Daily Attendance Extract (Michigan)

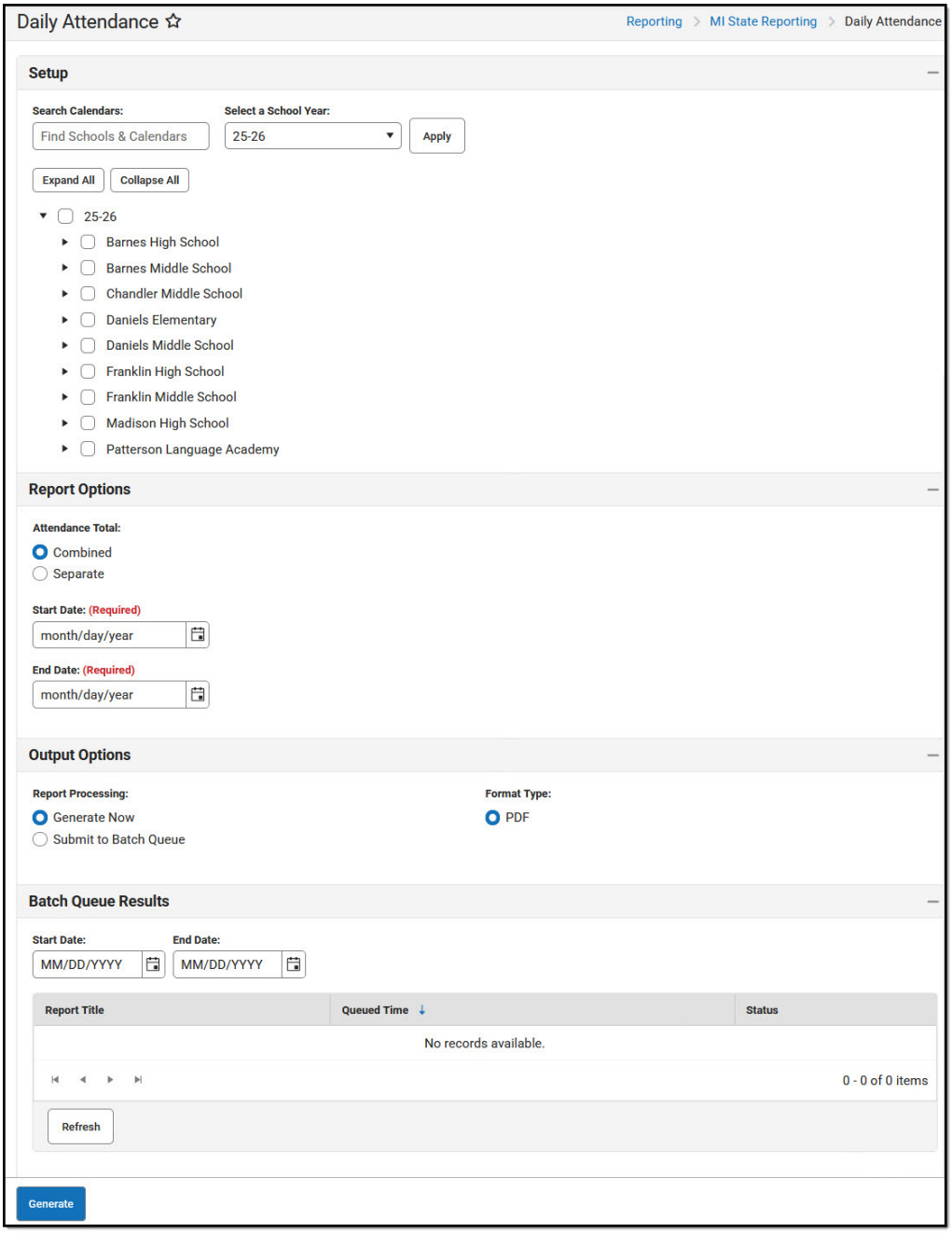
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Tool Search: Daily Attendance

The Daily Attendance Percentage report lists students who are actively enrolled in the selected calendar(s) during the entered date range.

A day in attendance is defined as any day a student is enrolled and present for any part of the day.

If a student is enrolled in multiple calendars, the student is reported once based on the Enrollment record marked as the Primary service type. If more than one enrollment is marked as Primary or neither enrollment is marked as Primary, the attendance information for the earliest enrollment start date will be reported.



Generate the Daily Attendance Extract

1. Search for and select the **Calendar** and **School Year**.
2. Determine whether to include district totals or individual calendar/school totals by selecting either the **Combined** or **Separate** radio buttons.
    - **Combined Attendance Total** combines each selected calendar into one attendance total for district reporting.
    - **Separate Attendance Total** reports separate attendance totals for each selected calendar.
3. Enter the **Start Date** and **End Date** for this report. Students actively enrolled at any time during the date range will be reported. Enter dates in *mmddyy* format, or use the calendar

icons to select a date.

4. Select **Generate Extract** or **Submit to Batch Queue** to schedule the report to generate in the background. The report is generated in PDF format, listing the attendance totals in the selected style (combined or separate).

Data Elements for the Daily Attendance Extract

The School's name, address, and phone number appear at the top of the report. Signature and Date lines appear at the bottom of each report.

Element Name	Description	Location
Date	Date range from which to report attendance information entered on the report editor. A record will be reported for each Instruction day in the date range entered. *Date field, MM/DD/YYYY*	MI State Reporting > Daily Attendance > Date Range Not dynamically stored
Number of Pupils Scheduled to be in Attendance	Total number of students actively enrolled on the indicated date. Only primary enrollments are counted. *Numeric, 5 digits*	Calculated from Student Information > General > Enrollments > Start Date, End Date, Service Type; MI State Reporting > Daily Attendance > Date Range
Number of Pupils in Attendance	Total number of students who are in attendance on the indicated date. *Numeric, 5 digits*	Calculated from Student Information > General > Attendance
Percentage in Attendance	Percentage of pupils in attendance compared to those scheduled to attend. Calculation is based on Number of pupils in attendance divided by Number of Pupils Scheduled to be in Attendance. *Numeric, 5 digits*	Calculated, not dynamically stored