

# Attendance Office Reports

Last Modified on 10/22/2022 9:41 am CDT

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The available Attendance reports use data found in the Attendance module, detailing student attendance data, attendance calculations and attendance funding.



*Click to enlarge*

Different states report attendance information to Departments of Education using a variety of calculations. Reference the Localizations section for additional details.

## Attendance Reports

Attendance reports should be generated by attendance clerks. Some reports allow users to select data from a school level only and some allow the selection of data from multiple schools. Users are restricted to only looking at data from schools and calendars to which they have rights.

The following reports are available:

Reports	School Use	District Use	Description
<a href="#">ADM and ADA Detail</a>	X	X	This report calculates <b>Average Daily Membership (ADM) and Average Daily Attendance (ADA)</b> based on the whole day and half-day attendance minutes defined in the calendar or an exact minute setting. The report summarizes the data by student, grade and calendar for the date range entered.  <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #ccc;">This report is available in State Edition applications.</div>
<a href="#">Attendance Reason</a>	X		The <b>Attendance Reason Report</b> counts the attendance by period and days. Blank dates default to the start/end dates of the calendar.
<a href="#">Consecutive Absence</a>	X	X	The Consecutive Absence Report generates a list of absences for the students during an entered date range. Users need to indicate the amount of consecutive days to report.

Reports	School Use	District Use	Description
Day Count	X		This report determines the total number of days a student has been in attendance based on the minutes entered on the calendar and/or grade level in the System Administration module.
Dialer Extract	X		The <b>Dialer Extract Report</b> will generate a fixed-width file for importing into an attendance auto-dialer. It will return the names, phone numbers and a period string where the student was absent and the excuse is unknown.
Funding Report	X	X	The <b>Attendance Funding Report</b> prints state-level summaries of membership and attendance for funding. This report does not count students with the state exclude flag marked on their enrollment.  <div style="background-color: #e1f5fe; padding: 5px; border: 1px solid #ccc;"> <p>This report is available in State Edition applications.</p> </div>
Home and Hospital Attendance	X		The Home and Hospital Attendance Register produces weekly or monthly attendance register for manual documentation of attendance for students in home/hospital attendance settings.
Period Count	X		The <b>Period Count</b> report counts attendance marks that meet the filter criteria by period. Excuse codes count specific values; to count generalized attendance, use the <i>Status and Excuse</i> values.
Period Detail Batch	X		The Period Detail Batch Report prints student attendance by the period name. The report will print one student per page, and can be sorted by the student name, grade level or student number.
Register	X		The <b>Attendance Register</b> report calculates whole day and half day attendance based off the number of minutes defined in the calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADM during that time frame.
Sub Attendance Roster	X		The <b>Sub Attendance Roster</b> report will print a list of students for a substitute teacher to use when recording attendance.
Attendance Change Tracking	X		The <b>Attendance Change Tracking</b> report extracts attendance changes that have been made for the entered attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row.
Section	X		The <b>Section Change Tracking</b> report displays changes to

Change Reports Tracking	School Use	District Use	Description
Behavior Audit Attendance	X		<p>student attendance in a course section. Each modification to a student's attendance record displays in a separate row.</p> <p>The <b>Behavior Attendance Audit Report</b> identifies students who have a behavior resolution that has invalid data either due to the attendance record not being entered properly to match a behavior resolution or the behavior resolution does not match attendance data.</p>
Positive Attendance Summary	X		<p>The <b>Positive Attendance Summary Report</b> lists students who had positive attendance entries during the entered date range. Two options are available for the report - Student Summary or Course Section Summary.</p>
Federal Chronic Absenteeism Report	X		<p>The <b>Federal Chronic Absenteeism Report</b> provides a summary of chronic absenteeism detail by school or district.</p>