## Attendance Report

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

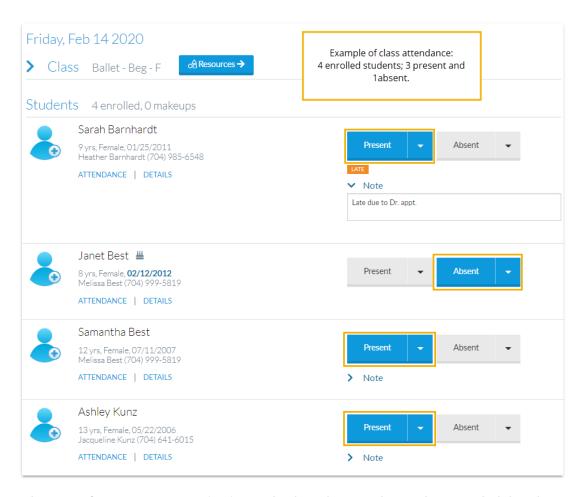
When Jackrabbit is set to **track attendance** you will find the **Student Attendance** report under the Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab) > Student Attendance Report. This report compiles a list of student attendance during the time frame selected for the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



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

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

