

# Monthly Paid Attendance Only Report

Last Modified on 09/17/2020 8:57 am CDT

The Monthly Paid Attendance report lists paid attendance for a selected claim month, as well as classroom totals.

**Required Permissions:** You must have the **Meal & Attendance (Reports)** permission enabled on your account to print the Monthly Paid Attendance Only report.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
  - o **Category:** Meals & Attendance
  - o **Report:** Monthly Paid Attendance Only
  - o **Month:** Select the claim month.
3. Click **Run**. A PDF downloads.

