

ADM and ADA Detail

Last Modified on 10/21/2024 8:20 am CDT

[Report Logic](#) | [Report Editor](#) | [Generate the Report](#)

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.

ADM and ADA Detail Report Editor

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

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

Calendar ID 456	School 0531509 Calaveras High School (schoolID:10)	Sequence
*Name 19-20 High School	Number	
*Start Date 07/01/2019	*End Date 06/30/2020	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 375	Teacher Day (minutes) 420	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) 375	Half Day Absence (minutes) 374	School Choice <input type="checkbox"/>
Type 6: Semester	Require Student Assignment <input type="checkbox"/>	External LMS 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 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	<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. 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>mmdyy</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.

Option	Description
Calculation Options	<p>Selection determines how attendance is calculated for the report. See the Report Logic section for more information.</p> <p>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.</p>
Report Format	The report can generate in PDF, CSV or DOCX format.
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	<p>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.</p> <p>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.</p>
Report Generation Option	<p>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.).</p> <p>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.</p>

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.

Option	Description
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								
Generated on 06/22/2016 11:05:19 AM Page 1 of 1		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								
Generated on 06/22/2016 11:30:24 AM Page 1 of 39		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 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	218.70	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

J	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	46813	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	100.00%
9	High School	High School	9		Student	Brian	R	234567	22	0	22	1	1	0	0	100.00%
10	High School	High School	9		Student	Caroline		345678	22	0	22	1	1	0	0	100.00%
11	High School	High School	9		Student	Declan		456789	22	1	21	1	0.95	0	0	95.45%
12	High School	High School	9		Student	Eve	J	567890	22	0	22	1	1	0	0	100.00%
13	High School	High School	9		Student	Faegan		678901	22	1	21	1	0.95	0	0	95.45%
14	High School	High School	9		Student	Georgia		789012	22	0	22	1	1	0	0	100.00%
15	High School	High School	9		Student	Hanson		890123	22	0	22	1	1	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								
School: High School Calendar: 2018-19 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	507	27378	3.04	27374.96	507.00	506.95	0.76	0.01	99.99%	
10	534	28836	1.52	28834.48	534.00	533.97	0.00	0.00	99.99%	
11	488	26352	0.00	26352.00	488.00	488.00	0.00	0.00	100.00%	
12	468	25272	0.00	25272.00	468.00	468.00	0.00	0.00	100.00%	
Total	5	1997	107838	4.56	107833.44	1997.00	1996.92	0.76	0.01	100.00%

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 Page 1 of 33		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			
Summary					
District#	District Name	School Count	Student Count	ADM	ADA
123	ISD #123	5	2697	2,638.71	2,638.70
234	ISD #234	4	3114	3,090.84	3,090.84
345	ISD #345	7	3800	3,744.82	3,744.82
456	ISD #456	8	3460	3,406.34	3,406.34
567	ISD #567	1	301	295.14	295.14

State Edition ADM and ADA Report - DOCX Format