Student Attendance Report

Jackrabbit databases can be set to **track absences or track attendance** (days attended). The **Student Attendance** report is available regardless of what your database is set to track and allows you to see important attendance metrics quickly and easily!

⭐ See how often students attended or missed class to promote students, assess instructor effectiveness, and review the current session schedule for class popularity.

⭐ View attendance details showing which students were late for class, left class early, or were only observing the class that day. Identify any patterns and address the situation by sending an email directly from the report results.

The Student Attendance Report is located in the *Families / Students* section (*Students* tab) and the *Classes / Enrollment* section (*Attendance* tab) of the *Reports* menu. *Note: Only students who are enrolled in the class will appear in the report.*

In addition, you have the option to create an individual student attendance report from the *Students (menu) > All Students > click the row menu* ⋮ *> Absence/Attendance*. This opens the Student Attendance Report and will generate a report for the selected student.

Search Criteria

The Student Attendance Report can be generated for a single date, or a range of dates.

The *Attendance Filter* criteria is a great way to search for students with a specific number or percentage of absences or attendance.

 Identify students who qualify for a perfect attendance award by setting the *Attendance Filter* to either *# Absences, is equal to, 0* or *% Attended, is equal to, 100*.

If you have **multiple locations** in your database, use the *Family Location* criteria to drill down to only those students in *Family* records with a specific location or the *Class Location* criteria to look at only students enrolled in classes at a specific location.

Other search criteria allow you to search for students enrolled in classes with a specific:

- Class Status (Active, Archived, Inactive, Terminated)
- Session
- Category 1, 2, or 3
- Instructor

You can also use search fields to select a specific Class, Family/Acct, or Student.

Display Settings

There are three display settings that affect your report output.

Show Attendance Issues

Select this check box to see which students were marked *Late, Left Early,* or *Observing* when

attendance was taken in the Staff Portal.

Show Class Details or Student Summary

There are two display formats available:

1. **Show one row per student per class**- each class the student is enrolled in shows on a separate row with the attendance details for that specific class.
2. **Show one row per student**- shows 'the big picture' for each student and combines the attendance details for all classes they are enrolled in into one row in the report.

How do you want to count the number of days the classes met

There are two options to calculate the number of days a class met:

1. **Use class start and end dates** - The Class Start and End Dates are used to figure out what days the student could have attended. This is how most people will run this report.
2. **Ignore class start and end dates**- The Class Start and End Dates are ignored, only the overall days the student attended this same class are considered. This is useful if you have perpetual classes where you change the Class Start Dates frequently.

The Report Results

There are many columns of information available in the report results. Customize your report with the *Show/Hide Columns* button; select only the information important to you.

Select **Apply** to have these selections applied to only the report you are currently viewing. Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.

Student Attendance Report Detail

The report is sorted by family name as the default, but you can click on the column header of any column to re-sort the results based on that column. The report in the above image was sorted by student in increasing, alphabetical order.

Email directly from the report results! Use the **Email** button to create an email to the families in the report results. Select the *Email All* check box to include all families or select only some families using their check box. A record of this email is kept in the *Family* record on the *Misc* tab > *View Sent Emails* for 180 days.

Business Scenario

You would like to find all students with perfect attendance for the previous month in order to hand out Perfect Attendance awards.

The Student Attendance report pictured above was created using the *Attendance Filter* search criteria:

- % Attended, is equal to, 100

The display setting for *Show Attendance Issues* was selected.

The students included in the report all had perfect attendance, however, the Show Attendance Issues lets you know that students Chris Martin and Lauren Andrews were late for 50% and 75% of their classes. This may disqualify them from the award depending on your tolerance.

Days Classes Met, # Absences, and # Attended Explained

Days Classes Met

This is the number of times the class met during the time frame used when you created the report. This number may differ between students because it takes into account a student's enroll date and drop date. If you have added any **Closed Dates**, these are also factored in.

Example

- Class meets on Mondays

- Report generated for month of September 2018
- Closed date entered for Labor Day (9/3/18)

- A student who was enrolled on 9/1/18 would have 3 in the *# Days Classes Met* column.

- A student who was enrolled on 9/15/18 would have 2 in the *# Days Classes Met* column.

- A student who was enrolled on 9/1/18 but dropped on 9/20/18 would have 2 in the *# Days Classes Met* column.

The # Days Classes Met is also affected by the report Display Option setting *How do you want to count the number of days the classes met* (**see above**).

Absences

- When you are taking attendance in the Staff Portal, this is the number of of times the student was marked absent (during the time frame used for the report).

- If your database is set to **track absences**, and you are not using the Staff Portal for attendance, this is the number of times an absence was recorded for the student in the *Class* record (during the time frame used for the report).

- If your database is set to **track attendance**, and you are not using the Staff Portal for attendance, the *# Absences* column will show zeros.
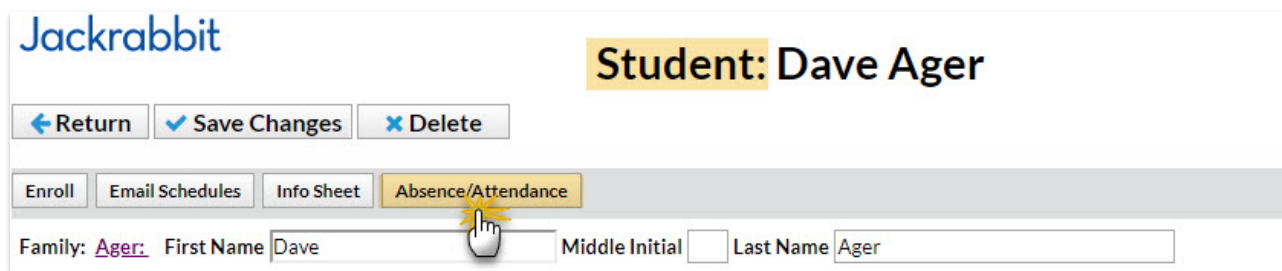
Attended

- When you are taking attendance in the Staff Portal, this is the number of times the student was marked present (during the time frame used for the report).

- If your database is set to track attendance, and you are not using the Staff Portal for attendance, this is the number of times an attendance was recorded for the student in the *Class* record (during the time frame used for the report).

- If your database is set to track absences, and you are not using the Staff Portal for attendance, the *# Attended* column will show zeros.

When taking attendance in the Staff Portal, the total # Absences and # Attended should add to the total # Days Classes Met. If this isn't the case, it is an indication that there is incomplete attendance. Use the **Incomplete Portal Attendance Report** to find the classes that need attention.
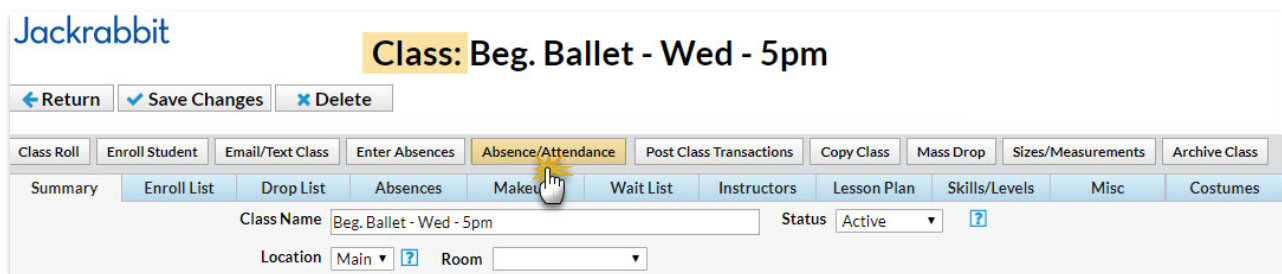
In addition to being accessible from the *Reports* menu, the Student Attendance Report can also

generated from the *Student* and *Class* records using the **Absence/Attendance** button.

When generated from the *Student* record, the search field for *Select Student* is automatically filled with the student name in the search criteria.

When generated from the *Class* record, the search field for *Select Class* is automatically filled with the class name in the search criteria.