

District Summary Attendance Report (Texas)

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The Texas TEA District Summary Attendance Report is a report that details attendance information for students, schools, and districts. This report summarizes, in 6 week reporting periods, the attendance data of a school for multiple reporting periods at once.

TEA Attendance ☆

Reporting > TX State Reporting > TEA Attendance

TEA District, Campus and Detail Attendance Summary Report

TEA District Attendance Summary Report includes 4 parts.

1. District Summary: the summary of membership days, absent days, eligible days for the whole district

2. Campus Summary: the summary of membership days, absent days, eligible days grouped by grade levels

3. CTE: the summary for students who take career tech. classes.

4. Special Ed: the summary for special ed. students.

Report Options

1. Select Report Type

District Summary Attendance

Report Format

PDF

2. Select Period Model

3. Select Calendars

CTRL-click and SHIFT-click for multiple

4. Select Dates

*Start Date

*End Date

5. Select Filters

Grade

All Students

EE

PPCD

PK

KG

Ad Hoc Filter

Generate Report

Submit to Batch

Refresh

Show top 50

tasks submitted between 12/06/2019 and 12/13/2019

Batch Queue List

Queued Time	Report Title	Status	Download

TEA District Summary Attendance Editor

Report Logic

▶ [Click here to expand...](#)

Generating the Report

1. Select the **District Summary Attendance** option from the **Report Type** dropdown.

2. Select a **Report Format** of either PDF or DOCX.
3. Choose a school and calendar in the **Period Model** dropdown. The calendars list in the extract editor should populate once a period model has been selected.
4. Select a calendar from the **Calendar** dropdown.
5. Fill in the **Start Date** and **End Date** fields. There are several options for this action:
 - Select the Calendar icon and select the start and end dates for the reporting period.
 - Select the Start Date and End Date fields and manually input the start and end dates for the reporting period.
 - Click on the period options below the Period model to quick set the start and end dates for the reporting period.
6. Select either **Grade** to filter the report by grade and then choose a grade from the dropdown, or select **Ad Hoc Filter** and choose a filter from the dropdown options.
7. Decide if you want to generate the report or submit to batch:

Generate Report	Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format.
Submit to Batch	Clicking the Submit to Batch button to send the extract to the Batch Queue List. Batch Queue functionality provides the ability to schedule when the extract is generated and allows users to navigate away from the report editor while the extract is being built. The Batch Queue List also lets users view and access historical reports which were run through the Batch Queue tool.

Report Example

13-14 TERRELL ISD District 129906 Report Periods: 1, 2, 3 Generated on 07/01/2014 01:48:18 PM Page 1 of 6	TEA District Summary Report Reporting Dates: 07/08/2013 - 12/31/2013			
Reporting Period	07/08/2013 - 09/30/2013	10/02/2013 - 11/30/2013	12/02/2013 - 12/31/2013	Total
A. Instructional Days	61	43	22	126
B. Days Membership (C+F+E)	880.0	533.0	264.0	1677.0
C. Total Days Absent	0.0	0.0	0.0	0.0
D. Total Days Present (E+F)	880.0	533.0	264.0	1677.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0
F. Total Eligible Days (D-E)	880.0	533.0	264.0	1677.0
G. Elig Days Bilingual/ESL	61.0	43.0	22.0	126.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0
I. Elig Days SpecEd Main	45.0	0.0	0.0	45.0
J. Billing/ESL Refined ADA (G/A)	1.0	1.0	1.0	1.0
K. SpecEd Main Refined ADA (I/A)	0.7	0.0	0.0	0.4
L. Preg Related Serv FTE (H * 0.2936/A)	0.0	0.0	0.0	0.0
M. Career & Technology Ed FTE (Total Contact Hours / (6 * A))	3.6	2.2	2.0	2.8
N. Special Education FTE (Spec Ed Total / (6 * A))	0.9	0.5	0.5	0.7
O. Regular Program Ref ADA (P-M-N)	10.0	9.7	9.5	9.8
P. Total Refined ADA (F/A)	14.4	12.4	12.0	13.3
Q. Percent In Attendance (D/B) * 100	100%	100%	100%	100%
R. Gifted and Talented Count (F+E) > 0	96.0	96.0	96.0	288.0
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Recording Signature: _____</div> <div style="width: 30%;">Title: _____</div> <div style="width: 30%;">Date: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;">Approving Signature: _____</div> <div style="width: 30%;">Title: _____</div> <div style="width: 30%;">Date: _____</div> </div>				

District Summary Attendance Report

CTE Codes	Weight Factor	Reporting Period 1	Contact Hours	Reporting Period 2	Contact Hours	Reporting Period 3	Contact Hours
V1	1.0	270.0	270.0	215.0	215.0	111.0	111.0
V2	2.0	183.0	366.0	93.0	186.0	43.0	86.0
V3	3.0	122.0	366.0	43.0	129.0	22.0	66.0
V4	4.0	0.0	0.0	0.0	0.0	0.0	0.0
V5	5.0	61.0	305.0	10.0	50.0	0.0	0.0
V6	6.0	0.0	0.0	0.0	0.0	0.0	0.0
Total		636.0	1307.0	361.0	580.0	176.0	263.0

District Summary Attendance Report Contact Hours Calculations

Weight Factor Calculations

Special Ed Setting Code	Weight Factor	Period 1			Period 2			Period 3		
		Eligible Days	Contact Hours	Excess Hours	Eligible Days	Contact Hours	Excess Hours	Eligible Days	Contact Hours	Excess Hours
00 No Instructional Setting	0.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
01 Homebound	1	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
02 Hospital class	4.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
08 Vocational Adj. Class	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
30 State Schools	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
41 Resource Room < 21%	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
42 Resource Room 21% - 50%	2.859	114.0	325.926	0.000	43.0	122.937	0.000	22.0	62.898	0.000
43 Self-Contained 50% - 60%	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
44 Self-Contained > 60%	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
45 FT Early Childhood	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
81 Residential Care Mainstream	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
82 Residential Care < 21%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
83 Residential Care 21% - 50%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
84 Residential Care 50% - 60%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
85 Residential Care > 60%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
86 Residential Care Separate Campus	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
87 Residential Care Community Class	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
88 Residential Care Voc. Adj.	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
89 Residential Care FT Early Childhood	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
91 Off Home Mainstream	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
92 Off Home Resource Room <21%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
93 Off Home Resource Room 21% - 50%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
94 Off Home M/M/S 50% - 60%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
95 Off Home M/M/S >60%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
96 Off Home Separate Campus	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
97 Off Home Community Class	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
98 Off Home FT Early Childhood	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
Totals		114.0	325.926	0.000	43.0	122.937	0.000	22.0	62.898	0.000

District Summary Attendance Report Weight Factor Calculations

Report Layout

Element	Description	Location
Reporting Period <i>Required</i>	<p>The period of time that this report pulls from to generate an attendance summary. The general period of time for this report is six weeks. The full school year can be analyzed with this report, but it must be divided into approximately six equal reporting periods.</p>	<p>System Administration > Calendar > Calendar > Attendance Periods > Attendance Periods Detail</p> <p>Database: Calendar.name</p>
Total <i>Required</i>	<p>The sum total of A-R for all grades included in the report.</p>	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
Grade Level <i>Required</i>	<p>The student grade level used to filter this report.</p> <p>Note: Grade levels do not need to match State Grade Levels in order to report.</p>	<p>Student Information > General > Enrollment Tab > Grade</p> <p>System Admin > Calendar > Calendar > Grade Level</p> <p>Database: Enrollment.grade</p>

Element	Description	Location
Instructional Days (A) <i>Required</i>	The total number of days classes are held during the school year.	Not dynamically stored Database: Calculated field
Student Count <i>Required</i>	The number of students included in the report population with at least one day membership within the Reporting Period Date Range.	Not dynamically stored Database: Calculated field
Days Membership (B) <i>Required</i>	The total number of days that all students were enrolled in the school during the reporting period. Days Membership is calculated by adding together the number of Days Absent (C), number of Eligible Days Present (F), and number of Ineligible Days Present (E) for each grade within the reporting period and instructional track: $\text{Days Membership} = \text{Days Absent} + \text{Eligible Days Present} + \text{Ineligible Days Present}$	Not dynamically stored Database: Calculated field
Total Days Absent (C) <i>Required</i>	The total number of days students were absent during the reporting period.	Not dynamically stored Database: Calculated field
Total Days Present (D) <i>Required</i>	The total number of days students were present in the reporting period. Days Present is calculated as the number of Ineligible Days Present (E) plus the number of Eligible Days Present (F) for each grade within the reporting period and instructional track. $\text{Days Present} = \text{Ineligible Days Present} + \text{Eligible Days Present}$	Not dynamically stored Database: Calculated field
Total Ineligible Days (E) <i>Required</i>	The total number of days students were present and in membership, but ineligible for ADA funds.	Not dynamically stored Database: Calculated field
Total Eligible Days (F) <i>Required</i>	The total number of days students were present, in membership, and eligible for ADA funds.	Not dynamically stored Database: Calculated field

Element	Description	Location
Eligible Days Bilingual/ESL (G) <i>Required</i>	The total number of days students were taking part in eligible Bilingual or ESL programs.	Not dynamically stored Database: Calculated field
Eligible Days Pregnancy Related Services (H) <i>Required</i>	The total number of days students were taking part in Pregnancy Related Service programs.	Not dynamically stored Database: Calculated field
Eligible Days SpecEd Main (I) <i>Required</i>	The total number of days students were in Special Ed Setting 40: Mainstream during the reporting period.	Not dynamically stored Database: Calculated field
Bilingual/ESL Refined ADA (J) <i>Required</i>	<p>Bilingual/ESL Refined ADA is calculated by dividing the number of Eligible Bilingual/ESL Days Present (G) by the number of Instructional Days (A) for each grade within the reporting period and instructional track. (Rounded to the nearest 0.1):</p> $\text{Bilingual/ESL Refined ADA} = \frac{\text{Eligible Bilingual/ESL Days Present}}{\text{Instructional Days}}$	Not dynamically stored Database: Calculated field
SpecEd Main Refined ADA (K) <i>Required</i>	<p>Special Education Mainstream Refined ADA is calculated by dividing the number of Eligible Special Education Mainstream Days Present (I) by the number of Instructional Days (A) for each grade within the reporting period and instructional track:</p> $\text{Special Education Mainstream Refined ADA} = \frac{\text{Eligible Special Education Mainstream Days Present}}{\text{Instructional Days}}$ <p>To be included, on the day being counted</p> <ul style="list-style-type: none"> the IEP must be active and locked, AND there must be an active Instructional Setting code of 40 on the Settings and Disabilities editor in the IEP 	Not dynamically stored Database: Calculated field

Element	Description	Location
Pregnancy Related Service FTE (L) <i>Required</i>	<p>Pregnancy-Related Services FTE is calculated as the number of Eligible Pregnancy-Related Services Days (H) multiplied by 0.2936; the result is divided by the number of Instructional days (A) for each grade within the reporting period and instructional track:</p> <p>Pregnancy-Related Services FTE = (Elig Preg Rel Serv Days * 0.2936) / Instructional Days</p>	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
Career & Technology Ed FTE (M) <i>Required</i>	<p>Career & Technology Ed FTE is calculated by multiplying the Career & Technology Education Eligible Days Present (F) for each grade by the corresponding weight factor to calculate contact hours (see the Weight Factor Calculations table). All of the Career & Technology Education contact hours are added together and this sum is then divided by 6 multiplied by the number of Instructional days (A) to yield the Career & Technology Education FTE for the track:</p> <p>Career & Technology Education FTE = Contact Hours / (6 * Instructional Days)</p>	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
Special Education FTE (N) <i>Required</i>	<p>Special Education FTE is calculated by adding all the Special Education Eligible Days Present (F) and multiplying this sum by the corresponding weight factor for each grade (see the Weight Factor Calculations table). Then the hours excess is subtracted to calculate the contact hours. All the Special Education contact hours are added together and this sum is divided by 6 multiplied by the number of Instructional Days (A) to yield the Special Education FTE for the track:</p> <p>Special Education FTE = Spec Ed Contact Hours / (6 * Instructional Days)</p>	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
Regular Program Refined ADA (O) <i>Required</i>	<p>Regular Program Defined ADA is calculated by the Total Refined ADA (P) minus the Career & Technology Education FTE (M) and Special Education FTE (N), rounded to the nearest 0.1:</p> <p>Regular Program Defined ADA = Total Refined ADA - Career & Technology Education FTE - Special Education FTE</p>	<p>Not dynamically stored</p> <p>Database: Calculated field</p>

Element	Description	Location
Total Refined ADA (P) <i>Required</i>	<p>Total Refined ADA is calculated by dividing the number of Eligible Days Present (F) by the number of Instructional Days (A) for each grade within the reporting period and track:</p> $\text{Total Refined ADA} = \frac{\text{Eligible Days Present}}{\text{Instructional Days}}$	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
Percent in Attendance (Q) <i>Required</i>	<p>Percent in Attendance is calculated by dividing the Days Present (D) by the Days Membership (B). This sum is then multiplied by 100:</p> $\text{Percent in Attendance} = \left(\frac{\text{Days Present}}{\text{Days Membership}} \right) * 100$	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
Gifted and Talented (R) <i>Optional</i>	<p>The total number of students who have a Program of GT: Gifted & Talented.</p>	<p>Student Information > General > Flags > Student Flag Detail > Flags > GT: Gifted & Talented</p> <p>Database: Enrollment.giftedTalented</p>