

Monthly Claimed Attendance Only Report

Last Modified on 09/17/2020 8:45 am CDT

The Monthly Claimed Attendance Only report includes claimed attendance for the selected claim month.

Required Permissions: You must have the **Meal & Attendance (Reports)** permission enabled on your account to print the Monthly Claimed 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 Claimed Attendance Only
 - o **Month:** Select the claim month.
3. Click **Run**. A PDF downloads.

