Attendance Report

Last Modified on 11/03/2020 12:29 am EST

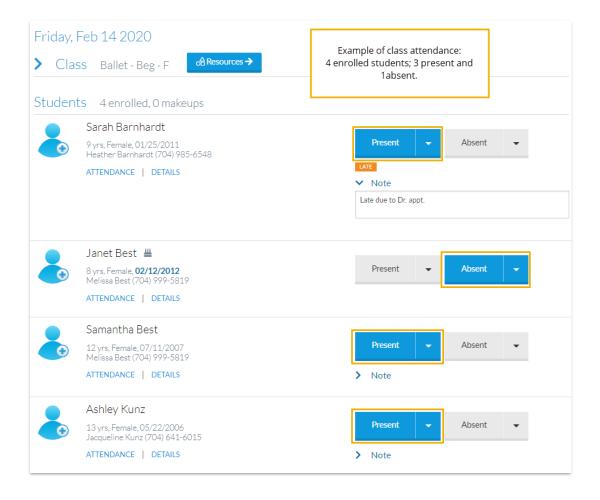
When your database is set to**track attendance** you will find the **Attendance Report** under the *Reports* menu, in the *Students* section. This report compiles a list of student attendance during the time frame used for the report.

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

Class Attendance in the Staff Portal



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:

Atten	dance Rep	ort									
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View 1 - 3 of 3	B Pri	int 🗗 Expor	t 💠 Refresh								
Loc	Student	Active?	Enroll Date	Class Name	Class Status	Class Start Date	Attend Date	Attendance Note	Family	Home Phone	UserID
E-Dance	<u>Sarah Barnhardt</u>	Yes	1/1/2020	<u>Ballet - Beg - F</u>	Active	1/1/2020	2/14/2020	Late due to Dr. appt.	<u>Barnhardt</u>	(704) 547- 4774	SBarnhardt
E-Dance	Samantha Best	Yes	1/1/2020	<u>Ballet - Beg - F</u>	Active	1/1/2020	2/14/2020		Best	(704) 999- 5819	SBarnhardt
E-Dance	Ashley Kunz	Yes	1/1/2020	<u>Ballet - Beg - F</u>	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:

Clas	s: Ballet - Be	g - F					
← RET	URN SAVE CHANG	ES TELETE					
lass Roll	Enroll Student Email/Te	Mass Drop Sizes/Measurem	izes/Measurements Archive Class				
Summa	ry Enroll List D	Drop List Attendance	Wait List Instructors Lesson Plan	Skills/Levels	Misc Costu	mes Notes (0) Resources (0	
			Attendance		Click to	view	
/iew 1 -	4 of 4 🚇 Prin	nt Ø Refresh			Attendanc	e History	
	Last Attend		Student		Age	# Attend.	
1	2/14/2020		Sarah Barnhardt		9	<u>6</u>	
2	2/7/2020		Janet Best		8	5	
3	2/14/2020		Samantha Best		13	<u>6</u>	
4	2/14/2020		Ashley Kunz		14 <u>6</u>		