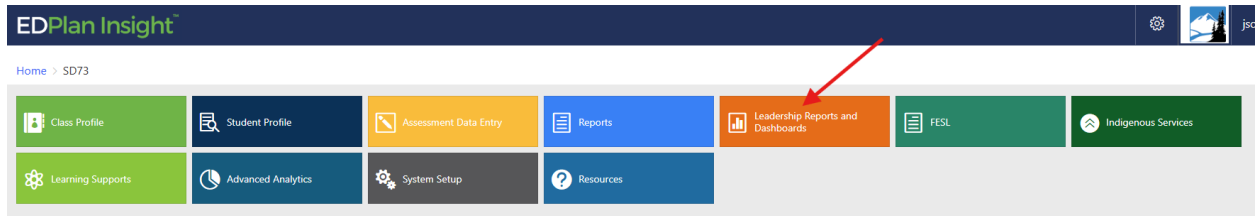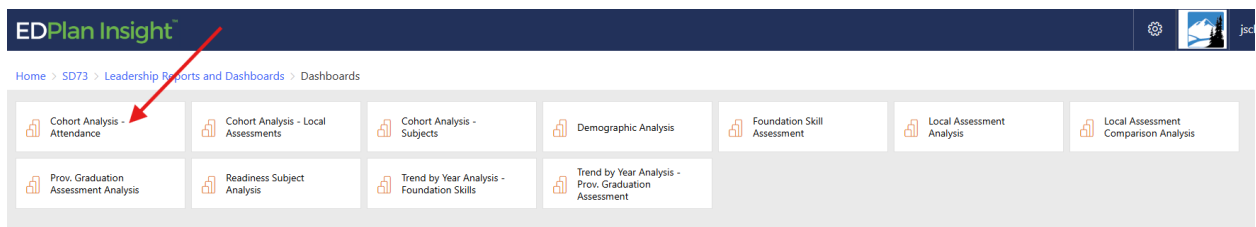# Attendance Report

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

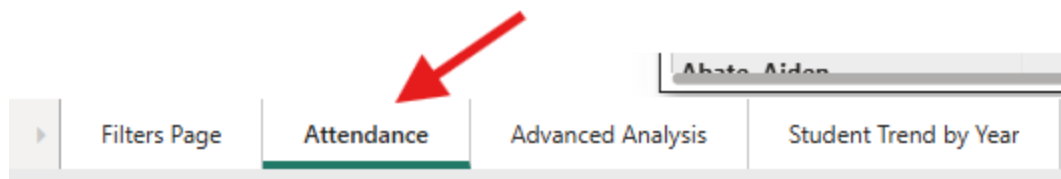Then click on **Dashboards** and then select the Cohort Analysis – Attendance tile

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


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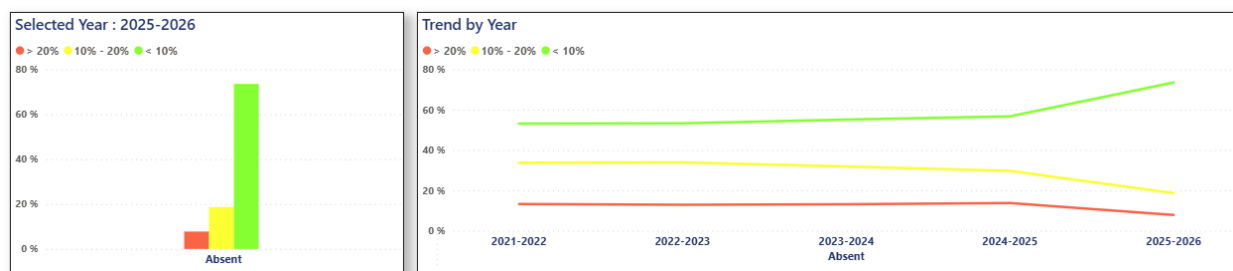
You can also click on any student's name and there is a hyperlink to the **student profile**. In the student profile you can see all historical attendance for this student. The Student Profile also has its own tile on the home screen (Dark Blue Tile).

Use the three bars on the right side of the page to navigate through the options.
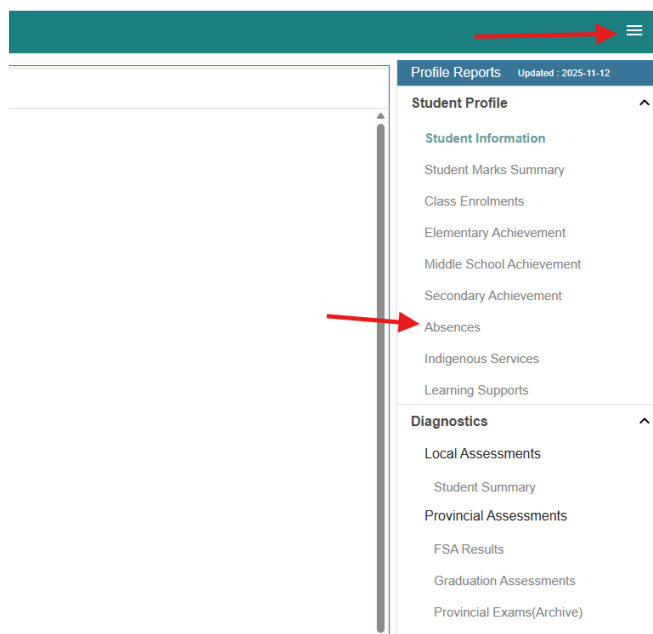
Here is an example of the attendance by reason historical data that is available.

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**

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