

# ADE Reports (Nevada)

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Tool Search: ADE Reports

The ADE (Average Daily Enrollment) Summary and Detail Reports contain aggregated pupil enrollment days of students enrolled in the district, school, or charter authority. The district and school summary options are a summary of all selected calendars. The charter school summary reports all selected calendars separated by Resident District. The detail options will report individual calendars separated by grade level or individual student.

## ADE Reports ☆

Average Daily Enrollment Reports

The ADE Reports allow a district to report and verify accurate Average Daily Enrollment counts to the state on a quarterly basis. The summary reports provide aggregated Days Enrolled and ADE by grade level.

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <b>Report Options</b> </div> <div style="padding: 5px 0;"> <p>Quarter: <span style="border: 1px solid #ccc; padding: 2px;">1st Quarter</span> ▼</p> <p>Quarter Dates: <span style="border: 1px solid #ccc; padding: 2px;">07/01/2022</span> - <span style="border: 1px solid #ccc; padding: 2px;">09/30/2022</span></p> <p>Report Type: <span style="border: 1px solid #ccc; padding: 2px;">District Summary</span> ▼</p> <p>Filter By: <input checked="" type="radio"/> Calendar  <input type="radio"/> District  <input type="radio"/> School</p> <p>Format: <span style="border: 1px solid #ccc; padding: 2px;">CSV</span> ▼</p> <p>Ad Hoc Filter: <span style="border: 1px solid #ccc; padding: 2px;"> </span> ▼</p> <p style="text-align: right;"> <input type="button" value="Generate Extract"/> <input type="button" value="Submit to Batch"/> </p> </div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <b>Select Calendars</b> </div> <p style="font-size: x-small; margin: 5px 0;">Which calendar(s) would you like to include in the report?</p> <p><input checked="" type="radio"/> active year  <input type="radio"/> list by school  <input type="radio"/> list by year</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-weight: bold; margin: 0;">22-23</p> <ul style="list-style-type: none"> <li>22-23 Andrews Middle School</li> <li>22-23 ALT School</li> <li>22-23 Barnes HS</li> <li>22-23 Carter Elementary</li> <li>22-23 Carter Middle School</li> <li>22-23 Davis Elementary</li> <li>22-23 Davis HS</li> </ul> </div> <p style="font-size: x-small; margin: 5px 0;">CTRL-click or SHIFT-click to select multiple</p>
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Refresh Show top 50 tasks submitted between 11/11/2022 and 11/18/2022

Batch Queue List			
Queued Time	Report Title	Status	Download

Average Daily Enrollment Reports Editor

## Report Logic

- Reports all student enrollments of Service Type = 'P' or 'N' from the selected calendar(s)/school.
- Reports enrollments with Start Status = E1, E8, E9, or R2.
- A Pupil Day is an instructional day that occurs on or within the student's enrollment range.
- Pupil Day must fall within the Date Range entered on the extract editor. The Pupil Day must also fall within the Term Dates entered on the calendar.
- Reports PK students with a Special Education Exit Date equal to their Enrollment End Date.
  
- PK SPED Students - Preschool students must be actively receiving Special Ed services to be included.
  - If the PK and SpEd Plan Start date occur after the Quarter Start date, the days from the Plan Start to the Quarter End date are reported.
  - If the PK and SpEd Plan Exit date occurs before the Quarter End date, the days to the SpEd Plan Exit Date report.

## Report Editor

Extract Option	Description
<b>Quarter</b>	Four options are available: <ul style="list-style-type: none"> <li>• 1st Quarter</li> <li>• 2nd Quarter</li> <li>• 3rd Quarter</li> <li>• 4th Quarter</li> </ul>
<b>Quarter Dates</b>	Dates are based on the active year and the selected quarter. Dates can be edited <ul style="list-style-type: none"> <li>• 1st Quarter: July 1 – Sept. 30</li> <li>• 2nd Quarter: Oct 1 – Dec 31</li> <li>• 3rd Quarter: Jan 1 – Mar 31</li> <li>• 4th Quarter: Apr 1 – Jun 30</li> </ul>
<b>Report Type</b>	<ul style="list-style-type: none"> <li>• District Summary</li> <li>• Charter School Summary</li> <li>• School Detail</li> <li>• Student Detail</li> </ul>

Extract Option	Description
<b>Filter By</b>	<p>Allows for any report to be filtered by three selections:</p> <ul style="list-style-type: none"> <li>• <b>Calendar</b> – Allows the user to identify specific calendars to be run</li> <li>• <b>School</b> – Allows the user to identify specific schools to be run</li> <li>• <b>District</b> – Will run the report using all applicable schools in the district.</li> </ul> <p>Using District filtering prevents individual calendars or schools from being selected on the right side of the screen.</p> <p>It is recommended to filter the District instead of selecting all Schools or all Calendars for a given year.</p>
<b>Format</b>	<p>Two options:</p> <ul style="list-style-type: none"> <li>• CSV - Comma-Separated text format, state required format.</li> <li>• HTML - used for validating data before finalizing a report.</li> </ul>
<b>Ad Hoc Filter</b>	<p>This option allows you to narrow report results to students included in the filter you select.</p>
<b>Select Calendars</b>	<p>Allows you to select which Calendar(s) should be included in the report. Calendars can be sorted by active year, by school, or by year.</p>
<b>Generate Extract Submit to Batch</b>	<ul style="list-style-type: none"> <li>• <b>Generate Extract:</b> Report appears in a separate window in the designated format.</li> <li>• <b>Submit to Batch:</b> Allows larger reports to be generated in the background without disrupting Campus use. For more information on submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article.</li> </ul>

## Report Layouts

### District Summary

Element	Logic	Location
<b>Quarter</b>	<p>The name of the quarter being reported. Options are Q1, Q2, Q3, Q4.</p>	NV State Reporting > ADE > Quarter
<b>Quarter Dates</b>	<p>The start and end dates of the reporting quarter.</p> <p><i>Date Field</i> MM/DD/YYYY</p>	NV State Reporting > ADE > Quarter Dates
<b>District Number</b>	<p>The district number associated with the chosen calendar.</p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; Master District Code</p> <p>District.number</p>

Element	Logic	Location
<b>District Name</b>	The district name associated with the chosen calendar.	School & District Settings > District > District Information > Name  District.name
<b>Grade Level</b>	The Grade level being reported.	Calendar > Grade Levels > State Grade Level Code  GradeLevel-dep20101.stateGrade
<b>Days Enrolled</b>	Reports the sum all instructional days each student was enrolled between quarter start and end dates for each Track and Grade Level. The sum of each grade level in the district reports.	Calendar > Days Student Information > General > Enrollments > Start Date; End Date  Day.instruction Enrollment.startDate Enrollment.endDate
<b>ADE</b>	<p>The average number of pupils enrolled for the term.</p> <p>The average is calculated by dividing the Pupil Days Enrolled by the number of days in the session.</p> <p>The number of days in the session is determined from the calendar schedule. It is the number of instructional days on or between the extract editor Start Date and End Date.</p> <p>The calculation is performed independently on each schedule to determine the Average Pupils Enrolled. If more than one schedule is being calculated, the sum of all scheduled Average Pupils Enrolled report.</p> <p>Rounds to the 2nd decimal place.</p>	N/A

Element	Logic	Location
<b>School Number</b>	The school number for the school included in the report.	School & District Settings > Schools > School Information > State School Number  School.number
<b>Schools Reported</b>	The name of the school.	School & District Settings > Schools > School Information > Name  School.name

## Charter School Summary

Element	Logic	Location
<b>Quarter</b>	The name of the quarter being reported. Options are Q1, Q2, Q3, Q4.	NV State Reporting > ADE > Quarter
<b>Quarter Dates</b>	The start and end dates of the reporting quarter.  <i>Date Field</i> <i>MM/DD/YYYY</i>	NV State Reporting > ADE > Quarter Dates
<b>District Number</b>	The district number associated with the chosen calendar.	School & District Settings > District > District Information > Master District Code  District.number
<b>District Name</b>	The district name associated with the chosen calendar.	School & District Settings > District > District Information > Name  District.name
<b>School Number</b>	The school number for the school included in the report.	School & District Settings > Schools > School Information > State School Number  School.number

Element	Logic	Location
<b>School Name</b>	The name of the school.	School & District Settings > Schools > School Information > Name  School.name
<b>Resident District</b>	The school district in which the student resides or to which the student's residence is assigned.	Student Information > Enrollments > State Reporting > Resident District  Enrollment.residentDistrict
<b>Grade Level</b>	The Grade level being reported. The report only provides grade levels that have counts associated to them.	System Administration > Calendar > Grade Levels > State Grade Level Code  GradeLevel-dep20101.stateGrade
<b>Days Enrolled</b>	Reports the sum all instructional days each student was enrolled between quarter start and end dates for each Track and Grade Level. The sum of each grade level in the district reports.	Calendar > Days Student Information > General > Enrollments > Start Date; End Date  Day.instruction Enrollment.startDate Enrollment.endDate
<b>ADE</b>	<p>The average number of pupils enrolled for the term.</p> <p>The average is calculated by dividing the Pupil Days Enrolled by the number of days in the session.</p> <p>The number of days in the session is determined from the calendar schedule. It is the number of instructional days on or between the extract editor Start Date and End Date.</p> <p>The calculation is performed independently on each schedule to determine the Average Pupils Enrolled. If more than one schedule is being calculated, the sum of all scheduled Average Pupils Enrolled report.</p> <p>Rounds to the 2nd decimal place.</p>	N/A

## School Detail

Element	Logic	Location
<b>Quarter</b>	The name of the quarter being reported. Options are Q1, Q2, Q3, Q4.  <i>Alphanumeric</i>	NV State Reporting > ADE > Quarter
<b>Quarter Dates</b>	The start and end dates of the reporting quarter.  <i>Date Field</i> <i>MM/DD/YYYY</i>	NV State Reporting > ADE > Quarter Dates
<b>District Number</b>	The number assigned by the state to identify the School District.	School & District Settings > District > District Information > Master District Code  District.number
<b>District Name</b>	The name of the school district.	School & District Settings > District > District Information > Name  District.name
<b>School Number</b>	The School Number of the reporting school.	School & District Settings > Schools > School Information > State School Number  School.number
<b>School Name</b>	The name of the school associated with the calendar being reported.	School & District Settings > Schools > School Information > Name  School.name
<b>Track_CID</b>	A numeric character indicating the track in which the student is enrolled. If a calendar does not have a track assigned, the Calendar ID reports.	Calendar > Calendar > Track OR Calendar ID  Calendar.track

Element	Logic	Location
<b>Resident District</b>	The Resident District identified on the Enrollment. If the Resident District field is null, this element reports blank.	Student Information > General > Enrollments > State Reporting > Resident District  Enrollment.residentDistrict
<b>Grade Level</b>	The Grade level being reported.	Calendar > Grade Levels > State Grade Level Code  GradeLevel-dep20101.stateGrade
<b>Days Enrolled</b>	Reports the sum all instructional days each student was enrolled between quarter start and end dates for each Track and Grade Level. The sum of each grade level in the district reports.	Calendar > Days Student Information > General > Enrollments > Start Date; End Date  Day.instruction Enrollment.startDate Enrollment.endDate
<b>Days in Session</b>	The sum of all calendar days marked as Instructional between term quarter start and end dates for the identified Track and Grade Level.	Calendar > Days  Day.instruction
<b>Raw ADE</b>	<p>The sum of the Days Enrolled and Days in Session by unique track and grade level.</p> <p>The days in session are determined from the calendar schedule. They are the number of instructional days on or between the extract editor Start Date and End Date.</p> <p>For each track and grade level, the Days in Session are divided by the Days Enrolled. Rounds to the 2nd decimal place.</p>	Calendar > Days  Day.instruction

## Student Detail

Element	Logic	Campus Location
<b>Quarter</b>	The name of the quarter being reported. Options are Q1, Q2, Q3, Q4.  <i>Alphanumeric</i>	NV State Reporting > ADE > Quarter
<b>Quarter Dates</b>	The start and end dates of the reporting quarter.  <i>Date Field</i> <i>MM/DD/YYYY</i>	NV State Reporting > ADE > Quarter Dates
<b>District Number</b>	The number assigned by the state to identify the School District.	School & District Settings > District > District Information > Master District Code  District.number
<b>District Name</b>	The name of the school district.	School & District Settings > District > District Information > Name  District.name
<b>School Number</b>	The School Number of the reporting school.	School Information > School Detail > State School Number  School.number
<b>School Name</b>	The name of the school associated with the calendar being reported.	School Information > School Detail > Name  School.name
<b>Track_CID</b>	A numeric character indicating the track in which the student is enrolled. If a calendar does not have a track assigned, the Calendar ID reports.	Calendar > Calendar > Track OR Calendar ID  Calendar.track
<b>Resident District</b>	The school district in which the student resides.	Student Information > General > Enrollments > State Reporting Fields > Resident District  Enrollment.residentDistrict

Element	Logic	Campus Location
<b>Last Name</b>	The student's last name.	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	The student's first name.	Census > People > Demographics > First Name  Identity.firstName
<b>SUID</b>	Automatically generated unique state identification number.	Census > People > Demographics > State ID  Person.stateID
<b>LocalID</b>	The student's Local Student Number.	Census > People > Demographics > Local Student Number  Person.studentNumber
<b>Grade Level</b>	The Grade level being reported.	Calendar > Grade Levels > State Grade Level Code  GradeLevel-dep20101.stateGrade
<b>Days Enrolled</b>	Reports the sum all instructional days each student was enrolled between quarter start and end dates for each Track and Grade Level. The sum of each grade level in the district reports.	Calendar > Days Student Information > General > Enrollments > Start Date; End Date  Day.instruction Enrollment.startDate Enrollment.endDate
<b>Days in Session</b>	Reports the sum all calendar days marked as Instructional between quarter start and end dates for the identified Track and Grade Level.	Calendar > Days  Day.instruction
<b>Raw ADE</b>	Days in session are determined from the calendar schedule. They are the number of instructional days on or between the extract editor Start Date and End Date. For each student, divide Days Enrolled by Days in Session.  Rounds to the 2nd decimal place.	Calendar > Days  Day.instruction

## Tips for Validating Data Accuracy in the ADE District Summary and Detail

- After you generate the District Summary report using Summary Type "District," look at the bottom of the report and verify whether all schools were included. If any schools are missing, complete the following tasks: To help validate the report's information, run the District Summary report using a limited list of schools or calendars.
    - Verify the school is not marked as type "C."
    - Validate all calendars associated with the school are not marked as excluded.
    - Verify that students are enrolled in the school with the correct enrollment codes.
  - To validate that the numbers on the District Summary are accurate, run the School Detail report. It might be easier to run this report by school groups, such as all elementary schools, rather than district-wide. In the Excel report, sort by grade level, and subtotal the Enrolled Days column for each grade level. If the report accounts for all schools with the same grade level, the subtotal should equal the total Enrolled Days for that grade level in the District Summary.
  - After you validate the Enrolled Days match, you can subtotal the Raw ADE by Grade Level on the School Detail report. These subtotals should match the Grade Level ADE total on the District Summary report. If there are discrepancies in the School totals, you may want to run the Student Detail report for a specific school. To validate, sort the file in Excel using the Grade Level column. Subtotal Enrolled Days by grade level, and verify that this matches the subtotal you receive on the School Detail report.
  - ADE reports can not manage Schedule structures. If a school has multiple schedules for a year, they must be built as separate calendars and possibly use Schedule Tracks.
  - You can use the previous tips on Charter Schools by substituting the Charter School Summary for the District Summary.
  - If counts seem to be missing from any report, validate that the data is not excluded by any of the following: Student Exclude, No Show, Enrollment Codes, Enrollment Type, State Grade Level, Grade Level Exclude, Calendar Exclude.
  - If a report does not supply Days in Session, avoid calculating an ADE from the Enrolled Days counts.
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