

# Monthly Attendance Reports for Teachers

Select **Report Manager > Attendance > Class Attendance Print Grid**

Report Manager

Category: Favorites ★, Academics, Administration, Attendance, Behavior, Class, Directory, Gradebook, Schedules, Staff, Student

Reports: Class Attendance Print Grid, Day Attendance Summary, Excessive Absent/Tardy - Class, Seating Chart, Seating Chart w/ Picture, Student HR Attendance Detail

**Select Report Manager > Attendance > Class Attendance Print Grid**

Select **Homeroom** from Filter Dropdown. Select **Homeroom** from the list and Select the **Single Arrow** to Select your Homeroom. Click on **View Report**

Year: 2022-2023, Term: T1, From: 09/23/2022

Filter:  Inactive, **Homeroom**, Department, Course, Pattern

Selection List: 8 HR-309

Selected List: 8 HR-309

**1. Select Homeroom**

**2. Select Homeroom**

**3. Select the Single Arrow**

**4. Click on View Report**

Records: 1

View Report

Select **Month** and **Submit** to Display Report

Settings: View:  Day  Week  **Month**  Term  Page break **Submit**

**2. Click on Submit**

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**1. Select Month**

Sep 1	Sep 2	Sep 3	Sep 4	Sep 5	Sep 6	Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12	Sep 13	Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20	Sep 21
						P	P	P			O	TO	O	O	O			O	P	O
						P	P	P			P	P	P	P	P			O	P	P
						P	P	P			P	P	P	P	P			P	P	P
						P	P	P			P	P	P	P	P			P	P	P
						P	P	P			P	P	P	P	P			P	P	P
						P	P	P			P	P	P	P	P			P	P	P
						P	P	P			P	P	P	P	P			P	P	P
						P	P	P			P	P	P	P	P			P	P	P
						P	P	P			P	P	P	PPM	P			P	P	P