

# Attendance - Attendance Statistics Summary - Excel (Activity ID 543)

Last Modified on 05/02/2019 11:25 am EDT

## Report Description

A 4-tab Excel document that displays an accurate record of attendance and accounts for variations in scheduled versus actual attendance. The tabs include the number of children who attended, the number of scheduled hours, scheduled FTEs, attended number of hours, attended FTEs, variance between scheduled versus attended and are broken out by center, category, classroom and student.

## Report Conditions

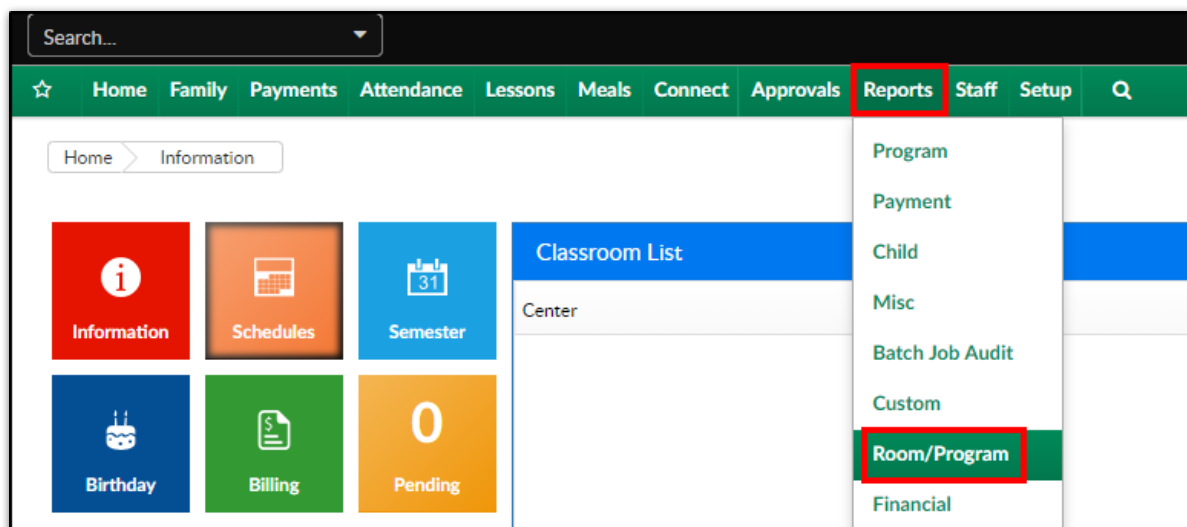
- N/A

## Sample Report

Click the report name to view a sample: [Attendance Statistics Summary Report.xlsx](#)

## Accessing the Report

1. From the Reports menu, click Room/Program



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



3. Choose Attendance Statistics Summary - Excel from the Report dropdown



4. Select any necessary Search Criteria
  - Center - select the business level or a center
  - 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, and include 4 tabs

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## Report Fields

- Attendance Center Summary
  - Location
  - # of Children
  - # of Third Party Children
  - # of Private Pay Children
  - # Employee Children
  - Scheduled # Hours
  - Scheduled FTEs
  - Attended # Hours
  - Attended FTE
  - Variance
- Attendance Category Summary
  - Category
  - # of Children
  - # of Third Party Children
  - # of Private Pay Children

- # Employee Children
  - Scheduled # Hours
  - Scheduled FTEs
  - Attended # Hours
  - Attended FTE
  - Variance
  - Attendance Classroom Summary
    - Classroom
    - # of Children
    - # of Third Party Children
    - # of Private Pay Children
    - # Employee Children
    - Scheduled # Hours
    - Scheduled FTEs
    - Attended # Hours
    - Attended FTE
    - Variance
  - Attendance Student Summary
    - Child ID
    - Student ID/Record Number
    - Classroom
    - Child
    - Scheduled # Hours
    - Scheduled FTEs
    - Attended # Hours
    - Attended FTE
    - Variance
    - Third-Party
    - Employee
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