

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).

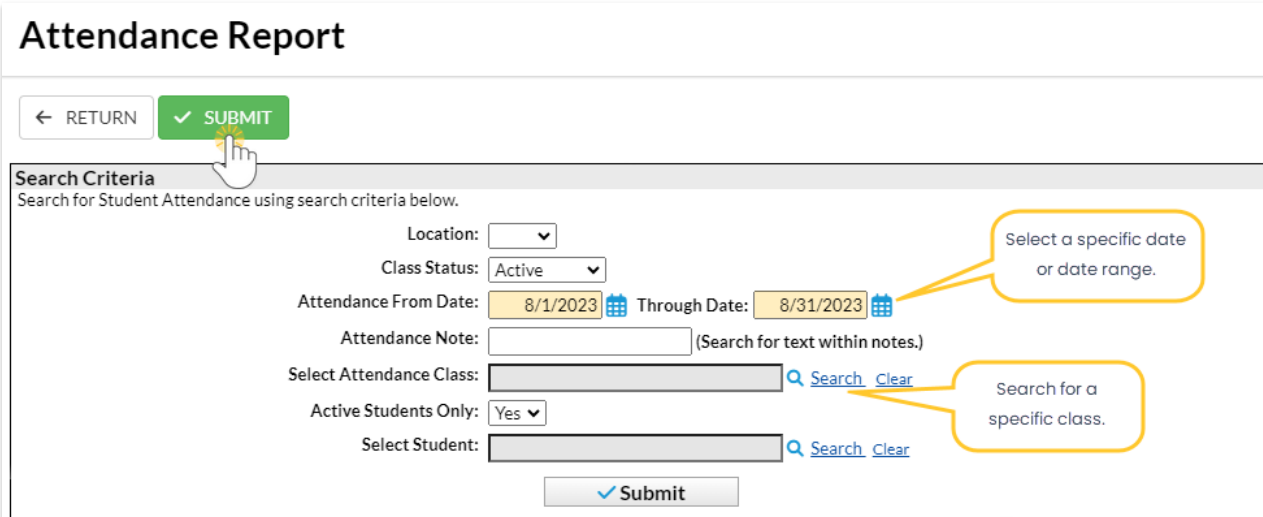
- ★ Track class attendance to help identify trends.
- ★ Recognize students who have an excellent attendance record.
- ★ View attendance recorded for any date range.



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.



Attendance Report

← RETURN ✓ SUBMIT

Search Criteria
Search for Student Attendance using search criteria below.

Location:

Class Status: Active

Attendance From Date: 8/1/2023 Through Date: 8/31/2023

Attendance Note: (Search for text within notes.)

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

Active Students Only: Yes

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

✓ Submit

Select a specific date or date range.

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.

View 1 - 9 of 9 Print Export Refresh

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.