Daily Attendance + Meal Count Report

The Daily Attendance + Meal Count report is a worksheet you can use to record daily attendance and meal counts. A space for parent signatures is included on this worksheet.

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:** Daily Attendance + Meal Count Report
   - **From/To:** Select a start and end date for the report.
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".**