

# Attendance Audit Report (Nebraska)

Last Modified on 10/21/2024 8:20 am CDT

[Report Editor](#) | [Generate the Report](#)

Tool Search: Attendance Audit

The Attendance Audit report extracts data using the attendance calculation for Ed-Fi attendance reporting.

This report can only be generated with Ed-Fi turned on and a valid Ed-Fi configuration.

Attendance Audit ☆
Reporting > Ed-Fi > Attendance Audit

**NE Attendance Audit**

There are two ways to generate the report. 1. Summary: This will provide aggregate totals of data by grade level by calendar. 2. Detail: This will generate aggregate totals of data by student.

**Extract Options**

Report Type: Summary Report ▼

Ed-Fi Configuration: 23-24 NE ▼

Start Date:

End Date: 06/04/2024

Grade Level: All Grades ▲  
HP  
PK  
HK  
KG  
01

Student Ad Hoc Filter:

Format: Comma Separated(CSV) ▼

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

**23-24**

23-24 Beatrice Comm. PK-AM

23-24 Beatrice Comm. PK-Full

23-24 Beatrice Comm. PK-PM

23-24 Beatrice High School

23-24 Beatrice Middle School

23-24 Birth < 3

23-24 Blast

23-24 Lincoln Elementary Schoo

23-24 Paddock Lane School

23-24 Parochial

23-24 Stoddard Elem. School

*Attendance Audit Report*

## Report Editor

The following defines the options available on the Attendance Audit report.

Option	Description
<b>Report Type</b>	Indicates the type of report being generated: <b>Summary</b> = Overall total of aggregate numbers by grade level by calendar. <b>Detail</b> = Overall total of aggregate number by student.

Option	Description
<b>Ed-Fi Configuration</b>	Indicates the Ed-Fi configuration from which attendance data is reported.
<b>Start Date</b>	Indicates the first date used when calculating attendance. <b>Note:</b> If the Start Date and End Date fields are not used, the report will aggregate data for the start of school to the end in both Detail and Summary reports.
<b>End Date</b>	Indicates the last date used when calculating attendance. <b>Note:</b> If the Start Date and End Date fields are not used, the report will aggregate data for the start of school to the end in both Detail and Summary reports.
<b>Grade Level</b>	Indicates the grade level(s) used in the report.
<b>Student Ad Hoc Filter</b>	Users are able to select ad hoc filters that are used to insert values. The Ad Hoc does not take into consideration the other available fields.
<b>Format</b>	Determines how the report prints. Options are: <ul style="list-style-type: none"> <li>• Comma Separated (CSV)</li> <li>• HTML</li> <li>• PDF</li> </ul>
<b>Calendar Selection</b>	Selection indicates from which school calendar of enrollment information is pulled. Calendars can be selected by the Active Year, School, or Year. If a Year and/or School is selected in the Campus toolbar, that calendar is automatically selected.
<b>Generate Extract</b>	The report generates immediately in a separate window in the designated format.
<b>Submit to Batch</b>	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 <a href="#">Batch Queue</a> article.

## Generate the Report

1. Select the **Report Type**, either Summary or Detail.
2. Select the **Ed-Fi Configuration**.
3. If desired, enter a **Start** and **End Date**.
4. If desired, enter a **Grade Level**.
5. If desired, select an **Ad Hoc filter**.
6. Select the **Format** in which to generate the report.
7. Select a **Calendar** to which the data will be imported.
8. Select **Generate Extract** or **Submit to Batch**.

## Summary Report

The Summary report type generates an overall total of aggregate numbers by grade level by calendar.

Attendance Audit Records:3						
Grade Level	Aggregate Days Attendance	Aggregate Days Absent	Aggregate Days Membership	Days In Session	Average Daily Attendance	Average Daily Membership
Grade 6	26185.7	197.3	26383.0		0.99	0.01
Grade 7	25403.4	172.6	25576.0		0.99	0.01
Grade 8	27947.1	175.9	28123.0		0.99	0.01

*HTML View - Summary Report*

Field	Description	Campus Location												
<b>Grade Level</b>	The Ed-Fi Grade level students are enrolled into during the reporting period selected.	Enrollment> Grade Level  enrollment.gradeLevel												
<b>Aggregate Days Attendance</b>	Days Enrolled (in attendance) = The sum of the instructional duration of the student's enrolled calendar that overlap with their enrollment's start and end date.	Calculation												
<b>Aggregate Days Absent</b>	Days absent = (total absence duration per Attendance Event Category Descriptor each rounded to 2 decimal places then summed together)/Scheduled Attendance Minutes. If the event has a code present in table, then include in the calculation for Days Absent:	Calculation												
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>06</td> <td>Excused Absence - Disciplinary action, not receiving instruction</td> </tr> <tr> <td>07</td> <td>Excused Absence - Illness/Medical</td> </tr> <tr> <td>08</td> <td>Excused Absence - Noninstructional activity recognized by state, district, or school</td> </tr> <tr> <td>09</td> <td>Excused Absence - Transportation not available</td> </tr> <tr> <td>10</td> <td>Excused Absence - Other</td> </tr> </tbody> </table>	Code	Description	06	Excused Absence - Disciplinary action, not receiving instruction	07	Excused Absence - Illness/Medical	08	Excused Absence - Noninstructional activity recognized by state, district, or school	09	Excused Absence - Transportation not available	10	Excused Absence - Other	
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<b>Aggregate Days Membership</b>	Days In session (membership) = The sum of the instructional duration of the student's enrolled calendar.	Calculation				
<b>Days In Session</b>	Does not report in the Summary Report.	Calculation				
<b>Average Daily Attendance</b>	The average daily presence of the students per grade level. ada = round(.0100*FullTimeEquivalency* ((DAYS_ENROLLED - AttendanceAbsent)/DAYS_N_SES),4)	Calculation				
<b>Average Daily Membership</b>	The average daily enrollment. Calculates the amount of students enrolled and averages it across the time period selected. adm = round(.0100*FullTimeEquivalency* (DAYS_ENROLLED/DAYS_N_SES),4)	Calculation				

## Detail Report

The Detail report type generates an overall total of aggregate number by student.

Attendance Audit Records:504										
Ed-Fi ID	Legal LN	Legal FN	Legal MN	Grade Level	Aggregate Days Attendance	Aggregate Days Absent	Aggregate Days Membership	Days In Session	Average Daily Attendance	Average Daily Membership
9297092	Proyatal	Madison	Damian	Grade 6	159.0	0.0	159.0	159.0		
2814748	Baldwin	Ben	Lee	Grade 6	155.8	3.2	159.0	159.0		
8605043	Long	Alexander	Ledvin	Grade 8	159.0	0.0	159.0	159.0		

*HTML View - Detail Report*

Field	Description	Campus Location
<b>Ed-Fi ID</b>	Reports the student's Ed-Fi ID.	Student Information > General > Summary > Personal Information > EdFi ID  identity.EdFiID

<b>Legal Last Field Name</b>	<b>Reports the student's legal last name.</b> <b>Description</b>	<b>Identities &gt; Protected Campus Location</b> <b>Identity Information &gt;</b>										
		Legal Last Name  identity.legalLastName										
<b>Legal First Name</b>	Reports the student's legal firstname.	Identities > Protected Identity Information > Legal First Name  identity.legalFirstName										
<b>Legal Middle Name</b>	Reports the student's legal middle name. If null, reports blank.	Identities > Protected Identity Information > Legal Middle Name  identity.legalMiddleName										
<b>Grade Level</b>	Reports the Ed-Fi Grade Level for the student from their active enrollment	Enrollment> Grade Level  enrollment.gradeLevel										
<b>Aggregate Days Attendance</b>	Days Enrolled (in attendance) = The sum of the instructional duration of the student's enrolled calendar that overlap with their enrollment's start and end date.	Calculation										
<b>Aggregate Days Absent</b>	Days absent = (total absence duration per Attendance Event Category Descriptor each rounded to 2 decimal places then summed together)/Scheduled Attendance Minutes. If the event has a code present in table, then include in the calculation for Days Absent:	Calculation										
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<b>Days In Session</b>	Total number of Instructional days in the calendar in which the student is enrolled adm = $\text{round}(.0100 * \text{FullTimeEquivalency} * (\text{DAYS\_ENROLLED} / \text{DAYS\_N\_SES}), 4)$	Calculation						
<b>Average Daily Attendance</b>	Reports blank in the Detail report.	Calculation						
<b>Average Daily Membership</b>	Reports blank in the Detail report.	Calculation						