Weekly Paid Attendance + Meal Counts Report

The Weekly Paid Attendance + Meal Counts report lists weekly attendance, broken down by attendance and meal.

> **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 Paid 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.