

Attendance Report (when tracking attendance)

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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 a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > **My Reports**.

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.

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.

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.

