

# CTE Membership Audit Report (Utah)

Last Modified on 10/21/2024 8:20 am CDT

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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 > UT State Reporting > CTE Membership Audit Report

CTE Membership Audit Report

The CTE Membership Audit Report prints student attendance records by course-section, for each CTE section in the year and calendar selected on the top toolbar. Each student reports total periods Membership, Present, Tardy, Absent Unexcused, Absent Excused, and Off Roll. A record will print for the Primary Teacher and any other Teachers who are active in the date range unless "Print a copy for the Primary Teacher only" is selected. A Student Attendance Summary is included at the end of the report to display each reporting students overall daily attendance.

What attendance dates would you like to include in the report?

By Date

Start Date:

End Date:

By Term

How would you like the report oriented?

Portrait

Landscape

Term Description

What students would you like to include in the report?

Select Teachers and Sections

Sort by  Number  Name

Teachers	Sections
All Teachers	All Sections
Abbott, Jill	E0000-1 Kindergarten Half Day
Beary, Vickie	E0001-1 Kindergarten Full Day
Bennett, Allison	E0001-2 Kindergarten Full Day
Bennett, McKenna	E1000-1 First Grade
Bentley, Hannah	E1000-2 First Grade
Braithwaite, Amy	E1000-3 First Grade
Brandon, Erin	E2000-1 Second Grade
Burnside, Shandy	E2000-2 Second Grade
Bullkofer, Glenda	E2000-3 Second Grade
Cropper, Kati	E2000-4 Second Grade
Davis, Rachael	E3000-1 Third Grade
Dickson, Kelly	E3000-2 Third Grade
Finch, Katelyn	E3000-3 Third Grade
Hogle, Brooke	E3000-4 Third Grade

CTRL-click or SHIFT-click to select multiple

Select an Ad Hoc Filter

What options would you like to use for printing?

Use District Attendance Codes

Print Classroom Monitor Attendance Verification

Print Period Schedule

Print District Attendance Codes

How would you like to sort students?

Teacher

Course

Report Format:

Show top  tasks submitted between  and

Batch Queue List	Queued Time	Report Title	Status	Download

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** (horizontal).
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. 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.

		CTE Membership Audit Report															
		85362-2 Digital Business Apps Teacher: Molly (Primary)															
		Teacher CACTUS ID: Term: (08/18/2021 - 10/22/2021)															
		Term Description: Term 1 Period: 4 Students: 18															
		W0818	R0819	F0820	Sa0821	Su0822	M0823	T0824	W0825	R0826	F0827						
		Sa0828	Su0829	M0830	T0831	W0901	R0902	F0903	Sa0904	Su0905	M0906						
		T0907	W0908	R0909	F0910	Sa0911	Su0912	M0913	T0914	W0915	R0916						
		F0917	Sa0918	Su0919	M0920	T0921	W0922	R0923	F0924	Sa0925	Su0926						
		M0927	T0928	W0929	R0930	F1001	Sa1002	Su1003	M1004	T1005	W1006						
		R1007	F1008	Sa1009	Su1010	M1011	T1012	W1013	R1014	F1015	Sa1016						
		Su1017	M1018	T1019	W1020	R1021	F1022										
Student #	Student Name											M	P	T	AB	ABS	Off
	Lauren M (12)	#	#	#	#	#	#	#	#	#	#	21	17	0	2	2	0
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
	Bennett J (12)	#	#	#	#	#	#	#	#	#	#	21	20	0	0		
		U	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
	Jesus (10)	#	#	#	#	#	#	#	#	#	#	21	21	0	0		
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
	Luis D (11)	#	#	#	#	#	#	#	#	#	#	1	1	0	0	0	20
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						
		#	#	#	#	#	#	#	#	#	#						

Selecting this option means district attendance codes are used when determining the Status and Exclude values reported for a student's attendance per day.  
For example, an Attendance Code value of SD: Detention/Stuff would report an absence of U

**Print Classroom Monitor Attendance Verification**

Selecting this option means classroom monitor attendance is included and reported at the bottom of each course section.

		CTE Membership Audit Report cont.															
		85362-2 Digital Business Apps Teacher: Molly												21-22			
		Teacher CACTUS ID: Term: (08/18/2021 - 10/22/2021)												Maple Mountain High			
		Term Description: Term 1 Period: 4 Students: 18												07/27/2022 03:55:19 PM			
		Page 4 of 4															
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															
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09/13/2021	85362-2	-/17															
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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															
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10/12/2021	85362-2	-/15															
10/18/2021	85362-2	-/15															
10/20/2021	85362-2	-/15															

Option	How It Impacts the Report																																																																																																
<p><b>Print Period Schedule</b></p>	<p>Selecting this option means the course section period schedule is included in the report.</p> <div data-bbox="603 338 1417 757" style="border: 1px solid black; padding: 5px;"> <p>Page 6 of 6 <span style="float: right;">21-22</span></p> <p style="text-align: center;"><b>CTE Membership Audit Report cont.</b></p> <p style="text-align: center;">84782-3 Food and Nutrition II Teacher: Savannah Maple Mountain High Teacher CACTUS ID: Term: (08/18/2021 - 10/22/2021) 07/27/2022 03:59:48 PM Term Description: Term 1 Period: 4 Students: 31</p> <p><b>Period Schedule</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Period</th> <th>Time</th> </tr> </thead> <tbody> <tr><td>08/19/2021</td><td>Thursday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>08/23/2021</td><td>Monday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>08/25/2021</td><td>Wednesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>08/27/2021</td><td>Friday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>08/31/2021</td><td>Tuesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/02/2021</td><td>Thursday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/07/2021</td><td>Tuesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/09/2021</td><td>Thursday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/13/2021</td><td>Monday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/15/2021</td><td>Wednesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/17/2021</td><td>Friday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/22/2021</td><td>Wednesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/24/2021</td><td>Friday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/28/2021</td><td>Tuesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>09/30/2021</td><td>Thursday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>10/04/2021</td><td>Monday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>10/06/2021</td><td>Wednesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>10/08/2021</td><td>Friday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>10/12/2021</td><td>Tuesday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>10/18/2021</td><td>Monday 4</td><td>01:00 PM - 02:25 PM</td></tr> <tr><td>10/20/2021</td><td>Wednesday 4</td><td>01:00 PM - 02:25 PM</td></tr> </tbody> </table> </div>	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																														
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<p><b>Print District Attendance Codes</b></p>	<p>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.</p> <div data-bbox="603 958 1417 1417" style="border: 1px solid black; padding: 5px;"> <p>Page 4 of 4 <span style="float: right;">21-22</span></p> <p style="text-align: center;"><b>CTE Membership Audit Report cont.</b></p> <p style="text-align: center;">85362-1 Digital Business Apps Teacher: Molly Maple Mountain High Teacher CACTUS ID: Term: (08/18/2021 - 10/22/2021) 07/29/2022 08:44:38 AM Term Description: Term 1 Period: 3 Students: 20</p> <p style="text-align: center;"><b>Section Totals:</b> Membership: 404 Present: 359 Tardy: 23 AB UNEX: 16 ABS EX: 29 Off Roll: 16</p> <p>To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete Signature: _____ Date: _____</p> <p><b>Attendance Codes</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Status</th> <th>Excuse</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AA</td><td>A</td><td>X</td><td>Activity Absence</td></tr> <tr><td>E</td><td>A</td><td>E</td><td>Excused Absence</td></tr> <tr><td>ESD</td><td>A</td><td>E</td><td>Excused School Defined Absence</td></tr> <tr><td>H</td><td>A</td><td>X</td><td>Homebound</td></tr> <tr><td>MA</td><td>A</td><td>E</td><td>Medical Absence</td></tr> <tr><td>OSS</td><td>A</td><td>E</td><td>Out of School Suspension</td></tr> <tr><td>Q</td><td>A</td><td>X</td><td>Quarantine Absence</td></tr> <tr><td>S</td><td>A</td><td>U</td><td>Sluff</td></tr> <tr><td>SD</td><td>A</td><td>U</td><td>Detention/Sluff</td></tr> <tr><td>U</td><td>A</td><td>U</td><td>Unexcused Absence</td></tr> <tr><td>UD</td><td>A</td><td>U</td><td>Detention/Absence</td></tr> <tr><td>USD</td><td>A</td><td>U</td><td>Unexcused School Defined Absence</td></tr> <tr><td>V</td><td>A</td><td>E</td><td>Vacation/Pre-Approved Absence</td></tr> <tr><td>EC</td><td>E</td><td>E</td><td>Early Checkout</td></tr> <tr><td>ISS</td><td>P</td><td>E</td><td>In School Suspension</td></tr> <tr><td>OA</td><td>P</td><td>E</td><td>Office Excused Absence</td></tr> <tr><td>OT</td><td>P</td><td>E</td><td>Office Excused Tardy</td></tr> <tr><td>L</td><td>T</td><td>U</td><td>Late Tardy</td></tr> <tr><td>LD</td><td>T</td><td>U</td><td>Detention/Late Tardy</td></tr> <tr><td>MT</td><td>T</td><td>E</td><td>Medical Tardy</td></tr> <tr><td>TD</td><td>T</td><td>U</td><td>Detention/Tardy</td></tr> <tr><td>TP</td><td>T</td><td>E</td><td>Parent Excused Tardy</td></tr> <tr><td>TU</td><td>T</td><td>U</td><td>Tardy</td></tr> </tbody> </table> </div>	Code	Status	Excuse	Description	AA	A	X	Activity Absence	E	A	E	Excused Absence	ESD	A	E	Excused School Defined Absence	H	A	X	Homebound	MA	A	E	Medical Absence	OSS	A	E	Out of School Suspension	Q	A	X	Quarantine Absence	S	A	U	Sluff	SD	A	U	Detention/Sluff	U	A	U	Unexcused Absence	UD	A	U	Detention/Absence	USD	A	U	Unexcused School Defined Absence	V	A	E	Vacation/Pre-Approved Absence	EC	E	E	Early Checkout	ISS	P	E	In School Suspension	OA	P	E	Office Excused Absence	OT	P	E	Office Excused Tardy	L	T	U	Late Tardy	LD	T	U	Detention/Late Tardy	MT	T	E	Medical Tardy	TD	T	U	Detention/Tardy	TP	T	E	Parent Excused Tardy	TU	T	U	Tardy
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- Select the **Report Format** - PDF or DOCX.
- 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.

**CTE Membership Audit Report**  
85362-1 Digital Business Apps Teacher: Molly (Primary)  
Teacher CACTUS ID: Term: (08/18/2021 - 10/22/2021)  
Term Description: Term 1 Period: 3 Students: 20

**Reporting student (including their grade)**: Talin (10)

**Days reporting data**: For example, W0818 indicates the student's participation on Wednesday, August 18th

**Course section reporting data**

**Total counts of the student's membership days, days attended, days absent, number of unexcused absences, number of excused absences, and the sum of days not enrolled in the course section**

**Per day indication of the student's participation.**  
# = Course Not Scheduled that day  
Gray Box = Non-school or weekend day  
- = Student roll off  
U, T, A, etc = Student's status for that day or

*Click to view in full screen*

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

**Section Totals: Membership: 888 Present: 849 Tardy: 4 AB UNEX: 5 ABS EX: 34 Off Roll: 24**

**Section Totals are included at the end of each reporting course section**

**To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A signature and date field are provided, allowing for verification of reported data.**

## Report Data Elements

Header		
Data Element	Description and Logic	Campus UI Location
Calendar	Indicates the calendar reporting data.	N/A

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

## Report Fields

<b>Data Element</b>	<b>Description and Logic</b>	<b>Campus UI Location</b>
<b>Student #</b>	The student's Local Student Number.	Demographics > Local Student Number
<b>Student Name</b>	The student's Last Name, First Name, Middle Initial.	Demographics > Last Name, First Name, Middle (Initial)
<b>Grade</b>	The student's grade (shown in parenthesis).	Enrollments > Grade

<b>Attendance Code</b>	<p>Indicates the student's attendance for each day.</p> <ul style="list-style-type: none"> <li>• # = Course not scheduled</li> <li>• Gray Box = Non-school or weekend day</li> <li>• - = Student off roll</li> <li>• A, U, T = the student's attendance status for that day</li> </ul>	Attendance > Attendance Codes
<b>M (Membership)</b>	<p>The student's total number of membership days in the course section.</p> <ol style="list-style-type: none"> <li>1. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override = null: <ol style="list-style-type: none"> <li>1. Sums the unique instructional days the student is enrolled during the reporting dates indicated on the extract editor.</li> </ol> </li> <li>2. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override NOT = null: <ol style="list-style-type: none"> <li>1. Multiplies the membership days by the (School Membership FTE Override field value / 100) when Membership FTE Override is not null.</li> <li>2. Rounded up to the next whole number.</li> </ol> </li> </ol> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> <li>• No Show NOT = checked on the enrollment</li> <li>• State Exclude NOT = checked on the enrollment</li> <li>• Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.</li> </ul> </div>	N/A

<p><b>P (Present)</b></p>	<p>The total number of days the student was present in the course section.</p> <ol style="list-style-type: none"> <li>1. When the student's non-excluded enrollment*** that was active on the report day has Membership FTE Override = null:             <ol style="list-style-type: none"> <li>1. Sums the unique instructional days the student is enrolled where the student had any period in the day not one of the following:                 <ol style="list-style-type: none"> <li>1. Status = "Absent"</li> <li>2. Excuse = "Unknown", "Excused" or "Unexcused"</li> </ol> </li> </ol> </li> <li>2. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override NOT = null:             <ol style="list-style-type: none"> <li>1. Multiplies the actual days attended by the (School Membership FTE Override field value / 100).</li> <li>2. Rounded up to the next whole number.</li> </ol> </li> </ol> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> <li>• No Show NOT = checked on the enrollment</li> <li>• State Exclude NOT = checked on the enrollment</li> <li>• Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.</li> </ul> </div>	<p>N/A</p>
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<p><b>T (Tardy)</b></p>	<p>The total number of days the student was tardy for the course section.</p> <ol style="list-style-type: none"> <li>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:             <ol style="list-style-type: none"> <li>1. Status = "Tardy"</li> <li>2. Excuse NOT = "Exempt"</li> </ol> </li> </ol> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> <li>• No Show NOT = checked on the enrollment</li> <li>• State Exclude NOT = checked on the enrollment</li> <li>• Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.</li> </ul> </div>	<p>N/A</p>
<p><b>AB UNEX (Absent Unexcused)</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. <b>Grade Level Half Day:</b> <ol style="list-style-type: none"> <li>1. When the student's enrollment grade level has (System Admin &gt; Calendar &gt; Grade Levels &gt; Grade Level Detail &gt; Half Day Absence (minutes)) NOT = null:                 <ol style="list-style-type: none"> <li>1. When the student is absent for &gt;= the value entered into the "Half Day Absence (minutes)" field where their absent code has:                     <ol style="list-style-type: none"> <li>1. Status = "Absent"</li> <li>2. Excuse = "Unexcused" or "Unknown"</li> </ol> </li> </ol> </li> </ol> </li> <li>2. <b>Calendar Half Day:</b> <ol style="list-style-type: none"> <li>1. When the student's enrollment grade level has (System Admin &gt; Calendar &gt; Grade Levels &gt; Grade Level Detail &gt; Half Day Absence</li> </ol> </li> </ol>	<p>Grade Level Setup &gt; Half Day Absence</p> <p>Calendar Information &gt; Half Day Absence</p>

(minutes)) = null:

1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) NOT = null:

1. When the student is absent for  $\geq$  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 enrollment to report when both a Primary and non-Primary enrollment

	<p>are active on the calendar day.</p>	
<p><b>ABS EX (Absent Excused)</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. <b>Grade Level Half Day:</b> <ol style="list-style-type: none"> <li>1. When the student's enrollment grade level has (System Admin &gt; Calendar &gt; Grade Levels &gt; Grade Level Detail &gt; Half Day Absence (minutes)) NOT = null:           <ol style="list-style-type: none"> <li>1. When the student is absent for &gt;= the value entered into the "Half Day Absence (minutes)" field where their absent code has:               <ol style="list-style-type: none"> <li>1. Status = "Absent"</li> <li>2. Excuse = "Excused"</li> </ol> </li> </ol> </li> </ol> </li> <li>2. <b>Calendar Half Day:</b> <ol style="list-style-type: none"> <li>1. When the student's enrollment grade level has (System Admin &gt; Calendar &gt; Grade Levels &gt; Grade Level Detail &gt; Half Day Absence (minutes)) = null:           <ol style="list-style-type: none"> <li>1. When (System Admin &gt; Calendar &gt; Calendar &gt; Half Day Absence (minutes) NOT = null:               <ol style="list-style-type: none"> <li>1. When the student is absent for &gt;= the value entered into the "Half Day Absence (minutes)" field on Calendar where their absent code has:                   <ol style="list-style-type: none"> <li>1. Status = "Absent"</li> <li>2. Excuse = "Excused"</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> <li>3. <b>Calculated Half Day:</b> <ol style="list-style-type: none"> <li>1. When (System Admin &gt; Calendar &gt; Calendar &gt; Half Day Absence (minutes)) = null:           <ol style="list-style-type: none"> <li>1. When the student is absent for half or more of the instructional minutes in the day, where their absent code has:</li> </ol> </li> </ol> </li> </ol>	<p>Grade Level Setup &gt; Half Day Absence</p> <p>Calendar Information &gt; Half Day Absence</p>

	<ol style="list-style-type: none"> <li>1. Status = "Absent"</li> <li>2. Excuse = "Excused"</li> <li>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.</li> <li>5. When student is enrolled in the day in &lt; the full number of instructional periods in the day:             <ol style="list-style-type: none"> <li>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 &gt; 240 minutes.</li> </ol> </li> </ol> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> <li>No Show NOT = checked on the enrollment</li> <li>State Exclude NOT = checked on the enrollment</li> <li>Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day.</li> </ul> </div>	
<b>Off Roll</b>	Reports the sum of days the student was not enrolled in the course section.	N/A
<b>Section Totals</b>	Reports the sum of all M, P, T, ABS UNEX, ABS EX, Off Roll for all students in the course section.	N/A