

Hourly Attendance Report (California)

Last Modified on 03/11/2024 8:44 am CDT

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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

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.
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. Click the **Generate Report** button. The report will appear in PDF format, displaying the attendance information for the selected students.

Supplemental Hourly Attendance Summary								Page 1
2012-13 High School								
4321 109th Ave NE, Any Town, CA 93003								
08/19/2013								
Period	Regular Day	Flex Tuesday	Flex Wednesday	Minimum Day	Finals Day 1	Finals Day 2	Finals Day 3	
0	-	-	-	-	-	-	-	
1	07:00 AM-07:57 AM	08:04 AM-09:24 AM	-	07:33 AM-07:57 AM	08:04 AM-10:04 AM	-	-	
2	08:04 AM-09:01 AM	09:31 AM-10:11 AM	09:31 AM-10:11 AM	08:04 AM-08:28 AM	-	08:04 AM-10:04 AM	-	
3	09:08 AM-10:08 AM	10:18 AM-11:01 AM	10:18 AM-11:01 AM	08:35 AM-09:03 AM	10:14 AM-12:14 PM	-	-	
4	10:15 AM-11:12 AM	11:08 AM-11:48 AM	11:08 AM-11:48 AM	09:10 AM-09:34 AM	-	-	08:04 AM-10:04 AM	
5	11:19 AM-12:56 PM	11:55 AM-01:15 PM	11:55 AM-01:15 PM	09:41 AM-10:05 AM	-	10:14 AM-12:14 PM	-	
6	01:03 PM-02:00 PM	01:22 PM-02:02 PM	01:22 PM-02:02 PM	10:12 AM-10:36 AM	-	-	10:14 AM-12:14 PM	
7	02:07 PM-03:04 PM	-	08:04 AM-09:24 AM	10:43 AM-11:07 AM	01:01 PM-03:01 PM	-	-	
8	03:05 PM-04:05 PM	-	-	-	-	-	-	
9	04:05 PM-05:05 PM	-	-	-	-	-	-	
10	05:05 PM-06:05 PM	-	-	-	-	-	-	
School Month 01: 08/08/2012 - 09/02/2012 Days Taught: 18								
Program Category: C2 7-12 Remedial/CAHS EE								
Total for Program	Grade	Students	Tardy Periods	Absent Periods	Hours Present			
	10	1	0	1	15.58			
	11	65	53	116	545.75			
	12	38	26	78	514.68			
Total	3	104	79	195	1476.02			
School Month 02: 09/05/2012 - 09/30/2012 Days Taught: 19								
Program Category: C2 7-12 Remedial/CAHS EE								
Total for Program	Grade	Students	Tardy Periods	Absent Periods	Hours Present			
	10	3	0	4	20.72			
	11	63	101	169	978.08			
	12	35	35	112	544.47			
Total	3	101	136	285	1543.27			

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

Supplemental Hourly Attendance Register												Page 1						
2012-13 High School																		
4321 109th Ave NE, Any Town CA 93003																		
08/19/2013																		
Period	Regular Day	Flex Tuesday	Flex Wednesday	Minimum Day	Finals Day 1	Finals Day 2	Finals Day 3											
0	-	-	-	-	-	-	-											
1	07:00 AM-07:57 AM	08:04 AM-09:24 AM	-	07:33 AM-07:57 AM	08:04 AM-10:04 AM	-	-											
2	08:04 AM-09:01 AM	09:31 AM-10:11 AM	09:31 AM-10:11 AM	08:04 AM-08:28 AM	-	08:04 AM-10:04 AM	-											
3	09:08 AM-10:08 AM	10:18 AM-11:01 AM	10:18 AM-11:01 AM	08:35 AM-09:03 AM	10:14 AM-12:14 PM	-	-											
4	10:15 AM-11:12 AM	11:08 AM-11:48 AM	11:08 AM-11:48 AM	09:10 AM-09:34 AM	-	-	08:04 AM-10:04 AM											
5	11:19 AM-12:56 PM	11:55 AM-01:15 PM	11:55 AM-01:15 PM	09:41 AM-10:05 AM	-	10:14 AM-12:14 PM	-											
6	01:03 PM-02:00 PM	01:22 PM-02:02 PM	01:22 PM-02:02 PM	10:12 AM-10:36 AM	-	-	10:14 AM-12:14 PM											
7	02:07 PM-03:04 PM	-	08:04 AM-09:24 AM	10:43 AM-11:07 AM	01:01 PM-03:01 PM	-	-											
8	03:05 PM-04:05 PM	-	-	-	-	-	-											
9	04:05 PM-05:05 PM	-	-	-	-	-	-											
10	05:05 PM-06:05 PM	-	-	-	-	-	-											
School Month 01: 08/08/2011 - 09/02/2011 Days Taught: 18																		
Program Category: C2 7-12 Remedial/CAHSEE																		
Student	Number	Grade	Period	Aug 10 - 12		Aug 15 - 19			Aug 22 - 26			Aug 29 - Sep 2			Tardy Periods	Absent Periods	Hours Present	
Student, Abby	123456789	12	0	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			1	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			4	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			5	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			6	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			7	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			8	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			9	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
10	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N			
															0	0	16.53	
Student, Brian	234567890	11	0	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			1	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			2	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			4	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			5	N	N	N	N	-	-	-	-	-	-	-	-	-	-	-
			6	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
			7	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
8	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N			

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.

Legend
 A: Absence
 H: Non-Instructional Day
 N: Not Enrolled
 T: Tardy
 -: Student in Attendance

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete.

Posted by: _____ Date: _____

Authorizing signature: _____ Title: _____ Date: _____

Hourly Attendance Verification

Report Layout

Data Element	Description	Location
Summary Report Type <i>Only totals by Course Type for each School Month display.</i>		
Period Names and Time	Identifies the period setup used in the selected calendar. <i>Alphanumeric</i>	Calendar > Period Setup Calendar.periods
School Month	Lists the date range of the selected school month. <i>Alphanumeric</i>	Calendar > School Month Calendar.schoolMonth
Days Taught	Total number of instructional days during the school month. <i>Numeric</i>	Calculated value, data not stored
Program Category	Reports the assigned Course Type on the Course editor. <i>Numeric</i>	Course > Type Course.type
Grade	Reports the grade level of the student. <i>Alphanumeric</i>	Calendar > Grade Level GradeLevel.gradeLevelID
Students	Number of students enrolled in the grade level. <i>Numeric</i>	Calculated value, data not stored

Data Element	Description	Location
Tardy	Total number of tardies the students received during the selected school month or reporting period. <i>Numeric</i>	Calculated value, data not stored
Absent	Total number of absences the students received during the selected school month or reporting period. <i>Numeric</i>	Calculated value, data not stored
Hours	Total hours the students were in attendance. <i>Numeric</i>	Calculated value, data not stored
Register Report Type <i>A code for each period displays in each day in the School Month.</i>		
Period Names and Time	Identifies the period setup used in the selected calendar. <i>Alphanumeric</i>	System Administration > Calendar > Calendar > Periods Calendar.periods
School Month	Lists the date range of the selected school month. <i>Alphanumeric</i>	System Administration > Calendar > Calendar > School Month Calendar.schoolMonth
Days Taught	Total number of instructional days during the school month. <i>Numeric</i>	Calculated value, data not stored
Program Category	Reports the assigned Course Type on the Course editor. <i>Numeric</i>	Course > Type Course.type
Student Name	Reports the name of the student. <i>Alphanumeric</i>	Demographics > Person Information > Last Name, First Name Identity.lastName Identity.firstName

Data Element	Description	Location
Number	Reports the student's local student number. <i>Alphanumeric</i>	Demographics > Person Identifiers > Local Student Number Person.studentNumber
Grade	Grade level of enrollment. <i>Alphanumeric</i>	Enrollments > General Enrollment Information > Grade Enrollment.grade
Period	Name of the calendar period into which the student is scheduled. <i>Alphanumeric</i>	Calendar > Periods Calendar.periods
Weeks of Attendance during School Month	Breakdown of weeks included in the school month. <i>Alphanumeric</i>	Calendar > School Month Calendar.schoolMonth
Tardy	Total number of tardies the students received during the selected school month or reporting period. <i>Numeric</i>	Calculated value, data not stored
Absent	Total number of absences the students received during the selected school month or reporting period. <i>Numeric</i>	Calculated value, data not stored
Hours	Total hours the students were in attendance. <i>Numeric</i>	Calculated value, data not stored