

# District Summary Attendance Report (Texas)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Generating the Report](#) | [Report Example](#) | [Weight Factor Calculations](#) | [Report Layout](#)

Tool Search: TEA Attendance

The Texas TEA District Summary Attendance Report details student, school, and district attendance information. This report summarizes a school's attendance data for multiple reporting periods in six-week reporting periods.

TEA Attendance ☆

Reporting > TX State Reporting > TEA Attendance

TEA District, Campus and Detail Attendance Summary Report

TEA District Attendance Summary Report includes 4 parts.

1. District Summary: the summary of membership days, absent days, eligible days for the whole district
2. Campus Summary: the summary of membership days, absent days, eligible days grouped by grade levels
3. CTE: the summary for students who take career tech. classes.
4. Special Ed: the summary for special ed. students.

Report Options

1. Select Report Type

District Summary Attendance

Report Format

PDF

2. Select Period Model

3. Select Calendars

CTRL-click and SHIFT-click for multiple

4. Select Dates

\*Start Date

\*End Date

5. Select Filters

Grade

All Students

EE

PPCD

PK

KG

Ad Hoc Filter

Generate Report

Submit to Batch

Refresh

Show top 50

tasks submitted between 12/06/2019 and 12/13/2019

Batch Queue List

Queued Time	Report Title	Status	Download

TEA District Summary Attendance Editor

## Report Logic

► [Click here to expand...](#)

This report generates data for any student actively enrolled during the Reporting Period whose ADA eligibility is not equal to 0. The attendance accounting system determines a student's ADA eligibility. See the Report Layout for Eligibility Codes.

- Courses with the State Report Exclude option selected on the Courses tool do NOT report.
- CTE attendance and V code calculations consider suspensions lasting longer than 5 days. If a

student has a state reportable suspension (in or out of school) within the reporting window that lasts longer than 5 days, any attendance days after the 5th day will be counted as regular (not CTE), and the student will report no V codes.

- Attendance entered by the minute is saved to the database as period-based. This means the exact time is not reported, only the period in which it falls.
- When calculating CTE attendance days, logic excludes any date contained in a CTE Funding Exempt record that overlaps with the reporting period.
- When calculating CTE attendance days, logic excludes any date contained in a Non-Certified CTE record that overlaps with the reporting period.
- Grade levels do not need to match State Grade Levels to report.
- When a user selects dates that cross multiple attendance periods, only the dates for the earliest period are considered; the rest are not reported.

## Generating the Report

1. Select the **District Summary Attendance** option from the **Report Type** dropdown.
2. Select a **Report Format** of either PDF or DOCX.
3. Choose a school and calendar in the **Period Model** dropdown. The calendars list in the extract editor should populate once a period model has been selected.
4. Select a calendar from the **Calendar** dropdown.
5. Fill in the **Start Date** and **End Date** fields. There are several options for this action:
  - Select the Calendar icon and select the start and end dates for the reporting period.
  - Select the Start Date and End Date fields and manually input the start and end dates for the reporting period.
  - Click on the period options below the Period model to quickly set the start and end dates for the reporting period.
6. Select either **Grade** to filter the report by grade and then choose a grade from the dropdown, or select **Ad Hoc Filter** and choose a filter from the dropdown options.
7. Decide if you want to generate the report or submit it to batch:

<b>Generate Report</b>	Click the <b>Generate Report</b> button to generate the report immediately. The report will appear in a separate window in the designated format.
<b>Submit to Batch</b>	Click the Submit to Batch button to send the extract to the Batch Queue List. The <a href="#">Batch Queue</a> functionality allows users to schedule when the extract is generated and to navigate away from the report editor while the extract is being built. The Batch Queue List also lets users view and access historical reports that were run through the Batch Queue tool.

## Report Example

<b>13-14 TERRELL ISD District</b> 129906 Report Periods: 1, 2, 3 Generated on 07/01/2014 01:48:18 PM Page 1 of 6	<b>TEA District Summary Report</b> Reporting Dates: 07/08/2013 - 12/31/2013
--	--

  

Reporting Period	07/08/2013 - 09/30/2013	10/02/2013 - 11/30/2013	12/02/2013 - 12/31/2013	Total
A. Instructional Days	61	43	22	126
B. Days Membership (C+F+E)	880.0	533.0	264.0	1677.0
C. Total Days Absent	0.0	0.0	0.0	0.0
D. Total Days Present (E+F)	880.0	533.0	264.0	1677.0
E. Total Ineligible Days	0.0	0.0	0.0	0.0
F. Total Eligible Days (D-E)	880.0	533.0	264.0	1677.0
G. Elig Days Bilingual/ESL	61.0	43.0	22.0	126.0
H. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0
I. Elig Days SpecEd Main	45.0	0.0	0.0	45.0
J. Billing/ESL Refined ADA (G/A)	1.0	1.0	1.0	1.0
K. SpecEd Main Refined ADA (I/A)	0.7	0.0	0.0	0.4
L. Preg Related Serv FTE (H * 0.2936/A)	0.0	0.0	0.0	0.0
M. Career & Technology Ed FTE (Total Contact Hours / (6 * A))	3.6	2.2	2.0	2.8
N. Special Education FTE (Spec Ed Total / (6 * A))	0.9	0.5	0.5	0.7
O. Regular Program Ref ADA (P-M-N)	10.0	9.7	9.5	9.8
P. Total Refined ADA (F/A)	14.4	12.4	12.0	13.3
Q. Percent In Attendance (D/B) * 100	100%	100%	100%	100%
R. Gifted and Talented Count (F+E) > 0	96.0	96.0	96.0	288.0

  

Recording Signature: \_\_\_\_\_  
  
 Approving Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
  
 Title: \_\_\_\_\_

Date: \_\_\_\_\_  
  
 Date: \_\_\_\_\_

*District Summary Attendance Report*

CTE Codes	Weight Factor	Reporting Period 1	Contact Hours	Reporting Period 2	Contact Hours	Reporting Period 3	Contact Hours
V1	1.0	270.0	270.0	215.0	215.0	111.0	111.0
V2	2.0	183.0	366.0	93.0	186.0	43.0	86.0
V3	3.0	122.0	366.0	43.0	129.0	22.0	66.0
V4	4.0	0.0	0.0	0.0	0.0	0.0	0.0
V5	5.0	61.0	305.0	10.0	50.0	0.0	0.0
V6	6.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>		<b>636.0</b>	<b>1307.0</b>	<b>361.0</b>	<b>580.0</b>	<b>176.0</b>	<b>263.0</b>

*District Summary Attendance Report Contact Hours Calculations*

# Weight Factor Calculations

Special Ed Setting Code	Weight Factor	Period 1			Period 2			Period 3		
		Eligible Days	Contact Hours	Excess Hours	Eligible Days	Contact Hours	Excess Hours	Eligible Days	Contact Hours	Excess Hours
00 No Instructional Setting	0.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
01 Homebound	1	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
02 Hospital class	4.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
08 Vocational Adj. Class	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
30 State Schools	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
41 Resource Room < 21%	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
42 Resource Room 21% - 50%	2.859	114.0	325.926	0.000	43.0	122.937	0.000	22.0	62.898	0.000
43 Self-Contained 50% - 60%	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
44 Self-Contained > 60%	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
45 FT Early Childhood	2.859	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
81 Residential Care Mainstream	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
82 Residential Care < 21%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
83 Residential Care 21% - 50%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
84 Residential Care 50% - 60%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
85 Residential Care > 60%	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
86 Residential Care Separate Campus	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
87 Residential Care Community Class	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
88 Residential Care Voc. Adj.	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
89 Residential Care FT Early Childhood	5.5	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
91 Off Home Mainstream	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
92 Off Home Resource Room <21%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
93 Off Home Resource Room 21% - 50%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
94 Off Home M/M/S 50% - 60%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
95 Off Home M/M/S >60%	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
96 Off Home Separate Campus	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
97 Off Home Community Class	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
98 Off Home FT Early Childhood	4.25	0.0	0.000	0.000	0.0	0.000	0.000	0.0	0.000	0.000
<b>Totals</b>		<b>114.0</b>	<b>325.926</b>	<b>0.000</b>	<b>43.0</b>	<b>122.937</b>	<b>0.000</b>	<b>22.0</b>	<b>62.898</b>	<b>0.000</b>

*District Summary Attendance Report Weight Factor Calculations*

## Report Layout

Element	Description	Location
<b>Reporting Period</b>	This report pulls from the period of time used to generate an attendance summary. The general period of time for this report is six weeks. This report can analyze the full school year but must be divided into approximately six equal reporting periods.	Calendar Setup > Attendance Periods > Attendance Periods Detail  Calendar.name
<b>Total</b>	The sum total of A-R for all grades included in the report.	Not dynamically stored  Calculated field
<b>Grade Level</b>	The student grade level used to filter this report.  Note: Grade levels do not need to match State Grade Levels to report.	Enrollment > Grade  System Admin > Calendar > Calendar > Grade Level  Enrollment.grade

Element	Description	Location
<b>Instructional Days (A)</b>	The total number of days classes are held during the school year.	Not dynamically stored  Calculated field
<b>Student Count</b>	The number of students included in the report population with at least one day of membership within the Reporting Period Date Range.	Not dynamically stored  Calculated field
<b>Days Membership (B)</b>	The total number of days all students were enrolled in the school during the reporting period. Days Membership is calculated by adding together the number of Days Absent (C), number of Eligible Days Present (F), and number of Ineligible Days Present (E) for each grade within the reporting period and instructional track:  $\text{Days Membership} = \text{Days Absent} + \text{Eligible Days Present} + \text{Ineligible Days Present}$	Not dynamically stored  Calculated field
<b>Total Days Absent (C)</b>	The total number of days students were absent during the reporting period.	Not dynamically stored  Calculated field
<b>Total Days Present (D)</b>	The total number of days students were present in the reporting period. Days Present is calculated as the number of Ineligible Days Present (E) plus the number of Eligible Days Present (F) for each grade within the reporting period and instructional track.  $\text{Days Present} = \text{Ineligible Days Present} + \text{Eligible Days Present}$	Not dynamically stored  Calculated field
<b>Total Ineligible Days (E)</b>	The total number of days students were present and in membership but ineligible for ADA funds.	Not dynamically stored  Calculated field
<b>Total Eligible Days (F)</b>	The total number of days students were present, in membership, and eligible for ADA funds.	Not dynamically stored  Calculated field

Element	Description	Location
<b>Eligible Days Bilingual/ESL (G)</b>	The total number of days students participated in eligible Bilingual or ESL programs.	Not dynamically stored  Calculated field
<b>Eligible Days Pregnancy Related Services (H)</b>	The total number of days students participated in Pregnancy Related Service programs.	Not dynamically stored  Calculated field
<b>Eligible Days SpecEd Main (I)</b>	The total number of days students were in Special Ed Setting 40: Mainstream during the reporting period.	Not dynamically stored  Calculated field
<b>Bilingual/ESL Refined ADA (J)</b>	Bilingual/ESL Refined ADA is calculated by dividing the number of Eligible Bilingual/ESL Days Present (G) by the number of Instructional Days (A) for each grade within the reporting period and instructional track. (Rounded to the nearest 0.1):  Bilingual/ESL Refined ADA = Eligible Bilingual/ESL Eligible Days Present / Instructional Days	Not dynamically stored  Calculated field
<b>SpecEd Main Refined ADA (K)</b>	Special Education Mainstream Refined ADA is calculated by dividing the number of Eligible Special Education Mainstream Days Present (I) by the number of Instructional Days (A) for each grade within the reporting period and instructional track:  Special Education Mainstream Refined ADA = Eligible Special Education Mainstream Days Present / Instructional Days  To be included, on the day being counted <ul style="list-style-type: none"> <li>the IEP must be active and locked, AND</li> <li>there must be an active Instructional Setting code of 40 on the Settings and Disabilities editor in the IEP</li> </ul>	Not dynamically stored  Calculated field

Element	Description	Location
<b>Pregnancy Related Service FTE (L)</b>	<p>Pregnancy-Related Services FTE is calculated as the number of Eligible Pregnancy-Related Services Days (H) multiplied by 0.2936; the result is divided by the number of Instructional days (A) for each grade within the reporting period and instructional track:</p> $\text{Pregnancy-Related Services FTE} = (\text{Elig Preg Rel Serv Days} * 0.2936) / \text{Instructional Days}$	<p>Not dynamically stored</p> <p>Calculated field</p>
<b>Career &amp; Technology Ed FTE (M)</b>	<p>Career &amp; Technology Ed FTE is calculated by multiplying the Career &amp; Technology Education Eligible Days Present (F) for each grade by the corresponding weight factor to calculate contact hours (see the <a href="#">Weight Factor Calculations</a> table). All of the Career &amp; Technology Education contact hours are added together, and this sum is then divided by 6 multiplied by the number of Instructional days (A) to yield the Career &amp; Technology Education FTE for the track:</p> $\text{Career \& Technology Education FTE} = \text{Contact Hours} / (6 * \text{Instructional Days})$	<p>Not dynamically stored</p> <p>Calculated field</p>
<b>Special Education FTE (N)</b>	<p>Special Education FTE is calculated by adding all the Special Education Eligible Days Present (F) and multiplying this sum by the corresponding weight factor for each grade (see the <a href="#">Weight Factor Calculations</a> table). Then, the excess hours are subtracted to calculate the contact hours. All the Special Education contact hours are added together, and this sum is divided by 6 multiplied by the number of Instructional Days (A) to yield the Special Education FTE for the track:</p> $\text{Special Education FTE} = \text{Spec Ed Contact Hours} / (6 * \text{Instructional Days})$	<p>Not dynamically stored</p> <p>Calculated field</p>
<b>Regular Program Refined ADA (O)</b>	<p>Regular Program Defined ADA is calculated by the Total Refined ADA (P) minus the Career &amp; Technology Education FTE (M) and Special Education FTE (N), rounded to the nearest 0.1:</p> $\text{Regular Program Defined ADA} = \text{Total Refined ADA} - \text{Career \& Technology Education FTE} - \text{Special Education FTE}$	<p>Not dynamically stored</p> <p>Calculated field</p>



Element	Description	Location
<b>Total Refined ADA (P)</b>	<p>Total Refined ADA is calculated by dividing the number of Eligible Days Present (F) by the number of Instructional Days (A) for each grade within the reporting period and track:</p> $\text{Total Refined ADA} = \frac{\text{Eligible Days Present}}{\text{Instructional Days}}$	<p>Not dynamically stored</p> <p>Calculated field</p>
<b>Percent in Attendance (Q)</b>	<p>Percent in Attendance is calculated by dividing the Days Present (D) by the Days Membership (B). This sum is then multiplied by 100:</p> $\text{Percent in Attendance} = \left( \frac{\text{Days Present}}{\text{Days Membership}} \right) * 100$	<p>Not dynamically stored</p> <p>Calculated field</p>
<b>Gifted and Talented (R)</b> <i>Optional</i>	The total number of students with a GT program: Gifted & Talented.	Flags > Student Flag Detail > Flags > GT: Gifted & Talented