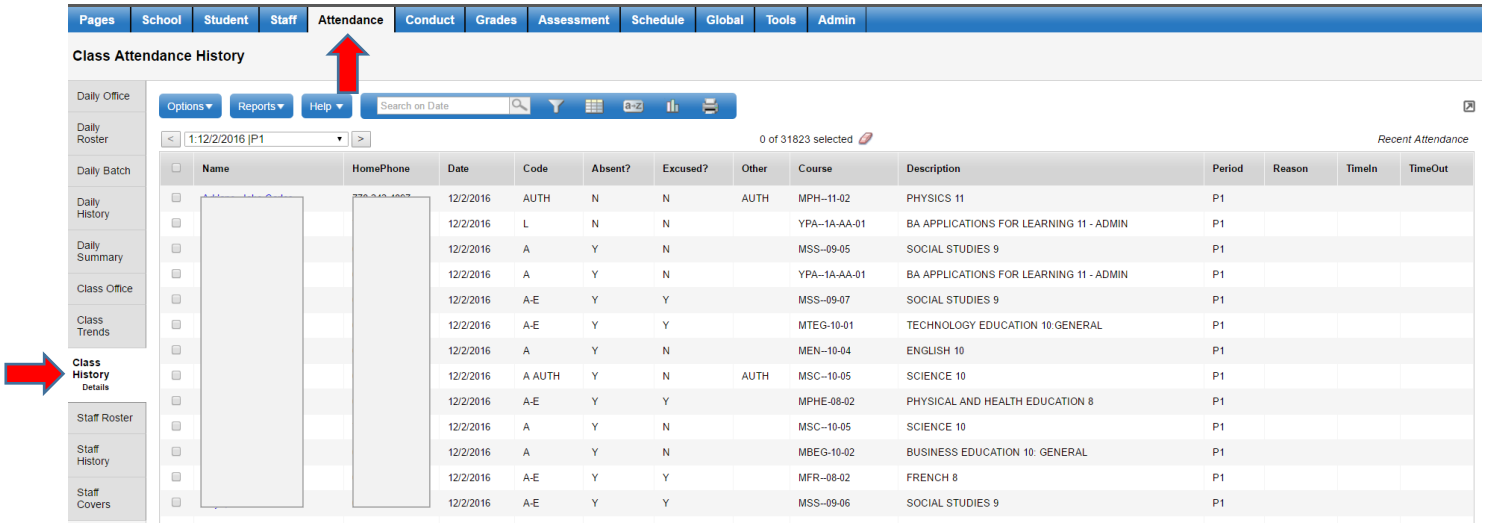
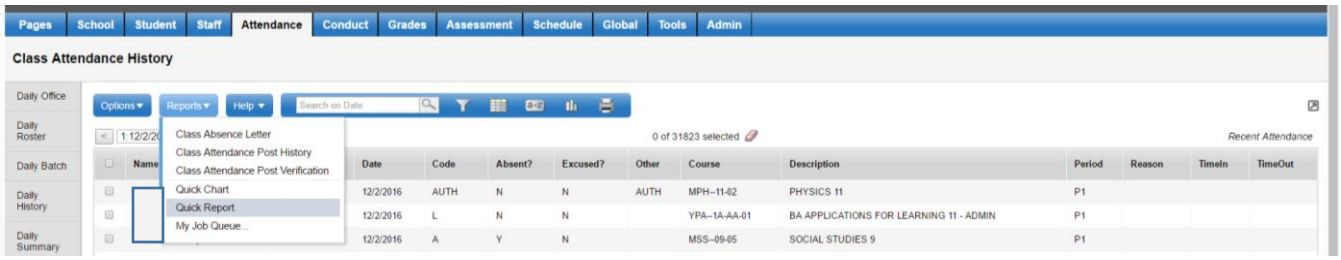
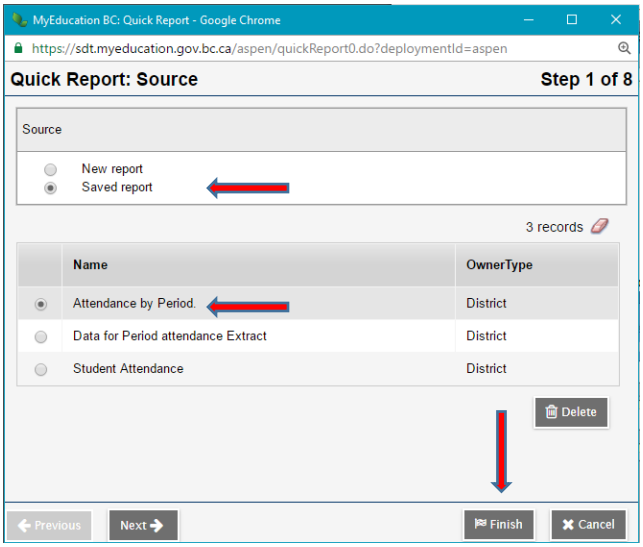
Attendance by Period

1. **School View → Attendance top tab → Class history side tab.**



2. **Go to Reports → Quick Reports → Saved Report → Attendance by Period → Finish.**





3. This is how to read the report and it will look slightly different school to school. It will depend on how your school has entered attendance at the office level

Name	Student > Grade	Date	Code	Absent?	Excused?	Master > Course	Master > Description	Period	Reason
	08	10/12/2016	A-E	Y	Y	XAT--12-TA-26	ASSIGNED TIME 12 TEACH ADV	TA	Field Trip
	08	11/15/2016	A	Y	N	XAT--12-TA-26	ASSIGNED TIME 12 TEACH ADV	TA	
	08	10/12/2016	A-E	Y	Y	MEN--08-02	ENGLISH LANGUAGE ARTS 8	P2	Field Trip
	08	11/17/2016	AUTH	N	N	MEN--08-02	ENGLISH LANGUAGE ARTS 8	P5	Field Trip
	08	10/7/2016	A-E	Y	Y	MFR--08-01	FRENCH 8	P1	Field Trip
	08	10/12/2016	A-E	Y	Y	MFR--08-01	FRENCH 8	P3	Field Trip
	08	10/12/2016	A-E	Y	Y	MMA--08-02	MATHEMATICS 8	P1	Field Trip
	08	11/3/2016	L	N	N	MMA--08-02	MATHEMATICS 8	P4	
	08	11/17/2016	AUTH	N	N	MMA--08-02	MATHEMATICS 8	P4	Field Trip
	08	10/12/2016	A-E	Y	Y	MSC--08-02	SCIENCE 8	P4	Field Trip
	08	11/29/2016	L	N	N	MSC--08-02	SCIENCE 8	P1	

This is a summary for 1 student, showing his attendance record.

Summary Name:		
Totals	Absent?: N	4
	Absent?: Y	7
	Code: A	1
	Code: A-E	6
	Code: AUTH	2
	Code: L	2
	Master > Description: ASSIGNED TIME 12 TEACH ADV	2
	Master > Description: ENGLISH LANGUAGE ARTS 8	2
	Master > Description: FRENCH 8	2
	Master > Description: MATHEMATICS 8	3
	Master > Description: SCIENCE 8	2

This is the total number of attendance records. Absent N = total number of non-absences (late, auth…etc.) Absent Y= total number of absences (A. AE...etc.)

Total number of absences, absences excused, lates, auth..etc. This will reflect the codes you are using when entering attendance.

Indicates how many absences based on their course.

NOTES

1) If you want to filter for a particular grade, use the and choose Grade level = and enter the grade you want to run. **Do this before you run the report.**
2) If you want to filter for a particular student, use the and choose Name = and enter the last name, first name of the student. **Do this before you run the report.**
3) If you want to filter for a particular student using pupil number, use the and choose Pulil # = and enter a student's pupil number. **Do this before you run the report.**