

NV01 Monthly Enrollment and Attendance Report (Nevada)

Last Modified on 03/13/2024 9:18 am CDT

Tool Search: Monthly Enrollment and Attendance Report

Summary Report | Detail Report | Detail Report Layout

The NV01 Monthly Enrollment and Attendance Report details monthly enrollment and attendance information by school then by grade within the designated School Month.

Users have the option of generating a <u>Summary</u> or <u>Detail</u> version of the report.

Summary Report

The NV01 Monthly Enrollment and Attendance Summary Report details enrollment record and attendance totals by grade and gender within the designated School Month.

WOY Monthly Enrollment and Attendance Report To generate a fits alled the Ywe, Bohool and Calendar from the manu. The School Months will be populated based on the calendar selected. Select a second option. If Trads summary is allected extrad a report. The default value is All Grades. The North Ywe was default of the calendar selected. Select a report option. If Trads summary is allected extrad a report for each calendar selected. If School Summary is allected, extrad an aggregate report for all calendars selected. Select a report option. If Trads summary is allected extrad a month whole day half day. Alternance data for secondary should be and the data selected as the elementary school will be calculated by whole day half day. Alternance data for secondary should be added based on the subset school as acheduated both mem Trads states or other indicational achievas technic daring the reputed minimum prior for each grade or dispatchment. The following and the minimum main and Second Grade 24d minutes. Third through Simt Grade 300 minutes. Seventh through Twelfth Grade 330 minutes. Select Calendars Grades All Grades Out on set of the indicational achievas extend and set of the school as achievas the set of the school minutes. Seventh through Twelfth Grade 330 minutes. Report Options Select Calendars Grades All Grades Option set of school dubert, in the school was prevented with the school dubert in the school was prevented with the	NV01 Mon	thly Enrollment and Attendance Report 🌣	Reporting > NV State Reporting > NV01 Monthly Enrollment and Attendance Report
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Grades Al Gradet Grades Al Gradet AD 1: Adult PK : Pre-K Kis : Kindergarten D 1: First Grade D 2: Second Grade<	Report Options		Select Calendars
Ad Hoo Filter 23-24 PWLMS Report Type Summary Summary Type Track Summary Format State Format(CSV) District-Wide CTRL-dick or SHIFT-dick to select multiple	Grades Include Start Statuses Enrollment Service Types	All Grades AD : Adult PK : Pre-K KG : Kindergarten 01 : First Grade 02 : Second Grade 03 : Third Grade 04 : Fourth Grade 04 : Fourth Grade 05 : Part-time enrollment for a homeschool student, inc E5 : Part-time enrollment for a charter (or university) s E7 : Student living out-of-state and attending a Nevada E8 : Student living in Nevada attending school out-of-state P : Primary St to partial	editive year list by school list by year 23-24 23-24 AAHS 23-24 AAHS 23-24 ALT School 23-24 CMES 23-24 CMIS 23-24 CMIS 23-24 CMIS 23-24 CMIS 23-24 DNO 23-24 DNO 23-24 GES 23-24 DNO 23-24 GES 23-24 JHS 23-24 OUt of State 23-24 PHES
School Month 1 v Exclude Cross-Site Data Generate Report Submit to Batch Refresh Show top 50 v tasks submitted between 03/05/2024 in and 03/12/2024 in Batch Queue List Queued Time Report Title Status Download	Ad Hoo Filter Report Type Summary Type Format District-Wide Full Year School Month Exclude Cross Refresh Show Batch Queue L Queued Time	I Special Ed Services Summary Track Summary Track Summary State Format(CSV) Generate Report Submit to Batch top 50 tasks submitted between 03/05/2024 and 03/12/2024 ist Report Title Status Downlo	23-24 PWLMS 23-24 SES 23-24 ZCES CTRL-dick or SHIFT-dick to select multiple



Summary Report Logic

- Attendance data for Elementary schools is calculated by whole day/half day.
 - Half day absence is subtracted if the amount of the absence is less than or equal to a Half Day Absence.
- Attendance data for Secondary schools is calculated based on the student's schedule.
- When the student's section is marked as cross-site and the Exclude Cross-Site Data checkbox is marked on the extract editor, the cross-site section enrollment does NOT count toward attendance.
- State Grade Levels must be mapped to grade levels used within the reporting calendar in order for data to properly report.
- A School Day in Session is defined as any day in which pupils enrolled in a school are scheduled to be engaged in registration, other instructional activities or testing during the required minimum period for each grade level or department. The following are the minimum daily periods for each grade, including recess and time between activities, but not including time allowed for lunch:
 - Kindergarten: 120 minutes
 - First and Second Grade: 240 minutes
 - Third through Sixth Grade: 300 minutes
 - Seventh through Twelfth Grade: 330 minutes
- For Summary Type of School Summary, if multiple calendars from the same school are selected and multiple tracks exist in this calendars, all tracks are aggregated by grade level into a single row. The Totals row is also aggregated into one row. Each calendar will likely have a different time frame due to how months are set up for the school.
- A record reports for the following PK SPED students:
 - If their Special Ed Status (Student Information > General > Enrollments > Special Ed Status) is 1 Receiving Services.
 - If their **Special Ed Status** is 0 or Null and their Special Ed Exit Date is within or greater than the **Month** selected on the extract editor.
- Students are counted positively if they have an Enrollment End Date equal to the Month End Date.
- When the Calendar Type (System Administration > Calendar > Type) is F Four Day Week, the first 80 instructional days report.

Users in multi-track schools are advised to generate the NV01 Monthly Enrollment and Attendance Summary Report using the Track Summary options as school months can be defined differently and the School Summary Type does not include date range fields.

Generate the Summary Report

- 1. Select which Grade(s) to include within the report.
- 2. Select the **Start Statuses** to which you want to limit the report.
- 3. Select an **Enrollment Service Type**. Options include *P: Primary, S: Partial*, and *N: Special Ed Services*.
- 4. Select an Ad Hoc filter to limit the report results. Filters are created in the Filter Designer.



- 5. Select the Summary **Report Type**.
- Select the Track or School Summary Type. The Track Summary is used to report multi-track schools in separate records. The School Summary multi-track and regular schools in one report.
- 7. Select the **Format**. Options include the following:
 - $\circ~\mbox{CSV}$ Select this format for submission to the state.
 - **PDF** Select this format to review data prior to submission to the state.

HTML is not available for the Summary Report Type.

- Select the **District-Wide** checkbox to allow for District-Wide reporting. If the District-Wide checkbox is marked on the extract editor, all calendars report unless marked State Exclude. If this option is selected, you may also select the **School Year** for which you want to report.
- 9. Select one of the following options.
 - Full Year. When marked, the report uses the earliest date from the first school month as a start date and the latest date from last school month as an end date. If there are gaps in the selected school months, all data between the first date and the last date is still included.
 - **School Month**. A School Month is a defined date range within the school year. School months are defined on the School Months tab.
- The Exclude Cross-Site Data checkbox displays only if cross-site enrollment functionality is enabled at the district level. It defaults to checked. Cross-site section enrollment data is <u>not</u> included in the report when checked.
- 11. Select which calendar(s) to include within the report.
- 12. Select the **Generate Report** button. The report will appear in a separate window in the designated format.

Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Summary Report Layout

Summary Type: School

Element	Description	Location
Grade	The student's grade level.	Student Information > General > Enrollments
	For Grade Level PK: PreKindergarten, only enrollment records flagged for IEP are reported. All other active enrollment records within the School	> Grade Enrollment.grade



Element	Rescription2 as well as UN (Ungraded).	Location
	Alphanumeric, 2 characters	
Enrollment at End of Prior Month	A count of enrolled students by gender by grade level. State Grade Levels must be mapped to grade levels in order for data to report properly. This number is calculated by counting the number of students enrolled at the end of the prior month by gender by grade level. Numeric	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender
Enrollments This Month	Total number of new enrollment records in the selected month. Calculated based on the number of Start Statuses with a saved Start Status with Standard Code of 01. Numeric	Student Information > General > Enrollments > Start Status
Re- enrollments This Month	Total number of re-enrollments in the selected month by gender by grade. Calculated based on the number of re-enrollment records with a Start Date within the month reporting period and a Start Status with a Standard Code of 02. Numeric	Student Information > General > Enrollments > Start Status
Total Enrollments This Month	Total number of enrollment records for the prior month combined with the current month by gender by grade. Numeric	Student Information > General > Enrollments > Start Date, Grade; Census > People > Demographics > Gender
Withdrawals This Month	Total number of enrollment withdrawals in reporting month by grade by gender. Students are NOT included in this field if they have an Enrollment End Date equal to the Month End Date. Numeric	Student Information > General > Enrollments > End Status, End Date, Grade; Census > People > Demographics > Gender
Net Enrollment End of This	Total number of enrollment records minus withdrawals within the reporting month by gender by grade.	Student Information > General > Enrollments > End Status, End



Month Element	Students ARE counted in this field if they have an Description Enrollment End Date equal to the Month End Date.	Date, Grade; Census > Location People >
	Numeric	Demographics > Gender
Total Days Present	 The total number of days students were present in school by grade. For middle school and high school students, the student's schedule is used to determine a day of attendance. If the student is marked absent, the periods are subtracted and the total absent percentage is compared against the calculated thresholds. If the student is scheduled in skinny periods, the period is only counted once. If the student drops a course and does not add a course within the School Month, that period is not counted in the student day. If the student drops a course and adds a course, the Start Date of the new course is used to determine if a student was in attendance or not in the School Month. Numeric 	Student Information > General > Attendance; Student Information > General > Enrollments > Grade
Total Days Absent	The total number of days students were marked absent per grade. Exempt absences are excluded from the calculation. If the student is marked absent, the period is subtracted and the remainder of the day is reported as a decimal for Total Days Present. The difference in percentage will then be the Total Days Absent. If the student is scheduled in skinny periods, the period is only counted once. Numeric	Student Information > General > Attendance; Student Information > General > Enrollments > Grade
Total Days Not Enrolled	The total number of days students were not enrolled during the School Month. Numeric	Student Information > General > Enrollments > Start Date
Total Dave	The total number of membership days by grade	NI/A



Accounted	Rescription	Location
for	Total Days Accounted For = Total Present Days + Absent Days + Total Days Not Enrolled Numeric	
ADA	The total number of pupils attending a particular school each day during a period of reporting divided by the number of days the school is in session during that period. ADA = Days Present / Total Instructional Days in the School Month Numeric ####.##	N/A
ADA Rate	The ADA Rate by grade level. ADA Rate = (Total Days Present / Total Present + Total Absent) * 100 Numeric ####.##	N/A

Summary Report Layout

Summary Type: Track

Element	Description	Location
reportID	Report ID The school database identifier and track number.	System Administration > Calendar > Calendar > Track Calendar.track School.schoolID (internal DB identifier)
calTrack	Calendar Track A numeric character indicating the track in which a student is enrolled.	System Administration > Calendar > Track Calendar.track
schoolName	The school name.	School & District Settings >



Element	Description	Schools > School Location Information > Name
		School.name
schoolNumber	The school number.	School & District Settings > Schools > School Information > State School Number School.number
schoolType	 The type of school being reported. A: Alternative B: Homebound F: Four Day Week H: Homeschool I: Instructional O: Other R: Residential S: Summer School X: Outside District 	System Administration > Calendar > Calendar > Type Calendar.type
districtName	The district name.	School & District Settings > District > District Information > Name District.name
districtNumber	The state district number.	School & District Settings > District > District Information > Master District Code District.number
stateGrade	The State Grade Level.	System Administration > Calendar > Calendar > Grade Levels > State Grade Level Enrollment.grade
schoolMonth	The School Month number.	System Administration > Calendar > Calendar > School Month > Name
prevM	Enrollments at End of Prior Month - Male	Student Information > General > Enrollments >



Element	Description ber of male enrollments at the end of the previous school month.	Cocdetion ensus > People > Demographics > Gender
		Calculated, not dynamically stored
prevF	Enrollments at End of Prior Month - Female The total number of female enrollments at the end of the previous school month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
prevX	Enrollments at End of Prior Month - Non Binary The total number of non binary enrollments at the end of the previous school month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
thisM	Enrollments This Month - Male The total number of male enrollments this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
thisF	Enrollments This Month - Female The total number of female enrollments this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
thisX	Enrollments This Month - Non Binary The total number of non binary enrollments this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
reM	Re-Enrollments This Month - Male The total number of male re-enrollments this month. Re-enrollments are enrollments with the enrollment code of R2.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender



Element	Description	Colcation d, not dynamically
		stored
reF	Re-Enrollments This Month - Female The total number of female re-enrollments this month. Re-enrollments are enrollments with the enrollment code of R2.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
reX	Re-Enrollments This Month - Non Binary The total number of non binary re- enrollments this month. Re-enrollments are enrollments with the enrollment code of R2.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
totM	Total Enrollments - Male The total number of male enrollments.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
totF	Total Enrollments - Female The total number of female enrollments.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
totX	Total Enrollments - Non Binary The total number of non binary enrollments	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
withM	Withdraws This Month - Male The total number of male eEnrollment withdrawals this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored



with F Element	Withdraws This Month - Female	Student Information > Location General > Enrollments >
	withdrawals this month.	Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
withX	Withdraws This Month - Non Binary The total number of non binary eEnrollment withdrawals this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
netM	Net Enrollment End of This Month - Male The net male enrollment at the end of this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
netF	Net Enrollment End of This Month - Female The net female enrollment at the end of this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
netX	Net Enrollment End of This Month - Non Binary The net non binary enrollment at the end of this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
presentDays	The count of Present Days for students enrolled during the date range.	Student Information > General > Attendance; Student Information > General > Enrollments > Grade Calculated, not dynamically stored
absentDays	The count of Absent Days for students enrolled during the date range.	Student Information > General > Attendance;



Element	Description	Separal > Enrollments >
		Grade Calculated, not dynamically stored
daysNotEnrolled	The count of Days Not Enrolled during the date range.	Student Information > General > Enrollments > Start Date Calculated, not dynamically stored
totalDays	The count of total number of days enrolled by students during the date range.	N/A Calculated, not dynamically stored
ADA	The total number of pupils attending a particular school each day during a period of reporting divided by the number of days the school is in session during that period. ADA = Days Present / Total Instructional Days in the School Month	N/A
ADArate	The ADA Rate by grade level. ADA Rate = (Total Days Present / Total Present + Total Absent) * 100	N/A

Detail Report

The NV01 Monthly Enrollment and Attendance Detail Report displays student demographic, enrollment and attendance data within the designated School Month.





Detail Report Logic

- For Elementary school calendars, attendance days are calculated using whole day/half day.
 - Half day absence is subtracted if the amount of the absence is less than or equal to a Half Day Absence.
- For Middle and High School calendars, the student's schedule is used to determine a day of attendance.
- When the student's section is marked as cross-site and the Exclude Cross-Site Data checkbox is marked on the extract editor, the cross-site section enrollment does NOT count toward attendance.
- State Grade Levels must be mapped to grade levels used within the reporting calendar in order for data to properly report.
- A School Day in Session is defined as any day in which pupils enrolled in a school are scheduled to be engaged in registration, other instructional activities or testing during the required minimum period for each grade level or department. The following are the minimum daily periods for each grade, including recess and time between activities, but not including time allowed for lunch:
 - Kindergarten: 120 minutes
 - First and Second Grade: 240
 - Third through Sixth Grade: 300 minutes
 - Seventh through Twelfth Grade: 330 minutes



- A record reports for the following PK SPED students:
 - If their **Special Ed Status** (Student Information > General > Enrollments > Special Ed Status) is **1 Receiving Services**.
 - If their **Special Ed Status** is 0 or Null and their **Special Ed Exit Date** is equal to the **Snapshot Date** on the extract editor.
- When the Calendar Type (System Administration > Calendar > Type) is **F Four Day Week**, the first 80 instructional days report.

Generate the Detail Report

- 1. Select which **Grade(s)** to include within the report.
- 2. Select the **Start Statuses** to which you want to limit the report.
- 3. Select an Ad Hoc filter to limit the report results. Filters are created in the Filter Designer.
- 4. Select an **Enrollment Service Type**. Options include *P: Primary, S: Partial*, and *N: Special Ed Services*.
- 5. Select the Detail **Report Type**.
- 6. Select the **Format**. Options include the following:
 - **CSV** Select this option for submission to the state.
 - **HTML** Select this option to debug or review data prior to submission to the state.

PDF is not available for the Detail Report Type.

- 7. Select one of the following options.
 - Full Year. When marked, the report uses the earliest date from the first school month as a start date and the latest date from last school month as an end date. If there are gaps in the selected school months, all data between the first date and the last date is still included.
 - **School Month**. A School Month is a defined date range within the school year. School months are defined on the School Months tab.
- The Exclude Cross-Site Data checkbox displays only if cross-site enrollment functionality is enabled at the district level. It defaults to checked. Cross-site section enrollment data is <u>not</u> included in the report when checked.
- 9. Select which calendar(s) to include within the report.
- 10. Select the **Generate Report** button. The report appears in a separate window in the designated format.

Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Detail Report Layout

Element	Description	Location
Report ID	The state-assigned identification code.	School & District Settings >



Element	Description	Losialio Bchool Number
		School.schoolID
Cal Track	A numeric character indicating the track in which a student is enrolled.	System Administration > Calendar > Track
	Numeric, 2 digits	Calendar.track
School Name	The name of a school within a district. Alphanumeric, 40 characters	School & District Settings > Schools > School Information > Name School.name
School Number	The school's identification number. Numeric, 7 digits	School & District Settings > Schools > School Information > State School Number School.number
School Type	 The type of school. Options include the following: A - Alternative B - Charter E - Elementary H - High School M - Middle School Alphanumeric, 1 character	System Administration > Resources > School > Type School.type
District Name	The name of the school district. Alphanumeric, 40 characters	School & District Settings > District > District Information > Name District.name District.name
District Number	The number assigned by a state to identify a school district. Numeric, 9 digits	School & District Settings > District > District Information > State District Number District.number
State Grade	 The student's current grade level. Valid options include: AD = Adult PK = Prekindergarten 0K = Kindergarten 01 = Grade 1 	Student Information > General > Enrollments > Grade Enrollment.grade



Element	• 02 = Grade 2 Description • 03 = Grade 3	Location
	 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 UG = Ungraded 	
Student ID	The student's unique district-assigned ID number. Numeric	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Last Name	The student's legal last name. Alphanumeric, 30 characters	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	The student's legal first name. Alphanumeric, 30 characters	Census > People > Demographics > Person Information > First Name Identity.firstName
Enrollment Start Status	The student's state enrollment Start Status. Numeric	Student Information > General > Enrollment > Start Status System Administration > Custom > Attribute/Dictionary > Enrollment > Start Status Enrollment.startStatus
Present Days	The total number of days students were present in school by grade. For Elementary school calendars, attendance days are calculated using whole day/half day. For Middle School and High School calendars, the student's schedule is used to determine a day of attendance.	Student Information > General > Attendance; Student Information > General > EnrolIments > Grade Calculated, not dynamically stored



Element	Description If the student is marked absent, the period is	Location
	subtracted and the percentage of the remainder of the day as a decimal is reported.	
	If the student is scheduled in skinny periods, the period is only counted once.	
	If the student drops a course and does not add a course within the School Month, that period is not counted in the student day.	
	If the student drops a course and adds a course, the Start Date of the new course is used to determine if a student was in attendance or not in the School Month.	
	Numeric	
Absent Days	The total number of days students were marked absent per grade.	Student Information > General > Attendance; Student Information >
	Exempt absences are excluded from the calculation.	General > Enrollments > Grade
	If the student is marked absent, the period is subtracted and the remainder of the day is reported as a decimal for Total Days Present. The difference in percentage will then be the Total Days Absent.	Calculated, not dynamically stored
	If the student is scheduled in skinny periods, the period is only counted once.	
	Numeric	
Days Not Enrolled	The number of days the student was not enrolled.	Calculated, not dynamically stored
	Numeric	Calculated, not dynamically stored
Total Days	The total number of days accounted for.	Calculated, not dynamically stored
	Numeric	
ADA	The total number of pupils attending a particular school each day during a period of reporting divided by the number of days the school is in session during that period.	N/A



Element	Rescription Present / Total Instructional Days in	Location
	the School Month Numeric ####.##	
IEP	The student's IEP as of the date range. If the student had an active IEP at any point in the date range, Y reports. Otherwise, this column reports as null. Alphanumeric, 1 character	Student Information > Special Ed > General > Documents > IEP Not dynamically stored
EL	The student's EL status on the 100th day of instruction. If the student's Program Status is EL and Identified Date is prior to the 100th day of instruction, this field reports Y . If the student's Program Status is Exited EL and Program Exit Date is before or on the 100th instructional day, this field reports Y . If the student is enrolled in a calendar with Type = F, this field reports based on the 80th instructional day. If the student's Program Status contains a standard code of Exited EL AND the Identified Date is before school month end AND Exit Date is after the school month end, then this field reports 1 . If no EL record exists, this column reports null. Otherwise, N reports.	Student Information > Program Participation > English Learners (EL) > Program Status; Identified Date; Exit Date Not dynamically stored
FRL	 The student's Free/Reduced Lunch Status on the 100th day of instruction. This field reports the State Eligibility Code from the eligibility record that capture the 100th day of instruction. If there is no eligibility, this field reports as null. If the student is enrolled in a calendar with Type = F, this field reports based on the 80th instructional day. If a school is marked as CEP, all students report as FRL = Y in the report regardless of an active FRAM record. If a school is marked as Provision II, all students report as FRL = Y in the report regardless of an active FRAM record. This field reports Y if the school is neither 	System Administration > Resources > School> Provision > Select CEP OR System Administration > Resources > School > Provision > Provision II OR FRAM > Eligibility > Eligibility > Start Date AND End Date



Element	CEP nor Provision II AND the student has a Description FRAM record with an Eligibility of Free or	POSEligibility.stateCode
	Reduced. Alphanumeric, 1 character	
Race Ethnicity	 The student's primary race. A - Asian or Pacific Islander B - Black C - Caucasian H - Hispanic I - Native American M - Multiracial P - Native Hawaiian or Other Pacific Islander Numeric, 1 digit 	Census > People > Demographics > State Race Ethnicity Identity.raceEthnicity