

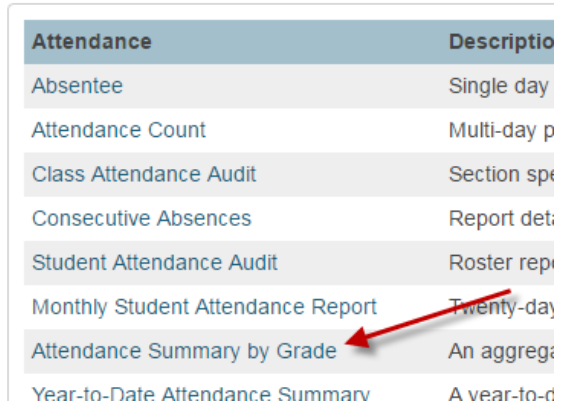
# Attendance Summary by Grade

The best attendance report to run to get your school's overall attendance is the Attendance Summary by Grade. This report is run at the beginning of every month for all schools. Individual schools can run this report as often as they want.



From your Start page click on 'System Reports' on the right under Reports.

Click on 'Attendance Summary by Grade'.



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

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'.

Created	Job Name	Started	Ended	Status
08/29/2018	Attendance Summary by Grade	08/29/2018 02:57 PM	08/29/2018 02:57 PM	Completed <a href="#">View</a>

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

**Deering School**  
08/15/2018 to 08/29/2018 = 11 school days

Grade Level	Carry Fwd	Gain	Mult Gain	Loss	Ending	Actual Days	OffTrack	Days N/E	Days Absent	Days Attd	ADA	ADA %
-2	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
-1	0	8	0	0	8	88	0	8	1.00	79.00	7.18	98.75%
0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
<b>Subtotal</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>88</b>	<b>0</b>	<b>8</b>	<b>1.00</b>	<b>79.00</b>	<b>7.18</b>	<b>98.75%</b>
1	0	4	0	0	4	44	0	0	0.00	44.00	4.00	100.00%
2	0	5	0	0	5	55	0	0	0.00	55.00	5.00	100.00%
3	0	4	0	1	3	44	0	4	7.50	32.50	2.95	81.25%
<b>Subtotal</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>143</b>	<b>0</b>	<b>4</b>	<b>7.50</b>	<b>131.50</b>	<b>11.95</b>	<b>94.60%</b>
4	0	5	0	0	5	55	0	0	1.50	53.50	4.86	97.27%
5	0	2	0	0	2	22	0	-11	1.00	32.00	2.90	96.96%
6	0	6	0	0	6	66	0	0	2.00	64.00	5.81	96.96%
<b>Subtotal</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>143</b>	<b>0</b>	<b>-11</b>	<b>4.50</b>	<b>149.50</b>	<b>13.57</b>	<b>97.07%</b>
7	0	2	0	0	2	22	0	0	0.50	21.50	1.95	97.72%
8	0	3	0	0	3	33	0	0	1.00	32.00	2.90	96.96%
<b>Subtotal</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>1.50</b>	<b>53.50</b>	<b>4.85</b>	<b>97.27%</b>
9	0	1	0	0	1	11	0	0	0.33	10.67	0.97	97.00%
10	0	1	0	0	1	11	0	0	0.00	11.00	1.00	100.00%
11	0	2	0	0	2	22	0	0	0.00	22.00	2.00	100.00%
12	0	0	0	0	0	0	0	0	0.00	0.00	0.00	0.00%
<b>Subtotal</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0.33</b>	<b>43.67</b>	<b>3.97</b>	<b>99.25%</b>
<b>Grand Total</b>	<b>0</b>	<b>43</b>	<b>0</b>	<b>1</b>	<b>42</b>	<b>473</b>	<b>0</b>	<b>1</b>	<b>14.83</b>	<b>457.17</b>	<b>41.52</b>	<b>96.85%</b>