

ATTENDANCE REPORT

The **Daily Attendance Report** can be run in the **Instructor Suite** to show either a **summary of absences and tardies for a student, select students, or a class.**

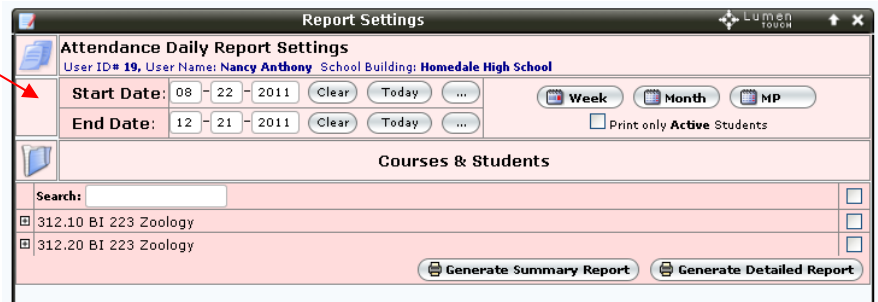
To generate the report, follow these steps:

- In the Instructor Suite, click the **Reports** tab
- Click the **Daily Attendance Report** button



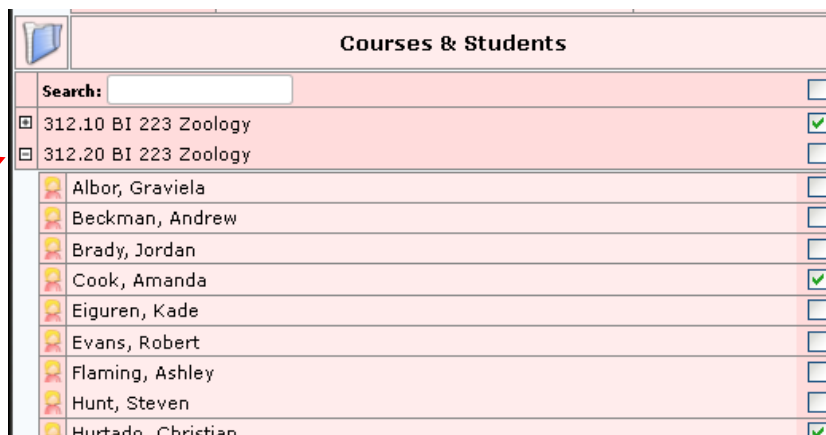
- In the **Report Settings** pop-up, choose the details you want on the report:

- Set the **Start and End Date** for the report. The dates can be typed in or click to select from a calendar or quickly set the current week, month, or marking period using these buttons



- Select the **Courses & Students** to include on the report:
 - select an entire class by checking the far right column next to the course name
 - select one or more individual students by expanding the class list and checking the far right column next to the student name

Click here to expand class and view class list. Individual students can then be selected in the far right column



Click here to select entire class

- Once the selections are made, click a button to generate either a **Summary Report** or a **Detailed Report**. See next page for examples of each report.



Here's an example of a Summary Report for an entire class for the period 1/4/2012-1/24/2012:

DAILY STUDENT ATTENDANCE				
Period: 01-04-2012...01-24-2012				
Organization: Homedale School District Printed On: 01-24-2012				
BI 223 Zoology (312.10)				
#	Student Name	Absent	Tardy	Other
1	Albor, Perla			
2	Badiola, JuleAnn	2	4	
3	Barbosa, Alfonso			
4	Camargo, Abdiel	1		
5	Chipman Carver, Camilla	4	1	
6	Coffman, Rebecca			
7	Esparza, Debra	1	1	
8	Garcia, Valeria	1	3	
9	Gonzalez Aguilera, Jessica	7		

Here's an example of a Detailed Report for selected students for the period 1/4/2012-1/24/2012:

DAILY STUDENT ATTENDANCE																
Period: 01-04-2012...01-24-2012																
Organization: Homedale School District Printed On: 01-24-2012																
Attendance Information : BI 223 Zoology (312.10)																
Student Information		Dates														
#	Student Name	01-04-2012	01-05-2012	01-06-2012	01-09-2012	01-10-2012	01-11-2012	01-12-2012	01-13-2012	01-16-2012	01-17-2012	01-18-2012	01-19-2012	01-20-2012	01-23-2012	01-24-2012
1	Albor, Perla															
2	Badiola, JuleAnn		TX				TX	EX	AB				TX	TU		
3	Barbosa, Alfonso															

Attendance Code Description

- AB - Absent
- TU - Unexcused Tardy
- TX - Excused Tardy
- UX - Unexcused Absence
- EX - Excused Absence
- SA - School Activity
- IS - In-School Suspension
- OS - Out of School Suspension
- TR - Truant
- CV - College Visit
- CT - Counselor/Testing