Attendance Report

When your database is set to track attendance you will find the **Attendance Report** under the *Reports* menu, in the *Students* section. This report compiles a list of student attendance during the time frame used for the report.

Several filters are available to select which classes you want to look at.

Class Attendance in the Staff Portal

The same situation is also used in the **Absences/Makeups Report** Help article to contrast the difference between tracking attendance vs tracking absences.

In this class, there are four students enrolled in the Ballet - Beg - F class. When attendance was taken in the Staff Portal there were three students present and one student absent.

The **Attendance Report** for 2/14/2020 displays the 3 students who attended that day:

Attendance Report

	RETURN										

View 1 - 3 of 3   Print   Export   Refresh

Loc	Student	Active?	Enroll Date	Class Name	Class Status	Class Start Date	Attend Date	Attendance Note	Family	Home Phone	UserID
E-Dance	Sarah Barnhardt	Yes	1/1/2020	Ballet - Beg - F	Active	1/1/2020	2/14/2020	Late due to Dr. appt.	Barnhardt	(704) 547-4774	SBarnhardt
E-Dance	Samantha Best	Yes	1/1/2020	Ballet - Beg - F	Active	1/1/2020	2/14/2020		Best	(704) 999-5819	SBarnhardt
E-Dance	Ashley Kunz	Yes	1/1/2020	Ballet - Beg - F	Active	1/1/2020	2/14/2020		Kunz	(704) 892-5147	SBarnhardt

The **Attendance tab** on the *Class* record shows 3 of the 4 students as having attended on 2/14/2020:

Class: Ballet - Beg - F

	RETURN		SAVE CHANGES		DELETE

Class Roll	Enroll Student	Email/Text Class	Enter Attendance	Absence/Attendance	Post Class Transactions	Copy Class	Mass Drop	Sizes/Measurements	Archive Class

Summary	Enroll List	Drop List	Attendance	Wait List	Instructors	Lesson Plan	Skills/Levels	Misc	Costumes	Notes (0)	Resources (0)

Attendance

View 1 - 4 of 4   Print   Refresh

Click to view Attendance History

	Last Attend	Student	Age	# Attend.
1	2/14/2020	Sarah Barnhardt	9	6
2	2/7/2020	Janet Best	8	5
3	2/14/2020	Samantha Best	13	6
4	2/14/2020	Ashley Kunz	14	6