

## Monthly Homeroom Attendance Report in FACTS SIS

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

**Report Manager**

**Reports**

Category: **Attendance**

- Class Attendance Print Grid
- Day Attendance Summary**
- Enrollment Report (Based on Enrollment Date)

**1. Select Attendance**

**2. Select Day Attendance Summary**

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

**Day Attendance Summary** ☆

Provides a summary of the total number of students, total number of school days, and the average daily attendance in the district.

School year: 2025-2026 School term: T3 Start date: 3/2/2026 End date: 3/31/2026 [View Report](#)

**Report Filters** [Reset](#)

☐ Inactive

Course Type: All

Department: Homeroom

Course:

**Selection List**

Selection List Search by name

- ☐ \*K HR-B
- ☐ 1 HR-A
- ☐ 2 HR-A
- ☐ 2 HR-B
- ☐ 2 HR-A

**Selected List**

Selected List Search by name

- ☐ \*K HR-A

1. Enter Date Range

2. Select the Department

3. Click the Single Arrow

4. Click View Report

**Results will now display. \*\*Please **Print** (Cntrl + P) and **Save** for Each Homeroom by Month\*\***

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

Day Attendance Summary

| 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 |
|------|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------|-----|---|---|
|      | 01    | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | 17   | 17  | 0 | 0 |
|      | 01    | P  | P  | P  |    |    | P  | P  | P  | P  | A  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | 17   | 16  | 1 | 0 |
|      | 01    | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | T  | P  | P  |    |    | T  | P  | P  | P  | 17   | 17  | 0 | 2 |
|      | 01    | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | 17   | 17  | 0 | 0 |
|      | 01    | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | 17   | 17  | 0 | 0 |
|      | 01    | P  | P  | P  |    |    | T  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | P  |    |    | P  | P  | P  | P  | 17   | 17  | 0 | 1 |
|      |       | 6  | 6  | 6  |    |    | 6  | 6  | 6  | 6  | 5  |    |    | 6  | 6  | 6  | 6  | 6  |    |    | 6  | 6  | 6  | 6  | 102  | 101 | 1 | 3 |

Total Students: 6

School Days: 17

Average Daily Attendance (total present/number of days with attendance): 5.9

Percent Present (total present/total attendance marks taken): 99.02%