



Attendance Report

Last Modified on 12/01/2021 3:44 pm EST

When Jackrabbit is set to **track attendance** you will find the **Attendance** report under the *Students (menu) > Student Reports*. This report compiles a list of student attendance during the time frame selected for the report. Several filters are available to select which classes you want to look at.



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!

Business Scenario

You are thinking about adding a new Hip Hop class and you'd like to know how many students are attending the existing level two Hip Hop class on Thursdays.

Search Criteria

Select a specific date or date range to see which students attended the class. For this example, we have selected 6/2/2022. You can also search for a specific class using the *Search* link as shown in the image below.

Attendance Report



[← RETURN](#) [✓ SUBMIT](#)

Search Criteria

Search for Student Attendance using search criteria below.

Location:

Class Status:

Attendance From Date:  Through Date: 

Attendance Note: (Search for text within notes.)

Select Attendance Class: [Search](#) [Clear](#)

Active Students Only:

Select Student: [Search](#) [Clear](#)

[✓ Submit](#)

Report Results

The Attendance report indicates all students were in attendance for the Hip Hop L2 - Thurs class on 6/2/2022. One student, Kadie Bowden was late for class and the note added in the Staff Portal is shown in the Attendance Note column.

Attendance Report

← RETURN

View 1 - 5 of 5 Print Export Refresh

Loc	Student	Active?	Enroll Date	Class Name	Class Status	Class Start Date	Attend Date	Attendance Note	Family	Home Phone	UserID
CCD	Kadie Bowden	Yes	6/1/2022	Hip Hop L2 - Thurs 7pm	Active	6/1/2022	6/2/2022	Kadie was late to class due to dr. appt.	Bowden	(704) 555-4773	cb
CCD	Sallie Bowden	Yes	6/1/2022	Hip Hop L2 - Thurs 7pm	Active	6/1/2022	6/2/2022		Bowden	(704) 555-4773	cb
CCD	Debbie Clements	Yes	6/1/2022	Hip Hop L2 - Thurs 7pm	Active	6/1/2022	6/2/2022		Clements	(704) 555-8794	cb
CCD	Lauren Ingleton	Yes	6/1/2022	Hip Hop L2 - Thurs 7pm	Active	6/1/2022	6/2/2022		Ingleton	(704) 555-1699	cb
CCD	Georgia Wallace	Yes	6/1/2022	Hip Hop L2 - Thurs 7pm	Active	6/1/2022	6/2/2022		Wallace	(704) 555-1241	cb

Notes added in the Staff Portal appears in this column.

The Class Record

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

Class: Hip Hop L2 - Thurs 7pm

← RETURN SAVE CHANGES DELETE

Class Roll Enroll Student Email/Text Class Enter Attendance Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Attendance Wait List Instructors Lesson Plan Skills/Levels Misc Costumes Notes (0) Resources (0) Policy Groups (1)

Attendance

View 1 - 5 of 5 Print Refresh

	Last Attend	Student	Age	# Attend.
1	6/30/2022	Kadie Bowden	13	5
2	6/30/2022	Sallie Bowden	14	5
3	6/30/2022	Debbie Clements	16	5
4	6/30/2022	Lauren Ingleton	11	5
5	6/30/2022	Georgia Wallace	19	5

Click any student name to open the student's record.

Click # Attend. to view all attendance information.

The Staff Portal

There are 5 students enrolled in the Thursday Hip Hop L2 class. When attendance was taken in the Staff Portal all students were in attendance. A note was added to Kadie Bowden indicating she was late to class. This information will appear in the Attendance report.


Return Save All Present All Absent Undo

Thursday, Jun 2 2022

Class Hip Hop L2 - Thurs 7pm Email Resources

Example of class attendance taken in the Staff Portal. 5 students are enrolled (3 showing here), all students were present for this class.

Students 5 enrolled, 0 makeups

 **Kadie Bowden** FIRST DAY!
Balance: 0.00
12 yrs, 11 mos, Female, **06/04/2009**
Karsen Bowden (704) 555-4773
[ATTENDANCE](#) | [SEND EMAIL](#) | [DETAILS](#)

Present Absent

LATE

Note
Kadie was late to class due to dr. appt.

 **Sallie Bowden** FIRST DAY!
Balance: 0.00
14 yrs, 2 mos, Female, 04/16/2008
Karsen Bowden (704) 555-4773
[ATTENDANCE](#) | [SEND EMAIL](#) | [DETAILS](#)

Present Absent

LATE

Note

 **Debbie Clements** FIRST DAY!
Balance: 0.00
16 yrs, 2 mos, Female, 04/04/2006
Alane Clements (704) 555-7777
[ATTENDANCE](#) | [SEND EMAIL](#) | [DETAILS](#)

Present Absent

Note