



TARDIES & ABSENCES REPORT & Attendance with Comments Report (For AM-PM Attendance by Code)

Purpose: Administrator – Two GWAEA reports are available two help you and teachers report out attendance totals for a specific date range. One report includes comments; the other Tardies and Absences.

This report, located under Reports – category Grant Wood AEA Reports, is often used at Conference Time for providing Teachers with Attendance totals for a specific date range. It can be run anytime you feel you need updated Attendance Totals.

Attendance with Comments

From the start page;

1. Click Reports
2. Click on Grant Wood AEA Reports
3. Click on Attendance with Comments
4. Enter a report start date either using the drop down calendar or by entering a date with the following format; mm/dd/yyyy
5. You can choose to print to screen or to a PDF format.
6. Click Submit Query.

Report Setup Criteria

Reporting Start Date

Reporting End Date

Report Output Screen PDF

Grant Wood AEA	Attendance with Comments	Washington Elementary	
	Date Range: 06/01/2007 - 3/1/2008	Mar 3, 2008	Page 9
Davis, Julie B	Grade: 2	Home Room: Moe	
06/19/2007	Period 1	Parent Half Day	strep
06/19/2007	Period 1	Parent Half Day	strep
06/19/2007	Period 1	Parent Half Day	strep
06/21/2007	Period 1	Parent Half Day	phone call list
06/21/2007	Period 1	Parent Half Day	phone call list
06/21/2007	Period 1	Parent Half Day	phone call list
06/22/2007	Period 1	Parent Half Day	Going on field trip to Chicago.
06/22/2007	Period 1	Parent Half Day	Going on field trip to Chicago.
06/22/2007	Period 1	Parent Half Day	Going on field trip to Chicago.
07/02/2007	Period 1	Parent Excused	on vacation



Attendance Tardy and Absence Report

By using the Attendance Tardy and Absence Report you will be able to specify a date range and receive a report showing all students, absent or not, with total days in the school year so far, total days the student has been present, total absences and total tardies.

To run this report from the start page;

1. Click Reports
2. Click on Grant Wood AEA Reports
3. Click on Attendance Tardies & Absences
4. Enter a report start date either using the drop down calendar or by entering a date with the following format; mm/dd/yyyy
5. You can choose to print to screen or to a PDF format.
6. Click Submit Query.

Attendance Tardy and Absences Report Setup Criteria

Report Start Date

Report End Date

Sort By

Report Output Screen PDF

Grant Wood AEA

Attendance by Date Range Washington Elementary

Date Range: 05/01/2007 - 03/03/2008 Mar 3, 2008 Page 3

Home Room:	Grade:	Total Days	Present	Absences	Tardies
Firkus, Aaron S	4	211	199	12	3
Frederick, Zachary S	4	211	200.5	10.5	0
Germaine, Nicholas C	4	211	206	5	1
Gustin, Brooke P	4	211	206	5	1
Hansen, Lance O	4	211	206	5	1
Harsh, Janica M	4	211	206	5	1
Hazलगren, Jonathan B	4	211	184.5	26.5	1
Heimsness, Tracy P	4	211	204	7	0
Heseltine, Kevin H	4	211	203.5	7.5	0