

Attendance Report



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When Jackrabbit is set to **track attendance** the **Attendance** report displays a list of student attendance for the time frame selected.

You will find this report under the **Students** menu > **Students Reports** > **Students** (tab).

- ★ Track class attendance to help identify trends.
- ★ Recognize students who have an excellent attendance record.
- ★ View attendance recorded for any date range.



Save this as a frequently used report! Click the **Heart** icon  next to a report name, the heart will change to red  and the report will be listed under the **Reports menu** > **My Reports** for quick and easy access!

Search Criteria

Select a specific date or date range to see which students attended the class. You can also search for a specific class using the *Search Attendance Class* link as shown in the image below.

The screenshot shows the 'Attendance Report' interface. At the top, there are two buttons: 'RETURN' and 'SUBMIT'. Below them is a 'Search Criteria' section with the instruction 'Search for Student Attendance using search criteria below.' The form includes several fields: 'Location' (dropdown), 'Class Status' (dropdown set to 'Active'), 'Attendance From Date' (calendar icon, set to 8/1/2023), 'Through Date' (calendar icon, set to 8/31/2023), 'Attendance Note' (text input), 'Select Attendance Class' (text input with 'Search' and 'Clear' links), 'Active Students Only' (dropdown set to 'Yes'), and 'Select Student' (text input with 'Search' and 'Clear' links). A 'Submit' button is at the bottom. Two callout boxes provide instructions: one points to the date fields saying 'Select a specific date or date range.' and another points to the 'Select Attendance Class' field saying 'Search for a specific class.'

Report Results

The Attendance report displays all students who were in attendance for the timeframe selected in the Search Criteria above.

- Use the active links in the report to go to a Student record, Class record, or Family record.
- Notes added in the Staff Portal are listed in the **Attendance Note** column.

Attendance Report

← RETURN

Notes added in the Staff Portal appear in this column.

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Loc	Student	Active?	Enroll Date	Class Name	Class Status	Class Start Date	Attend Date	Attendance Note	Family	Primary Phone	UserID
CCD	Gina Fontaine	Yes	7/7/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/7/2023		Fontaine	(704) 555-7978	cb
CCD	Kai Fornos	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/7/2023	Late to class	Fornos	(704) 555-4405	cb
CCD	Alysha Harris	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/7/2023		Harris	(704) 555-4200	cb
CCD	Jean Rose	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/7/2023		Rose	(704) 555-4834	cb
CCD	Barbie Ager	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/21/2023		Ager	(704) 555-2415	hc
CCD	Gina Fontaine	Yes	7/7/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/21/2023		Fontaine	(704) 555-7978	hc
CCD	Kai Fornos	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/21/2023		Fornos	(704) 555-4405	hc
CCD	Alysha Harris	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/21/2023	Left early	Harris	(704) 555-4200	hc
CCD	Jean Rose	Yes	6/1/2023	Ballet L1 - Mon 7pm	Active	6/1/2023	8/21/2023		Rose	(704) 555-4834	hc



The *Attendance* tab on a Class record lists the students in the class and the last class they attended. Use the link in the # *Attend* column in the Class record to view all the attendance information for each student.