

# Student Attendance Report (when tracking absences or attendance)

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Jackrabbit can be set to **track absences or attendance** (days attended). The **Student Attendance** report is available regardless of what your system is set to track and allows you to see important attendance metrics quickly and easily! **Note:** Only students who are enrolled in classes will appear in this report.

Get to this report from the **Students** menu > **Student Reports** > **Student Attendance Report**.

See how often students attended or missed classes during the session.

Award students, assess instructor effectiveness, and review the current session schedule for class popularity.

View attendance details showing which students were late for class, left class early, or were only observing the class that day. Identify any patterns and address the situation by sending an email directly from the report results.

In addition, you have the option to create an individual student attendance report from the **Students** menu > **All Students** > click the row menu > **Absence/Attendance**. This opens the Student Attendance Report and will generate a report for the selected student.

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**.

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## Search Criteria

The Student Attendance Report can be generated for a single date or a range of dates.

The **Attendance Filter** is a great way to search for students with a specific number or percentage of absences or attendance. Identify students who qualify for a perfect attendance award by setting the **Attendance Filter** to either **# Absences**, which is equal to, 0, or **% Attended**, which is equal to 100.

If you have **multiple locations** in your system, use the **Family Location** criteria to drill down to only those students in Family records with a specific location or the **Class Location** criteria to look at only students enrolled in classes at a specific location.

Other search criteria allow you to search for students enrolled in classes with a specific:

- Class Status (Active, Archived, Inactive)
- Session
- Category 1, 2, or 3
- Instructor

You can also use search fields to select a specific Class, Family/Acct, or Student.

## Display Settings

There are three display settings that affect your report results:

- **Show Attendance Issues** - select this checkbox to see which students were marked Late, Left Early, or Observing when attendance was taken in the Staff Portal.
- **Show Class Details or Student Summary**
  - **Show one row per student per class** - each class the student is enrolled in shows on a separate row with the attendance details for that specific class.
  - **Show one row per student** - shows 'the big picture' for each student and combines the attendance details for all classes they are enrolled in into one row in the report.
- **How do you want to count the number of days the classes met** - there are two options to calculate the number of days a class met:
  - **Use class start and end dates** - The Class Start and End Dates are used to figure out what days the student could have attended. This is how most people will run this report.
  - **Ignore class start and end dates** - The Class Start and End Dates are ignored, only the overall days the student attended this same class are considered. This is useful if you have perpetual classes where you change the Class Start Dates frequently.

## The Report Results

The report is sorted by family name as the default, but you can click on the column header of any column to re-sort the results based on that column. The results can be further customized with the ability to show or hide columns of information, sort columns, or modify column widths.

- Use the **Email** button to create an email to the families in the report results. Select the **Email All** checkbox to include all families or select only some families using their checkbox. A record of this email is kept in the Family record on the Misc tab > View Sent Emails for 365 days.
- There are many columns of information available in the report results. Customize your report with the **Show/Hide Columns** button; select only the information

important to you.

### # Days Classes Met, # Absences and # Attended

A brief description of the columns in the report results:

<b># Days Classes Met</b>	<p>This is the number of times the class met during the time frame used when you created the report. This number may differ between students because it takes into account a student's enrollment date and drop date. If you have added any <b>Closed Dates</b>, these are also factored in. The # Days Classes Met is also affected by the report Display Option setting How do you want to count the number of days the classes met.</p>
<b># Absences</b>	<p>When taking attendance in the Staff Portal, this is the number of times the student was marked absent (during the time frame used for the report).</p> <ul style="list-style-type: none"><li>• If your system is set to track absences, and you are not using the Staff Portal for attendance, this is the number of times an absence was recorded for the student in the Class record (during the time frame used for the report).</li><li>• If your system is set to track attendance, and you are not using the Staff Portal for attendance, the <b>Absences</b> column will show zeros.</li></ul>
<b># Attended</b>	<p>When you are taking attendance in the Staff Portal, this is the number of times the student was marked present (during the time frame used for the report).</p> <ul style="list-style-type: none"><li>• If your system is set to track attendance, and you are not using the Staff Portal for attendance, this is the number of times attendance was recorded for the student in the Class record (during the time frame used for the report).</li><li>• If your system is set to track absences, and you are not using the Staff Portal for attendance, the # Attended column will show zeros.</li></ul>

When taking attendance in the Staff Portal, the total # Absences and # Attended should be added to the total # Days Classes Met. If this isn't the case, it is an indication that there is incomplete attendance. Use the

**Incomplete Portal Attendance Report** to find the classes that need attention.

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In addition to being accessible from the **Reports** menu, the Student Attendance Report can also be generated from the Student and Class records using the **Absence/Attendance** button.

When generated from the Student record, the search field for Select Student is automatically filled with the student name in the search criteria.

When generated from the Class record, the search field for Select Class is automatically filled with the class name in the search criteria.

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