

75% Attendance Report

1. The Refresh Premier Attendance Views Data function should be run prior to running this report to ensure the most accurate data calculations. The Refresh Attendance Views Data function can be found at: Start Page > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data.
2. Data and Reporting / Reports / Compliance Reports / Michigan Reports / MI 75% Membership: Follow example in screenshot below:

Enter the first day of School

Enter Count Day

Report Parameters (Check box on the right to save as default value) Select All ▾

Start Date*

End Date*

Select schools to export.* Ensure your bldg is selected

Current Student Selection* The Selected 55 Students Only All Students

Scheduling

Please select when to run

Run Now Schedule

Your report will look like the example below:

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Roosevelt Elementary School
 Start Date: 09/05/2023 End Date: 10/04/2023

If Enrolled, Absent, Present and Percent Present are all zeros for a specific date and the calendar type is not MI Forgiven Day, check the calendar setup for missing information on that date. Verify that it is a valid date of instruction and that students are enrolled in classes. The Type and Note columns are only valid for the schools, these columns will be empty on the totals page.

Report Date	Enrolled	Absent	Present	Percent Present	Type	Note
09/05/2023	0	0	0	0.000%	Half Day	First Student Day (1/2 Day EL/
09/06/2023	0	0	0	0.000%	In Session	
09/07/2023	0	0	0	0.000%	In Session	
09/08/2023	0	0	0	0.000%	In Session	
09/11/2023	0	0	0	0.000%	In Session	
09/12/2023	0	0	0	0.000%	In Session	
09/13/2023	0	0	0	0.000%	In Session	
09/14/2023	0	0	0	0.000%	In Session	
09/15/2023	0	0	0	0.000%	In Session	
09/18/2023	0	0	0	0.000%	In Session	
09/19/2023	0	0	0	0.000%	In Session	
09/20/2023	0	0	0	0.000%	In Session	
09/21/2023	0	0	0	0.000%	In Session	
09/22/2023	0	0	0	0.000%	In Session	
09/25/2023	0	0	0	0.000%	In Session	
09/26/2023	0	0	0	0.000%	In Session	
09/27/2023	0	0	0	0.000%	In Session	Early Release
09/28/2023	0	0	0	0.000%	In Session	
09/29/2023	0	0	0	0.000%	In Session	
10/02/2023	0	0	0	0.000%	In Session	
10/03/2023	0	0	0	0.000%	In Session	
10/04/2023	0	0	0	0.000%	In Session	

Total Number of Days: 22

Signature: _____ Date: _____

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