
4	A Student	School Supply Turn-In	6/3/2026	6/3/2026	1601	Ms Abbott	NO	
5								

Sample Appointment Attendance Report

1. To view the data in an Excel spreadsheet, press **Export to Excel**.
2. See Appointment Attendance Report Layout for more information on the items included in the report.

Appointment Attendance Report Layout

Report Column	Description
Student Name	Name of the student.
Title	Appointment name.
Date	Date of the appointment.
Time	Start time of the appointment.
Room	Room location of the appointment.
Staff Member(s)	Staff member(s) present for the appointment.
Present	Indicates if the student was present (Yes), absent (No), or unknown (attendance not assigned) for the appointment.