Attendance Report

Last Modified on 11/03/2020 12:35 am EST

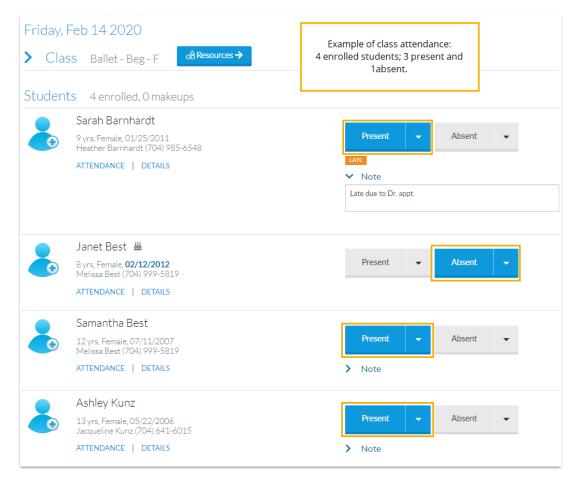
When Jackrabbit is set to **track attendance** you will find the **Student Attendance** report under the *Reports (menu) > Find Reports > Families/Students (left menu) > Students (tab) > Student Attendance Report.* This report compiles a list of student attendance during the time frame selected for the 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											
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View 1 - 3 of 3	B Pri	int 🗗 Expor	t Ø 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 -	Beg	- F							
← RET	URN 🖬 SAVE C	HANGES	T DELETE							
Class Roll Enroll Student Email/Text Class Enter Attendance Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class										
Summa	ry Enroll List	Drop	List Attendance	ls Misc	Costumes	Notes (0)	Resources (0)			
				Att	tendance			lick to view		
View 1 - 4 of 4 📮 Print 🔯 Refresh							Atte	ndance History		
	Last Attend							# Attend	# Attend.	
1	2/14/2020			Sarah Barnhardt		9		<u>6</u>		
2	2/7/2020			8		<u>5</u>				
3	2/14/2020			13		<u>6</u>				
4	2/14/2020			Ashley Kunz		14		<u>6</u>		