

Attendance Change Tracking (Attendance Report)

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The Attendance Change Tracking report displays student attendance in a Course Section for the entered Attendance Date Range. The date range must fall within the calendar date range and the entered end date must fall on or after the entered start date.

- Data included on this report uses the Audit Attendance Table.
- Users must be assigned R(ead) rights to this report in order to generate it.

The **Enable Attendance Auditing** [System Preference](#) must be set to Yes in order to return data for this report.

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Infinite Campus

Attendance Change Tracking Report ☆

Attendance Change Tracking Report

This report will extract attendance changes that have been made for the selected attendance date range during the selected modification time frame. Each modification to a student's section attendance is displayed in a separate row so please try to limit the length of the Attendance Date Range entered. The report can be printed in two formats CSV and HTML.

What attendance dates would you like to include in the report?

Start Date End Date

Attendance Date Range* 09/01/2021 11/30/2021

Modification Date Range

What filter criteria would you like for the report?

Student Number

Student StateID

Modified By

Include only attendance audit records that are tied to a course section

Include all attendance audit records

Include only attendance audit records that are no longer tied to a course section

How would you like the report printed?

Format

Attendance Change Tracking Report

Additional attendance change tracking reports are available:

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

Report Editor

The following options appear in the Attendance Change Tracking Report.

Option	Description
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Option	Description
Attendance Dates	<p>The Attendance Date Range is a required entry for both the Start Date and the End Date. Both dates must fall within the dates of the selected calendar in the Campus toolbar and the End Date must be on or after the entered Start Date.</p> <p>The Modification Date Range is not required. The date fields can be left blank in order to display all attendance modifications in the specified Attendance Date range. The Modification Date range can be entered to narrow the attendance information displayed in the report.</p> <p>All dates fields can be entered in <i>mmdyy</i> format, or use the calendar icon to select a date.</p>
Filter Criteria	<p>To reduce report results, users can enter a Student Number, a Student State ID or select the name of the person who was responsible for modifying the attendance records. Additionally, one of the following options can also be selected:</p> <ul style="list-style-type: none"> • Include only attendance audit records that are tied to a course section • Include all attendance audit records • Include only attendance audit records that are no longer tied to a course section. <p>When a student has attendance for a section and that section is deleted from the student's schedule, the attendance data is no longer tied to a course section, but still exists as an attendance event in the attendance audit table.</p>
Print Options	<p>The Attendance Change Tracking Report can be printed in CSV format or HTML format.</p>

Report Generation

1. Enter the **Attendance Date Range**.
2. If desired, enter the **Modification Date Range**.
3. Enter the **Filter Criteria**.
4. Determine which attendance records should be included.
5. Select the **Print Format** for the report.
6. Click the **Generate Report** button. The report generates in a new window in the selected format.

Attendance Change Tracking Report Records:10													
lastName	firstName	studentNumber	stateID	attendanceDate	attendancePeriod	modifiedDate	modifiedBy	status	excuse	code	modificationType	sectionNumber	cou
Student	Claire	123456	1234567890	09/07/2021	1	09/07/2021 08:39:42 -0500	Staff, Matthew	Absent	Unknown	Unknown	ADD	1	605
Student	Claire	123456	1234567890	09/07/2021	3	09/07/2021 10:35:22 -0500	Staff, Gina	Absent	Unknown	Unknown	ADD	1	303
Student	Claire	123456	1234567890	09/07/2021	5	09/07/2021 12:27:19 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	3	403
Student	Claire	123456	1234567890	09/07/2021	7	09/07/2021 14:00:43 -0500	Staff, Ann	Absent	Unknown	Unknown	ADD	1	105
Student	Claire	123456	1234567890	09/08/2021	2	09/08/2021 08:42:15 -0500	Staff, Tobin	Absent	Unknown	Unknown	ADD	80	904
Student	Claire	123456	1234567890	09/08/2021	4	09/08/2021 11:28:02 -0500	Staff, Jeff	Absent	Unknown	Unknown	ADD	7	806

Attendance Change Tracking Report - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	lastName	firstName	studentNumber	stateID	attendanceDate	attendancePeriod	modifiedDate	modifiedBy	status	excuse	code	modificationType	sectionNumber	cou
2	Student	Claire	123456	1234567890	9/7/2021	1	9/7/2021 8:39	Staff, Matthew	Absent	Unknown	Unknown	ADD	1	605
3	Student	Claire	123456	1234567890	9/7/2021	3	9/7/2021 10:35	Staff, Gina	Absent	Unknown	Unknown	ADD	1	303
4	Student	Claire	123456	1234567890	9/7/2021	5	9/7/2021 12:27	Staff, Tobin	Absent	Unknown	Unknown	ADD	3	403
5	Student	Claire	123456	1234567890	9/7/2021	7	9/7/2021 14:00	Staff, Ann	Absent	Unknown	Unknown	ADD	1	105
6	Student	Claire	123456	1234567890	9/8/2021	2	9/8/2021 8:42	Staff, Tobin	Absent	Unknown	Unknown	ADD	80	904
7	Student	Claire	123456	1234567890	9/8/2021	4	9/8/2021 11:28	Staff, Jeff	Absent	Unknown	Unknown	ADD	7	806
8	Student	Claire	123456	1234567890	9/8/2021	6	9/8/2021 12:51	Staff, Angie	Absent	Unknown	Unknown	ADD	1	704
9	Student	Claire	123456	1234567890	9/8/2021	SH	9/7/2021 14:29	Staff, Gina	Present	Exempt	ACT	ADD	23	905
10	Student	Claire	123456	1234567890	9/8/2021	SH	9/8/2021 15:44	Staff, Nicole			Unknown	DELETE	23	905
11	Student	Claire	123456	1234567890	9/8/2021	SH	9/8/2021 15:45	Staff, Nicole	Absent	Unknown	Unknown	ADD	23	905
12														
13														

Attendance Change Tracking Report - CSV Format

Report Layout

Data Element	Description	Location
Last Name	The student's legal last name <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	The student's legal first name <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Information > First Name Identity.firstName
Student Number	District-defined student identification number <i>Numeric, 6 digits</i>	Census > People > Demographics > Person Identifiers > Local Student Number person.studentNumber
Student StateID	State-defined student identification number <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > Student State ID person.stateID

Data Element	Description	Location
Attendance Date	Date the attendance event occurred <i>Date field, 10 characters (MM/DD/YY)</i>	Student Information > General > Attendance > Date AuditAttendance.date
Attendance Period	Reports the class period in which the attendance event was recorded. <i>Alphanumeric, 3 characters</i>	Student Information > General > Attendance > Period AuditAttendance.periodID Period.name
Modified Date	Date the attendance event was changed <i>Date field, 10 characters (MM/DD/YY)</i>	Student Information > General > Attendance > Date AuditAttendance.modifiedDate
Modified By	Name of the person who modified the attendance event. <i>Alphanumeric, 50 characters</i>	N/A AuditAttendance.modifiedByID
Status	Entry of what type of attendance event it was (Absent, Tardy, Present) <i>Alphanumeric, 7 characters</i>	Student Information > General > Attendance > Status AuditAttendance.status
Excuse	Excuse associated with the attendance event (Excused, Unknown, Unexcused) <i>Alphanumeric, 10 characters</i>	Student Information > General > Attendance > Excuse AuditAttendance.excuse
Code	Attendance code assigned to the attendance entry. <i>Alphanumeric, 4 characters</i>	Student Information > General > Attendance <hr/> System Administration > Attendance > Attendance Codes AttendanceExcuse.code
Modification Type	Description of the change - Add, Delete or Change <i>Alphanumeric, 6 characters</i>	N/A

Data Element	Description	Location
Section Number	Number assigned to the course section in which the student had an attendance event <i>Numeric, 3 digits</i>	Scheduling > Courses > Course > Section > Number Section.number
Course Number	Number assigned to the course in which the student had an attendance event <i>Numeric, 5 digits</i>	Scheduling > Courses > Course > Number Course.number
Course Name	Name of the course in which the student had an attendance event. <i>Alphanumeric, 50 characters</i>	Scheduling > Courses > Course > Name Course.name
Teacher Name	Name of the teacher of the course section in which the student had an attendance event <i>Alphanumeric, 50 characters</i>	Scheduling > Course > Course > Section > Primary Teacher name Section.teacherDisplay