

Attendance Summary by Grade

The best attendance report to run to get your school's overall attendance is the Attendance Summary by Grade. This report is run every month for all schools. You can run this report as often as you like for any date range.



From your Start page click on 'System Reports' on the left side of the screen under Reports.

Click on 'Attendance Summary by Grade'.

Attendance	Version	Description
Absentee	2.18	Single day p
Attendance Count	3.8	Multi-day pe
Attendance Profile	1.3	The Attenda
Attendance Summary by Grade	3.2	An aggregat
Class Attendance Audit	5.15	Section spec
Clock In/Clock Out	1.2	A list of all th
Consecutive Absences	3.5	Report detail
Attendance Change History Report	1.0	The Attenda identification and time of t

Leave the grades unchecked to run the report for all grades. Click the button next to the Begin Date and Ending Date. Use the first day of school as the begin date. Use the last full day of school as your end date.

Grades (leave blank for all)

PK3 PK4 KG

1 2 3 4

5 6 7 8

9 10 11 12

Reporting Segment or Begin Date and Ending Date*

No Reporting Segments defined
-> [Setup Reporting Segments](#)

8/10/2021 1/28/2022

Skip the rest of the options and submit the report.

You will then be taken to the Report Queue, when the report is finished you can click 'View'.

Submit

Created	Job Name	Started	Ended	Status
01/28/2022	Attendance Summary by Grade	01/28/2022 08:05 AM	01/28/2022 08:05 AM	Completed View

Deering School
08/10/2021 to 01/28/2022 = 108 school days

The Attendance Summary by Grade can be printed as it is, or you can copy and paste it into Excel.

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
-2	0	1	0	1	0	108	0	95	0.00	13.00	0.12	100.00%
-1	0	5	0	0	5	540	0	90	102.00	348.00	3.22	77.33%
0	0	6	0	1	5	648	0	69	111.00	468.00	4.33	80.82%
Subtotal	0	12	0	2	10	1296	0	254	213.00	829.00	7.67	79.55%
1	0	2	0	0	2	216	0	0	21.00	195.00	1.80	90.27%
2	0	9	0	1	8	972	0	19	151.50	801.50	7.42	84.10%
3	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
Subtotal	0	11	0	1	10	1188	0	19	172.50	996.50	9.22	85.24%
4	0	5	0	1	4	540	0	104	45.00	391.00	3.62	89.67%
5	0	6	0	0	6	648	0	6	68.50	573.50	5.31	89.33%
6	0	3	0	0	3	324	0	0	44.32	279.68	2.58	86.32%
Subtotal	0	14	0	1	13	1512	0	110	157.82	1244.18	11.51	88.74%
7	0	5	0	1	4	540	0	14	55.02	470.98	4.36	89.53%
8	0	4	0	0	4	432	0	0	44.34	387.66	3.58	89.73%
Subtotal	0	9	0	1	8	972	0	14	99.36	858.64	7.94	89.62%
9	0	5	0	0	5	540	0	0	51.36	488.64	4.52	90.48%
10	0	2	0	2	0	216	0	153	23.68	39.32	0.36	62.41%
11	0	2	0	0	2	216	0	0	45.68	170.32	1.57	78.85%
12	0	2	0	0	2	216	0	0	29.34	186.66	1.72	86.41%
Subtotal	0	11	0	2	9	1188	0	153	150.06	884.94	8.17	85.50%
Grand Total	0	57	0	7	50	6156	0	550	792.74	4813.26	44.51	85.85%