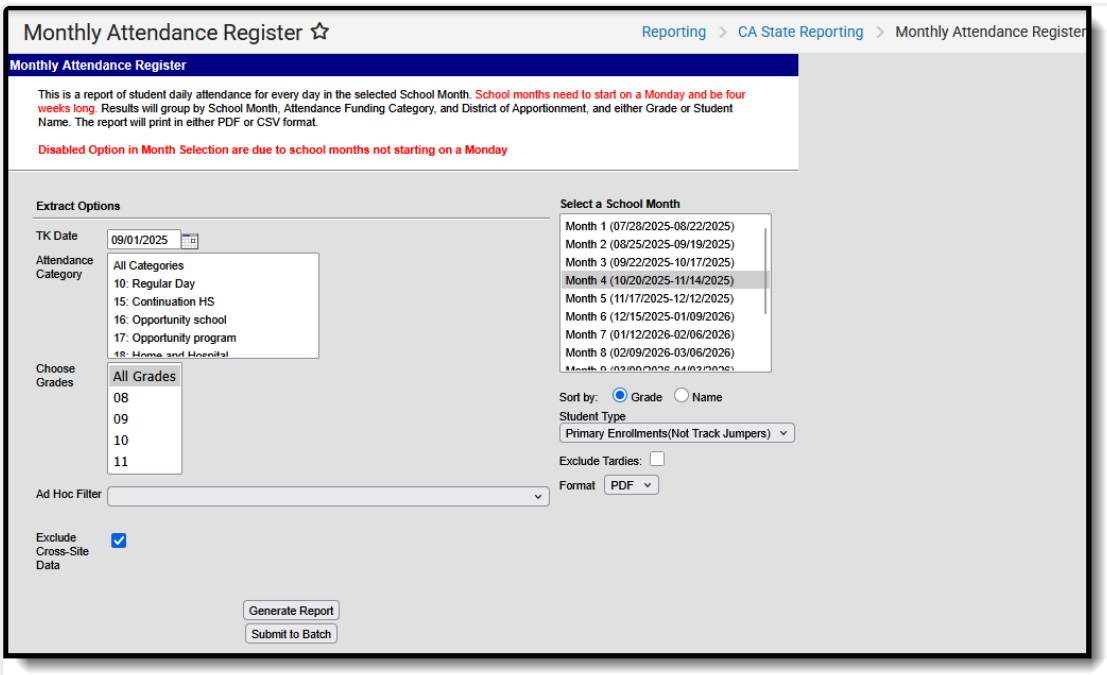
Monthly Attendance Register (California)

Last Modified on 12/12/2025 10:10 am CST

Tool Search: Monthly Attendance Register

The Monthly Attendance Register report shows student attendance data during School Months created in the school calendars. Users can select specific grade levels and specific attendance categories to report.

Students marked as present for at least one attendance-taking course scheduled in an instructional period during a school day count as present for the whole day.



Monthly Attendance Register

School months must start on a Monday and be four weeks long. For more information on creating School Months, see the School Months for California article.

Report Logic

All students with the same Service Type/Track Jumper status enrolled in the selected calendar at any time during the selected School Month(s) report.

- Student Type - Primary Enrollment (default) reports all students who have enrollments with a

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Service Type of Primary.
- Student Type - Partial Enrollment reports only those students who have enrollments with a Service Type of Partial and have a CALPADS Enrollment Status selected.
- Student Type - Track Jumper reports only those students who have the Track Jumper checkbox marked n their Primary enrollment.

Students with multiple enrollments display in a single entry on the report.

Students do not report when:

- Their enrollment is marked as State Exclude.
- They are enrolled in a grade level marked as State Exclude.
- They are enrolled in a calendar marked as State Exclude.
- Their enrollment in the selected calendar is marked as No Show, unless they have a subsequent active enrollment that begins during the same School Month.

Age Requirements

The Department of Education has new requirements starting with the 2022-23 school year to expand Transitional Kindergarten for all four year olds in California. Refer to the Transitional Kindergarten and the Department of Education websites for more information.

Students report in the Monthly Attendance Register when they are five years old. The following logic applies when the student is enrolled in State Grade Level TK: Transitional Kindergarten.

- When a student is enrolled in a State Grade Level of TK: Transitional Kindergarten AND is under 5 years old AND the 2025-26 school year has not begun:
  - ADA reports from the beginning of the student's enrollment in the Active School year when their 5th Birthday is **on or before** the TK Date entered on the report editor.
  - ADA reports from their 5th birthday onward in the Active Year, when their 5th Birthday is after the TK Date entered in the report editor.
- When a student is enrolled in a State Grade Level of TK: Transitional Kindergarten starting in 25-26 school year AND the student turned 4 years old **before September 1** of the current school year:
  - ADA reports for the student for the entire school year.
- When a student turns 4 years old **on September 1 or after**, no ADA reports.

Enrollments

Students in all State Grade Levels report when All Grade Levels is selected. Otherwise, only students in the selected grade levels report. Students enrolled in Grade Level PS do not report.

Student data is grouped by School Month. All students who have an active enrollment for at least one instructional day within the selected School Month report.

- Within a School Month grouping, records are grouped by Attendance Funding Category.
- Within the Attendance Funding Category grouping, records are grouped by District of

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Apportionment.
- Within in a District of Apportionment section, records are grouped by grade level.

Attendance Funding Category reports based on the selected reporting period.

- If School Month 1 is selected, the Attendance Funding Category on the enrollment for that time period reports.
- If there is more than one Attendance Funding Category in one school month, all categories report. Enrollment start dates determine the attendance time for the categories.

Students who change Grades, Attendance Funding Categories, District of Apportionment, or Service Types report multiple times.

- Students who change grades only during a school month report twice in the section, one line for each grade level.
- Students who change Attendance Funding Category and/or District of Apportionment during a School Month report in each section.
- Student who change Service Type during a School Month report in both reports.

A student only reports once when the enrollment record has an End Status of 440.

Courses marked as ASES do not report. The ASES course Types that do not report are as follows:

- A1 - Before School Base
- A2 - After School Base
- A3 - Before School Supplemental
- A4 - 3-hour After School Supplemental
- A5 - 6-hour After School Supplemental
- Not Funded - ASES Not Funded

Attendance Present or Absent

A student is counted as Present for the entire day if he/she is present in at least one attendance-taking course section in an instructional period. Present means:

- No attendance code in the period.
- An attendance code in the period with a Status of Present or Tardy and any excuse.
- An attendance code in the period with a Status of Absent and an Excuse of Exempt.

A student is counted as Absent for the entire day if he/she is absent in ALL attendance-taking course sections in instructional periods. Absent means an attendance code with a Status of Absent and an Excuse of Excused, Unexcused or Unknown.

Days Taught is a count of all days in the School Month that are marked as School Day, Instruction and Attendance on the Calendar tab. Days not marked for all three are not considered Instructional Days. Days within the range of Exclude Start Date and Exclude End Date for School Months are ignored even if they are marked as School Day, Instruction and Attendance.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Attendance Recovery

Students can gain back ADA by participating in Attendance Recovery services. This is done by applying the Days Earned value from the Attendance Recovery service.

All services days used that overlap the calendar program and enrollment are summed; when more than 10, the value is set to 10. Then, the minimum service start date and the calendar end date is used as the new range. From there, all valid attendance days in the new single service range (up to 10) are marked as recovered.

See the Attendance Recovery article for information.

Day Code Logic

The following values report when data meets the listed descriptions. An Attendance Code Legend prints on the second-to-last page of the report when generating the report in PDF format. This list of Attendance Codes includes the values below, plus additional values based on the attendance codes used at the school and/or district.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Legends of Attendance Codes:

H: Non-Instructional Day.
B: First day of apportionment in an enrollment.
L: Last day of apportionment in an enrollment.
-: Day is counted for apportionment.
N: Not Enrolled this day.
/: Grade level change.
#: Student enrolled but not scheduled into a course.
$: Student enrolled but in a different Category or Service Type.
U5: Student is under 5 years old.
AR10: Attendance recovery day.
ACT(*): Activity
CLR(*): Tardy/Clr
CUT(*): Cut
DET(*): Detention
EXC(*): Excused
HH(*): Home Hosp
HHC(HH): Home Hospital Confirmed
IH(110): Inhouse
ILL(*): Illness
IMD(*): Illness Medical Note Received
ISC: Independent Study Contract Completed(Counted as apportionment)
ISN(*): Incmpl Wrk
ISP(*): Independent Study Pending
LTE(*): Tardy
OTH(*): Other
PDIS(110): Partial Day In-House Suspension

PDS(100): Partial Day Suspension
SC(*): School Closure - Emergency Conditions
SN(*): Snow Day Power/Roads
SO(*): Site Other
SS(*): Served SS
SUS(100): Suspended
TDY(*): Tardy/Sarb
UNV(*): Unverified
UNX(110): Unexcused
* No state code assigned to attendance code.

Attendance Codes Legend

Report Editor

Field	Description

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Field	Description
TK Date	Indicates the date for when students in Transitional Kindergarten programs are allowed to generate average daily attendance for the Monthly Attendance Summary. This date is automatically set to **September 1, 2025**. If necessary, it can be modified by selecting the calendar icon to choose a new date or by entering a new date in *mmddyy* format. See the Age Requirements section for more information. Refer to the Transitional Kindergarten and the Department of Education websites for more information.
Attendance Category	Determines the attendance reporting group into which the student falls. Categories are selected on student Enrollment records. Select one or more categories as needed; an option for All Categories is available to include all options.
Choose Grades	List of state grade levels of enrollment. Select All Grades to include enrollment data from all grade levels at the Calendar/School selected in the Campus toolbar.
Ad hoc Filter	Allows a pre-existing ad hoc filter to be chosen to further narrow the results of the students included in the report. For example, the MAR may need to be generated for a particular race/ethnicity. Creating a filter that only pulls that information can be selected here, so the results of the MAR only return students in the selected grade level, attendance category and a particular race/ethnicity. This allows for LCAP reporting.
Exclude Cross-Site Data	When marked, students enrolled in Cross-Site Enrollment courses are not included in the report.
Select School Month	Select one school month from which to report attendance data. As noted above, School Months must start on a Monday and be four weeks long. If a school month does not start on a Monday, it cannot be selected.
Sort By	The report can be sorted by Grade level or Student Name.
Student Type	Select the type of enrollment to include: • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
Exclude Tardies	When generating the Updated Report Extract Type, marking this checkbox removes student attendance records that were entered as Tardy.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Field	Description
Format	The report can be generated in PDF or CSV format.

Generate the Report

1. Select the desired **Attendance Category** from the list.
2. Select the **Grade levels** of students to include in the report.
3. Select the appropriate **Ad hoc Filter**, if desired.
4. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
5. Select the **School Month** to include in the report.
6. Choose whether to sort by **Grade** or **Name**.
7. Select the **Student Type** from the dropdown list.
8. When generating the Updated Report Extract Type, mark the **Exclude Tardies** checkbox to remove Tardy records from the report.
9. Choose the **Format** in which to display the report.
10. Click the **Generate Report** button. The report appears in the selected format, displaying attendance information for the selected students.

The report can also be generated using Batch Queue functionality, where the report is not generated until a specified time. Instead of selecting Generate Report, select Submit to Batch. See the Batch Queue article for more information.

Report Layout

Data Element	Description	Location
Name	Reports the student's Last Name, First Name and Middle Initial. *Alphanumeric, 100 characters*	Demographics > Person Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
Student Number	Reports the student's local student number. *Numeric, 8 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
Gender	Reports the student's gender. *Alphanumeric, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Data Element	Description	Location
Grade Level	Reports the student's grade level of enrollment. *Alphanumeric, 3 characters*	Enrollments > General Enrollment Information > Grade Enrollment.grade
State Grade Level	Reports the student's state grade level of enrollment based on the student's grade level of enrollment. *Alphanumeric, 3 characters*	Grade Level Setup Calendar.stateGrade
School Month Data	Reports the days of the week for the school month, denoting the type of day and attendance information. *Alphanumeric, 2 characters*	School Month > School Month Detail Calendar.schoolMonth
Enroll	Total number of Instructional Days in the School Month on which the student is actively enrolled. These days report #, B, L, - or an actual attendance code. *Numeric, 3 digits*	Calculated, data not stored
NC	Total number of Instructional Days in the School Month on which the student is actively enrolled but not scheduled into an attendance-taking course in an instructional period. These days report #. *Numeric, 3 digits*	Calculated, data not stored

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Data Element	Description	Location
OR	Total number of Instructional Days in the School Month in which the student is not actively enrolled. These days report N, $ or /. For any student whose enrollment began after the first day of the School Month and/or ended before the last day of the School Month, the number of Instructional Days not enrolled is counted. The sum of these days reports in the Grade Level/AFC/DofA/Service Type group being reported. When the report is run for a range of School Months, the total number of Off-Roll days during the range reports. For example, when the report is run for SM 1-2, a student whose enrollment began in SM 2 would have all the days of SM 1 counted as Off-Roll. • These days are marked as N, $, or / on the Monthly Attendance Register. • The sum is not multiplied by the number of enrollments. *Numeric, 3 digits*	Calculated, data not stored
UnEx	Total number of Instructional days in the school month on which the student is marked Absent and the predominant Excuse Code is Unexcused or Unknown. These days report an actual attendance code. *Numeric, 3 digits*	Calculated, data not stored

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Data Element	Description	Location
Ex	Total number of Instructional Days in the School Month on which the student is marked Absent and the predominant Excuse Code is Excused. These days report an actual attendance code. *Numeric, 3 digits*	Calculated, data not stored
Appt	Total number of Instructional Days in the School Month on which the student is present. These days report B, L, - or an actual attendance code that means Present. Days that report # are not included. Attendance Recovery days are considered Instructional Days for Appt. calculation. *Numeric, 3 digits*	Calculated, data not stored
ADA	The amount of Average Daily Attendance (ADA) earned by this student during the school month. Days Appt divided by Days Taught *Numeric, 3 digits*	Calculated, data not stored
%	The percent of time enrolled in which the student is Present. Days Appt divided by (Days Enrolled minus Days NC) times 100. *Numeric, 3 digits*	Calculated, data not stored
AR Days	The number of days earned for Attendance Recovery. This is added back to the ADA. This field reports the number of days used. *Numeric, 2 digits*	Attendance Recovery Service> Days Used

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Data Element	Description	Location
Independent Study Days counted for Apportionment (Code ISC, CIC)	Total number of Instructional Days in the School Month on which the student has an attendance entry assigned the State Code of ISC: Independent Student Complete or CIC: Course Instruction Complete. If no applicable days exists, reports 0. *Numeric, 3 digits*	Calculated, data not stored
Independent Study ADA	The amount of ADA earned by means of Independent Study during the school month. If no applicable days exists, reports 0.00. Independent Study Days divided by Days Taught *Numeric, 3 digits*	Calculated, data not stored.

Copyright © 2010-2025 Infinite Campus. All rights reserved.