

ADA (Texas)

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Tool Search: ADA

The Average Daily Attendance (ADA) tab is used to track a student's eligibility status as reflected in the attendance accounting records of the district. This tool allows users to add, edit, or delete ADA student records. It also allows users to print a summary of all ADA records for the selected student. ADA record creation is part of core functionality, so edits should be minimal.

See the [State Programs Tool Rights](#) article for information about tool rights needed to use this and other State Programs tools.

Automatic ADA Record Creation

For every new enrollment that is created, a matching ADA Record is automatically created and populated. These records are created for new enrollments that are established in one of the following ways:

- manually
- records transfer
- [Enrollment Roll Forward](#)

▶ [Click here to expand...](#)

The newly created ADA record contains the following information:

- A Start Date that is equal to the Start Date of the Enrollment
- End Date that is equal (if applicable) to the End Date of the Enrollment. If an Enrollment End Date does not exist, this field remains blank
- Comments that include the username of the person creating the record/enrollment and a date/time stamp
- ADA Eligibility Status:
 - Enrollment Roll Forward:
 - The ADA Eligibility status is the same as the last ADA Eligibility value from the enrollment being rolled forward
 - If the previous ADA record exists with no ADA Eligibility status, the new record is created with a null status as well
 - Manual Enrollment Record
 - The ADA Eligibility value is the same as the most recent ADA Eligibility status from most recent enrollment of the same type (P, S, N)

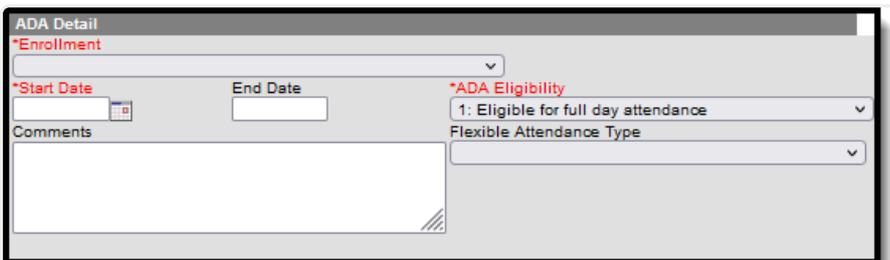
- If no other enrollments of the same type exist, the district-defined default status from the Attribute/Dictionary is used
 - If no default value exists, an ADA record is created with a null ADA Eligibility status
- If the previous ADA record exists with no ADA Eligibility status, the new record is created with a null status as well

Creating a New ADA Record

Users may create ADA records for students by pressing **New**. Users may add as many ADA records as necessary for each student.

ADA records MUST meet the following requirements:

- ADA record dates may not overlap one another.
- There can be no enrollment gaps in ADA Eligibility.
- ADA Start and End (if applicable) Dates must fall within the dates of the selected Enrollment.



ADA Detail Editor

Enrollment

The Enrollment field determines the enrollment to which the ADA record is tied. This field is required.

▶ [Click here to expand...](#)

Database Location:

ADA.enrollmentID

Ad Hoc Inquiries:

Student > Learner > Active Enrollment > State Reporting elements > ADA Record > calendarName

Student > Learner > All Enrollments > State Reporting elements > ADA Record > calendarName

Notes:

- Once the record is saved, users may NOT edit the Enrollment selection.
- Because a student may have multiple enrollments within the calendar year, each enrollment includes the Service Type, Grade Level, and Enrollment Start and End Dates. (*Ex. 18-19 High School (P, 10, 09/01/2018-10/10/2018)*). The End Date remains blank if the enrollment is not end-dated. Users may hover over the Enrollment label for clarification on the format.

Reports:

- [Student Detail Attendance Summary](#)
- [Campus Summary Attendance Report](#)
- [District Summary Attendance Report](#)

Start Date

Indicates the date on which the ADA Eligibility status began. Start Date is a required field.

▶ [Click here to expand...](#)

Database Location:

ADA.startDate

Ad Hoc Inquiries:

Student > Learner > Active Enrollment > State Reporting elements > ADA Record > startDate

Student > Learner > All Enrollments > State Reporting elements > ADA Record > startDate

Notes:

- Once the record is saved, users may NOT edit the Start Date.
- The Start Date MUST be consistent with the Start and End Dates of the enrollment to which it is tied.
- Users may NOT enter a start date prior to the start date of an existing ADA record tied to the same enrollment.

Reports:

- [Student Detail Attendance Summary](#)
- [Campus Summary Attendance Report](#)
- [District Summary Attendance Report](#)

End Date

Indicates the date on which the ADA Eligibility status ended.

▶ [Click here to expand...](#)

Database Location:

ADA.endDate

Ad Hoc Inquiries:

Student > Learner > Active Enrollment > State Reporting elements > ADA Record > endDate

Student > Learner > All Enrollments > State Reporting elements > ADA Record > endDate

Notes:

- When applicable, this field is auto-populated.
- Users are NOT able to edit this field at *any* time.
- Records are automatically end-dated when new ADA record, tied to same enrollment, is saved. This feature ensures there are no date overlaps for ADA records.
- When an Enrollment is end-dated, whether manually or through Enrollment End Batch, the last ADA record tied to that enrollment is end-dated on the same day.

Reports:

- [Student Detail Attendance Summary](#)
- [Campus Summary Attendance Report](#)
- [District Summary Attendance Report](#)

ADA Eligibility

This code indicates the eligibility status of the student as reflected in the attendance accounting records of the district. This field is required.

▶ [Click here to expand...](#)

Database Location:

ADA.adaEligibility

Ad Hoc Inquiries:

Student > Learner > Active Enrollment > State Reporting elements > ADA Record > adaEligibility

Student > Learner > All Enrollments > State Reporting elements > ADA Record > adaEligibility

Notes:

For more information on the drop-list selections and proper assignment, please refer to the *TEA Student Attendance Accounting Handbook*.

If the enrollment is deleted, any applicable historical records tied to that Enrollment ID are also deleted.

For all ADA Eligibility codes equal to 7: Eligible-Flexible Attendance Prog Participation *or* 8: Ineligible-Flexible Attendance Prog Participation, a **Flexible Attendance Type** IS required.

Reports:

- [Student Detail Attendance Summary](#)
- [Campus Summary Attendance Report](#)
- [District Summary Attendance Report](#)

Flexible Attendance Type

The total number of minutes the student was present and eligible for Foundation School Program funding during a particular reporting period. Eligibility for this program is determined by September 1 age and grade level.

▶ [Click here to expand...](#)

Code	Description	Definition
1	Optional Flexible School Day Program (OFSDP)	<p>This is an attendance program for students who:</p> <ul style="list-style-type: none"> • are participating in an approved early college high school plan, OR • are attending a campus implementing an innovative redesign under a plan approved by the commissioner of education • have dropped out of school or are at risk of dropping out <p>For the complete eligibility and program rules, refer to the Texas Student Attendance Accounting Handbook.</p>
2	High School Equivalency Program (HSEP)	<p>The High School Equivalency Program (HSEP) is also known as the "In-School GED Program." The Texas In-School GED Program provides an alternative for high school students aged 16 and older who are at risk of not graduating from high school and earning a high school diploma. Only those school districts that have applied and been approved by the agency may operate High School Equivalency Programs (HSEP). For the complete eligibility and program rules, refer to the Student Attendance Accounting Handbook.</p>

Code	Description	Definition
3	OFSDP Credit/Promotion Recovery Program	This is an attendance program that occurs in the summer period between school years for students who as a result of not meeting the attendance requirements, will be denied credit (promotion) for one or more classes in which the students have been enrolled. For the complete eligibility and program rules, refer to the Student Attendance Accounting Handbook.

Database Location:

ADA.flexibleAttendance

Ad Hoc Inquiries:

Student > Learner > Active Enrollment > State Reporting elements > ADA Record > flexibleAttendance

Student > Learner > All Enrollments > State Reporting elements > ADA Record > flexibleAttendance

Notes:

A Flexible Attendance Type IS required if the **ADA Eligibility** code is equal to 7: Eligible-Flexible Attendance Prog Participation *or* 8: Ineligible-Flexible Attendance Prog Participation.

Editing an Existing ADA Record

Users may edit an existing ADA record. Users are limited to editing ADA Eligibility status and Comments. To edit a record, select the appropriate record and make the desired edits in the *ADA Detail Editor*.

When editing ADA records, previous values in the edited fields are **NOT** saved.

ADA Detail

***Enrollment**
 18-19 Godwin Elementary School (P, 05, 08/16/2018-05/30/2019) ▾

***Start Date** **End Date** ***ADA Eligibility**
 08/16/2018 05/30/2019 7: Eligible-Flexible Attendance Prog Participation ▾

Comments **Flexible Attendance Type**
 Record created during conversion process on 2018-07-18 1: Optional Flexible School Day Program (OFSDP) ▾

ADA Detail Editor

▶ [Click here to expand...](#)

Deleting an ADA Record

Users may also delete ADA records. However, one ADA record, per enrollment, must exist. The Start and End (if applicable) Dates must be consistent with the Enrollment Start and End (if applicable) Dates. If a record is deleted, the End Date for the previous ADA record, tied to the same enrollment, is updated to reflect this deletion and will no longer have an End Date.

When an enrollment is deleted, any applicable ADA records tied to that Enrollment ID are also deleted.

Printing an ADA Record Summary

Users may print a summary of all ADA records for a student. Simply press the Print button and a summary of all ADA records displays in PDF format.

Mass Updates

Mass updates occur through the Federal Programs Participation tool. For more information, please see the [Federal Programs Participation](#) article.