

Daily Attendance Extract (Michigan)

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

Generating the Daily Attendance Extract | Data Elements for the Daily Attendance Extract

Tool Search: MI State Reporting

The Daily Attendance Percentage report provides a list of 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.

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|--|------------|---|--|--|
| ▶ Medicaid | | * | | |
| ► Program Admin | | | | |
| Ad Hoc Reporting | | | Extract Options Select Calendars | |
| Transcripts | | | Attendance Total Combined Com | |
| User Communication | | | Date Range 15-16 Eleanor Roosevelt Christian Hig 15-16 Eleanor Roosevelt Heights | |
| ► Assessment | | | 15-16 Eleanor Roosevelt High School 15-16 Eleanor Roosevelt Virtual Tech | |
| System Administration | | | Generate Extract 15-16 Florence Nightingale | |
| ► FRAM | | | 15-16 Harriet Beecher Stowe 15-16 Harriet Tubman High | |
| ▶ Messenger | | | 15-16 Marie Curie 15-16 Rosa Parks Middle | |
| ► Surveys | | | 15-16 Ruth Bader Ginsberg 15-16 Sandra Day O'Connor | |
| MI State Reporting | | | | |
| Alpha List | Report | | Submit to Batch CTRL-click and SHIFT-click for multiple | |
| 10/30 Extr | acts | _ | | |
| Daily Atte | ndance | = | Refresh Show top 50 v tasks submitted between 10/17/2016 and 10/24/2016 | |
| MSDS Ext | racts | | Batch Queue List | |
| UIC Impo | UIC Import | | Queued Time Report Title Status Download | |
| SID Extrac | cts | | 10/21/2016 10:48:38 AM Daily Attendance Completed Get the report 10/20/2016 09:38:48 AM Daily Attendance Completed Get the report | |
| ► Learner Plan | | | | |
| 1.0.10 | | | | |

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.

Generating the Daily Attendance Extract

- 1. Determine whether to include district totals or individual calendar/school totals by selecting either the **Combined** or **Separate**radio buttons.
 - **Combined Attendance Total** will combine each selected calendar into one attendance total for district reporting.
 - **Separate Attendance Total** will report separate attendance totals for each individual calendar selected.
- Enter the **Date Range** 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.



3. Select **Generate Extract** or **Submit to Batch** to schedule the report to generate in the background. The report generates in PDF or DOCX format listing the attendance totals in the selected style (combined or separate).

Data Elements for the Daily Attendance Extract

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

| Element Name | Description | Campus Location | |
|---|---|--|--|
| Date | Date range from which to report attendance information entered on the report editor. A record will report 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. <i>Numeric, 5 digits</i> | 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. <i>Numeric, 5 digits</i> | Calculated from Student Information > General > Attendance | |
| Percentage in Attendance | Percentage of pupils in attendance versus pupils scheduled to attend. Calculation is based on Number of pupils in attendance divided by Number of Pupils Scheduled to be in Attendance. <i>Numeric, 5 digits</i> | Calculated, not dynamically stored | |

