Attendance Reporting

06/29/2026 10:07 am EDT

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:

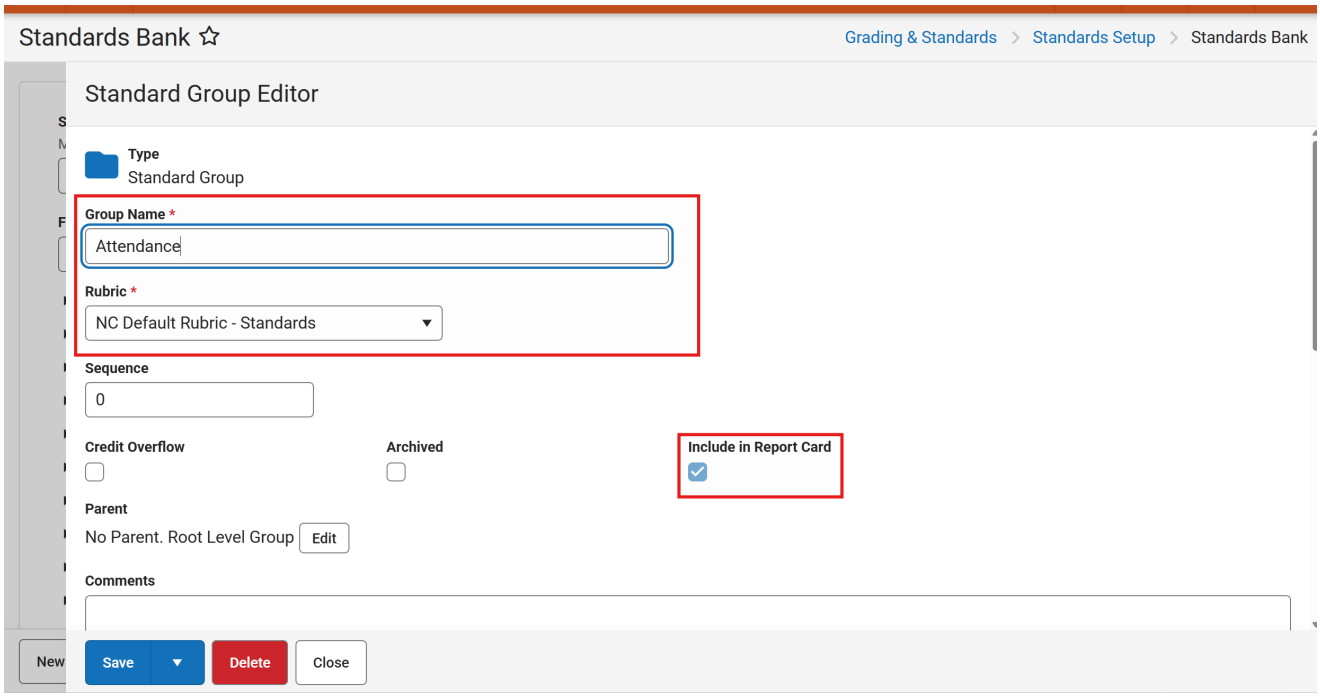
- Creating an Attendance Standard
- Creating the Report using the Report Card option in Report Setup
- Enabling the Documents in Portal Display Options

Create an Attendance Standard

Navigation: Menu > Grading & Standards > Standards Setup > Standards Bank

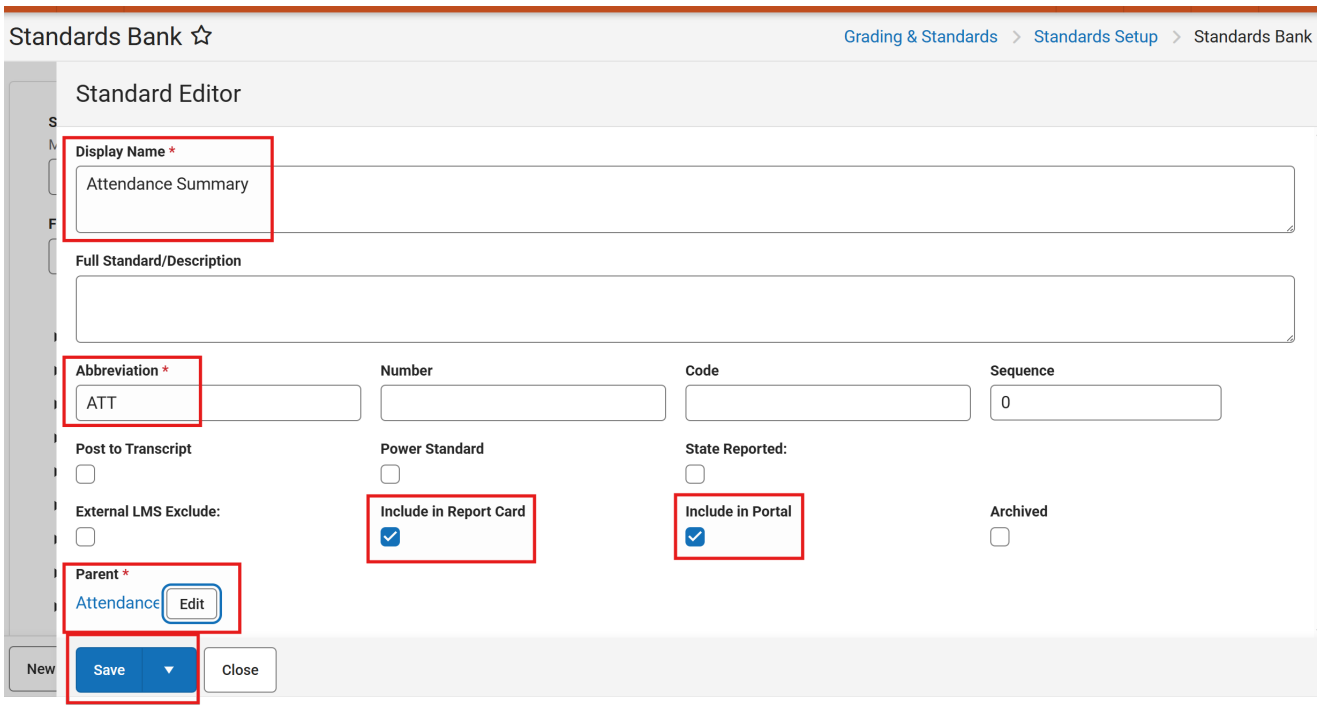
Create the Standards Group

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.**



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.**

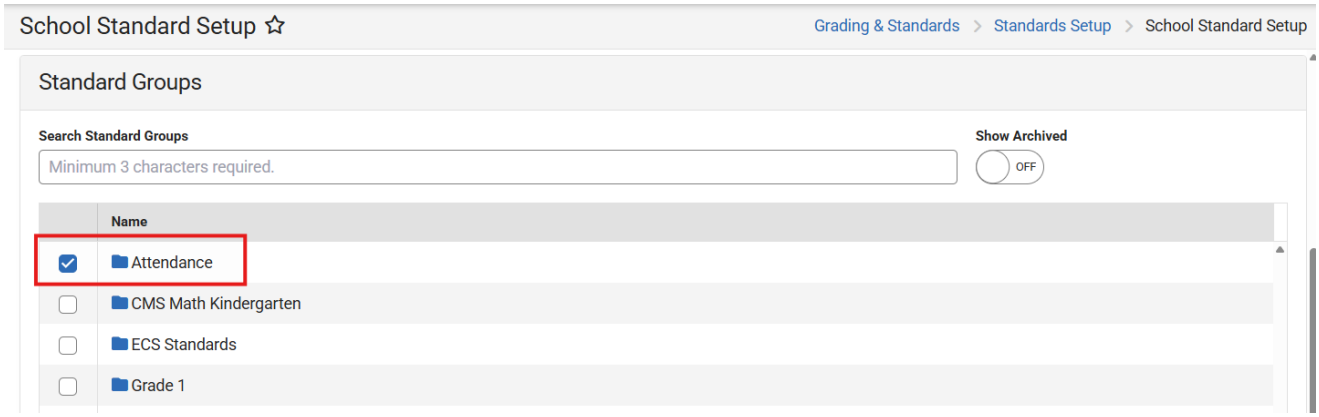


Attach the "Attendance" Group to each school

Navigation: Menu > Grading & Standards > Standards Setup > School Standard Setup

1. Select the checkbox next to the new **Attendance** standard group.
2. Click **Save.**

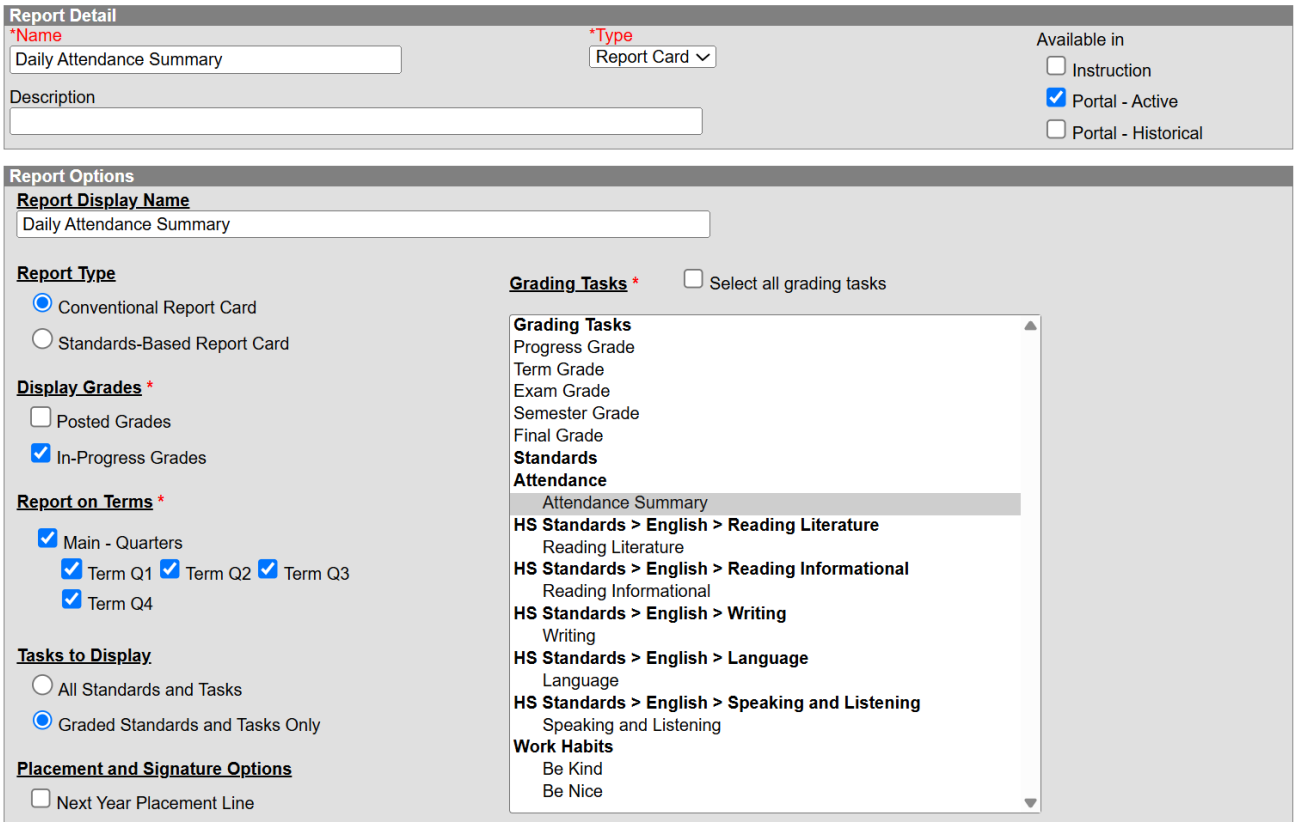
> This must be completed at each school where the report will be made available in the portal.

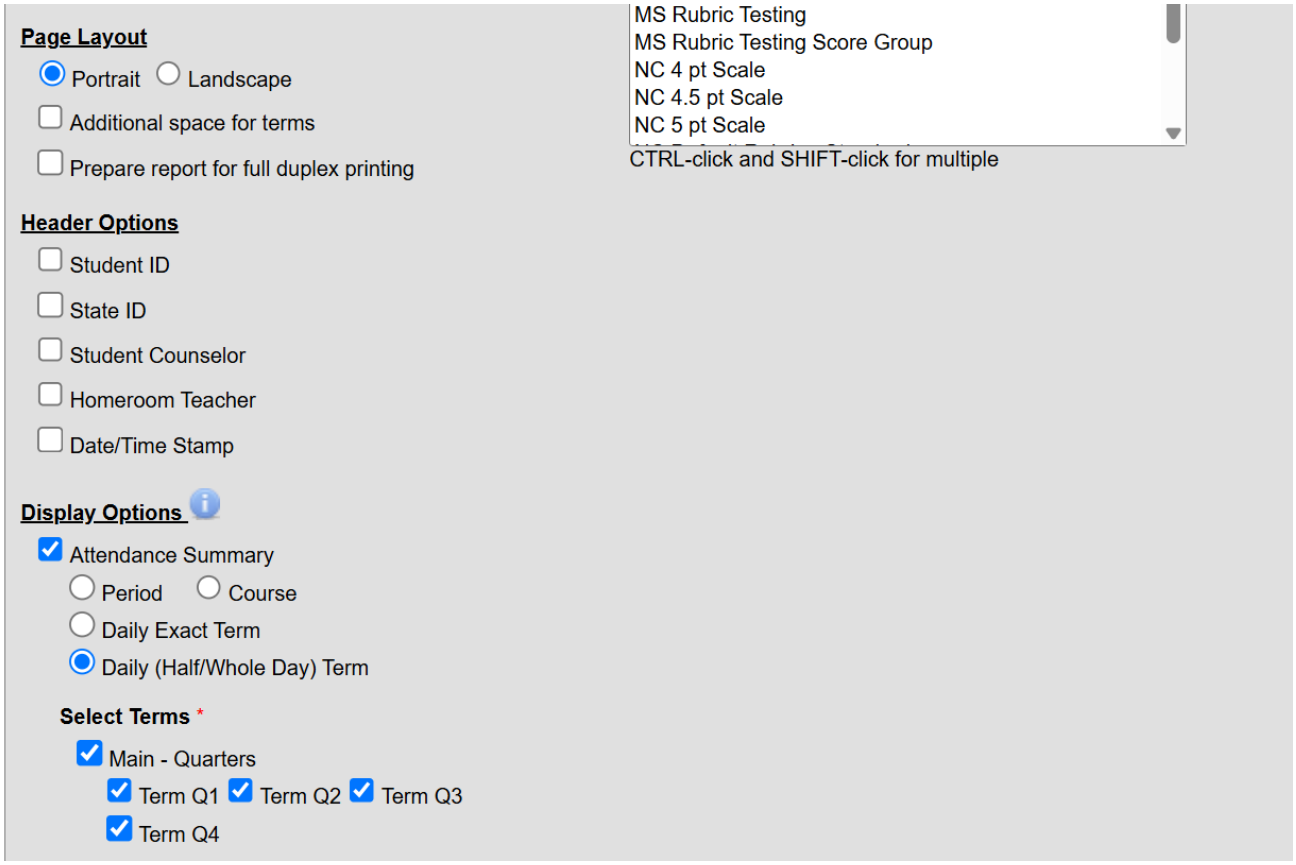


Create the Report

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.**



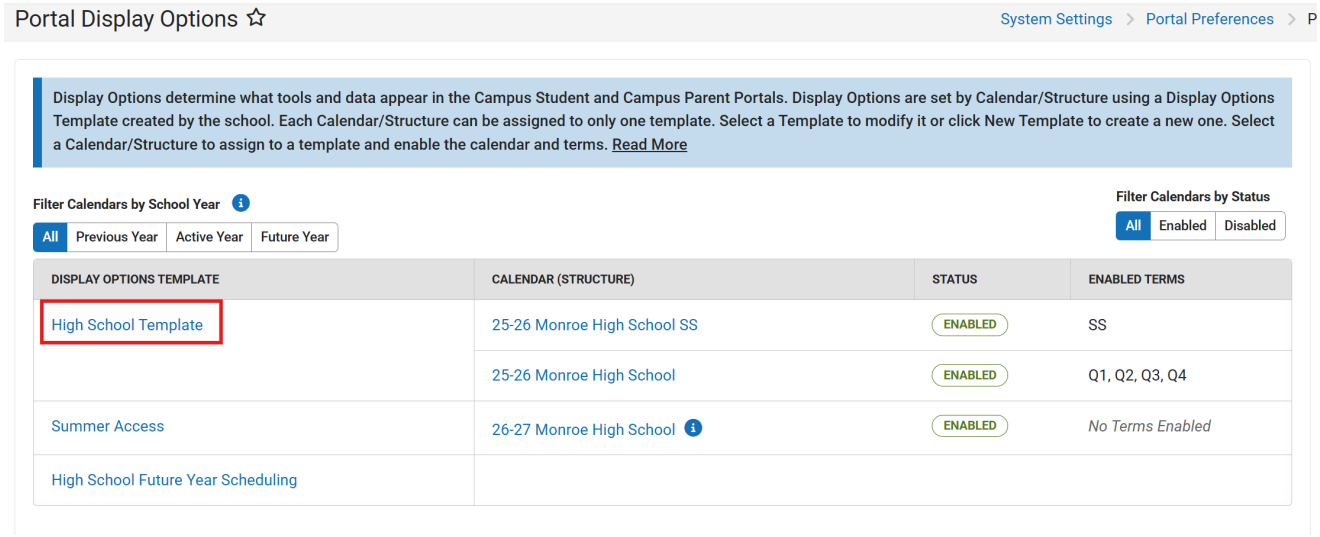


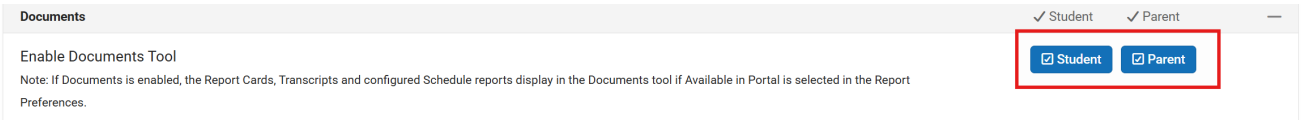
Portal Display Options

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.**





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