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

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

Click to view Attendance History

View 1 - 4 of 4   🖨 Print   ⟳ Refresh

	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