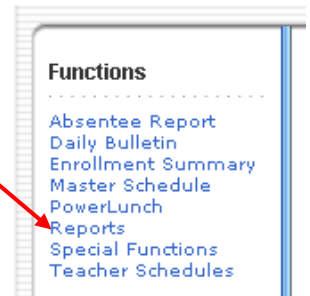


# Online Tutorial: Student Attendance Audit Report

Anytime you want to check the number of absences, tardies, or truanancies for a specific time period, run the student attendance audit 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
<a href="#">Run Reports</a>	Run built in reports for attendance, membership, grades, students, and statistics.
<a href="#">Report Setup</a>	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
<a href="#">State Reports</a>	Run reporting engine reports for CA.
<a href="#">Reporting Engine</a>	Setup, load, and run reporting engine reports.
<a href="#">Custom District Level Reports</a>	Custom District Level Reports.

**Step 3:** Under the “Attendance” heading, click on “Student Attendance Audit.”

Attendance	Description
<a href="#">Absentee</a>	Single day period by period attendance code report.
<a href="#">Attendance Count</a>	Multi-day period by period attendance code report.
<a href="#">Class Attendance Audit</a>	Section specific attendance roster.
<a href="#">Consecutive Absences</a>	Report detailing consecutive student absences by absence code.
<a href="#">Student Attendance Audit</a>	Roster report detailing attendance codes by day.



**Step 4:** Make sure that “Use Defaults” is selected for both Attendance Mode and Attendance Conversion.

Attendance Mode	<input type="button" value="Use Defaults"/> ▾
Attendance Conversion	<input type="button" value="Use Defaults"/> ▾
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students


**Step 5:** Make sure that “All students” is selected.



**Step 6:** Select the appropriate reporting segment or the appropriate beginning and ending date.

Reporting Segment  1 : 9/8/2008 - 10/3/2008 ▼  
 or  
 Begin Date and Ending Date\*  05/01/2009 | 05/31/2009


**Step 7:** Click “Submit.”  

**Step 8:** Click on “Refresh now” periodically until the status reads “Completed.”

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

Created	Job Name	Started	Ended	Status	
07/27/2009	<a href="#">Student Attendance Audit</a>	07/27/2009 4:04 PM	07/27/2009 4:06 PM	Completed	<a href="#">View</a>  

All jobs complete



**Step 9:** Click on “View” to retrieve the completed report.