

# Funding Report

Last Modified on 12/14/2025 8:45 pm CST

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The **Attendance Funding Report** prints district-level summaries of membership and attendance for funding. This report does not count students with the state exclude flag marked on their enrollment.

Funding Report ☆

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Funding Report

This report prints district-level summaries of membership and attendance for funding. The count on this report will not include students flagged as No Show or State Exclude on their enrollment.

If "Count date" is selected as the "Membership Method" and "Primary Enrollment only" is selected as the "Concurrent Enrollment Method", a student will only be counted in 1 school.

The Enrollment Overlap Filter is used to prevent the state from double paying a district on a student that has bad enrollment data. The first option should exclude any day where the student has an overlapping primary enrollment. If the overlap occurs on the count date, the student will be filtered from the aggregate. If the student has > 100% enrolled on any day, those days are also filtered. The second option should completely filter the student out of the calculations given any of the error conditions above.

Attendance Method  
Exact

Membership Method  
Count date  
Date\*

Concurrent Enrollment Method  
Primary Enrollment only

Enrollment Overlap Filter  
☐ Report Overlaps Errors (Primary Enrollments overlapping)

Adhoc Filter

Display Options  
Print Summary for ☒ District ☒ School ☒ Grade  
NCLB Subgroup  
☐ English Proficiency  
☐ Federal Race Ethnicity  
☐ Meal Status  
☐ Migrant  
☐ Race Ethnicity  
☐ Special Ed Status

Report Format: PDF

Generate Report Submit to Batch

Which calendar(s) would you like to include in the report?  
☒ active year  
☐ list by school  
☐ list by year

2024-25  
2024-25 2/3 Day Preschool - NH  
2024-25 2/3 Day Preschool - ZL  
2024-25 5 Day Preschool - NHLC  
2024-25 Adult Academic Program  
2024-25 Armstrong Credit Recov  
2024-25 C & T OUT (Non Rpt)  
2024-25 Cooper Credit Recovery  
2024-25 Early Adventures - Nei  
2024-25 Early Adventures- PLE  
2024-25 Early Childhood (ECSE)  
2024-25 ECFE - FLT (Non Rpt)  
2024-25 ECFE NHLC (Non Rpt)  
2024-25 ECFE NHLC Preschool  
2024-25 Elementary Targeted Se  
2024-25 ESC (Non Rpt)  
2024-25 ESY 6-12 Centerbased  
2024-25 ESY 6-12 Resource  
2024-25 ESY K-5 Centerbased  
2024-25 ESY K-5 Resource  
2024-25 FAIR School - Crystal  
2024-25 FAIR School Pilgrim La  
2024-25 Forest Elementary  
2024-25 Freedom Schools  
2024-25 Highview Alternative P  
2024-25 Holy Trinity (Non Rpt)  
2024-25 Home School (Non Rpt)

Funding Report

See the [Attendance Reports Tool Rights](#) article for information on available tool rights.

## Report Logic

The following logic applies to various calculations in the Attendance Funding Report.

Calculation	Description
<b>ADA (Average Daily Attendance)</b>	<p>A group ADA, as used in this report, is calculated by dividing the sum of present days of all students by the total possible instructional days (days marked for instruction on the calendar) for the date or date range selected.</p> <p>This calculation relies on the amount of time a student is expected to be in class, or the "student day" minutes, which is a value defined by a state or other funding entity. Depending on state requirements, ADA can be calculated using whole/half day approximations, or as an exact figure, found by multiplying a student's total number of present minutes for a day by the student's Percent Enrolled in decimal form.</p>
<b>ADM (Average Daily Membership)</b>	An ADM calculation provides the average aggregate number of enrolled students in a school/district for a defined period of time. ADM is calculated by dividing the sum of each student's actual membership days by the total possible instructional days (days marked for instruction on the calendar) and, if necessary, adjusted by his/her percent of enrollment.
<b>Total</b>	Found by adding the values provided in a section together.
<b>Attendance Rate</b>	Attendance Rate is commonly expressed as a percent and is found by dividing ADA by ADM and multiplying the result by 100 ( $ADA/ADM \times 100$ ).
<b>Membership Days</b>	Membership Days are days when a student is considered an enrolled school member and is expected to be attending school.

## Report Editor

The following information details the different areas of the Attendance Funding Report editor.

Option	Description
<b>Calculation Method</b>	

Option	Description
<b>Attendance Method</b>	<p>The Attendance Method dropdown list controls how attendance is reported in the extract, either as an <b>Exact</b> calculation or as a <b>Daily Approximation</b>, rounded to half and whole days.</p> <p>The <b>Exact Calculation</b> option sums the student's absent minutes and divides that value by the student day minutes. The same calculation is used when the <b>Use percent enrolled in ADM calculation</b> is marked, but the Percent Enrolled column from the Enrollment table is also considered.</p> <p>The <b>Daily Approximation</b> option uses the whole day/half day minutes entered on the Calendar to determine total absent days. If the student's total daily absent minutes match or exceed the value entered in the Whole Day Absence field, the student has 1 day of absence. If the student's total daily absent minutes match or exceed the value entered in the Half Day Absence field but are less than the value entered in the Whole Day Absence field, the student has .5 days of absence.</p>
<b>Membership Method</b>	<p>Selection indicates how ADM is calculated - by a single <b>Count Date</b> or by <b>Average Daily Membership</b> over a date range. <math>((\text{Membership Days}) * (\text{Percent Enrolled} / \text{Instructional Days}))</math>.</p>
<b>Date Fields</b>	<p>When the Membership Method is <b>Average Daily Membership</b>, a range of dates needs to be entered to properly calculate the the ADM. If dates are not entered, the calculation uses the start and end dates of the school year. When <b>Count Date</b> is selected, a single date representing the count date is required.</p>
<b>Enrollment Method</b>	
<b>Concurrent Enrollment Method</b>	<p>The Concurrent Enrollment Method dropdown list allows the user to select if the report should pull students' <b>Primary Enrollment only</b> or <b>Use Percent Enrolled Fractions</b> to draw data from multiple enrollments per student, if applicable. This selection controls what options are available in the Enrollment Overlap Filter, which is meant to prevent incorrect data from appearing on the report.</p>

Option	Description
<b>Enrollment Overlap Filter</b>	<p>This filter allows data to be reported correctly when students have overlapping primary enrollments (which may be incorrect, resulting in bad data)</p> <p>If <b>Primary Enrollment Only</b> is selected in the Concurrent Enrollment Method dropdown list, the following options will be available in the Enrollment Overlap Filter:</p> <ul style="list-style-type: none"> <li>• <b>Exclude membership days in primary overlaps</b> will prevent any membership day which overlaps with another from being calculated in the funding report.</li> <li>• <b>Exclude students with an overlapping primary enrollment</b> will prevent all students with overlapping enrollments from being calculated in the funding report.</li> </ul> <p>If <b>Use Percent Enrolled Fractions</b> is selected in the Concurrent Enrollment Method dropdown list, the following options will be available in Enrollment Overlap Filter:</p> <ul style="list-style-type: none"> <li>• <b>Exclude membership days over 100% enrolled</b> will prevent any membership day which may have bad data, as indicated by having more than 100% of the enrolled time met, from being calculated in the report.</li> <li>• <b>Exclude students with a day over 100% enrolled</b> will prevent all of the attendance data from a particular student from being reported if that student has a day reporting over 100% attendance, indicating that that student may incorrectly have multiple enrollments or some other error in recording.</li> </ul>
<b>Report Overlaps Errors</b>	<p>If the district summary is chosen and the district has overlaps, information will appear at the end of the report that notes the students with an overlapping primary enrollment and a summary of the days of overlap on the ADM.</p> <p>These options are selected to avoid double-counting of a student who has potentially bad enrollment data.</p> <p>The <b>Report Overlap Errors (Primary Enrollments overlapping)</b> checkbox will add an additional page onto the report that shows all students who would be excluded from the report, so that users can then examine student data for errors.</p> <p>The <b>Report Overlap Errors (over 100% Enrollments overlapping)</b> checkbox will add an additional page onto the report that shows all students who would be excluded from the report, so that users can then examine student data for errors.</p>
<b>Student Selection</b>	
<b>Ad hoc Filter</b>	<p>Selecting an ad hoc filter will return only those students who are included on the filter and who match the reporting logic of the report.</p>
<b>Display Options</b>	

Option	Description
<b>Print Summary</b>	Funding information can be printed for the <b>District</b> , the <b>School</b> , the <b>Grade Level</b> , or all three.
<b>NCLB Subgroup</b>	The Attendance Funding Report can be summarized by any combination of district, school and grade. Users can also choose to have information sorted by six different NCLB subgroups. See the <a href="#">NCLB Subgroups</a> section for additional information. All subgroups can be chosen if desired.
<b>Print and Calendar Selections</b>	
<b>Calendar Selection</b>	At least one calendar must be chosen in order to generate this report. Calendars can be listed by <b>Active Year</b> , by <b>School</b> or by <b>Year</b> . Use the CTRL or SHIFT keys to select multiple calendars.
<b>Report Format</b>	Determines how the report generates - PDF or DOCX.
<b>Report Generation</b>	<p>To display the results of the report immediately, click the <b>Generate Report</b> button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.).</p> <p>To displays the results of the report at a later time, click the <b>Submit to Batch</b> button. This is best if the selection criteria is large (several calendars, a large date range, a large student selection, etc.). When this is done, a message displays asking for the selection of more Batch Queue options. See the <a href="#">Batch Queue</a> article for more information.</p>

## NCLB Subgroups

Reporting Group	Definition	Location
<b>English Proficiency</b>	Indicates that student is receiving services to reach a state-defined level of English proficiency.	<p>Student Information &gt; Program Participation &gt; English Learners (EL)</p> <p>LEP.lepStatus</p>

Reporting Group	Definition	Location
<b>Federal Race Ethnicity</b>	How a student is categorized based on federally-defined race/ethnicity categories. Options include: <ul style="list-style-type: none"> <li>• Hispanic/Latino</li> <li>• American Indian or Alaska Native</li> <li>• Asian</li> <li>• Black or African American</li> <li>• Native Hawaiian or Other Pacific Islander</li> <li>• White</li> <li>• Multiple Races</li> </ul>	Census > People > Demographics > Race/Ethnicity > Federal Designation  Identity.raceEthnicityFed
<b>Meal Status</b>	Indicates student meal status using state codes. Common codes are: <ul style="list-style-type: none"> <li>• F: Free</li> <li>• R: Reduced</li> <li>• P: Paid</li> <li>• N: Non-reimbursable.</li> </ul>	FRAM > Eligibility > Eligibility  POSEligibility.eligibility
<b>Migrant</b>	Indicates if student is a migrant.	Student Information > General > Enrollments > State Reporting Fields > Migrant  Enrollment.migrant
<b>Race Ethnicity</b>	How a student is categorized based on state-defined race/ethnicity categories. Options vary by state.	Census > People > Demographics > Race/Ethnicity  Identity.raceEthnicity
<b>Special Ed Status</b>	Student's Special Education Status.	Student Information > General > Enrollments > Special Ed Fields > Special Ed Status  Enrollment.specialEdStatus

## Generate the Report

1. Select the **Attendance Method** from the dropdown list.
2. Select the **Membership Method** from the dropdown list.
3. Enter the required dates for the selected methods.
4. Select the **Concurrent Enrollment Method** from the dropdown list.
5. Select the **Enrollment Overlap Filter**.
6. Mark the **Report Overlap Errors** checkbox, if applicable.
7. Select a group of students from the **Ad hoc Filter** dropdown list, if desired.
8. Select the **Print Summary** options for the report.

9. Select the desired **NCLB Subgroup** options.
10. Select which **Calendar(s)** to include in the report and how to sort the calendars, active year, by school or by year.
11. Select the desired **Report Format**.
12. Click the **Generate Report** button to display the results immediately. Click the **Submit to Batch** button to choose when the report generates.

High School		Funding Report				
Generated on 04/25/2019 09:00:52 AM Page 1 of 1		Date: 04/01/2019 Enrollment: Primary (A student can only be counted for 1 school) District(s): 1 School(s): 1 Calendar(s): 1 Students: 1996				
<b>District Summary</b>						
District	School Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#0001 SCHOOL DISTRICT	1	1996	1,996	1,996.00	1,996.00	100.00%
<b>School Summary</b> District: #0001 SCHOOL DISTRICT Schools: 1 Students: 1996						
School	Grade Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#0003 High School	4	1996	1,996	1,996.00	1,996.00	100.00%
<b>Grade Summary</b> District: #0001 SCHOOL DISTRICT Schools: 1 Students: 1996						
School	Grade	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#0003 High School	09	507	507	507.00	507.00	100.00%
	10	534	534	534.00	534.00	100.00%
	11	487	487	487.00	487.00	100.00%
	12	468	468	468.00	468.00	100.00%
<b>Total</b>	<b>4</b>	<b>1996</b>	<b>1,996</b>	<b>1,996.00</b>	<b>1,996.00</b>	<b>100.00%</b>

*Attendance Funding Report, Exact Attendance Method, Count Date, Primary Enrollment Only, Summary for District, School and Grade - DOCX Format*

The following sample images of the report are based on all options for Print Summary and all six NCLB Subgroups being selected.

Note the following information about the Report Layout:

- The Student Count column in the report is a count of all enrollments by status. A student who changes status (and has a new enrollment) during the date range is counted twice in the Student Count column. Unless the Primary Enrollment Only option is selected (then, the student is only counted once).
- The header columns on the NCLB Subgroups (printed beginning on page 3) are the attribute dictionary codes assigned to the values. Only active codes display as labels; inactive codes are grouped in an *Other* column. Students who do not have a value entered for the attribute are counted in an *Undefined* column.
- Up to 13 codes print. Data in codes higher than 13 print in a column labeled *Other*.
- The Total includes data from all active and inactive codes (including ones that are not printed).

HIGH SCHOOL		Funding Report				
Generated on 09/22/2016 10:17:32 AM Page 1 of 11		Date Range: 09/01/2015 - 09/30/2015 Enrollment: Primary District(s): 1 School(s): 1 Calendar(s): 1 Students: 617				
<b>District Summary</b>						
District	School Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#01 School District	1	617	13,574	617.00	616.56	99.93%
<b>School Summary</b> District: #01 School District Schools: 1 Students: 617						
School	Grade Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#02 HIGH SCHOOL	4	617	13,574	617.00	616.56	99.93%
<b>Grade Summary</b> District: #01 School District Schools: 1 Students: 617						
School	Grade	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#02 HIGH SCHOOL	09	152	3,344	152.00	151.85	99.90%
	10	181	3,982	181.00	180.85	99.92%
	11	145	3,190	145.00	144.95	99.97%
	12	139	3,058	139.00	138.90	99.93%
	Total	4	617	13,574	617.00	616.56

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Funding Report continued

HIGH SCHOOL —

Date Range: 09/01/2015 - 09/30/2015 Enrollment: Primary

09/22/2016 10:17:32 AM

District(s): 1 School(s): 1 Calendar(s): 1 Students: 617

District Summary Group By Lep Program Status

District	Student Count			Membership Days			ADA			ADM			Attendance Rate(%)		
	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total
#01 School District	0	617	617	0	13,574	13,574	.00	616.56	616.56	.00	617.00	617.00	n/a	99.93%	99.93%

School Summary Group By Lep Program Status

School	Grade Count	Student Count			Membership Days			ADA			ADM			Attendance Rate(%)		
		LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total
HIGH SCHOOL	4	0	617	617	0	13,574	13,574	.00	616.56	616.56	.00	617.00	617.00	n/a	99.93%	99.93%
Total	4	0	617	617	0	13,574	13,574	.00	616.56	616.56	.00	617.00	617.00	n/a	99.93%	99.93%

Grade Summary Group By Lep Program Status

School	Grade	Student Count			Membership Days			ADA			ADM			Attendance Rate(%)		
		LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total	LEP	Not LEP	Total
HIGH SCHOOL	09	0	152	152	0	3,344	3,344	.00	151.85	151.85	.00	152.00	152.00	n/a	99.90%	99.90%
	10	0	181	181	0	3,982	3,982	.00	180.85	180.85	.00	181.00	181.00	n/a	99.92%	99.92%
	11	0	145	145	0	3,190	3,190	.00	144.95	144.95	.00	145.00	145.00	n/a	99.97%	99.97%
	12	0	139	139	0	3,058	3,058	.00	138.90	138.90	.00	139.00	139.00	n/a	99.93%	99.93%
Total	4	0	617	617	0	13,574	13,574	.00	616.56	616.56	.00	617.00	617.00	n/a	99.93%	99.93%

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District Summary Group By Meal Status

District	Type	0	1	2	3	6	9	Total
#01 School District	Student Count	617	0	0	0	0	0	617
	Membership Days	13,574	0	0	0	0	0	13,574
	ADA	616.56	.00	.00	.00	.00	.00	616.56
	ADM	617.00	.00	.00	.00	.00	.00	617.00
	Attendance Rate (%)	99.93%	n/a	n/a	n/a	n/a	n/a	99.93%

School Summary Group By Meal Status

School	Grade Count	Type	0	1	2	3	6	9	Total
HIGH SCHOOL	4	Student Count	617	0	0	0	0	0	617
		Membership Days	13,574	0	0	0	0	0	13,574
		ADA	616.56	.00	.00	.00	.00	.00	616.56
		ADM	617.00	.00	.00	.00	.00	.00	617.00
		Attendance Rate (%)	99.93%	n/a	n/a	n/a	n/a	n/a	99.93%
Total	4	Student Count	617	0	0	0	0	0	617
		Membership Days	13,574	0	0	0	0	0	13,574
		ADA	616.56	.00	.00	.00	.00	.00	616.56
		ADM	617.00	.00	.00	.00	.00	.00	617.00
		Attendance Rate (%)	99.93%	n/a	n/a	n/a	n/a	n/a	99.93%

Grade Summary Group By Meal Status

School	Grade	Type	0	1	2	3	6	9	Total
HIGH SCHOOL	09	Student Count	152	0	0	0	0	0	152
		Membership Days	3,344	0	0	0	0	0	3,344
		ADA	151.85	.00	.00	.00	.00	.00	151.85
		ADM	152.00	.00	.00	.00	.00	.00	152.00
		Attendance Rate (%)	99.90%	n/a	n/a	n/a	n/a	n/a	99.90%
	10	Student Count	181	0	0	0	0	0	181
		Membership Days	3,982	0	0	0	0	0	3,982
		ADA	180.85	.00	.00	.00	.00	.00	180.85
		ADM	181.00	.00	.00	.00	.00	.00	181.00
		Attendance Rate (%)	99.92%	n/a	n/a	n/a	n/a	n/a	99.92%
	11	Student Count	145	0	0	0	0	0	145
		Membership Days	3,190	0	0	0	0	0	3,190
		ADA	144.95	.00	.00	.00	.00	.00	144.95
		ADM	145.00	.00	.00	.00	.00	.00	145.00
		Attendance Rate (%)	99.97%	n/a	n/a	n/a	n/a	n/a	99.97%