

# Period-Based ADA/ADM Report (Hawaii)

Last Modified on 10/21/2024 8:20 am CDT

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The Period-Based ADA/ADM Report allows users to view aggregated pupil attendance and membership data for students enrolled during a defined date range. Reported data can be summarized and broken out by Sub-District, Complex Area, Complex, School Number, Calendar, or State-Wide. You can also view a detailed report which displays ADA/ADM information for each reported student.

## Period-Based ADA/ADM ☆

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### HI - Period Based ADA/ADM Reports

The Period Based ADA/ADM Summary and Detail reports contain aggregated pupil attendance and membership days of students enrolled within the entered Date Range. The Summary reports are disaggregated by Grade Level. The State, Sub-District, Complex Area, Complex, and School summary reports will combine calendars by association. The Track summary will report individual calendars. The Student Detail option can be used to view ADA/ADM for individual students.

#### Extract Options

Date Range:  -

Report Type:

Summary Type:

Format:

Ad Hoc Filter:

#### Select Calendars

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

**19-20**

- 19-20 Ahuimanu Elem
- 19-20 Aiea Elem
- 19-20 Aiea High
- 19-20 Aiea Inter
- 19-20 Aikahi Elem
- 19-20 Aina Haina Elem
- 19-20 Ala Wai Elem
- 19-20 Alakai O Kauai PCS
- 19-20 Aliamanu Elem
- 19-20 Aliamanu Middle
- 19-20 Aliiolani Elem
- 19-20 Anuenue Elem
- 19-20 Anuenue High
- 19-20 Anuenue Inter
- 19-20 August Ahrens Elem
- 19-20 Baldwin High
- 19-20 Barbers Point Elem
- 19-20 Campbell High
- 19-20 Castle High

CTRL-click or SHIFT-click to select multiple

Show top  tasks submitted between  and

| Queued Time | Report Title | Status | Download |
|-------------|--------------|--------|----------|
|             |              |        |          |

Period-Based ADA/ADM Report Editor

## Tool Rights

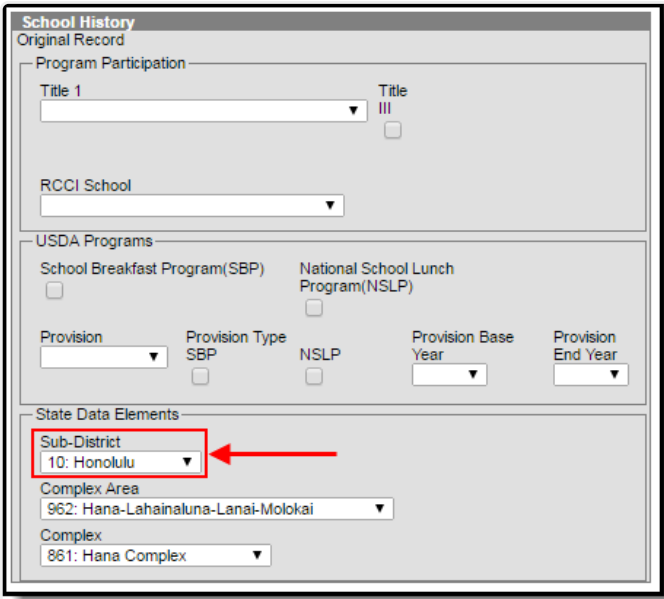
In order to generate this report, you must have at least R(ead) [tool rights](#) assigned (as well as [calendar rights](#) to any appropriate calendars).

# Generate the Summary Report

1. Enter the **Date Range**.

Only records within this date range report.

2. Select a **Report Type** of **Summary**.
3. Select a **Summary Type**.

|                     |  |
|---------------------|--|
| <b>State</b>        | A state-wide summary of all schools within Hawaii. All selected calendars are aggregated into a one page layout.   |
| <b>Sub-District</b> | <p>This option aggregates all selected calendars into separate pages per Sub-District. Sub-districts are assigned at the school level by going to System Administration &gt; Resources &gt; School &gt; Sub-District (see image below).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p style="text-align: center; color: #888;"><i>Sub-District Dropdown</i></p> |

**Complex Area**

This option aggregates all selected calendars into separate pages per Complex Area. Complex Areas are composed of two to four Complexes which have their own Complex Area Superintendent (CAS) and support staff.

Complex Area is assigned at the school level by going to System Administration > Resources > School > Complex Area (see image below).

The screenshot shows the 'School History' form with the following sections:

- Original Record**
  - Program Participation: Title 1 (dropdown), Title III (checkbox)
  - RCCI School (dropdown)
- USDA Programs**
  - School Breakfast Program (SBP) (checkbox)
  - National School Lunch Program (NSLP) (checkbox)
  - Provision (dropdown), Provision Type SBP (checkbox), NSLP (checkbox), Provision Base Year (dropdown), Provision End Year (dropdown)
- State Data Elements**
  - Sub-District: 10: Honolulu (dropdown)
  - Complex Area: 962: Hana-Lahainaluna-Lanai-Molokai (dropdown)** (highlighted with a red box and a red arrow)
  - Complex: 861: Hana Complex (dropdown)

*Complex Area Dropdown*

**Complex**

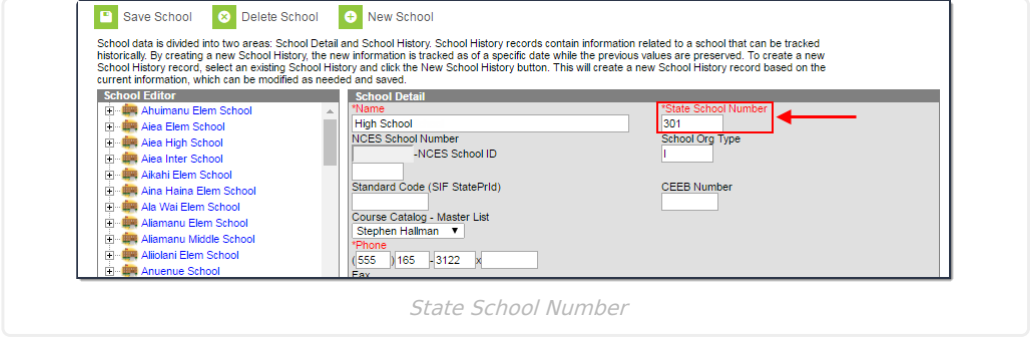
This option aggregates all selected calendars into separate pages per Complex type. All Department schools are part of what is known as a Complex. For example, a high school and the elementary and middle school that feeds into it.

Complex is assigned at the school level by going to System Administration > Resources > School > Complex (see image below).

The screenshot shows the 'School History' form with the following sections:

- Original Record**
  - Program Participation: Title 1 (dropdown), Title III (checkbox)
  - RCCI School (dropdown)
- USDA Programs**
  - School Breakfast Program (SBP) (checkbox)
  - National School Lunch Program (NSLP) (checkbox)
  - Provision (dropdown), Provision Type SBP (checkbox), NSLP (checkbox), Provision Base Year (dropdown), Provision End Year (dropdown)
- State Data Elements**
  - Sub-District: 10: Honolulu (dropdown)
  - Complex Area: 962: Hana-Lahainaluna-Lanai-Molokai (dropdown)
  - Complex: 861: Hana Complex (dropdown)** (highlighted with a red box and a red arrow)

*Complex Dropdown*

|                        |   |
|------------------------|---|
| <p><b>School</b></p>   | <p>This option aggregates all selected calendars into separate pages per State School Number. This option can be used to report summary data for regular and year-round schools.</p> <p>State School Number is assigned at the school level by going to System Administration &gt; Resources &gt; School &gt; State School Number (see image below).</p>  |
| <p><b>Calendar</b></p> | <p>This options reports data for each calendar selected on the extract editor. This option is useful for year-round schools to report individual tracks from a single school.</p>   |

4. Select a **Format**: PDF, CSV, or DOCX.
5. Select which **Calendar(s)** to include within the report.
6. Select an **Ad Hoc Filter**. (optional)
7. Select how the report will generate.

|                               |  |
|-------------------------------|--|
| <p><b>Generate Report</b></p> | <p>The report will generate immediately and display in a new window in the designated format.</p>                  |
| <p><b>Submit to Batch</b></p> | <p>The report can be scheduled for when it generates and will be sent to the <a href="#">Batch Queue</a> tool.</p> |

**Result**

The report displays in a separate window in the designated format. See the [Understanding the Report](#) section for more information.

## Generate the Student Detail Report

1. Enter the **Date Range**.

Only records within this date range report.

2. Select a **Report Type** of **Student Detail**.
3. Select a **Format**: PDF, CSV, or DOCX.
4. Select which **Calendar(s)** to include in the report.
5. Select an **Ad Hoc Filter** (optional).
6. Select how the report will generate.

|                               |   |
|-------------------------------|---|
| <p><b>Generate Report</b></p> | <p>The report will generate immediately and display in a new window in the designated format.</p> |
|-------------------------------|---|

|                        |   |
|------------------------|---|
| <b>Submit to Batch</b> | The report can be scheduled for when it generates and will be sent to the <a href="#">Batch Queue</a> tool. |
|------------------------|---|

The report displays in a separate window in the designated format. See the [Understanding the Report](#) section for more information.

# Understanding the Report

The following sections will explain what logic is used in the report and how to interpret report data.

- [Report Logic](#)
- [Summary Report](#)
- [Student Detail Report](#)

## Report Logic

The following table describes logic used when determining reported data.

| Logic   | Campus UI Location   |        |        |         |        |           |        |         |  |
|---|--|--------|--------|---------|--------|-----------|--------|---------|--|
| Only enrollment records with a Service Type = P are reported.   | Student Information > General > Enrollments > Service Type |        |        |         |        |           |        |         |  |
| Attendance is calculated from the student's schedule.   | N/A  |        |        |         |        |           |        |         |  |
| Scheduled periods must be marked as Instructional.  | System Administration > Calendar > Periods                 |        |        |         |        |           |        |         |  |
| Courses must be marked for Attendance.  | Scheduling > Course > Attendance                           |        |        |         |        |           |        |         |  |
| Days must be marked as Instructional.   | System Administration > Calendar > Days > Instruction      |        |        |         |        |           |        |         |  |
| Absent is defined by the following attendance code combinations: <table border="1" data-bbox="172 1361 454 1592"> <thead> <tr> <th>Status</th> <th>Excuse</th> </tr> </thead> <tbody> <tr> <td>Absent</td> <td>Excused</td> </tr> <tr> <td>Absent</td> <td>Unexcused</td> </tr> <tr> <td>Absent</td> <td>Unknown</td> </tr> </tbody> </table> | Status   | Excuse | Absent | Excused | Absent | Unexcused | Absent | Unknown | System Administration > Attendance > Attendance Codes > Status, Excuse |
| Status  | Excuse   |        |        |         |        |           |        |         |  |
| Absent  | Excused  |        |        |         |        |           |        |         |  |
| Absent  | Unexcused  |        |        |         |        |           |        |         |  |
| Absent  | Unknown  |        |        |         |        |           |        |         |  |
| Absent/Exempt will not subtract attendance.   |  |        |        |         |        |           |        |         |  |
| <b>Whole Day Present</b> = Student is flagged as Absent for less than or = 50% of scheduled Instructional periods.  | N/A  |        |        |         |        |           |        |         |  |
| <b>Whole Day Absent</b> = Student is flagged as Absent for more than 50% of scheduled Instructional periods.  | N/A  |        |        |         |        |           |        |         |  |
| The report can be run against a district's active year as well as any prior year.   | N/A  |        |        |         |        |           |        |         |  |

## Summary Report

The following table describes each field on the Summary Report.

| 08/22/2016 03:12:13 PM<br>16-17 |               | Period Based ADA/ADM Summary Report By Calendar<br>From 01/01/2016 To 06/30/2017 |             |              |      | Page 1                                |                       |  |
|---------------------------------|---------------|--|-------------|--------------|------|---------------------------------------|-----------------------|--|
| School: 355- High School        |               | Calendar: 16-17 Hilo High School   |             |              |      | Days Taught: 183 Days Not Taught: 126 |                       |  |
| Grade                           | Student Count | Membership Days  | Absent Days | Present Days | ADM  | ADA                                   | Percent in Attendance |  |
| 09                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 10                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 11                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 12                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 31                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 32                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 33                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| 34                              | 0             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |
| <b>Total</b>                    | 8             | 0  | 0           | 0            | 0.00 | 0.00                                  | 0.00%                 |  |

Summary Report - Calendar Summary Type

| Element                      | Description/Logic   |
|------------------------------|---|
| <b>Days Taught</b>           | The total number of instructional calendar days within the Date Range entered on the extract editor.  |
| <b>Days Not Taught</b>       | The total number of non-instructional days within the Date Range entered on the extract editor.   |
| <b>Grade</b>                 | The grade reporting data.   |
| <b>Student Count</b>         | The total number students per grade reporting within the Date Range entered.  |
| <b>Membership Days</b>       | The total number of instructional days reporting students attended within the Date Range entered on the extract editor.   |
| <b>Absent Days</b>           | The total number of absent days reporting students had within the Date Range entered on the extract editor.   |
| <b>Present Days</b>          | The total number of days reporting students were considered present within the Date Range entered on the extract editor.  |
| <b>ADM</b>                   | The Average Daily Membership (ADM) during the Date Range entered on the extract editor.<br>ADM = Membership Days / Total Number of Instructional Days (within the Date Range)                                 |
| <b>ADA</b>                   | The Average Daily Attendance (ADA) during the Date Range entered on the extract editor.<br>ADA = Present Days / Total Number of Instructional Days (within the Date Range)                                    |
| <b>Percent in Attendance</b> | The percent of attendance for all students within the grade in the Date Range entered on the extract editor.<br>Percent in Attendance = (Total Days Present / (Total Days Present + Total Days Absent)) * 100 |

## Student Detail Report

The following table describes each field on the Student Detail Report.

| 08/22/2016 03:15:41 PM<br>16-17 |                                      | Period Based ADA/ADM Student Detail<br>From 01/01/2016 To 06/30/2017 |             |                                       | Page 1 |      |                       |
|---------------------------------|--------------------------------------|--|-------------|---------------------------------------|--------|------|-----------------------|
| School: 355-Hilo High School    |                                      | Calendar: 16-17 Hilo High School                                     |             | Days Taught: 183 Days Not Taught: 126 |        |      |                       |
| Grade                           | Student Name (Student #)             | Membership Days  | Absent Days | Present Days                          | ADM    | ADA  | Percent in Attendance |
| 09                              | ██████████ Elijah (#179 ██████████)  | 132  | 1.17        | 130.83                                | 1.00   | 0.99 | 99.11%                |
| 09                              | ██████████ Joshua (#179 ██████████)  | 132  | 0.00        | 132.00                                | 1.00   | 1.00 | 100.00%               |
| 09                              | ██████████ Peniel (#27 ██████████)   | 132  | 0.00        | 132.00                                | 1.00   | 1.00 | 100.00%               |
| 09                              | ██████████ Zhane (#179 ██████████)   | 132  | 4.99        | 127.01                                | 1.00   | 0.96 | 96.22%                |
| 09                              | ██████████ Nickie (#179 ██████████)  | 132  | 0.46        | 131.54                                | 1.00   | 1.00 | 99.65%                |
| 09                              | ██████████ India (#179 ██████████)   | 132  | 0.52        | 131.48                                | 1.00   | 1.00 | 99.61%                |
| 09                              | ██████████ Garrett (#179 ██████████) | 132  | 5.88        | 126.12                                | 1.00   | 0.96 | 95.55%                |
| 09                              | ██████████ Da'Veed (#26 ██████████)  | 132  | 0.00        | 132.00                                | 1.00   | 1.00 | 100.00%               |

*Student Detail Report*

| Element                      | Description/Logic   |
|------------------------------|---|
| <b>Days Taught</b>           | The total number of instructional calendar days within the Date Range entered on the extract editor.  |
| <b>Days Not Taught</b>       | The total number of non-instructional days within the Date Range entered on the extract editor.   |
| <b>Grade</b>                 | The grade reporting data.   |
| <b>Last Name</b>             | The last name of the reporting student.   |
| <b>First Name</b>            | The first name of the reporting student.  |
| <b>Middle Name</b>           | The middle name of the reporting student.   |
| <b>SSID</b>                  | The student's State ID number.  |
| <b>Membership Days</b>       | The total number of instructional days the student attended within the Date Range entered on the extract editor.  |
| <b>Absent Days</b>           | The total number of days the student was absent within the Date Range entered on the extract editor.  |
| <b>Present Days</b>          | The total number of days the student was considered present within the Date Range entered on the extract editor.  |
| <b>ADM</b>                   | The student's Average Daily Membership (ADM) during the Date Range entered on the extract editor.<br>ADM = Membership Days / Total Number of Instructional Days (within the Date Range)                       |
| <b>ADA</b>                   | The student's Average Daily Attendance (ADA) during the Date Range entered on the extract editor.<br>ADA = Present Days / Total Number of Instructional Days (within the Date Range)                          |
| <b>Percent in Attendance</b> | The percent of attendance for each student within the grade in the Date Range entered on the extract editor.<br>Percent in Attendance = (Total Days Present / (Total Days Present + Total Days Absent)) * 100 |