

# Weekly Attendance + Meal Count Report

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CST

The Weekly Attendance + Meal Count report lists weekly attendance and meal counts for your center. Note that attendance for one (1) year-olds is underlined and in bold. This provides a quick visual reference as to how many children are in the one year-old age group, since this age group must be served whole milk.

**Required Permissions:** You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Attendance + Meal Count reports.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
  - **Category:** Meals & Attendance
  - **Report:** Weekly Attendance + Meal Count Report
  - **Date:** The user can select a start date for the report. The report will generate for that week.
  - **Report Span:** Select Single Week or Entire Month.
  - **Classroom:** Select a specific classroom or All Classrooms.
3. Click **Run**. A PDF downloads.

**Note:** When you serve in "**split shifts**" or "**second servings**", all meals served at the second service time will show up on this report with a "**2**" instead of an "**x**".