Monthly Student Membership and Attendance (Connecticut)

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Classic View: CT State Reporting > Monthly Student Membership and Attendance

Search Terms: Monthly Student Membership and Attendance

The Monthly Student Membership and Attendance report is used for detailed attendance reporting and allows districts to evaluate and monitor attendance and participation trends.

Choose **State Format (Fixed Width)** to generate the file in the state defined file format. Otherwise, choose the **CSV** or **HTML** formats for testing purposes.

Example Monthly Student Membership and Attendance Editor

Report Logic

- Reports a record for any student with an enrollment in the calendar that was active on the extract End Date.
- Students are NOT included if
  - their enrollment record is marked as State Exclude;
  - their enrollment record is marked as No Show;
  - their Grade Level of enrollment is marked as State Exclude; or
  - their Calendar of enrollment is marked as State Exclude.

Report Layout

Data Element	Description	Location
Reporting District	The state district number. *Alphanumeric, 3 characters*	System Admin > Resources > District Info > District Detail > State District Number
SASID	The Student State ID. *Numeric, 10 digits*	Census > People > Demographic > Student State ID
Date of Birth	The student's birthdate. *Date, 8 characters MMDDYYYY*	Census > People > Demographic > Birth Date
Month of Membership	The Month selected on the extract editor. *Numeric, 2 digits*	CT State Reporting > Monthly Student Membership and Attendance > Month
Year of Membership	The year aligned with the Month and Calendar selected on the extract editor. *Numeric, 4 digits (YYYY)*	CT State Reporting > Monthly Student Membership and Attendance > Month, Select Calendars

Data Element	Description	Location
Number of Days of In-Person Membership	The total number of distinct instructional days the student was enrolled in the calendar(s) and school year(s) being reported on and between the extract Start Date and End Date. ▸ Click here to expand... Campus counts the total number of distinct instructional days the student was enrolled in the calendar(s) and school year(s) being reported on and between the extract Start Date and End Date, where: • Student is **not in** a blended learning group assigned to the calendar day. • Student **does not** have an attendance code assigned to a period in their day with State Code = "DLP" or "DLA". • Student is not exclusively enrollment State Exclude or No Show on the calendar day. • Student is not grade level excluded on the Grade Levels tab. • The day does NOT have a Day Event on the day that has a Standard Code of "99" in the Attribute/Dictionary (Day.eventType). If the enrollment End Date is NULL, Campus uses the last instructional day from the Days tool. *Numeric, 2 digits*	System Administration > Calendar > Days Student Information > General > Enrollments Student Information > General > Attendance
Number of Days of In-Person Attendance	The total number of days the student attended in-person. ▸ Click here to expand... • Subtracts the total number of days absent from the membership days calculated in column 6. ○ Uses the extract Start Date and End Date to determine date range. • When the student is assigned an Attendance Code with Status = A and Excuse NOT = X, the student is	System Administration > Calendar > Days Student Information > General > Enrollments Student Information > General > Attendance

Data Element	Description	Location
	considered absent for the period.	

- When Present Minutes are entered onto a period where the student is marked Absent, the Present Minutes entered are subtracted from the absent period minutes.
- From across the absent periods in the student's day, the student will report absent when the number of absent instructional minutes >= the number of minutes entered on the Whole Day Absence (minutes) field on the Grade Levels tab.
  - If the Grade Levels field is blank, uses the Whole Day Absence (minutes) field on the calendar tab.
  - If both fields are blank, the student's absent minutes must be >= 240 minutes.
- When a Day Event is assigned to a Day with a Standard Code of **SD**:
  - Subtracts the "Inst. Minutes" entered on the Day Event from the "Whole Day Absence" field on the (Grade Level, otherwise Calendar) to determine the number of absent minutes required in order for the student to be counted as absent.
    - When the student's number of absent minutes >= the determined Whole Day Absence value, the student must be reported Absent.
    - When the Whole Day Absence field on both the Grade Levels tab and the Calendars tab are blank, the student's absent minutes must be >= 240 minutes.
- Uses enrollment marked as P = Primary to determine what grade level attendance values to use.
  - If more than 1 enrollment is

Data Element	Description	Location
	primary, uses most recent start date. ■ If enrollments have the same start date, uses highest enrollment id. • Does NOT count any day with a Day Event on the day that has a Standard Code of "99" in the Attribute/Dictionary (Day.eventType). *Numeric, 2 digits*	
Number of Days of Remote Membership	The total number of distinct instructional days the student was enrolled in the calendar and school year being reported on and between the extract Start Date and End Date. ▶ Click here to expand... • Student **IS IN** a blended learning group assigned to the calendar day, OR Student **has** an attendance code assigned to a period in the day with Sate Code = "DLP" or "DLA". • Student is not exclusively enrollment State Exclude or No Show on the calendar day. • Student is not grade level excluded on the Grade Levels tab. • The day does NOT have a Day Event on the day that has a Standard Code of "99" in the Attribute/Dictionary (Day.eventType). If the enrollment End Date is NULL, Campus uses the last instructional day from the Days tool. *Numeric, 2 digits*	System Administration > Calendar > Days Student Information > General > Enrollments Student Information > General > Attendance
Number of Days of Remote Attendance	The total number of days the student attended remotely. ▶ Click here to expand... • Campus subtracts the total number of days absent from the membership days calculated in column 8. ○ Uses the extract Start Date and End Date to determine date	System Administration > Calendar > Days Student Information > General > Enrollments Student Information > General > Attendance

Data Element	Description	Location
	range.	

- When the student is assigned an Attendance Code with Status = A and Excuse NOT = X, the student is considered absent for the period.
  - When Present Minutes are entered onto a period where the student is marked Absent, the Present Minutes entered are subtracted from the absent period minutes.
- From across the absent periods in the student's day, the student will report absent when the number of absent instructional minutes >= the number of minutes entered on the Whole Day Absence (minutes) field on the Grade Levels tab.
  - If the Grade Levels field is blank, uses the Whole Day Absence (minutes) field on the calendar tab.
  - If both fields are blank, the student's absent minutes must be >= 240 minutes.
- When a Day Event is assigned to a Day with a Standard Code of **SD**:
  - Subtracts the "Inst. Minutes" entered on the Day Event from the "Whole Day Absence" field on the (Grade Level, otherwise Calendar) to determine the number of absent minutes required in order for the student to be counted as absent.
    - When the student's number of absent minutes >= the determined Whole Day Absence value, the student must be reported Absent.
    - When the Whole Day Absence field on both the Grade Levels tab and the Calendars tab are blank, the student's absent minutes must be >= 240 minutes.

Data Element	Description	Location

	• Uses enrollment marked as P = Primary to determine what grade level attendance values to use.
	   ◦ If more than 1 enrollment is primary, uses most recent start date.
	      ▪ If enrollments have the same start date, uses highest enrollment id
	• Does NOT count any day with a Day Event on the day that has a Standard Code of "99" in the Attribute/Dictionary (Day.eventType).
	
	Numeric, 2 digits	