This report calculates Whole Day & Half Day attendance based off the number of minutes defined in the calendar, and sums and filters the totals based on the report options below.

**Step 4 through 8**

- **Step 4:** Choose All Students
- **Step 5:** Select 9/2/14 for the "start date" and then select the current date for the "end date."
- **Step 6:** Enter 9 days as the minimum and then enter 16 days as the maximum.
- **Step 7:** Choose Daily Approximation
- **Step 8:** Click to create report.