How to Run A Quick Attendance Report

-Choose Kiddo

-Click on Kiddo

-Click on Attendance Meeting Under Academics on the Left hand side

-Choose what you want from Filters at the top

-Choose your year

-Copy and Paste into word or Export using one of the buttons CSV/Excel/PDF

Done !

If student has transferred between schools and you are having trouble, call downtown and we can do it from the District Portal ☺