

Community Day Attendance Report (California)

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Tool Search: Community Day Attendance

The Community Day Report lists attendance for students in Community Day schools and programs. A **Register Report** and a **Summary Report** are available.

Community Day Attendance ★
Reporting > CA State Reporting > Community Day Attendance

CA Community Day Attendance Report

This tool will report and verify attendance for students in Community Day schools or programs. These students should have an Attendance Funding Category of 23: Community Day School or 34: Community Day-Mandatory Expelled.

The Register report provides individual student attendance data for a single School Month.

The Summary provides day/hour attendance totals for entry into the Principal Apportionment Software and can be run for one or multiple School Months or for a Reporting Period. ADA is calculated using a fixed divisor of 70/135/180 unless emergency closure days are entered to reduce the divisor. Closure dates entered in the editor will report on the Summary.

For Community Day attendance reporting, periods should be set up to take attendance once a clock hour. Attendance in a 7th or 8th hour taught by a non-certificated staff person can be counted if the student has attendance in six earlier periods taught by a certificated teacher. The Community Day attendance report will break out 7th and 8th period hours by certificated or non-certificated staff.

Certificated teachers are identified by a Type of 10, 11, 12, or 27 on an active District Assignment in the reporting school. If a course has more than one teacher, the certification status of the primary teacher is used.

This report is in PDF format.

Extract Options

Report Type:
 Register Summary

Attendance Funding Category:
 23: Community Day School
 34: Community Day-Mandatory Expelled

Grades:

CTRL-click and SHIFT-click for multiple

Exclude Cross-Site Data

Select a School Month

- 01 (07/24/2023-08/18/2023)
- 02 (08/21/2023-09/18/2023)
- 03 (09/18/2023-10/27/2023)
- 04 (10/16/2023-11/13/2023)
- 05 (11/13/2023-12/13/2023)
- 06 (12/11/2023-01/29/2024)
- 07 (01/15/2024-02/13/2024)
- 08 (02/05/2024-03/05/2024)
- 09 (03/04/2024-04/12/2024)

Community Day Attendance Report

Read - View and generate the Community Day Report.

Write - N/A

Add - N/A

Delete - N/A

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

Calendar Setup

Instructional Day is based on 360 minutes of classroom instruction provided under the immediate supervision and control of a Certificated employee of the district.

The schedule should be set up with 60 minute periods so attendance can be recorded once a clock hour. Districts are responsible for ensuring students are scheduled for at least the minimum amount of classroom instruction.

Report Logic

All students in **Attendance Funding Category 23: Community Day School** or **34: Community Day - Mandatory Expelled** are included in the report.

A Certificated Teacher is defined as a teacher with any of the following types in any active District Assignment in the selected Calendar(s).

- 10 - Certificated K12 Administrator
- 11 - Certificated K12 Pupil Service
- 12 - Certificated K12 Teacher
- 27 - Itinerant or Pull-Out/Push-In Teacher

The District of Apportionment is assumed to be the Reporting District unless there is a value in the District of Apportionment field on the active enrollment record during the selected School Month.

Student Information

- Students must be actively enrolled and on the roster of at least one attendance-taking course section scheduled in an instructional period for at least one instructional day within the selected School Month to report.
- Students marked as No Show in the selected school month do not report unless there is a subsequent enrollment that is not marked as No Show in the same School Month.
- Students whose enrollment records are marked as State Exclude, enrolled in Grade Levels marked as State Exclude or enrolled in a Calendar marked as State Exclude do not report.
- All Enrollment Service Types (Primary, Partial, Special Education) report. If an enrollment has ended and a new enrollment for the same student begins in the same school month, only one entry is reported, and Code N fills in the time gaps between the end of one enrollment and the start of the new enrollment.
- Student data reports from the enrollment that is active during the selected school month.
- Students who end/begin enrollments due to a change in Attendance Funding Category, District of Apportionment or Grade Level during the selected school month report once for each enrollment.

Reporting Periods

- **P1** = full school months ending on or before December 31
- **P2** = full school months ending on or before April 15
- **Annual** = all school months
- **19-20 P2** = School Month 01 through the last full School Month that ends on or before February 29, 2020 (added in response to COVID-19)
- **Annual-** all school months in a calendar
- **19-20 Annual** = all school months in a calendar that end on or before February 29, 2020 (added in response to COVID-19)

Students and Attendance Data are grouped in the following order:

1. Attendance Funding Category on the Report Editor. If both options are selected, Category 23 reports first.
2. District of Apportionment
3. State Grade Level
4. Alphabetical by last name (Register Report only)

Report Editor

The following fields are available for selection.

Field	Description
Report Type	Determines which format of the Community Day report generates - Register or Summary.
Report Period	<p>This displays when generating the Summary Report. Indicates the time of school year is being reported. Choose one of the following:</p> <ul style="list-style-type: none"> • P1= School Month 01 through the last full School Month that ends on or before December 31 • P2= School Month 01 through the last full School Month that ends on or before April 15 • 19-20 P2= School Month 01 through the last full School Month that ends on or before February 29, 2020 (added in response to COVID-19) • Annual- all school months in a calendar • 19-20 Annual = all school months in a calendar that end on or before February 29, 2020 (added in response to COVID-19) • Choose School Months = displays a list of School Months from which to report <p>When choosing the 19-20 P2 or 19-20 Annual Reporting Periods, a 19-20 P2 or 19-20 Annual Divisor field displays. Enter the Fixed Divisor field as a numeric value between 1 and 135.</p>
Attendance Funding Category	Chosen categories are included in the report. Both are marked automatically; to only report on one category, remove the checkmark from the desired option.
Grades	Indicates which state grade levels are included in the report. All Grades can be selected. Only grade levels included in the calendar selected in the Campus toolbar are listed.

Field	Description
Emergency Closure Days	<p>This displays when generating the Summary Report.</p> <p>Enter the total number of Emergency Closure Days (count of) and/or the dates of the Emergency Closure.</p> <p>This option is available when the Report Period is set to P1, P2, Annual, 19-20 P2 or 19-20 Annual.</p>
Exclude Cross-Site Data	<p>When marked, students enrolled in Cross-Site Enrollment courses are not included in the report.</p>
School Month	<p>Selection indicates from which school month data is reported. Only one school month can be selected at a time. A calendar must be selected in the Campus toolbar in order to select a School Month.</p>
Report Generation	<p>Use the Generate Report button to have the report display immediately. Or, use the Submit to Batch button to choose when the report should generate. Submit to Batch can be used when a large amount of data is expected to report. Either option generates the report in PDF format.</p>

Generate the Register Report

1. Select the **Register Report Type**.
2. Select the desired **Attendance Funding Categories**.
3. Select the desired **Grade Levels**.
4. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
5. Select the desired **School Month**.
6. Click either the **Generate Report** button or the **Submit to Batch** button. The report displays in PDF format.

Generate the Summary Report

1. Select the **Summary Report Type**.
2. Select the desired **Report Period**.
3. Select the desired **Attendance Funding Categories**.
4. Select the desired **Grade Levels**.
5. If the Reporting Period is P1, P2 or Annual, enter the **Emergency Closure Days** information if applicable.
6. If the Reporting Period is School Months, select the School Months from which to report data.
7. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
8. Click either the **Generate Report** button or the **Submit to Batch** button. The report displays in PDF format.

Community Day Attendance Summary								Page 1 of 4
12-13 Bayside Comm. Day School 24875 Bay Avenue Moreno Valley, CA 92553								
Period Schedule: Community Day 0 06:57 AM - 07:57 AM 1 08:00 AM - 09:00 AM 2 09:03 AM - 10:03 AM 3 10:06 AM - 11:06 AM 4 11:09 AM - 12:09 PM 5 12:52 PM - 01:52 PM 6 01:55 PM - 02:55 PM 7 02:58 PM - 03:58 PM								
P1 Reporting Period, School Month 01-05 School Month 01: August 13, 2012-September 7, 2012 Days Taught: 17 Totals for: 23 : Community Day School District of Apportionment: 0110017 : Alameda COE								
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, CertifNONCertif	8th Hour
12	1	17	17	17		0.00.0		0.00.0
District of Apportionment: 3310330 : Riverside COE.								
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, CertifNONCertif	8th Hour
12	1	17	0	0		0.00.0		0.00.0
District of Apportionment: 3367124 : Moreno Valley Unified								
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, CertifNONCertif	8th Hour
12	2	34	34	17		17.00.0		0.00.0
School Month 02: September 10, 2012-October 5, 2012 Days Taught: 20 Totals for: 23 : Community Day School District of Apportionment: 0110017 : Alameda COE								

Community Day Summary Report

District of Apportionment: 3310330 : Riverside COE.							
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, Certif/NONCertif
12	1	14	14	14	14	0.0/0.0	8th Hour 0.0/0.0
District of Apportionment: 3367124 : Imaginary District							
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, Certif/NONCertif
12	1	14	14	14	0	0.0/0.0	8th Hour 0.0/0.0
Totals for: 34 : Community Day Mandatory Expelled							
District of Apportionment: 0110017 : Alameda COE							
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, Certif/NONCertif
12	1	14	14	14	14	0.0/0.0	8th Hour 0.0/0.0
District of Apportionment: 3367124 : Imaginary District							
Grade	Students	Apportionment	Days	5th Period	6th Period	7th Hour	Hours, Certif/NONCertif
09	1	14	14	14	14	0.0/0.0	8th Hour 0.0/0.0
Totals for P1 Reporting Period							
Fixed Divisor of 70 modified due to Emergency Closure on 09/15/2012. Modified Divisor is 69							
	Days	ADA					
Apportionment	261	3.78					
5th Period, AFC 23	213	3.09					
6th Period, AFC 23	143	2.07					
5th Period, AFC 34	48	0.70					
6th Period, AFC 34	48	0.70					
	Hours						
7th Hour Certificated	36.0						
7th Hour Non-Cert	0.0						
8th Hour Certificated	0.0						
8th Hour Non-Cert	0.0						
I certify to the best of my knowledge that the information contained on this attendance report is verified as accurate and complete.							
Posted By: _____				Date: _____			
Authorizing signature: _____				Title: _____ Date: _____			

Community Day Summary Report, pages 3 and 4

Register Report Layout

Data Element	Description	Location
Student Name	Reports the students Last, First and Middle Initial. <i>Alphanumeric, 50 characters</i>	Demographics > Person Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middle Name
Student Number	Reports the student's State ID. <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > State ID Person.stateID
Grade Level	Reports the student's grade level of enrollment. <i>Alphanumeric, 2 characters</i>	Enrollment > General Enrollment Information > Grade Enrollment.grade

Data Element	Description	Location
Period	<p>Reports the name of the period for the date range.</p> <p>If there are multiple period schedules with different period names, those names are reported in a separate list.</p> <p><i>Alphanumeric</i></p>	<p>Calendar > Period Setup > Name</p> <p>Calendar.period</p>
Week Dates/Days	<p>Reports the Days and Dates for the selected School Month. Each week of the school month displays separately, with placements for each day of the week included.</p> <p><i>Alphanumeric</i></p>	<p>Calendar > School Month</p> <p>SchoolMonth.start Date SchoolMonth.end Date</p>
Attendance Codes	<p>Reports the attendance code for each period of each day indicating whether the student was present, absent or tardy.</p> <p>These attendance codes are represented by the Attendance Code Legend that is printed on the last page of the report.</p> <p><i>Numeric</i></p>	<p>Calculated, data not stored</p>
Apportionment Days	<p>Total number of days of the School Month in which the student was present for at least one period taught by a Certificated teacher.</p> <p>This number cannot be greater than the number of Days Taught.</p> <p><i>Numeric</i></p>	<p>Calculated, data not stored</p>

Data Element	Description	Location
Fifth Period Days	<p>Total number of days of the School Month in which the student was present for at least five periods taught by a Certificated teacher.</p> <p>This number cannot be greater than the number of Apportionment Days.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Sixth Period Days	<p>Total number of days of the School Month in which the student was present for at least six periods taught by a Certificated teacher.</p> <p>This number cannot be greater than the number of Apportionment Days.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Seventh Period Hours, Certificated	<p>Total number of hours in the School Month in which the student was present in a seventh period taught by a Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Seventh Period Hours, Non-Certificated	<p>Total number of hours in the School Month in which the student was present in a seventh period taught by a Non-Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored

Data Element	Description	Location
Eighth Period Hours, Certificated	<p>Total number of hours in the School Month in which the student was present in an eighth period taught by a Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Eighth Period Hours, Non-Certificated	<p>Total number of hours in the School Month in which the student was present in an eighth period taught by a Non-Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored

Summary Report Layout

Data Element	Description	Location
Grade Level	<p>Reports the grade levels of enrollment.</p> <p><i>Alphanumeric, 2 characters</i></p>	Enrollment > General Enrollment Information > Grade Enrollment.grade
Students	<p>Reports the total number of students who have active enrollments in the grade level for the School Month/Attendance Funding Category/District of Apportionment group.</p> <p>Students who exit and re-enter with no change in Grade Level/Funding Category/District of Apportionment during a single School Month are counted one time.</p> <p><i>Numeric</i></p>	Calculated, data not stored

Data Element	Description	Location
Apportionment Days	<p>Total number of instructional days of the School Month in which the student was present for at least one period taught by a Certificated teacher.</p> <p>This number cannot be greater than the number of Days Taught.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Fifth Period Days	<p>Total number of instructional days of the School Month in which the student was present for at least five periods taught by a Certificated teacher.</p> <p>This number cannot be greater than the number of Apportionment Days.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Sixth Period Days	<p>Total number of instructional days of the School Month in which the student was present for at least six periods taught by a Certificated teacher.</p> <p>This number cannot be greater than the number of Apportionment Days.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Seventh Period Hours, Certificated	<p>Total number of hours in the School Month in which the student was present in a seventh period taught by a Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored

Data Element	Description	Location
Seventh Period Hours, Non-Certificated	<p>Total number of hours in the School Month in which the student was present in a seventh period taught by a Non-Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Eighth Period Hours, Certificated	<p>Total number of hours in the School Month in which the student was present in an eighth period taught by a Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored
Eighth Period Hours, Non-Certificated	<p>Total number of hours in the School Month in which the student was present in an eighth period taught by a Non-Certificated teacher.</p> <p>Total number of minutes is divided by 60 and reported to one decimal place.</p> <p><i>Numeric</i></p>	Calculated, data not stored
ADA	<p>Calculated as Days of Apportionment divided by the fixed divisor for the Reporting Period.</p> <ul style="list-style-type: none"> • P1 = 70 • P2 = 135 • Annual = 180 <p>When a number is entered into the Emergency Closure Days field on the editor, that number is subtracted from the Fixed Divisor before calculating ADA.</p> <p><i>Numeric</i></p>	Calculated, data not stored

