

# June Enrollment Report (Hawaii)

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

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The June Student Enrollment Count Report contains aggregated pupil attendance and membership days of students enrolled within the entered Date Range.

## June Enrollment Report ☆

Reporting > HI State Reporting > June Enrollment Report

### HI - June Student Enrollment Count Report

The June Student Enrollment count Report contains aggregated pupil attendance and membership days of students enrolled within the entered Date Range. Select either the District or State Summary. The State Summary is disaggregated by District while the District Summary is disaggregated by School.

In order to filter by State or District, user will need to have rights to all calendars in the selected year.

#### Extract Options

Date Range: 07/01/2019 - 06/30/2020

Summary Type: State

Filter By: ☒ Calendar ☐ State ☐ District

Format: PDF

Which students would you like to include in the report?

☒ Grade: All Students (94, 93, 92, 91)

☐ Ad Hoc Filter

Generate Extract Submit to Batch

#### Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

19-20

19-20 Ahuimanu Elem

19-20 Aiea Elem

19-20 Aiea High

19-20 Aiea Inter

19-20 Aikahi Elem

19-20 Aiea Haina Elem

19-20 Ala Wai Elem

19-20 Alakai O Kauai PCS

19-20 Aliamanu Elem

19-20 Aliamanu Middle

19-20 Aliiolani Elem

19-20 Anuenue Elem

19-20 Anuenue High

19-20 Anuenue Inter

19-20 August Ahrens Elem

19-20 Baldwin High

19-20 Barbers Point Elem

19-20 Campbell High

19-20 Castle High

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 04/02/2020 and 04/09/2020

Batch Queue List
Queued Time Report Title Status Download

June Enrollment Report

## Tool Rights

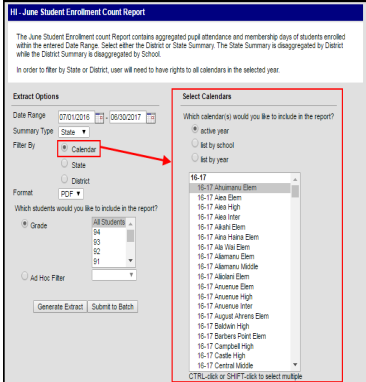
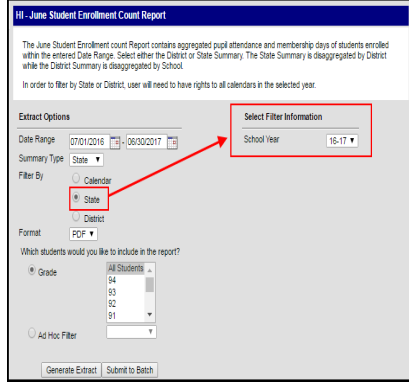
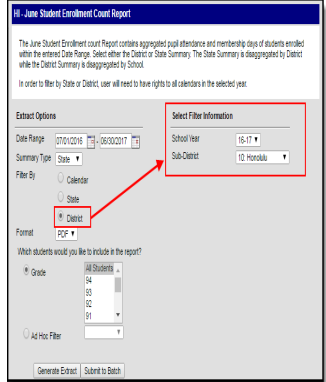
In order to generate this report, you must have at least **R**(ead) tool rights assigned (as well as calendar rights to any appropriate calendars).

# Generate the State Summary Report

1. Enter the **Date Range**.

Only records within this date range report.

2. Select a **Report Type** of **Summary**.
3. Select a **Summary Type** of **State**. The table below describes each available option.
4. Select a **Filter By** option. See the table below for more information.

Calendar	State	District
<p>Selecting this option allows you to choose which calendar will report data. Selected calendars marked as State Exclude will not report data.</p> 	<p>Selecting this option allows you to select a School Year. All data in the state for the school year selected is reported.</p> 	<p>Selecting this option allows you to only report data for a specific district in a specific school year.</p> 

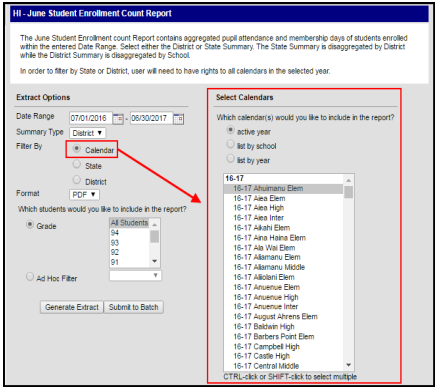
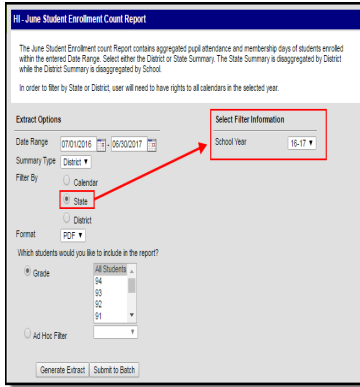
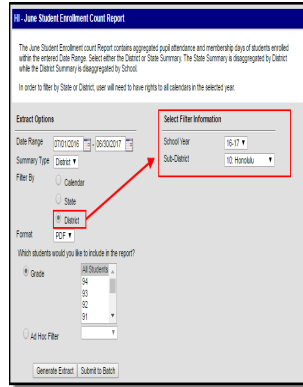
5. Select a **Format**: PDF, CSV, or DOCX.
6. Select which students you would like to include in the report:
  - Select which **grade(s)** should report student data OR
  - Select an **Ad Hoc Filter**.
7. Select which **Calendar(s)** will include data within the report.
8. Select how the report will be generated:

<b>Generate Report</b>	The report will generate immediately and display in a new window in the designated format.
<b>Submit to Batch</b>	The report can be scheduled for when it generates and will be sent to the Batch Queue tool.

The report displays in a separate window in the designated format. See the [Understanding the Report](#) section for more information.

## Generate the District Summary Report

1. Enter the **Date Range**. Only records within this date range are reported.
2. Select a **Report Type** of **Summary**.
3. Select a **Summary Type** of **District**. The table below describes each available option.
4. Select a **Filter By** option. See the table below for more information.

Calendar	State	District
<p>Selecting this option allows you to choose which calendar will report data. Selected calendars marked as State Exclude will not report data.</p> 	<p>Selecting this option allows you to select a School Year. All data in the state for the school year selected is reported.</p> 	<p>Selecting this option allows you to only report data for a specific district in a specific school year.</p> 

5. Select a **Format**: PDF, CSV, or DOCX. Select which students you would like to include in the report:
  - Select which **grade(s)** should report student data OR
  - Select an **Ad Hoc Filter**.
6. Select which **Calendar(s)** will include data within the report.
7. Select how the report will be generated:

<b>Generate Report</b>	The report will generate immediately and display in a new window in the designated format.
<b>Submit to Batch</b>	The report can be scheduled for when it generates and will be sent to the <a href="#">Batch Queue</a> tool.

### Result

The report displays in a separate window in the designated format. See the [Understanding the Report](#) section for more information.

## Understanding the Report

The following sections will explain what logic is used in the report and how to interpret report data.

- [Report Logic](#)
- [State Summary Report](#)
- [District Summary Report](#)

## Report Logic

The following table describes logic used when determining reported data:

Logic	Campus UI Location								
Only enrollment records with a Service Type = P are reported.	Student Information > General > Enrollments > Service Type								
Attendance is calculated from the student's schedule.	N/A								
Scheduled periods must be marked as Instructional.	System Administration > Calendar > Periods								
Courses must be marked for Attendance.	Scheduling > Course > Attendance								
Days must be marked as Instructional.	System Administration > Calendar > Days > Instruction								
<p>Absent is defined by the following attendance code combinations:</p> <table border="1"> <thead> <tr> <th>Status</th><th>Excuse</th></tr> </thead> <tbody> <tr> <td>Absent</td><td>Excused</td></tr> <tr> <td>Absent</td><td>Unexcused</td></tr> <tr> <td>Absent</td><td>Unknown</td></tr> </tbody> </table> <p>Absent/Exempt will not subtract attendance.</p>	Status	Excuse	Absent	Excused	Absent	Unexcused	Absent	Unknown	System Administration > Attendance > Attendance Codes > Status, Excuse
Status	Excuse								
Absent	Excused								
Absent	Unexcused								
Absent	Unknown								
<b>Whole Day Present</b> = Student is flagged as Absent for less than or = 50% of scheduled Instructional periods.	N/A								
<b>Whole Day Absent</b> = Student is flagged as Absent for more than 50% of scheduled Instructional periods.	N/A								
The report can be run against a district's active year as well as any prior year.	N/A								

## State Summary Report

The following table describes each field on the State Summary Report.

State Summary		Average Daily Attendance by District					Report Date	
Department of Education		07/01/2016 - 06/30/2017					02/20/17 10:21:40 AM	
Report ID: EHMSE13-B		16-17						
State of Hawaii								
District Name	Days In Session	Aggr Days Membership	Aggr Days Attendance	Aggr Days Absence	Avg Daily Membership	Avg Daily Attendance	Avg Daily Absence	Absence %
10: Honolulu	180	248168	246303	1865	1356.11	1345.92	10.19	0.75%
20: Central	180	601081	597972	3109	3339.34	3322.07	17.27	0.52%
40: Windward	188	136463	135859	604	766.65	763.25	3.39	0.44%
Total		985712	980134	5578	5462.10	5431.24	30.85	0.57%
Average	182	985712	980134	5578	5416.00	5385.35	30.65	0.57%

Example of a State Summary Report

Districts listed in the report are grouped according to an associated Sub-District on the [School History](#) editor.

The screenshot shows the 'School Information' editor with the 'School History' tab selected. On the left is a list of schools. The main area contains various program participation and attendance settings. A red box highlights the 'State Data Elements' section, which includes a 'Sub-District' dropdown menu set to '10: Honolulu' and a 'Complex' dropdown menu set to '110: Kaimuki-Kalihi-Rosemead'.

Column	Description/Logic
<b>District Name</b>	The name of the reporting district.
<b>Days in Session</b>	The total number of instructional days the district was in session within the Date Range entered on the report editor divided by the number of calendars included in the district.
<b>Aggregate Days Membership</b>	Total number of enrolled instructional days for all students within the district in the Date Range entered on the extract editor.  If the Membership Days Override field has a value entered, this value is used when calculating reported data.
<b>Aggregate Days Attendance</b>	Total number of days students were marked Present within the district in the Date Range entered on the extract editor.  If the Absence Days Override and Membership Days Override fields have a value entered, these values are used when calculating reported data.
<b>Aggregate Days Absence</b>	Total number of days students were marked Absent within the district in the Date Range entered on the extract editor.  If the Absence Days Override field has a value entered, this value is used when calculating reported data.

Column	Description/Logic
<b>Average Daily Membership</b>	The average number membership days per day within the district in the Date Range entered on the extract editor. <ul style="list-style-type: none"> <li>Averaged Daily Membership = Membership Days / Days in Session</li> </ul>
<b>Average Daily Attendance</b>	The average number of present days per day within the district in the Date Range entered on the extract editor. <ul style="list-style-type: none"> <li>Average Daily Attendance = Present Days / Days in Session</li> </ul>
<b>Average Daily Absence</b>	The average number of absent days per day within the district in the Date Range entered on the extract editor. <ul style="list-style-type: none"> <li>Average Daily Absence = Absent Days / Days in Session</li> </ul>
<b>Absent % (Percentage)</b>	The average percentage of absences per day in the Date Range entered on the extract editor. <ul style="list-style-type: none"> <li>Absent % = (Absent Days / Membership Days) * 100</li> </ul>
<b>Total</b>	The sum of all reported data per column.  Total Absent % is the average percentage of all reported districts in the state, not the sum of data like other reported Total values.
<b>Average</b>	The average of all reported data per column.

## District Summary Report

The following table describes each field on the District Summary Report. Data is reported for selected schools (tied to the selected calendars on the report editor) within a district.

District Summary Department of Education Report ID: EHMSE13-A		Average Daily Attendance by School 07/01/2020 - 06/30/2021 20-21				Report Date 12/24/20 8:13:44 AM			
School Name	Calendar Name	Days In Session	Aggr Days Membership	Aggr Days Attendance	Aggr Days Absence	Avg Daily Membership	Avg Daily Attendance	Avg Daily Absence	Absence %
Aiea Elem School: 200	20-21 Aiea Elem School	170	52014	52014	0	305.965	305.965	0.000	0.00%
Aiea High School: 202	20-21 Aiea High School	171	171872	171764	108	1005.099	1004.468	0.632	0.06%
Aiea Inter School: 201	20-21 Aiea Inter School	173	97747	97746	1	565.012	565.006	0.006	0.00%
Aliamanu Elem School: 203	20-21 Aliamanu Elem School	173	101895	101895	0	588.988	588.988	0.000	0.00%
Aliamanu Middle School: 204	20-21 Aliamanu Middle School	173	132497	132486	11	765.879	765.815	0.064	0.01%
Haleiwa Elem School: 206	20-21 Haleiwa Elem School	172	40072	40072	0	232.977	232.977	0.000	0.00%
Helemano Elem School: 208	20-21 Helemano Elem School	171	82934	82931	3	484.994	484.977	0.018	0.00%
Hickam Elem School: 209	20-21 Hickam Elem School	173	81126	81095	31	468.936	468.757	0.179	0.04%
Iliahi Elem School: 210	20-21 Iliahi Elem School	171	58993	58895	98	344.988	344.415	0.573	0.17%

*Example of a District Summary Report*

Element	Description/Logic
<b>School Name</b>	The name of the reporting school.

Element	Description/Logic
<b>Calendar Name</b>	The Calendar Name column reports each calendar selected for reporting along with its associated data. Calendar data is totaled at the bottom in the District and District Averages.
<b>Days in Session</b>	The number of days the school was in session within the Date Range entered on the report editor.
<b>Aggregate Days Membership</b>	<p>Total number of enrolled instructional days for all students within the school in the Date Range entered on the extract editor.</p> <p>If the Membership Days Override field has a value entered, this value is used when calculating reported data.</p>
<b>Aggregate Days Attendance</b>	<p>Total number of days students were marked Present within the school in the Date Range entered on the extract editor.</p> <p>If the Absence Days Override and Membership Days Override fields have a value entered, these values are used when calculating reported data.</p>
<b>Aggregate Days Absence</b>	<p>Total number of days students were marked Absent within the school in the Date Range entered on the extract editor.</p> <p>If the Absence Days Override field has a value entered, this value is used when calculating reported data.</p>
<b>Average Daily Membership</b>	<p>The average number membership days per day within the school in the Date Range entered on the extract editor.</p> <ul style="list-style-type: none"> <li>Averaged Daily Membership = Membership Days / Days in Session</li> </ul>
<b>Average Daily Attendance</b>	<p>The average number of present days per day within the school in the Date Range entered on the extract editor.</p> <ul style="list-style-type: none"> <li>Average Daily Attendance = Present Days / Days in Session</li> </ul>
<b>Average Daily Absence</b>	<p>The average number of absent days per day within the school in the Date Range entered on the extract editor.</p> <ul style="list-style-type: none"> <li>Average Daily Absence = Absent Days / Days in Session</li> </ul>
<b>Absent % (Percentage)</b>	<p>The average percentage of absences per day in the Date Range entered on the extract editor.</p> <ul style="list-style-type: none"> <li>Absent % = (Absent Days / Membership Days) * 100</li> </ul>
<b>Total</b>	<p>The sum of all reported data per column.</p> <p>Total Absent % is the average percentage of all reported districts in the state, not the sum of data like other reported Total values.</p>
<b>Average</b>	The average of all reported data per column.

