

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

	Pages	Dist	trict	4	Student		Sta
	Student	List					
	Details		Opti	on	s v R	ерс	orts
	Contacts			1:/	Aarts, Lan	e	
(Attendance	>			Name		
	Conduct				Student N	ame	
	Transcript						

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:

Pages [District	Student Staff Attendance Conduct Grades Asse	ssment Schedule Extracurricula	rs Global Tools Admin					
Student List :: 10									
Details	Options 🔻 Reports 🕶 Help 🔻 Search on Date 🔍 🟹 💽 🏥 🖽 🔁 11:								
Contacts	Absen	1:24/02/2023 >>	Gives you the portion of						
Daily Attendance		Date	Code	Reason	PcntAbs	the day the student was			
Details		24/02/2023	A	(0.25	abcont			
Class Attendance		13/02/2023	A		0.25	absent			
		08/02/2023	A-E	Appointment	0.5				
Conduct	0	10/01/2023	A-E		1.0				
Transcript	0	06/01/2023	A-E	Illness	1.0				

Example of Class Attendance

Pages	Distri	ct	Student Staff	f Attendance C	Conduct Grades Assessmen	rt Schedu	le Extracurriculars Global Tools Admin		_		
Student List :: 10 -						[1			. ⊲ _2_	
Details		Optio	ns ▼ Reports ▼	Help - Sear	rch on Date	3-2	Includes block and				
Contacts		< 1	:24/02/2023 [MFOC	DD10-SEA V >			course details				Cu
Attendance			Date	Period	Course		Description	Code	e Se	ecNo	Name
Daily Attendance			24/02/2023	D	MFOOD10-SEM2D		FOODS 1	А	SE	EM2D	Timberline Sec
Class			13/02/2023	D	MFOOD10-SEM2D		FOODS 1	A	SE	EM2D	Timberline Sec
Attendance			08/02/2023	в	MFMP-10-SEM2B		FOUNDATIONS OF MATH AND PRE CALCULUS 10	A-E	SE	EM2B	Timberline Sec
			10/01/2023	c	MPHED10D72BY-SEM1C		PE 10 BOYS	A-E	SE	EM1C	Timberline Sec
Conduct			10/01/2023	в	MSC10-SEM1BB		SCIENCE 10	A-E	SE	EM1BB	Timberline Sec
Transcript			10/01/2023	4	MSS10-SEM1A		SOCIAL STUDIES 10	A-E	SE	EM1A	Timberline Sec
Accacomant			10/01/2023	0	MTDRF10-SEM1D		DRAFTING 10	A-E	SE	EM1D	Timberline Sec

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

Details	Options -	Reports - Help	Search on Date	ih 🗄
Contacts	< 1:24/02/2	Quick Chart		
Attendance	Date	Quick Report	od Course	Description
Daily		My Job Queue		

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

Quick Report: Sou	rce		Step 1 of 8
5 4 3 2 2 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Source	New report	
1 Series 2	ŏ		
Charles Charles Charles			4 records 🥥
\mathbf{X}		Name	OwnerType
-Series 1	0	ATTENDANCE SORTED BY REASON	District
AT AT AT	0	Homeroom Attendance Summary with Comment	District
Mar Mar San	0	Homeroom Summary	District
	۲	Student Attendance	District
Category 1	•		•
Category 2 Category 3			🗎 Delete
- Previous Next		W Finish	X Cancel
The second secon		Per l'innan	A current

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'.