


Not In Attendance

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Run the Not In Attendance report to identify people that did not sign in for key events, like dances, sporting events, mandatory classroom activities, etc.

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Not in Attendance

Selections

This report lists people with no history records for the following selections. Activity Start Date/Time is a required field.

Sort By

Last Name

Date/Time

01/05/2019

02/04/2019

Facility

All Listed Facilities

Person Info

None

Student Info

Homeroom

Phillips

Activity Type

Run Report


Selections

The report will list people who do not have a history record and match your selections. When you're ready, click **Run Report**.

Sort By	<div>Choose the field to sort your results by.</div> <div><div></div><div>• Last Name</div><div>• First Name</div><div>• Person ID</div></div>
Date /Time*	<div>Enter the start and end dates for your inquiry. Required.</div>
Facility	<div>Choose one or all of your facilities.</div> <div><div></div><div>• All Listed Facilities</div><div>• Choose one of your facilities</div></div>
Person Info	<div>Make a selection, then enter qualifying criteria. For example, choose Person ID, then enter the ID for a specific person. If you're not looking for an individual, leave the selection set to None.</div> <div><div></div><div>• None</div><div>• Person ID</div><div>• Login ID</div><div>• SSN</div><div>• Phone #</div><div>• Student ID</div><div>• Family ID</div></div>

Student Info	<p>Make a selection, then enter qualifying criteria. For example, choose Homeroom, then enter the name of a specific homeroom.</p> <ul style="list-style-type: none"> • None • Homeroom • Grade • Bus #1 • Bus #2 • Teacher
Activity Type	Enter a specific activity or leave blank for all activities.

Report Example

Download the completed report in  [Operations Management](#).

Not in Attendance Sort: by Last Name Selected: 01/05/2019 - 02/04/2019 5, Phillips		2019-Feb-04 9:35am Page 1 Version: 3.18.8-20190131
Name	Person ID	
Atkinson, Molly	3147	
Belcher, Bowe	3044	
Bennett, Callie	3133	
Coplin, Bracken	3031	
Jacobs, Sebastian	3134	
Leach, Abbey	3086	
McCray, Ethan	3068	
Moreno, Shellie	3189	
Pollard, Arianna	3120	
Rodriguez, Deborah	3196	
Sawyer, Vivian	3136	
Terry, Sue	3075	
Velez, Noah	3126	
Ward, Whitney	3065	
Total Student: 14		