

Attendance Reports



You can print an attendance report for an individual student or a report showing a group of students based on parameters you set (e.g. absent more than 6 days).

Option 1 – Attendance History

This option may be helpful if a request is made for a specific student’s attendance record, or you can create a snapshot, or a selection of students

1. School View > Student TT
2. Select the Student you would like a report for
3. Attendance ST
4. Reports > Attendance History

Attendance History

School	Albion Elementary SD42
Start date	8/9/2016 
End date	11/16/2016 
Students to include	All ▼
Search value	<input type="text"/>
Sort results by	Name ▼
Format	Adobe Acrobat (PDF) ▼

5. Enter Start and End dates
6. If you want more than one student select Students to Include

Students to include	<div style="border: 1px solid black; padding: 2px;"> All ▼ All YOG Homeroom Snapshot </div>
Search value	<input type="text"/>
Sort results by	
Format	Adobe Acrobat (PDF) ▼

7. Run

Option 2 – Principal’s Attendance

This option is for a summary of student absences and is customizable. You can set the parameters to meet your needs.

1. School View > Attendance TT > Daily Office ST > Reports > BC Principal’s Attendance OR
School View > Student TT > Reports > BC Principal’s Attendance

BC Principal's Attendance

School	Albion Elementary SD42					
Start date	11/1/2016					
End date	11/16/2016					
Students to include	All ▼					
Search value	<input style="width: 100%;" type="text"/>					
Criteria	<u>Code</u>	<u>Reasons</u>	<u>Operator</u>	<u>Value</u>	<u>Exclude excused</u>	<u>Connector</u>
	Absences	▼	▼	0.0	<input type="checkbox"/>	And ▼
	Tardies	▼	▼	0.0	<input type="checkbox"/>	And ▼
	Dismissals	▼	▼	0.0	<input type="checkbox"/>	And ▼
	▼	▼	▼	0.0	<input type="checkbox"/>	And ▼
	▼	▼	▼	0.0	<input type="checkbox"/>	And ▼
	▼	▼	▼	0.0	<input type="checkbox"/>	And ▼
	▼	▼	▼	0.0	<input type="checkbox"/>	And ▼
Sort results by	Name ▼					
Group results by	▼					
Format	Adobe Acrobat (PDF) ▼					

Run
 Cancel

2. Select your parameters
3. Select your format

Format

Adobe Acrobat (PDF) ▼

Adobe Acrobat (PDF)

Web Page (HTML)

Microsoft Excel (XLS)

Comma-separated values (CSV)

▼

Run
 Cancel

4. Click Run