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

Step #	Step	lcon/Link	Comments
1.	At the MyData Landing Page Dashboards, click on School .	MyData Dashbo STUDENT SEARCH	oards
2.	From the School Dashboards menu bar, select Attendance. At the top of the next screen, click At-Risk Attendance tab.	Subgroup Comparisons Truancy At-Risk Attendance to cation Comparisons Student	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.	LESS THAN 87% (Par below Basic) 82 - 95% (Basic) 96 - 99% (Proficent) 100% (Advanced) Total 12.5% 12.5% 25.0% 37.5% 12.5% 100.0% 18.8% 18.8% 21.9% 34.4% 6.25% 100.0% 18.8% 18.8% 21.9% 34.4% 6.25% 100.0% 16.5% 13.8% 15.2% 42.1% 12.4% 100.0% 9.6% 9.0% 21.7% 44.1% 12.4% 100.0% 10.1% 8.7% 20.9% 45.5% 14.8% 100.0% 10.1% 8.7% 20.4% 45.5% 14.6% 100.0% 13.2% 10.9% 20.4% 40.9% 14.6% 100.0%	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	Time Occurrence: SEPTEMBER 2017-2018 Summarize by: Grade Display as: % of Students % of Students % of Students AN 87 - 91% # of Students (Below Basic) % on # of Students (Advan	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.)	Time Occurrence: SEPTEMBER 2017-2018 Summare by: Grade Image: Grade Grade TRANSTICIONE Grade Elss: frage Grade Formation TRANSTICIONER Basic) Basic) Proficient Generation TRANSTICIONER Elss: frage Basic) Proficient Generation TRANSTICIONER 1 3 0 15 28 TRANSTICIONER 1 0 9 32 63 TRANSTICIONER 1 0 9 32 63 TRANSTICIONER 1 0 9 32 63 TRANSTICIONERATION 1 0 13 24 45 FIFTH GRADE 1 0 11 24 45 FIFTH GRADE 1 2 4 7 23 42 Structure Manuel 17 13 44 16 324	This will display the student names.
б.	student names and their attendance rates in the Attend Rate column.	Cost Student Hame (Last, First) Student D arcs Grad Grad 188701 107H ST EL Anna Ar Hall Student D arcs 01 F 188701 107H ST EL Anna Ar Hall Student D arcs 01 M 188701 107H ST EL Anna Ar Hall Student D arcs 01 M 188701 107H ST EL Anna Ar Hall Student D arcs 01 M 188701 107H ST EL Anna Ar Hall Student D arcs 01 M 188701 107H ST EL Anna Ar Hall Student D arcs 01 M 188701 107H ST EL Call Mark, Anna Ar Hall Student D arcs 01 F 188701 107H ST EL Call Mark, Anna Ar Hall Student D arcs 01 F 188701 107H ST EL Call Mark, Anna Ar Hall Student D arcs 01 F	



MyDat	а	Attendance Reports	
7.	To print this report, click on the Print link on the lower left corner of the report then click Printable PDF.	Rean Print - Export - Create Bookmark Link	
8.	Click the printer icon from the Adobe toolbar and follow the instructions from the print dialog box of your printer.	File Edit View Window Help	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.	Return - Print - Export - Create Bookmark Link	

