

Accessing Attendance Reports in JCampus

Daily Absentee List: (Make it a favorite)

Click on Attendance

Click on Lists

Click on Daily Absentee List

Set Up: Make sure date is today and keep in Alpha Order

Click on OK

This will give you percentage present for the day. Have you hit your goal today?

Attendance Summary Report:

Click on Attendance

Click on Lists

Click on Attendance Summary Report

Set up date from beginning of the year to today.

Click on Active Only

Skip all codes that do not have a "U"

Minimum Absence: 5

Click on OK

Scroll down to bottom

Grand Total is your Attendance Percentage so far. If you want last year's attendance percentage, set up year at top as well as dates from August to June with correct years.

Attendance Analysis Report:

Click on Attendance

Click on Lists

Click on Attendance Analysis Report

Set up correct year and dates

Run report then go to out reason and sort by ascending. This groups the reason out.