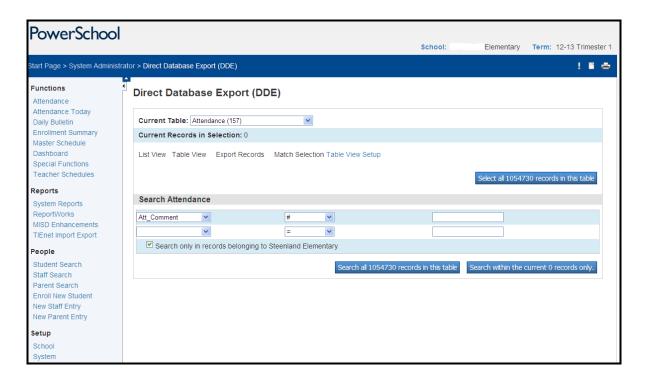# Printing Attendance Comments

From **System>DDE>** select the **Attendance table**
Search Attendance: select **Att_Comment** and the comparator is **#** (which means unequal) and leave the line blank which should give us all the comments that are not blank
Check the box to search only in your school
Search all xxxxxx records

The search has given us 5 records
Select **Export Records**
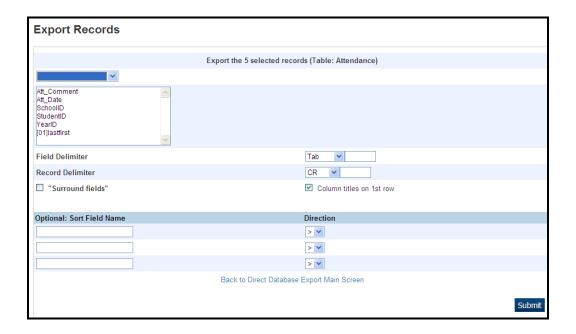Select the following fields from the drop down:

Att_Comment
Att_Date
SchoolID
StudentID
YearID
Then you will need to key in:
[01]lastfirst   which will give you the name of the student from the Students table

Export Records

	Export the 5 selected records (Table: Attendance)

Att_Comment
Att_Date
SchoolID
StudentID
YearID
[01]lastfirst

Field Delimiter	Tab
Record Delimiter	CR

☐ "Surround fields"   ☑ Column titles on 1st row

Optional: Sort Field Name	Direction
	>
	>
	>

Back to Direct Database Export Main Screen

Submit

Submit and select **Save**
Name & save to your **desktop**
From your desktop right click on the file and **Open with Excel**