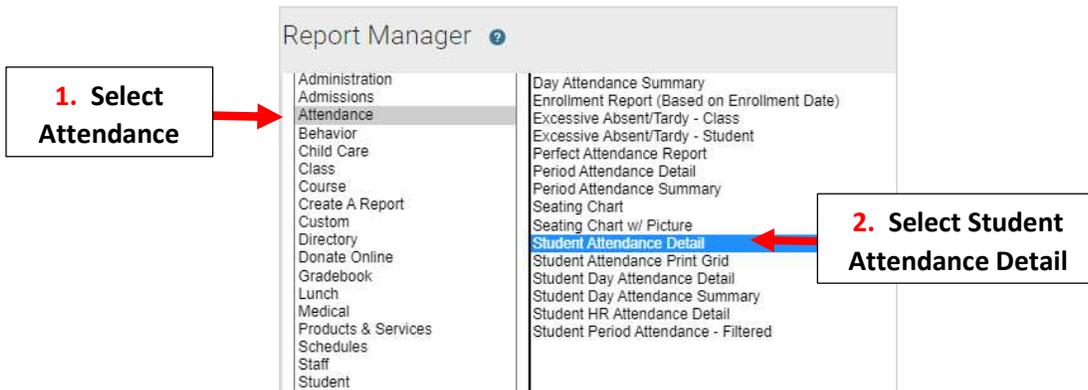


Student Attendance Report by Attendance Codes

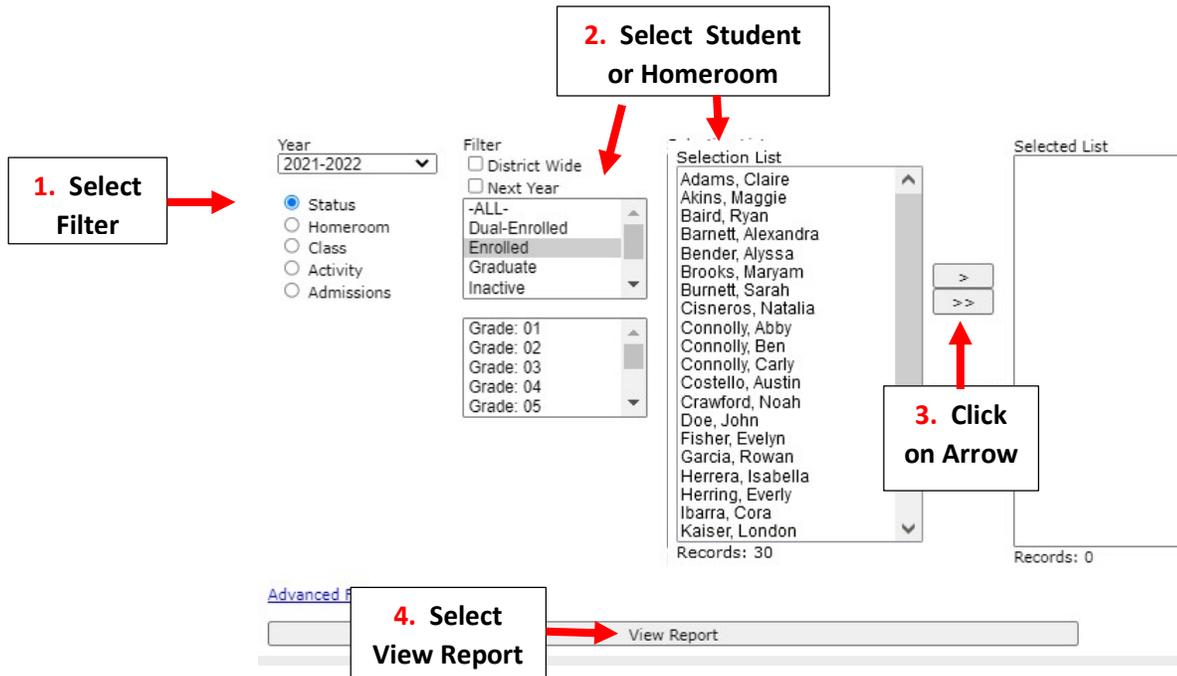
Once logged into FACTS please select **Report Manager**



Select **Attendance > Student Attendance Detail**



Select **Filter** i.e. by Status or Homeroom and Select Student/Homerooms to include. **Click on Arrow** to move to Selected List. Select **View Report**



Report Type is **All Codes** and Sort is by **Class**. Select **Custom** as Time Frame and Select **Run**

Student Attendance Detail

Setup

Report Type

All Codes

Absent and Tardy

Absent Only

Tardy Only

Summary Only

Time Frame

Term 1

Term 2

Term 3

Term 4

Term 5

Term 6

Semester 1

Semester 2

Full Year

Custom

Sort

Student

Class

Page Break

Yes

No

Attendance Code

From

To

1. Report Type is All

2. Sort is by Class

3. Select Custom as Time Frame

4. Select Run

Report will Display All Attendance Codes used by Class

Student Attendance						
01/03/2022 - 01/03/2022						
Class	Period	Code	Description	Date	Comment	
**P3 HR-A	1	P		01/03/2022		
					Total A:0 T:0	
*K HR-B	1	P		01/03/2022		
*K HR-B	1	P		01/03/2022		
					Total A:0 T:0	
1 HR-B	1	W	No Note- Illegal Absence	01/03/2022		