

Attendance Report

In the Gradebook, Go to the 'Reports' tab at the top. Just roll the mouse over the tab and you'll get a drop-down box. Under the Attendance section, select 'Detail Report.'

Click on 'Add a New Template' on the right. Name your template and save.

On the next pop-up, select the box for 'Display Attendance for Term' if not already selected. Choose 'FIN' from the drop-down box to see the entire year.

Attendance Detail

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Attendance Detail Report for 5879 / 003 Prd:1 Maint & Repair I

10 - test SaveUndoBack

Report Ranges

Display Attendance for Term
FIN : 08/06/2015 - 05/25/2016

Display Attendance for Date Range

On or After: **Mon**

On or Before: **Mor**

[Absence Types](#)

Options

Insert page break after each student

Print only attendance totals

Click on the Absence Types button. By default, all absence types are selected. In the bottom box called 'Available Other Types,' choose the 'Remove All' button (those are actually present codes, not absent). That will move the codes to the box on the left side of the screen. All other types should be on the right. Save.

Absence Types

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Absence Type Selection - 025 Gordonsville High School

Available Excused Types

- Add All
- Add
- Remove
- Remove All

Selected Excused Types

1 - Parent Note 1

2 - Parent Note 2

3 - Parent Note 3

4 - Parent Note 4

5 - Parent Note 5

Available Unexcused Types

- Add All
- Add
- Remove
- Remove All

Selected Unexcused Types

L - Early Rel Unex before 11:16

S - Suspension

U - Unexcused

X - Default Entry

Z - Expulsion (Zero Tolerance)

Available Tardy Types

- Add All
- Add
- Remove
- Remove All

Selected Tardy Types

K - Tardy Unexcused

R - Early Rel Excused after 11:16

T - Tardy Excused

W - Early Rel Unex after 11:16

Available Other Types

A - Alternative School

F - Field Trip

H - Homebound

I - In School Suspension

J - ISS Partial Day

- Add All
- Add
- Remove
- Remove All

Selected Other Types

Under Options, you can choose to insert a page break after each student. That's up to you.

If you choose 'Print Only Attendance Totals,' you only get the total for each student. If you leave it unchecked, you'll see the actual dates the student missed. Save. Print.

If you ever want to edit your template, choose the button 'Modify Parameters of Template.'