

Attendance Reports from Class XP

To see or get an attendance report for your entire class (This report will only print one week at a time)

- Open ClassXP and select your class just as you would for taking attendance.
- From the menu bar, select **Class, Show Class Attendance**
 - You may notice that you only see recent attendance, however, you will still be able to print a report for any previous week.
- Go back to the menu bar and select **Class, Print Report, Class Attendance**

Type the starting date that you want included in the report

Remove the box from Print Tch Verification

Report Interface

Report ID: ATD17 Recommended Orientation: ☐ Cover Page ☐ Draft print ☐ Preview

CLASS ATTENDANCE SUMMARY

Generic Report

Enter Parameters for CLASS ATTENDANCE SUMMARY:

Date: 12/01/03 - 12/03/03 YTD Date: 08/11/03 - 12/03/03

Section ID: 005341-01 Teacher Num: 103 - 103

Print Tch Verification ☐ YTD Totals: B

Count Half Day Abs as Full Abs ☐

Setup Custom Save Close Queue Print

Select whether you want Absences and Tardiness to be included in YTD totals.

All of the other information should be there for you. Once you have selected these options, click print. You will get a report that shows every absence, with the reason for that week. This report will only print one week at a time.

The main problem with this report is that it will give you a report for each period, so you will end up with duplicate information from each period that class meets. Just ignore all but the first period.