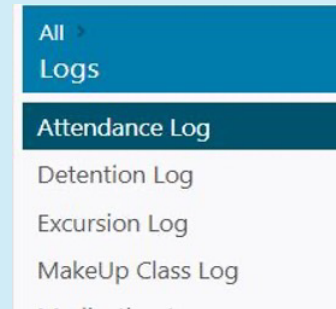
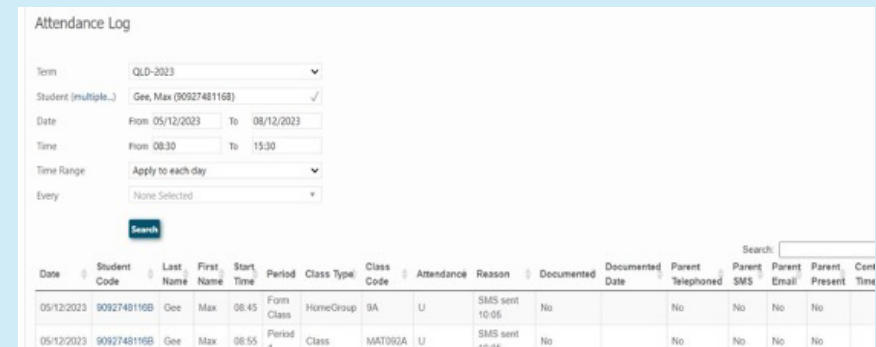


Get student attendance logs

1. • Go to **Logs** then **Attendance Logs**



2. • Fill in the form with the **Student's** name, the **Date** Range and then click **Search**
TIP 1: To get multiple students' attendance logs, check the box for **Multiple Student** and go through the steps to Search and Select multiple Students



A screenshot of the 'Attendance Log' search form and results table. The form includes fields for 'Item' (QLD-2023), 'Student (multiple...)' (Gee, Max (90927481168) with a checked box), 'Date' (From 05/12/2023 To 08/12/2023), 'Time' (From 08:30 To 15:30), 'Time Range' (Apply to each day), and 'Every' (None Selected). A 'Search' button is located below the form. The results table below shows two rows of data for student 'Gee, Max' on 05/12/2023.

Date	Student Code	Last Name	First Name	Start Time	Period	Class Type	Class Code	Attendance	Reason	Documented	Documented Date	Parent Telephoned	Parent SMS	Parent Email	Parent Present	Cont Time
05/12/2023	9092748116B	Gee	Max	08:45	Form Class	HomeGroup	9A	U	SMS sent 10:05	No		No	No	No	No	
05/12/2023	9092748116B	Gee	Max	08:55	Period	Class	MAT900A	U	SMS sent 10:05	No		No	No	No	No	