

ADM and ADA Detail

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

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Tool Search: ADM and ADA Detail

This report calculates Average Daily Membership (ADM) and Average Daily Attendance (ADA) based on the whole day and half-day attendance minutes defined in the calendar or an exact minute setting. The report summarizes the data by student, grade and calendar for the date range entered.

This report may be localized for attendance reporting in your state. Check for state-specific ADM and ADA Reporting in your [State Specific Information](#).

ADM and ADA Detail Report ☆

Average Daily Membership (ADM) & Average Daily Attendance (ADA) Summary with Student Detail

This report displays Membership, Absent, and Present Days and calculates ADM and ADA. ADA calculation options use either Exact (Present Minutes divided by Student Day Minutes for the Calendar) or Whole/Half (Absent Minutes compared to Whole Day and Half Day Absent Minutes for the Calendar) logic. The Summary version displays data for each Calendar/Grade selected and as a grand total for all Calendars; the Detail version displays the Summary data plus a row for each student actively enrolled during the entered date range. Blank Start and End Dates default to the start/end dates of the calendar. This is a very complex report; try to limit the number of calendars run per batch.

Which date range would you like to include in the report?

Start Date: 12/01/2021

End Date: 12/14/2021

Adhoc Filter:

Report Type: Summary Detail

Calculation Options

EXACT (The sum of minutes absent / student day)
 DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)
 Use percent enrolled in ADM calculations
 Add signature line at the end of the report

Report Format:

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

active year
 list by school
 list by year

2021-22 Abbott Elementary
2021-22 Baird Elementary
2021-22 Chowen Middle
2021-22 Drew Middle
2021-22 Ewing High
2021-22 Fremont High

CTRL-click or SHIFT-click to select multiple

ADM and ADA Detail Report Editor

See the [Attendance Reports Tool Rights](#) article for information on available tool rights.

Report Logic

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](#) tab, as follows:

Minute Option	Description
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	The minimum number of minutes for which a student is considered absent for the whole day. If the student is absent for the indicated number of minutes or more, the student is considered absent for the entire day.
Half Day Absence	The minimum number of minutes for which a student will be considered absent for a half of a day. If the student is absent for the indicated number of minutes or more – up to the value entered in the Whole Day Absence field – he/she will be considered absent for half of a day.

Calendar ☆

System Administration > Calendar Setup > Calendar

Save

Calendar Info		School	
Calendar ID	456	Number	
*Name	19-20 High School	Sequence	
*Start Date	07/01/2019	*End Date	06/30/2020
Student Day (instructional minutes)	375	Teacher Day (minutes)	420
Whole Day Absence (minutes)	375	Half Day Absence (minutes)	374
Type	6: Semester	External LMS Exclude	<input type="checkbox"/>
Require Student Assignment	<input type="checkbox"/>	Exclude	<input type="checkbox"/>
Comments	rolling 12/10/2018 07:41 AM		
Current Date			
HS Grad Date	20200611		

Calendar Minute Fields

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

If no Student Day/Standard Day minutes have been defined, the system defaults to a value of

360.

Grade level minutes always trump calendar minutes: If 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.

If a grade level included in the calendar has different minutes than the standard minutes, these minutes are entered on the Calendar Grade Level tab and are used in the ADM and ADA Detail report when that grade level is selected.

Grade Levels ☆

System Administration > Calendar Setup > Grade Levels

Grade Level Editor

Name	Seq
09	11
10	12
11	13
12	14

Grade Level Detail

Name (locked)
10

***Sequence Number**
12

***State Grade Level Code**
10: Tenth Grade

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

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIE 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. If 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. If 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.

Calculations

Type	Formula
Average Daily Membership	$(\text{Membership Days}) / (\text{Percent Enrolled} * \text{Instructional Days})$
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 the **Use percent enrolled in ADM calculations** is marked and the student has *differing percent enrolled values*:

- The student is listed on the report in the Details section as many times as he is enrolled in the current calendar with a different grade level or percent enrolled.
- The student is only counted once for each grade level and student ID combination in the Summary section.

When the **Use percent enrolled in ADM calculations** is marked and the student has the *same percent enrolled values*:

- The student is listed on the report in the Details section as many times as he is enrolled in the current calendar with a different grade for that enrollment.
- If 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.
- The student is only counted once for each grade and student ID combination in the Summary section.

When the **Use percent enrolled in ADM calculations** is NOT marked and the student has *differing percent enrolled values*:

- The student is listed on the report in the Details section once for each grade level of enrollment.
- If the student is enrolled multiple times in the same school, calendar and grade level, he is listed in a single record in the Details section and Summary section.

When the **Use percent enrolled in ADM calculations** is NOT marked and the student has the *same percent enrolled values*:

- The student is listed on the report in the Details section once for each grade level of enrollment.
- If the student is enrolled multiple times in the same school, calendar and grade, he is listed in a single record in the Details section and Summary section.

When the student is enrolled twice in the same school and calendar but in *different schedule structures*:

- The student displays in the Details section for each schedule structure in which he is enrolled.
- The student displays in the Summary section one time.

Report Editor

Option	Description
Date Selection	Enter the dates desired in the ADM/ADA Detail Report. Entered dates return the average daily attendance and average daily membership information, in addition to the count of students by grade level, membership days, absent days and present days. Dates can be entered by typing in the field in <i>mmddyy</i> format or use the calendar icon to select a date.
Ad hoc Filter	If 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.
Report Type	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. Also note that when generating the Detail format and a student has sequential enrollments in two or more different schools during the report date range, the student is counted once for each school in the total. A student who has two enrollments in the same school during the date range is only counted once.
Calculation Options	Selection determines how attendance is calculated for the report. See the Report Logic section for more information. California uses state-specific calculations for ADA and ADM. For this reason, a third radio button is available here for California districts. When the CA-specific attendance option is selected, the report can be generated in a PDF format or a CSV format . See the ADM and ADA (California) article for more information.
Report Format	The report can generate in PDF, CSV or DOCX format.

Option	Description
Signature Display	A signature line can be added at the end of the report if desired, where the principal or superintendent signs and dates the information, making the attendance data official. A signature line for attendance data is required in some states.
Calendar Selection	Calendars can be selected by the active year, the school, or the year. 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. When more than one calendar is selected, the print of the report displays ADM/ADA detail for all calendars together at the top of the report, then displays individual calendar information.
Report Generation Option	To display the results of the report immediately, click the Generate Report button. This is best if the selection criteria is small (one or two calendars, a short date range, a smaller student selection, etc.). To displays the results of the report at a later time, click the Submit to Batch button. This is best if the selection criteria is large (several calendars, a large date range, a large student selection, etc.). When this is done, a message displays asking for the selection of more Batch Queue options. See the Batch Queue article for more information.

Report Editor for State Edition

When generating this report in State Edition, the following fields are available.

Option	Description
District Selection	Lists available districts for which to generate the report. Choose All District to generate the report for every available district.
Grade Level	Indicates which grade levels are included in the report.
Date Range	ADM/ADA information is returned for the entered date. Entered dates return the average daily attendance and average daily membership information, in addition to the count of students by grade level, membership days, absent days and present days. Dates can be entered by typing in the field in <i>mmddyy</i> format or use the calendar icon to select a date.
Signature Display	A signature line can be added at the end of the report if desired, where the principal or superintendent signs and dates the information, making the attendance data official. A signature line for attendance data is required in some states.
Report Format	The report can generate in PDF, HTML or DOCX format.

Generate the Report

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**.
5. Select the desired **Report Format**.
6. Mark the **Add signature line at the end of the report** checkbox if desired.
7. Mark the **Use percent enrolled in ADM calculations** checkbox if desired.
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.

15-16 High School		Attendance/Membership Summary Report									
		Start/End Date: 09/01/2015 - 09/30/2015 School(s): 1 Calendar(s): 1									
		Grade: 09, 10, 11, 12									
School: Trumbull High School Calendar: 15-16 High School											
	Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Days	Absences Avg. Daily	Percent In Attendance	
	09	546	11990	120.31	11869.69	545.00	539.21	32.50	1.71	99.00%	
	10	569	12502	173.02	12328.98	568.27	560.07	46.69	2.36	98.62%	
	11	508	11155	204.18	10950.82	507.05	497.40	51.14	2.60	98.17%	
	12	536	11749	259.09	11489.91	534.04	522.02	100.23	4.87	97.79%	
Total		4	2159	47396	756.60	46639.40	2154.36	2118.70	230.56	11.54	98.40%

Summary Report Type, Exact Calculation (displays calendar and student information) - PDF Format

15-16 High School				Attendance/Membership Report					
Start/End Date: 09/01/2015 - 09/30/2015 School(s): 1 Calendar(s): 1						Grade: 09, 10, 11, 12			
Generated on 06/22/2016 11:30:24 AM Page 1 of 39									

School: Trumbull High School Calendar: 15-16 High School

Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
							Days	Avg. Daily		
09	546	11990	120.31	11869.69	545.00	539.21	32.50	1.71	99.00%	
10	569	12502	173.02	12328.98	568.27	560.07	46.69	2.36	98.62%	
11	508	11155	204.18	10950.82	507.05	497.40	51.14	2.60	98.17%	
12	536	11749	259.09	11489.91	534.04	522.02	100.23	4.87	97.79%	
Total	4	2159	47396	756.60	46639.40	2154.36	2118.70	230.56	11.54	98.40%

DETAIL School: Trumbull High School Calendar: 15-16 High School

Grade	Student Name (Student#)	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance
							Days	Avg. Daily	
09 Student, Abby (#123456)		22	2.77	19.23	1.00	0.87	0.77	0.04	87.41%
09 Student, Brian (#234567)		22	0.00	22.00	1.00	1.00	0.00	0.00	100.00%
09 Student, Caroline (#345678)		22	1.00	21.00	1.00	0.95	0.00	0.00	95.45%
09 Student, Declan (#456789)		22	1.26	20.74	1.00	0.94	0.26	0.01	94.27%
09 Student, Eve (#567890)		22	2.81	19.19	1.00	0.87	1.68	0.08	87.23%
09 Student, Faegan (#678901)		22	0.00	22.00	1.00	1.00	0.00	0.00	100.00%
09 Student, Georgia (#789012)		22	0.13	21.87	1.00	0.99	0.13	0.01	99.41%
09 Student, Hanson (#890123)		22	0.00	22.00	1.00	1.00	0.00	0.00	100.00%

Signature of Principal or Superintendent

Date

Detail Report Type, Exact Calculation (displays calendar and student information) - PDF Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1. 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
2. High School	High School	9	546					11990	98	11892	545	540.3	19	0.89	99.18%
3. High School	15-16 High School	10	569					12502	148	12354	568.27	561.15	30	1.42	98.82%
4. High School	15-16 High School	11	508					11155	160	10995	507.05	499.38	17	0.83	98.57%
5. High School	15-16 High School	12	536					11749	177	11572	534.04	525.52	24	1.15	98.49%
6. Total		4	2159					47396	583	46639	2154.36	2126.35	90	4.29	98.77%
7.															
8. High School	High School	9	Student	Abby	G	123456	22	0	22	1	1	0	0	0	100.00%
9. High School	High School	9	Student	Brian	R	234567	22	0	22	1	1	0	0	0	100.00%
10. High School	High School	9	Student	Caroline		345678	22	0	22	1	1	0	0	0	100.00%
11. High School	High School	9	Student	Declan		456789	22	1	21	1	0.95	0	0	0	95.45%
12. High School	High School	9	Student	Eve	J	567890	22	0	22	1	1	0	0	0	100.00%
13. High School	High School	9	Student	Faegan		678901	22	1	21	1	0.95	0	0	0	95.45%
14. High School	High School	9	Student	Georgia		789012	22	0	22	1	1	0	0	0	100.00%
15. High School	High School	9	Student	Hanson		890123	22	0	22	1	1	0	0	0	100.00%
16.															
17.															
18.															

Detail Report, Daily Approximation - CSV Format

2018-19 High School				Attendance/Membership Summary Report					
Generated on 04/25/2019 11:27:00 AM Page 1 of 1				Start/End Date: 01/01/2019 - 04/01/2019 School(s): 1 Calendar(s): 1					
				Grade: 08, 09, 10, 11, 12					

Summary Report, Exact Calculation - DOCX Format

Generate the Report for State Edition

1. Select the desired **Districts** to include in the report.
2. Select the desired **Grade Levels**.
3. Enter a **Date Range** for which to report ADM and ADA information.
4. Mark the **Add signature line at the end of the report** checkbox if desired.
5. Select the desired **Report Format**.
6. Click the **Generate Report** button. The report displays in the selected format.

State		2018 - 2019 Membership Summary				
Generated on 04/26/2019 11:09:07 AM		Date Range: 09/01/2018 - 12/31/2018 Districts: 177 Schools: 1460				
Grade: 00, 01, 1, 02, 2, 03, 3, 04, 4, 05, 5, 06, 6, 07, 7, 08, 8, 09, 9, 10, 11, 12, 13, 14, 20, 21, 95, 96, 97, 98, 99						

State Edition ADM and ADA Report - DOCX Format

Report Output

Column Name	Definition
Grade	Indicates the grade of student/student's.
Student Count	Count of all students who were enrolled at any point in the date range.
Membership Days	Sum of the instructional days students were enrolled during the date range.

Column Name	Definition
Absent Days	Calculation of total number of days absent.
Present Days	Calculation of total number of days present.
ADM (Average Daily Membership)	$(\text{Membership Days}) / (\text{Percent Enrolled} * \text{Instructional Days})$
ADA (Average Daily Attendance)	$(\text{Membership Days} - \text{Absent Days}) / (\text{Percent Enrolled} * \text{Instructional Days})$
Unexcused Absences Days	Calculation of total days of unexcused absence.
Unexcused Absences Average Daily	Calculation of average daily unexcused absences.
Percent in Attendance	$(\text{Present Days} / \text{Membership Days}) * 100$