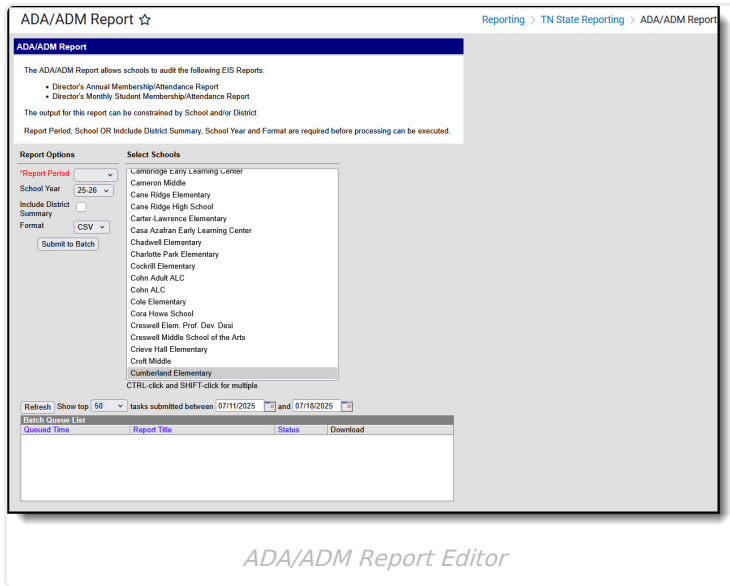


# ADA/ADM Report (Tennessee)

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The ADA/ADM Report audits the data reported in the Director's Annual Membership/Attendance and Director's Monthly Student Membership/Attendance EIS Reports. ADA and ADM attendance calculations are used by to state to determine district funding.



ADA/ADM Report Editor

## Report Logic

Calculation totals are determined by calendar and then summed to calculate the total for a School. District calculations are determined by summing all school totals. To report, a calendar must have a Days with Event Types of CS: Calendar Start and CE: Calendar End and at least 160 instructional days (180 days with stockpiling).

**Report Periods** are defined as 20 instructional days. Thus, Report Period 01 is the first 20 instructional days of the year, 02 is the next 20 instructional days, and so forth. Period 09 are the remaining instructional days. The Annual Report Period includes all instructional days in the school year.

Eligible enrollments are those with a Service Type of P: Primary that are active at any point during the report period, with the exception of Early Graduates and IEA Students, who are included in calculations as indicated below. If a student leaves and then returns during a report period, the enrollment is counted only once. Students must have a Start Status of 02, E, E1, or TR and be enrolled in a grade of K-12.

When calculating ADA, the following state attendance codes indicates absences:

- U: Unexcused Absence
- A: Excused Absence

- X: Unexcused Absence, but Present for Transportation
- T: Excused Absence, but Present for Transportation
- Y: Excused Absence due to Quarantine
- Z: Unexcused Absence due to Quarantine
- I: Homebound Absent

Time Scheduled is calculated as the average number of minutes a student is scheduled (sum of all scheduled minutes minus lunch divided by number of scheduled days) OR the student (standard) Day entered for the Calendar, whichever is less.

ADA/ADM calculations differ for the following person types:

**Note:** SPED student options 7, 8, or 9 are reported under regular instructional grade.

- **IEA Students**

- Students with IEA Program marked on their enrollment. These are students who have an Individual Education Account and participate in a state-funded program for individuals with special needs.
- *ADA/ADM Calculations* - attendance reported through the end of the school year in which the student is enrolled.
- *ADA - No IEA/Early Grads & ADM - No IEA/Early Grads* - attendance reported based the end date of the student's enrollment.

- **Early Graduate Students**

- Students who completed instructional services prior to their cohort. Early Graduates are those who:
  - Have an End Date and End Action selected and an End Status of 12: Early Graduate on their enrollment with a Service Type of P: Primary.
  - Have a Diploma Date, Type and Period on their Graduation tab.
- *ADA/ADM Calculations* - attendance reported through the end of the school year in which the student is enrolled.  
*ADA - No IEA/Early Grads & ADM - No IEA/Early Grads* - attendance reported based the end date of the student's enrollment.

The following records are not reported:

- Students enrolled in Grade Levels marked as State Exclude.
- Students enrolled in Calendars marked as State Exclude or that have a Type of District.
- Enrollments with a Service Type of N or S.
- Students who have multiple Primary enrollments
- Students with multiple enrollments of any type in the same school.
- Students enrolled in State Grade Levels P3, P4, or T1 - T8.
- Enrollments marked as No Show or State Exclude.
- Students who do not have a Student State ID on their [Demographics](#) tab.
- Course with no State Code or marked as State Exclude.

# Recommended District Setup

Districts are responsible for maintaining basic special education in TN State Reporting SPED Plans.

Additionally, Standard Day values must be entered on the Calendar; this value is not reported from the Standard Day entered on Grade Levels.

## Generation Instructions

1. Select a **Report Period** for which to calculate attendance. Reporting periods consist of 20 or fewer instructional days, whereas the annual option calculates attendance for all instructional days in the calendar.
2. Select a **School Year** to report. The current year is selected by default.
3. Mark the **Include District Summary** checkbox to generate a summary report that includes all schools with calendars selected in the extract editor. This summary report includes calculation and error details.
4. Select the **Format** in which to view the report, *CSV* or *HTML*.
5. Select the **School** to be included in the extract.
6. Click **Submit to Batch** to schedule when the report will generate. This process allows larger requests to process in the background without disrupting the use of Campus. Results display in the Batch Queue List below when complete.

## Header Layout

Element Name	Description	Campus Location
<b>District</b>	The district Number and Name.	School & District Settings > District Information > State District Number, Name
<b>School</b>	The school Number and Name (or district Number and Name if Include District Summary is marked).	School & District Settings > Schools > School Information > State School Number, Name
<b>Calendar(s)</b>	The names of all calendars aligned to the school that were included in attendance calculations.	Scheduling & Courses > Calendar Setup > Calendar Information > Name
<b>School Year</b>	The school year selected in the extract editor.	Reporting > TN State Reporting > ADA/ADM Report > School Year
<b>Report Period</b>	The report period selected in the extract editor.	Reporting > TN State Reporting > ADA/ADM Report > Report Period

Element Name	Description	Campus Location
<b>Number of Days in Period</b>	For Schools records, report the Calendar Name and the number of days in the reporting period. For District records, reports as 20 for Report Periods 01-08 and as 'Varies by School Calendar' for Report Periods 09 or Annual.	N/A
<b>Run Date</b>	The date and time on which the report was generated.	N/A

## Extract Columns

Column Name	Description
<b>Grade</b>	The grade for which each row is reported.
<b>Male/Female</b>	The numbers of male and female students in the grade who meet reporting requirements.
<b>Net Enrollment</b>	The total number of students in the grade who meet reporting requirements.
<b>Membership</b>	The number of students enrolled on the last day of the accounting period. Eligible enrollments are those with an End Date after the Report Period End Date. Calculated as the total number of enrollments minus those with an End Status of W: Withdrawn plus those with an End Status of R: Returned.
<b>ADA</b>	<p>The average daily attendance of students in the grade including early graduates.</p> <p>Eligible enrollments are determined as follows:</p> <ul style="list-style-type: none"> <li>• For IEA or Early Graduates, enrollments are eligible if they are active at any point during the school year.</li> <li>• All other students must have an enrollment active during the Report Period to report.</li> </ul> <p>Calculated as Days Present multiplied by Time Scheduled (number of minutes present minus lunch) or Student Standard Day (whichever is less). That value is then divided by the number of days in the Report Period. Days Present is calculated as the total number of instructional days the student was enrolled minus any days the student was absent for more than half of the day with a state attendance code of U, A, X, T, Y, or Z.</p> <p>Values are summed for the School or District. That value is truncated to four decimal places.</p>

Column Name	Description
<b>ADM</b>	<p>The average daily membership of students in the grade including early graduates.</p> <p>Eligible enrollments are determined as follows:</p> <ul style="list-style-type: none"> <li>• For IEA and Early Graduates, enrollments are eligible if they are active at any point during the calendar.</li> <li>• All other students must have an enrollment active during the Report Period to report.</li> </ul> <p>Calculated as Days Scheduled multiplied by Time Scheduled (number of minutes present minus lunch) or Student Standard Day (whichever is less). That value is then divided by the number of days in the Report Period. Days Scheduled are the number of days the student is rostered during the Report Period.</p> <p>Values are summed for the School or District. That value is truncated to four decimal places.</p>
<b>ADA - No IEA/Early Grads</b>	<p>The average daily attendance of students in the grade including early graduates.</p> <p>Eligible enrollments are those that are active during the Report Period.</p> <p>Calculated as Days Present multiplied by Time Scheduled (number of minutes present minus lunch) or Student Standard Day (whichever is less). That value is then divided by the number of days in the Report Period. Days Present is calculated as the total number of instructional days the student was enrolled minus any days the student was absent for more than half of the day with a state attendance code of U, A, X, T, Y, Z or I.</p> <p>Values are summed for the School or District. That value is truncated to four decimal places.</p>
<b>ADM - No IEA/Early Grads</b>	<p>The average daily membership of students in the grade including early graduates.</p> <p>Eligible enrollments are those that are active during the Report Period.</p> <p>Calculated as Days Scheduled multiplied by Time Scheduled (number of minutes present minus lunch) or Student Standard Day (whichever is less). That value is then divided by the number of days in the Report Period. Days Scheduled are the number of days the student is rostered during the Report Period.</p> <p>Values are summed for the School or District. That value is truncated to four decimal places.</p>