What report can I use to see if my school's attendance is improving over the months? Can I compare my monthly attendance this year vs. last year?

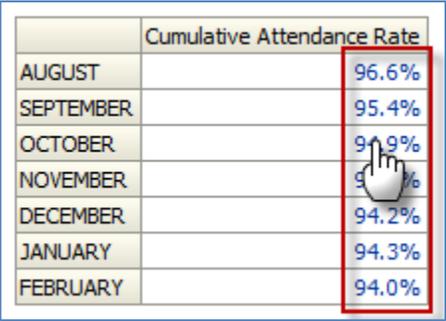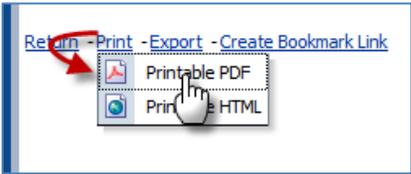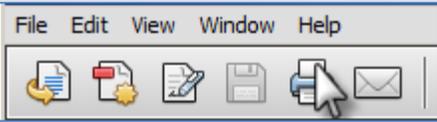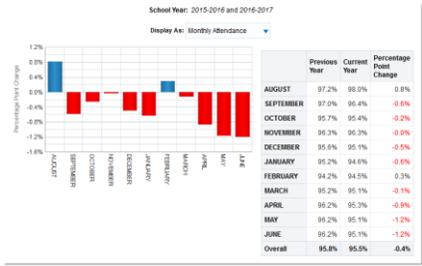| Step #	Step	Icon/Link	Comments
1.	At the **MyData** landing page Dashboards, click on **School**.		
2.	From the **School Dashboards** menu bar, select **Attendance.** At the top of the next screen, click on **Month-to-Month Comparisons** tab.		After clicking **Attendance** from School Dashboards, you will see the **MyData Attendance Landing Page** which describes the uses of the various attendance reports.
3.	The report will display the school's cumulative attendance rate by month.		Cumulative attendance means the attendance for that month represents year-to-date attendance (school year). *(e.g., December attendance includes attendance from July to December.)*
4.	To change from cumulative to monthly attendance, click the down arrow in the **Display As**: field and select **Monthly Attendance**		Monthly attendance represents attendance only for the days of that month, without regard to the other months.
5.	To view individual student attendance for each month, click on the percentages in the **Cumulative Attendance Rate** column.		
6.	The report will display with the student names, and the attendance rate by MTD (Month-to-Date) and YTD (Year-to-Date).		
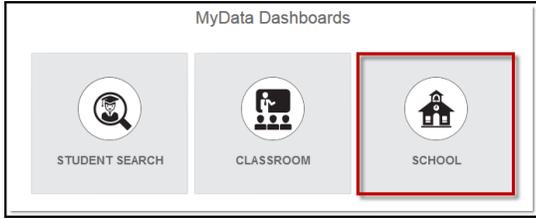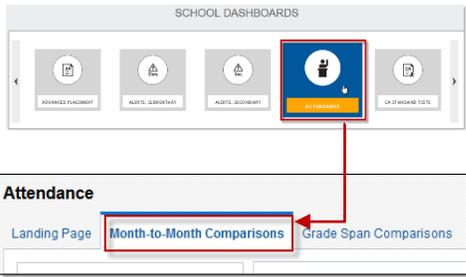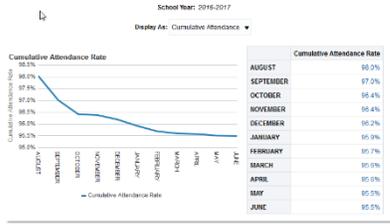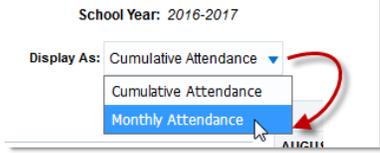
7.	To print this report, click on the **Print** link on the lower left corner of the report then click **Printable PDF.**		
8.	Click the **printer** icon from the Adobe toolbar and follow the instructions from the print dialog box of your printer.		Close the Adobe Acrobat window after the report has printed.
9.	To return to the summary report, click the **Return** link from the bottom left of the detail report.		
10	To compare this year's attendance to last year's attendance in monthly view, use the **Month-to-Month Attendance, Two Year Comparison** report, which is the bottom report on the same page.		This report will display two years of attendance by month, and calculates the difference. If attendance declined from the previous year, the % change will reflect as a red value in both the graph and the table.