



Attendance Report

Last Modified on 11/03/2020 12:33 am EST

When Jackrabbit is set to **track attendance** you will find the **Student Attendance** report under the *Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab) > Student Attendance Report*. This report compiles a list of student attendance during the time frame selected for the report. Several filters are available to select which classes you want to look at.



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!

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.

Friday, Feb 14 2020

[Class](#) Ballet - Beg - F [Resources](#)

Example of class attendance:
4 enrolled students; 3 present and 1 absent.

[Students](#) 4 enrolled, 0 makeups

 Sarah Barnhardt 9 yrs, Female, 01/25/2011 Heather Barnhardt (704) 985-6548 ATTENDANCE DETAILS	<div><div>Present</div><div>Absent</div></div> <div>LATE</div> <div>Note Late due to Dr. appt.</div>
 Janet Best  8 yrs, Female, 02/12/2012 Melissa Best (704) 999-5819 ATTENDANCE DETAILS	<div><div>Present</div><div>Absent</div></div>
 Samantha Best 12 yrs, Female, 07/11/2007 Melissa Best (704) 999-5819 ATTENDANCE DETAILS	<div><div>Present</div><div>Absent</div></div> <div>Note</div>
 Ashley Kunz 13 yrs, Female, 05/22/2006 Jacqueline Kunz (704) 641-6015 ATTENDANCE DETAILS	<div><div>Present</div><div>Absent</div></div> <div>Note</div>

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

Attendance Report

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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

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Attendance

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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