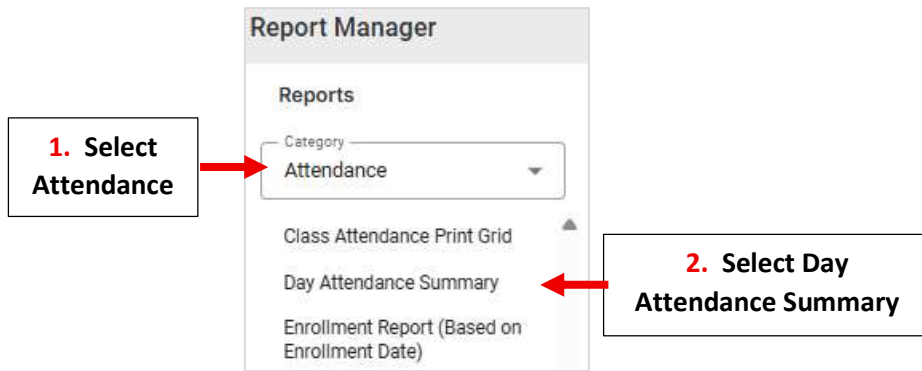
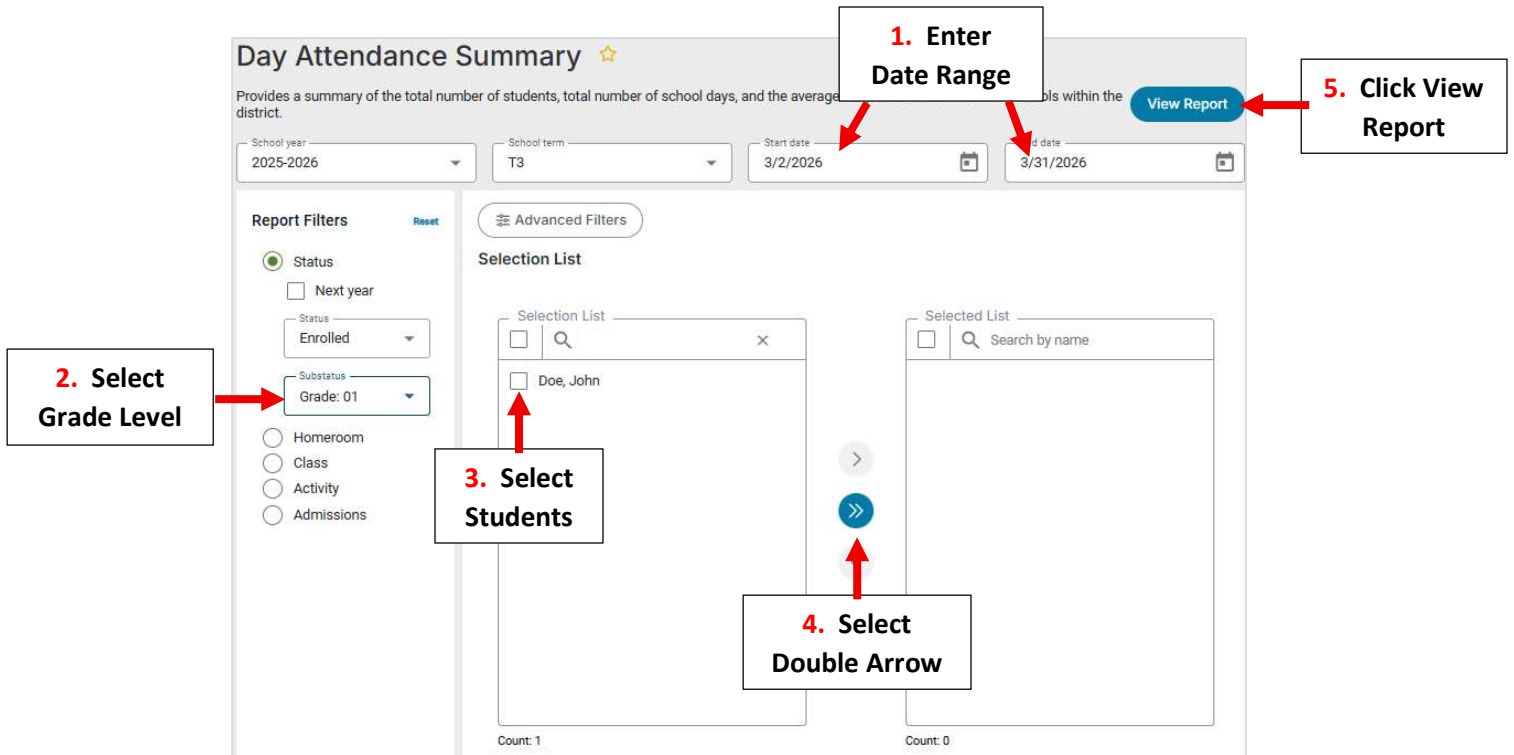


# Monthly Homeroom Attendance Report in FACTS SIS

Once logged into FACTS please select **Reports > Report Manager > Attendance > Day Attendance Summary**



Enter **Date Range** for the Month and Select **Grade Level**. Select **Students** from Filter List and Click **Select Double Arrow** to move all Students to Selected List. Click **View Report**



Results will now display. **\*\*Please Print (Ctrl + P) or Save as PDF for Each Homeroom for Each Month\*\***  
**\*\*IMPORTANT\*\* Reports need to be Run for Each Month of School Year by Homeroom \*\***

Day Attendance Summary																															
Name	Grade	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Days	P	A	T			
	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	0			
	01	P	P	P			P	P	P	P	A			P	P	P	P	P			P	P	P	P	17	16	1	0			
	01	P	P	P			P	P	P	P	P			P	P	T	P	P			T	P	P	P	17	17	0	2			
	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	0			
	01	P	P	P			P	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	0			
	01	P	P	P			T	P	P	P	P			P	P	P	P	P			P	P	P	P	17	17	0	1			
		6	6	6			6	6	6	6	5			6	6	6	6	6			6	6	6	6	102	101	1	3			
<b>Total Students: 6</b> <b>School Days: 17</b> <b>Average Daily Attendance (total present/number of days with attendance): 5.9</b> <b>Percent Present (total present/total attendance marks taken): 99.02%</b>																															