## How do I figure out students with Perfect Attendance for the year?

There is a Perfect Attendance Report available in Attendance System > Reports – Attendance.

For this report to be accurate you need to make sure your Attendance Codes are set correctly to be included in Perfect Attendance.

Go to Attendance System > Maintenance – Attendance > Attendance Codes to review your codes.

To figure out which codes should be set to Perfect Attendance = Yes, look at each code and ask yourself "should this code keep the student on the Perfect Attendance list $\hat{a} \in \square$ ? If so, set to Yes.

Daily "Presentâ€□ codes should be set to Yes <u>including</u> Tardy, Dismissed, Tardy/Dismissed Combination, and Exception codes such as Field Trip.

Daily "Absentâ€□ codes should be set to No.

The exception is that <u>ALL Period Attendance</u> codes, including Period Absent, need to be set to Yes. Missing one class is not typically counted against a student for Perfect Daily Attendance.

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Attendance -> FAQ -> How do I figure out students with Perfect Attendance for the year?