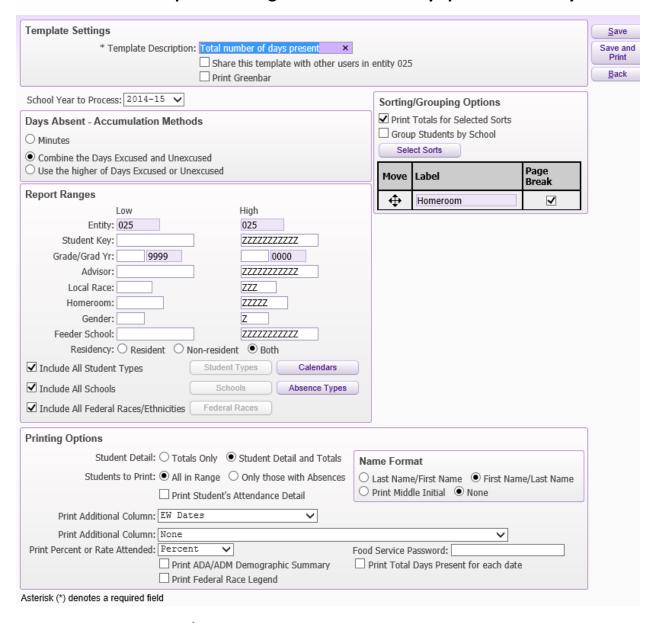# How to run a report showing total number of days present for the year

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.