

# Attendance Reports

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The following Attendance reports are available. This list is not comprehensive. To access these reports, click the **Reports** menu, select **Attendance**, and then select the appropriate report.

- **Weekly Attendance + Meal Count Report:** This report lists weekly attendance and meal counts for multiple center or a specific center (according to how you filtered the report). 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.
- **Daily Attendance + Meal Count Report:** This is a worksheet that can be used to record daily attendance and meal counts. This includes a space for parents to sign off on each day. Centers can also print this report in their version of Minute Menu CX.
- **Blank Attendance + Served Meals Worksheet:** This is the same report as the Weekly Attendance + Daily Meal Count Worksheet, only it does not list any children. Centers can also print this report in their version of Minute Menu CX.
- **Monthly Claimed Attendance Only Report:** This report includes claimed attendance for the selected claim month. Centers can also print this report in their version of Minute Menu CX.
- **Monthly Claimed Meal Count Summary/Monthly Claimed Meal Count Summary ARAS:** These reports list the total number of meals claimed for a selected claim month. Centers can also print these reports in their version of Minute Menu CX.
- **Monthly Paid Attendance Only:** This report lists paid attendance for a selected claim month. It also includes classroom totals. Centers can also print this report in their version of Minute Menu CX.
- **Monthly Paid Meal Counts by Age Group:** This report lists paid meal counts for a selected claim month by age group. It also includes totals for each age group. Centers can also print this report in their version of Minute Menu CX.
- **Monthly Paid Meal Counts by Child:** This report lists paid meal counts for a selected claim month by child. It includes totals for Free/Reduced/Paid meals, as well as At Risk Totals. Centers can also print this report in their version of Minute Menu CX.
- **Monthly Paid Meal Count Summary:** This report lists all paid meals for a selected claim month. It is broken down by meal type.
- **Weekly Paid Attendance + Meal Counts:** This report lists weekly attendance, broken down by attendance and meal. Centers can also print this report in their version of Minute Menu CX.
- **Estimated Meal Count Summary:** This report lists estimated meal counts for a selected month.
- **Monthly Paid Attendance Only:** This report lists paid attendance for a selected claim month. It also includes classroom totals. Centers can also print this report in their version of Minute Menu CX.
- **Actual vs Estimate Meal Count Summary:** This report compares actual meal counts with the estimated meal counts, broken down by meal. Centers can also print this report in their version of Minute Menu CX.
- **In/Out Times Daily Report:** This report lists all child in/out times for the selected day. It also includes meal counts for each child. Centers can also print this report in their version of Minute Menu CX.

- **In/Out Times Weekly Report:** This report lists all child in/out times for the selected week. It also includes meal counts for each child. Centers can also print this report in their version of Minute Menu CX.
- **Daily FRP Report:** This report provides a Free, Reduced, and Paid breakdown of all meals claimed each day in the selected claim month.