# Attendance Summary Report

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Generating the Attendance Summary Report

**PATH:** *Instruction > Reports > Attendance Summary*

The Attendance Summary Report collects attendance data for all students in the selected section and aggregates attendance by Type (Excused Absence, Unexcused Absence, etc) and includes a Total of all Absences and Tardies.



*Use the Attendance Summary Report to aggregate attendance data by Type.*

Attendance events report based on the student's Attendance tab. Data reports for the entire calendar.

# Generating the Attendance Summary Report

1. Select the **Term** and **Section** for which you want to view attendance data.
2. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

The report includes attendance data for each student in the section, with a line for each Term.



| Student | Absent Excused | Absent Unknown | Absent Unexcused (includes Unknown) | Absent Exempt | Total Absent | Tardy |
|---|---|---|---|---|---|---|
| Student, Andrew T   Grade: 11   #678912345   Term:1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Student, Andrew T   Grade: 11   #678912345   Term:2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Student, Andrew T   Grade: 11   #678912345   Term:3 | 2 | 0 | 0 | 0 | 2 | 0 |
| Student, Andrew T   Grade: 11   #678912345   Term:4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Student, Bree W   Grade: 10   #123456789   Term:1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Student, Bree W   Grade: 10   #123456789   Term:2 | 2 | 0 | 0 | 0 | 2 | 0 |
| Student, Bree W   Grade: 10   #123456789   Term:3 | 0 | 1 | 1 | 0 | 1 | 2 |
| Student, Bree W   Grade: 10   #123456789   Term:4 | 0 | 0 | 0 | 0 | 0 | 0 |
| Student, Brooke J   Grade: 09   #234567891   Term:1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Student, Brooke J   Grade: 09   #234567891   Term:2 | 2 | 0 | 0 | 0 | 2 | 0 |
| Student, Brooke J   Grade: 09   #234567891   Term:3 | 0 | 0 | 0 | 0 | 0 | 1 |
| Student, Brooke J   Grade: 09   #234567891   Term:4 | 0 | 0 | 0 | 0 | 0 | 0 |

*The Attendance Summary Report totals attendance by type for each student.*