

Appointment Attendance Report

Last Modified on 06/03/2026 3:47 pm CDT

The Appointments Module is part of the [Campus Workflow Suite](#).

Tool Search: Appointment Attendance Report

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

Appointment Attendance Report ☆
Attendance Office > Reports > Appointment Attendance Report

Start Date (Required)
5/29/2026

End Date (Required)
6/3/2026

Student(s) (Required)
A, Student (111111111) ✕

Load

Student Name	Title	Date	Time	Room	Staff Member(s)	Present
		month-day	hour:minute			
A Student	Medical Appointment	06-01-2026	02:15 PM	1501	None	UNKNOWN
A Student	Dean Check-In	06-03-2026	03:30 PM	1426	John Counselor	YES
A Student	School Supply Turn-In	06-03-2026	09:00 AM	1601	Ms Abbott	NO

1 - 3 of 3 items

Export to Excel

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.
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.

Field	Description
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.

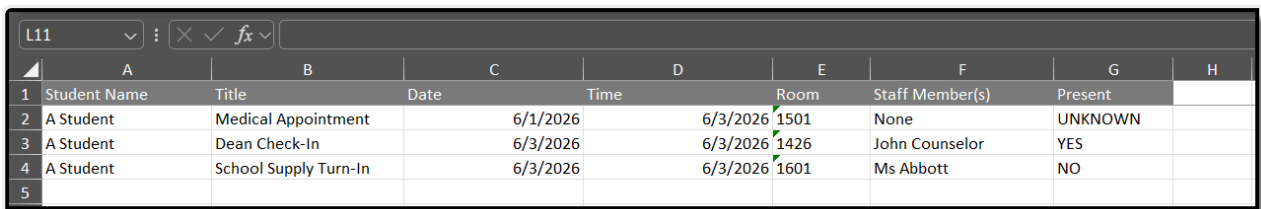
Load the report data

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		1501	None	UNKNOWN	
3	A Student	Dean Check-In	6/3/2026		1426	John Counselor	YES	
4	A Student	School Supply Turn-In	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.

Report Column	Description
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.