Attendance Audit Report (Missouri)

Last Modified on 06/22/2026 2:39 pm CDT

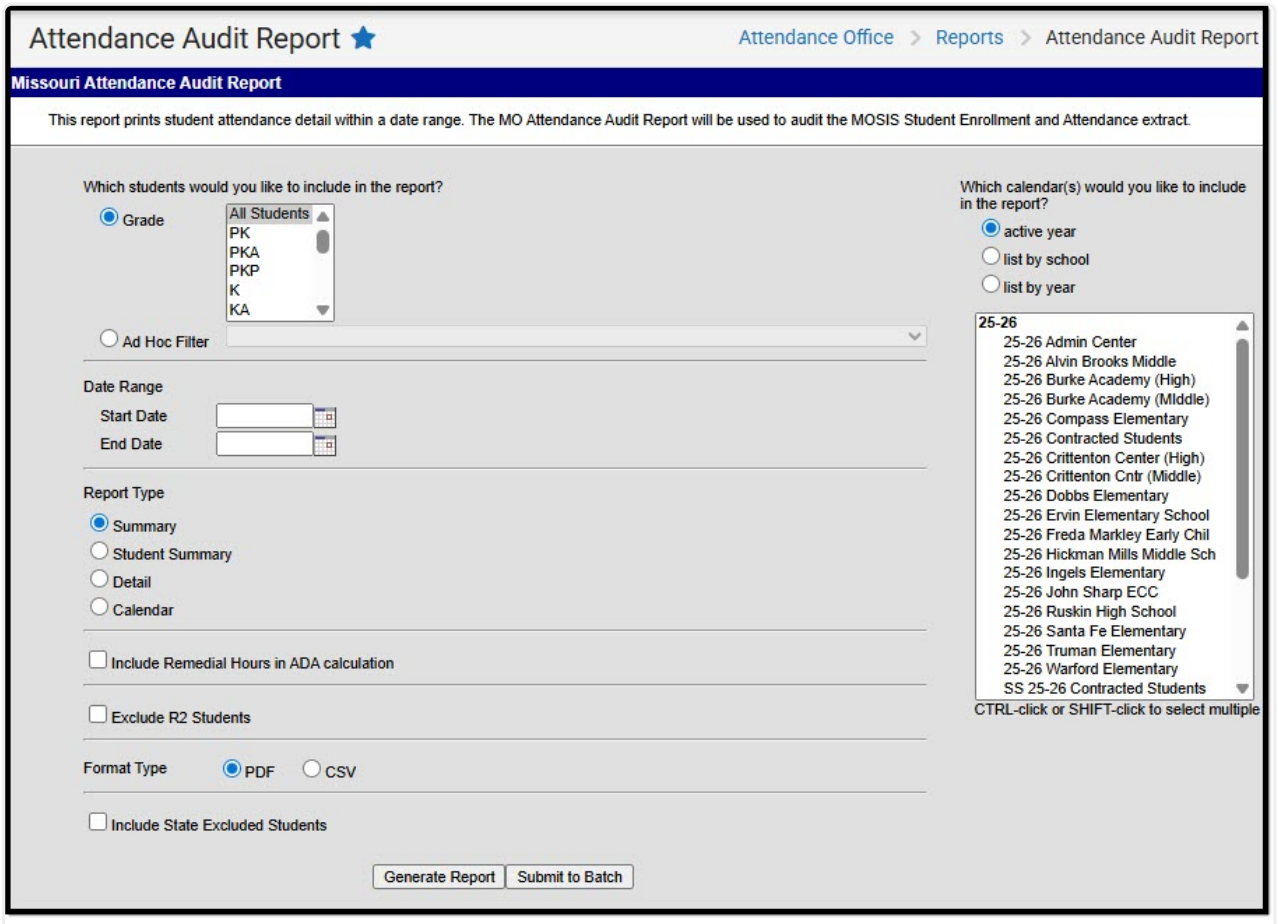
Tool Search: Attendance Audit Report

The Missouri Attendance Audit Report is used to audit the attendance data for those students who are included in the MOSIS Enrollment and Attendance Extract. It is an aggregated summary by grade level of student attendance information that has occurred within the selected time frame.

Student information is not included in the Summary Report type; however, the Student Summary and Detail Summary report types do include student names and state IDs.

Four report types are provided:

- Summary
- Student Summary
- Detail
- Calendar



Attendance Audit Report Editor

Report Logic

Each student with attendance data and an enrollment in the selected calendar(s) that is not

flagged as state exclude or no show will report.

Average Daily Attendance (ADA) is calculated based on the student's enrollment dates, course schedule and present minutes that take place within the date range entered on the report editor. When the enrollment start and end dates are beyond the entered date range on the report editor, ADA is calculated for just the entered date range.

The Virtual Attendance calculation is part of the Present Hours value, which is then added to the Membership Hours (present hours + absent hours = membership hours). Absent hours are not included as they are not applied to virtual courses.

Students who have no attendance and no absences are not counted in the 90% present counts calculation for the Summary and Student Summary.

For the Summary and Student Summary report types:

- A single record reports for each enrollment in the calendar(s) selected on the extract editor. This is intended to report each time a student enters school, exits a school, changes Grade, or changes to State Aid.
- Enrollments are combined when they are exiting and entering the same school.
- Changes in grade or to State Aid are reported as separate records.
- When a student has multiple Enrollments from different schools, a record reports for each school.
- When the End and Start Date of the Enrollment record are on the first day of the school year, the student DOES report.

Attendance Calculations

For attendance reporting used in MOSIS Extracts, the following calculations are used to determine a student's total hours attended for a selected calendar.

Different calculations are used when the student is scheduled into a virtual course. Additional calculations are used when a school or district adjusts learning options for students because of quarantine restrictions, Blended Learning accommodations and Distance Learning structures.

Regular Hours Attended and Regular Hours Absent are reported on the MOSIS Student Enrollment and Attendance Extract and the Attendance Audit Report.

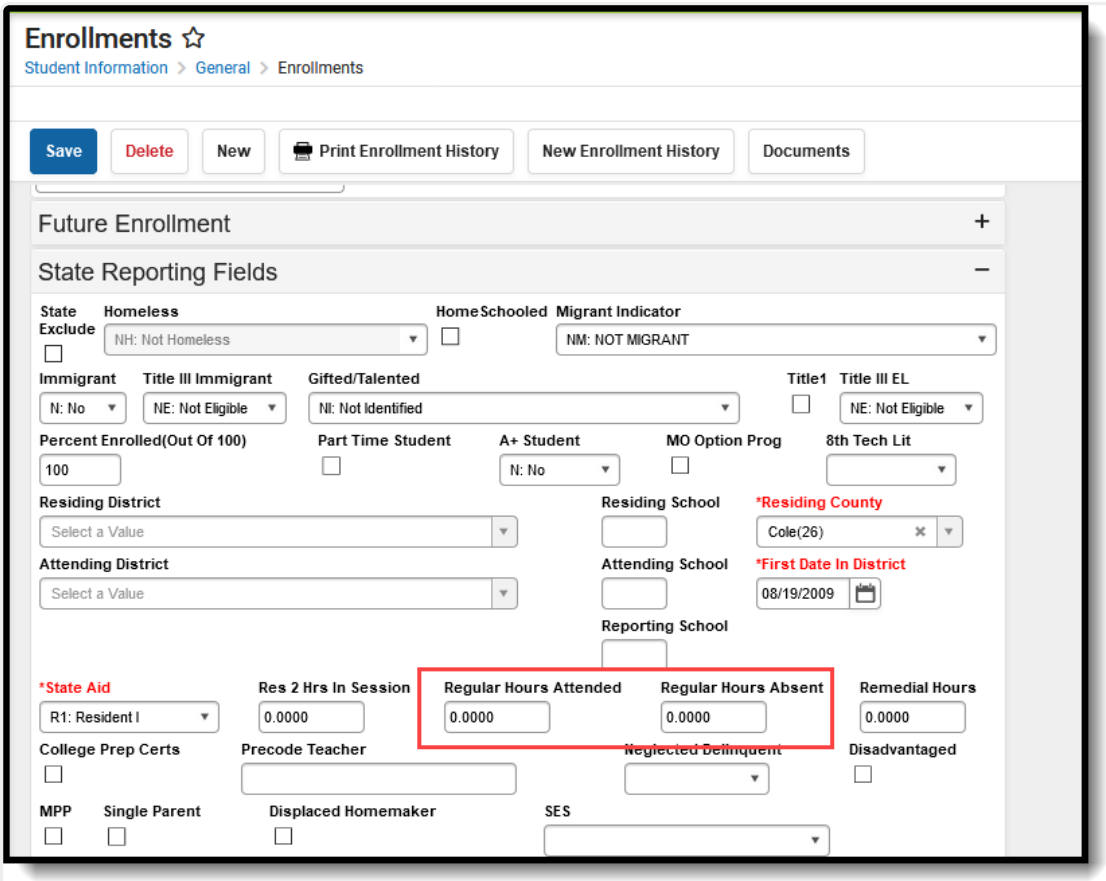
The value reported in the Present hours, Regular Hours Absent and Remedial Hours Attended fields on the Attendance Audit Report should match the values returned on the Student Enrollment and Attendance Extract:

- The **Present Hours** value on the Attendance Audit Summary must equal the sum of the **Regular Hours Attended** value and the **Remedial Hours Attended** value on the MOSIS Student Enrollment and Attendance report.
- The **Absent Hours** value on the Attendance Audit must equal the **Regular Hours Absent** value on the MOSIS Student Enrollment and Attendance > Regular Hours Absent.
- The **Membership Hours** value must equal Present and Absent hours on the Attendance

Audit report.

- The **Membership Hours** value on the Attendance Audit Report must equal **Regular Hours Attended, Regular Hours Absent** and the **Remedial Hours Attended** values on the MOSIS Student Enrollment and Attendance report.

The State Reporting Enrollment editor contains a **Regular Hours Attended** field and a **Regular Hours Absent** field, which indicates the number of hours the student has spent in attendance or being absent in the district. The value entered into these fields reports ONLY when there is no actual attendance or absent hours to calculate for the student.



Enrollment Fields for Regular Hours Attended, Regular Hours Absent

Regular Hours Attended

Click here to expand...

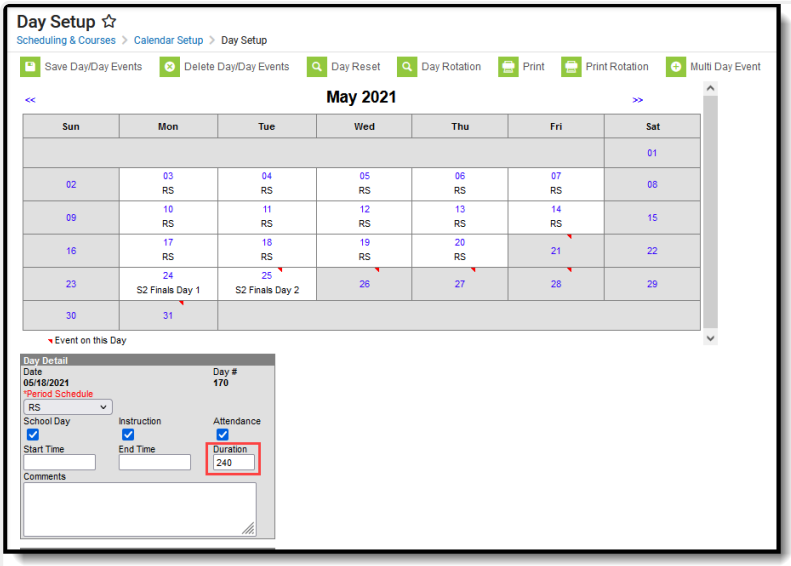
This value uses a calculation of the sum of Instructional Minutes for each course into which the student is enrolled minus the absent minutes recorded for the student within the Date Range of the report. The student's entire schedule is used and each scheduled day's instructional minutes are included, and reports as a whole number.

- The Calendar Period must be marked as Instructional (System Administration > Calendar > Calendar > Period).
- The Course must be marked to record attendance (Scheduling > Courses > Course >

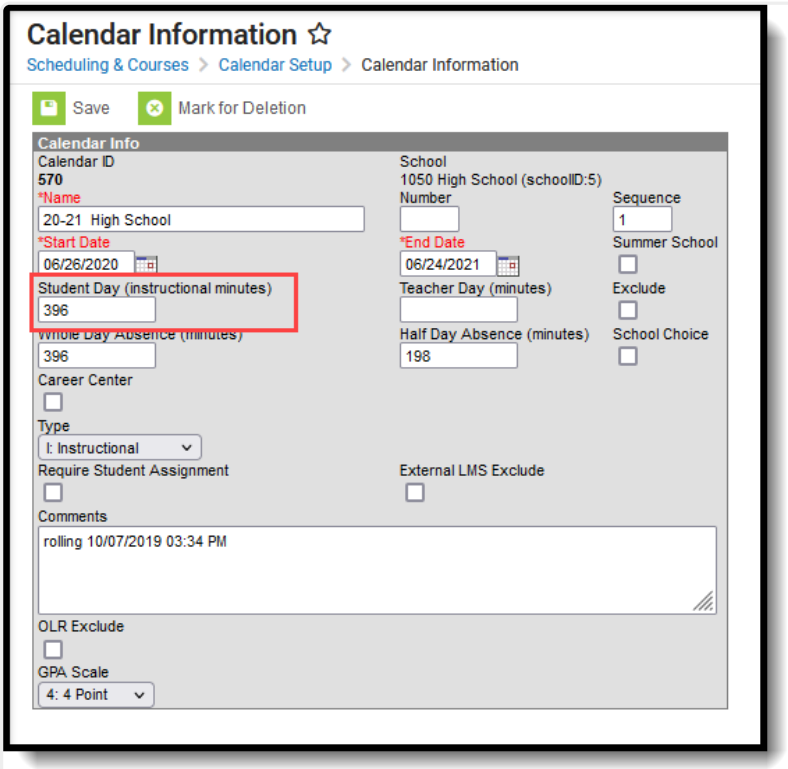
Attendance).

- Absences can have an excuse of Excused, Unknown or Unexcused.

The Regular Hours Attended value cannot exceed the **Duration** value on the Calendar Day editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the Calendar Details editor are used. Regular hours attended must equal calendar minutes when they exceed calendar instructional minutes for the entire calculation.



Day Duration Value



Student Day Value

The roster date (student's start date in the course section) is compared to the term date, using the

maximum start date between the term and the roster start date, whichever is the latest date. The minimum end date of the term date and the roster date is used, whichever comes first.

Additional Information:

- When the end date and start date of the enrollment are both on the first day of the school year, a value of zero reports.
- A value greater than zero reports when the grade level of enrollment is something other than PK.
- The periods into which the student is scheduled for the day is the cap of instructional minutes for the day.

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
The report is generated from November 1 to November 13, a total of 10 school days.	360 instructional minutes x 10 school days = 3600 total instructional minutes
The student has two excused full absent days during that time.	360 instructional minutes per day x 2 total days absent = 720 absent minutes
	3600 minutes - 720 absent minutes = 2880 minutes 2880 minutes / 60 minutes per hour = 48 hours The student's Regular Hours Attended is 48 hours for 10 days.

Regular Hours Absent

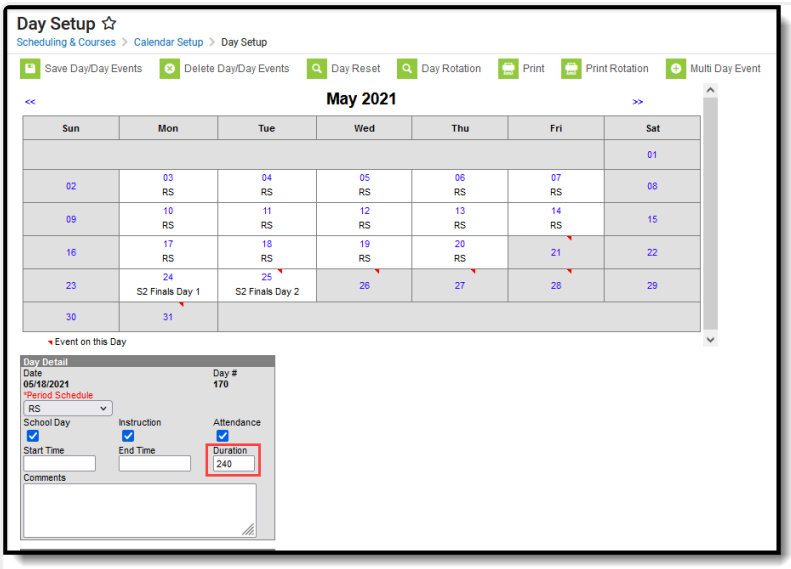
Click here to expand...

This value is the total number of hours a student has been marked absent based on the student's schedule by day. It uses a calculation of the sum of Instructional Minutes for each course into which the student is enrolled minus the absent minutes recorded for the student within the Date Range of the report.

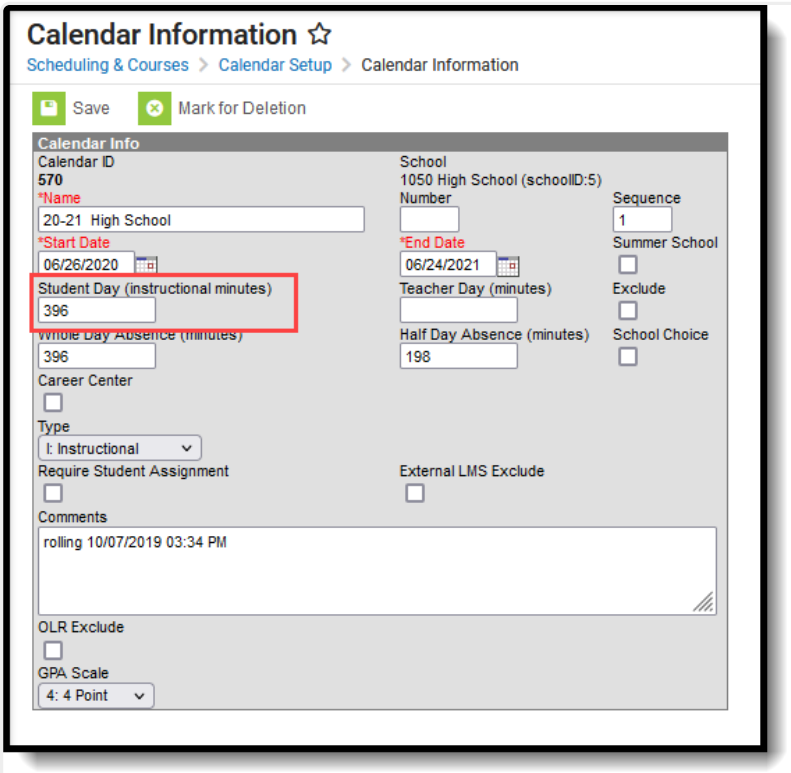
- The Calendar Period must be marked as Instructional (System Administration > Calendar > Calendar > Period).
- The Course must be marked to record attendance (Scheduling > Courses > Course > Attendance).
- Absences can have an excuse of Excused, Unknown or Unexcused.
- Regular Hours Absent does NOT calculate absent hours for virtual classes. An absent calculation is not done for online courses, even when there is an absence for the period.

- The periods into which the student is scheduled for the day is the cap of instructional minutes for the day.

The Regular Hours Absent value cannot exceed the **Duration** value on the Calendar Day editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the Calendar Details editor are used. Regular hours absent must equal calendar minutes when they exceed calendar instructional minutes for the entire calculation.



Day Duration Value



Student Day Value

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
The student has two excused full absent days during the date range of the report.	360 instructional minutes per day x 2 total days absent = 720 absent minutes
	720 absent minutes / 60 minutes per hour = 12 absent hours The student's Regular Hours Absent is 12 hours for 10 days.

Virtual Course Attendance Calculation

Click here to expand...

Virtual Course Attendance calculates the student's attendance for those courses that are taught online. The Regular Hours Attendance calculation is used; once that value is found, it is multiplied by one of the following:

- When the student does not have a transcript entry for the online course, the Regular Hours Attended value is multiplied by .47.
- When the student has a transcript entry for the online course, the Regular Hours Attended value is multiplied by .94.
- When the student has a transcript entry of the course AND the Online Course Program is as follows, AND the A+ Student field on the Enrollment record is set to Yes, the Regular Hours Attended value is multiplied by .95.
    - Course > Virtual Instruction is MOCAPC or MOCAPI, and the student's enrollment record has the A+ Student field set to Yes.

The course must be an online course (the Online field on the Course editor is set to Yes).

The course does not need to be marked for attendance; the period does not have to be marked as instructional.

- When the student's roster start date and end date are the same, hours are not calculated.
- When multiple online courses are skinnied with other online courses, all minutes for online courses are summed in the skinnied period (for regular courses that are skinnied, only one course is calculated).
- When online and regular courses are skinnied, all online course minutes/hours are calculated and one of the regular courses is summed.

The current attendance calculation is used, minus all courses and course sections marked as Online. Non-instructional minutes are not calculated.

Once the initial calculation is complete, Transcript entries are reviewed. Only Transcript entries during the selected school year are considered in the calculation.

- During the selected year for a course marked as Online, when a Transcript entry exists, all hours for which the student was enrolled in that course/section are calculated. 94% of those hours are added to the first attendance calculation for the Regular Hours Attended value.
- When there is no transcript entry for a course marked as Online, all hours of the course/section are calculated, and 47% of those hours are added to the first attendance calculation.

Attendance minutes in a virtual course are NOT included in the calculation when the No Credit checkbox is marked on the Roster Batch Edit tool OR the student's Schedule tool for the course. Otherwise, the 95%, 94%, and 47% attendance calculation is used.

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
Out of those six courses, one course is an online course.	1 course period x 60 minutes = 60 online instruction minutes
	60 minute periods x 5 non-online courses = 300 instructional minutes per day
The report is generated from November 1 to November 13, a total of 10 school days.	360 instructional minutes x 10 school days = 3600 total instructional minutes
The student has two excused full absent days during that time, which are counted for the Regular Attendance value but not for the Online Course value.	360 instructional minutes per day x 2 total days absent = 720 absent minutes 120 minutes of those 720 are for the online course, which means the student's overall absent minutes is 600.
	3600 minutes - 600 absent minutes = 3000 minutes 3000 total instructional minutes - 60 online instruction minutes = 2940 instructional minutes 2940 minutes / 60 minutes per hour = 49 hours
Option 1: The student does not have a transcript entry for the course.	49 hours x .47 = 23.03 rounded to the nearest whole number = 23

Details	Calculation
Option 2: The student has a transcript entry for the course.	49 hours x .94 = 46.06 rounded to the nearest whole number = 46
Option 3: The student has a transcript entry of the course, and the Online Course Program for the Online Course is set to 50, and the the A+ Student field on the Enrollment record is set to Yes.	49 hours x .94 = 46.55 rounded to the nearest whole number = 47

Quarantine, Distance and Blended Learning Attendance Calculation

Click here to expand...

The Quarantine, Distance and Blended Instruction attendance uses the Blended Learning Group rotation of the student to find when the student was physically on-site (in the school building) for instruction or distance learning for instruction (Note that the Blended Learning Group tools refer to *distance learning* as *virtual learning)*.

See the Blended Learning tools for more information on Blended Learning available in Campus:

- New Blended Learning Groups
- Adjust Blended Learning Groups
- Manage Blended Learning Groups

When the student has a combination of physically on-site and distance learning, the physically on-site attendance percentage applies to the distance learning minutes. When the physically on-site present percentage is 88%, then only 88% of the distance learning minutes can be counted/reported.

The Present Minute total cannot exceed the calendar instructional minutes for that student. When this occurs, minutes are removed from the virtual course/days to cap the Present Minute total at the calendar instructional minutes for the date range of the report.

Summary of Calculation

- When the Course editor or Section editor has the Online Learning field set to Yes, the Virtual Attendance calculation is used, regardless of the student being in a Blended Learning Group.
- When student is in distance learning, the in-seat percentage applies to the sum of the distance learning minutes. No absences are subtracted from the distance learning present minutes.
- When student is in-seat, absent minutes are subtracted from the instructional minutes.
- All calculations are done within date range of report generation.

Step 1. Calculate the attendance minutes for only courses using the regular (on-site) attendance and virtual attendance logic.

Step 2. For students in a blended learning group, find when the student is on-site (in-seat) and count all present instructional minutes, minus the absent minutes. Determine the percent of time the student is present

- Total Instructional Minutes - Absent Minutes = Total Present Minutes
- Total Present Minutes / Total Instructional Minutes = Percentage of Present

Step 3. Find the days when the student is in distance learning. Total the distance learning minutes. Apply the Percentage of Present to the Total Distance Learning minutes. This is the total number of hours the student is present. This value reports in the Present Hours and Regular Hours Attended fields.

Step 4. Apply the non-present percent of minutes to the Absent Hours field on the Attendance Reports.

On-Site Instruction (OS):

On-Site Instructions uses the current attendance calculation for regular and virtual attendance.

- A student does not need to be in a blended learning group. When Blended Learning Groups were assigned for all students in the building, regardless of being on-site or virtual, the On-Site Instruction Students would be in a Blended Learning Group where that group is not assigned to any attendance days and is considered always in school.
- Course sections marked as Online calculate 95%, 94% and 47% of instructional minutes based on a transcript entry (see previous information on that calculation).

On-site Instruction minutes are calculated first.

When student is not in any blended learning group, use the current MO attendance calculation for regular/on-site (OS) and online course sections (VI).

Virtual Instruction (VI)

- Virtual Attendance is only applied when the Online Learning field on the Course editor or on the Section Editor is set to Yes.
- 95, 94 and 47% of instructional minutes will be calculated based on a transcript entry.

Intermittent Blended Instruction (IBI), Fixed Blended Instruction (FB), and Instruction during Quarantine (QI)

This is a combination of On-Site and Distance Learning (DL).

- A student’s Blended Learning Group on distance days indicates what days the student is not on-site.
- First, the On-Site attendance minutes are calculated to find the Present Percent. This is the percentage of minutes allowed for Distance Learning minutes/hours.

Competency Based Attendance Calculations

Click here to expand...

Competency-based attendance calculations are specific for those courses and sections marked as Competency Based. See the Missouri Scheduling Components article for additional information on this checkbox.

The following is used to calculate competency-based attendance for reporting:

1. Competency Based courses are identified:
    - When a course is marked as Competency Based but the sections are not, all the sections are counted as Competency Based.
    - When a course is NOT marked marked as Competency Based, all sections are checked for the Competency Based checkbox.
2. When a student has a transcript entry for the course/section where Competency Based is marked, the sum instructional minutes of the section within the Date Range of report generation or student's enrollment dates are summed.
    - Absences, present, or tardy minutes are not counted.
    - When the student's Schedule entry associated with the Competency Based course/section has No Credit marked (Section > Roster Batch Edit), minutes are not counted.
3. The sum of minutes is converted to hours (divided by 60) and multiplied by the Prior Year Average Attendance Percent (System Administration > Resources > District Information) to calculate present hours.
4. The competency based section's present levels are added to the Regular Hours Attended (field 095) on the MOSIS Student Enrollment and Attendance Report. See the Regular House Attended section above for more information.
5. The competency based section's hours are to the Present Hours on the MO Attendance Audit Report (Attendance > Reports > Missouri Attendance Audit Report).

Report Editor

The following table lists the options available in the report editor.

Field	Description
Student Selection	Students can be chosen by **Grade Level** or an **Ad hoc Filter**. All students can also be selected. When using an ad hoc filter, only those students included in the filter will be included in the extract when they meet other reporting requirements.

Field	Description
Date Range	Enter a **Start Date** and an **End Date** on which to return the attendance data. A start date is not required, but generating the report this way may increase report generation time. It is advised that attendance data be reviewed on a regular basis (by week, by month, etc.). Dates are entered in *mmddyy* format or can be chosen by clicking the calendar icon.
Report Type	Selection determines how the report will generate. • When the **Summary Report Type** is selected, the user also needs to determine when remedial hours are to be included in the ADA calculation. When yes, mark the **Include Remedial Hours in ADA Calculation** checkbox. • When the **Student Summary Report Type** is selected, the user also needs to determine when remedial hours are to be included in the ADA calculation. When yes, mark the **Include Remedial Hours in ADA Calculation** checkbox. • When the **Detail Report Type** is selected, the user can determine the sort order of the information - **by Grade, by State ID** or **by Student Name.** • When the **Calendar Report Type** is selected, the report will reference the selected calendar.
Include Remedial Hours in ADA Calculation	When selected, remedial hours will be included in the ADA calculation.
Exclude R2 Students	When marked, the Summary, Student Summary, and Detail layouts exclude students' enrollment records with an Enrollment State Aid of R2: Resident II.
Format Type	The report can be generated in either PDF or CSV format.
Include State Excluded Students	When selected, students marked as state exclude will be reported. This applies to: • Students marked as State Exclude on their enrollment records. • Students enrolled in a grade level marked as state exclude • Students in a calendar marked as state exclude. When the **Calendar Report Type** is selected, this option is not available.
Calendar Selection	At least one calendar needs to be selected in order to generate the report.
Report Generation	The report can be generated for immediate review using the **Generate Report** button. It can also be saved and generated at a later time using the **Submit to Batch** button. See the Batch Queue documentation for additional guidance.

Generate the Attendance Audit Report

1. Select the students to include in the report by selecting either a **Grade Level** or an **Ad hoc Filter**.
2. Enter the **Date Range** of the report.
3. Select the desired **Report Type** - **Summary, Student Summary, Detail,** or **Calendar**.
4. When generating the **Summary Report**, select the **Include Remedial Hours in ADA Calculation** checkbox to include that information in the average daily attendance value.
5. When generating the **Detail Report**, select the desired Sort Order.
6. Select the **Format Type** of the report.
7. Mark the **Include State Excluded Students** checkbox to include students marked as state exclude in the report.
8. Select the **Calendars** to include in the report.
9. Click the **Generate Report** button to build the report immediately.
10. Click the **Submit to Batch** button to build the report at a later time.

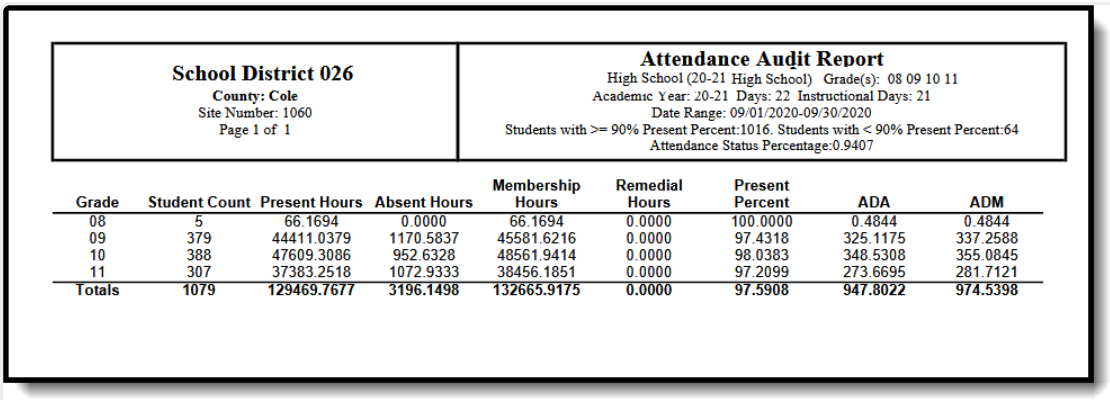
The report will display in the selected format. Sample images for each report type in PDF format and report layout information follows.

Report Layouts

Summary Report Layout

The following reports in the Header section:

- Selected School and Calendar
- Selected Grade Levels
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Total number of students with more than 90% present attendance
- Total number of students with less than 90% present attendance
- Percentage of Attendance Status
- Entered Date Range
- Student with >=90% Present Percent (CSV format)
- Proportional Attendance Rate (PDF and CSV format)



School District 026
County: Cole
Site Number: 1060
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Attendance Audit Report
High School (20-21 High School) Grade(s): 08 09 10 11
Academic Year: 20-21 Days: 22 Instructional Days: 21
Date Range: 09/01/2020-09/30/2020
Students with >= 90% Present Percent:1016. Students with < 90% Present Percent:64
Attendance Status Percentage:0.9407

Grade	Student Count	Present Hours	Absent Hours	Membership Hours	Remedial Hours	Present Percent	ADA	ADM
08	5	66.1694	0.0000	66.1694	0.0000	100.0000	0.4844	0.4844
09	379	44411.0379	1170.5837	45581.6216	0.0000	97.4318	325.1175	337.2588
10	388	47609.3086	952.6328	48561.9414	0.0000	98.0383	348.5308	355.0845
11	307	37383.2518	1072.9333	38456.1851	0.0000	97.2099	273.6695	281.7121
Totals	**1079**	**129469.7677**	**3196.1498**	**132665.9175**	**0.0000**	**97.5908**	**947.8022**	**974.5398**

Attendance Audit Report - Summary Type

Data Element	Description	Location
Grade	Grade levels included in the report. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > Grade Enrollment.grade
Student Count	Number of students enrolled in the school by grade within the time frame specified. *Numeric, 4 digits*	Calculated, value not stored

Data Element	Description	Location
Present Hours	Number of total present hours by grade within the time frame specified. See the Attendance Calculations section for information. This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day. **The total number of present hours cannot exceed the total Instructional Hours of the selected calendar.** The student's period scheduled minutes value is always used. When the minutes are greater than the Calendar instructional minutes for the entire calculation, the minutes are capped at the calendar instructional minutes. The Present Hours value on the Attendance Audit Summary must equal the Regular Hours Attended value on the MOSIS Student Enrollment and Attendance report. Override Logic: When there is a value in the RegHrsAttended on the student's Enrollment, that value reports. *Numeric, 9 digits*	Calculated, value not stored

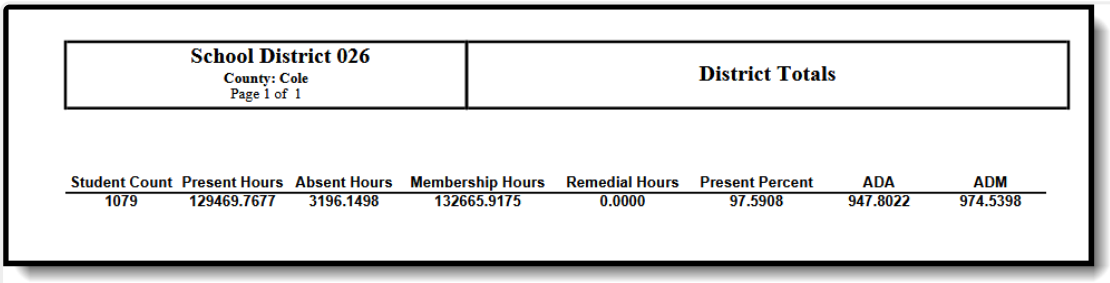
Data Element	Description	Location
Absent Hours	The number of hours a student was marked absent based on the student's schedule by day. See the Attendance Calculations section for information. The student's period absent minutes value is always used. When the minutes are greater than the Calendar instructional minutes for the entire calculation, the minutes are capped at the calendar instructional minutes. The Absent Hours value on the Attendance Audit Summary must equal the Regular Hours Attended value on the MOSIS Student Enrollment and Attendance report. Override Logic: When there is a value in the RegHrsAbsent on the student's Enrollment, that value reports. *Numeric, 9 digits*	Calculated, value not stored
Membership Hours	Total number of hours a student is scheduled to be in attendance by day. **The total number of membership hours cannot exceed the total Instructional Hours of the selected calendar.** When the State Aid category is not R2 (Student residing in the district but legally attending school in another district for whom the resident district is paying tuition), the following override logic applies: Override Logic: When there is a value in the RegHrsAttended or RegHrsAbsent on the student's Enrollment, that value reports. The student schedule is NOT calculated. Regular Hours Attended Override + Regular Hours Absent Override = Membership Hours *Numeric, 9 digits*	Calculated, value not stored

Data Element	Description	Location
Remedial Hours	Number of total remedial hours for all students reported by grade based on the Remedial Hours field on the student's State Reporting Enrollment editor. *Numeric, 9 digits*	Calculated, value not stored
Present Percent	The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day. *Ex: 109.998/219.996 = .50 Present percent* When a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes). *Numeric, 9 digits*	Calculated, value not stored
ADA	Student's average daily attendance, using the calculation of **Present Minutes divided by the Calendar Day's potential instructional minutes**. Calculation for R2 students = (Present Hours) / (Membership Hours by day) Calculation for non-R2 students = ((Attendance Hours* + Remedial Hours) / (number of students in grade level * total instructional hours in calendar)) * number of students in grade level *Remedial hours are only included in the ADA calculation when the* Include Remedial *checkbox is selected.* **The Present Hours value in the calculation cannot exceed the total Instructional Hours of the selected calendar.** *Numeric, 9 digits*	Calculated, value not stored

Data Element	Description	Location
ADM	Student's average daily membership. Calculation = (Membership Minutes) / (Instructional hours in the day) *Numeric, 9 digits*	Calculated, value not stored

A Total by District record is listed at the end of the Summary Report type, listing the following fields:

- Student Count
- Present Hours
- Absent Hours
- Membership Hours
- Remedial Hours
- Present Percent
- ADA
- ADM



School District 026
County: Cole
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District Totals

Student Count	Present Hours	Absent Hours	Membership Hours	Remedial Hours	Present Percent	ADA	ADM
1079	129469.7677	3196.1498	132665.9175	0.0000	97.5908	947.8022	974.5398

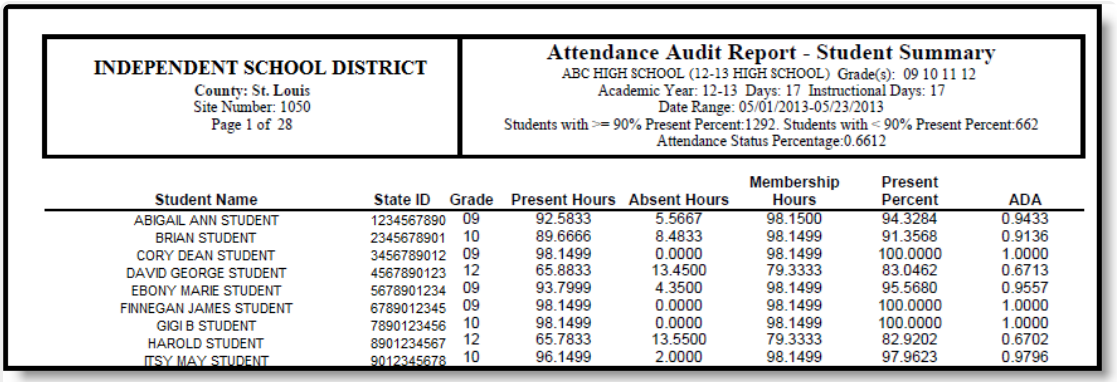
Summary Type District Totals

Student Summary Report Layout

The following reports in the Header section:

- Selected School and Calendar
- Selected Grade Levels
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range
- Total count of students who have greater than or equal to 90% Present Percentage
- Total count of students who have less than 90% Present Percentage
- Attendance Status Percentage
- Student with >=90% Present Percent (CSV format)
- Proportional Attendance Rate (PDF and CSV format)

Students are not included in this report when the enrollment record is marked as a No Show. Students whose enrollment records start and end on the same date and have no courses on their schedule will not be counted in the Students with less than 90% Present Percent.



INDEPENDENT SCHOOL DISTRICT
County: St. Louis
Site Number: 1050
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Attendance Audit Report - Student Summary
ABC HIGH SCHOOL (12-13 HIGH SCHOOL) Grade(s): 09 10 11 12
Academic Year: 12-13 Days: 17 Instructional Days: 17
Date Range: 05/01/2013-05/23/2013
Students with >= 90% Present Percent:1292. Students with < 90% Present Percent:662
Attendance Status Percentage:0.6612

Student Name	State ID	Grade	Present Hours	Absent Hours	Membership Hours	Present Percent	ADA
ABIGAIL ANN STUDENT	1234567890	09	92.5833	5.5667	98.1500	94.3284	0.9433
BRIAN STUDENT	2345678901	10	89.6666	8.4833	98.1499	91.3568	0.9136
CORY DEAN STUDENT	3456789012	09	98.1499	0.0000	98.1499	100.0000	1.0000
DAVID GEORGE STUDENT	4567890123	12	65.8833	13.4500	79.3333	83.0462	0.6713
EBONY MARIE STUDENT	5678901234	09	93.7999	4.3500	98.1499	95.5680	0.9557
FINNEGAN JAMES STUDENT	6789012345	09	98.1499	0.0000	98.1499	100.0000	1.0000
GIGI B STUDENT	7890123456	10	98.1499	0.0000	98.1499	100.0000	1.0000
HAROLD STUDENT	8901234567	12	65.7833	13.5500	79.3333	82.9202	0.6702
ITSY MAY STUDENT	9012345678	10	96.1499	2.0000	98.1499	97.9623	0.9796

Attendance Audit Report - Student Summary Type

Data Element	Description	Location
Student Name	Reports the student's first and last names. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name, First Name Identity.firstName Identity.lastName
State ID	Reports the student's state-assigned ID number. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID

Data Element	Description	Location
Present Hours	Number of total present hours by grade within the time frame specified. See the Attendance Calculations section for information. This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day. **The total number of present hours cannot exceed the total Instructional Hours of the selected calendar.** When the student does not have any attendance records, this field reports blank. The student's period scheduled minutes value is always used. When the minutes are greater than the Calendar instructional minutes for the entire calculation, the minutes are capped at the calendar instructional minutes. *Numeric, 9 digits*	Calculated, value not stored
Absent Hours	The number of hours a student was marked absent based on the student's schedule by day. When the student does not have any attendance records, this field reports blank. The student's period absent minutes value is always used. When the minutes are greater than the Calendar instructional minutes for the entire calculation, the minutes are capped at the calendar instructional minutes. *Numeric, 9 digits*	Calculated, value not stored

Data Element	Description	Location
Membership Hours	Total number of hours a student is scheduled to be in attendance by day. **The total number of membership hours cannot exceed the total Instructional Hours of the selected calendar.** When the student does not have any attendance records, this field reports blank. When the State Aid category is not R2 (Student residing in the district but legally attending school in another district for whom the resident district is paying tuition), the following override logic applies. Override Logic: When there is a value in the RegHrsAttended or RegHrsAbsent on the student's Enrollment, that value reports. The student schedule is NOT calculated. Regular Hours Attended Override + Regular Hours Absent Override = Membership Hours *Numeric, 9 digits*	Calculated, value not stored

Data Element	Description	Location
Present Percent	The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day. *Ex: 109.998/219.996 = .50 Present percent* When a student only has two scheduled periods in a day with 6 schedule periods, and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes). When the student does not have any attendance records, this field reports blank. *Numeric, 9 digits*	Calculated, value not stored

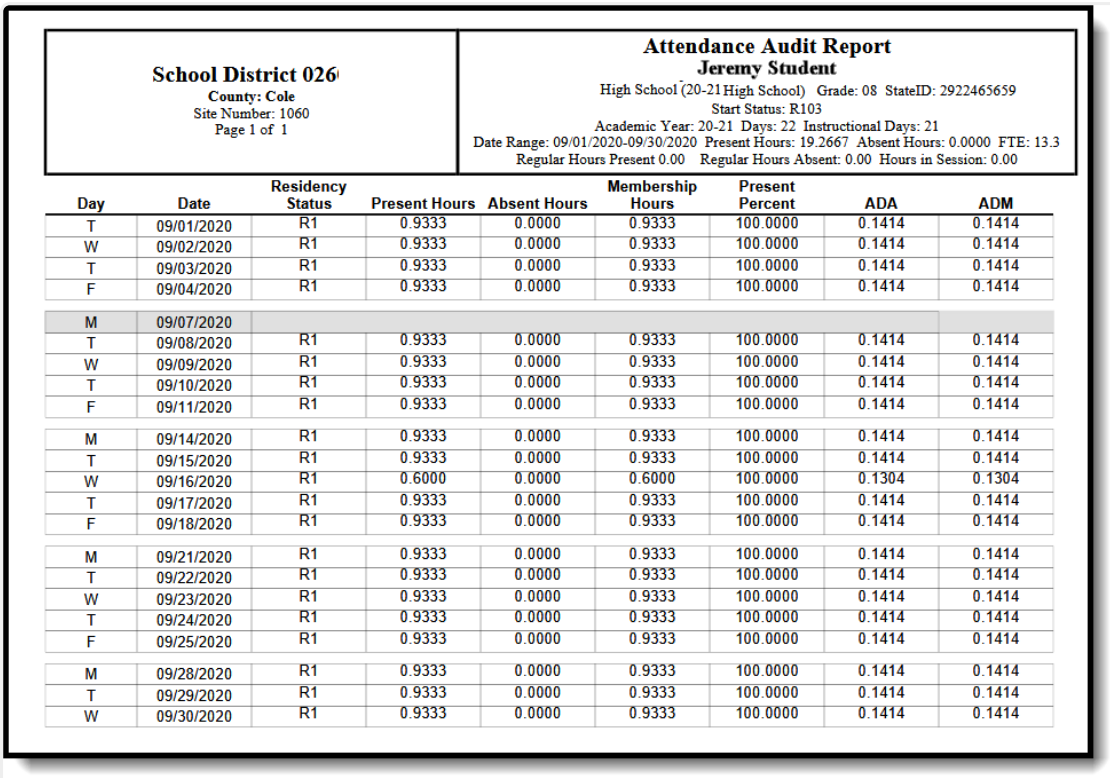
Data Element	Description	Location
ADA	Student's average daily attendance, using the calculation of Present Minutes divided by the Calendar Day's potential instructional minutes. Calculation for R2 students = (Present Hours) / (Membership Hours by day) Calculation for non-R2 students = ((Attendance Hours* + Remedial Hours) / (number of students in grade level * total instructional hours in calendar)) * number of students in grade level Remedial hours are only included in the ADA calculation if the **Include Remedial** checkbox is selected. **The total number of Present Hours used in the ADA calculation cannot exceed the total Instructional Hours of the selected calendar.** When the student does not have any attendance records, this field reports blank. *Numeric, 9 digits*	Calculated, value not stored
Proportional Weight	The Regular Hours of Enrollment divided by the Total Calendar Hours. Regular Hours of Enrollment is the Regular Hours of Attendance plus the Regular Hours of Absence. *Numeric, 9 digits*	Calculated, value not stored
Attendance Rate	The Regular Hours of Attendance divided by the Regular Hours of Enrollment. Regular Hours of Enrollment is the Regular Hours of Attendance plus the Regular Hours of Absence. *Numeric, 9 digits*	Calculated, value not stored
Total Calendar Hours	The total calendar hours scheduled for the school. *Numeric, 9 digits*	Calculated, value not stored

Data Element	Description	Location
Points Earned	The calculated points applied to each student based on the attendance rate. For example, students with an attendance rate of 90 percent or above receive one point, students with an attendance rate of 87.5 percent to 89.99 percent receive 0.5 points, students with an attendance rate of 85 percent to 87.49 percent receive 0.25 points, and students with an attendance rate of less than 85 percent receive no points. *Numeric, 9 digits*	Calculated, value not stored
Adjusted Proportional Weight	The Proportional Weight times the Attendance Points. *Numeric, 9 digits*	Calculated, value not stored

Detail Report Layout

The following reports in the Header section:

- Student Name
- Selected School and Calendar
- Student's Grade Level, State ID and Enrollment Start Status
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range
- Calculated Present Hours and Absent Hours
- FTE (Percent of Enrollment)
- Regular Hours Present
- Regular Hours Absent
- Hours in Session



School District 026
County: Cole
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Attendance Audit Report
Jeremy Student
High School (20-21 High School) Grade: 08 StateID: 2922465659
Start Status: R103
Academic Year: 20-21 Days: 22 Instructional Days: 21
Date Range: 09/01/2020-09/30/2020 Present Hours: 19.2667 Absent Hours: 0.0000 FTE: 13.3
Regular Hours Present 0.00 Regular Hours Absent: 0.00 Hours in Session: 0.00

Day	Date	Residency Status	Present Hours	Absent Hours	Membership Hours	Present Percent	ADA	ADM
T	09/01/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/02/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/03/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/04/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/07/2020							
T	09/08/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/09/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/10/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/11/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/14/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/15/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/16/2020	R1	0.6000	0.0000	0.6000	100.0000	0.1304	0.1304
T	09/17/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/18/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/21/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/22/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/23/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/24/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/25/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/28/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/29/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/30/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414

Attendance Audit Report - Detail Type

Data Element	Description	Location
Day	Reports the day of the week based on the time frame specific within the calendar year. Only the days within the date range entered on the extract editor will print. *Alphanumeric, 1 character*	Calculated, value not stored
Date	Date of the week on which the day falls. *Date field, 10 characters (MM/DD/YYYY)*	Calculated, value not stored
Residency Status	Reports the State Aid code assigned to the student. *Alphanumeric, 2 characters*	Student Information > General > Enrollment > State Reporting Fields > State Aid EnrollmentMO. residencyStatus

Data Element	Description	Location
Present Hours	The number of hours a student was scheduled to be in attendance minus the absent hours by day. This is reported in whole numbers but is calculated in minutes (then converted to hours). See the Attendance Calculations section for information. This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day. When there is data in the Regular Hours Attendance field, this value reports. Data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation. **The total number of present hours attended cannot exceed the total Instructional Hours of the selected calendar.** The student's period scheduled minutes value is always used. When the minutes are greater than the Calendar instructional minutes for the entire calculation, the minutes are capped at the calendar instructional minutes. *Numeric, (up to10 digits) (XXXX.XXXX)*	Student Information > General > Enrollment > State Reporting Fields > Regular Hours Attendance Enrollment.regular HoursAttendance

Data Element	Description	Location
Absent Hours	The number of hours a student was marked absent based on the student's schedule by day. When Residency Status is NOT HS, this value must be greater than zero. When there is data in the Regular Hours Absent field, this value reports. Data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation. The student's period absent minutes value is always used. When the minutes are greater than the Calendar instructional minutes for the entire calculation, the minutes are capped at the calendar instructional minutes. *Numeric, 9 digits*	Student Information > General > Enrollment > State Reporting Fields > Regular Hours Absent Enrollment.regular HoursAbsent
Membership Hours	Total number of hours a student is scheduled to be in attendance by day. When the State Aid Category is not R2: Resident II, data for Regular Hours Present and Regular hours Absent fields is summed and reported. When there is no data to calculate in the current calculation, data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation. When only one of the fields has data, it is reported from that field only. **The total number of membership hours attended cannot exceed the total Instructional Hours of the selected calendar.** *Numeric, 9 digits*	Student Information > General > Enrollment > State Reporting Fields > Resident 2 Hours in Session Enrollment.Res2Hours inSession

Data Element	Description	Location
Present Percent	The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day. *Ex: 109.998/219.996 = .50 Present percent* When a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes). *Numeric, 9 digits*	Calculated, value not stored
ADA	Student's average daily attendance, using the calculation of Present Minutes divided by the Calendar Day's potential instructional minutes. Calculation for R2 students = (Present Hours) / (Membership Hours by day) Calculation for non-R2 students = (Present Hours) / (Instructional Hours in the day) **The total number of present hours used in the calculation cannot exceed the total Instructional Hours of the selected calendar.** *Numeric, 9 digits*	Calculated, value not stored

Data Element	Description	Location
ADM	Student's average daily membership. Calculation = (Present Hours) / (Instructional hours in the day) *Numeric, 9 digits*	Calculated, value not stored.
Present Hours	The student's present hours. *Numeric*	Calculated, value not stored.
Absent Minutes	The student's absent minutes. *Numeric*	Calculated, value not stored.
Membership Minutes	The student's membership minutes. *Numeric*	Calculated, value not stored.

Regular Hours Attended Override	When the Regular Hours attended override has a value > 0.0000 then report the value on the last day for the student.
	
	When the Regular Hours attended has a value > 0.0000 then report all other days as blank for the Present Hours, Absent Hours, and Membership Hours fields
	
	When the Regular Hours Attended and absent overrides have a value >0.0000, then sum:
	• Present Percentage.
	  ◦ Regular Hours Attended Override divided by Membership Hours by day. Regular Hours Attended Override + Regular Hours Absent Override = Membership Hours
	• ADA
	  ◦ Considering the date range specified in the extract editor
	  ▪ For R1 Students: ADA = Regular Hours Attended Override/Instructional Hours
	  ▪ For R2 Students: ADA: Regular Hours Attended Override / Membership Hours
		Calculated, value not stored.

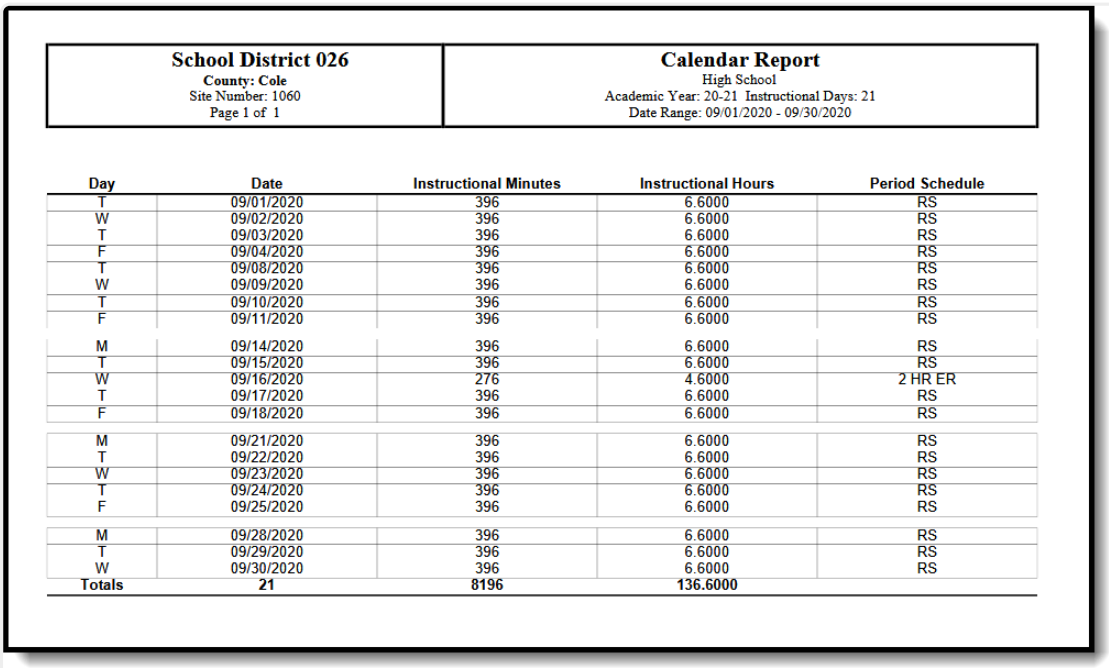
Data Element	Description	Location
	▪ Regular Hours Attended Override + Regular Hours Absent Override = Membership Hours • ADM ◦ Membership Hours divided by the number of instructional hours in the day. ▪ Regular Hours Attended Override + Regular Hours Absent Override = Membership Hours When the Regular Hours Attended override value is 0.0000, then Present Hours, Absent Hours, and membership Hours should calculate as expected. *Numeric*	
Regular Hours Absent Override	When the Regular Hours absent override has a value > 0.0000, then report the value on the last day for the student. When the Regular Hours absent override has a value > 0.0000, then report all other days as blank for the Present Hours, Absent Hours, and Membership Hours fields. When the Regular Hours Absent and Attended overrides have a value > 0.0000, then calculate Present Percentage, ADA, and ADM as expected. When the Regular Hours Absent override value is 0.0000, then Present Hours, Absent Hours, and membership Hours should calculate as expected. *Numeric*	Calculated, value not stored.

Data Element	Description	Location
Sum	A sum of the Present Hours, Absent Minutes, Membership Minutes, Regular Hours Attended Override, Regular Hours Absent Override, Present Percentage, ADA, and ADM. This is summed student by student and then rounded to 4 decimal places. *Numeric*	Calculated, value not stored.

Calendar Report Layout

The following reports in the Header section:

- Selected School and Calendar
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range



School District 026
County: Cole
Site Number: 1060
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Calendar Report
High School
Academic Year: 20-21 Instructional Days: 21
Date Range: 09/01/2020 - 09/30/2020

Day	Date	Instructional Minutes	Instructional Hours	Period Schedule
T	09/01/2020	396	6.6000	RS
W	09/02/2020	396	6.6000	RS
T	09/03/2020	396	6.6000	RS
F	09/04/2020	396	6.6000	RS
T	09/08/2020	396	6.6000	RS
W	09/09/2020	396	6.6000	RS
T	09/10/2020	396	6.6000	RS
F	09/11/2020	396	6.6000	RS
M	09/14/2020	396	6.6000	RS
T	09/15/2020	396	6.6000	RS
W	09/16/2020	276	4.6000	2 HR ER
T	09/17/2020	396	6.6000	RS
F	09/18/2020	396	6.6000	RS
M	09/21/2020	396	6.6000	RS
T	09/22/2020	396	6.6000	RS
W	09/23/2020	396	6.6000	RS
T	09/24/2020	396	6.6000	RS
F	09/25/2020	396	6.6000	RS
M	09/28/2020	396	6.6000	RS
T	09/29/2020	396	6.6000	RS
W	09/30/2020	396	6.6000	RS
Totals	**21**	**8196**	**136.6000**	

Attendance Audit Report - Calendar Type

Data Element	Description	Location
Day	One record for each day marked as both instructional and attendance for the selected calendar, sorted by date. *Alphanumeric, 1 character*	Not stored

Data Element	Description	Location
Date	Date of the day of the week based on the time frame specified within the calendar year. Only the dates within the date range entered on the extract editor will report. *Date field, 10 characters (MM/DD/YYYY)*	Not stored
Instructional Minutes	Total instructional time (not including lunch time or non-instructional time) for the day being reported in minutes. Duration minutes report when duration minutes are greater than 0. *Numeric, 4 digits*	Calculated, value not stored
Instructional Hours	Instructional minute value converted to hours and rounded to the nearest ten thousandth. *Numeric, 7 digits*	Calculated, value not stored
Period Schedule	Lists the period schedule associated with the calendar. *Alphanumeric, 10 characters*	System Administration > Calendar > Calendar > Days > Day Detail - Period Schedule Calendar.periods