

# Attendance- Absent Roster - PDF (Activity ID 1031)

Last Modified on 06/30/2020 8:50 am EDT

This report generates a PDF report of child absences for a given date range. Report includes parent name, child name, number of days absent, dates absent, and reason.

This would mean that the child would have been recorded with the Student Attendance code of A. (To setup an absent Student Attendance Code valid value click [here](#))

The 'Valid Value' form contains the following fields:

- Description: Absent
- Short Name (Abbr): A
- Value Type: Student Attendance Code
- GL Center: [Empty]
- Display Order: 2
- Active: Yes
- Display: Yes

A green 'SAVE' button is located at the bottom left of the form.

Required fields- From and To date.

Reports > Room/Program

The interface includes the following elements:

- Room Reports** section with a **Quick Search** bar for 'Report Name or Report Category'.
- Report Category** dropdown set to 'Attendance'.
- Report** dropdown set to 'Absent Roster - PDF'.
- Description: 'Generates a PDF report of child absences for a given date range. Report includes parent name, child name, number of days absent, dates absent, and reason.'
- Search Criteria** section with the following fields:
  - Center: --
  - Semester: -- (with a **Show All** link)
  - Category: --
  - Room: --
  - From Date: 12/01/2015
  - To Date: 03/17/2018
  - Period Number: [Empty]
  - Period Year: [Empty]
- A large green **Create Report** button at the bottom right.

Report example-

Child Care Provider Central Falls

Date Range 12/01/2015-03/17/2018

Program Name

Case Name	Child Name	Number of days ABSENT	Date(s) ABSENT	Reason
Amy Adams	Mary Adam	2	08/29,29	
David Adams	Billy Adams	18	12/04,04,06,06,11,11,13,13,14,14, 4,20,20,25,25,28,28,01/01,01/01	
David Adams	Jillian Adams	10	12/14,14,15,15,28,28,01/04,01/04, 01/12,01/12	
Amy Adams	Randy Adams	2	08/29,29	
Adams	Sallie Adams	4	04/02,02,08,08	
Mom Anderson	Mary Beth Anderson	2	04/13,13	
Tom Brady	Tom Brady	4	07/22,22,12/13,13	
Gerald Norton	Michael Norton	2	12/06,06	
Garth Robbins	Wade Robbins	4	01/02,01/02,01/09,01/09	
Guardian 2 test	test test	3	05/22,25,26	

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