

Attendance Reporting

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Attendance Summary Report

This article will assist PSUs in creating an Attendance Summary Report that parents can view in the Documents section of the Parent Portal.

This is a multi-step process consisting of:

- Creating an Attendance Standard
 - Creating the Report using the Report Card option in Report Setup
 - Enabling the Documents in Portal Display Options
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Create an Attendance Standard

Navigation: [Menu](#) > [Grading & Standards](#) > [Standards Setup](#) > [Standards Bank](#)

Create the Standards Group

1. Click **New Group**.
2. Enter **Attendance** as **Group Name**.
3. Select any **Rubric**.
4. Ensure **Include in Report Card** is checked.
5. Click **Save**.

Standard Group Editor

Type
Standard Group

Group Name *
Attendance

Rubric *
NC Default Rubric - Standards

Sequence
0

Credit Overflow Archived Include in Report Card

Parent
No Parent. Root Level Group

Comments

Create the New Standard

1. Click **New Standard**.
2. Enter **Attendance Summary** as **Display Name**.
3. Enter **ATT** as **Abbreviation**.
4. Ensure **Include in Report Card** is checked.
5. Ensure **Include in Portal** is checked.
6. Click **Edit** under **Parent** and select the **Attendance** Standard Group.
7. Click **Save**.

Standard Editor

Display Name *
Attendance Summary

Full Standard/Description

Abbreviation *
ATT

Number

Code

Sequence
0

Post to Transcript

Power Standard

State Reported:

External LMS Exclude:

Include in Report Card

Include in Portal

Archived

Parent *
Attendance

New

Create the Report

Navigation: Menu > Systems Settings > System Preferences > Report Setup

1. Enter **Daily Attendance Summary** in the Name field.
2. Select **Report Card** from the Type dropdown.
3. Check Available in **Portal - Active**.
4. Enter **Daily Attendance Summary** in the Report Display Name field.
5. Select **Conventional Report Card** from the Report Type dropdown.
6. Check the box to display **In-Progress Grades**.
7. Select all **Terms**.
8. Select **Graded Standards and Tasks Only** as Tasks to Display.
9. In the Grading Tasks box, select the **Attendance Summary** standard.
10. Select **Portrait** as Page Layout.
11. In the Display Options:
 - a. Attendance Summary - Choose **Daily (Half/Whole Day) Term**.
 - b. Select Terms - Choose **All Terms**.
12. Click **Save**.

Report Detail

*Name: *Type: Available in:

Description:

Instruction

Portal - Active

Portal - Historical

Report Options

Report Display Name

Report Type

Conventional Report Card

Standards-Based Report Card

Display Grades *

Posted Grades

In-Progress Grades

Report on Terms *

Main - Quarters

Term Q1 Term Q2 Term Q3

Term Q4

Tasks to Display

All Standards and Tasks

Graded Standards and Tasks Only

Placement and Signature Options

Next Year Placement Line

Grading Tasks * Select all grading tasks

Grading Tasks

Progress Grade

Term Grade

Exam Grade

Semester Grade

Final Grade

Standards

Attendance

Attendance Summary

HS Standards > English > Reading Literature

Reading Literature

HS Standards > English > Reading Informational

Reading Informational

HS Standards > English > Writing

Writing

HS Standards > English > Language

Language

HS Standards > English > Speaking and Listening

Speaking and Listening

Work Habits

Be Kind

Be Nice

Page Layout

Portrait Landscape

Additional space for terms

Prepare report for full duplex printing

Header Options

Student ID

State ID

Student Counselor

Homeroom Teacher

Date/Time Stamp

Display Options ⓘ

Attendance Summary

Period Course

Daily Exact Term

Daily (Half/Whole Day) Term

Select Terms *

Main - Quarters

Term Q1 Term Q2 Term Q3

Term Q4

MS Rubric Testing

MS Rubric Testing Score Group

NC 4 pt Scale

NC 4.5 pt Scale

NC 5 pt Scale

CTRL-click and SHIFT-click for multiple

Portal Display Options

Navigation: Menu > Systems Settings > Portal Preferences > Portal Display Options

Documents must be enabled in the Display Options Template for parents to access the Daily Attendance Summary Report

1. Select the desired **Template Name** from the Display Options Template column.
2. On the new window, click on **Documents** to expand.
3. Select **Student** and/or **Parent** for **Enable Documents Tool**.
4. Click **Save**.

Portal Display Options ☆

System Settings > Portal Preferences > P

Display Options determine what tools and data appear in the Campus Student and Campus Parent Portals. Display Options are set by Calendar/Structure using a Display Options Template created by the school. Each Calendar/Structure can be assigned to only one template. Select a Template to modify it or click New Template to create a new one. Select a Calendar/Structure to assign to a template and enable the calendar and terms. [Read More](#)

Filter Calendars by School Year ⓘ

All Previous Year Active Year Future Year

Filter Calendars by Status

All Enabled Disabled

DISPLAY OPTIONS TEMPLATE	CALENDAR (STRUCTURE)	STATUS	ENABLED TERMS
High School Template	25-26 Monroe High School SS	ENABLED	SS
	25-26 Monroe High School	ENABLED	Q1, Q2, Q3, Q4
Summer Access	26-27 Monroe High School ⓘ	ENABLED	No Terms Enabled
High School Future Year Scheduling			

Documents

✓ Student ✓ Parent

Enable Documents Tool

Note: If Documents is enabled, the Report Cards, Transcripts and configured Schedule reports display in the Documents tool if Available in Portal is selected in the Report Preferences.

Student Parent

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