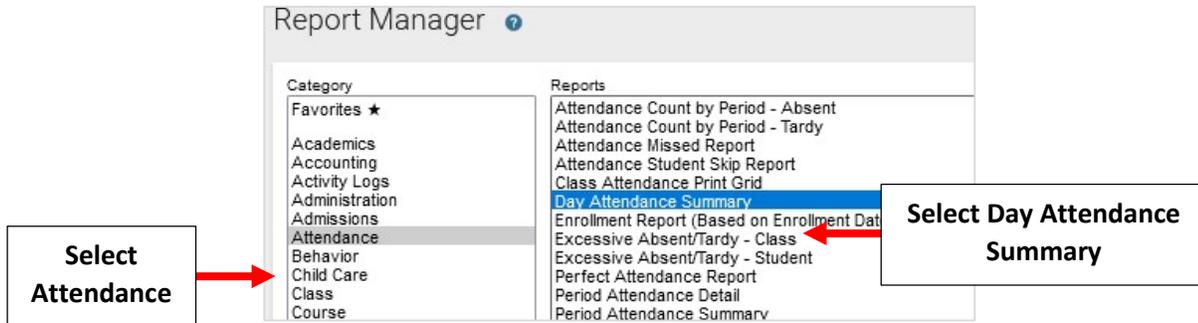
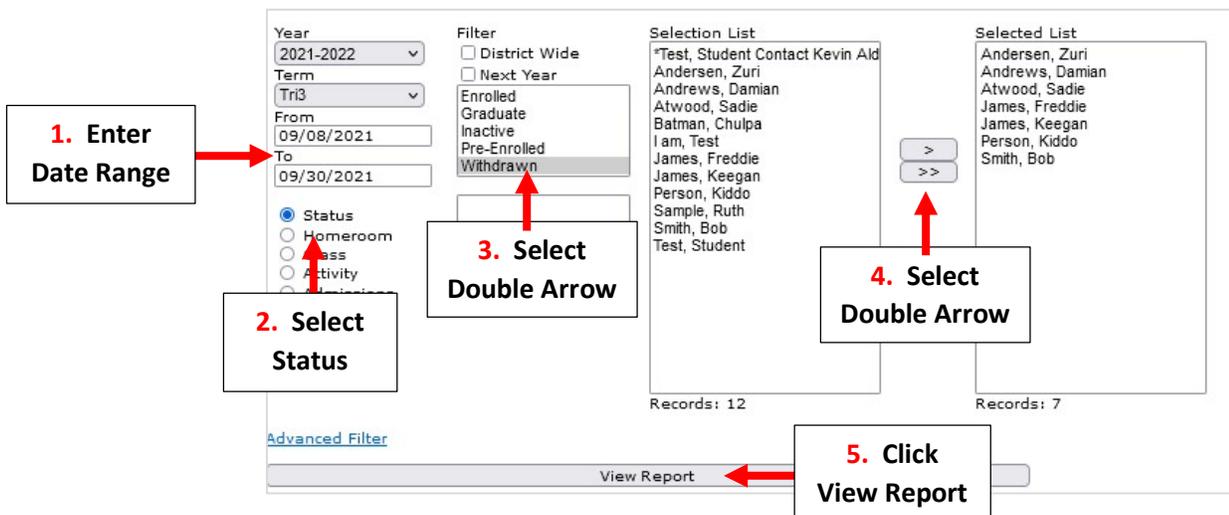


# Run Monthly Attendance for Withdrawn Students

Once logged into FACTS please select **Report Manager > Attendance > Day Attendance Summary**



Enter **Date Range** for the Month and Select **Status**. Choose **Withdrawn** from Filter List and Click **Select Double Arrow** to move all Students to Selected List. Click **View Report**



Results will now display All withdrawn Students will together. **\*\*Please Note: Grade Level Does NOT Appear for Withdrawn Students. \*\*Please Print (Cntrl + P) or Save as PDF for Each Homeroom for Each Month\*\***

**\*\*IMPORTANT\*\* Reports need to be Run for Each Month of School Year\*\***

Day Attendance Summary																															
Our Lady of Sorrows Catholic Academy																															
Date: 09/08/2021 - 09/30/2021																															
Name	Grade	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Days	P	A	T			
Adams, John											A			P	P	P	P	P							0	0	0	0			
Andrews, Diana		P	P								P			P	P	P	P								17	16	1	1			
Wilcox, Natha		P	P								P			P	P	P	P								17	17	0	0			
Frye, Isabel		P	P								A			A	A	A									11	2	9	0			
Adams, Emm		P	P								P			P	P	P	P								17	17	0	0			
Alvarado, Hannah		P	P								P			P	P	P	P								17	17	0	0			
<b>Total Students:</b>	<b>6</b>	5	5	4		4	4	4	4	4	3			4	4	4	4	4							79	69	10	1			

School Days: 17  
 Average Daily Attendance (total present/number of days with attendance): 4.1  
 Percent Present (total present/total attendance marks taken): 87.34%