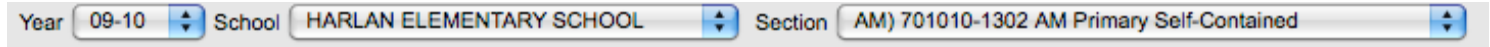


## Step By Step Instructions

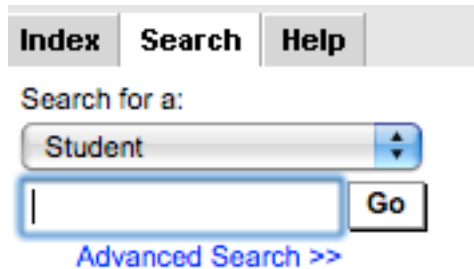
### Attendance data for Report Cards

1. Login to Infinite Campus.
2. Ensure that you have the correct year/school/section selected at the top of the screen:



Year 09-10 School HARLAN ELEMENTARY SCHOOL Section (AM) 701010-1302 AM Primary Self-Contained

3. On the left hand side, click the tab titled SEARCH.
4. Make sure the drop down menu is on Student. DO NOT PUT ANY INFORMATION IN THE FIELD NEXT TO GO. LEAVE IT BLANK.
5. Click the Go Button. This will return a list of all of your students in your homeroom. The list will be on the left hand side of the screen.



Index Search Help

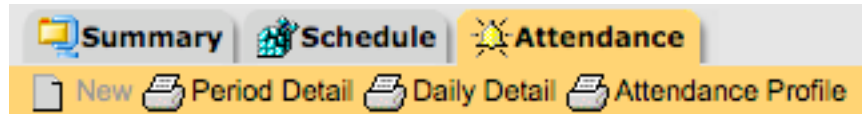
Search for a:

Student

Go

[Advanced Search >>](#)

6. Click on the first student in your list.
7. On the right hand side click on the Attendance tab.
8. Click on the Attendance Profile link to generate a report that will detail the student's attendance record.



Summary Schedule Attendance

New Period Detail Daily Detail Attendance Profile

9. When the report is generated you can print or preview it to get your data.
10. Looking at the Student Attendance Profile Detail section, you can look at the appropriate term to determine the % of Days absent. Simply subtract that number from the Total number of days in the Quarter/term. (You can get the total number of days in each term from the School Counselor.)
11. Repeat for each student.

You can also look at the column titled Action Code to determine the number of Tardies for a particular quarter/term.

**Accumulative Attendance Detail is summary data for the entire year.**