

Campus Summary Attendance Report (Texas)

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

Tool Search: Campus Summary Attendance Report

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The Texas TEA Campus Summary Attendance Report is a report that provides information on district wide attendance.

TEA Attendance ☆

Reporting > TX State Reporting > TEA Attendance

TEA District, Campus and Detail Attendance Summary Report

TEA Campus Attendance Summary Report includes 4 parts.

1. Campus Summary: the summary of membership days, absent days, eligible days grouped by grade levels
2. CTE: the summary for students who take career tech. classes.
3. Special Ed: the summary for special ed. students.
4. Absence: the summary of absence for each day.

Report Options

1. Select Report Type: Campus 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 Campus Attendance Summary Report Editor

Report Logic

▶ [Click here to expand...](#)

This report generates data for any student who is actively enrolled during the Reporting Period and whose ADA eligibility is not equal to 0. A student's ADA eligibility is determined by the attendance accounting system. See the Report Layout for Eligibility Codes.

- Courses with the State Report Exclude option selected on the Courses tab (Scheduling > Courses > Course) do NOT report.
- CTE attendance and V code calculations consider suspensions lasting longer than 5 days. If a student has a state reportable suspension (in school or out of school) within the reporting window that lasts longer than 5 days, any attendance days after the 5th day will be counted as regular (not CTE) and student will report no V codes.
- Attendance entered by the minute is saved to the database as period-based. This means exact time is not reported, only the period in which it falls.
- When calculating CTE attendance days, logic excludes any date contained in a CTE Funding Exempt record that overlaps with the reporting period.
- When calculating CTE attendance days, logic excludes any date contained in a Non-Certified CTE record that overlaps with the reporting period.
- Grade levels do not need to match State Grade Levels in order to report.

Generating the Report

1. Select the **Campus Summary Attendance** option in 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 which **Calendars** will report data within the report.
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 the **Grade(s)** included in the report or select an **Ad Hoc Filter**.
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

12-13 Herman Furlough Jr. Middle School, TERRELL ISD 129906-041 Report Periods: 1 Generated on 07/01/2014 08:42:07 AM Page 1		TEA Campus Summary Report Reporting Dates: 08/27/2012 - 10/05/2012	
Reporting Period: 1 08/27/2012 - 10/05/2012			
Grade Level	07	08	Total
A. Instructional Days	29.0	29.0	
B. Days Membership (C+F+E)	9424.0	8697.0	18121.0
C. Total Days Absent	270.0	327.0	597.0
D. Total Days Present (E+F)	9154.0	8370.0	17524.0
E. Total Ineligible Days	0.0	0.0	0.0
F. Total Eligible Days (D-E)	9154.0	8370.0	17524.0
G. Elig Days Bilingual/ESL	922.0	426.0	1348.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0
I. Elig Days SpecEd Main	129.0	173.0	302.0
J. Billing/ESL Refined ADA (G/A)	31.8	14.7	46.5
K. SpecEd Main Refined ADA (I/A)	4.4	6.0	10.4
L. Preg Related Serv FTE (H * 0.2936/A)	0.0	0.0	0.0
M. Career & Technology Ed FTE (Total Contact Hours / (6 * A))	0.0	0.0	0.0
N. Special Education FTE (Spec Ed Total / (6 * A))	11.1	8.8	19.9
O. Regular Program Ref ADA (P-M-N)	304.5	279.8	584.4
P. Total Refined ADA (F/A)	315.7	288.6	604.3
Q. Percent In Attendance (D/B) * 100	97.1%	96.2%	96.7%
R. Gifted and Talented Count (F+E) > 0	37.0	31.0	68.0

TEA Campus Attendance Summary Report

Report Layout

Element	Description	Location
Reporting Period <i>Required</i>	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.	System Administration > Calendar > Calendar > Attendance Periods > Attendance Periods Detail Database: Calendar.name
Total <i>Required</i>	The sum total of A-R for all grades included in the report.	Not dynamically stored Database: Calculated field

Element	Description	Location
Grade Level <i>Required</i>	The student grade level used to filter this report. Note: Grade levels do not need to match State Grade Levels in order to report.	Student Information > General > Enrollment Tab > Grade System Admin > Calendar > Calendar > Grade Level Database: Enrollment.grade
Instructional Days (A) <i>Required</i>	The total number of days classes are held during the school year.	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

Element	Description	Location
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
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> $\text{Bilingual/ESL Refined ADA} = \frac{\text{Eligible Bilingual/ESL Eligible Days Present}}{\text{Instructional Days}}$	Not dynamically stored Database: Calculated field

Element	Description	Location
<p>SpecEd Main Refined ADA (K) <i>Required</i></p>	<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> <p>Special Education Mainstream Refined ADA = Eligible Special Education Mainstream Days Present / Instructional Days</p> <p>To be included, on the day being counted</p> <ul style="list-style-type: none"> • the IEP must be active and locked, AND • the there must be an active Instructional Setting code of 40 on the Settings and Disabilities editor in the IEP. 	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
<p>Pregnancy Related Service FTE (L) <i>Required</i></p>	<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>

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<p>Career & Technology Ed FTE (M) <i>Required</i></p>	<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 table in the image below). 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> <table border="1" data-bbox="451 792 1054 1361"> <thead> <tr> <th rowspan="2">Special Ed Setting Code</th> <th rowspan="2">Weight Factor</th> <th colspan="3">Period 1</th> </tr> <tr> <th>Eligible Days</th> <th>Contact Hours</th> <th>Excess Hours</th> </tr> </thead> <tbody> <tr><td>00 No Instructional Setting</td><td>0.25</td><td>217.0</td><td>54.250</td><td>0.000</td></tr> <tr><td>01 Homebound</td><td>1</td><td>27.0</td><td>27.000</td><td>0.000</td></tr> <tr><td>02 Hospital class</td><td>4.5</td><td>0.0</td><td>0.000</td><td>0.000</td></tr> <tr><td>08 Vocational Adj. 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Class	5.5	0.0	0.000	0.000	30 State Schools	5.5	0.0	0.000	0.000	41 Resource Room < 21%	2.859	478.0	1366.602	0.000	42 Resource Room 21% - 50%	2.859	454.0	1297.986	0.000	43 Self-Contained 50% - 60%	2.859	0.0	0.000	0.000	44 Self-Contained > 60%	2.859	250.0	714.750	0.000	45 FT Early Childhood	2.859	0.0	0.000	0.000	81 Residential Care Mainstream	5.5	0.0	0.000	0.000	82 Residential Care < 21%	5.5	0.0	0.000	0.000	83 Residential Care 21% - 50%	5.5	0.0	0.000	0.000	84 Residential Care 50% - 60%	5.5	0.0	0.000	0.000	85 Residential Care > 60%	5.5	0.0	0.000	0.000	86 Residential Care Separate Campus	5.5	0.0	0.000	0.000	87 Residential Care Community Class	5.5	0.0	0.000	0.000	88 Residential Care Voc. Adj.	5.5	0.0	0.000	0.000	89 Residential Care FT Early Childhood	5.5	0.0	0.000	0.000	91 Off Home Mainstream	4.25	0.0	0.000	0.000	92 Off Home Resource Room <21%	4.25	0.0	0.000	0.000	93 Off Home Resource Room 21% - 50%	4.25	0.0	0.000	0.000	94 Off Home M/M/S 50% - 60%	4.25	0.0	0.000	0.000	95 Off Home M/M/S >60%	4.25	0.0	0.000	0.000	96 Off Home Separate Campus	4.25	0.0	0.000	0.000	97 Off Home Community Class	4.25	0.0	0.000	0.000	98 Off Home FT Early Childhood	4.25	0.0	0.000	0.000	Totals		1426.0	3460.588	0.000	<p>Not dynamically stored</p> <p>Database: Calculated field</p>
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<p>Regular Program Refined ADA (O) <i>Required</i></p>	<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>Required</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>

CTE Detail Layout

Page 2		TEA Campus Summary Report cont.			
		Reporting Dates: 02/25/2019 - 04/12/2019			
CTE Codes	Weight Factor	Reporting Period 5	CTE Days	Contact Hours	CTE FTE
V1	1.0	9840.0	30.0	9840.0	54.7
V2	2.0	3630.0	30.0	7260.0	40.3
V3	3.0	8100.0	30.0	24300.0	135.0
V4	4.0	840.0	30.0	3360.0	18.7
V5	5.0	120.0	30.0	600.0	3.3
V6	6.0	0.0	0.0	0.0	0.0
Total		22530.0	150.0	45360.0	252.0

CTE Code	Weight Factor	Reporting Period #	CTE Days	Contact Hours	CTE FTE
V1	1	Reports the total number of V1 contact hours for the reporting period listed.	Reports the number of days during the reporting period where at least one student with a V1 code was in attendance (count one for every day, regardless of the number of students).	Reports the total number of V1 contact hours for all reporting periods listed.	Reports based on the following calculation: Contact Hours / (6*Instructional Days)

CTE Code	Weight Factor	Reporting Period #	CTE Days	Contact Hours	CTE FTE
V2	2	Reports the total number of V2 contact hours for the reporting period listed.	Reports the number of days during the reporting period where at least one student with a V2 code was in attendance (count one for every day, regardless of the number of students).	Reports the total number of V2 contact hours for all reporting periods listed.	Reports based on the following calculation: Contact Hours / (6*Instructional Days)
V3	3	Reports the total number of V3 contact hours for the reporting period listed.	Reports the number of days during the reporting period where at least one student with a V3 code was in attendance (count one for every day, regardless of the number of students).	Report the total number of V3 contact hours for all reporting periods listed.	Reports based on the following calculation: Contact Hours / (6*Instructional Days)
V4	4	Reports the total number of V4 contact hours for the reporting period listed.	Reports the number of days during the reporting period where at least one student with a V4 code was in attendance (count one for every day, regardless of the number of students).	Report the total number of V4 contact hours for all reporting periods listed.	Reports based on the following calculation: Contact Hours / (6*Instructional Days)
V5	5	Report the total number of V5 contact hours for the reporting period listed.	Reports the number of days during the reporting period where at least one student with a V5 code was in attendance (count one for every day, regardless of the number of students).	Report the total number of V5 contact hours for all reporting periods listed.	Reports based on the following calculation: Contact Hours / (6*Instructional Days)
V6	6	Reports the total number of V6 contact hours for the reporting period listed.	Reports the number of days during the reporting period where at least one student with a V6 code was in attendance (count one for every day, regardless of the number of students).	Report the total number of V6 contact hours for all reporting periods listed.	Reports based on the following calculation: Contact Hours / (6*Instructional Days)
Total		Reports the total number of all contact hours for the reporting period listed (V1 + V2 + V3 + V4 + V5 + V6)	Reports the total number of days during the reporting period where a student with a V code was in attendance (count one for every day, regardless of the number of students).	Report the total number of all contact hours for all reporting periods listed (V1 + V2 + V3 + V4 + V5 + V6).	Total FTE for all V codes.