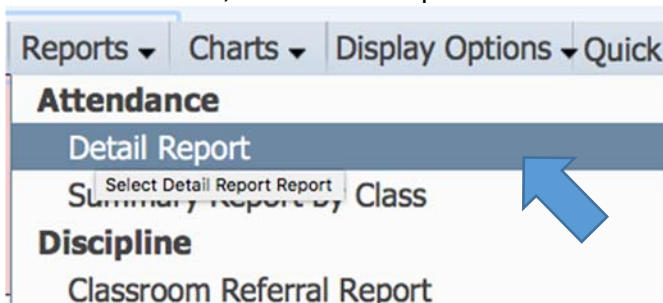


## Attendance Report In Teacher Access

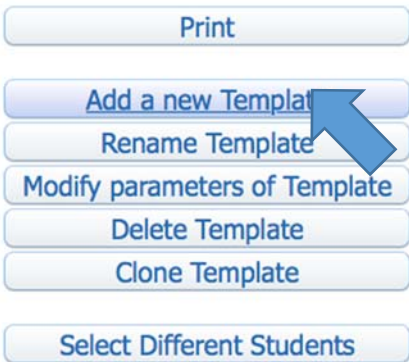
In Skyward, go to the gradebook of the class attendance you want to print.



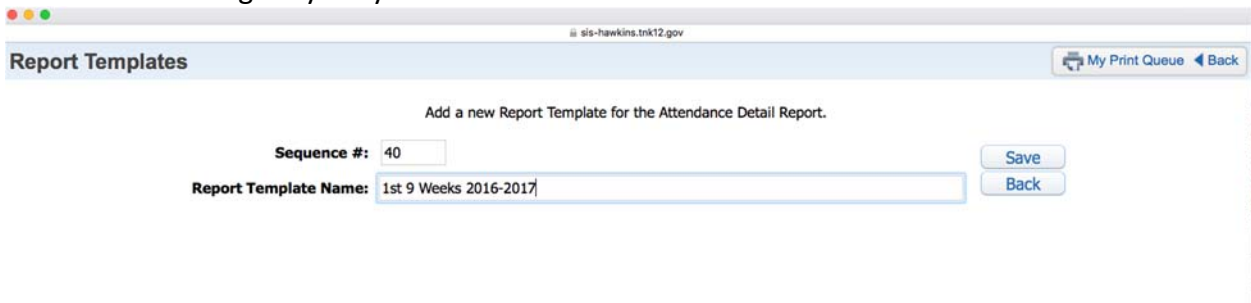
Once in the class, hover over Reports and click "Detail Report".



You will want to add a new Template.



Name it something easy for you to remember and click "Save".



On the next window, be sure “Display Attendance for Term” is checked and use the drop down arrow to choose the grading period you want to run. If you only want to see the totals and not detailed information for the students, click the box marked “Print only attendance totals”. Then click “Save”.

Select the report you just created, and then click “Print” on the right.

Seq #	Report Template Name
10	Detailed attendance
20	Example
30	1st 9 Weeks 2016-2017
900	Curr Term;No page break;Show Details
910	Curr Term;Page break;Show Details
920	Curr Term;No page break;Totals Only

Print

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

Clone Template

Select Different Students

Once the report is finished running, click “Display Report” to view your report.