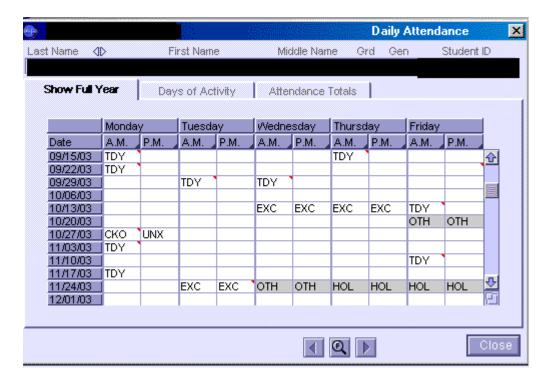To view or print a report for a particular student
- Open ClassXP and select your class just as you would for taking attendance.
- From the seating chart, single click on the particular student
- From the menu bar select **Personal**, **Student Attendance**

Daily Attendance

Last Name ◁▷   First Name   Middle Name   Grd   Gen   Student ID

Show Full Year | Days of Activity | Attendance Totals

Date	Monday A.M.	Monday P.M.	Tuesday A.M.	Tuesday P.M.	Wednesday A.M.	Wednesday P.M.	Thursday A.M.	Thursday P.M.	Friday A.M.	Friday P.M.
09/15/03	TDY						TDY			
09/22/03	TDY									
09/29/03			TDY		TDY					
10/06/03										
10/13/03					EXC	EXC	EXC	EXC	TDY	
10/20/03									OTH	OTH
10/27/03	CKO	UNX								
11/03/03	TDY									
11/10/03									TDY	
11/17/03	TDY									
11/24/03			EXC	EXC	OTH	OTH	HOL	HOL	HOL	HOL
12/01/03										

◀ 🔍 ▶   Close

- With this option, you should be able to scroll and view any week of the school year.
- To print this information select **File, Print** from the menu bar.

Print Selection

Printout Title:

. Daily Attendance

Format as:

If you want to print all of the information, rather than just what is visible, select An Expanded Table, then select if you want dividing lines printed. →

○ A Window
● An Expanded Table
   ☑ Print Row & Column Dividing Lines
   ☐ Print Selected Rows & Columns Only

OK   Cancel