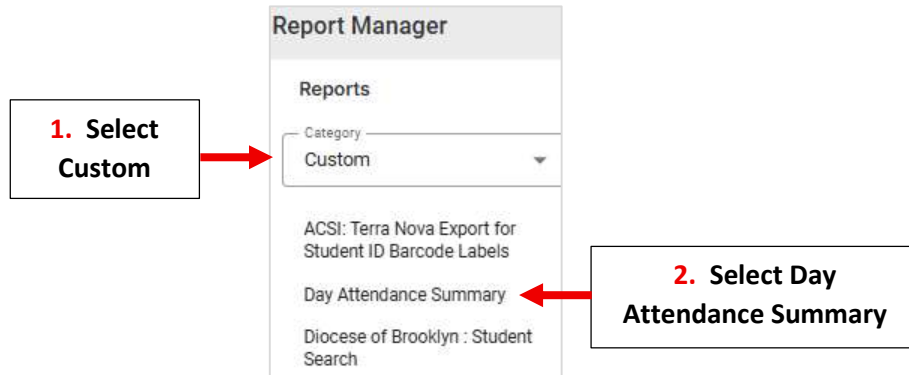


Monthly Homeroom Attendance for Withdrawn Students

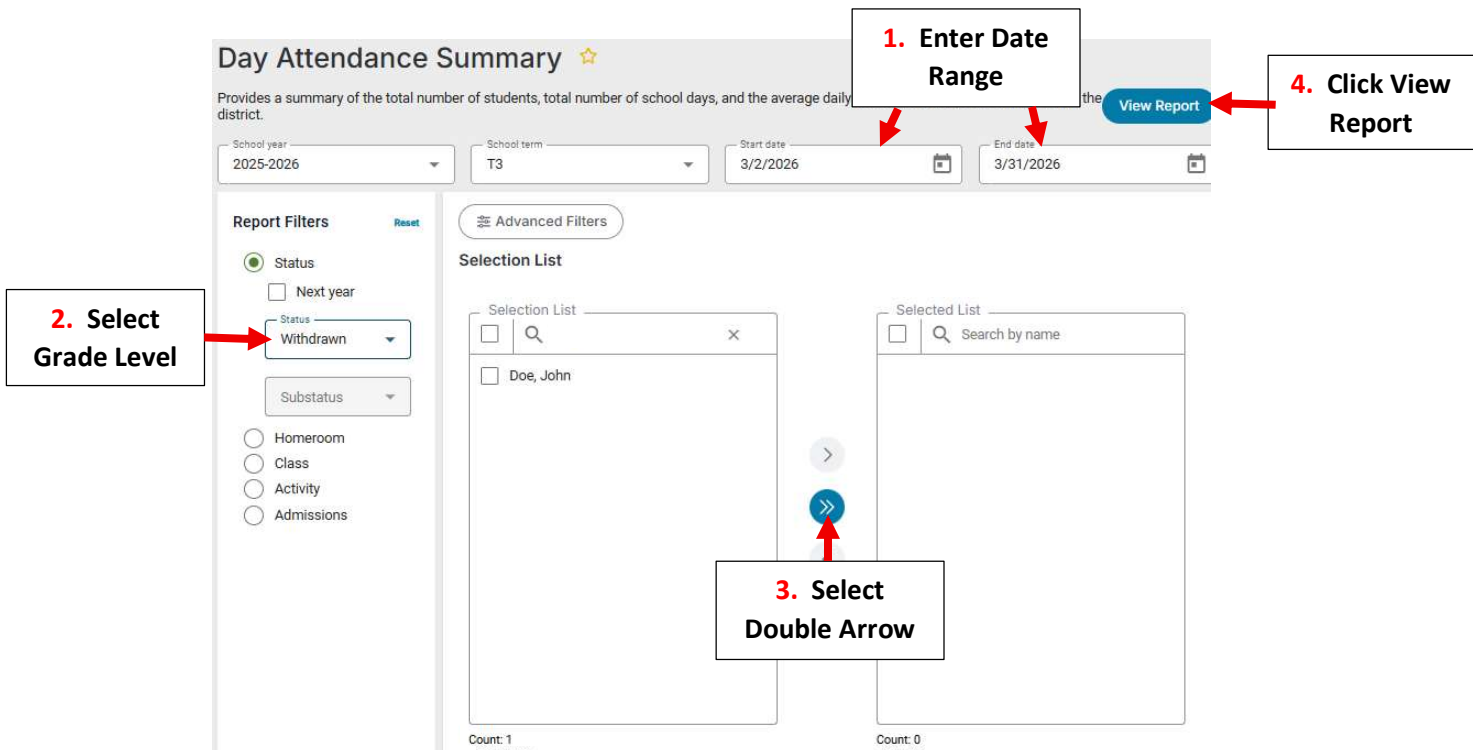
****Please Note the following****

1. Attendance Reports Must be Completed Prior to Running End of Year Progression
2. Currently Enrolled Students - Reports need to be Run for Each Month of School Year by Homeroom
3. Withdrawn Students – Reports need to be Run for Each Month of School Year

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



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



Results will now display. ****Please Print (Cntrl + 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

Date: 03/02/2026 - 03/31/2026

Name	Grade	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Days	P	A	T
Shannon, Thomas		A	A	A	A	A				A	A	A	A		A	A	A	A	A				A	A	A	A	A		A	A	21	0	21	0	
																	21	0	21	0															

Total Students: 1

School Days: 21

Average Daily Attendance (total present/number of days with attendance): 0.0

Percent Present (total present/total attendance marks taken): 0.00%