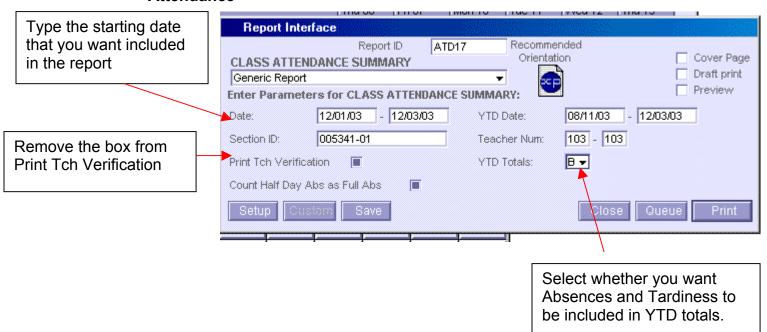
Attendance Reports from Class XP

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



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.