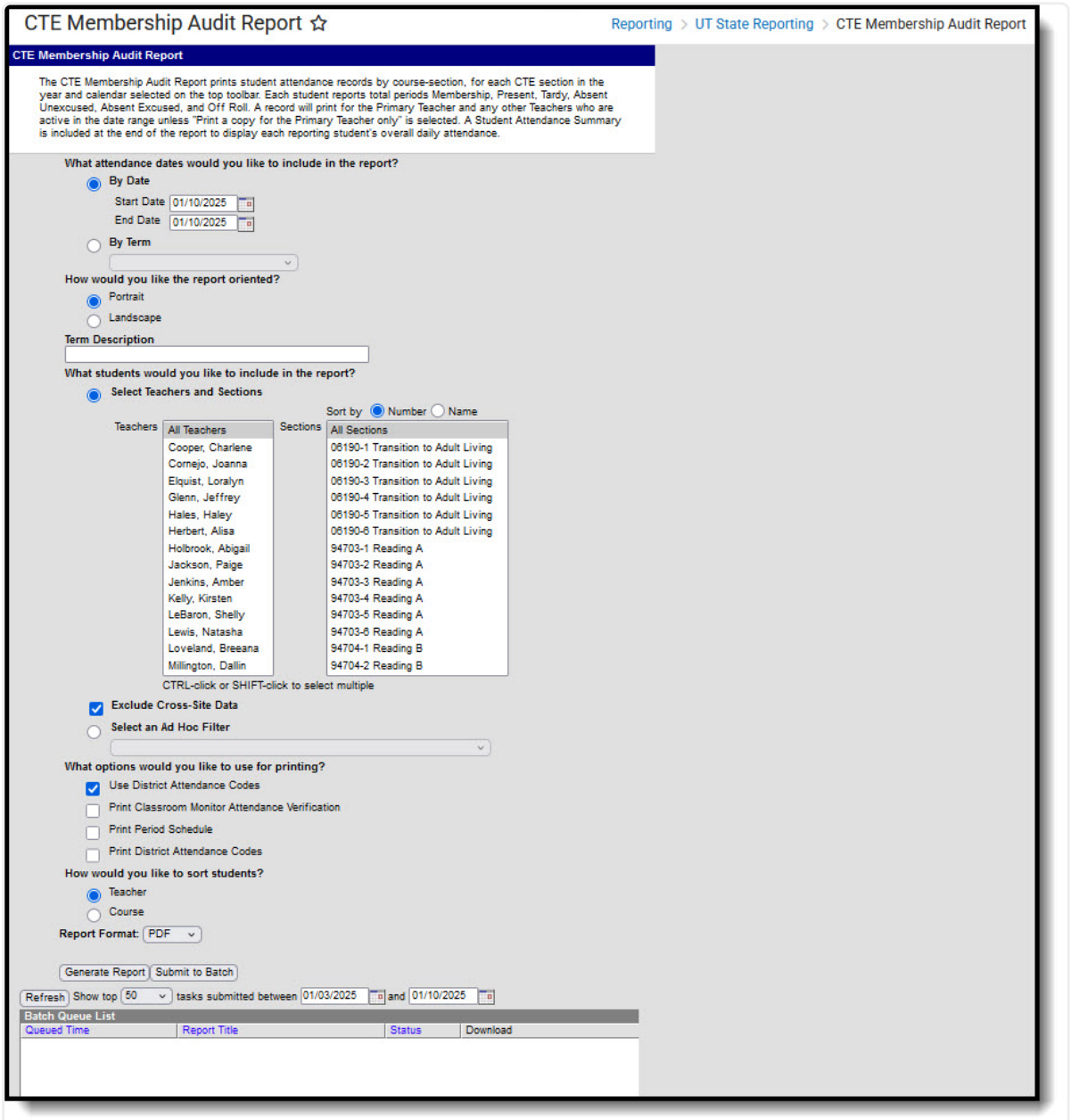
CTE Membership Audit Report (Utah)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: CTE Membership Audit

The CTE Membership Audit Report allows districts to report CTE student section enrollment attendance and overall CTE student daily attendance.



CTE Membership Audit Report

Reporting Logic

Report on CTE student section enrollment attendance and overall CTE student daily attendance

This report will provide a section record for each section in the year and calendar selected on the top toolbar that has:

1. Section Editor > Career Technical Education > “Where Taught”) NOT = blank
   OR
2. When blank on section, the course must have Where Taught field NOT = blank
   OR
3. When the course to which the section belongs has a State Code that begins in ('30','32','34','35','36','37','38','39','40','41').
   - Scheduling > Courses > Course Info > State Code

Each section record will include a row for each student that has been rostered into the section when:

1. Student's enrollment tied to the course does not have:
   - No Show = checked on the enrollment
   - State Exclude = checked on the enrollment
2. This includes students who are rostered into the section for only part of the term (e.g., students whose start date in the course is greater than the term start date).

Attendance from student enrollments with the following are not to be counted:

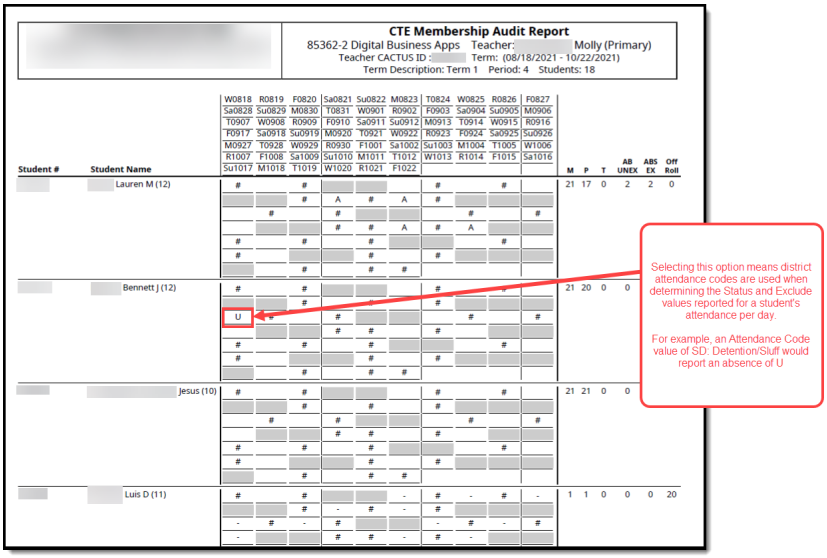
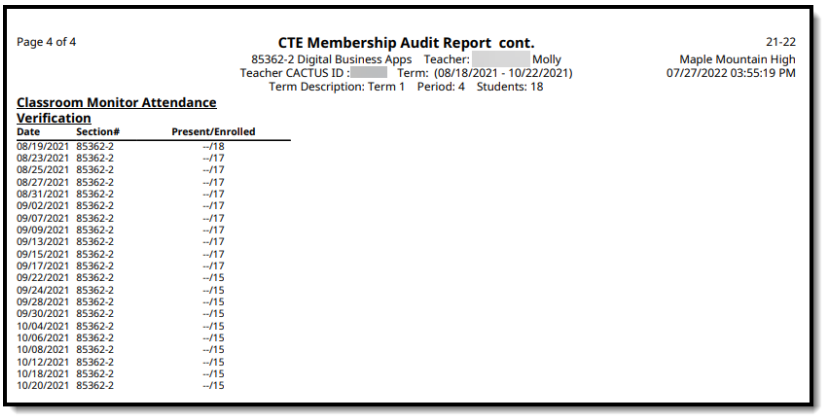
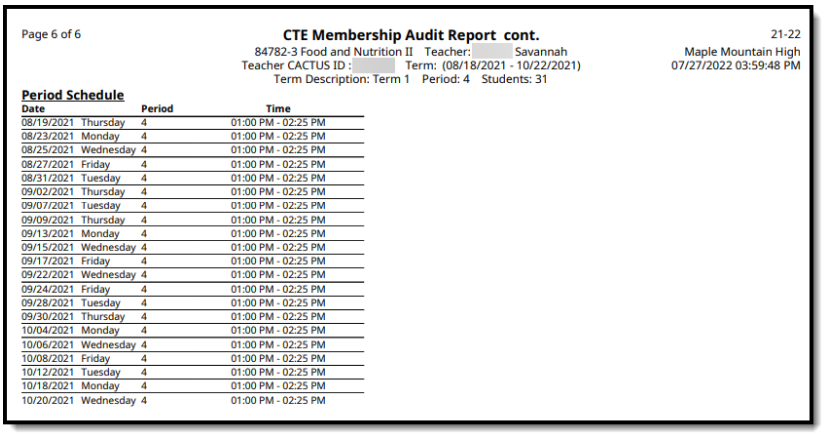
- No Show = checked on the enrollment
- State Exclude = checked on the enrollment

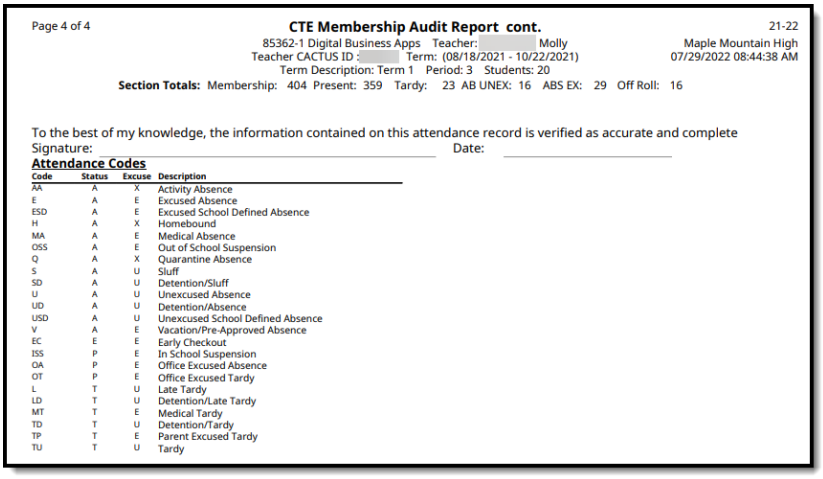
The report can be run against a district’s active year as well as any prior year.

Generating the Report

1. Indicate which attendance dates will be used in the report: **By Date** or **By Term**.
2. Indicate how you would like the report to be oriented: **Portrait** (vertical) or **Landscape** (horizonal).
3. Enter a **Term Description** (optional, limit 50 characters).
4. Indicate which students to include in the report by selecting which **Teachers** and **Sections** will report data.
   OR
5. Select specific students using an existing **Ad hoc Filter**.
6. If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report to display.
7. Mark which additional reporting options you would like to include in the report:

Option	How It Impacts the Report

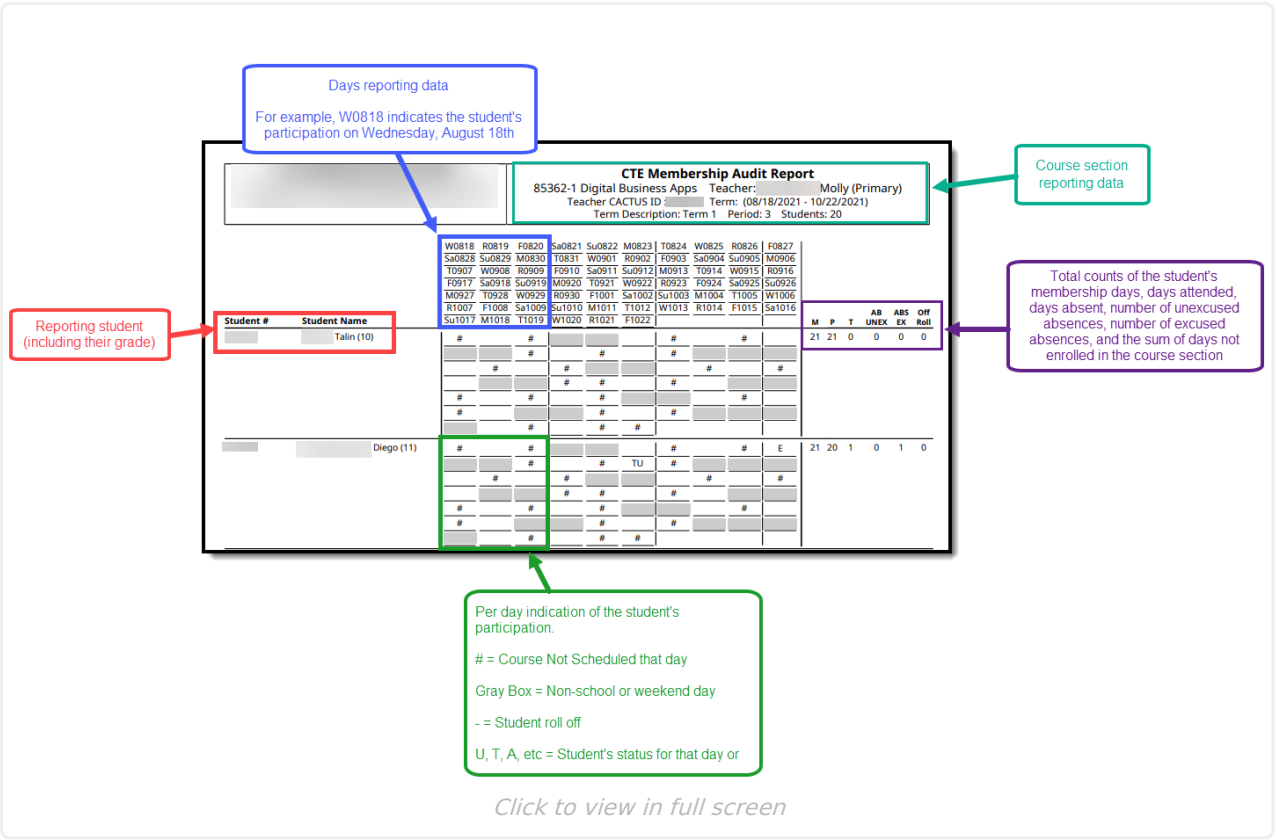
Option	How It Impacts the Report
Use District Attendance Codes	Selecting this option means district attendance codes are used when determining the status and excuse values reported for a student's attendance per day. 
Print Classroom Monitor Attendance Verification	Selecting this option means classroom monitor attendance is included and reported at the bottom of each course section.  Page 4 of 4 **CTE Membership Audit Report cont.** 85362-2 Digital Business Apps Teacher: Molly Teacher CACTUS ID : Term: (08/18/2021 - 10/22/2021) Term Description: Term 1 Period: 4 Students: 18 21-22 Maple Mountain High 07/27/2022 03:55:19 PM **Classroom Monitor Attendance Verification** Date Section# Present/Enrolled 08/19/2021 85362-2 --/18 08/23/2021 85362-2 --/17 08/25/2021 85362-2 --/17 08/27/2021 85362-2 --/17 08/31/2021 85362-2 --/17 09/02/2021 85362-2 --/17 09/07/2021 85362-2 --/17 09/09/2021 85362-2 --/17 09/13/2021 85362-2 --/17 09/15/2021 85362-2 --/17 09/17/2021 85362-2 --/17 09/22/2021 85362-2 --/15 09/24/2021 85362-2 --/15 09/28/2021 85362-2 --/15 09/30/2021 85362-2 --/15 10/04/2021 85362-2 --/15 10/06/2021 85362-2 --/15 10/08/2021 85362-2 --/15 10/12/2021 85362-2 --/15 10/18/2021 85362-2 --/15 10/20/2021 85362-2 --/15
Print Period Schedule	Selecting this option means the course section period schedule is included in the report.  Page 6 of 6 **CTE Membership Audit Report cont.** 84782-3 Food and Nutrition II Teacher: Savannah Teacher CACTUS ID : Term: (08/18/2021 - 10/22/2021) Term Description: Term 1 Period: 4 Students: 31 21-22 Maple Mountain High 07/27/2022 03:59:48 PM **Period Schedule** Date Period Time 08/19/2021 Thursday 4 01:00 PM - 02:25 PM 08/23/2021 Monday 4 01:00 PM - 02:25 PM 08/25/2021 Wednesday 4 01:00 PM - 02:25 PM 08/27/2021 Friday 4 01:00 PM - 02:25 PM 08/31/2021 Tuesday 4 01:00 PM - 02:25 PM 09/02/2021 Thursday 4 01:00 PM - 02:25 PM 09/07/2021 Tuesday 4 01:00 PM - 02:25 PM 09/09/2021 Thursday 4 01:00 PM - 02:25 PM 09/13/2021 Monday 4 01:00 PM - 02:25 PM 09/15/2021 Wednesday 4 01:00 PM - 02:25 PM 09/17/2021 Friday 4 01:00 PM - 02:25 PM 09/22/2021 Wednesday 4 01:00 PM - 02:25 PM 09/24/2021 Friday 4 01:00 PM - 02:25 PM 09/28/2021 Tuesday 4 01:00 PM - 02:25 PM 09/30/2021 Thursday 4 01:00 PM - 02:25 PM 10/04/2021 Monday 4 01:00 PM - 02:25 PM 10/06/2021 Wednesday 4 01:00 PM - 02:25 PM 10/08/2021 Friday 4 01:00 PM - 02:25 PM 10/12/2021 Tuesday 4 01:00 PM - 02:25 PM 10/18/2021 Monday 4 01:00 PM - 02:25 PM 10/20/2021 Wednesday 4 01:00 PM - 02:25 PM

Option	How It Impacts the Report
Print District Attendance Codes	Selecting this option means district attendance codes defined and included on the report, allowing you to understand how student CTE participation values per day were determined and reported. 

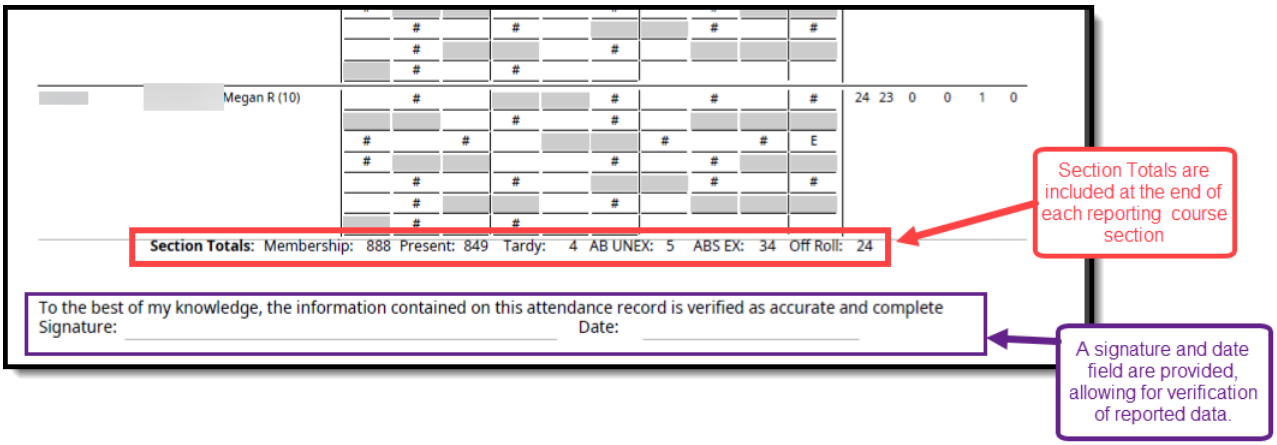
8. Select the **Report Format** - PDF or DOCX.
9. To generate the report immediately, click the **Generate Report** button or generate the report in the background and ensure system performance is not impacted (especially when generating a large amount of data), click the **Submit to Batch** button. The report will generate in the designated report format.

Understanding the Report

See the image below an explanation of each report section. The Report Data Elements table also explains each field in detail.



Course section totals and a signature field are provided at the end of each reporting course section.



Report Data Elements

Data Element	Description and Logic	Campus UI Location
Calendar	Indicates the calendar reporting data.	N/A
School Address	Reports the address information for the school associated with the selected Calendar. If Address = NULL, report blank.	School Information > Address

Data Element	Description and Logic	Campus UI Location
Date Generated	Reports the date the report was generated.	N/A
Page Number	Indicates the page number for organizational purposes on the report.	N/A
Course - Section	Reports the course and section number	Course > Course Number Section > Section Number
Teacher	Reports the teacher	Staff History > Primary Teacher
Teacher CACTUS ID	Reports the teacher CACTUS ID	Demographics > Staff State ID
Date Range	Reports the start and end dates selected on the Extract Editor. If dates = NULL, report blank.	N/A
Term Description	Reports the Term Description entered on the Extract Editor. If the Term Description field = NULL, report blank.	N/A
Period	Reports the Class Period.	Section > Section Schedule Placement
Students	Indicates number of students included on the report.	N/A
Cycle Day	Reports the name of the Period Schedule.	Calendar > Periods > Name
Core Code	Reports the course State Code	Course Information > State Code

Report Fields

Data Element	Description and Logic	Campus UI Location
Student #	The student's Local Student Number.	Demographics > Local Student Number
Student Name	The student's Last Name, First Name, Middle Initial.	Demographics > Last Name, First Name, Middle (Initial)
Grade	The student's grade (shown in parenthesis).	Enrollments > Grade
Attendance Code	Indicates the student's attendance for each day. • # = Course not scheduled • Gray Box = Non-school or weekend day • - = Student off roll • A, U, T = the student's attendance status for that day	Attendance > Attendance Codes

Data Element	Description and Logic	Campus UI Location

M (Membership)	The student's total number of membership days in the course section.
	1. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override = null:
	    1. Sums the unique instructional days the student is enrolled during the reporting dates indicated on the extract editor.
	2. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override NOT = null:
	    1. Multiplies the membership days by the (School Membership FTE Override field value / 100) when Membership FTE Override is not null.
	    2. Rounded up to the next whole number.
	
	Non-excluded enrollment:
	• No Show NOT = checked on the enrollment
	• State Exclude NOT = checked on the enrollment
	• Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.
		N/A

Data Element	Description and Logic	Campus UI Location

P (Present)	The total number of days the student was present in the course section.
	1. When the student's non-excluded enrollment*** that was active on the report day has Membership FTE Override = null:
	    1. Sums the unique instructional days the student is enrolled where the student had any period in the day not one of the following:
	        1. Status = “Absent”
	        2. Excuse = “Unknown”, “Excused” or “Unexcused”
	2. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override NOT = null:
	    1. Multiplies the actual days attended by the (School Membership FTE Override field value / 100).
	    2. Rounded up to the next whole number.
	
	Non-excluded enrollment:
	• No Show NOT = checked on the enrollment
	• State Exclude NOT = checked on the enrollment
	• Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.
		N/A

Data Element	Description and Logic	Campus UI Location
T (Tardy)	The total number of days the student was tardy for the course section. 1. Sums the unique instructional days the student is enrolled during the reporting dates in a non-excluded enrollment indicated on the extract editor where any rostered instructional period in the day is assigned an attendance code with: 1. Status = “Tardy” 2. Excuse NOT = “Exempt” Non-excluded enrollment: • No Show NOT = checked on the enrollment • State Exclude NOT = checked on the enrollment • Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.	N/A
AB UNEX (Absent Unexcused)	Counts the number of enrolled instructional days during the reporting dates in a non-excluded enrollment indicated on the extract editor where the following is true for the student: 1. **Grade Level Half Day:** 1. When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) NOT = null: 1. When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field where their absent code has: 1. Status = “Absent” 2. Excuse = “Unexcused” or "Unknown" 2. **Calendar Half Day:** 1. When the student's enrollment grade level has (System Admin >	Grade Level Setup > Half Day Absence Calendar Information > Half Day Absence

Data Element	Description and Logic	Campus UI Location
	Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) = null: 1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) NOT = null: 1. When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field on Calendar where their absent code has: 1. Status = “Absent” 2. Excuse = “Unexcused” or "Unknown" 3. **Calculated Half Day:** 1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) = null: 1. When the student is absent for half or more of the instructional minutes in the day, where their absent code has: 1. Status = “Absent” 2. Excuse = “Unexcused” or "Unknown" 4. Reports the most common absence type between ABS UNEX and ABS EX (one or the other, not both) when student qualifies as absent for the day. 5. When student is enrolled in the day in < the full number of instructional periods in the day: 1. Consider the student to be enrolled in the full number of instructional periods (minutes) in the day so that they are not counted as absent if not enrolled in > 240 minutes. Non-excluded enrollment: • No Show NOT = checked on the enrollment • State Exclude NOT = checked on the enrollment • Priority given to the active Primary	

Data Element	Description and Logic	Campus UI Location
	enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.	
ABS EX (Absent Excused)	Counts the number of enrolled instructional days during the reporting dates in a non-excluded enrollment indicated on the extract editor where the following are true for the student: 1. **Grade Level Half Day:** 1. When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) NOT = null: 1. When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field where their absent code has: 1. Status = “Absent” 2. Excuse = “Excused” 2. **Calendar Half Day:** 1. When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) = null: 1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) NOT = null: 1. When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field on Calendar where their absent code has: 1. Status = “Absent” 2. Excuse = “Excused” 3. **Calculated Half Day:** 1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) = null: 1. When the student is absent for half or more of the instructional minutes in the	Grade Level Setup > Half Day Absence Calendar Information > Half Day Absence

Data Element	Description and Logic	Campus UI Location
	day where their absent code has: 1. Status = “Absent” 2. Excuse = “Excused” 4. Reports the most common absence type between ABS UNEX and ABS EX (one or the other, not both) when student qualifies as absent for the day. 5. When student is enrolled in the day in < the full number of instructional periods in the day: 1. Consider the student to be enrolled in the full number of instructional periods (minutes) in the day so that they are not counted as absent if not enrolled in > 240 minutes. Non-excluded enrollment: • No Show NOT = checked on the enrollment • State Exclude NOT = checked on the enrollment • Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.	
Off Roll	Reports the sum of days the student was not enrolled in the course section.	N/A
Section Totals	Reports the sum of all M, P, T, ABS UNEX, ABS EX, Off Roll for all students in the course section.	N/A