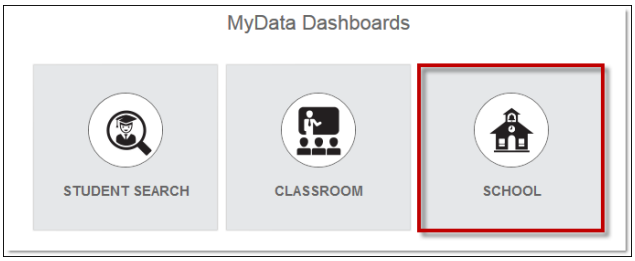
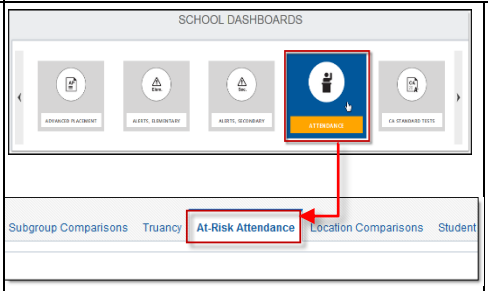
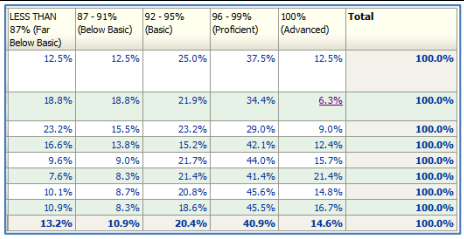
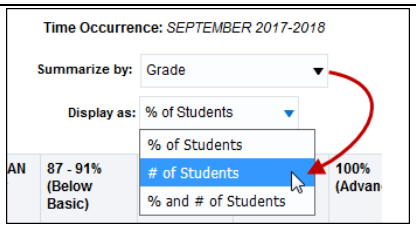
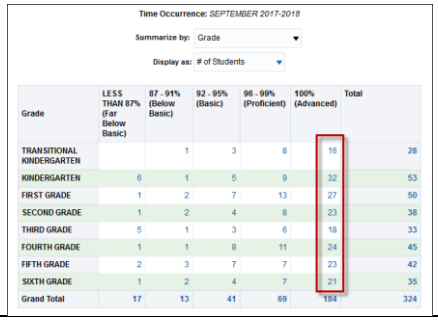
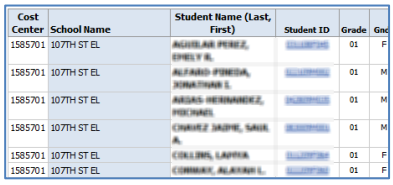
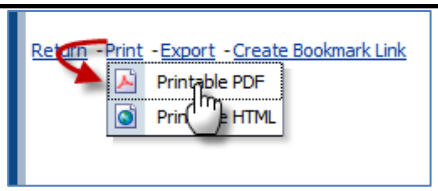
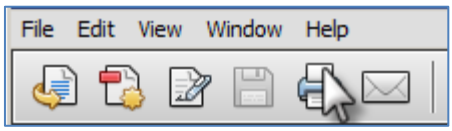
How can I find students at my school who have 100% attendance? What about those who have poor attendance?

Step #	Step	Icon/Link	Comments
1.	At the **MyData** Landing Page Dashboards, click on **School**.		
2.	From the **School Dashboards** menu bar**,** select **Attendance.** At the top of the next screen, click **At-Risk Attendance** tab**.**		After clicking **Attendance** from School Dashboards, you will see the **MyData Attendance Landing Page** which describes the uses of the various attendance reports.
3.	The report will display the percentages of students who fall into various attendance rates.		Attendance ranges have been created, and corresponding labels have been assigned. Although the labels may be similar to the CST performance levels, this attendance report is not associated with CST results.
4.	To change the view from **% of Students** to **# of Students**, click the down arrow in the **Display as:** field and select **# of Students**		The report will now display how many students are in each attendance category, instead of the percentage.
5.	To view students in each grade with 100% attendance, click on the numbers in the "**100% (Advanced)**" column. (To view students with the poorest attendance, click the numbers in the "**Less Than 87%**" attendance.)		This will display the student names.
6.	The report will display the student names and their attendance rates in the **Attend Rate** column.		

7.	To print this report, click on the **Print** link on the lower left corner of the report then click **Printable PDF.**		
8.	Click the printer icon from the Adobe toolbar and follow the instructions from the print dialog box of your printer.		Close the Adobe Acrobat window after the report has printed.
9.	To return to the summary report, click the **Return** link from the bottom left of the detail report.		