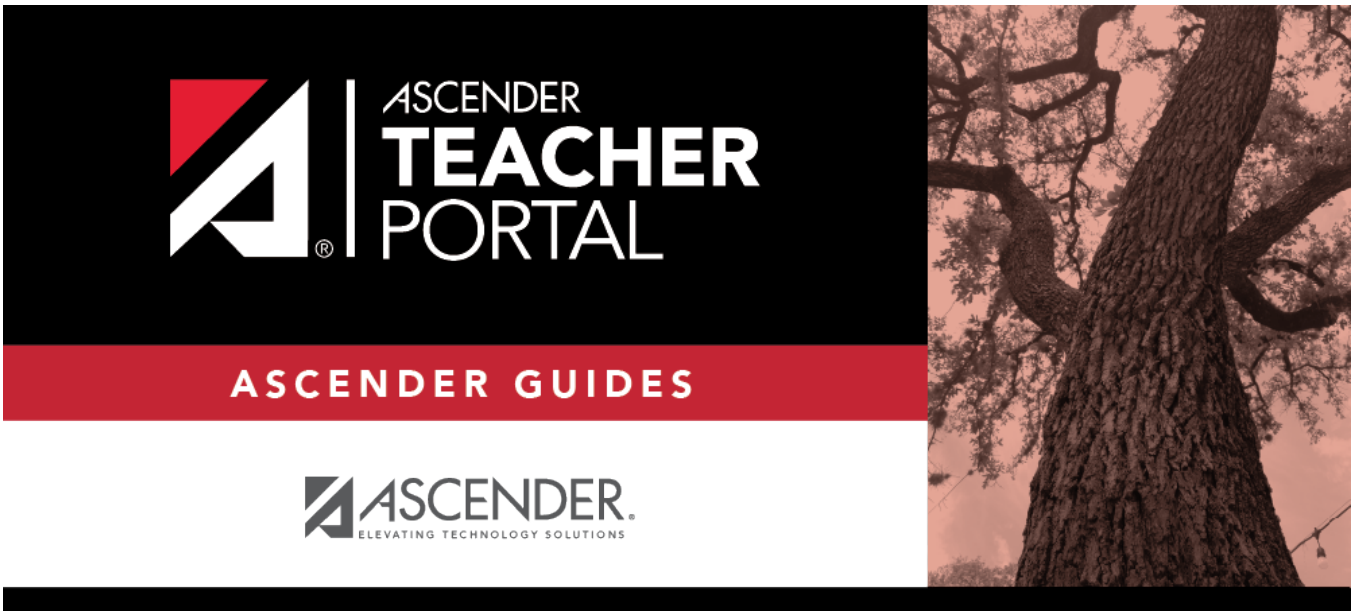

(Group) Attendance Summary

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(Group) Attendance Summary

Reports > Student Group Reports > Attendance Summary

This report produce a student group list showing summarized attendance data for a specified date range. All excused absences, unexcused absences, and tardies are listed for each period.

The student's ADA reporting period (based on the student's track) is grayed out if it exists.

You can click the student ID to view the student's profile.

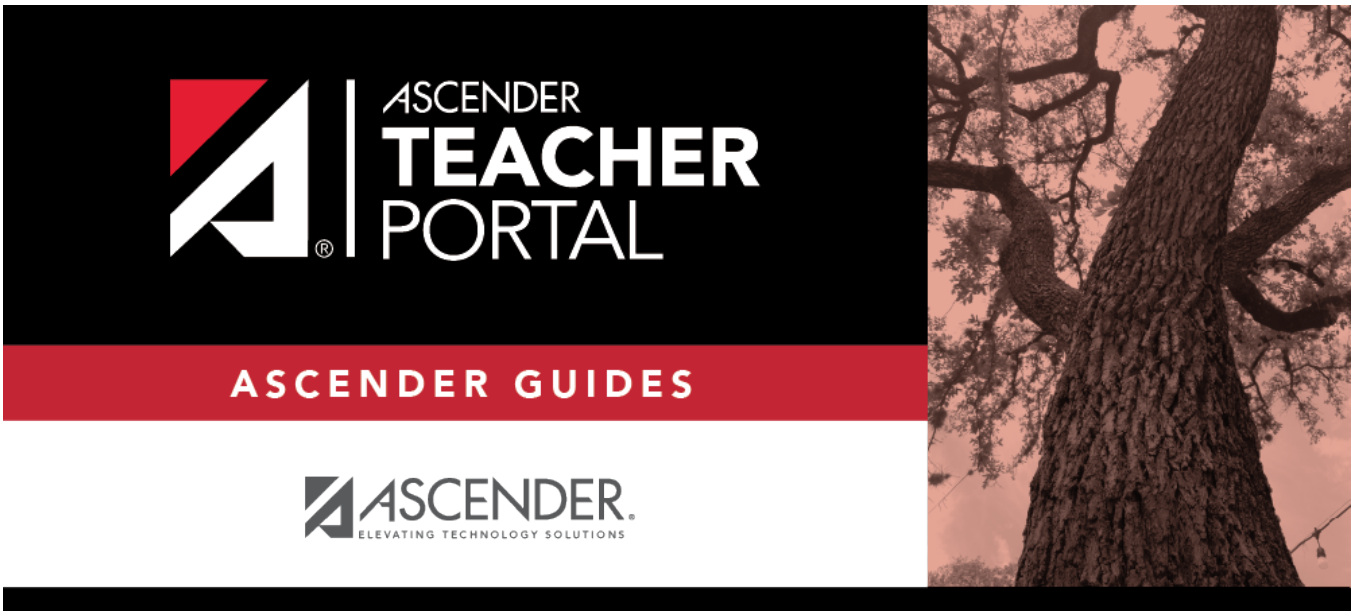
Generate the report:

❑ Specify report options:

Student Groups	Select the student group to run the report for.
From Date **To Date**	Enter the beginning and ending dates. Both dates must fall within the school calendar.
Include Withdrawn Students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.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