

How to run a report showing total number of days present for the year

Template Settings
 * Template Description: Total number of days present x
 Share this template with other users in entity 025
 Print Greenbar

School Year to Process: 2014-15

Days Absent - Accumulation Methods
 Minutes
 Combine the Days Excused and Unexcused
 Use the higher of Days Excused or Unexcused

Sorting/Grouping Options
 Print Totals for Selected Sorts
 Group Students by School

Report Ranges

| Low | High |
|--|---|
| Entity: 025 | 025 |
| Student Key: | ZZZZZZZZZZ |
| Grade/Grad Yr: 9999 | 0000 |
| Advisor: | ZZZZZZZZZZ |
| Local Race: | ZZZ |
| Homeroom: | ZZZZZ |
| Gender: | Z |
| Feeder School: | ZZZZZZZZZZ |

Residency: Resident Non-resident Both

 Include All Student Types
 Include All Schools
 Include All Federal Races/Ethnicities

| Move | Label | Page Break |
|------|----------|-------------------------------------|
| ↕ | Homeroom | <input checked="" type="checkbox"/> |

Printing Options

Student Detail: Totals Only Student Detail and Totals

Students to Print: All in Range Only those with Absences
 Print Student's Attendance Detail

Print Additional Column: EW Dates

Print Additional Column: None

Print Percent or Rate Attended: Percent

Print ADA/ADM Demographic Summary Print Total Days Present for each date
 Print Federal Race Legend

Name Format
 Last Name/First Name First Name/Last Name
 Print Middle Initial None

Food Service Password:

Asterisk (*) denotes a required field

Office-Attendance-Reports-Monthly/Quarterly Report

Click on the Add button to add a new template.

Set your parameters like mine above. You'll need to click on calendars and choose your school. You will also need to click on Absence Types and select all excused and unexcused types. You know they are selected if they are on the right side of your screen.

I sorted by homeroom with a page break. You may need your report sorted differently, if so, click on the Select Sorts button.

The Printing Options section has other data you can add to your report, if needed.

This report shows the number of days a student is enrolled for the year as well as the total number of days present. This is helpful for knowing instructional availability for TCAP purposes.