SAMS SA-129 Extract (New York)

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School districts summarize attendance data and report it annually to the Department of Education on the SA-129 Attendance Report form. Generating the SAMS SA-129 Extract in Campus helps districts report accurate attendance data. This article describes how Campus calculates each field on the extract.

> The SAMS SA-129 Extract should be generated one school at a time. Users are highly discouraged from generating the report for multiple schools at once due to attendance calculations.

SAMS SA-129 Extract Editor

Report Logic

Religious Holidays

The SA-129 SAMS Report includes religious holidays in attendance calculations. In order for this to occur, Religious Holidays must be set up properly within Infinite Campus.

- A must be created for Religious Holidays in System Administration > Custom > Attribute

Dictionary > Day > Type. Users must create a Day Event called REL: Religious Holiday. This code must be exact in order for it to factor correctly into attendance calculations. The description of this code does not need to be exact. This code is not holiday specific such as RH: Rosh Hashanah.

- Religious Holidays must be established on calendar days (System Administration > Calendar > Calendar > Days).
- An must be created for religious holidays in System Administration > Attendance > Attendance Codes. The Attendance Code must be REL. The description does not need to be exact. The Status must be Absent. The Excuse must be Unknown, Excused or Unexcused.
- A student who is absent on a Religious Holiday must be coded absent for the entire day and be counted absent for one day. If the student is not coded absent with REL for every attendance taking period, the student will not be calculated into Religious Holiday absence.

Students Changing Grade Levels

When a student changes a grade level from one grade grouping to another, the student is not calculated in the grade grouping to which they no longer belong. They are not counted in the Possible Aggregate, Aggregate and Adjusted Aggregate attendance fields after the grade change and are counted in the new grade grouping due to the enrollment grade change.

Absent Count Logic

Non-Religious Holiday student absences must be coded with an attendance code where the **Status** is *Absent* and the **Excuse** is *Unknown*, *Excused* or *Unexcused*. Students must be coded absent for the entire day and counted absent for one day. No partial days of attendance are calculated.

Users can submit the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract** . This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Report Editor

Field	Description
Start Date	The first date for which information reports.
End Date	The last date for which information reports.
Format	Selection determines how the report generates. • Comma Separated (CSV) • HTML (Use the HTML format for data review prior to sending to the state.) • XML

Field	Description
Included State Grade Levels	Report results only include the grade level(s) selected in this field.
Split Out by Grade	When this checkbox is marked, each grade reports in its own line on the report.
Ad Hoc Filter	Select an Ad Hoc Filter to further narrow report results.
Select Calendars	The calendar(s) from which data is pulled for the report.
Generate Extract / Submit to Batch	Users have the option of submitting the report request to the batch queue by clicking Submit to Batch instead of Generate Extract. This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Extract Layout

Element Name	Description	Campus Location
School	The name of a school within a district. *Alphanumeric, 100 characters*	System Administration > Resources > School > School Detail > Name School.name
Grade	This field displays the range of grades for which attendance was calculated. *Alphanumeric, 5 characters*	System Administration > Calendar > Grade levels; Student Information > General > Enrollments tool > General Enrollment Information > Grade GradeLevel.kindergartenCode, GradeLevel.stateGrade, Enrollment.grade

Element Name	Description	Campus Location
Possible Aggregate Attendance	This field displays the number of students on the school register on Calendar days marked for attendance. **Example** The start and end dates of the report equal 3 attendance days. The school has 100 4th graders, 50 5th graders and 50 6th graders enrolled on the 3 days for a total of 200 students: 200 (4-6th graders) X 3 (attendance days) = 600 (Possible Aggregate Attendance) *Numeric, No Maximum Length*	N/A
Aggregate Attendance	The sum of total daily attendance, students in attendance on given day for each Calendar day marked for attendance. This calculation **includes** religious holidays. This calculation takes the total number of students in the specified grade grouping from the **Possible Aggregate Attendance** and subtracts absent students. This reports from all term schedules in which a student is enrolled. *Numeric, No Maximum Length*	N/A

Element Name	Description	Campus Location
Adjusted Aggregate Attendance	The sum of total daily attendance, students in attendance on given day, for each Calendar day marked for attendance excluding students marked absent with REL on a religious holiday day. This reports from all term schedules in which a student is enrolled. *Numeric, No Maximum Length*	N/A
Actual Session	All attendance days within the report date range. *Numeric, No Maximum Length*	System Administration > Calendar > Calendar > Days > Attendance
Net Session	Actual Session days subtracting religious holiday days; i.e., all Calendar days marked with a day event code = REL within report date range. *Numeric, No Maximum Length*	N/A
ADA	This is the average number of students present on each regular school day. This average is determined by dividing the **Adjusted Aggregate Attendance** divided by the **Net Session**. *Numeric, 9 digits*	N/A
Unadjusted_ADA	This is the **Aggregate Attendance** divided by the **Actual Session**. *Numeric, 9 digits*	N/A

Element Name	Description	Campus Location
ADM	The Average Daily Membership is calculated by dividing the **Possible Aggregate Attendance** by the **Actual Session**. *Numeric, 9 digits*	N/A