

Attendance- Actual Attendance AM/PM - Excel (Activity ID 1216)

Last Modified on 04/23/2019 1:40 pm EDT

Report Description

An Excel report that displays counts of students who have attended for a month at a time. If a category is selected in the search criteria, the report will only display totals for the category selected.

In order for this count to be accurate, the AM/PM/Full Day designation has to be entered on a child's program/room assignment.

Report Conditions

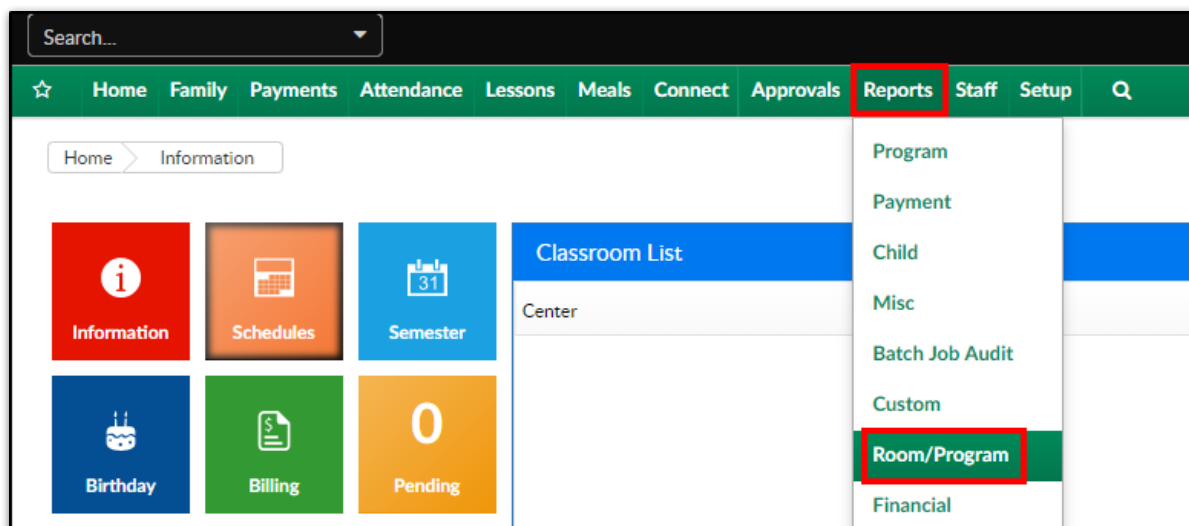
- The Center is not required; if the center is left blank, data will pull for all sites
- If only the From Date is entered, the field will act as an "As Of" date and pull all data for the month/year entered

Sample Report

Click the report name to view a sample: [Actual-Attendance-am-pm.xls](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Attendance

A screenshot of a web interface showing a dropdown menu labeled 'Report Category'. The menu is open, and the option 'Attendance' is selected and highlighted. There is a small icon of a group of people to the left of the text.

3. Choose Actual Attendance AM/PM - Excel from the Report drop-down

A screenshot of a web interface showing a dropdown menu labeled 'Report'. The menu is open, and the option 'Actual Attendance AM/PM - Excel' is selected and highlighted. There is a small icon of a document with a link to the left of the text.

4. Select any necessary Search Criteria

- Center - select the business level or a center
- Category - select a category, if applicable
- From Date - when the date is left blank, data will pull from the current week

5. Click Create Report

6. The requested report will open in Excel format.

Actual Attendance AM/PM Report - April/2019																															
SCHOOL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL
AM Daily Counts																															
DCW Transactional- CENTER 1	17	2	0	0	7	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	33
DCW Transactional- CENTER 2	0	0	0	0	0	0	0	0	0	3	4	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	10
Total	17	2	0	0	7	0	0	0	0	6	3	4	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	43	
PM Daily Counts																															
DCW Transactional- CENTER 1	0	2	0	0	5	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	14
DCW Transactional- CENTER 2	0	0	0	0	0	0	0	3	0	0	3	4	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	13
Total	0	2	0	0	5	0	0	3	0	6	3	4	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	27	

Report Fields

- School
- AM Daily Counts
- PM Daily Counts
- Total