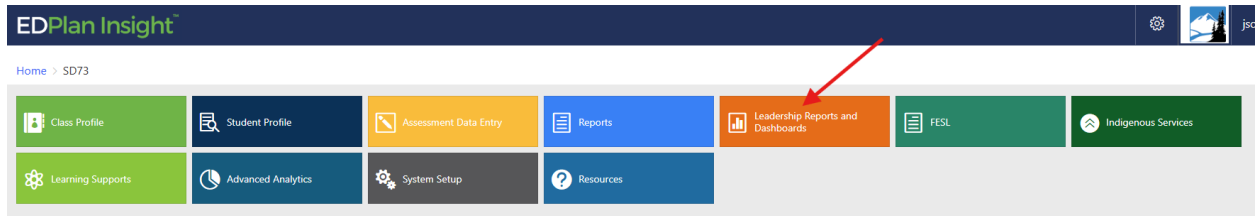


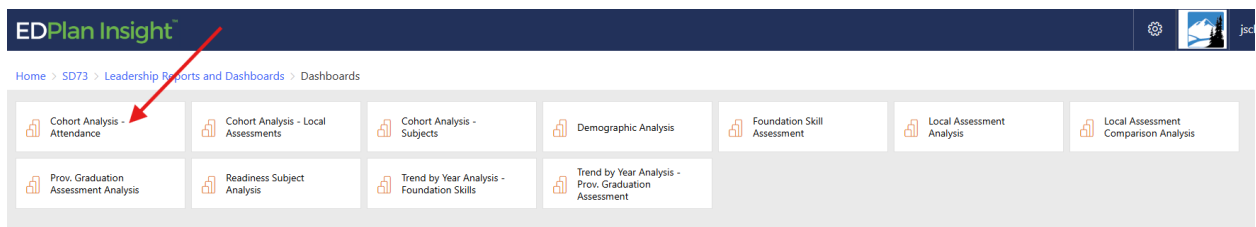
Attendance Report

To look at a students or group of student's attendance use the Dashboard Cohort Attendance, or the student profile.

First click on the Leadership Reports and Dashboards Tile in the home screen



Then click on **Dashboards** and then select the Cohort Analysis – Attendance tile



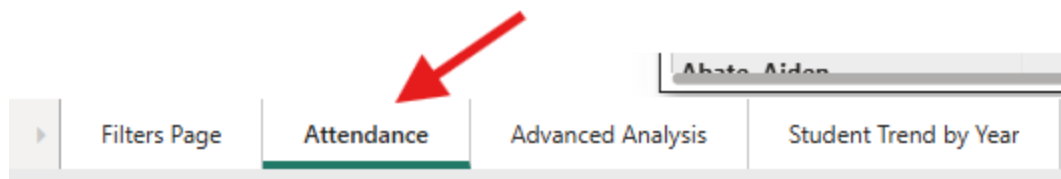
Use the filters to select the grade you wish to look at. For this example, use Absent, and current year.

Cohort Analysis - Attendance

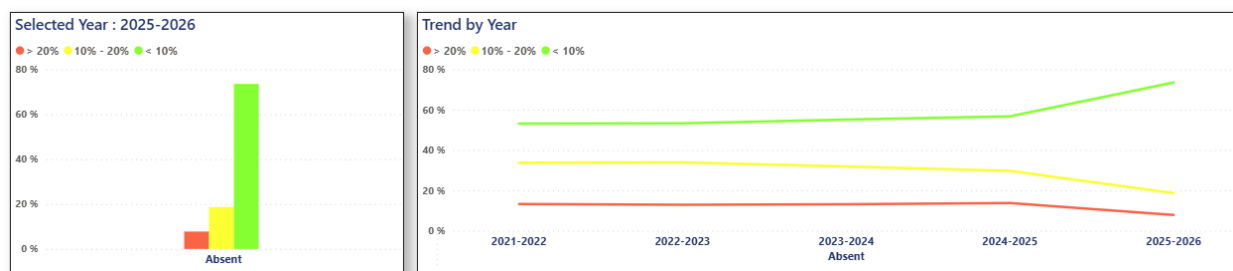
For each filter below, if No options are selected then by default All options within the filter criteria are selected.

Data Year <input checked="" type="radio"/> Current Year <input type="radio"/> 2024-2025 <input type="radio"/> 2023-2024 <input type="radio"/> 2022-2023 <input type="radio"/> 2021-2022 <input type="radio"/> 2020-2021 <input type="radio"/> 2019-2020 <input type="radio"/> 2018-2019 <input type="radio"/> 2017-2018 <input type="radio"/> 2016-2017 <input type="radio"/> 2015-2016 <input type="radio"/> 2014-2015 <input type="radio"/> 2013-2014	School Zone <input type="checkbox"/> Select all <input type="checkbox"/> Administrative Zones <input type="checkbox"/> Family of Schools	School <input type="checkbox"/> Select all <input type="checkbox"/> @KOOL <input type="checkbox"/> A E Perry Elementary <input type="checkbox"/> A E Perry StrongStart Centre <input type="checkbox"/> Aberdeen Elementary - Kamlo... <input type="checkbox"/> Arthur Hatton Elementary <input type="checkbox"/> Arthur Hatton StrongStart Cen... <input type="checkbox"/> Arthur Stevenson Elementary <input type="checkbox"/> Barriere Elementary <input type="checkbox"/> Barriere Secondary <input type="checkbox"/> Barriere StrongStart Centre <input type="checkbox"/> Beattie Elementary	Grade <input type="checkbox"/> Select all <input type="checkbox"/> EL <input type="checkbox"/> Kindergarten FT <input type="checkbox"/> Grade 01 <input type="checkbox"/> Grade 02 <input type="checkbox"/> Grade 03 <input type="checkbox"/> Grade 04 <input type="checkbox"/> Grade 05 <input type="checkbox"/> Grade 06 <input type="checkbox"/> Grade 07 <input type="checkbox"/> Grade 08 <input type="checkbox"/> Grade 09	French <input type="checkbox"/> Select all <input type="checkbox"/> Core French <input type="checkbox"/> Early French Immersion <input type="checkbox"/> Francisation <input type="checkbox"/> Late French Immersion <input type="checkbox"/> Non French Immersion <input type="checkbox"/> Programme Francophone	Gender <input type="checkbox"/> Select all <input type="checkbox"/> M <input type="checkbox"/> F Children In Care <input type="checkbox"/> Select all <input type="checkbox"/> Y <input type="checkbox"/> N
Indigenous <input type="checkbox"/> Select all <input type="checkbox"/> Indigenous <input type="checkbox"/> Non-Indigenous	Band <input type="checkbox"/> Select all <input type="checkbox"/> ?AKISQ/NUK <input type="checkbox"/> ADAMS LAKE <input type="checkbox"/> ASHCROFT <input type="checkbox"/> BONAPARTE <input type="checkbox"/> BOOTHROYD <input type="checkbox"/> BRIDGE RIVER <input type="checkbox"/> CAYOOSE CREEK <input type="checkbox"/> CHAWATHIL (HOPE) <input type="checkbox"/> Doig River <input type="checkbox"/> ESK'ETEMC (ALKALI LAKE) <input type="checkbox"/> GITWANGAK	Indigenous Ancestry <input type="checkbox"/> Select all <input type="checkbox"/> Inuit <input type="checkbox"/> Metis <input type="checkbox"/> Non-Status <input type="checkbox"/> Not Applicable <input type="checkbox"/> Status Off Reserve <input type="checkbox"/> Status On Reserve	Dis/Div Abil <input type="checkbox"/> Select all <input type="checkbox"/> IncEd <input type="checkbox"/> Non IncEd	IncEd Categories <input type="checkbox"/> Select all <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Deaf or Hard of Hearing <input type="checkbox"/> Deaf/Blind <input type="checkbox"/> Gifted <input type="checkbox"/> Intensive Behavior Interv... <input type="checkbox"/> Learning Disability <input type="checkbox"/> Mild Intellectual Disability <input type="checkbox"/> Moderate Behavior Supp... <input type="checkbox"/> Moderate to Profound In... <input type="checkbox"/> Non IncEd <input type="checkbox"/> Physical Disability or Chr...	Attendance <input checked="" type="radio"/> Absent <input type="radio"/> Late ELL <input type="checkbox"/> Select all <input type="checkbox"/> ELL <input type="checkbox"/> Non ELL

Now select the attendance tab at the bottom of the page

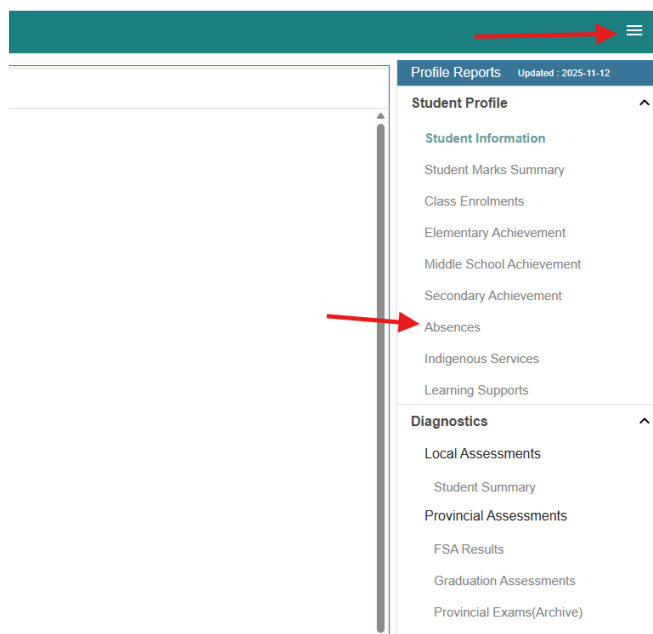


The following charts are visible, and you can click into the column chart to see more information. By clicking on the red column, the list of student names changes to just those students with attendance absences greater than 20%. You can download this list of names by using the three dots in the corner of the table, use export data, if you wish to create a spreadsheet with the data. The Advanced Analysis tab shows column charts for all subgroups, Indigenous, Inclusion, ELL, etc.



You can also click on any student's name and there is a hyperlink to the **student profile**. In the student profile you can see all historical attendance for this student. The Student Profile also has its own tile on the home screen (Dark Blue Tile).

Use the three bars on the right side of the page to navigate through the options.



Here is an example of the attendance by reason historical data that is available.

The absence statistics include both absence and late information. Values are presented in terms of the number of missed class periods unless otherwise indicated.

Absences by Reason

Reason	2025-2026	2024-2025	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018	Total
ParentGuardianExcuse	24	20	19	0	0	0	0	0	63
Absent	83	10	14	1	0	0	0	0	108
Illness	0	13	21	28	23	11	8	2	106
Late	0	5	3	8	0	2	0	0	18
School Authorized	0	0	4	0	0	0	0	0	4
Alternate Program	126	0	0	0	0	0	0	0	126
Parent Contact	0	0	0	6	18	4	1	0	29
Unknown	0	0	0	6	0	5	0	0	11
Medical/Dental	0	0	0	0	4	0	0	0	4
Parent Excused	0	0	0	3	0	0	0	0	3
Total	233	48	61	52	45	22	9	2	472