

Monthly Attendance Summary (California) [.2207 - .2235]

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Classic View: CA State Reporting > Monthly Attendance Summary

Search Terms: Monthly Attendance Summary

The Monthly Attendance Summary provides a summary detail of attendance days, average daily attendance (ADA), and enrollment numbers by school month and grade level. Users can select specific grade levels and specific attendance categories to include in the report.

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Monthly Attendance Summary ☆

Reporting > CA State Reporting > Monthly Attendance Summary

Monthly Attendance Summary Report

This tool will generate CA School Month Attendance Summary report in PDF or CSV or DOCX formats. Please note that although all Attendance Funding Categories are available for selection, the attendance calculation logic in this report is correct only for categories that use the basic "one period of presence equals one day of ADA" logic. Please use the other CA-specific attendance reports for other categories such as Continuation.

Definitions

Beginning Enrollments: total students enrolled on the first instructional day of the School Month (includes students with enrollment starts from the day after the last instructional day of the previous month through the first instructional day of the SM).

Gains: total enrollments that begin after the first instructional day of the School Month.

Losses: total enrollments that end during the School Month. Enrollments with an end date on the last instructional day of a School Month are counted as losses in the next School Month.

Ending Enrollments: total students enrolled on the last instructional day of the School Month.

Total Enrollments: total number of enrollments that were active for at least one instructional day during the School Month.

Gap Gains: total number of enrollment starts that occur in the gap between two School Months.

Gap Losses: total number of enrollment drops that occur in the gap between two School Months.

When multiple calendars are selected, users will be able to generate Summary totals by Attendance Funding Category, District of Apportionment, and School Month or Reporting Period for all selected calendars. Calendars selected for this reporting should have the same School Months (including the School Month Name) and number of Instructional Days. All grade levels must have a State Grade Level selected.

Extract Options

Report Period:

Attendance Category:

- 10: Regular Day
- 15: Continuation HS
- 16: Opportunity school
- 17: Opportunity program
- 18: Home and Hospital
- 19: Special Day
- 20: Special Ed E.C. 56366(a)(7)

Choose Grades:

- KN
- 01
- 02
- 03

Student Type:

Display School Details:

Ad Hoc Filter:

Report Format:

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

20-21

- 20-21 Abbott Elementary
- 20-21 Bryant Elementary
- 20-21 Colfax Middle
- 20-21 Dupont Middle
- 20-21 Emerson High
- 20-21 Franklin High

CTRL-click or SHIFT-click to select multiple

Monthly Attendance Summary Report

A unique District of Apportionment appears within each unique Attendance Category for each **School Month** for the selected calendar(s). When multiple calendars are selected, this report generates totals by Attendance Funding Category, District of Apportionment and School Month/Reporting Period for all selected calendars.

Please note the following:

- **Calendars selected for this report should have the same school months (including school month name) and number of Instructional days.**
- All grade levels must be mapped to a State Grade level.
- Students marked as **No Show** on enrollment records are not included in the report.
- Students marked as State Exclude on their **Enrollment** record, enrolled in a **Grade Level** marked State Exclude or enrolled in a **Calendar** marked State Exclude are not reported.

The Monthly Attendance Summary can be generated immediately or can be generated at a later time using the **Submit to Batch** option. This button sends the report to Batch Queue where the report will build and be saved for review later. This option is recommended if multiple schools or even multiple attendance categories are selected.

See the [Batch Queue](#) documentation for additional information.

Report Logic

[Attendance Reporting](#) | [Enrollments](#) | [Age Requirements](#) | [Other Reporting Logic](#) | [Monthly Attendance Summary Definitions](#)

Attendance Reporting

A student is counted as Present for the entire day when the student is present in at least one attendance-taking course section in an instructional period. This means there is no attendance code assigned in the period, or there is an attendance code with a Status/Excuse of Absent/Exempt or an attendance code with a Status of Present or Tardy and any Excuse. Present by Independent Study means an attendance code of ISC with a Status of Present and any Excuse.

A student is counted as Absent for the entire day when the student is absent in all attendance-taking sections in instructional periods. This means an unexcused absence is assigned with a Status of Absent and an Excuse of Unexcused or Unknown or an excused absence is assigned with a Status/Excuse of Absent/Excused.

Enrollments

Only enrollments that are active during the selected school months for at least one instructional day are considered in the report.

All students enrolled at any time during the selected School Month(s) report under the following conditions:

- Only students whose enrollments have the Attendance Funding Category(ies) selected in the editor report.

- Students in all State Grade Levels (not just KN-12) in the selected calendar report when All Grade Levels is chosen. Otherwise, only students in selected grade levels report. All Grade Names in a calendar must have a State Grade Level entered or students in that Grade Level do not report.
- Only students whose enrollments have the appropriate Service Type/Track Jumper status enrolled in the selected calendar at any time during the selected School Month(s) report.
 - Primary Enrollments (not Track Jumpers) - Students who have Service Type P and Track Jumper checkbox is not marked.
 - Track Jumpers - Students who have Service Type P and Track Jumper checkbox is marked.
 - Partial Enrollments - Students who have Service Type S or N.

When the same student ends enrollment and re-enrolls within the same School Month, that student reports in both the Gains and Losses as two separate records.

Within a School Month, student records are grouped by Attendance Funding Category. Within an Attendance Funding Category, student records are grouped by District of Apportionment. Within a District of Apportionment section, student records are grouped by Grade Level.

The Summary reports the total for each column after each reporting group. These fields are reported for each grade level within each unique District of Apportionment within each unique Attendance Category within each unique School Month for the calendar(s) being reported. When the Attendance Category is *10: Regular Day* or *45: Independent Study Regular Day*, a summary total also reports for Grades 1-3, 4-6, 7-8, 9-12 (grouped by State Grade level). A summary total reports for the whole State Grade Level and for each individual Grade Name in the grade level if the reporting group contains State Grade Level KN. Other grade levels report but not within summary totals. For other Attendance Categories, totals for all grade levels are combined. Each unique School Month, Attendance Funding Category, and District of Apportionment "reporting group" reports in a separate section. Counts for each section report by State Grade Level.

- Students who have multiple enrollments in a School Month in the same Attendance Funding Category, District Apportionment and Grade Level group count once for each enrollment.
- Students who change Grade Levels only during a school month count in both grade levels.
- Students who change Attendance Funding Categories and/or District of Apportionment during a school month count in both groups.
- Students who change Service Types during a school month count in both groups and in both reports.
- Students who have an end status of 440 are not reported, unless the student's Attendance Funding Category is changed.

When multiple School Months are selected for reporting, each School Month reports individually and the range of School Months reports as if it were a single month. For example, when School Months 1-3 are selected, records would report for SM 1, SM 2, SM3, and SM1-3. For a single School Month, each grade level in the reporting group reports elements 6-23. For a range of School Months, each grade level in the reporting group should report elements 6-23. After each reporting group, Gap Gains and Gap Losses, which are Fields 24-25, report for the first through the second to last individual School Months. For example, if School Months 1-3 are selected, Gap Gains and Gap Losses report after SM 1 and SM 2 but not after SM 3 or SM 1-3.

Age Requirements

Students do not report until they are 5 years old.

- When a student turns 5 on or before December 2 and the student has an active Transitional Kindergarten (TK) flag, they report average daily attendance from the beginning of their enrollment of the Active School year. The TK Flag start date or Eligibility Start Date must also start before December 2 of the active school year.
- When a student turns 5 during the school month selected in the extract editor and it is after December 2, and the student has an active TK flag, the average daily attendance reports only for the days on or after the student's birthday. The TK Flag start date or Eligibility Start Date must also start before December 2 of the active school year. If the student's birthday is after December 2, the student does not report as a gain or a gap gain.
- When the student turns 5 within the period selected in the extract editor, and it is after December 2, and the student has an active TK flag, the average daily attendance reports only for the days on or after the student's birthday. The TK Flag start date or Eligibility Start Date must also start before December 2 of the active school year. If the student's birthday is after December 2, the student does not report as a gain or a gap gain.
- When a student has a TK flag AFTER December 2, the student reports from the start date of the TK flag.
- When a student has an enrollment start date AFTER December 2 and an active TK flag, the student reports from the start date of the TK flag. If the enrollment date is before the TK flag date, the student reports from whichever date is later - enrollment start date, TK Flag Date, or Birth Date. This student is counted as a gain.
- When a student is in State Grade Level PS: Pre-School, the student's ADA reports from the beginning of their enrollment in the active school year if their fifth birthday is on or before December 2 of the active school year.
- When a student is in State Grade Level PS: Pre-School, the student's ADA reports from their fifth birthday on the active year if their birthday is AFTER December 2 of the active school year. This student is counted as a gain.
- When a student has a TK Flag and is under 5 years old, the student's ADA reports from their fifth Birthday on the Active Year if their 5th Birthday is AFTER December 2 of the Active School Year. This student is counted as a gain.

Other Reporting Logic

- Gap Gains and Gap Losses report after each individual School Month when a range of School Months is selected. These report for all of the school months in the range except for the last one in each reporting group (School Month/Attendance Funding Category/District of Apportionment).
- If **Display School Details** is selected on the editor, all selected calendars are listed under **List of Included Calendars** when printed.
- Attendance calculations in this report are based on one period of presence equals one day of ADA.
- Reports a single data set for a student if that student is found in multiple trial IDs for a school year.
- Courses marked as ASES do not report. The ASES course Types that do not report are as follows:
 - A1 - Before School Base
 - A2 - After School Base
 - A3 - Before School Supplemental

- A4 - 3-hour After School Supplemental
- A5 - 6-hour After School Supplemental
- Not Funded - ASES Not Funded

Monthly Attendance Summary Definitions

The following definitions are used in the Attendance Summary Report.

Term	Definition
Beginning Enrollments	Total students enrolled on the first instructional day of the School Month. This includes students who have enrollment starts from the day after the last instructional day of the previous School Month through the first instructional day of the next School Month.
Gains	Total enrollments that begin (added) after the first instructional day of the School Month.
Losses	Total enrollments that end during (ended before the end of) the School Month. Enrollments with an end date on the last instructional day of a school month are counted in the gap losses count.
Ending Enrollments	Total students enrolled on the last instructional day of the School Month.
Total Enrollments	Total number of enrollments that were active for at least one instructional day during the School Month.
Gap Gains	Total number of enrollment starts that occur in the gap between two school months.
Gap Losses	Total number of enrollment drops that occur in the gap between two school months.

Report Editor

Element Selection	Description
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Element Selection	Description
Report Period	<p>Selection indicates the part of the year for which attendance data is reported. Options are:</p> <ul style="list-style-type: none"> • P1 • P2 • Annual • 19-20 P2 - reports School Month 01 through the last full School Month that ends on or before February 29, 2020 (added in response to COVID-19). This option can only be used with 2019-2020 calendars. • 19-20 Annual - reports all school months in a calendar that end on or before February 29, 2020 (added in response to COVID-19). This option can only be used with 2019-2020 calendars. • Choose School Months • Custom Date Range
Select School Months	<p>Allows user to select which school months to include on the report. This option displays when the Report Period option is set to Choose School Months. A calendar must be selected in the Campus toolbar in order to populate the appropriate school month list.</p>
Date Range	<p>Allows the ability to enter specific dates for the attendance data included in the report. This option displays when the Report Period option is set to Custom Date Range.</p> <p>Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date. A calendar must be selected in the Campus toolbar in order to populate the appropriate school month list.</p>
Attendance Category	<p>Type of attendance group assigned to the student.</p>
Choose Grades	<p>Students' grade levels of enrollment.</p> <p>When All Grade Levels is selected, students in all state grade levels (not just KN-12) report.</p>
Student Types	<p>Selection indicates the enrollment types of the students included on the report. Options are:</p> <ul style="list-style-type: none"> • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
Display School Details	<p>When selected, displays the school name for which data is reported in a List of Included Calendars header.</p>

Element Selection	Description
Ad hoc Filter	<p>Allows a pre-existing Ad hoc filter to be chosen to further narrow the results of the students included in the report.</p> <p>For example, the MAS may need to be generated for a particular race/ethnicity. Creating a filter that only pulls that information can be selected here, so the results of the MAS only return students in the selected grade level, attendance category and a particular race/ethnicity. This allows for LCAP reporting.</p>
Format	Determines the file type in which the report will generate. Options are PDF, or PDF (State Reporting), DOCX, DOCX (State Reporting), or CSV.
Calendar Selection	Data from selected calendars will be included in the report. At least one calendar needs to be selected in order to generate. The calendar chosen in the Campus toolbar will be selected automatically.

Generate the Monthly Attendance Summary Report

This is a very complex report. Try to limit the generation of this report to after-school hours or use the Submit to Batch option to select when the report can generate.

1. Select the **Report Period** from the dropdown list.
2. If the Report Period option chosen is Choose School Months, select the desired **School Months** to include in the report.
3. If the Report Period option chosen is Custom Date Range, enter the desired dates.
4. Select the desired **Attendance Category(ies)** from the list.
5. Select the **Grade Level(s)** of the students to include in the report.
6. Select the **Student Type** from the dropdown list.
7. Determine if calendar details should be displayed. If yes, mark the **Display School Details** checkbox. If no, uncheck this option.
8. Select an **Ad hoc Filter**, if desired.
9. Select the **Format** in which to display the report.
10. Select the **Calendars** to include in the report.
11. Click the **Generate Report** button. The report displays in the selected format, listing the attendance information for the selected students. Or, to generate the report at a later time, click the **Submit to Batch** button.

The example shown below uses the following options:

- Reporting Period - P1
- Attendance Category - All Categories
- Grades - High School Grade Levels
- Student Type - Primary Enrollments
- Display School Details - Selected

- Format - PDF
- One Calendar selected

Monthly Attendance Summary
Independent Unified School District
Any Town, CA 93003
Primary Enrollment(Not Track Jumpers)

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List of Included Calendars
19-20 Abbott Elementary
19-20 Bryant Elementary
19-20 Colfax Middle
19-20 Dupont Middle
19-20 Emerson High
19-20 Franklin High

School Month 1: July 29, 2019 - August 23, 2019
Days Taught: 18
Attendance Category: 10: Regular Day
District of Apportionment:

Grades	Days										Enrollments					Days Account	
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending		Total
Grade KN	3995	1	91	4086	99	130	3795	0	0.00	210.83	95.02	211	16	1	226	227	4086
Grade TK	655	0	47	702	2	13	640	0	0.00	35.96	97.71	35	4	2	37	39	702
Total KN	4650	1	138	4788	71	143	4435	0	0.00	246.39	95.40	246	20	3	263	266	4788
Grade 01	3743	0	73	3816	80	90	3593	5	0.28	199.81	98.99	207	5	2	210	212	3816
Grade 02	3975	0	75	4050	35	88	3852	0	0.00	214.00	98.91	219	6	3	222	225	4050
Grade 03	3463	0	101	3564	24	72	3367	0	0.00	187.06	97.23	189	9	3	195	198	3564
Total Grades 1-3	11181	0	249	11430	119	250	10812	5	0.28	600.87	96.70	615	20	8	627	635	11430
Grade 04	3004	0	38	3042	58	66	2880	0	0.00	180.00	95.37	185	4	1	188	189	3042
Grade 05	3975	0	94	4032	47	80	3851	5	0.28	213.94	98.81	217	7	0	224	224	4032
Grade 06	3510	0	54	3564	21	81	3408	1	0.06	186.33	97.09	190	8	1	197	198	3564
Total Grades 4-6	10492	0	146	10638	126	227	10139	6	0.33	563.28	96.64	572	19	2	589	591	10638
Grade 07	3578	0	58	3636	40	87	3451	8	0.44	191.72	98.45	193	9	2	200	202	3636
Grade 08	3730	0	90	3780	23	110	3597	0	0.00	199.83	98.43	204	6	2	208	210	3780
Total Grades 7-8	7308	0	108	7416	63	197	7048	8	0.44	391.56	96.44	397	15	4	408	412	7416
Grade 09	3753	0	27	3780	46	68	3639	0	0.00	202.17	96.06	206	4	0	210	210	3780
Grade 10	3638	0	52	3690	52	68	3518	0	0.00	195.44	96.70	199	6	2	203	205	3690
Grade 11	3595	10	22	3615	38	62	3499	0	0.00	193.78	97.27	199	2	1	200	201	3615
Grade 12	3443	0	31	3474	37	74	3332	0	0.00	185.11	96.78	191	2	3	193	193	3474
Total Grades 9-12	14430	10	132	14562	171	272	13977	0	0.00	776.50	96.93	795	14	6	803	809	14562
Total All Grades	48061	11	773	48834	550	1089	46411	19	1.06	2578.39	96.59	2625	88	23	2690	2713	48834

Monthly Attendance Summary - PDF Format

The following page of the report provides a place to verify the attendance data as accurate and complete.

School Month 01-05: August 9, 2010-December 24, 2010
Days Taught: 65
Attendance Category: 19: Special Day
District of Apportionment: 3367124

Grades	Days										Enrollments					Days Account	
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending		Total
Grade 09	2405	0	145	2550	61	113	2231	0	0.00	26.25	92.77	25	5	1	29	30	2550
Grade 10	2897	0	248	3145	116	154	2627	0	0.00	30.91	90.68	33	4	4	33	37	3145
Grade 11	2554	0	166	2720	135	151	2368	0	0.00	26.68	88.80	29	3	2	30	32	2720
Grade 12	3802	0	448	4250	302	222	3278	93	1.09	38.56	89.22	34	16	4	46	50	4250
Total	11658	0	1007	12665	614	640	10404	93	1.09	122.40	89.24	121	28	11	138	149	12665

Data Validation:
Days Possible should equal Days Account
Total Enrollments = Beginning + Gains
Days Accountable = Total Enrollments times Days Taught
IS days and ADA are included in the total Apportionment Days and ADA.
Beginning Enrollments for a School Month should be equal to the Ending Enrollments + Gap Gains - Gap Losses from the previous School Month. This does not apply to the first School Month of the year.

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete.

Posted by: _____ Date: _____

Authorized By: _____ Title: _____ Date: _____

Monthly Attendance Summary Report - Verification Signatures

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	School Mc	Days Taug	Attendan	District of	Grade	Days Enro	Days NC	Days OR	Days Poss	Days UnEx	Days Ex	Days Appt	Days IS Ap	IS ADA	ADA	%
2	1	18	10: Regula	3367124	8	270	0	0	270	7	3	260	0	0	0	14.44
3	1	18	10: Regula	3367124	Total Grad	270	0	0	270	7	3	260	0	0	0	14.44
4	1	18	10: Regula	3367124	Total All G	270	0	0	270	7	3	260	0	0	0	14.44
5	2	19	10: Regula	3367124	8	285	0	0	285	9	10	266	0	0	0	14
6	2	19	10: Regula	3367124	Total Grad	285	0	0	285	9	10	266	0	0	0	14
7	2	19	10: Regula	3367124	Total All G	285	0	0	285	9	10	266	0	0	0	14
8	3	20	10: Regula	3367124	8	300	0	0	300	9	7	284	0	0	0	14.2
9	3	20	10: Regula	3367124	Total Grad	300	0	0	300	9	7	284	0	0	0	14.2
10	3	20	10: Regula	3367124	Total All G	300	0	0	300	9	7	284	0	0	0	14.2

Monthly Attendance Summary Report - CSV Format

For grade levels mapped to a State Grade Level of KN, unique grade level totals report.

Monthly Attendance Summary																	
Unified School District 1234 School Street Any Town, CA 93001																	
Primary Enrollment(Not Track Jumpers)																	
Generated on 05/06/2013 08:29:01 AM Page 1																	
List of Included Calendars 12-13 Elementary School																	
School Month 01: August 13, 2012 - September 7, 2012 Days Taught: 17 Attendance Category: 10: Regular Day District of Apportionment: 1234567: Unified																	
Grades	Days								Enrollments					Days Account			
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains		Losses	Ending	Total
Grade 00	136	0	0	136	1	2	133	0	0.00	7.82	97.79	8	0	0	8	8	136
Grade TK	102	0	0	102	0	2	100	0	0.00	5.88	98.04	6	0	0	6	6	102
Total KN	238	0	0	238	1	4	233	0	0.00	13.71	97.90	14	0	0	14	14	238
Grade 01	1904	0	0	1904	0	0	1904	0	0.00	112.00	100.00	112	0	0	112	112	1904
Grade 02	2142	0	0	2142	0	0	2142	0	0.00	126.00	100.00	126	0	0	126	126	2142
Grade 03	1959	0	0	1959	0	0	1959	0	0.00	117.00	100.00	117	0	0	117	117	1959
Total Grades 1-3	6035	0	0	6035	0	0	6035	0	0.00	355.00	100.00	355	0	0	355	355	6035
Grade 04	1696	0	0	1696	0	0	1696	0	0.00	98.00	100.00	98	0	0	98	98	1696
Grade 05	1798	0	0	1798	0	0	1798	0	0.00	104.00	100.00	104	0	0	104	104	1798
Total Grades 4-6	3434	0	0	3434	0	0	3434	0	0.00	202.00	100.00	202	0	0	202	202	3434
Total All Grades	9707	0	0	9707	1	4	9702	0	0.00	570.71	98.95	571	0	0	571	571	9707
												Gap Gains: 0		Gap Losses: 0			
School Month 01: August 13, 2012 - September 7, 2012 Days Taught: 17 Attendance Category: 18: Home and Hospital District of Apportionment: 1234567: Unified																	
Grades	Days								Enrollments					Days Account			
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains		Losses	Ending	Total
Grade 05	17	0	0	17	0	0	17	0	0.00	1.00	100.00	1	0	0	1	1	17
Total	17	0	0	17	0	0	17	0	0.00	1.00	100.00	1	0	0	1	1	17
												Gap Gains: 0		Gap Losses: 0			

Monthly Attendance Summary, Kindergarten Totals

A Total for All Grades displays for all attendance funding categories for each selected calendar, plus a grand total of attendance for all grades within the calendar.

Monthly Attendance Summary
Unified

Primary Enrollment(Not Track Jumpers)

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List of Included Calendars
21-22 High School

School Month 05: November 15, 2021 - December 3, 2021
Days Taught: 12
Attendance Category: 10: Regular Day
District of Apportionment:

Grades	Days										Enrollments					Days Account	
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending		Total
Grade 09	2544	0	0	2544	0	0	2544	0	0.00	212.00	100.00	212	0	0	212	212	2544
Grade 10	2556	0	0	2556	0	0	2556	0	0.00	213.00	100.00	213	0	0	213	213	2556
Grade 11	2088	0	0	2088	0	0	2088	0	0.00	174.00	100.00	174	0	0	174	174	2088
Grade 12	1758	0	0	1758	0	0	1758	0	0.00	148.00	100.00	148	0	0	148	148	1758
Total Grades 9-12	8976	0	0	8976	0	0	8976	0	0.00	748.00	100.00	748	0	0	748	748	8976

School Month 05: November 15, 2021 - December 3, 2021
Days Taught: 12
Attendance Category: 19: Special Day
District of Apportionment:

Grades	Days										Enrollments					Days Account	
	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending		Total
Grade 09	132	0	0	132	0	0	132	0	0.00	11.00	100.00	11	0	0	11	11	132
Grade 10	120	0	0	120	0	0	120	0	0.00	10.00	100.00	10	0	0	10	10	120
Grade 11	84	0	0	84	0	0	84	0	0.00	7.00	100.00	7	0	0	7	7	84
Grade 12	48	0	0	48	0	0	48	0	0.00	4.00	100.00	4	0	0	4	4	48
Total Grades 9-12	384	0	0	384	0	0	384	0	0.00	32.00	100.00	32	0	0	32	32	384

Monthly Attendance Summary - Total All Grades Calculation

Monthly Attendance Summary Report Layout

Data Element	Description	Location
School Month	Reports the name of the School Month as determined by the selection on the Report Editor. <i>Alphanumeric, 20 characters</i>	System Administration > Calendar > Calendar > School Month Calendar.schoolMonth

Data Element	Description	Location
Days Taught	<p>Lists the total number of instructional days in the School Month being reported.</p> <p>This is not a total for all enrolled students, just a count of instructional days per School Month in this calendar.</p> <p>Days must be flagged as School Day, Instruction, and Attendance on the Calendar tab to be considered instructional.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration > Calendar > Calendar > Days > Selected Day > School Day</p> <p>Days.schoolDay</p>
Attendance Category	<p>Indicates the group to which the students are assigned for reporting purposes.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Attendance Funding Category</p> <p>Enrollment.attendanceFundingCategory</p>
District of Apportionment	<p>Indicates the district for the students in the selected Attendance Funding Category. If this value is null, the State District Name and Number of the reporting calendar is reported.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>System Administration > Resources > District Information</p> <p>District.name</p> <hr/> <p>Student Information > General > Enrollments > State Reporting Fields > District of Apportionment > District Number</p>
School Name	<p>Displays the name of the school reporting the information. This displays in the PDF version in the header and in the CSV version in the column. Also referred to as the Calendar Name.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>System Administration > Resources > School > School Detail > Name</p> <p>School.name</p> <hr/> <p>System Administration > Calendar > Calendar > Calendar Info > Name</p> <p>Calendar.name</p>

Data Element	Description	Location
Grade Level	<p>Reports the grade level of enrollment grouped by State Grade Level if the Attendance Funding Category is 10 or 45.</p> <p>A record reports for each individual grade and the following groups: KN/00, 1-3, 4-6, 7-8, 9-12. Data will also break out separately for any grade level with State Grade= KN. For each group, a grand total for all Grades is reported.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>System Administration > Calendar > Calendar> Grade Levels</p> <p>Calendar.gradeLevel</p>
(Days) Enroll	<p>Lists the total number of days enrolled for all students in the grade level.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated, data not stored</p>
(Days) NC	<p>Lists the total number of instructional days in which the student is enrolled but not scheduled into an attendance-taking course scheduled in an instructional period.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated, data not stored</p>
(Days) OR	<p>Lists the total number of off-roll days for students who were not enrolled for all instructional days in the School Month.</p> <p>For any student whose enrollment began after the first day of the school month and/or whose enrollment ended before the last day of the school month, count the number of non-enrolled days.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated, data not stored</p>

Data Element	Description	Location
(Days) Possible	<p>Lists the total number of possible days of instruction (Days Enroll plus Days OR).</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Days) UnEx	<p>Lists the total number of days with an attendance status of Absent and an excuse status of Unexcused or Unknown.</p> <p>Students must be marked absent for all attendance periods of a school day to count as absent.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Days) Ex	<p>Lists the total number of days with an attendance status of Absent and an excuse status of Excused.</p> <p>Students must be marked absent for all attendance periods of a school day to count as absent.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Days) Appt	<p>Lists the count of days on which students are counted as Present.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Days) IS	<p>Lists the total number of attendance days marked with the State Code of ISC: Independent Study Complete and CIC: Course Instruction Complete.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored

Data Element	Description	Location
IS ADA	<p>Lists the amount of ADA earned for Independent Study Days. This includes attendance days marked with the State Code of ISC: Independent Study Complete and CIC: Course Instruction Complete.</p> <p>This ADA is also included in the total ADA for the group.</p> <p>Calculation: Days-IS of Attendance divided by Days Taught</p> <p><i>Numeric, 3 digits (X.XX)</i></p>	Calculated, data not stored
ADA	<p>Lists the student's Average Daily Attendance.</p> <p>Calculation: Days of Apportionment Attendance divided by Days Taught</p> <p><i>Numeric, 3 digits (X.XX)</i></p>	Calculated, data not stored
(Percentage of Attendance) %	<p>Lists the student's Percentage of membership days in which students are counted as present.</p> <p>Calculation: Days of Apportionment Attendance divided by (Total Days Enroll minus Days NC) times 100</p> <p><i>Numeric, 3 digits (X.XX)</i></p>	Calculated, data not stored
(Enrollments) Beginning	<p>Lists the total enrollments on the first instructional day of the School Month.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Enrollments) Gains	<p>Lists the total number of enrollments added during the School Month, beginning after the first instructional day of the School Month.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored

Data Element	Description	Location
(Enrollments) Losses	<p>Lists the total number of enrollments ended during the School Month, ending before the last the instructional day of the School Month.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Enrollments) Ending	<p>Lists the total number of enrollments on the last instructional day of the School Month.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
(Enrollments) Total	<p>Lists the total number of students enrolled for at least one day of the School Month. Calculated as Beginning Enrollments plus Gains.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
Days Account	<p>Lists the number of days accountable.</p> <p>Calculation: Total enrollments times number of Days Taught</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored
Gap Gains	<p>Lists the total enrollment starts in the gap between the last instructional day of the School Month up to and including the first instructional day of the following School Month.</p> <p>This only reports when two or more School Months are selected for reporting.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored

Data Element	Description	Location
Gap Losses	<p>Lists the total enrollment drops in the gap between the last instructional day of the School Month up to and including the day before the first instructional day of the following School Month.</p> <p>This only reports when two or more School Months are selected for reporting.</p> <p><i>Numeric, 3 digits</i></p>	Calculated, data not stored

Gap Gains and Losses Detail List Layout

The Gap Gains and Gap Losses List details the Gap Gains and Gap Losses numbers for students for multiple months.

Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date
Reports the locally assigned identifier of each student who is counted as a Gap Gain or Gap Loss.	Reports the student's legal last name.	Reports the student's legal first name.	Reports if the student is a Gap Gain. If the student is not a Gap Gain, this field reports a blank value.	Reports if the student is a Gap Loss. If the student is not a Gap Loss, reports a blank value.

Gap Gains and Losses					
Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date	
123456	Student	Asher		09/14/2018	
Gains and Losses					
Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date	School Month
23456	Student	Bethany	08/28/2018	08/28/2018	2
34567	Student	Caroline		08/27/2018	2
45678	Student	Dylan		09/06/2018	2
56789	Student	Erica		09/06/2018	2

Monthly Attendance Summary Report, DOCX Format - Gap Gains and Losses Detail List, Gains and Losses Detail List

Gains and Losses Detail List Layout

The Gains and Losses List details the Gains and Losses numbers for students for a single month or multiple months.

Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date	School Month
Reports the locally assigned identifier of each student who is counted as a Gain or Loss.	Reports the student's legal last name.	Reports the student's legal first name.	Reports if the student is a Gain. If the student is not a Gain, this field reports a blank value.	Reports if the student is a Loss. If the student is not a Loss, reports a blank value.	Reports the school month that the student was a Gain or Loss if the report spans a period of multiple months.