NV Attendance Summary Report (Nevada)

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Report Logic | Generating the Report

The NV Attendance Summary Report is a weekly summary of enrollment and attendance information by course and by section. Teachers generate this report at the end of each week.

> Users can only generate the report for Calendars to which they have been given tool rights.

Attendance Summary Extract Editor

Report Logic

- State Attendance Code reports for each attendance event.
- Students report when they are on the roster of a course flagged for attendance.
  - When the student's section is marked as cross-site and the Exclude Cross-Site Data checkbox is marked on the extract editor, the cross-site section enrollment does NOT generate a record.
- Courses marked as State Exclude are not included. A student must be on the course roster as of the Start Date entered on the extract editor. The Start Date on the extract editor must fall on a Monday. This report extracts data one week at a time. If a student is absent during the day reported, the attendance code reports for the day the absence occurred. Data can be drawn from multiple enrollments for a single student to account for exiting and re-entry in a

roster or enrollment. If multiple enrollments are found within the time frame, the student's grade will report from the most recent.
- Report ignores Term Start and End Dates if the student has not enrolled in or dropped a section during the reporting period.
- Term Start Date is used if no date is entered on the student's schedule.

Attendance Code Descriptions

Code	Description
E	**Enrollment** • Reports on the first day a student is enrolled into a course. ○ **E** reports even if a student has an absent mark for that first day. • Term start date is used if the student does not have a roster start date. • Students that have not withdrawn report an **E** even if there is not a start date entered on the schedule. • The course term start date is used as the assumed start date for the student when no date is entered on the schedule. • **E** reports for every new course in a new term even if it is the first day of the term.
W	**Withdrawal** • Reports when a student has dropped a course during the week reported. • If a student enrolls and withdraws from a course on the same day, they report **W**.
R	• Reports if the student had been on the roster and then re-enrolled in the same course during the school year. • Students re-enrolled in a previous term do not report R in the following term if they are continuing the course.
E/W	Reports when the student withdraws on the first day of the course and the start date is not populated.
N/E	Reports if the student was not enrolled on this day.
-	No attendance event occurred on this day.
		Days when the section does not meet.
	Box is grayed out for each student if the day was a non-instructional day.

Generating the Report

1. Select a **Year**, **School** and **Calendar** from the menu bar.

2. Enter the Start Date and End Date in mmddyyyy format or by clicking the calendar icon and selecting a date.
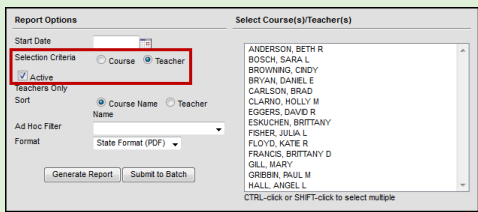
> The Start Date must be a Monday. Students on the roster of the selected courses report.
>
> Report results are limited to the date range entered on the editor and a warning message will display if the dates exceed 20 school days.

3. Select the **Period Schedule**(s) and **Period**(s) on which you want to report.

> If you select multiple Period Schedules, then the Period options display in the order in which they appear in the corresponding Period Schedules. If you use the same names for Periods in different Period Schedules, you may see duplicate values in the Periods field.

4. Select the **Calendar**(s) on which you want to report.

5. Select one of the following **Selection Criteria** options.

Option	This option allows you to select...
Course	Courses to include in the report. All related sections of courses selected in the extract editor will report. The Course is only available for selection if the **Attendance** checkbox is marked on the Course tab. Only the Primary Teacher will report a record for the section.
Teacher	Primary Teachers to include in the report. All sections related to the selected teachers will report when the teacher is the Primary Teacher. When the **Active Teachers Only** checkbox is marked, only primary teachers that have an active district assignment as of the **Start Date** selected on the report editor. If the checkbox is not marked, ALL Primary Teachers are available for selection.

6. Select one of the following **Sort** options.

Option	This option sorts report results by...
Course Name	Course Name, Teacher Last Name, First Name then Section Number.
Teacher Name	Teacher Last Name, First Name, Course Name then Section Number.

7. The **Exclude Cross-Site Data** option defaults to checked. When marked, the cross-site section enrollment data is **not** included in the report. Cross-site enrollment functionality must be enabled at the district level for the checkbox to display.
8. Select an **Ad Hoc** filter to further narrow results. (optional)
9. Select the **Format**. When submitting the report to the state, use the State Format (PDF).
10. Select one of the following options:
    - **Generate Report**. The report will appear in a separate window in the designated format.
    - **Submit to Batch**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

NV Attendance Summary Report Layout

Header Layout

Element	Description	Location
Section ID	Unique identification number assigned to a section. *Numeric*	Scheduling > Courses > Sections > Section ID
Period Name	Name of the course period. *Alphanumeric*	System Administration > Calendar > Calendar > Periods > Name

Extract Layout

Element	Description	Location
Student ID	The student's unique district-assigned ID number. *Alphanumeric, 10 characters*	Census > People > Demographics > Student Number Person.studentNumber
Last Name	The student's legal last name. *Alphanumeric, 60 characters*	Census > People > Demographics > Last Name Identity.lastName
First Name	The student's legal first name. *Alphanumeric, 60 characters*	Census > People > Demographics > First Name Identity.firstName

Element	Description	Location
Birthdate	The student's date of birth. *Date, 10 characters MM/DD/YYYY*	Census > People > Demographics > Birth Date Identity.dateofBirth
Grade	The student's current grade level. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > Grade Enrollment.grade
M	Day of the week is Monday. Reports the Attendance Code for the attendance event. *Alphanumeric, 3 characters*	Student Information > General > Attendance Calculated value, not dynamically stored.
T	Day of the week is Tuesday. Reports the Attendance Code for the attendance event. *Alphanumeric, 3 characters*	Student Information > General > Attendance Calculated value, not dynamically stored.
W	Day of the week is Wednesday. Reports the Attendance Code for the attendance event. *Alphanumeric, 3 characters*	Student Information > General > Attendance Calculated value, not dynamically stored.
TH	Day of the week is Thursday. Reports the Attendance Code for the attendance event. *Alphanumeric, 3 characters*	Student Information > General > Attendance Calculated value, not dynamically stored.
F	Day of the week is Friday. Reports the Attendance Code for the attendance event. *Alphanumeric, 3 characters*	Student Information > General > Attendance Calculated value, not dynamically stored.
Start Date	The student's enrollment Start Date. *Date, 10 characters MM/DD/YYYY*	Student Information > General > Enrollment > Start Date Enrollment.startDate

Element	Description	Location
Withdraw Date	The student's enrollment End Date. The date is the enrollment end date of the enrollment that corresponds with the class that was scheduled. If null, the last attendance taking day in the calendar reports. *Date, 10 characters MM/DD/YYYY*	Student Information > General > Enrollment > End Date Enrollment.endDate
Enrollment Start Status	The state Enrollment Start Status of the enrollment that corresponds with the class that was scheduled. *Alphanumeric*	Student Information > General > Enrollment > Start Status System Administration > Custom > Attribute/Dictionary > Enrollment > Start Status Enrollment.startStatus
Course Start Date	The first date the student was enrolled in the course. If null, the first day of the first term where the section is scheduled reports. *Date, 10 characters MM/DD/YYYY*	Student Information > General > Schedule > Walk-in Scheduler > Start Date Section.startDate
Course Withdraw Date	The last date the student was enrolled in the course. If null, the last day of the last term the section is scheduled reports. *Date, 10 characters MM/DD/YYYY*	Student Information > General > Schedule > Walk-in Scheduler > End Date Section.endDate