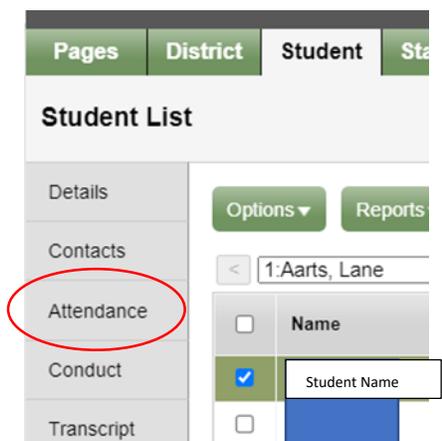
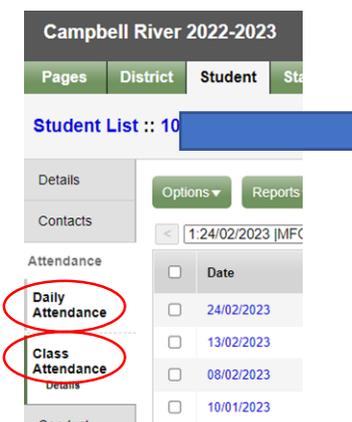


INDIVIDUAL STUDENT ATTENDANCE REPORT IN DISTRICT VIEW

To view a student's attendance records in District View go to Student Top Tab and select the student that you are interested in. Click on the Attendance Side Tab



You will then have a choice of Daily Attendance or Class Attendance. Class attendance breaks the records out into periods (middle & high schools) or AM/PM (elementary). Daily Attendance is a summary of the whole day (0.5, 1.0 or a portion of the day absent but no details of what classes were missed).



By default, you will see the current year absent records listed. You can use the filter to see 'All records'. All Records include entries from previous schools (if they are also MyEd schools).

Example of Daily attendance:

Student List :: 10

Options Reports Help Search on Date

1/24/2023 0 of 17 selected

Absences: 14.5 (0.5 unexcused)

Date	Code	Reason	PcntAbs
24/02/2023	A		0.25
13/02/2023	A		0.25
08/02/2023	A-E	Appointment	0.5
10/01/2023	A-E		1.0
06/01/2023	A-E	Illness	1.0

Gives you the portion of the day the student was absent

Example of Class Attendance

Student List :: 10

Options Reports Help Search on Date

1/24/2023 MF00D10-SEM2 0 of 17 selected

Date	Section	Course	Description	Code	SecNo	Name
24/02/2023	D	MF00D10-SEM2D	FOODS 1	A	SEM2D	Timberline Sec
13/02/2023	D	MF00D10-SEM2D	FOODS 1	A	SEM2D	Timberline Sec
08/02/2023	B	MFMP-10-SEM2B	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	A-E	SEM2B	Timberline Sec
10/01/2023	C	MPHED10D72BY-SEM1C	PE 10 BOYS	A-E	SEM1C	Timberline Sec
10/01/2023	B	MSC-10-SEM1BB	SCIENCE 10	A-E	SEM1BB	Timberline Sec
10/01/2023	A	MSS-10-SEM1A	SOCIAL STUDIES 10	A-E	SEM1A	Timberline Sec
10/01/2023	D	MTDRF10-SEM1D	DRAFTING 10	A-E	SEM1D	Timberline Sec

Includes block and course details

To Print Attendance records:

You can click on the printer icon to print what is on the screen, in a web page HTML or as a CSV (which enables you to sort and filter in Excel).

You can also run an Attendance Report by click on the Reports button and select Quick Report

Options Reports Help Search on Date

1/24/2023

Quick Chart
Quick Report
My Job Queue...

Click Saved Report and you will see a selection of Attendance reports.

Quick Report: Source Step 1 of 8

Source

New report
 Saved report

4 records

Name	OwnerType
<input type="radio"/> ATTENDANCE SORTED BY REASON	District
<input type="radio"/> Homeroom Attendance Summary with Comment	District
<input type="radio"/> Homeroom Summary	District
<input checked="" type="radio"/> Student Attendance	District

Previous Next Finish Cancel

I recommend ***Student Attendance*** for high schools Class attendance and ***SD72 Student Attendance History*** for Daily Attendance, but you can open all of them and see what they look like and decide which works best for you. If you would like a report changed or created, let me know and I will see if I can create it for you. If you like the report but don't like the format it prints on, we can change that too!

Select your report and click 'Finish'.