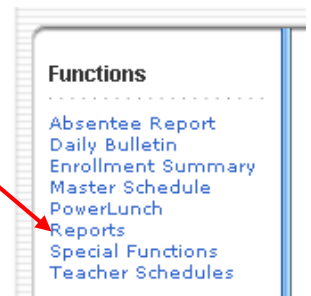


Online Tutorial: Attendance Count Report

Anytime you want to check the number of absences, tardies, or truanancies for a specific period of time, you can use the attendance count report.

Step 1: Click on “Reports” under “Functions” in the left navigation bar.



Step 2: In the middle of your screen, click on “Run Reports.”

Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.
Custom District Level Reports	Custom District Level Reports.

Step 3: Under the “Attendance” heading, click on “Attendance Count.”

Attendance	Description
Absentee	Single day period by period attendance code report.
Attendance Count	Multi-day period by period attendance code report.

Step 4: Make sure “All students” is selected.

Students to Include

The selected 0 students only

All students

Step 5: Select the appropriate Attendance Code and Date Range.



Begin Date and Ending Date

- ALL CODES
- A (Absent)
- T (Tardy-unexcused)
- L (Tardy - excused)
- F (Excused Absence-School)
- M (Excused Absence-Medical)
- V (Excused Absence-Vacation)
- O (Excused Absence-Other)
- I (Suspended-In School)
- S (Suspended-Out of School)

Step 6: Click "Submit." 

Step 7: This will take you to the report queue. Periodically click on "Refresh now" until your report is completed.

Report Queue - My Jobs [Refresh now](#)

Created	Job Name	Started	Ended	Status	Refresh in 7 sec
07/27/2009	Attendance Count	07/27/2009 1:50 PM		Running	 

Step 8: Click on "View" next to "Completed" to retrieve your report.

Created	Job Name	Started	Ended	Status	
07/27/2009	Attendance Count	07/27/2009 1:50 PM	07/27/2009 1:50 PM	Completed	View 