CAMPBELL RIVER
School District 72

BRITISH COLUMBIA | MyEducationBC

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
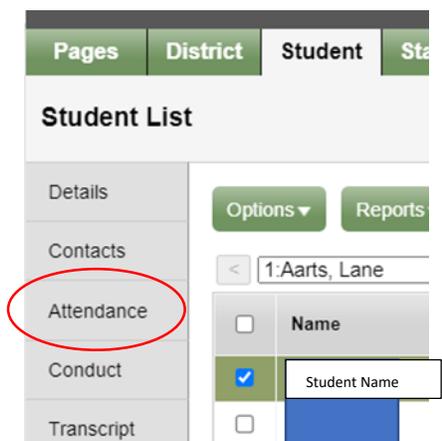
You will then have a choice of Daily Attendance or Class Attendance. Class attendance breaks the records out into periods (middle & high schools) or AM/PM (elementary). Daily Attendance is a summary of the whole day (0.5, 1.0 or a portion of the day absent but no details of what classes were missed).
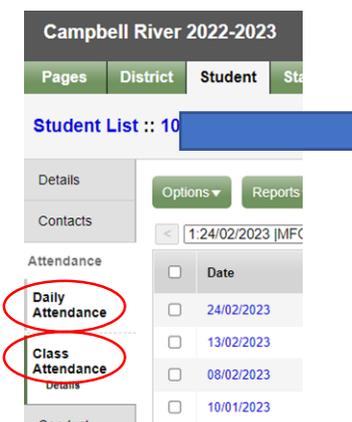
By default, you will see the current year absent records listed. You can use the filter to see 'All records'. All Records include entries from previous schools (if they are also MyEd schools).

Example of Daily attendance:

Gives you the portion of the day the student was absent

Example of Class Attendance

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

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

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'.