

ADM and ADA Detail (California)

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This report calculates **Average Daily Membership (ADM)** and **Average Daily Attendance (ADA)** based on the selected Calculation Options. The report summarizes the data by student, grade and calendar for the date range entered.

California ADM/ADA Detail Report

Report Logic

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ADM and ADA values that print on the report are dependent on the selected Calculation Option on the report editor. This calculation depends on entered values on the [Calendar Information tool](#).

General Attendance Logic

More information on these fields is available on the [Configure Attendance Parameters](#) article.

Minute Option	Description	Example
Student Day	The number of minutes a student is expected to be in class during a regular school day. This number is essential to attendance calculations.	
Whole Day Absence	<p>The minimum number of minutes for which a student is considered absent for the whole day.</p> <p>When the student is absent for the indicated number of minutes or more, the student is considered absent for the entire day.</p>	
Half Day Absence	<p>The minimum number of minutes for which a student will be considered absent for a half of a day.</p> <p>When the student is absent for the indicated number of minutes or more – up to the value entered in the Whole Day Absence field – they are considered absent for half of a day.</p>	

When Student Day/Standard Day minutes have not been defined, the system defaults to a value of 360.

Grade level minutes always take precedence over calendar minutes: When values have been entered in both the (calendar) Student Day field and the (grade level) Standard Day field, the system will always use the value from the (grade level) Standard Day field for students enrolled in that grade.

When a grade level included in the calendar has different minutes than the standard minutes,

these minutes are entered on the Calendar Grade Levels tool and are used in the ADM and ADA Detail report when that grade level is selected.

Grade Levels ☆

System Administration > Calendar Setup > Grade Levels

+ New
 S Save
 X Delete

Grade Level Editor		Grade Level Detail	
Name	Seq	Name (locked)	
09	11	10	
10	12	*Sequence Number	12
11	13	*State Grade Level Code	10: Tenth Grade ▼
12	14	Standard Day	155
		Maximum Membership Days (<= instructional days)	
		Whole Day Absence (minutes)	155
		Half Day Absence (minutes)	85
		Maximum Approved School Choice Applications	0
		Grade Code	▼
		Exclude from cumulative GPA/Rank calculations	<input type="checkbox"/>
		Exclude from state reporting	<input type="checkbox"/>
		Exclude from Enrollment	<input type="checkbox"/>
		Exempt from Assignment	<input type="checkbox"/>
		Standard Code (SIF code)	

Grade Level Calendar Minute Fields

Calculation Options

The **Exact Calculation** option sums the student's absent minutes and divides that value by the student day minutes. The same calculation is used when the **Use percent enrolled in ADM calculation** is marked, but the Percent Enrolled column from the Enrollment table is also considered.

The **Daily Approximation** option uses the whole day/half day minutes to determine total absent days. When the student's total daily absent minutes match or exceed the value entered in the Whole Day Absence field, the student has 1 day of absence. When the student's total daily absent minutes match or exceed the value entered in the Half Day Absence field but are less than the value entered in the Whole Day Absence field, the student has .5 days of absence.

Type	Formula
Average Daily Membership	$(\text{Membership Days}) * (\text{Percent Enrolled} / \text{Instructional Days})$

Type	Formula
Average Daily Attendance	$(\text{Membership Days} - \text{Absent Days}) * (\text{Percent Enrolled} / \text{Instructional Days})$
Percent in Attendance	$(\text{Present Days} / \text{Membership Days}) * 100$

See the [ADA Calculations and Attendance Rates](#) article for more information.

Calculations for Students with Multiple Enrollments/Multiple Schedule Structures

When this option is selected...	This is the result
When the Use percent enrolled in ADM calculations is marked and the student has <i>differing percent enrolled values</i> .	<p>The student is listed on the report in the Details section as many times as they are enrolled in the current calendar with a different grade level or percent enrolled.</p> <p>The student is only counted once for each grade level and student ID combination in the Summary section.</p>
When the Use percent enrolled in ADM calculations is marked and the student has the <i>same percent enrolled values</i> .	<p>The student is listed on the report in the Details section as many times as they are enrolled in the current calendar with a different grade for that enrollment.</p> <p>When there are multiple records within the same calendar, grade and percent enrolled values, the Membership Days, Absent Days and Present Days are summed into a single record.</p> <p>The student is only counted once for each grade and student ID combination in the Summary section.</p>

When this option is selected...	This is the result
<p>When the Use percent enrolled in ADM calculations is NOT marked and the student has <i>differing percent enrolled values</i>.</p>	<p>The student is listed on the report in the Details section once for each grade level of enrollment.</p> <p>When the student is enrolled multiple times in the same school, calendar and grade level, they are listed in a single record in the Details section and Summary section.</p>
<p>When the Use percent enrolled in ADM calculations is NOT marked and the student has the <i>same percent enrolled values</i>:</p>	<p>The student is listed on the report in the Details section once for each grade level of enrollment.</p> <p>When the student is enrolled multiple times in the same school, calendar and grade, they are listed in a single record in the Details section and Summary section.</p>
<p>When the student is enrolled twice in the same school and calendar but in <i>different schedule structures</i>.</p>	<p>The student displays in the Details section for each schedule structure in which they are enrolled.</p> <p>The student displays in the Summary section one time.</p>

California Specific Calculation Options

Option	Logic
<p>CA Specific Attendance</p>	<p>Students are either present or absent. There are no partial days.</p> <p>A day of presence is earned when the student is present in at least one attendance-taking course in an instructional period. In other words, the student must be marked absent in all instructional periods they are scheduled in to be absent for the day.</p> <p>A day in which the student has an active enrollment in the calendar but is not on the roster of at least one attendance-taking course in an instructional period is not counted as present or absent. In the Monthly Attendance Register/Summary, this is an NC day. In the ADM/ADA report, this should not be counted as a Present Day.</p> <p>ADA is calculated as Present Days divided by Roster.</p> <p>Students must be enrolled in Active courses only.</p>

Option	Results of this calculation match the Monthly Attendance Summary (MAS) results when the same date range is used, as noted below.
	<ul style="list-style-type: none"> • Student Count includes any student who has an active enrollment for at least one instructional day in the selected calendar, does NOT have an Enrollment marked as State Exclude or No Show, and is NOT enrolled in a Grade Level marked as State Exclude or a Calendar marked as State Exclude. • Membership Days (the same as MAS Days Enroll) is the SUM of all instructional days on which the student has an active enrollment. • Absent Days (the same as MAS UnEx and Ex) is the SUM of all days on which a student has all periods marked absent (excused, unexcused or unknown) or an Attendance Code that is tied to a ISI or CII State Attendance Code for courses that take attendance. • Present Days (the same as MAS Appt) is the SUM of all days on which a student is present in at least one attendance-taking course in an instructional period. • ADM uses the standard calculation of (SUM Membership Days) * (Percent Enrolled / Instructional Days). • ADA uses the standard calculation of CA Absent/Present Days - (Membership Days - Absent Days) * (Percent Enrolled / Instructional Days). • Unexcused Absences for Days is the SUM of all days on which a student was absent (unexcused or unknown) from all periods in which they were scheduled for courses that take attendance. • Unexcused Absences for Daily Average is the SUM of Unexcused Absences from all days on which a student was absent from all periods in which they were scheduled for courses that take attendance. • Percent of Attendance is the value of Days Present / (Total Days Enroll minus Days Not Counted) * 1. This is the same calculation as the Days of Apportionment value on MAS.
CA Truancy	<p>Truancy generates calculations based on 10% absenteeism. Selecting Truancy adds a column in the generated report based on the date range provided in the Editor.</p> <p>The 10% absence calculates a period of the day being absent, or a student being tardy more than 30 minutes of the period. (NOTE: When Chronic Absenteeism is selected in place of Truancy, data for Chronic Absenteeism will appear in this column.)`</p>

Option	Logic
CA Chronic Absenteeism	<p>Chronic Absenteeism generates percent absent data. A student is counted as Absent for an entire day when the student is absent in all attendance-taking sections during instructional periods. Absences with an attendance code Status of Absent and an Excuse of Unexcused or Unknown are considered Unexcused Absences.</p> <p>Absences with an attendance code Status of Absent and Excuse of Excused are considered Excused Absences. One period of the day in attendance equates to one full day of attendance. Presence is defined as the following:</p> <ul style="list-style-type: none"> • No attendance code in the period. • An attendance code with a Status of Present or Tardy and any Excuse. • An attendance code with a Status/Excuse of Absent/Exempt. <p>The user must have the appropriate tool rights to select the CA-Chronic Absenteeism button.</p>

Report Editor

The following defines the options available on the ADM and ADA Detail Report.

Option	Description
Which date range would you like to include in the report?	<p>Entered dates are used to narrow the results of the report by only looking for attendance information during the entered dates and for students who were enrolled at any time during those dates.</p> <p>Dates can be entered by typing in the field in <i>mmdyy</i> format or use the calendar icon to select a date.</p>
Ad hoc Filter	<p>When there is an existing Ad hoc Filter that contains students to include in the report or enrollment information for a specific date range, this information can be selected from the Ad hoc Filter dropdown list. Only those students in the filter will be included in the report.</p>
Report Type	<p>The ADM/ADA Report can be generated in a Summary Format or a Detail Format. The Detail format lists the same information as the Summary report type, but includes student names and attendance data.</p> <p>See the images following the Generate the Report section for examples.</p>
Calculation Options	<p>Selection indicates the logic that is applied to calculate ADM and ADA. See the Report Logic section for details on each option.</p>

Option	Description
Student Type	<p>Selection indicates the enrollment types of the students included on the report. Options are:</p> <ul style="list-style-type: none"> • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
Add Signature Line at End of the Report	<p>A signature line can be added at the end of the report when desired, where the principal or superintendent signs and dates the information, making the attendance data official.</p> <p>A signature line for attendance data is required in California.</p>
Report Format	Determines the type of file in which the report generates - PDF, CSV or DOCX.
Calendar Selection	At least one calendar needs to be selected in order to generate the report. For verification of reported attendance data, it may be best to generate the report one calendar at a time.
Report Generation	The report can be generated immediately using the Generate Extract button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the Submit to Batch button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Generate the Report Using California-Specific Calculations

1. Enter the **Start Date** and **End Date** of the desired date range for reporting ADM and ADA information.
2. If desired, select an **Ad hoc Filter** from the dropdown list.
3. Select the **Summary Report Type** or the **Detail Report Type**.
4. Select the desired **California specific Calculation Option** - **CA Specific Attendance**, **CA Truancy**, or **CA Chronic Absenteeism**.
5. Mark the **Add signature line at the end of the report** checkbox if desired.
6. Choose the desired Format - **PDF**, **CSV** or **DOCX**.
7. Select the desired **Calendar** from which to pull attendance data.
8. Click the **Generate Report** button. The report displays in a new browser window.

Students print first by grade level, then by last name.

21-22 High School Generated on 08/12/2022 01:41:42 PM Page 1 of 1		Attendance/Membership Summary Report Start/End Date: 09/01/2021 - 09/30/2021 School(s): 1 Calendar(s): 1 Grade: 08, 09, 10, 11, 12, 9								
School: High School Calendar: 21-22 High School										
Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences Avg. Daily	Percent In Attendance	Percent Absent
08	0	0	0	0	0.00	0.00	0	0.00	N/A	N/A
09	219	4571	527	4044	217.67	192.42	310	14.84	88.47%	0.00%
10	225	4683	485	4198	223.00	199.73	280	13.43	89.64%	0.00%
11	179	3747	349	3398	178.43	161.72	223	10.69	90.69%	0.36%
12	158	3254	275	2979	154.96	141.71	166	8.00	91.55%	0.36%
9	0	0	0	0	0.00	0.00	0	0.00	N/A	1.79%
Total	6	781	16255	1636	14619	774.06	695.58	979	46.96	89.94%
Signature of Principal or Superintendent						Date				

ADM and ADA Report - CA-Specific Attendance Calculation, Summary Type, Primary Enrollments, PDF Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	School	Calendar	Grade	Student Last Name	Student First Name	Student Middle Initial	Student Number	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences avg. Daily	Percent In Attendance	Percent Absent
2	High School	21-22 High School	9	Student	Amber	Z	123456		10	0	10	0.00	0.00	0	0	100.00%	0.00%
3	High School	21-22 High School	9	Student	Brian	Y	234567		42	0	20	0.33	0.16	0	0	100.00%	0.00%
4	High School	21-22 High School	9	Student	Cammie	X	345678		128	0	128	1	1	0	0	100.00%	0.18%
5	High School	21-22 High School	9	Student	Dylan		456789		128	0	128	1	1	0	0	100.00%	0.00%
6	High School	21-22 High School	9	Student	Emily	V	567890		128	0	128	1	1	0	0	100.00%	0.36%
7	High School	21-22 High School	9	Student	Franklin	U	678901		128	10	118	1	0.92	10	0.08	92.19%	7.53%
8	High School	21-22 High School	9	Student	Gillian	T	789012		128	2	126	1	0.98	0	0	98.44%	1.97%
9	Total							0	692	12	658	5.41	5.14	10	0.08	96.34%	1.79%

ADM and ADA Report - CA-Truancy Calculation, Detail Type, Primary Enrollments, CSV Format

21-22 High School Generated on 08/12/22 14:07:48 PM Page 1 of 1		Attendance/Membership Summary Report Start/End Date: 09/01/2021 - 05/01/2022 School(s): 1 Calendar(s): 1 Grade: 08, 09, 10, 11, 12, 9									
School: High School Calendar: 21-22 High School											
Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences Avg. Daily	Percent In Attendance	Percent Absent	
08	0	0	0	0	0.00	0.00	0	0.00	N/A	N/A	
09	222	27698	527	27070	216.40	211.39	310	2.44	98.09%	1.91%	
10	231	28605	486	28086	223.48	219.32	280	2.23	98.30%	1.70%	
11	181	22595	349	22246	176.53	173.75	223	1.78	98.46%	1.54%	
12	160	19810	275	19456	154.77	151.90	166	1.36	98.61%	1.39%	
9	0	0	0	0	0.00	0.00	0	0.00	N/A	N/A	
Total	6	794	98708	1637	96858	771.18	756.36	979	7.81	98.34%	1.66%

ADM and ADA Report - CA-Chronic Absenteeism, Summary Type, Primary Enrollments - DOCX Format

Generate the Report Using Non-California Specific Calculations

1. Enter the **Start Date** and **End Date** of the desired date range for reporting ADM and ADA information.

2. If desired, select an **Ad hoc Filter** from the dropdown list.
3. Select the desired **Report Type - Summary or Detail**.
4. Select the desired **Calculation Options** of EXACT or DAILY APPROXIMATION.
5. Select the desired **Student Type**.
6. Mark the **Add signature line at the end of the report** checkbox if desired.
7. Select the desired **Report Format**.
8. Select the desired **Calendar** from which to pull attendance data.
9. Click the **Generate Report** button or the **Submit to Batch** button. The report displays in the selected format.

21-22 High School		Attendance/Membership Report								
Generated on 08/12/2022 02:16:40 PM Page 1 of 15		Start/End Date: 09/01/2021 - 12/31/2021 School(s): 1 Calendar(s): 1 Grade: 08, 09, 10, 11, 12, 9								
School: High School Calendar: 21-22 High School										
Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
08	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A	
09	219	13387	512.82	12874.18	215.92	207.55	286.86	4.59	96.17%	
10	225	13826	488.78	13337.22	223.00	215.15	266.16	4.34	96.46%	
11	184	11221	347.54	10873.46	180.98	175.41	209.88	3.41	96.90%	
12	163	9766	273.18	9492.82	157.52	153.16	157.13	2.51	97.20%	
9	0	0	0.00	0.00	0.00	0.00	0.00	0.00	N/A	
Total	6	791	1622.32	46577.68	777.42	751.27	920.03	14.85	96.63%	
DETAIL School: High School Calendar: 21-22 High School										
Grade	Student Name (Student#)	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
09	Student, Amber (#123456)	10	0.00	10.00	0.16	0.16	0.00	0.00	100.00%	
09	Student, Brian (#234567)	62	0.24	61.76	1.00	1.00	0.24	0.00	99.61%	
09	Student, Cammie (#345678)	62	0.00	62.00	1.00	1.00	0.00	0.00	100.00%	
09	Student, David (#456789)	62	0.48	61.52	1.00	0.99	0.00	0.00	99.23%	
09	Student, Emily (#567890)	62	9.31	52.69	1.00	0.85	9.31	0.15	84.98%	
09	Student, Franklin (#678901)	62	2.65	59.35	1.00	0.96	0.00	0.00	95.73%	
09	Student, Gillian (#789012)	62	9.06	52.94	1.00	0.85	1.42	0.02	85.39%	

ADM and ADA Report - EXACT Calculation, Detail Format, DOCX Format

School	Calendar	Grade	Student Count	Student Last Name	Student First Name	Student Middle Initial	Student Number	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences avg. Daily	Percent In Attendance
High School	21-22 High School	8	0					0	0	0	0	0	0	0	N/A
High School	21-22 High School	9	219					13387	0	13387	215.92	215.92	0	0	100.00%
High School	21-22 High School	10	225					13826	0	13826	223	223	0	0	100.00%
High School	21-22 High School	11	184					11221	0	11221	180.98	180.98	0	0	100.00%
High School	21-22 High School	12	163					9766	0	9766	157.52	157.52	0	0	100.00%
High School	21-22 High School	9	0					0	0	0	0	0	0	0	N/A
Total		6	791					48200	0	48200	777.42	777.42	0	0	100.00%

ADM and ADA Report - DAILY APPROXIMATION, Summary Format, CSV Format

Previous Versions

[ADM and ADA Detail \(California\) \[.2124 - .2239\]](#)