Not In Attendance

Contents

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.

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	*Choose the field to sort your results by.*
	
	  • **Last Name**
	  • First Name
	  • Person ID

Date /Time*	*Enter the start and end dates for your inquiry. Required.*

Facility	*Choose one or all of your facilities.*
	
	  • **All Listed Facilities**
	  • *Choose one of your facilities*

Person Info	*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**.*
	
	  • **None**
	  • Person ID
	  • Login ID
	  • SSN
	  • Phone #
	  • Student ID
	  • Family ID

Student Info	Make a selection, then enter qualifying criteria. For example, choose Homeroom, then enter the name of a specific homeroom. • **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

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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
Rodriquez, Deborah	3196
Sawyer, Vivian	3136
Terry, Sue	3075
Velez, Noah	3126
Ward, Whitney	3065

Total Student: 14