Hourly Attendance Report (California)

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Tool Search: Hourly Attendance Report

The Hourly Attendance Report verifies supplemental attendance for students in remedial, gifted/talented and other supplementary programming in hourly increments. This report is available as a summary or as a register report.

For Supplemental Hourly Attendance counting, the schedule needs to be set up with periods so attendance is marked once per clock hour.

Hourly Attendance Report

Read - Access and generate the Hourly Attendance Report.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

Supplemental Hourly Attendance is counted only on courses with a Program Funding Category (Type dropdown list) code assigned on the Course editor. The calendars that use Supplemental Hourly Attendance should usually be separate from the calendars using regular attendance. Students enrolled in a calendar reporting Supplemental Hourly Attendance will usually have a code of 33: Supplemental in the Attendance Funding Category in the State Reporting Enrollment editor.

Hours Present is calculated by counting the number of minutes in each period the student is present during the reporting period and dividing that number by 60.

A student can only have one Attendance Funding Category per enrollment. This means the supplemental/hourly programs need a separate (partial) enrollment record for the student. Students may be scheduled into courses that have different Program Funding Categories. For example, a student may have Period 1 and 2 courses that are category S3 and Period 3 and 4 courses that are category C5. S3 and C5 categories will report separately on the report.

Report Editor

Field	Description
Report Type	Select the format of the report - either **Summary** or **Register**. Additional options on the editor are determined by this selection.
Report By	When the Report Type is **Summary**, select to report data by either **School Months** or **Reporting Periods** (P1, P2 or Annual). School Months are created in the Calendar toolset.
School Months	When the Report Type is **Register**, select the **School Months** to include in the report.
Supplemental Attendance Students Only	Mark this checkbox when only students who are assigned the Attendance Funding Code of 33 should appear on the report. When this is not marked, the report looks at the course type selection, allowing supplemental courses such as CAHSEE Prep to report in a non-supplemental calendar.
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. When a filter is selected, only those students included in the filter are included in the report. This is optional. Students can also be selected by grade level. Or choose both a grade level and an ad hoc filter.

Field	Description
Exclude Cross-Site Data	When marked, students enrolled in Cross-Site Enrollment courses are not included in the report.
Course Type	Select the desired Course Types to include in the report. At least one option needs to be selected. All Course Types can be chosen as well. Course Types are assigned to courses on the Course Info editor.

Generate the Hourly Attendance Report

1. Select the desired **Report Type**.
2. If generating the **Summary Report Type**, choose the desired **Report By** option.
3. If generating the **Register Report Type**, select the desired **School Months** to include in the report.
4. If desired, mark the **Supplemental Attendance Students Only**.
5. Select the **Course Type** to be included in this report.
6. If desired, select the students on which to report by using an **Ad hoc Filter**.
7. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
8. Click the **Generate Report** button. The report will appear in PDF format, displaying the attendance information for the selected students.

Hourly Attendance Report, Summary Type - by Reporting Periods (P2)

Hourly Attendance Register

On the last page of the report, signature lines display, allowing users to verify the data contained in the report is accurate and complete.

Hourly Attendance Verification

Report Layout

Data Element	Description	Location
Summary Report Type *Only totals by Course Type for each School Month display.*		

Data Element	Description	Location
Period Names and Time	Identifies the period setup used in the selected calendar. *Alphanumeric*	Calendar > Period Setup Calendar.periods
School Month	Lists the date range of the selected school month. *Alphanumeric*	Calendar > School Month Calendar.schoolMonth
Days Taught	Total number of instructional days during the school month. *Numeric*	Calculated value, data not stored
Program Category	Reports the assigned Course Type on the Course editor. *Numeric*	Course > Type Course.type
Grade	Reports the grade level of the student. *Alphanumeric*	Calendar > Grade Level GradeLevel.gradeLevelID
Students	Number of students enrolled in the grade level. *Numeric*	Calculated value, data not stored
Tardy	Total number of tardies the students received during the selected school month or reporting period. *Numeric*	Calculated value, data not stored
Absent	Total number of absences the students received during the selected school month or reporting period. *Numeric*	Calculated value, data not stored
Hours	Total hours the students were in attendance. *Numeric*	Calculated value, data not stored

Data Element	Description	Location
Register Report Type *A code for each period displays in each day in the School Month.*		
Period Names and Time	Identifies the period setup used in the selected calendar. *Alphanumeric*	System Administration > Calendar > Calendar > Periods Calendar.periods
School Month	Lists the date range of the selected school month. Alphanumeric	System Administration > Calendar > Calendar > School Month Calendar.schoolMonth
Days Taught	Total number of instructional days during the school month. *Numeric*	Calculated value, data not stored
Program Category	Reports the assigned Course Type on the Course editor. *Numeric*	Course > Type Course.type
Student Name	Reports the name of the student. *Alphanumeric*	Demographics > Person Information > Last Name, First Name Identity.lastName Identity.firstName
Number	Reports the student's local student number. *Alphanumeric*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
Grade	Grade level of enrollment. *Alphanumeric*	Enrollments > General Enrollment Information > Grade Enrollment.grade
Period	Name of the calendar period into which the student is scheduled. *Alphanumeric*	Calendar > Periods Calendar.periods
Weeks of Attendance during School Month	Breakdown of weeks included in the school month. *Alphanumeric*	Calendar > School Month Calendar.schoolMonth

Data Element	Description	Location
Tardy	Total number of tardies the students received during the selected school month or reporting period. *Numeric*	Calculated value, data not stored
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