Continuation Attendance Report (California)

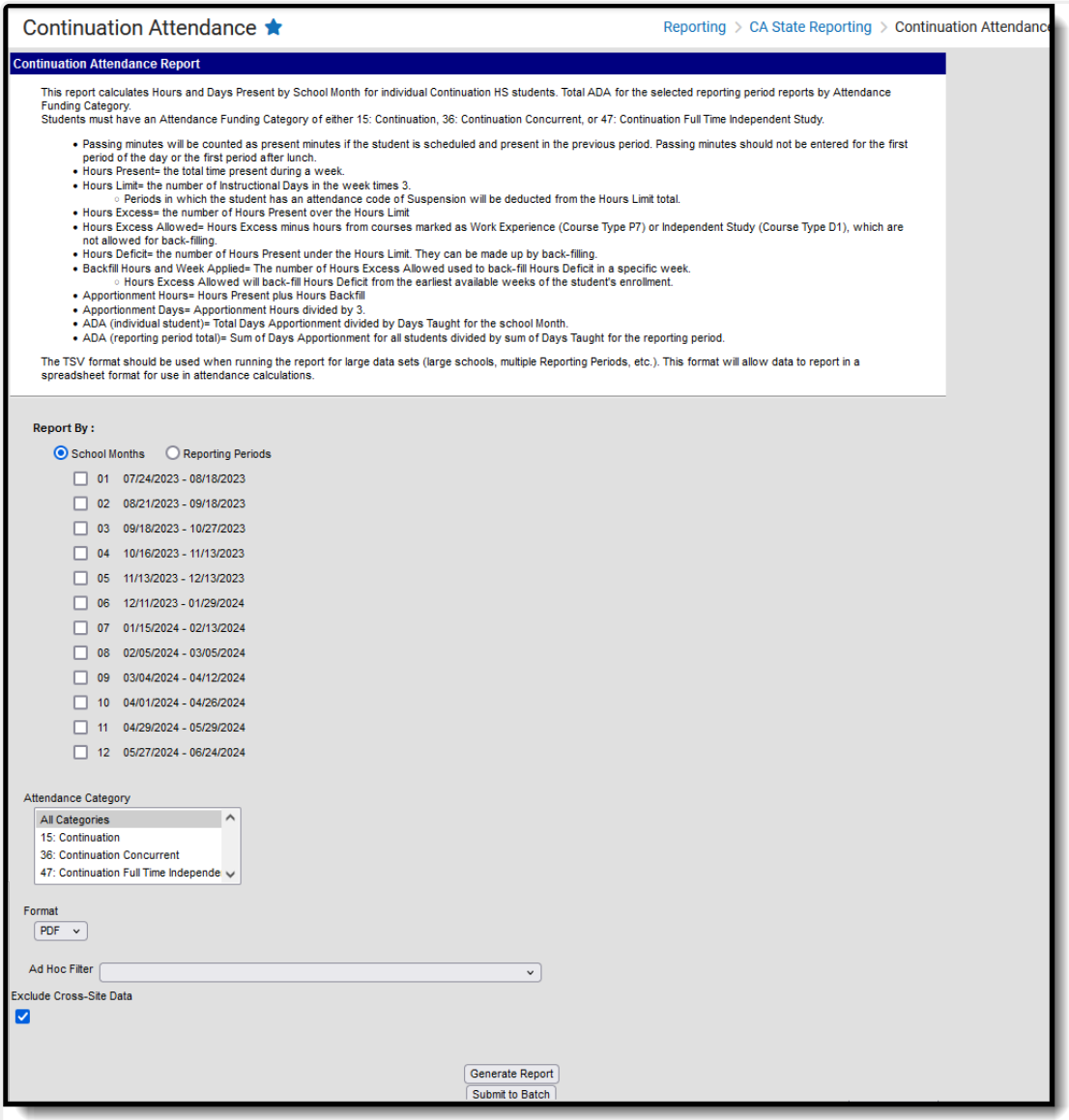
Last Modified on 12/14/2025 8:45 pm CST

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: Continuation Attendance

The Continuation Attendance Report calculates hours and days present by school month for individual continuation high school students. Report data by School Months or by Reporting Periods.

A calendar must be selected in order to generate the report.



Continuation Attendance

Read - Access and generate the Continuation Attendance Report.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

Report Logic

Students who have an active enrollment record for any part of the selected school month or reporting period and an Attendance Funding Category of 15, 36 or 47 report (chosen on the report editor). Total Average Daily Attendance (ADA) reports for all students in each selection Attendance Funding Category group and as a total for all groups.

Students are not included in the report when:

- Their enrollment is marked as State Exclude or as No Show.
- They are enrolled in a grade level marked as State Exclude.
- They are enrolled in a calendar marked as State Exclude.

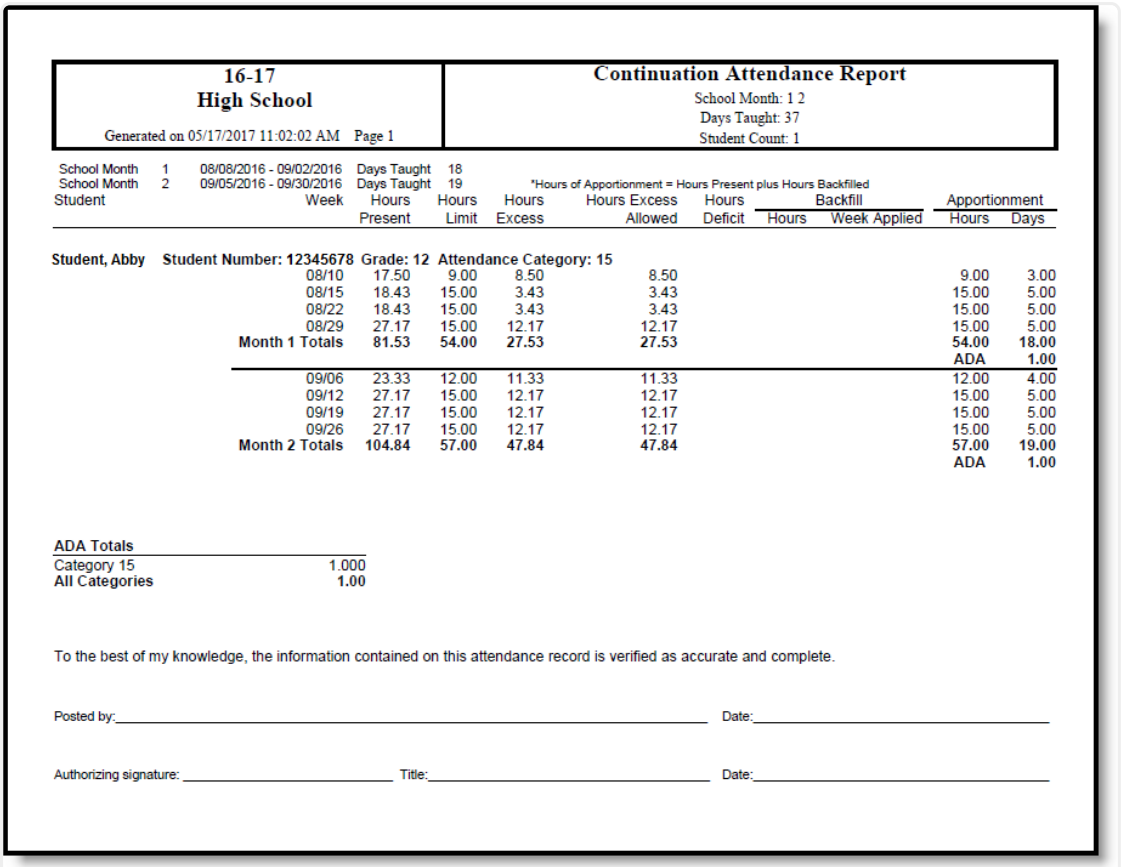
Report Editor

Field	Description
Report by School Months or Reporting Periods	Selection determines how a report generates. • When **School Months** is selected, choose which school months to include in the report (choose at least one). • When **Reporting Periods** is selected, choose one of the following: ◦ **P1** = School Month 01 through the last full School Month that ends on or before December 31 ◦ **P2** = School Month 01 through the last full School Month that ends on or before April 15 ◦ **19-20 P2** = School Month 01 through the last full School Month that ends on or before February 29, 2020 (added in response to COVID-19) ◦ **Annual** - all school months in a calendar ◦ **19-20 Annual** = all school months in a calendar that end on or before February 29, 2020 (added in response to COVID-19)
Attendance Funding Categories	Indicates which Attendance Funding Categories are included in the report. Choose All Categories or one of the three available: • 15: Continuation • 36: Continuation Concurrent • 47: Continuation Fill Time Independent

Field	Description
Format	The report can be generated in PDF, TSV, or CSV format. Use the TSV format when generating the report for large schools, multiple reporting periods, etc.
Ad hoc Filter	Select an Ad hoc filter to narrow the student list. Only those students included in the filter (and who match other reporting logic and business population requirements) are included in the report.
Exclude Cross-Site Data	When marked, students enrolled in Cross-Site Enrollment courses are not included in the report.
Report Generation	Generate the report immediately using the Generate Report button. Use the Submit to Batch button to choose when the report generates. Submit to Batch can be used when large data sets are chosen (multiple school months, larger calendars, etc.).

Generate the Report

1. Choose the **Report By** option of **School Months** or **Reporting Periods**.
    - If choosing School Months, mark which **School Months** to include.
    - If choosing Reporting Periods, choose **P1**, **P2**, **Annual**, **19-20 P2** or **19-20 Annual**.
2. Select which **Attendance Category** to include in the report.
3. Select the desired **Format** of the report.
4. Select an **Ad hoc Filter**, if desired.
5. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
6. Click the **Generate Report** button to display the results of the report immediately. Or, click the **Submit to Batch** button to select when the report generates.



16-17
High School
Generated on 05/17/2017 11:02:02 AM Page 1

Continuation Attendance Report
School Month: 1 2
Days Taught: 37
Student Count: 1

School Month 1 08/08/2016 - 09/02/2016 Days Taught 18
School Month 2 09/05/2016 - 09/30/2016 Days Taught 19

*Hours of Apportionment = Hours Present plus Hours Backfilled

Student	Week	Hours Present	Hours Limit	Hours Excess	Hours Excess Allowed	Hours Deficit	Backfill Hours	Backfill Week Applied	Apportionment Hours	Apportionment Days
Student, Abby	**Student Number: 12345678 Grade: 12 Attendance Category: 15**									
	08/10	17.50	9.00	8.50	8.50				9.00	3.00
	08/15	18.43	15.00	3.43	3.43				15.00	5.00
	08/22	18.43	15.00	3.43	3.43				15.00	5.00
	08/29	27.17	15.00	12.17	12.17				15.00	5.00
	Month 1 Totals	**81.53**	**54.00**	**27.53**	**27.53**				**54.00**	**18.00**
									ADA	**1.00**
	09/06	23.33	12.00	11.33	11.33				12.00	4.00
	09/12	27.17	15.00	12.17	12.17				15.00	5.00
	09/19	27.17	15.00	12.17	12.17				15.00	5.00
	09/26	27.17	15.00	12.17	12.17				15.00	5.00
	Month 2 Totals	**104.84**	**57.00**	**47.84**	**47.84**				**57.00**	**19.00**
									ADA	**1.00**

ADA Totals

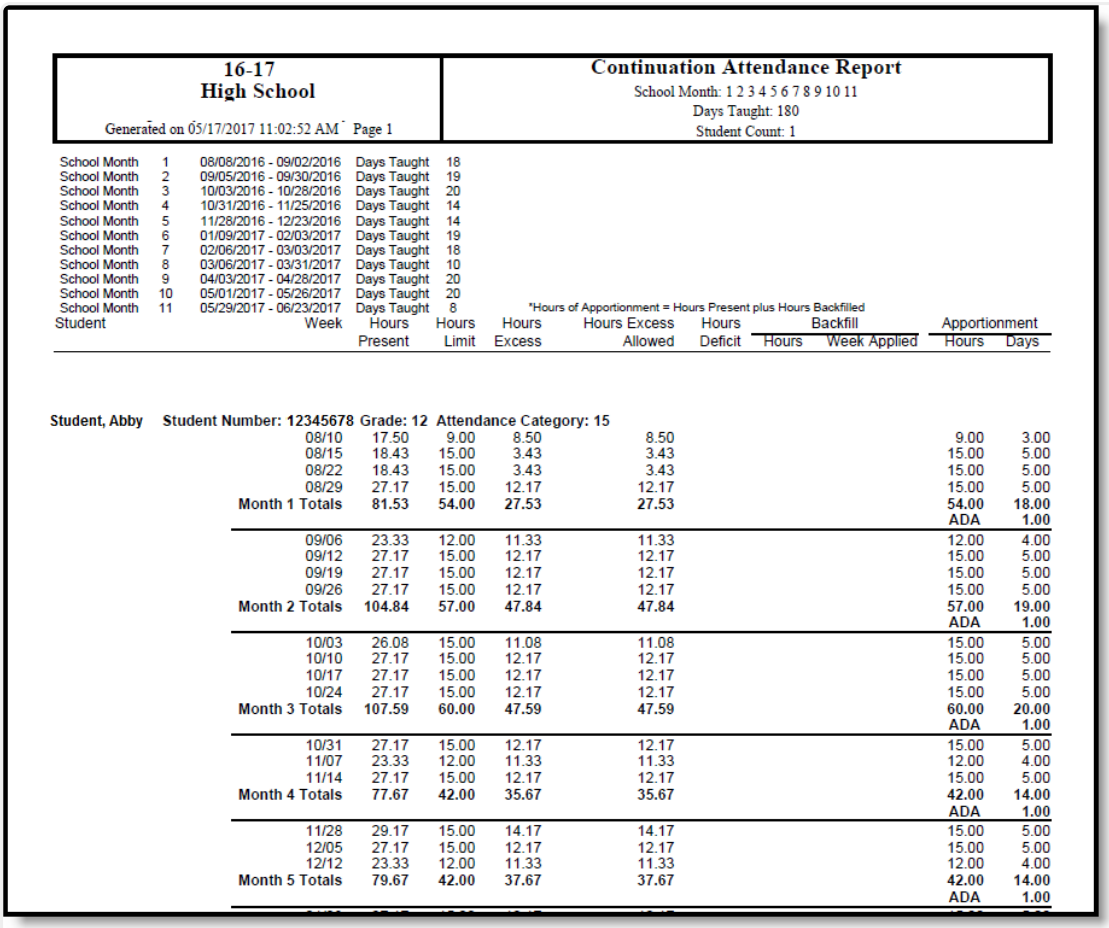
Category 15	1.000
All Categories	**1.00**

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete.

Posted by:_____ Date:_____

Authorizing signature:_____ Title:_____ Date:_____

Continuation Report - by School Months



16-17
High School
Generated on 05/17/2017 11:02:52 AM Page 1

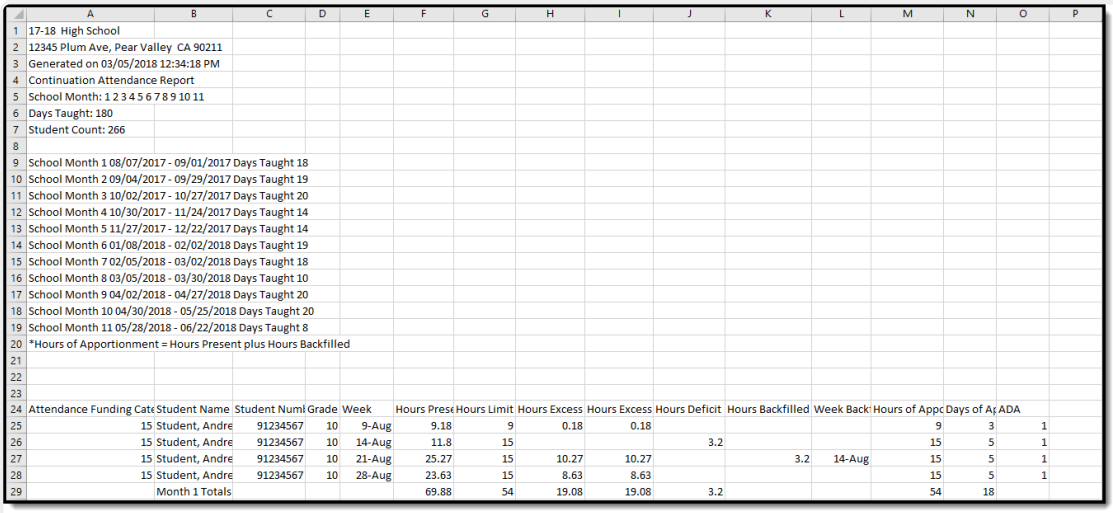
Continuation Attendance Report
School Month: 1 2 3 4 5 6 7 8 9 10 11
Days Taught: 180
Student Count: 1

School Month	1	08/08/2016 - 09/02/2016	Days Taught	18
School Month	2	09/05/2016 - 09/30/2016	Days Taught	19
School Month	3	10/03/2016 - 10/28/2016	Days Taught	20
School Month	4	10/31/2016 - 11/25/2016	Days Taught	14
School Month	5	11/28/2016 - 12/23/2016	Days Taught	14
School Month	6	01/09/2017 - 02/03/2017	Days Taught	19
School Month	7	02/06/2017 - 03/03/2017	Days Taught	18
School Month	8	03/06/2017 - 03/31/2017	Days Taught	10
School Month	9	04/03/2017 - 04/28/2017	Days Taught	20
School Month	10	05/01/2017 - 05/26/2017	Days Taught	20
School Month	11	05/29/2017 - 06/23/2017	Days Taught	8

*Hours of Apportionment = Hours Present plus Hours Backfilled

Student	Week	Hours Present	Hours Limit	Hours Excess	Hours Excess Allowed	Hours Deficit	Backfill Hours	Backfill Week Applied	Apportionment Hours	Apportionment Days
Student, Abby	**Student Number: 12345678 Grade: 12 Attendance Category: 15**									
	08/10	17.50	9.00	8.50	8.50				9.00	3.00
	08/15	18.43	15.00	3.43	3.43				15.00	5.00
	08/22	18.43	15.00	3.43	3.43				15.00	5.00
	08/29	27.17	15.00	12.17	12.17				15.00	5.00
	Month 1 Totals	**81.53**	**54.00**	**27.53**	**27.53**				**54.00**	**18.00**
									ADA	**1.00**
	09/06	23.33	12.00	11.33	11.33				12.00	4.00
	09/12	27.17	15.00	12.17	12.17				15.00	5.00
	09/19	27.17	15.00	12.17	12.17				15.00	5.00
	09/26	27.17	15.00	12.17	12.17				15.00	5.00
	Month 2 Totals	**104.84**	**57.00**	**47.84**	**47.84**				**57.00**	**19.00**
									ADA	**1.00**
	10/03	26.08	15.00	11.08	11.08				15.00	5.00
	10/10	27.17	15.00	12.17	12.17				15.00	5.00
	10/17	27.17	15.00	12.17	12.17				15.00	5.00
	10/24	27.17	15.00	12.17	12.17				15.00	5.00
	Month 3 Totals	**107.59**	**60.00**	**47.59**	**47.59**				**60.00**	**20.00**
									ADA	**1.00**
	10/31	27.17	15.00	12.17	12.17				15.00	5.00
	11/07	23.33	12.00	11.33	11.33				12.00	4.00
	11/14	27.17	15.00	12.17	12.17				15.00	5.00
	Month 4 Totals	**77.67**	**42.00**	**35.67**	**35.67**				**42.00**	**14.00**
									ADA	**1.00**
	11/28	29.17	15.00	14.17	14.17				15.00	5.00
	12/05	27.17	15.00	12.17	12.17				15.00	5.00
	12/12	23.33	12.00	11.33	11.33				12.00	4.00
	Month 5 Totals	**79.67**	**42.00**	**37.67**	**37.67**				**42.00**	**14.00**
									ADA	**1.00**

Continuation Report - by Reporting Periods



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	17-18 High School															
2	12345 Plum Ave, Pear Valley CA 90211															
3	Generated on 03/05/2018 12:34:18 PM															
4	Continuation Attendance Report															
5	School Month: 1 2 3 4 5 6 7 8 9 10 11															
6	Days Taught: 180															
7	Student Count: 266															
8																
9	School Month 1 08/07/2017 - 09/01/2017 Days Taught 18															
10	School Month 2 09/04/2017 - 09/29/2017 Days Taught 19															
11	School Month 3 10/02/2017 - 10/27/2017 Days Taught 20															
12	School Month 4 10/30/2017 - 11/24/2017 Days Taught 14															
13	School Month 5 11/27/2017 - 12/22/2017 Days Taught 14															
14	School Month 6 01/08/2018 - 02/02/2018 Days Taught 19															
15	School Month 7 02/05/2018 - 03/02/2018 Days Taught 18															
16	School Month 8 03/05/2018 - 03/30/2018 Days Taught 10															
17	School Month 9 04/02/2018 - 04/27/2018 Days Taught 20															
18	School Month 10 04/30/2018 - 05/25/2018 Days Taught 20															
19	School Month 11 05/28/2018 - 06/22/2018 Days Taught 8															
20	*Hours of Apportionment = Hours Present plus Hours Backfilled															
21																
22																
23																
24	Attendance Funding Cate	Student Name	Student Numl	Grade	Week	Hours Prese	Hours Limit	Hours Excess	Hours Excess	Hours Deficit	Hours Backfilled	Week Back	Hours of Appc	Days of Ap	ADA	
25	15	Student, Andre	91234567	10	9-Aug	9.18	9	0.18	0.18				9	3	1	
26	15	Student, Andre	91234567	10	14-Aug	11.8	15			3.2			15	5	1	
27	15	Student, Andre	91234567	10	21-Aug	25.27	15	10.27	10.27		3.2	14-Aug	15	5	1	
28	15	Student, Andre	91234567	10	28-Aug	23.63	15	8.63	8.63				15	5	1	
29		Month 1 Totals				69.88	54	19.08	19.08	3.2			54	18		

Continuation Report - by Reporting Periods

Report Layout

Data Element	Description	Location
Attendance Funding Category	Lists the funding category(ies) selected in the report editor. When All Categories or multiple categories are selected, student records group by funding category. *Alphanumeric, 30 characters*	N/A
Student Name	Reports the student's Last Name, First Name, Middle Initial. *Alphanumeric 50 characters*	Identities > Person Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
Student Number	Reports the locally assigned student number. *Numeric, 8 digits*	Demographics > Person Identifiers > Student Number Person.studentNumber
Grade	Reports the student's grade level of enrollment during the selected school month or reporting period. *Numeric, 2 digits*	Enrollments > General Enrollment Information > Grade Level Enrollment.grade
Attendance Category	Displays the student's attendance funding category. *Alphanumeric, 20 characters*	Enrollments > State Reporting Fields > Attendance Funding Category Enrollment. attendanceFundingCategory
Week	Displays the Month/Day for the Monday of each week in the selected School Month. *Date Field, 5 characters (MM/DD)*	Calendar > School Month

Data Element	Description	Location
Hours Present	Reports the number of hours the student is present in the selected school month. This is the count of the total number of minutes present in each schedule instructional attendance taking period, divided by 60. Passing minutes (entered on the Calendar Periods) are subtracted from the total minutes if the student is not present or if scheduled in the previous period. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored

Data Element	Description	Location
Hours Limit	Reports the maximum number of hours allowed to be reported for apportionment. This is the number of instructional days in the week times 3. Instructional days in which the student has an attendance code of SUS (Absent/Excused) for the entire day cannot be used in this calculation. If the student is suspended part-way through the day, before earning 3 hours of presence, the difference is subtracted (3 hours minus hours earned) from the Hours Limit. Instructional Days on which the student is not enrolled cannot be used in this calculation. This value cannot be greater than 15.00. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored
Hours Excess	Reports the number of hours present in excess of the hours limit. This reports only if the hours present is greater than the hours limit; otherwise, no value reports. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored

Data Element	Description	Location
Hours Excess Allowed	Reports the number of excess hours that are not from continuation courses. Present Minutes are subtracted from courses with a Program Funding Category of D1 or P7 from the Hours Excess. If there are no Hours Excess, a blank value reports. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored
Hours Deficit	Reports the number of hours limit in excess of hours present (Hours Present minus Hours Limit). This only reports if the Hours Limit is greater than the Hours Present; otherwise, reports blank. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored
Hours Backfilled	Reports the number of Hours Excess Allowed that are used to make up Hours Deficit in a previous week. Hours Excess Allowed is applied to the earliest week in an enrollment that has Hours Deficit. Hours Excess is applied to all previous weeks until all are applied. This can be applied to multiple weeks. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored

Data Element	Description	Location
Week Back Fill Applied	Lists the week to which the Hours Backfilled is applied. This reports the Monday date of the week and repeats for each instance of Hours Backfilled. *Date field, 5 characters (MM/DD)*	Calculated value, data not stored
Hours of Apportionment	Reports the hours reports for apportionment. This cannot be greater than the Hours Limit for the week. This reports Hours Present or Hours Limit, whichever is less. Hours Present plus any hours backfilled from a future week, if applicable, reports. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored
Days of Apportionment	Reports the Hours of Apportionment divided by 3. This cannot be greater than 5. A sum of all weeks in the School Month is reported as the Total. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored

Data Element	Description	Location
ADA	Reports the student's average daily attendance earned in the school month. Total Days of Apportionment is divided by the Days Taught. This cannot be greater than 1.00 for a single school month. *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored
Total ADA	Reports the total average daily attendance for all students and all school months. Total Days of Apportionment for all students divided by Days Taught. If multiple funding categories are chosen, the Total ADA reports for each AFC and for all Categories at the end of the report. • Individual category ADA reports to 3 decimal places. • Total ADA reports to 2 decimal places **If multiple School Months are chosen, this total should be calculated, not just a sum of all the ADA from each month.** Example: The report is generated for School Months 1 (18 Days Taught) and 2 (19 Days Taught). The Total ADA is derived by summing all of the Days Apportionment for SM 1 and 2 for each student, then dividing by the sum of the Days Taught for SM 1 and 2 (37 Days Taught). *Numeric, 4 digits (NN.NN)*	Calculated value, data not stored