# Attendance Reports

## Attendance Report Information

The following reports are available:

- **ADM & ADA Detail**
  This report calculates ADM (Average Daily Membership) and ADA (Average Daily Attendance) 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.

- **Attendance Reason Report**
  The Attendance Reason Report counts the attendance by period and days. Blank dates default to the start/end dates of the calendar.

- **Day Count**
  This report calculates whole day and half-day attendance based on the number of minutes defined in the calendar.

- **Dialer Extract**
  This Report will generate a fixed-width file for importing into an attendance auto-dialer. Enter the date, and it will return the names, phone numbers and a period string where the student was absent and the excuse is unknown.

- **Period Count**
  This report counts attendance marks that meet the filter criteria by period. NEW – Now you can print a perfect attendance report.

- **Register**
  This report calculates whole day and half-day attendance based on 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. This report attempts to place all entries within the entered date range on one page. If the number of days selected exceeds this range, it prints all of the selected student’s date range first, then the next date range. The range is set to less than two months of entries.

  If the totals cannot fit on the first page with the attendance entries, the totals will appear within their own table.

- **Period Detail Batch**
  NEW – 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**, or **Student Number**.
Accessing Attendance Reports

1. From the Index tab, click the plus (+) sign next to the Attendance folder or click Attendance folder name.

2. Click the plus (+) sign next to Reports folder within the Attendance folder.

3. Click on the report of your choice, examples are displayed on the left.

ADM and ADA Detail Report

1. Enter the Start and End Date by typing in mm/dd/yyyy format or by clicking the calendar icon to select a date. If these fields are left blank, the report will base the calculation on the start and end dates of the calendar.

2. Select the Ad Hoc Filter if it applies.

3. Select Report Type Summary or Detail.

4. Select either the Exact or Daily Approximation option.

5. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the student’s name, grade and number and the ADM/ADA calculation.
Attendance Reason Report

Attendance Reason Report Options

This report counts the attendance period, attendance days group by attendance reason. Blank cells default to the start and end dates of the calendar.

Start Date: 01/01/20xx
End Date: 12/31/20xx

1. Enter the Start and End Dates to be listed on the report. The dates will be defaulted to the start and end dates of the selected calendar. Dates should be entered in mmdy format or click on the calendar icon to select a date.

2. Click the Generate Report button. The report will display in PDF (Adobe) format, listing the attendance codes used for the school and a total for the individual code by period, days and minutes.

Day Count Report

Day Count Report Options

This report calculates whole day & half day attendance based on the number of minutes define in the calendar and shows and groups the dates listed on the report options below.

When selecting what students would you like to include in the report?

Enter the Start and End Dates by which to base the calculations of this report in mmdy format. If left blank, calculations will use the start and end dates of the calendar. Students not enrolled during the entered dates will not appear on the report.

4. Enter the Having at Least and Having at Most number. This number determines which students should be included. If a perfect attendance report is desired, enter zero in both fields.

5. Select the appropriate Sort Options – by Name, Grade and Name, or Absent Days.

6. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the student’s name and a total number of days absent.
**Dialer Extract Report**

*Attendance Dialer Extract*

This report will generate a fixed-width file for importing into an attendance auto-dial. Enter the date and it will return the names, phone numbers and actual days where the student was absent and their excuse is unknown.

1. **Enter the Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.

2. **Select the Format of the file** – fixed-width, CSV, XML or HTML.

3. **Click the Generate Extract button**. The report will display, showing the student’s number, name, phone number and a list of the periods the student missed. *This report will only show unknown absences.*

**Period Count Report**

*Attendance Period Count Report*

This report counts attendance marks that meet the filter criteria by period. Excuse codes list you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

1. **Select the Grade level** to show on the report. If left blank, students in all grade levels will display.

2. **Select an Ad Hoc filter** if it applies.

3. **Enter the Effective Enrollment Date** for the students on the report. This date will include all students that are active as of this date.

4. **Enter the Start and End Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.

5. **Enter the Having at Least and Having at Most number**. This number determines which students should be included.

6. **Select Group Options** – Period or Schedule.

7. **Select the appropriate Sort Options** – Alphabetical or by Grade/alphabetical.

8. **Select the Status of the attendance entry – All, Absent, Tardy and/or Early Release. At least one option needs to be selected.**

9. **Select the Excuse of the attendance entry – Unknown, Excused, Unexcused, and Exempt. Select All to report on all excuse codes or select individual excuse codes.**

10. **Select the Excuse Codes. Excuse codes will count specific values. Select All to report on all excuse codes or select individual excuse codes.**

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Settings for perfect attendance report………NEW

11. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student’s name, grade, and the total number of periods that were missed. **The report settings that were selected will also be displayed.**

NEWANGLES**************

**Description of the Period Count Report:**
This report counts attendance marks per student. The Report Type option determines how attendance marks are summed:

- **Total Count** sums all values for all periods and determines if those totals meet the values entered in the Having at Least/Having at Most fields.
- **Count by Period** sums the attendance marks for each period and reports values based on the Having at Least/Having at Most fields.

For example, Report Type of Total Count with Having at Most zero attendance marks will display students who have zero total attendance marks over the start and end date range. Report Type of Count by Period with Having at Least three and Having at Most three would return periods where students only had three absences. Selecting attendance Statuses and Excuses filters the results to only include those attendance events which match the selected items. Results can be limited further by selecting specific attendance Excuse Codes.

**Example of criteria used to get a perfect attendance list of students with no absences.**
Attendance Register Report

This report calculates whole day & Half Day attendance based off the number of minutes defined in this grade and calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADA during that time frame. The attendance days are displayed across the X-axis on a page in landscape mode, so there is a formatting limit of about 40 days.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>☑️ Students Daily Attendance</th>
<th>☑️ Classes Weekly Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>03/15/2007</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td>03/19/2007</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>07</td>
<td></td>
</tr>
<tr>
<td>Enrollment Effective Date</td>
<td>03/15/2007</td>
<td></td>
</tr>
</tbody>
</table>

Generate Report

Period Detail Batch Report

This report will batch print student attendance period detail, 1 page or 2 pages per student suitable for handing out to students. This is a very complex report, so try to limit the number of students ran per batch.

Which students would you like to include in the report?

- [ ] Grades  
  - [ ] All Students  
  - [ ] 08  
  - [ ] 07  
  - [ ] 06

- [ ] Ad Hoc Filter

How would you like the report sorted?

- [ ] Student Name
- [ ] Grade
- [ ] Student Number

Generate Report

1. Select the **Report Type** – Students Daily Attendance or Classes Weekly Attendance.

2. Enter the **Start** and **End Date** for which the report should display attendance information. Enter the date in mmddyy format or click the calendar link to select a date.

3. Select a **Grade** level to display on the report.

4. Enter the **Effective Enrollment Date** for the students on the report. This date entry will only show students that are active as of this date.

5. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student’s name and a grid of the days that were missed. It will also display the present days and membership days for each student.

1. Select the **Grade** level to show on the report.

2. Select an **Ad Hoc** filter to select certain students if it applies.

3. Select **How would you like the report Sorted** – by **Student Name**, **Grade**, or **Student Number**.

4. Click the **Generate Report** button. The report will display in a PDF (Adobe) document, showing the student’s attendance history by date, by course, and by term.
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**Student Information** would display here.