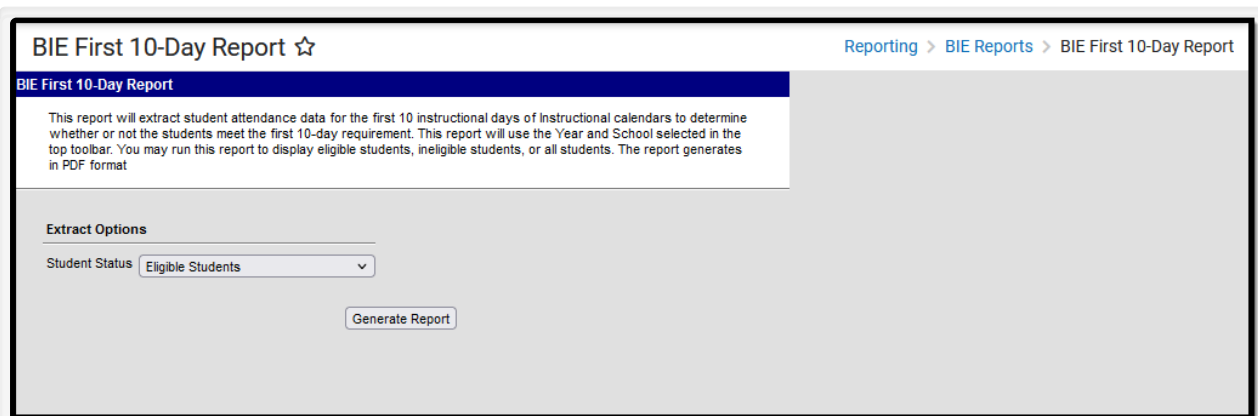# BIE First 10-Day Report

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Tool Search: First 10-Day

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The BIE First 10-Day Report helps determine whether or not students within a particular school meet the first 10-day requirement. The first 10-day requirement states a student is only considered eligible if they attended school for 5 or more instructional days during the first 10 instructional days of the school calendar.

BIE First 10-Day Report

Read - Generate and view the BIE First 10-Day Report.
Write - N/A
Add - N/A
Delete - N/A

Users must also have rights to any selected calendar(s). The [Tool Rights](#) article provides more information about Tool Rights and how they function.

Report Logic

This report uses the following criteria when including/excluding data:

- Reporting calendars must be marked as a Type of Instructional.
- Calendars marked Exclude are not reported.
- All KG-12 students in the calendar selected in the Campus toolbar are included in the report.
- Grade levels marked Exclude from BIE are not reported.
- Students must have an enrollment record in the instructional calendar being reported and must have a BIE Start Status entered on the enrollment record.
- Students marked BIE Exclude on their enrollment will not report.
- Students must have an Enrollment Type = 1: ISEP.
- Only students in BIE Grade Levels KG-12 are reported.
- The report includes students whose enrollment has been marked 'No Show'.
- Students report for each eligible enrollment. Eligible enrollments cannot have a combined

Attendance Day of over 1.

Report Logic

This report uses the following business logic:

- Students whose enrollment starts or stops during the first 10 instructional days in a school but are enrolled and in attendance for 5 or more of those first 10 days are credited with being eligible for 10 days. The eligibility for the adjustment will be determined by summing the attendance days for all eligible enrollments within a school during those first 10 days.
- If a student has multiple enrollment records during the first 10 days, the sum of attendance days during those first 10 days cannot exceed 10. If a student has overlapping enrollment records, their attendance days may add up to more than 10 days, indicating the school needs to correct these enrollment records.
- The most recent enrollment during the student's first 10 days is used to determine the grade level of the student's record and all attendance days are reported for that record.
- The report will look at all data for an entire school instead of just individual calendars.

Generating the Extract

1. Select the **Student Status**:
   - **Eligible Students** - Only students who attended 5 or more instructional days during the first 10 instructional days of the reporting calendar are reported.
   - **Ineligible Students** - Only students who attended less than 5 instructional days during the first 10 instructional days of the reporting calendar are reported.
   - **All Students** (Eligible and Ineligible) - Both eligible and ineligible students are reported.
2. Click the **Generate Report** button. The report will appear in a separate window in PDF format.

Understanding the BIE First 10-Day Report

The sections of the BIE First 1-Day Report are described below.

Report Body | Final Summary

Report Body

The following table describes each field within the body of the First 10-Day Report.

First 10-Day Report- Student Summary
Calendar: 11-12 C-EB Elementary
Date Range: 08/25/2011 - 09/09/2011
Structure Name: Main

Name	Grade	DOB	NASIS ID	Gender	Total Attending Days	Total Absent Days	Eligible for 10-Days	ADA	8/25 T	8/26 F	8/29 M	8/30 T	8/31 W	9/1 T	9/6 T	9/7 W	9/8 T	9/9 F
, Gavin X	03			M	10	0	Y	1.00										
, Aaliyah M	03			F	10	0	Y	1.00										
, Francis K	03			M	8	2	Y	1.00									A	A
, Darin T	03			M	10	0	Y	1.00										
, Breeanne R	03			F	9	1	Y	1.00										A
, Isaac R	03			M	7	0	Y	1.00								E	E	E
, Isaiah M	03			M	10	0	Y	1.00										
, Cecil J	03			M	10	0	Y	1.00										
, Ramsey J	03			M	9	1	Y	1.00					A					
, Aria R	03			F	10	0	Y	1.00										
, Mei'Lani A	03			F	9	1	Y	1.00								A		
, Wyett L	03			M	10	0	Y	1.00										
, Lalionne M	03			F	5	0	Y	1.00	E						E	E	E	E
, Anevay A	03			F	8	1	Y	1.00	E									A

A: Absent   E: Not Enrolled   N: No Show   S: Not Scheduled

Example of the First 10-Day Report

Field	Description	Location
Name	The reporting student's name.	Census > People > Demographics > First Name, Last Name, Middle Name Identity.firstName Identity.lastName Indentity.middleName
Grade	The reporting student's grade level.	Student Information > General > Enrollments > Grade Enrollment.grade
DOB	The reporting student's date of birth.	Census > People > Identities > Birth Date Identity.birthdate
NASIS ID	The reporting student's unique NASIS ID.	Census > People > Demographics > Person Identifiers > NASIS ID Person.otherID
Gender	The reporting student's gender.	Census > People > Demographics > Gender Identity.gender

Field	Description	Location
Total Attending Days	The number of school days the student attended during the first 10 days marked instructional and attendance in the calendar being reported.	Student Information > General > Attendance System Administration > Calendar > Calendar > Days > Attendance, Instructional Calculated, not dynamically stored
Total Absent Days	The number of school days the student was absent during the first 10 days marked instructional and attendance in the calendar being reported. Logic counts the sum of not-scheduled days, not-enrolled days, no-show days, and absences during the first 10 instructional and attendance days in the calendar being reported. - A student is considered absent if they were absent for all periods scheduled for the school day. - Absences marked E (exempt) are not reported as an absence	Student Information > General > Attendance System Administration > Calendar > Calendar > Days > Attendance, Instructional Calculated, not dynamically stored
Eligible for Full 10-Days	Indicates if the student is eligible based on the total number of days they attended school during the first 10 days marked instructional and attendance in the reported calendar. **Yes** = Student attended 5 or more days **No** = Student attendance less than 5 days	Student Information > General > Attendance System Administration > Calendar > Calendar > Days > Attendance, Instructional Calculated, not dynamically stored

Field	Description	Location
ADA	The student's average daily attendance, calculated using the values reported in the Total Attending Days, Total Absent Days and Eligible for Full 10-Days fields. • If Eligible for Full 10-Days = Yes, then ADA = (1.00 - (attendance/10)) • If Eligible for Full 10-Days = No, then ADA = (Total Attendance Days/10)	Calculated, not dynamically stored
First 10-Day Grid	This grid indicates the student's attendance for the first 10 days of the calendar being reported. The following describes each potential attendance code: • **E** = Not Enrolled • **S** = Enrolled by Not Scheduled • **N** = Enrollment Flagged No Show • **A** = Absent	Student Information > General > Attendance System Administration > Calendar > Calendar > Days Calculated, not dynamically stored

Final Summary

The table below describes each column of the Final Summary section of the First 10-Day Report.

First 10-Day Report-Final Summary

Grade	Total Students	Eligible for full 10-Days	Not Eligible for full 10-Days	ADA
KG	98	87	11	.91
01	62	58	4	.94
02	69	62	7	.91
03	93	90	3	.98
04	86	83	3	.97
05	53	47	6	.89
06	43	38	5	.90
07	44	35	9	.80
08	68	57	11	.83
09	21	0	21	.00
10	18	1	17	.06
11	16	0	16	.00
12	16	0	16	.00
Totals:	686	558	0	.63

Example of the Final Summary Section

Column	Description
Grade	The grade reporting column totals.

Column	Description
Total Students	The total number of students reporting the first 10-day attendance data for the corresponding grade level.
Eligible for Full 10-Days	The total number of eligible students in the corresponding grade level.
Not Eligible for Full 10-Days	The total number of non-eligible students in the corresponding grade level.
ADA	The average daily attendance among all students within the corresponding grade level.