

Continuation Attendance Report (California)

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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 Report

This report calculates Hours and Days Present by School Month for individual Continuation HS students. Total ADA for the selected reporting period reports by Attendance Funding Category. Students must have an Attendance Funding Category of either 15: Continuation, 36: Continuation Concurrent, or 47: Continuation Full Time Independent Study.

- Passing minutes will be counted as present minutes if the student is scheduled and present in the previous period. Passing minutes should not be entered for the first period of the day or the first period after lunch.
- Hours Present= the total time present during a week.
- Hours Limit= the number of Instructional Days in the week times 3.
 - Periods in which the student has an attendance code of Suspension will be deducted from the Hours Limit total.
- Hours Excess= the number of Hours Present over the Hours Limit
- Hours Excess Allowed= Hours Excess minus hours from courses marked as Work Experience (Course Type P7) or Independent Study (Course Type D1), which are not allowed for back-filling.
- Hours Deficit= the number of Hours Present under the Hours Limit. They can be made up by back-filling.
- Backfill Hours and Week Applied= The number of Hours Excess Allowed used to back-fill Hours Deficit in a specific week.
 - Hours Excess Allowed will back-fill Hours Deficit from the earliest available weeks of the student's enrollment.
- Apportionment Hours= Hours Present plus Hours Backfill
- Apportionment Days= Apportionment Hours divided by 3.
- ADA (individual student)= Total Days Apportionment divided by Days Taught for the school Month.
- ADA (reporting period total)= Sum of Days Apportionment for all students divided by sum of Days Taught for the reporting period.

The TSV format should be used when running the report for large data sets (large schools, multiple Reporting Periods, etc.). This format will allow data to report in a spreadsheet format for use in attendance calculations.

Report By :

School Months Reporting Periods

1 07/30/2019 - 08/23/2019

2 08/26/2019 - 09/20/2019

3 09/23/2019 - 10/18/2019

4 10/21/2019 - 11/15/2019

5 11/18/2019 - 12/13/2019

6 12/16/2019 - 01/10/2020

7 01/13/2020 - 02/07/2020

8 02/10/2020 - 03/06/2020

9 03/09/2020 - 04/03/2020

10 04/06/2020 - 05/01/2020

11 05/04/2020 - 05/29/2020

12 06/01/2020 - 06/26/2020

13 06/27/2020 - 06/28/2020

Attendance Category

All Categories

15: Continuation

36: Continuation Concurrent

47: Continuation Full Time Independent

Format

PDF

Ad Hoc Filter

Generate Report

Submit to Batch

Continuation Attendance Report Editor

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	<p>Selection determines how a report generates.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◦ 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	<p>Indicates which Attendance Funding Categories are included in the report. Choose All Categories or one of the three available:</p> <ul style="list-style-type: none"> • 15: Continuation • 36: Continuation Concurrent • 47: Continuation Fill Time Independent
Format	<p>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.</p>
Ad hoc Filter	<p>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.</p>
Report Generation	<p>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.) .</p>

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.

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
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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																
Student																				

Student, Abby		Student Number: 12345678		Grade: 12		Attendance Category: 15		*Hours of Apportionment = Hours Present plus Hours Backfilled		Apportionment	
								Hours Present	Hours Limit	Hours Excess	Hours Excess Allowed
		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

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 Cat Student Name Student Num Grade Week																			
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	Type, Format, Length	Campus Database	Campus Interface
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	N/A
Student Name	Reports the student's Last Name, First Name, Middle Initial.	Alphanumeric 50 characters	Identity.lastName Identity.firstName Identity.middleName	Census > People > Identities > Person Information > Last Name, First Name, Middle Name
Student Number	Reports the locally assigned student number.	Numeric, 8 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Student Number
Grade	Reports the student's grade level of enrollment during the selected school month or reporting period.	Numeric, 2 digits	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade Level

Data Element	Description	Type, Format, Length	Campus Database	Campus Interface
Attendance Category	Displays the student's attendance funding category.	Alphanumeric, 20 characters	Enrollment. attendanceFundingCategory	Student Information > General > Enrollments > State Reporting Fields > Attendance Funding Category
Week	Displays the Month/Day for the Monday of each week in the selected School Month.	Date Field, 5 characters MM/DD	N/A	System Administration > Calendar > Calendar > School Month

Data Element	Description	Type, Format, Length	Campus Database	Campus Interface
Hours Present	<p>Reports the number of hours the student is present in the selected school month.</p> <p>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.</p>	<p>Numeric, 4 digits NN.NN</p>	<p>Calculated value, data not stored</p>	<p>Calculated value, data not stored</p>

Data Element	Description	Type, Format, Length	Campus Database	Campus Interface
Hours Limit	<p>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</p>	Numeric, 4 digits NN.NN	Calculated value, data not stored	Calculated value, data not stored

Data Element	Description reported as the Total.	Type, Format, Length	Campus Database	Campus Interface
Hours Excess	Reports the	Numeric, 4	Calculated value, data not	Calculated
	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.	digits NN.NN	stored	value, data not stored
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	Calculated value, data not stored

Data Element	Description	Type, Format, Length	Campus Database	Campus Interface
Hours Deficit	<p>Reports the number of hours limit in excess of hours present (Hours Present minus Hours Limit).</p> <p>This only reports if the Hours Limit is greater than the Hours Present; otherwise, reports blank.</p> <p>A sum of all weeks in the School Month is reported as the Total.</p>	<p>Numeric, 4 digits NN.NN</p>	<p>Calculated value, data not stored</p>	<p>Calculated value, data not stored</p>
Hours Backfilled	<p>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.</p> <p>A sum of all weeks in the School Month is reported as the Total.</p>	<p>Numeric, 4 digits NN.NN</p>	<p>Calculated value, data not stored</p>	<p>Calculated value, data not stored</p>

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

Data Element	Description	Type, Format, Length	Campus Database	Campus Interface
ADA	<p>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.</p>	<p>Numeric, 4 digits NN.NN</p>	<p>Calculated value, data not stored</p>	<p>Calculated value, data not stored</p>
Total ADA	<p>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.</p> <ul style="list-style-type: none"> • Individual category ADA reports to 3 decimal places. • Total ADA reports to 2 decimal places <p>If multiple School Months are</p>	<p>Numeric, 4 digits NN.NN</p>	<p>Calculated value, data not stored</p>	<p>Calculated value, data not stored</p>

Data Element	Description	Type, Format, Length	Campus Database	Campus Interface
	<p>chosen, this total should be calculated, not just a sum of all the ADA from each month.</p> <p>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).</p>			