Monthly Attendance Register (California) [.2144 - .2235]

Last Modified on 09/22/2022 10:49 am CDT

You are viewing a previous version of this article. See Monthly Attendance Register (California) for the most current information.

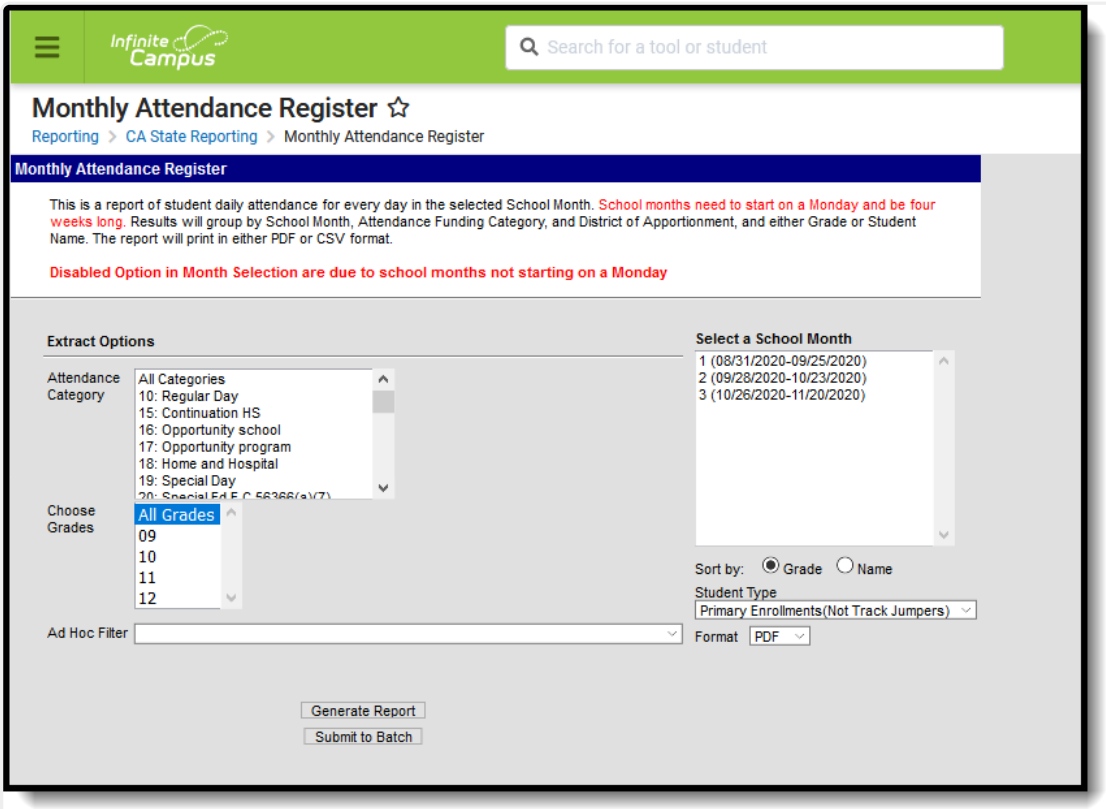
Report Logic | Report Editor | Generate the Report | Report Layout

Classic View: CA State Reporting > Monthly Attendance Register

Search Terms: Monthly Attendance Register

The Monthly Attendance Register report shows student attendance data during School Months created in the school calendars. Users can select specific grade levels and specific attendance categories to report.

Students marked as present for at least one attendance-taking course scheduled in an instructional period during a school day count as present for the whole day.



Monthly Attendance Register Report

School months must start on a Monday and be four weeks long. For more information on

creating School Months, see the School Months for California article.

Report Logic

All students who have the same Service Type/Track Jumper status enrolled in the selected calendar at any time during the selected School Month(s) report.

- Student Type - Primary Enrollment (default) reports all students who have enrollments with a Service Type of Primary
- Student Type - Partial Enrollment reports only those students who have enrollments with a Service Type of Partial and have a CALPADS Enrollment Status selected
- Student Type - Track Jumper reports only those students who have the Track Jumper checkbox marked n their Primary enrollment

Students not report when:

- Their enrollment is marked as State Exclude.
- They are enrolled in a grade level marked as State Exclude.
- They are enrolled in a calendar marked as State Exclude.
- Their enrollment in the selected calendar is marked as No Show, unless they have a subsequent active enrollment that begins during the same School Month.

Students do not report until they are 5 years old.

- If a student turns 5 before December 2 and the student has an active TK flag, they report average daily attendance from the beginning of their enrollment. The TK Flag start date or Eligibility Start Date must also start before December 2 of the active school year.
- If 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.
- If a student has a TK flag AFTER December 2, the student reports from the start date of the TK flag.
- If 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.

Students in all State Grade Levels report if All Grade Levels is selected. Otherwise, only students in the selected grade levels report.

Student data is grouped by School Month. All students who have an active enrollment for at least one instructional day within the selected School Month report.

- Within a School Month grouping, records are grouped by Attendance Funding Category.
- Within the Attendance Funding Category grouping, records are grouped by District of Apportionment.

- Within in a District of Apportionment section, records are grouped by grade level.

Attendance Funding Category reports based on the selected reporting period.

- If School Month 1 is selected, the Attendance Funding Category on the enrollment for that time period reports.
- If there is more than one Attendance Funding Category in one school month, all categories report. Enrollment start dates determine the attendance time for the categories.

Students who change Grades, Attendance Funding Categories, District of Apportionment, or Service Types report multiple times.

- Students who change grades only during a school month report twice in the section, one line for each grade level.
- Students who change Attendance Funding Category and/or District of Apportionment during a School Month report in each section.
- Student who change Service Type during a School Month report in both reports.

A student only reports once if the enrollment record has an End Status of 440.

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

Attendance Present or Absent

A student is counted as Present for the entire day if he/she is present in at least one attendance-taking course section in an instructional period. Present means:

- No attendance code in the period.
- An attendance code in the period with a Status of Present or Tardy and any excuse.
- An attendance code in the period with a Status of Absent and an Excuse of Exempt.

A student is counted as Absent for the entire day if he/she is absent in ALL attendance-taking course sections in instructional periods. Absent means an attendance code with a Status of Absent and an Excuse of Excused, Unexcused or Unknown.

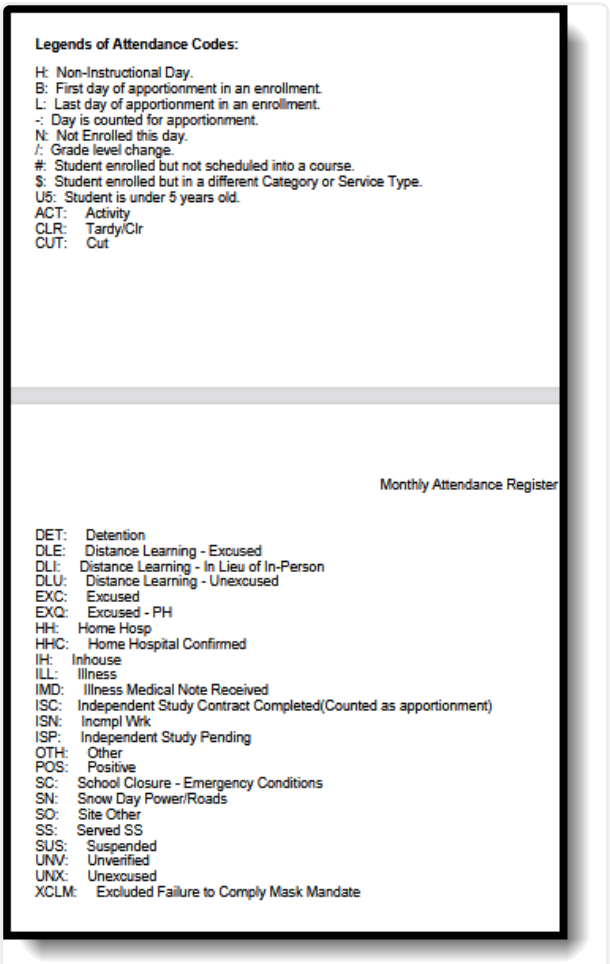
Days Taught is a count of all days in the School Month that are marked as School Day, Instruction and Attendance on the Calendar tab. Days not marked for all three are not considered Instructional Days. Days within the range of Exclude Start Date and Exclude End Date for School Months are ignored even if they are marked as School Day, Instruction and Attendance.

Day Code Logic

The following values report when data meets the listed descriptions.

Value	Description
H	Reports when the day is not considered an Instructional Day.
B	Reports for any new enrollment with the first day of presence within the time frame (School Month) selected on the extract editor. This includes grade level changes.
L	Reports for any ended enrollment with the last day of presence within the time frame (School Month) selected on the extract editor. This includes grade level changes.
-	Reports when the day is counted for apportionment.
N	Reports when the student is not actively enrolled in the selected calendar on a day, assuming the student has an active enrollment in the same funding category and district of apportionment later in the school month.
/	Reports when the student changed grade levels within the school month. This reports as two lines in the sections for the days after the end of the first enrollment and the days before the start of the second enrollment report.
#	Reports when the student is actively enrolled in the selected calendar with the appropriate service type/AFC/DofA but is not on the roster of at least one attendance-taking course scheduled into an instructional period.
$	Reports when the student has an active enrollment in the selected calendar or subsequent enrollment with a different attendance category or service type in the same School Month for the days when the student was enrolled but had a different service type.

An Attendance Code Legend prints on the second to last page of the report when generating the report in PDF format. This list of Attendance Codes includes the values above plus additional values based on the attendance codes used at the school and/or district.



Legends of Attendance Codes:

H: Non-Instructional Day.
B: First day of apportionment in an enrollment.
L: Last day of apportionment in an enrollment.
-: Day is counted for apportionment.
N: Not Enrolled this day.
/: Grade level change.
#: Student enrolled but not scheduled into a course.
$: Student enrolled but in a different Category or Service Type.
U5: Student is under 5 years old.
ACT: Activity
CLR: Tardy/Clr
CUT: Cut

Monthly Attendance Register

DET: Detention
DLE: Distance Learning - Excused
DLI: Distance Learning - In Lieu of In-Person
DLU: Distance Learning - Unexcused
EXC: Excused
EXQ: Excused - PH
HH: Home Hosp
HHC: Home Hospital Confirmed
IH: Inhouse
ILL: Illness
IMD: Illness Medical Note Received
ISC: Independent Study Contract Completed(Counted as apportionment)
ISN: Incmpl Wrk
ISP: Independent Study Pending
OTH: Other
POS: Positive
SC: School Closure - Emergency Conditions
SN: Snow Day Power/Roads
SO: Site Other
SS: Served SS
SUS: Suspended
UNV: Unverified
UNX: Unexcused
XCLM: Excluded Failure to Comply Mask Mandate

Attendance Code Legend in PDF Format

Report Editor

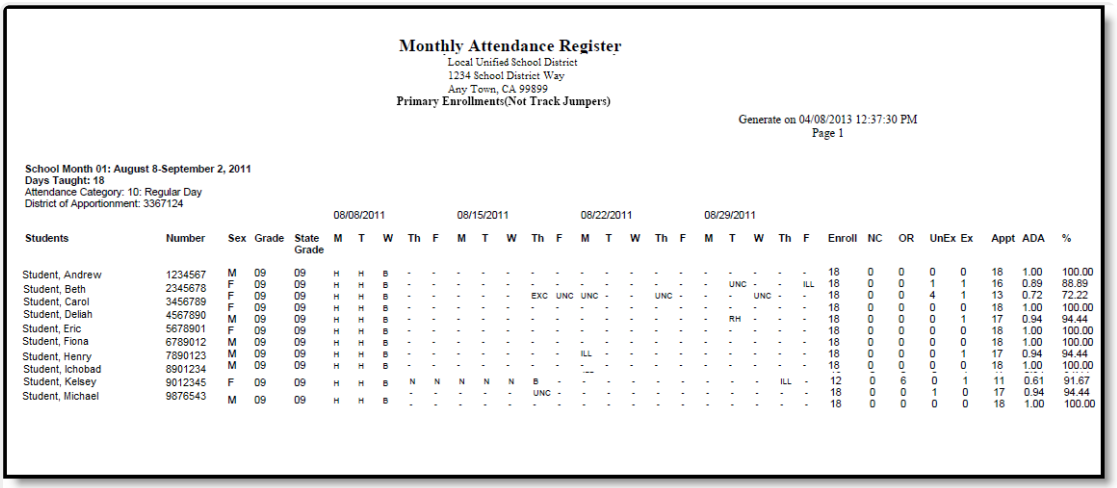
Field	Description
Attendance Category	Determines the attendance reporting group into which the student falls. Categories are selected on student Enrollment records. Select one or more categories as needed; an option for All Categories is available to include all options.
Choose Grades	List of state grade levels of enrollment. Select All Grades to include enrollment data from all grade levels at the Calendar/School selected in the Campus toolbar.
Ad hoc Filter	Allows a pre-existing ad hoc filter to be chosen to further narrow the results of the students included in the report. For example, the MAR 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 MAR only return students in the selected grade level, attendance category and a particular race/ethnicity. This allows for LCAP reporting.

Field	Description
Select School Month	Select one school month from which to report attendance data. As noted above, School Months must start on a Monday and be four weeks long. If a school month does not start on a Monday, it cannot be selected.
Sort By	The report can be sorted by Grade level or Student Name.
Student Type	Select the type of enrollment to include: • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
Format	The report can be generated in PDF or CSV format.

Generate the Report

1. Select the desired **Attendance Category** from the list.
2. Select the **Grade levels** of students to include in the report.
3. Select the appropriate **Ad hoc Filter**, if desired.
4. Select the **School Month** to include in the report.
5. Choose whether to sort by **Grade** or **Name**.
6. Select the **Student Type** from the dropdown list.
7. Choose the **Format** in which to display the report.
8. Click the **Generate Report** button. The report appears in the selected format, displaying attendance information for the selected students.

The report can also be generated using Batch Queue functionality, where the report is not generated until a specified time. Instead of selecting Generate Report, select Submit to Batch. See the Batch Queue article for more information.



Monthly Attendance Register
Local Unified School District
1234 School District Way
Any Town, CA 99899
Primary Enrollments(Not Track Jumpers)

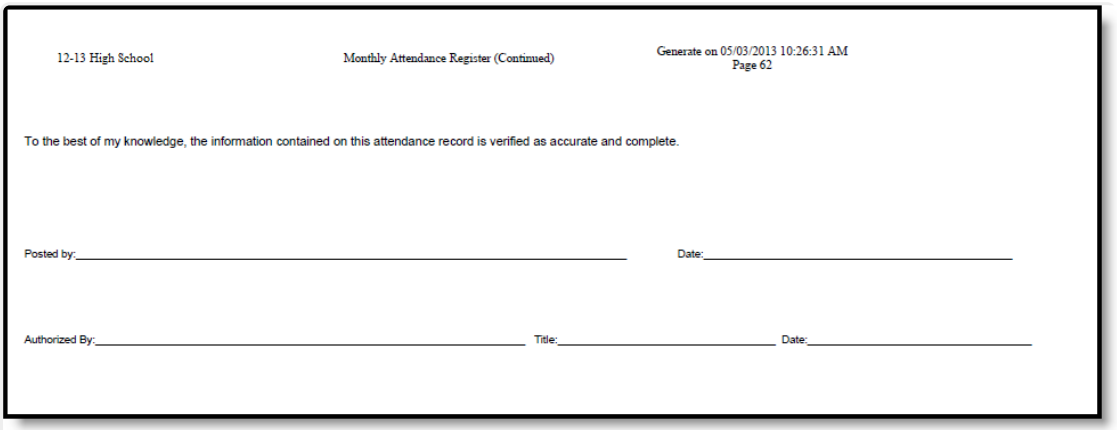
Generate on 04/08/2013 12:37:30 PM
Page 1

School Month 01: August 8-September 2, 2011
Days Taught: 18
Attendance Category: 10: Regular Day
District of Apportionment: 3367124

					08/08/2011					08/15/2011					08/22/2011					08/29/2011												
Students	**Number**	**Sex**	**Grade**	**State Grade**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**M**	**T**	**W**	**Th**	**F**	**Enroll**	**NC**	**OR**	**UnEx**	**Ex**	**Appt**	**ADA**	**%**
Student, Andrew	1234567	M	09	09	H	H	B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18	0	0	0	0	18	1.00	100.00
Student, Beth	2345678	F	09	09	H	H	B	-	-	-	-	-	-	-	-	-	-	-	-	-	UNC	-	-	ILL	18	0	0	1	1	16	0.89	88.89
Student, Carol	3456789	F	09	09	H	H	B	-	-	-	-	-	EXC	UNC	UNC	-	-	UNC	-	-	-	-	UNC	-	-	18	0	0	4	1	13	0.72	72.22
Student, Deliah	4567890	F	09	09	H	H	B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18	0	0	0	0	18	1.00	100.00
Student, Eric	5678901	M	09	09	H	H	B	-	-	-	-	-	-	-	-	-	-	-	-	-	RH	-	-	-	18	0	0	0	1	17	0.94	94.44
Student, Fiona	6789012	F	09	09	H	H	B	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18	0	0	0	0	18	1.00	100.00
Student, Henry	7890123	M	09	09	H	H	B	-	-	-	-	-	-	ILL	-	-	-	-	-	-	-	-	-	-	18	0	0	0	1	17	0.94	94.44
Student, Ichobad	8901234	M	09	09	H	H	B	-	-	-	-	-	-	-	---	-	-	-	-	-	-	-	-	-	18	0	0	0	0	18	1.00	100.00
Student, Kelsey	9012345	F	09	09	H	H	B	N	N	N	N	N	B	-	-	-	-	-	-	-	-	-	ILL	-	12	0	6	0	1	11	0.61	91.67
Student, Michael	9876543	M	09	09	H	H	B	-	-	-	-	-	UNC	-	-	-	-	-	-	-	-	-	-	-	18	0	0	1	0	17	0.94	94.44
																									18	0	0	0	0	18	1.00	100.00

Monthly Attendance Register, PDF Format, sorted by Grade Level

The last page of the report contains signature lines for verification of accurate and complete data (image 3)



12-13 High School | Monthly Attendance Register (Continued) | Generate on 05/03/2013 10:26:31 AM
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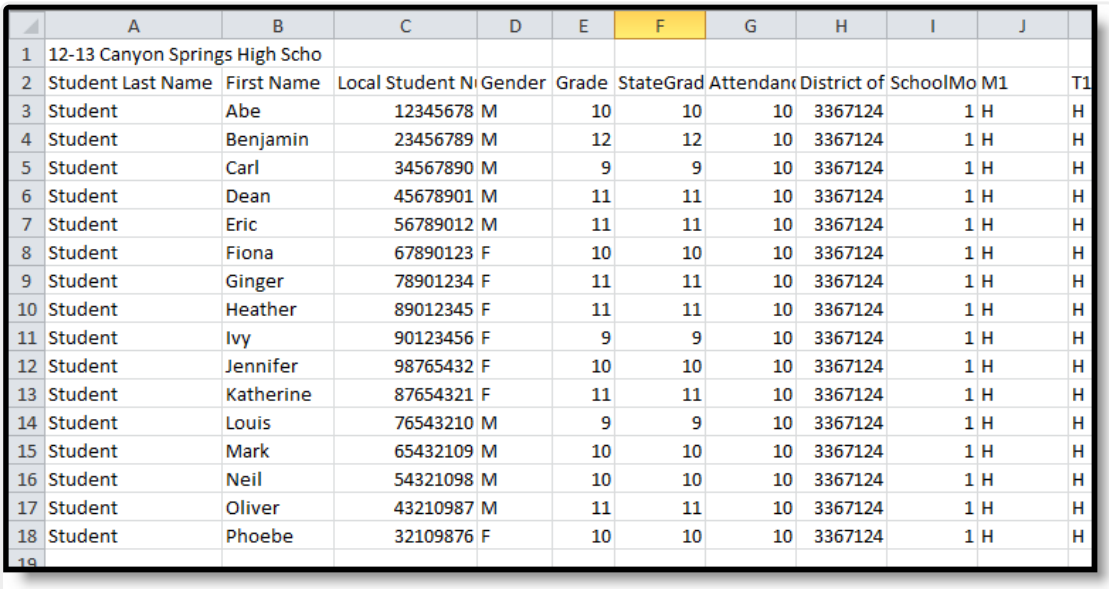
To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete.

Posted by:_____ Date:_____

Authorized By:_____ Title:_____ Date:_____

Monthly Attendance Register, Verification Page



	A	B	C	D	E	F	G	H	I	J	
1	12-13 Canyon Springs High Scho										
2	Student Last Name	First Name	Local Student N	Gender	Grade	StateGrad	Attendan	District of	SchoolMo	M1	T1
3	Student	Abe	12345678	M	10	10	10	3367124	1	H	H
4	Student	Benjamin	23456789	M	12	12	10	3367124	1	H	H
5	Student	Carl	34567890	M	9	9	10	3367124	1	H	H
6	Student	Dean	45678901	M	11	11	10	3367124	1	H	H
7	Student	Eric	56789012	M	11	11	10	3367124	1	H	H
8	Student	Fiona	67890123	F	10	10	10	3367124	1	H	H
9	Student	Ginger	78901234	F	11	11	10	3367124	1	H	H
10	Student	Heather	89012345	F	11	11	10	3367124	1	H	H
11	Student	Ivy	90123456	F	9	9	10	3367124	1	H	H
12	Student	Jennifer	98765432	F	10	10	10	3367124	1	H	H
13	Student	Katherine	87654321	F	11	11	10	3367124	1	H	H
14	Student	Louis	76543210	M	9	9	10	3367124	1	H	H
15	Student	Mark	65432109	M	10	10	10	3367124	1	H	H
16	Student	Neil	54321098	M	10	10	10	3367124	1	H	H
17	Student	Oliver	43210987	M	11	11	10	3367124	1	H	H
18	Student	Phoebe	32109876	F	10	10	10	3367124	1	H	H
19											

Monthly Attendance Register, CSV Format, sorted by Student Name

Report Layout

Data Element	Description	Location
Name	Reports the student's Last Name, First Name and Middle Initial. *Alphanumeric, 100 characters*	Census > People > Demographics > Person Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
Student Number	Reports the student's local student number. *Numeric, 8 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
Gender	Reports the student's gender. *Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Person Information > Gender Identity.gender
Grade Level	Reports the student's grade level of enrollment. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade
State Grade Level	Reports the student's state grade level of enrollment based on the student's grade level of enrollment. *Alphanumeric, 3 characters*	System Administration > Calendar > Calendar > Grade Levels Calendar.stateGrade
School Month Data	Reports the days of the week for the school month, denoting the type of day and attendance information. *Alphanumeric, 2 characters*	System Administration > Calendar > Calendar > School Month Calendar.schoolMonth

Data Element	Description	Location
Enroll	Total number of Instructional Days in the School Month on which the student is actively enrolled. These days report #, B, L, - or an actual attendance code. *Numeric, 3 digits*	Calculated, data not stored
NC	Total number of Instructional Days in the School Month on which the student is actively enrolled but not scheduled into an attendance-taking course in an instructional period. These days report #. *Numeric, 3 digits*	Calculated, data not stored
OR	Total number of Instructional Days in the School Month in which the student is not actively enrolled. These days report N, $ or /. *Numeric, 3 digits*	Calculated, data not stored
UnEx	Total number of Instructional days in the school month on which the student is marked Absent and the predominant Excuse Code is Unexcused or Unknown. These days report an actual attendance code. *Numeric, 3 digits*	Calculated, data not stored
Ex	Total number of Instructional Days in the School Month on which the student is marked Absent and the predominant Excuse Code is Excused. These days report an actual attendance code. *Numeric, 3 digits*	Calculated, data not stored

Data Element	Description	Location
Appt	Total number of Instructional Days in the School Month on which the student is present. These days report B, L, - or an actual attendance code that means Present. Days that report # are not included. *Numeric, 3 digits*	Calculated, data not stored
ADA	The amount of Average Daily Attendance (ADA) earned by this student during the school month. Days Appt divided by Days Taught *Numeric, 3 digits*	Calculated, data not stored
%	The percent of time enrolled in which the student is Present. Days Appt divided by (Days Enrolled minus Days NC) times 100. *Numeric, 3 digits*	Calculated, data not stored
Independent Study Days counted for Apportionment (Code ISC, CIC)	Total number of Instructional Days in the School Month on which the student has an attendance entry assigned the State Code of ISC: Independent Student Complete or CIC: Course Instruction Complete. If no applicable days exists, reports 0. *Numeric, 3 digits*	Calculated, data not stored
Independent Study ADA	The amount of ADA earned by means of Independent Study during the school month. If no applicable days exists, reports 0.00. Independent Study Days divided by Days Taught *Numeric, 3 digits*	Calculated, data not stored.