

## **Attendance Audit Report (Missouri)**

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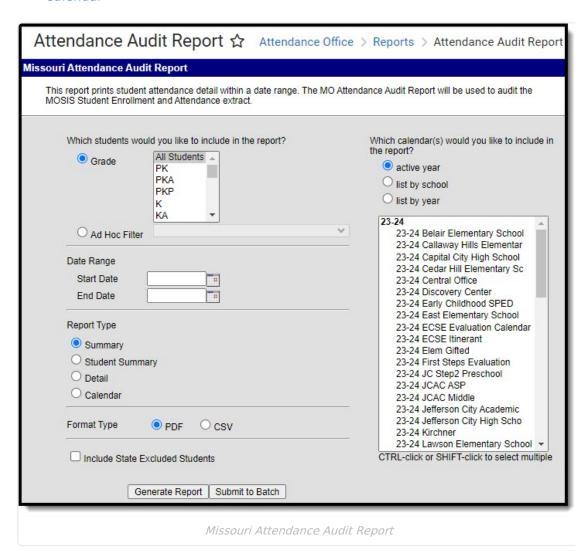
Tool Search: Attendance Audit Report

The Missouri Attendance Audit Report is used to audit the attendance data for those students who are included in the MOSIS Enrollment and Attendance Extract. It is an aggregated summary by grade level of student attendance information that has occurred within the selected time frame.

Student information is not included in the Summary Report type; however, the Student Summary and Detail Summary report types do include student names and state IDs.

Four report types are provided:

- Summary
- Student Summary
- Detail
- Calendar





## **Report Logic**

Each student with attendance data and an enrollment in the selected calendar(s) that is not flagged as state exclude or no show will report.

Average Daily Attendance (ADA) is calculated based on the student's enrollment dates, course schedule and present minutes that take place within the date range entered on the report editor. When the enrollment start and end dates are beyond the entered date range on the report editor, ADA is calculated for just the entered date range.

The Virtual Attendance calculation is part of the Present Hours value, which is then added to the Membership Hours (present hours + absent hours = membership hours). Absent hours are not included as they are not applied to virtual courses.

#### **Attendance Calculations**

For attendance reporting used in MOSIS Extracts, the following calculations are used to determine a student's total hours attended for a selected calendar.

Different calculations are used when the student is scheduled into a virtual course. Additional calculations are used when a school or district adjusts learning options for students because of quarantine restrictions, Blended Learning accommodations and Distance Learning structures.

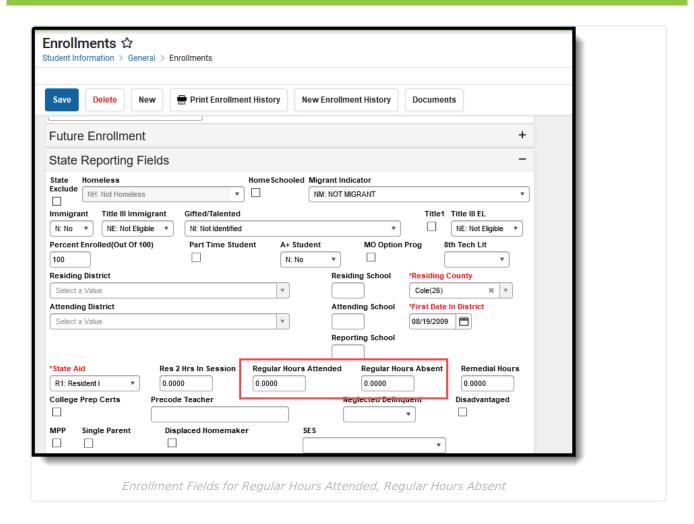
Regular Hours Attended and Regular Hours Absent are reported on the MOSIS Student Enrollment and Attendance Extract and the Attendance Audit Report.

The value reported in the Present hours, Regular Hours Absent and Remedial Hours Attended fields on the Attendance Audit Report should match the values returned on the Student Enrollment and Attendance Extract:

- The Present Hours value on the Attendance Audit Summary must equal the sum of the Regular Hours Attended value and the Remedial Hours Attended value on the MOSIS Student Enrollment and Attendance report.
- The Absent Hours value on the Attendance Audit must equal the Regular Hours
   Absent value on the MOSIS Student Enrollment and Attendance > Regular Hours Absent.
- The **Membership Hours** value must equal Present and Absent hours on the Attendance Audit report.
- The Membership Hours value on the Attendance Audit Report must equal Regular Hours Attended, Regular Hours Absent and the Remedial Hours Attended values on the MOSIS Student Enrollment and Attendance report.

The State Reporting Enrollment editor contains a **Regular Hours Attended** field and a **Regular Hours Absent** field, which indicates the number of hours the student has spent in attendance or being absent in the district. The value entered into these fields reports ONLY when there is no actual attendance or absent hours to calculate for the student.





#### **Regular Hours Attended**

▶ Click here to expand...

#### **Regular Hours Absent**

▶ Click here to expand...

#### **Virtual Course Attendance Calculation**

▶ Click here to expand...

# Quarantine, Distance and Blended Learning Attendance Calculation

▶ Click here to expand...

#### **Competency Based Attendance Calculations**

▶ Click here to expand...



# **Report Editor**

The following defines the different options available on the report editor.

Field	Description
Student Selection	Students can be chosen by <b>Grade Level</b> or an <b>Ad hoc Filter</b> . All students can also be selected.
	When using an ad hoc filter, only those students included in the filter will be included in the extract when they meet other reporting requirements.
Date Range	Enter a <b>Start Date</b> and an <b>End Date</b> on which to return the attendance data. A start date is not required, but generating the report this way may increase report generation time. It is advised that attendance data be reviewed on a regular basis (by week, by month, etc.).
	Dates are entered in <i>mmddyy</i> format or can be chosen by clicking the calendar icon.
Report Type	<ul> <li>Selection determines how the report will generate.</li> <li>When the Summary Report Type is selected, the user also needs to determine when remedial hours are to be included in the ADA calculation. When yes, mark the Include Remedial Hours in ADA Calculation checkbox.</li> <li>When the Student Summary Report Type is selected, the user also needs to determine when remedial hours are to be included in the ADA calculation. When yes, mark the Include Remedial Hours in ADA Calculation checkbox.</li> <li>When the Detail Report Type is selected, the user can determine the sort order of the information - by Grade, by State ID or by Student Name.</li> <li>When the Calendar Report Type is selected, the report will reference the selected calendar.</li> </ul>
Format Type	The report can be generated in either PDF or CSV format.
Include State Excluded Students	<ul> <li>When selected, students marked as state exclude will be reported. This applies to:</li> <li>Students marked as State Exclude on their enrollment records.</li> <li>Students enrolled in a grade level marked as state exclude</li> <li>Students in a calendar marked as state exclude.</li> </ul> When the Calendar Report Type is selected, this option is not available.
Calendar Selection	At least one calendar needs to be selected in order to generate the report.



Field	Description
Report Generation	The report can be generated for immediate review using the <b>Generate Report</b> button. It can also be saved and generated at a later time using the <b>Submit to Batch</b> button. See the Batch Queue documentation for additional guidance.

## **Generate the Attendance Audit Report**

- Select the students to include in the report by selecting either a Grade Level or an Ad hoc Filter.
- 2. Enter the **Date Range** of the report.
- 3. Select the desired Report Type Summary, Student Summary, Detail or Calendar.
- 4. When generating the **Summary Report**, select the **Include Remedial Hours in ADA Calculation** checkbox to include that information in the average daily attendance value.
- 5. When generating the **Detail Report**, select the desired Sort Order.
- 6. Select the **Format Type** of the report.
- 7. Mark the **Include State Excluded Students** checkbox to include students marked as state exclude in the report.
- 8. Select the **Calendars** to include in the report.
- 9. Click the **Generate Report** button to build the report immediately.
- 10. Click the **Submit to Batch** button to build the report at a later time.

The report will display in the selected format. Sample images for each report type in PDF format and report layout information follows.

## **Report Layouts**

Summary Report Layout | Student Summary Report Layout | Detail Report Layout | Calendar Report Layout

### **Summary Report Layout**

The following reports in the Header section:

- · Selected School and Calendar
- Selected Grade Levels
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Total number of students with more than 90% present attendance
- Total number of students with less than 90% present attendance
- Percentage of Attendance Status
- Entered Date Range



#### **School District 026**

County: Cole Site Number: 1060 Page 1 of 1

Attendance Audit Report

High School (20-21 High School) Grade(s): 08 09 10 11

Academic Year: 20-21 Days: 22 Instructional Days: 21

Date Range: 09/01/2020-09/30/2020

Students with >= 90% Present Percent: 1016. Students with < 90% Present Percent: 64

Attendance Status Percentage: 0.9407

Grade	Student Count	Present Hours	Absent Hours	Membership Hours	Remedial Hours	Present Percent	ADA	ADM
08	5	66.1694	0.0000	66.1694	0.0000	100.0000	0.4844	0.4844
09	379	44411.0379	1170.5837	45581.6216	0.0000	97.4318	325.1175	337.2588
10	388	47609.3086	952.6328	48561.9414	0.0000	98.0383	348.5308	355.0845
11	307	37383.2518	1072.9333	38456.1851	0.0000	97.2099	273.6695	281.7121
Totals	1079	129469.7677	3196.1498	132665.9175	0.0000	97.5908	947.8022	974.5398

Attendance Audit Report - Summary Type

Data Element	Description	Location
Grade	Grade levels included in the report.  Alphanumeric, 2 characters	Student Information > General > Enrollments > Grade  Enrollment.grade
Student Count	Number of students enrolled in the school by grade within the time frame specified.  Numeric, 4 digits	Calculated, value not stored
Present Hours	Number of total present hours by grade within the time frame specified.  See the Attendance Calculations section for information.  This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day.  The total number of present hours cannot exceed the total Instructional Hours of the selected calendar.  Numeric, 9 digits	Calculated, value not stored



Data Element	Description	Location
Absent Hours	The number of hours a student was marked absent based on the student's schedule by day.  See the Attendance Calculations section for information.  Numeric, 9 digits	Calculated, value not stored
Membership Hours	Calculated, value not stored	
Remedial Hours	Number of total remedial hours for all students reported by grade based on the Remedial Hours field on the student's State Reporting Enrollment editor.  Numeric, 9 digits	Calculated, value not stored
Present Percent	The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day.  Ex: 109.998/219.996 = .50 Present percent  When a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes).  Numeric, 9 digits	Calculated, value not stored

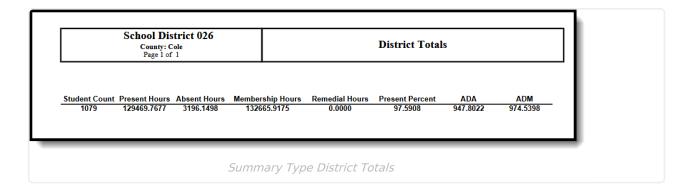


Data Element	Description	Location
ADA	Student's average daily attendance, using the calculation of <b>Present Minutes divided by the Calendar Day's potential instructional minutes</b> .	Calculated, value not stored
	Calculation for R2 students = (Present Hours) / (Membership Hours by day)	
	Calculation for non-R2 students =  ((Attendance Hours* + Remedial Hours) / (number of students in grade level * total instructional hours in calendar)) * number of students in grade level	
	Remedial hours are only included in the ADA calculation when the Include Remedial checkbox is selected.	
	The Present Hours value in the calculation cannot exceed the total Instructional Hours of the selected calendar.	
	Numeric, 9 digits	
ADM	Student's average daily membership.	Calculated, value not stored
	Calculation = (Present Hours) / (Instructional hours in the day)	
	Numeric, 9 digits	

A Total by District record is listed at the end of the Summary Report type, listing the following fields:

- Student Count
- Present Hours
- Absent Hours
- Membership Hours
- Remedial Hours
- Present Percent
- ADA
- ADM



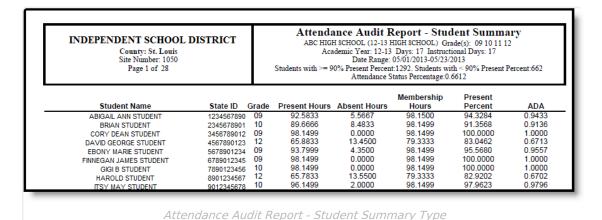


### **Student Summary Report Layout**

The following reports in the Header section:

- · Selected School and Calendar
- Selected Grade Levels
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range
- Total count of students who have greater than or equal to 90% Present Percentage
- Total count of students who have less than 90% Present Percentage
- Attendance Status Percentage

Students are not included in this report when the enrollment record is marked as a No Show. Students whose enrollment records start and end on the same date and have no courses on their schedule will not be counted in the Students with less than 90% Present Percent.



Data	Description	Location
Element		



Data Element	Description	Location		
Student Name	Reports the student's first and last names.  Alphanumeric, 50 characters	Census > People > Demographics > Person Information > Last Name, First Name Identity.firstName Identity.lastName		
State ID	Reports the student's state-assigned ID number.  Census > People > Demographics > Pers Identifiers > Student ID  Person.stateID			
Present Hours	Number of total present hours by grade within the time frame specified.  See the Attendance Calculations section for information.  This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day.  The total number of present hours cannot exceed the total Instructional Hours of the selected calendar.  When the student does not have any attendance records, this field reports blank.  Numeric, 9 digits	Calculated, value not stored		
Absent Hours	The number of hours a student was marked absent based on the student's schedule by day.  When the student does not have any attendance records, this field reports blank.  Numeric, 9 digits	Calculated, value not stored		



Data Element	Description	Location
Membership Hours	Total number of hours a student is scheduled to be in attendance by day.  The total number of membership hours cannot exceed the total Instructional Hours of the selected calendar.  When the student does not have any attendance records, this field reports blank.  Numeric, 9 digits	Calculated, value not stored
Present	The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day.  Ex: 109.998/219.996 = .50 Present percent  When a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes).  When the student does not have any attendance records, this field reports blank.  Numeric, 9 digits	Calculated, value not stored



Data Element	Description	Location
ADA	Student's average daily attendance, using the calculation of Present Minutes divided by the Calendar Day's potential instructional minutes.  Calculation for R2 students = (Present Hours) / (Membership Hours by day)  Calculation for non-R2 students = ((Attendance Hours* + Remedial Hours) / (number of students in grade level * total instructional hours in calendar)) * number of students in grade level  Remedial hours are only included in the ADA calculation if the Include Remedial checkbox is selected.  The total number of Present Hours used in the ADA calculation cannot exceed the total Instructional Hours of the selected calendar.  When the student does not have any attendance records, this field reports blank.  Numeric, 9 digits	Calculated, value not stored

## **Detail Report Layout**

The following reports in the Header section:

- Student Name
- Selected School and Calendar
- Student's Grade Level, State ID and Enrollment Start Status
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range
- Calculated Present Hours and Absent Hours
- FTE (Percent of Enrollment)
- Regular Hours Present
- Regular Hours Absent
- Hours in Session



School District 026 County: Cole Site Number: 1060 Page 1 of 1

Attendance Audit Report
Jeremy Student

High School (20-21 High School) Grade: 08 StateID: 2922465659
Start Status: R103

Academic Year: 20-21 Days: 22 Instructional Days: 21

Date Range: 09/01/2020-09/30/2020 Present Hours: 19.2667 Absent Hours: 0.0000 FTE: 13.3

Regular Hours Present 0.00 Regular Hours Absent: 0.00 Hours in Session: 0.00

Day	Date	Residency Status	Present Hours	Absent Hours	Membership Hours	Present Percent	ADA	ADM
Т	09/01/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/02/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
Т	09/03/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/04/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
М	09/07/2020							
Т	09/08/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/09/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
Т	09/10/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/11/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
М	09/14/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
Т	09/15/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/16/2020	R1	0.6000	0.0000	0.6000	100.0000	0.1304	0.1304
Т	09/17/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/18/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
М	09/21/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
Т	09/22/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/23/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
Т	09/24/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/25/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/28/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
Т	09/29/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/30/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414

Attendance Audit Report - Detail Type

Data Element	Description	Location
Day	Reports the day of the week based on the time frame specific within the calendar year. Only the days within the date range entered on the extract editor will print.  Alphanumeric, 1 character	Calculated, value not stored
Date	Date of the week on which the day falls.  Date field, 10 characters (MM/DD/YYYY)	Calculated, value not stored
Residency Status	Reports the State Aid code assigned to the student.  Alphanumeric, 2 characters	Student Information > General > Enrollment > State Reporting Fields > State Aid  EnrollmentMO. residencyStatus



Data Element	Description	Location
Present Hours	The number of hours a student was scheduled to be in attendance minus the absent hours by day. This is reported in whole numbers but is calculated in minutes (then converted to hours).  See the Attendance Calculations section for information.  This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day. When there is data in the Regular Hours Attendance field, this value reports.  Data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation.  The total number of present hours attended cannot exceed the total Instructional Hours of the selected calendar.  Numeric, (up to10 digits) (XXXX.XXXX)	Student Information > General > Enrollment > State Reporting Fields > Regular Hours Attendance  Enrollment.regular HoursAttendance
Absent Hours	The number of hours a student was marked absent based on the student's schedule by day. When Residency Status is NOT HS, this value must be greater than zero. When there is data in the Regular Hours Absent field, this value reports.  Data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation.  Numeric, 9 digits	Student Information > General > Enrollment > State Reporting Fields > Regular Hours Absent  Enrollment.regular HoursAbsent



Data Element	Description	Location
Membership Hours	Total number of hours a student is scheduled to be in attendance by day.  When the State Aid Category is not R2: Resident II, data for Regular Hours Present and Regular hours Absent fields is summed and reported. When there is no data to calculate in the current calculation, data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation.  When only one of the fields has data, it is reported from that field only.  The total number of membership hours attended cannot exceed the total Instructional Hours of the selected calendar.  Numeric, 9 digits	Student Information > General > Enrollment > State Reporting Fields > Resident 2 Hours in Session  Enrollment.Res2Hours inSession
Present Percent	The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day.  Ex: 109.998/219.996 = .50 Present percent  When a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes).  Numeric, 9 digits	Calculated, value not stored



Data Element	Description	Location
ADA	Student's average daily attendance, using the calculation of Present Minutes divided by the Calendar Day's potential instructional minutes.	Calculated, value not stored
	Calculation for R2 students = (Present Hours) / (Membership Hours by day)	
	Calculation for non-R2 students = (Present Hours) / (Instructional Hours in the day)	
	The total number of present hours used in the calculation cannot exceed the total Instructional Hours of the selected calendar.	
	Numeric, 9 digits	
ADM	Student's average daily membership.	Calculated, value not stored.
	Calculation = (Present Hours) / (Instructional hours in the day)	
	Numeric, 9 digits	

## **Calendar Report Layout**

The following reports in the Header section:

- Selected School and Calendar
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range



School District 026  County: Cole Site Number: 1060 Page 1 of 1			Calendar Report  High School  Academic Year: 20-21 Instructional Days: 21  Date Range: 09/01/2020 - 09/30/2020	
Day	Date	Instructional Minutes	Instructional Hours	Period Schedule
T	09/01/2020	396	6.6000	RS
W	09/02/2020	396	6.6000	RS
T	09/03/2020	396	6.6000	RS
F	09/04/2020	396	6.6000	RS
T	09/08/2020	396	6.6000	RS
W	09/09/2020	396	6.6000	RS
T	09/10/2020	396	6.6000	RS
F	09/11/2020	396	6.6000	RS
M	09/14/2020	396	6.6000	RS
T	09/15/2020	396	6.6000	RS
W	09/16/2020	276	4.6000	2 HR ER
T	09/17/2020	396	6.6000	RS
F	09/18/2020	396	6.6000	RS
M	09/21/2020	396	6.6000	RS
T	09/22/2020	396	6.6000	RS
W	09/23/2020	396	6.6000	RS
T	09/24/2020	396	6.6000	RS
F	09/25/2020	396	6.6000	RS
M	09/28/2020	396	6.6000	RS
T	09/29/2020	396	6.6000	RS
W	09/30/2020	396	6.6000	RS
otals	21	8196	136.6000	

Attendance Audit Report - Calendar Type

Data Element	Description	Location
Day	One record for each day marked as both instructional and attendance for the selected calendar, sorted by date.  Alphanumeric, 1 character	Not stored
Date	Date of the day of the week based on the time frame specified within the calendar year. Only the dates within the date range entered on the extract editor will report.  Date field, 10 characters (MM/DD/YYYY)	Not stored
Instructional Minutes	Total instructional time (not including lunch time or non-instructional time) for the day being reported in minutes.  Numeric, 4 digits	Calculated, value not stored
Instructional Hours	Instructional minute value converted to hours and rounded to the nearest ten thousandth.  Numeric, 7 digits	Calculated, value not stored



Data Element	Description	Location
Period Schedule	Lists the period schedule associated with the calendar.  Alphanumeric, 10 characters	System Administration > Calendar > Calendar > Days > Day Detail - Period Schedule
		Calendar.periods

### **Previous Versions**

Attendance Audit Report (Missouri) [.2307 and previous]