Attendance Reporting

Attendance Reports

Daily Reports
Day Summary (Morning Report)
Attendance Reports

There are many Attendance Reports that can be run to obtain the attendance information you will need. The level of detail, the report format and even the information used in calculation will vary depending upon the report you choose to run. Some of the reports can be run on a daily or weekly basis and can be run for individual students or for a range of students.

To access Attendance Reports, navigate to Office>Attendance>Reports.
Daily Reports

Day Summary Report

Daily Reports can be run for a specific date or have the option to run for today less a specific number of school days. Many of the Daily Reports can be run for a specific student as well as a range of students.

Day Summary Report (Morning Report)

Select the Day Summary Report. The Day Summary report is also known as the Morning Report because it’s typically run every morning to get a list of all absent students. There is an option in the report to create a Calling Report that will print a line next to each student which allows you to write notes when calling the guardian to inquire about their student’s absence.

There is a Skyward provided template for Today’s Day Summary that you can print for the current day’s attendance. To use this template you can simply select the Print button on the right side of the screen. You will be unable to Edit and make modifications to the Skyward provided template (or any templates shared by other users) but you can select the
Clone button to make modifications to the template ranges and parameters and make the template your own.

Select **Add** to create a new template.

---

**Template Settings**

**Template Description** - Enter a description for this report. This will help to differentiate between all of your report templates if you create multiple templates.  
**Share this template with other users in entity ###** - Any user who has access to the Day Summary Report in entity 101 will have the ability to print and clone this report template if this option is selected.  
**Print Greenbar** - This option will print green lines on every other line in the report.  
**Lines Per Inch** - This will control how condensed the text is when the report generates. 8 lines per inch will be more condensed than 6 lines per inch.
Report Ranges

School Year to Process - This will default to the current school year.

Select By - This can be processed by Date or Student Key. If you select Date, you can enter Today Less Number of School Days or select a Specific Date. If you select Student Key, it will allow you to enter a Student Key to run for an individual.

Grade/Grad Yr - These will default to include all Grad Years but you can enter a specific grad year range to run this report.

School - You can enter a school code into these fields to only print a specific school(s) or you can leave the ranges wide open.

Calendar - You can enter a calendar code into these fields to print a specific calendar(s) or you can leave the ranges wide open.

Attendance Period - You can enter specific periods to print or leave it wide open to print all periods.

Minimum Periods Absent - This allows you to limit the report to a number of periods absent. You can enter 01 to report only students who are absent at least 01 period.

Parent Notified - Select Yes, No, or Both depending on what options have been selected on the student attendance record.

Student Status - Select if you would like to only print students with a status of Active, Inactive, or Both.

Absence Types - This button allows you to select which Absence Type Codes you would like for the report to analyze. At least one Absence Type must be selected for the report to run.
Printing Options

Print Primary Phone - This will print the student’s home phone number that is attached to Family #1.
Print Absent Comment - If you enter a comment on the student’s attendance record, the comment will print on this report if this option is selected.
Print Confidential Phone - If the phone number is marked as confidential in the student/family record, the phone number will print on the report with (conf) after the number.
Print Attendance Note - If there is an Attendance Note added onto the student’s record, the note will print on the report if this option is selected.
Print Student Key - If this option is selected, the Student Key (jonescar000) will print on the report.
Print Both Guardian’s Information - Selecting this option will print the information for both Guardian’s 1 and 2 of Family 1.
Print Student Other ID# - This will print the student’s Other ID on the report.
Print Guardians Work Phone: This will include the guardian’s work number on the report in addition to the home number.
Print In Time – This will include a line for each attendance date showing the In Time for any periods that were entered from the Tardy Kiosk.
Type to Highlight With “**” - The Absence Type Codes that you selected in the Report Ranges will appear in this dropdown list. You can select one of the Absence Types to highlight with asterisks in the report to quickly identify that Absence Type Code when reviewing the report.
Print Attendance Detail - You will select whether all periods and Absence Types will be displayed or just the periods and Absence Types identified in the Attendance Periods and Absence Type fields in the ranges.
Print Guardian’s Name - This will include the Guardian’s name depending on the option that you select here.
Name Format - You can select how the Student’s Name will print and if you want to include the Middle Initial/Name.
Report Options

Calling Report - Select this option to print a Calling Report that will allow you to enter notes on the student’s absence after calling home to the Guardian.

Print Student Counts by Excused/Unexcused/Tardy/Other - This will print the totals for each Absence Type listed.

Print Absence Code Legend for Printed Types and Reasons - This will print a legend with the Printed Absence Types and Absence Reasons that are selected.

Sort By Grad Year - This will sort the report by Grade. If you select this option, the Page Break by Grad Year Option becomes available.

Page Break by Grad Year - If you Sort the Report by Grade, you have the ability also Page Break by Grade.

Print Grade – This option only applies when you are Selecting By Date. When this option is selected, you can determine whether to print the student’s grade as of the report date or as of the current date.

This is an example of the Calling Report that will print.