

# Class Size Average (K-12) Report

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The Class Size Average (K-12) Report calculates and projects average class enrollment for an entered date range or for the entire year. It also includes or excludes (default choice) students in active Independent Study programs as marked on the student's enrollment record. The report can be generated for one grade level or for multiple grade levels.

Class Size Average (K-12) Report ★

Reporting > CA State Reporting > Class Size Average (K-12) Report

Class Size Average Report (K-12)

This tool will report on the enrollment numbers per class per day and on average enrollment for a selected date range or year to date. The default format of this report is PDF.

- This report calculates averages based on instructional days. Make sure that the date range contains at least one instructional day otherwise no data will be reported.
- This report can only be run for one Calendar at a time when running the Report By Section. If Course, Dept or Teacher are selected, then the report can be run for multiple calendars at the same time. It's recommended when running for large calendars, to use the batch tooling.
- A record will report for every Instructional Day in the Date Range selected. The "Range Average" calculation uses the Instructional days in the range. The number of days used for calculating average class size does not include instructional days on which there are no students enrolled.
- The Report Date is used to set the total number of instructional days for the calculation of the "YTD Average". If the Report Date entered is not an instructional day, the closest instructional Day prior to the Report Date will be used.
- To report averages for Class Size Reduction, enter a single Instructional day for the Date Range, and April 15 for the Report Date. There will be one record for each Course-Section; the YTD Average will be the CSR average.
- Students who have an active Independent Study Program (code 111 or 170) will not be included in the count of Students enrolled during the time the Program is active unless "Include IS students" is chosen.

Date Range

From 10/15/2024 to 10/15/2024

Report Date

10/15/2024

Grade Level

ALL TK KN 01 02 03

Report by

☐ Dept
 ☒ Course
 ☐ Section
 ☐ Teacher

Include IS Students

☐

Format

PDF

Exclude Cross-Site Data

☒

Select Courses

All Courses

CTRL-click and SHIFT-click for multiple

Select Calendar

Which calendar would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

24-25

24-25 Aldrich Elementary

24-25 Chowen Middle

24-25 Emerson High

CTRL-click or SHIFT-click to select multiple

Generate Report

Submit to Batch

Refresh

Show top 50 tasks submitted between 10/08/2024 and 10/15/2024

Batch Queue List

Queued Time	Report Title	Status	Download

Class Size K-12 Report

**Read** - Access and generate the Class Size Average (K-12) Report.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

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

### Best Practice

To generate this report for the purpose of seeing the **J-7 Class Size Reduction YTD Average**, use the first day of school as both the From and To dates in the Date Range fields and April 15 as the Report Date. YTD Average reports for the J-7 Extract. Doing this allows the report to be generated on the future values but not generate as many report pages.

## Report Logic

The following record population rules apply:

- Courses in which students are enrolled during the entered date range on the report editor report.
- The active teacher(s) during the date range selected on the report editor report.
- The Include IS Student checkbox on the editor indicates whether students in Program 111 or 170 (Independent Study) are included in the student count. When marked, those students report; when not marked (default selection), they do not report.

The following business rules apply:

- Course sections can be selected by either the teacher name or the course section name.
- Students marked as State Exclude or in a grade level marked as State Exclude are counted in class roster counts.
- Data reports for each date within the range. An empty row displays between records for individual course sections.

Teachers display in the Teacher/Section list based on the selected calendar. If the teacher had an active District Assignment record within the selected calendar, information reports for that teacher if the district assignment is active during the entered date range.

If the District Assignment record ended before the date range, the teacher does not report. If the District Assignment record begins after the entered date range, the teacher does not report.

## Report Editor

Field	Description
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Field	Description
<b>Date Range</b>	Class roster data as of the entered From date and the To date reports. Dates are entered in <i>mmddyy</i> format or can be entered by selecting the calendar icon to choose a date. The date range must include as least one instructional day in order for data to be reported.
<b>Report Date</b>	This date sets the total number of instructional days for the calculation of the YTD Average. If the report date entered is not an instructional day, the closest instructional day prior to the report date is used. Dates are entered in <i>mmddyy</i> format or can be entered by selecting the calendar icon to choose a date. The end date of the Date Range is selected by default but can be changed.
<b>Grade Level</b>	Select at least one grade level from the list. "All grades" is the default. Since the report requires the selection of a calendar in the Campus toolbar to return data, select those grade levels in the selected calendar.
<b>Report By</b>	Determine how to report the information by choosing one of the following: <ul style="list-style-type: none"> <li>• by Department</li> <li>• by Course</li> <li>• by Section</li> <li>• by Teacher</li> </ul>
<b>Include IS Students</b>	When marked, students in Programs 111 or 170 (Independent Study) are included in the counts.
<b>Exclude Cross-Site Data</b>	When marked, students enrolled in <a href="#">Cross-Site Enrollment</a> courses are not included in the report.
<b>Format</b>	The report can be printed in either PDF format or CSV format.
<b>Select Course Departments/Courses/Section/Teacher</b>	Select which departments, courses, sections or teachers (depending on the Report By selection) to include in the report.

Field	Description
<b>Calendar Selection</b>	Select from which calendar to report class size information. When generating the report by Department, Course or Teacher, multiple calendars can be selected; when generating the report by Section, only one calendar can be selected.
<b>Report Generation</b>	Because of the size of the report and the amount of data that could be returned, users can choose to generate the report immediately using the <b>Generate Report</b> button. Or, to generate the report at a later time (maybe after school hours), the report can be generated using <a href="#">Batch Queue</a> functionality.

## Generate the Report

1. Enter the **Date Range** for the report. Both a **From** date and a **To** date are required.
2. Enter a **Report Date**.
3. Select a **Grade Level** or multiple grade levels to include in the report.
4. Select the desired **Report By** option.
5. Mark the **Include IS Students** checkbox, if desired.
6. Mark the **Exclude Cross-Site Data** checkbox to remove students enrolled in Cross-Site courses from the report.
7. Select the desired **Format** of the report.
8. Select the desired **Department, Courses, Sections** or **Teacher Names**. This list changes based on the selected Report By option.
9. Select the desired **Calendar** from which to report information.
10. Click the **Generate Report** button or the **Submit to Batch** button. The report displays in a new browser window in the selected format.

### K-12 Class Size Averaging Report

Report By: Course  
Date Range: 02/26/2020 - 02/26/2020

Report Date: 02/26/2020 Generate  
on 02/26/2020 02:30:17 PM  
Page 1 of 10

19-20 High School  
100 High School Drive  
Any Town, CA 93001

Date	Teacher	Department	Course	Section	Grade Levels	Student Count	Range Average	YTD Average
02/26/2020	Staff, Alan	Fine Arts	3-D Design	1007-1	09	27	27.00	26.85
02/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 1	8045-1	09 10 11 12	11	11.00	10.89
02/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 2	8050-1	09 10 11 12	12	12.00	11.86
02/26/2020	Staff, Carl	Fine Arts	Adv Drama	1050-1	10 11 12	30	30.00	30.07
02/26/2020	Staff, Dana	Career/Technical Ed	Adv ID Science-Sustainable Ag	2016-1	11 12	22	22.00	22.00
02/26/2020	Staff, Erik	Fine Arts	Advanced Concert Band	1043-1	09 10 11 12	46	46.00	45.77
02/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design I	2019-1	10 11 12	18	18.00	18.20
02/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design II	2020-1	11	1	1.00	1.00
02/26/2020	Staff, George	Career/Technical Ed	Ag Computers	2045-1	11 12	7	7.00	6.91
02/26/2020	Staff, Henry	Career/Technical Ed	Ag Equip Construct II	2030-1	10 11 12	27	27.00	27.05

Class Size Average Report, PDF Format

	A	B	C	D	E	F	G	H	I	J	K
1	Date	TeacherDisplay	Department	CourseName	SectionNumber	GradeLevel	StudentCount	RangeAverage	YTDAverage		
2	2/26/2020	Staff, Alan	Fine Arts	3-D Design	1007-1	9	27	27	26.85		
3	2/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 1	8045-1	09 10 11 12	11	11	10.89		
4	2/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 2	8050-1	09 10 11 12	12	12	11.86		
5	2/26/2020	Staff, Carl	Fine Arts	Adv Drama	1050-1	10 11 12	30	30	30.07		
6	2/26/2020	Staff, Dana	Career/Technical Ed	Adv ID Science-Sustainable Ag	2016-1	11 12	22	22	22		
7	2/26/2020	Staff, Erik	Fine Arts	Advanced Concert Band	1043-1	09 10 11 12	46	46	45.77		
8	2/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design I	2019-1	10 11 12	18	18	18.2		
9	2/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design II	2020-1	11	1	1	1		
10	2/26/2020	Staff, George	Career/Technical Ed	Ag Computers	2045-1	11 12	7	7	6.91		
11	2/26/2020	Staff, Henry	Career/Technical Ed	Ag Equip Construct II	2030-1	10 11 12	27	27	27.05		
12											
13											
14											
15											

Class Size Average Report, CSV Format

## Class Size Average Report Layout

Data Element	Description	Location
<b>Date</b>	Reports the date of each instructional day entered in the extract editor.  <i>Date format, 10 characters (DD/MM/CCYY)</i>	Day Setup > Instruction  Calendar.date
<b>Teacher</b>	The active Primary Teacher during the date range. When the Primary Teacher changes during the date range, the reported teacher also changes.  <i>Alphanumeric, 30 characters</i>	Section Staff History > Primary Teacher  SectionStaffHistory. staffType

Data Element	Description	Location
<b>Department</b>	<p>The name of the department assigned to the course.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Course Information &gt; Department</p> <p>Course.department</p>
<b>Course</b>	<p>The name of the course.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Course Information &gt; Name</p> <p>Course.name</p>
<b>Section Number</b>	<p>Number of the section.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Course Information &gt; Section &gt; Number</p> <p>Section.number</p>
<b>Grade Levels</b>	<p>Reports the grade level(s) of the reportable students actively enrolled in the course section as of the date range.</p> <p>When a student changes grade levels during the date range, both grade levels are reported.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Enrollments &gt; General Enrollment Editor &gt; Grade</p> <p>Enrollment.grade</p>
<b>Student Count</b>	<p>Count of the students on the roster on the report date, minus any student with an active Program 111 or 170 UNLESS the Include IS checkbox is marked.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated, data not stored</p>
<b>Range Average</b>	<p>The sum of the Student Count field for each date in the range is divided by the number of instructional days in the date range into two decimal places.</p> <p>Reports only on the last row for the selection course section.</p> <p><i>Numeric, 4 digits</i></p>	<p>Calculated, data not stored</p>

Data Element	Description	Location
<b>YTD Average</b>	<p>The sum of the number of students enrolled in the section on every instructional day in which the section is scheduled, up to and including the entered Report Date on the extract editor, divided by the number of Instructional Days from the first instructional day the section is scheduled to the Report Date.</p> <p>If the Report Date is not an Instructional day, the last Instructional day before the Report Date is used.</p> <p>If the Section Schedule Placement ends before the Report Date, the last Instructional Day for which the section is scheduled is used.</p> <p>This field uses student counts from the entire year. The report can be generated for a single-day date range, but if the Report Date is the last day of the school year, the YTD Average is calculated for the entire year.</p> <p>Reports only on the last row for the selected course section.</p> <p><i>Numeric, 4 digits</i></p>	Calculated, data not stored