

ADM and ADA Detail (California) [.2124 - .2239]

Last Modified on 10/21/2022 9:16 am CDT

You are viewing a previous version of this article. See [ADM and ADA Detail \(California\)](#) for the most current information.

[Report Editor](#) | [Generate the Report](#)

Classic View: Attendance > Reports > ADM and ADA Detail > CA-Specific Attendance

Search Terms: CA-Specific Attendance

This report calculates **Average Daily Membership (ADM)** and **Average Daily Attendance (ADA)** based on the selected Calculation Options. The report summarizes the data by student, grade and calendar for the date range entered.

This report displays Membership, Absent, and Present Days and calculates ADM and ADA. ADA calculation options use either Exact (Present Minutes divided by Student Day Minutes for the Calendar) or Whole/Half (Absent Minutes compared to Whole Day and Half Day Absent Minutes for the Calendar) logic. The Summary version displays data for each Calendar/Grade selected and as a grand total for all Calendars; the Detail version displays the Summary data plus a row for each student actively enrolled during the entered date range. Blank Start and End Dates default to the start/end dates of the calendar. This is a very complex report; try to limit the number of calendars run per batch.

Which date range would you like to include in the report?

Start Date End Date

Adhoc Filter

Report Type Summary Detail

Calculation Options

EXACT (The sum of minutes absent / student day)
 DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated and these days are summed)
 CA-specific attendance
 CA-Truancy
 CA-Chronic Absenteeism

Format: PDF

Student Type Primary Enrollments(Not Track Jumpers)

Add signature line at the end of the report

17-18

17-18 Alexander School
17-18 Steamboat Springs High Sch
17-18 Open Springs
17-18 Stone MountainHigh Scho
17-18 Apple Valley School
17-18 Mountain Valley High Schoo
17-18 Mountain Valley Online Aca
17-18 Spring Crest
17-18 Moonymead
17-18 Moonymeads
17-18 Briar Vista Lagoon High Sch
ek 17-18 Stone MountainHigh S

CTRL-click or SHIFT-click to select multiple

Generate Report | Submit to Batch

ADM and ADA Detail Report Editor

Report Editor

The following defines the options available on the ADM and ADA Detail Report.

Option	Description
Date Selection	<p>Enter the dates desired in the ADM/ADA Detail Report. Entered dates return the average daily attendance and average daily membership information, in addition to the count of students by grade level, membership days, absent days and present days.</p> <p>Dates can be entered by typing in the field in <i>mmddyy</i> format or use the calendar icon to select a date.</p>
Student Selection	<p>If there is an existing ad hoc filter that contains students to include in the report or enrollment information for a specific date range, this information can be selected from the Ad hoc Filter dropdown list. Only those students in the filter will be included in the report.</p>
Report Type	<p>The ADM/ADA Report can be generated in a Summary Format or a Detail Format. The Detail format lists the same information as the Summary report type, but includes student names and attendance data. See the images following the Generating the Report section.</p>

Option	Description
Calculation Options	<p>Selection indicates the logic that is applied to calculate ADM and ADA. Selecting CA-specific attendance uses the following logic:</p> <ul style="list-style-type: none">Students are either present or absent. There are no partial days.A day of presence is earned when the student is present in at least one attendance-taking course in an instructional period. In other words, the student must be marked absent in all instructional periods he/she is scheduled in to be absent for the day.A day in which the student has an active enrollment in the calendar but is not on the roster of at least one attendance-taking course in an instructional period is not counted as present or absent. In the Monthly Attendance Register/Summary, this is an NC day. In the ADM/ADA report, this should not be counted as a Present Day.ADA is calculated as Present Days divided by Roster.Students must be enrolled in Active courses only. <p>Selecting CA-Truancy uses the following logic:</p> <ul style="list-style-type: none">Truancy generates calculations based on 10% absenteeism. Selecting Truancy adds a column in the generated report based on the data range provided in the Editor. The 10% absence calculates a period of the day being absent, or a student being tardy more than 30 minutes of the period. (NOTE: If Chronic Absenteeism is selected in place of Truancy, data for Chronic Absenteeism will appear in this column.) <p>Selecting CA-Chronic Absenteeism uses the following logic:</p> <ul style="list-style-type: none">Chronic Absenteeism generates percent absent data. A student is counted as Absent for an entire day if the student is absent in all attendance-taking sections during instructional periods. Absences with an attendance code Status of Absent and an Excuse of Unexcused or Unknown are considered Unexcused Absences. Absences with an attendance code Status of Absent and Excuse of Excused are considered Excused Absences. One period of the day in attendance equates to one full day of attendance. Presence is defined as the following:<ul style="list-style-type: none">No attendance code in the period.An attendance code with a Status of Present or Tardy and any Excuse.An attendance code with a Status/Excuse of Absent/Exempt. <div data-bbox="393 1583 1316 1655" style="border: 1px solid #ccc; padding: 5px;"><p>The user must have the appropriate tool rights to select the CA-Chronic Absenteeism button.</p></div> <p>For calculation information using the EXACT or DAILY options, see the ADM and ADA Detail article.</p>

Option	Description
Student Type	Selection indicates the enrollment types of the students included on the report. Options are: <ul style="list-style-type: none"> • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
Signature Display	A signature line can be added at the end of the report if desired, where the principal or superintendent signs and dates the information, making the attendance data official. A signature line for attendance data is required in some states.
Calendar Selection	At least one calendar needs to be selected in order to generate the report. For verification of reported attendance data, it may be best to generate the report one calendar at a time.

Generate the Report

1. Enter the **Start Date** and **End Date** of the desired date range for reporting ADM and ADA information.
2. If desired, select an **Ad hoc Filter** from the dropdown list.
3. Select the **Summary Report Type** or the **Detail Report Type**.
4. Select the **CA-specific attendance Calculation Option**.
5. If desired, select **CA-Absenteeism** or **CA-Truancy**.
6. Choose either **PDF** or **CSV** for the format.
7. Mark the **Add signature line at the end of the report** checkbox if desired.
8. Select the desired **Calendar** from which to pull attendance data.
9. Click the **Generate Report** button. The report displays in a new browser window.

Students print first by grade level, then by last name.

16-17 Apple School				Attendance/Membership Summary Report																																																																																																																																																																																																	
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CA-Specific Calculation - Summary PDF Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1 School	Calendar	Grade	Student L	Student F	Student N	Student N	Student C	Members	Absent D	Present D	ADM	ADA	Unexcuse	Absences	Percent In Att
2 High School	14-15 High School	8	0	0	0	0	0	0	0	0	0	0	0	0	N/A
3 High School	14-15 High School	9						790	16590	0	16212	790	772	0	97.72%
4 High School	14-15 High School	10						594	12474	0	12264	594	584	0	98.32%
5 High School	14-15 High School	11						599	12579	0	12432	599	592	0	98.83%
6 High School	14-15 High School	12						626	13146	0	12915	626	615	0	98.24%
7 High School	14-15 High School	12+						1	21	0	21	1	1	0	100.00%
8 Total		6						2610	54810	0	53844	2610	2564	0	98.24%
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05	7	1251	9	1242	6.91	6.85	3	0.03	99.28%	0.72%																																																																																																																																																																																				
09	6	1086	7	599	6.00	3.30	4	0.03	55.16%	1.88%																																																																																																																																																																																				
10	4	569	5	346	3.14	1.91	5	0.03	60.81%	2.10%																																																																																																																																																																																				
11	4	724	3	337	4.00	1.86	3	0.02	46.55%	1.08%																																																																																																																																																																																				
12	4	571	18	429	3.15	2.37	18	0.10	75.13%	8.25%																																																																																																																																																																																				
06	3	543	13	530	3.00	2.92	12	0.07	97.61%	2.92%																																																																																																																																																																																				
07	4	724	3	721	4.00	3.98	3	0.02	99.59%	0.58%																																																																																																																																																																																				
08	7	1267	6	1261	7.00	6.95	3	0.02	99.53%	0.58%																																																																																																																																																																																				
Total	14	53	9091	71	7814	50.21	43.09	55	0.36	85.98%	1.56%																																																																																																																																																																																			
<table border="1"> <thead> <tr> <th>DETAIL</th> <th>School:</th> <th>Apple School</th> <th>Calendar: 16-17</th> <th>Apple School</th> <th>Schedule: ES</th> </tr> <tr> <th>Grade</th> <th>Student Name (Student#)</th> <th>Membership Days</th> <th>Absent Days</th> <th>Present Days</th> <th>ADM</th> <th>ADA</th> <th>Unexcused Absences Days</th> <th>Avg. Daily</th> <th>Percent In Attendance</th> <th>Percent Absent</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>Student, (# 91099247)</td> <td>181</td> <td>0</td> <td>181</td> <td>1.00</td> <td>1.00</td> <td>0</td> <td>0.00</td> <td>100.00%</td> <td>0.00%</td> </tr> <tr> <td>01</td> <td>Student, Alec (# 91099247)</td> <td>118</td> <td>0</td> <td>118</td> <td>0.65</td> <td>0.65</td> <td>0</td> <td>0.00</td> <td>100.00%</td> <td>0.00%</td> </tr> <tr> <td>01</td> <td>Student, Micah (# 91099247)</td> <td>181</td> <td>0</td> <td>181</td> <td>1.00</td> <td>1.00</td> <td>0</td> <td>0.00</td> <td>100.00%</td> <td>0.00%</td> </tr> <tr> <td>01</td> <td>Student, Grayson (# 91099247)</td> <td>181</td> <td>0</td> <td>181</td> <td>1.00</td> <td>1.00</td> <td>0</td> <td>0.00</td> <td>100.00%</td> <td>0.00%</td> </tr> <tr> <td>02</td> <td>Student, Ian (# 91099247)</td> <td>181</td> <td>1</td> <td>180</td> <td>1.00</td> <td>0.99</td> <td>1</td> <td>0.01</td> <td>99.45%</td> <td>0.55%</td> </tr> <tr> <td>02</td> <td>Student, Ethan (# 91099247)</td> <td>181</td> <td>1</td> <td>180</td> <td>1.00</td> <td>0.99</td> <td>1</td> <td>0.01</td> <td>99.45%</td> <td>0.55%</td> </tr> <tr> <td>03</td> <td>Student, Kate (# 91099247)</td> <td>181</td> <td>1</td> <td>180</td> <td>1.00</td> <td>0.99</td> <td>0</td> <td>0.00</td> <td>99.45%</td> <td>0.55%</td> </tr> <tr> <td>03</td> <td>Student, Matt (# 91099247)</td> <td>181</td> <td>0</td> <td>181</td> <td>1.00</td> <td>1.00</td> <td>0</td> <td>0.00</td> <td>100.00%</td> <td>0.00%</td> </tr> <tr> <td>04</td> <td>Student, Dan (# 91099247)</td> <td>181</td> <td>0</td> <td>181</td> <td>1.00</td> <td>1.00</td> <td>0</td> <td>0.00</td> <td>100.00%</td> <td>0.00%</td> </tr> <tr> <td>04</td> <td>Student, Tim (# 91099247)</td> <td>181</td> <td>1</td> <td>180</td> <td>1.00</td> <td>0.99</td> <td>1</td> <td>0.01</td> <td>99.45%</td> <td>0.55%</td> </tr> <tr> <td>04</td> <td>Student, Raymond (# 91099247)</td> <td>181</td> <td>1</td> <td>180</td> <td>1.00</td> <td>0.99</td> <td>1</td> <td>0.01</td> <td>99.45%</td> <td>0.55%</td> </tr> </tbody> </table>														DETAIL	School:	Apple School	Calendar: 16-17	Apple School	Schedule: ES	Grade	Student Name (Student#)	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily	Percent In Attendance	Percent Absent	00	Student, (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	01	Student, Alec (# 91099247)	118	0	118	0.65	0.65	0	0.00	100.00%	0.00%	01	Student, Micah (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	01	Student, Grayson (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	02	Student, Ian (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	02	Student, Ethan (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	03	Student, Kate (# 91099247)	181	1	180	1.00	0.99	0	0.00	99.45%	0.55%	03	Student, Matt (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	04	Student, Dan (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	04	Student, Tim (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	04	Student, Raymond (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%																																							
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CA-Specific Calculation - Detail PDF Format

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	School	Calendar	Grade	Student L	Student F	Student N	Student C	Members	Absent D	Present D	ADM	ADA	Unexcuse	Absences	Percent In	Percent Absent	
2	High Scho	16-17 Higf	0	Anders	Tom	91234568		181	0	181	1	1	0	0	100.00%	0.00%	
3	High Scho	16-17 Higf	1	Anderson	Alex	P	54978213		118	0	118	0.65	0.65	0	0	100.00%	0.00%
4	High Scho	16-17 Higf	1	Brown	Mick	A	85465468		181	0	181	1	1	0	0	100.00%	0.00%
5	High Scho	16-17 Higf	1	Hanner	Greg	A	75832867		181	0	181	1	1	0	0	100.00%	0.00%
6	High Scho	16-17 Higf	2	Black	Isaac	N	78638752		181	1	180	1	0.99	1	0.01	99.45%	0.55%
7	High Scho	16-17 Higf	2	Thomson	Etna	R	45678786		181	1	180	1	0.99	1	0.01	99.45%	0.55%
8	High Scho	16-17 Higf	3	Ben	Carmen	C	78678767		181	1	180	1	0.99	0	0	99.45%	0.55%
9	High Scho	16-17 Higf	3	Falze	Rez	D	45678687		181	0	181	1	1	0	0	100.00%	0.00%
10	High Scho	16-17 Higf	4	Brew	Fin	W	87615236		181	0	181	1	1	0	0	100.00%	0.00%
11	High Scho	16-17 Higf	4	Dennis	Denny	E	45637835		181	1	180	1	0.99	1	0.01	99.45%	0.55%
12	High Scho	16-17 Higf	4	River	Rider		83786478		181	1	180	1	0.99	1	0.01	99.45%	0.55%
13	High Scho	16-17 Higf	4	Sanders	Adeline	A	78635747		165	2	163	0.91	0.9	0	0	98.79%	1.21%
14	High Scho	16-17 Higf	4	White	Caiden	C	85647586		181	0	181	1	1	0	0	100.00%	0.00%
15	High Scho	16-17 Higf	5	Armstrong	Al	A	74863786		181	3	178	1	0.98	1	0.01	98.34%	1.66%
16	High Scho	16-17 Higf	5	Blight	Eli	J	45638768		181	2	179	1	0.99	1	0.01	98.90%	1.10%
17	High Scho	16-17 Higf	5	Hans	Kenny	A	52345387		181	0	181	1	1	0	0	100.00%	0.00%

CA-Specific Calculation - Detail CSV Format
