

Attendance Change Tracking Report

Last Modified on 10/22/2022 9:29 am CDT

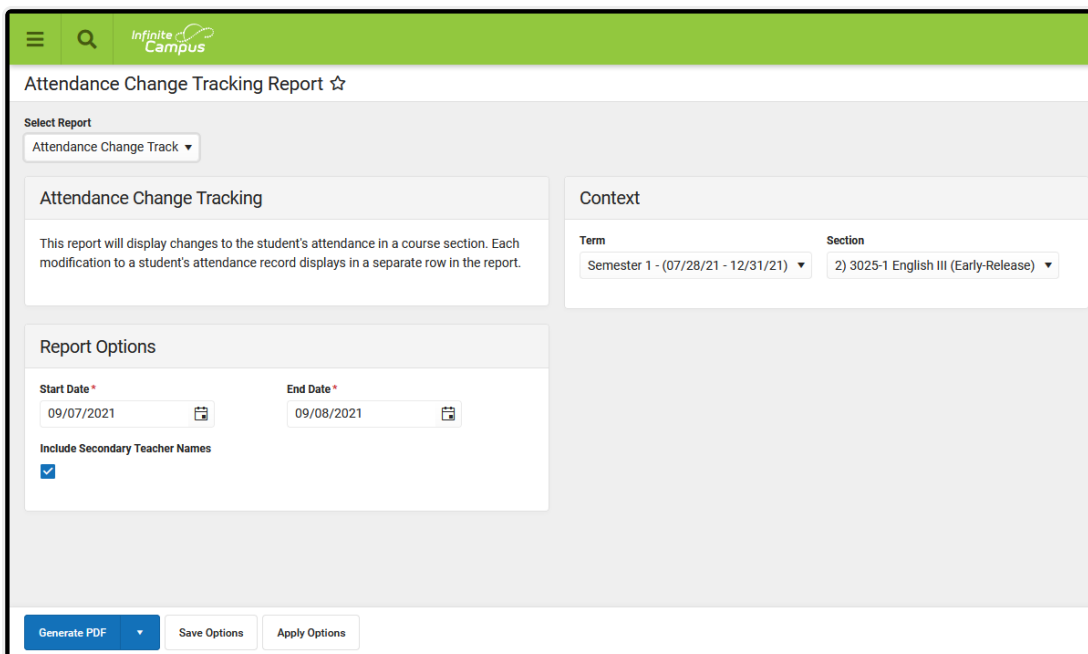
[Generate the Attendance Tracking Report](#)

Classic View: Campus Instruction > Reports > Attendance Change Tracking

Search Terms: Attendance Change Tracking

The Attendance Change Tracking report allows you to view student attendance events in the selected section based on the date range entered. This report includes both attendance events that are added, such as when a student is marked as absent, and changes to recorded attendance, such as when an absence is changed to a tardy.

The **Enable Attendance Auditing System Preference** must be set to Yes to include data in this report.



The screenshot shows the 'Attendance Change Tracking Report' editor options. At the top, there is a 'Select Report' dropdown menu set to 'Attendance Change Track'. Below this, the 'Attendance Change Tracking' section contains a descriptive paragraph: 'This report will display changes to the student's attendance in a course section. Each modification to a student's attendance record displays in a separate row in the report.' To the right, the 'Context' section has two dropdown menus: 'Term' set to 'Semester 1 - (07/28/21 - 12/31/21)' and 'Section' set to '2) 3025-1 English III (Early-Release)'. The 'Report Options' section includes 'Start Date' (09/07/2021) and 'End Date' (09/08/2021) fields with calendar icons, and a checked checkbox for 'Include Secondary Teacher Names'. At the bottom, there are three buttons: 'Generate PDF', 'Save Options', and 'Apply Options'.

Attendance Change Tracking Report Editor Options

Administrators have the option to generate similar reports to track attendance changes:

- [Attendance Change Tracking](#)
- [Section Change Tracking](#)

Generate the Attendance Tracking

Report

A Calendar must be selected in the Campus toolbar in order to generate.

1. Select the **Term** and **Section** for which you want to view attendance data.
2. Enter a **Start** and **End Date** to report attendance events on or between those dates.
3. Mark the checkbox to **Include Secondary Teachers** in the report.
4. Click **Generate PDF** to view the report in PDF format, or click the arrow button next to **Generate** to select a different format, either in DOCX or CSV.

The report begins with a header that includes school details, including calendar and address, the generation date, and the date range reported.

21-22 High School		Attendance Change Tracking						3025-1 English III	
Generated on 01/27/2022 10:33:52 AM								Staff, Stephanie	
Page 1 of 1								Schedule: Main	
2021-09-07-2021-09-08								Period: 2	
Students: 6									
Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By	
3025-1 English III		Students: 6		Teacher: Staff, Stephanie; Staff, Michelle					
123456	Student, Alex	09/08/2021 - 2	09/08/2021 15:29	Absent	Unknown	Unknown	ADD	Staff, Michelle	
234567	Student, Bree	09/08/2021 - 2	09/01/2021 17:47	Absent	Unexcused	ISP	ADD	Staff, Michelle	
345678	Student, Cameron	09/08/2021 - 2	09/07/2021 07:55	Absent	Unexcused	ISP	ADD	Staff, Michelle	
456789	Student, Delia	09/08/2021 - 2	09/08/2021 09:29	Absent	Unknown	Unknown	ADD	Staff, Stephanie	
		09/08/2021 - 2	09/08/2021 09:51	Present	Exempt	ACT	CHANGE	Staff, Michelle	
567890	Student, Everett	09/08/2021 - 2	09/08/2021 10:39	Tardy	Excused	LTE	ADD	Staff, Stephanie	
		09/08/2021 - 2	09/08/2021 13:11	Present	Excused	CLR	CHANGE	Staff, Michelle	
678901	Student, Fiona	09/08/2021 - 2	09/08/2021 08:34	Absent	Unexcused	ISP	ADD	Staff, Stephanie	

Attendance Change Tracking Report - PDF Format

21-22 High School		Attendance Change Tracking						1022-1 Mixed Media Arts	
Generated on 02/08/2022 10:35:31 AM								Staff, Stephanie	
Page 1 of 1								Schedule: Main	
2021-09-01-2022-09-30								Period: 1	
Students: 6									
Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By	
3025-1 English III		Students: 6		Teacher: Staff, Stephanie; Staff, Michelle					
123456	Student, Alex	09/21/2021 - 1	09/21/2021 08:40	Absent	Unknown	Unknown	ADD	Staff, Michelle	
		09/21/2021 - 1	09/21/2021 10:33	Absent	Excused	EXC	CHANGE	Staff, Stephanie	
234567	Student, Bree	09/13/2021 - 1	09/13/2021 11:59	Absent	Excused	EXQ	ADD	Staff, Michelle	
		09/13/2021 - 1	09/13/2021 13:57	-	-	Unknown	DELETE	Staff, Michelle	
345678	Student, Cameron	09/02/2021 - 1	09/02/2021 08:33	Absent	Unknown	Unknown	ADD	Staff, Stephanie	
		09/02/2021 - 1	09/02/2021 08:40	Present	Excused	SO	CHANGE	Staff, Michelle	
456789	Student, Delia	09/07/2021 - 1	09/07/2021 08:32	Absent	Unknown	Unknown	ADD	Staff, Michelle	
		09/07/2021 - 1	09/08/2021 15:57	Absent	Unexcused	ISP	CHANGE	Staff, Stephanie	
567890	Student, Everett	09/09/2021 - 1	09/09/2021 07:41	Absent	Excused	ILL	ADD	Staff, Stephanie	
678901	Student, Fiona	09/07/2021 - 1	09/07/2021 08:32	Absent	Unknown	Unknown	ADD	Staff, Michelle	

Attendance Change Tracking Report - DOCX Format

	A	B	C	D	E	F	G	H	I	J	K
1	Course	Teacher	Student #	Student Name	Attendance Date - Period	Modified Date	Status	Excuse	Code	Action	Modified By
2	3025-1 English III	Staff, Stephanie	123456	Student, Alex	09/21/2021 - 1	9/21/2021 8:40	Absent	Unknown	Unknown	ADD	Staff, Stephanie
3	3025-1 English III	Staff, Stephanie	234567	Student, Bree	09/21/2021 - 1	9/21/2021 10:33	Absent	Excused	EXC	CHANGE	Staff, Michelle
4	3025-1 English III	Staff, Stephanie	345678	Student, Cameron	09/13/2021 - 1	9/13/2021 11:59	Absent	Excused	EXQ	ADD	Staff, Stephanie
5	3025-1 English III	Staff, Stephanie	456789	Student, Delia	09/13/2021 - 1	9/13/2021 13:57	-	-	Unknown	DELETE	Staff, Stephanie
6	3025-1 English III	Staff, Stephanie	567890	Student, Everett	09/02/2021 - 1	9/2/2021 8:33	Absent	Unknown	Unknown	ADD	Staff, Michelle
7	3025-1 English III	Staff, Stephanie	678901	Student, Fiona	09/02/2021 - 1	9/2/2021 8:40	Present	Excused	SO	CHANGE	Staff, Michelle
8											
9											

Attendance Change Tracking Report - CSV Format

