

Reports: Claims: Total Attendance Report



The Total Attendance Report provides information about attendance only and does not include information about meal counts.

First, select the month/year and then choose from the following options:

- “By Date” provides a simple count of the number of attendance records recorded on each date.

| Date | Count |
|---|-------|
| 07/02/2018 | 7 |
| 07/03/2018 | 7 |
| 07/04/2018 | 7 |
| 07/05/2018 | 7 |
| 07/06/2018 | 7 |
| 07/09/2018 | 4 |
| 07/10/2018 | 7 |
| 07/11/2018 | 7 |
| 07/12/2018 | 7 |
| 07/13/2018 | 7 |
| 07/16/2018 | 7 |
| 07/17/2018 | 7 |
| 07/18/2018 | 7 |
| 07/19/2018 | 5 |
| 07/20/2018 | 9 |
| 07/26/2018 | 2 |
| 07/29/2018 | 1 |
| July's total attendance count: 105 | |

- “By Roster” provides a simple attendance count broken out by date and roster. Note: if a child is checked in on multiple rosters, this report will over-report attendance.

| Date | Roster | Count |
|--|------------|-------|
| 07/02/2018 | Toddler | 6 |
| 07/02/2018 | Auditorium | 1 |
| 07/02/2018 | School Age | 3 |
| 07/02/2018 | Unassigned | 1 |
| Total attendance on 07/02/2018 : 11 | | |
| 07/03/2018 | Unassigned | 1 |
| 07/03/2018 | Toddler | 6 |
| 07/03/2018 | Auditorium | 1 |
| 07/03/2018 | School Age | 3 |
| Total attendance on 07/03/2018 : 11 | | |

- “By Name” is a very long report broken out by date and individual child name.

| Date | Participant |
|-----------------------------|------------------|
| 07/02/2018 | Gavin Parker |
| 07/02/2018 | Jane Doe |
| 07/02/2018 | Jane Smith |
| 07/02/2018 | John James Smith |
| 07/02/2018 | Nia Parker |
| 07/02/2018 | Roger Jones |
| 07/02/2018 | Susie Doe |
| Total attendance : 7 | |

To run the report, make your selection and click the green “Run Report” button. A hyperlink will appear called “Download Report”. Click the hyperlink to download or view the report.