

## Perform an Attendance Inquiry

An Attendance Inquiry displays a calendar view of the selected individual's attendance for a specific month. Attendance totals for the month, as well as overall attendance totals, display to the right of the calendar. Additionally, if you applied attendance reason codes while taking attendance, the reason code displays when you click on the date the individual was absent.

You can perform an attendance inquiry to check school attendance for any of your staff, including teachers.

### ▼ [To perform an Attendance Inquiry](#)

1. On the Home screen, click **Staff** or **Teachers**.
2. Double-click an individual's record.
3. Click the **Staff** or **Teacher** tab.
4. Click **Inquiry**.

You can perform an attendance inquiry to check school attendance for a student.

### ▼ [To perform an Attendance Inquiry](#)

1. On the Home screen, click **Students**.
2. Double-click a student's record.
3. Click the **Student** tab.
4. In the School Attendance section, click **Inquiry**.