## Statistical Summary Report (Oklahoma) [.2231-.2235] <br> Last Modified on 09/22/2022 11:20 am CDT

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The Statistical Summary report, formerly the Entries, Gains and Losses report, extracts student data by grade level regarding the number of students who entered a school, enrolled in a school and left a school. The report is due Quarter 1-4 and End of Year.


Statistical Summary Report

## Report Logic

- Only students with a Transportation Start Date that falls on or within the extract Date range
are included in the transportation section of the report.
- Student counts may only be duplicated in the Entire Period field, which will occur when students are OHP1-4 and enrolled in one of the calendar's grade levels.
- No Show enrollments do not report.
- Enrollments marked as State Exclude will not be included in calculations.
- Day counts for Transportation and Attendance data is reported based on the specific enrollment active on each day.

Only students with a SIF Admission (Student Information > General > Enrollments > SIF Fields > Admission) value of the following are included: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF. FOY, FRGN, ROP, BORDER-R

- If the student is assigned an Admission code that is NOT one of the above, the days are not counted for that student's enrollment.


## Attendance Logic

The report returns attendance data for the selected reporting period (quarter or semester) for the selected calendars. Attendance is calculated as follows:

- Present when the total instructional minutes in the day is greater than $\mathbf{2 0 0}$.
- Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2).
- If the student was present 120 minutes or more within the first half of the day, that student is counted as present.
- Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2 ).
- If the student was present 120 minutes or more within the last half of the day, that student is counted as present.
- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
- If present minutes fall in both halves of the day, present minutes are split evenly between the two day halves.
- Present when the total instruction minutes in the day is $\mathbf{2 0 0}$ or less.
- The student must be present for at least 120 instructional minutes in the entire day to be considered present for both AM and PM half-day periods.
- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- If the student is Absent or Absent/Exempt but a value other than 0 is entered for their
- Absent when the total instructional minutes in the day is greater than 200.
- Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2).
- If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the first half of the day, that student is counted as absent.
- Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2).
- If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the last half of the day, that student is counted as absent.
- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
- Absent when the total instruction minutes in the day is $\mathbf{2 0 0}$ or less.
- If the Whole Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, a student present for less than 120 instructional minutes in the entire day is considered absent for both AM and PM half-day periods.
- Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
- If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.

Transportation is only reported for days that the enrolled student had an active transportation record.

## Report Editor

Field Description

| Field | Description |
| :---: | :---: |
| Reporting Period | The term period from which data is extracted. Options include the following: <br> - Quarters 1-4 <br> - Semesters 1-2 <br> - End of Year |
| Start Date | The date on which the reporting period begins. |
| End Date | The date on which the reporting periods ends. |
| Grade Level Sort Order | Determines how records are sorted by grade level. Options include the following: <br> - FQSR/SAR: reports based on the Code selected for the Grade Level. <br> - Grade Name: reports numeric grades first, then alphabetically. <br> - Grade Sequence Number: reports numerically by sequence. |
| Format | Generate the report in PDF, CSV, or HTML format. |
| Report Order Format | Determines what report layout generates. <br> - The Campus Default option groups attendance/membership data AFTER the Transportation data. <br> - The State Order option groups attendance/membership data first and matches the report layout the state provides, and allows for easier reconciliation of the data. |
| Ad hoc Filter | Limits students reported to those in an existing Ad hoc Filter. |
| Display <br> Converted Grades | If selected, an additional page is included in the report that displays the student's converted grade level, which is their grade level relative to their age on September 1 of the school year. The following grade levels report: <br> - PK3: Students who were age 3 on 9/1 and enrolled in a State Grade Level of PK3F, PK3H, PK4F, or PK4H. <br> - PK: Students who were age 4 on $9 / 1$ and enrolled in a State Grade Level of KG or KG/H. <br> - KG: Students who were age 5 on 9/1 and enrolled in a State Grade Level of 01 . |
| Display Totals Page | Generates an additional page providing totals by calendar. |
| Select Calendars | At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year. |


| Field | Description |
| :--- | :--- |
| Report | The extract can be generated immediately using the Generate Report <br> beneration <br> button. Or, use the Submit to Batch button to select when the report is <br> generated. See the Batch Queue article for more information on this <br> functionality. |

## Generate the Report

1. Select the Reporting Period from the dropdown list.
2. Enter the Start Date for the report.
3. Enter the End Date for the report.
4. Select a Grade Level Sort Order.
5. The extract generates in PDF format by default. Select a different Format (CSV or HTML) if desired.
6. Select the desired Report Order.
7. Select an Ad hoc Filter to limit students reported.
8. Mark Display Totals Page to generate the report with an additional page at the end that provides totals summarized by calendar.
9. Select the Calendar(s) to include in the report.
10. Click the Generate Report button to view the report in the selected format or Submit to Batch Queue if desired.


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Statistical Summary Report, State Order - PDF Format

## Report Layout

Campus Default Order | State Order | Admission Codes

## Campus Default Order

| Element | Description \& Format | Campus <br> Location |
| :--- | :--- | :--- |
| Grade | Identifies the grade levels available in the reporting <br> calendar. | System <br> Administration $>$ <br> Calendar $>$ <br> Calendar $>$ <br> Grade Levels; |
|  | Alphanumeric, 4 characters | Student <br> Information $>$ <br> General $>$ |
|  |  | Enrollments $>$ <br> Out of Home <br> Placement |
|  |  | Enrollment.grade |
| Enrollment.ohp |  |  |


| Element | Description \& Format | Campus <br> Location |
| :---: | :---: | :---: |
| Transferred Transported | Indicates the total number of days between the date range entered on the extract editor for students who have transferred are being transported by bus to the district. <br> If the student's In Bus is NOT blank and Admission code is OT, enrollment reports: (End Date - Start Date) - Days Absent <br> The Miles Transported field must not be null or 0 for this field to report. <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |
| $\begin{aligned} & \text { Resident > } 1.5 \\ & \text { Miles } \end{aligned}$ | Indicates the total days Resident students were transported 1.5 miles or more. <br> If the student's In Bus is NOT blank, Miles Transported is more than 1.5 and Admission code is R or RVON, enrollment reports: (End Date - Start Date) - Days Absent <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |
| $\begin{aligned} & \text { Resident < } 1.5 \\ & \text { Miles } \end{aligned}$ | Indicates the total days Resident students were transported less than 1.5 miles. <br> If the student's In Bus is NOT blank, Miles Transported is less than 1.5 and Admission code is R or RVON, enrollment reports: (End Date - Start Date) - Days Absent <br> Numeric, 6 digits, $X X, X X X, X$ | Calculated, not dynamically stored |
| Legally <br> Transported | Indicates the total days for legally transported students. <br> Reports the sum of Transferred Transported and Resident < 1.5 fields. If the student has an enrollment Admission Code of FOY, this field also reports any transportation entered in the Other Transported field. <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |


| Element | Description \& Format | Campus <br> Location |
| :---: | :---: | :---: |
| Other Transported | Indicates the total days transported for tuition admitted students. <br> If the student's In Bus is NOT blank, and Admission code is TU, enrollment reports: (End Date - Start Date) - Days Absent <br> The Miles Transported field must not be null or 0 for this field to report. <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |
| Present | Identifies the total number of days per grade level students are supposed to be present. <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |
| Absent | Identifies the total number of days per grade level students are absent. <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |
| Memship | Identifies the total number of days per grade level students are enrolled. <br> Numeric, 6 digits, $X X, X X X . X$ | Calculated, not dynamically stored |
| \%Attd | Indicates the percent of attendance per grade level based on the date range entered on the extract editor. <br> (Total Days) Present / Memship $=$ \%Attd <br> Numeric, 3 digits, XX.X\% | Calculated, not dynamically stored |
| A.D.A | Identifies the average daily attendance for the date range entered on the extract editor. <br> Present / Total number of days between the start and end date entered on the extract editor <br> Alphanumeric, 3 characters | Calculated, not dynamically stored |


| Element | Description \& Format | Campus Location |
| :---: | :---: | :---: |
| A.D.M | Identifies the average daily membership for the date range entered on the extract editor. <br> Memship / Total number of days between the start and end date entered on the extract editor <br> Alphanumeric, 3 characters | Calculated, not dynamically stored |
| Entire Period | Identifies the number of individual students who had at least one instructional day during the date ranged entered on the extract editor. <br> Numeric, 6 digits, $X X, X X X, X$ | Calculated, not dynamically stored |
| Last Day of Period | Indicates the total number of individual students enrolled on the end date entered on the extract editor. <br> Numeric, 6 digits, $X X, X X X, X$ | Calculated, not dynamically stored |
| Days Taught | Indicates the total number of days class was in session during the date range entered on the extract editor. <br> Reports the total number of days marked as a School Day (where this Type has a dictionary value of 01). If multiple calendars are selected, reports the sum of days across calendars. <br> Numeric, 6 digits, $X X, X X X, X$ | Calculated, not dynamically stored |
| Professional Days | Identifies the total number of days marked as professional during the date range entered on the extract editor. <br> For each day on or inside the extract editor Start Date and End Date range, when a Day Event exists on the day where System Administration > Calendar > Days > Day Detail > Day Events > Type has a dictionary Value field = 01, add 1 to the "Professional Day" count. If multiple calendars are selected, reports the sum of days across calendars. <br> Numeric, 1 digit | Calculated, not dynamically stored |


| Element | Description \& Format | Campus <br> Location |
| :--- | :--- | :--- |
| Total Days in <br> Session | Indicates the summation of Days Taught and <br> Professional Days. If multiple calendars are selected, <br> reports the sum of days across calendars. | Calculated, not <br> dynamically <br> stored |
| Tomeric, 2 digits | Indicates the column total which equals the <br> summation of all grade level information separated by <br> each of the thirteen extracted categories. | Calculated, not <br> dynamically <br> stored |
| Total Number of <br> Distinct <br> Students <br> Educated for <br> this Reporting <br> Period at this <br> Site | Identifies the total number of students who were <br> enrolled during the date range entered on the extract <br> editor. No student will be counted more than once. | Numeric, 6 digits, $X X, X X X . X$ <br> dynamically <br> stored |

## State Order

| Element | Description \& Format | Campus Location |
| :--- | :--- | :--- |
| Grade | Identifies the grade levels available in the <br> reporting calendar. | System Administration <br> > Calendar > <br> Calendar > Grade <br> Levels; Student <br> Information > General <br> $>$ Enrollments > Out <br> of Home Placement |
|  | Alphanumeric, 4 characters | Enrollment.grade <br> Enrollment.ohp |


| Element | Description \& Format | Campus Location |
| :--- | :--- | :--- |
| Total Days <br> Membership | Reports the total number of enrolled student <br> days for each grade level. <br> - Only the students with an allowed <br> Admission Code (Student Information > <br> General > Enrollments > SIF Fields > <br> Admission) are counted. <br> - When the student is assigned to an <br> Admission code that is NOT allows, or when <br> their Admission field is blank, do NOT count <br> the days for this student's enrollment. | Calculated, not <br> dynamically stored |
|  | Numeric, 7 digits (XXXXX.X) |  |
| Average |  |  |
| Membership | Reports the total membership for the grade <br> level divided by the Number of Days in the <br> session (uses the Start and End Dates entered <br> on the report editor. | Calculated, not <br> dynamically stored |
| This is the same value as the ADM field in the |  |  |
| Campus Default layout. |  |  |


| Element | Description \& Format | Campus Location |
| :---: | :---: | :---: |
| Total Days Transported State Aid | Reports the SUM of the'Transferred Transporte and Resident > 1.5 fields. <br> Transferred Transported + Resident >1.5 = Legally Transported <br> Includes any transportation from the Other Transported field for those students with an enrollment Admission Code $=$ FOY. <br> This is the same as the Legally Transported column in the Campus Default format. <br> Numeric, 6 digits | Calculated, not dynamically stored |
| Average Haul | Report the calculation result of the following: <br> - Totals Days Transported - State Aid DIVIDED BY Days Taught <br> - Round to the nearest 100th (Example: 4.047 rounds up to 4.05) <br> - Totals Days Transported - State Aid DIVIDED BY Days Taught <br> Numeric, 6 digits | Calculated, not dynamically stored |
| Days Taught | Indicates the total number of days class was in session during the date range entered on the extract editor. <br> Reports the total number of days marked as a School Day (where this Type has a dictionary value of 01). If multiple calendars are selected, reports the sum of days across calendars. <br> Numeric, 6 digits ( $X X, X X X, X$ ) | Calculated, not dynamically stored |


| Element | Description \& Format | Campus Location |
| :---: | :---: | :---: |
| Professional Days | Identifies the total number of days marked as professional during the date range entered on the extract editor. <br> For each day on or inside the extract editor Start Date and End Date range, when a Day Event exists on the day where System Administration > Calendar > Days > Day Detail > Day Events > Type has a dictionary Value field $=01$, add 1 to the Professional Day count. <br> If multiple calendars are selected, reports the sum of days across calendars. <br> Numeric, 1 digit | Calculated, not dynamically stored |
| Total Days in Session | Indicates the summation of Days Taught and Professional Days. If multiple calendars are selected, reports the sum of days across calendars. <br> Numeric, 2 digits | Calculated, not dynamically stored |
| Total | Indicates the column total which equals the summation of all grade level information separated by each of the thirteen extracted categories. <br> Numeric, 6 digits ( $X X, X X X, X$ ) | Calculated, not dynamically stored |
| Total Number of Distinct Students Educated for this Reporting Period at this Site | Identifies the total number of students who were enrolled during the date range entered on the extract editor. No student is counted more than once. <br> Numeric, 6 digits ( $X X X X$ ) | Calculated, not dynamically stored |

## Admission Codes

| Code | Description |
| :--- | :--- |
| BDR | School For the Deaf/Blind. (Only used to report students to the Wave) |
| BORDER | Student is a resident of a bordering state |
| CHSP | Charter Sponsor |
| COOP | Co-op Student |


| Code | Description |
| :---: | :---: |
| COOPVOFF | Co-op, virtual online school OFF campus |
| COOPVON | Co-op virtual online school ON campus |
| FOY | Finishing Out the Year |
| IEPSA | IEP Service Agreement |
| IEPSAVOFF | IEP Service Agreement Virtual OFF campus |
| IEPSAVON | IEP Service Agreement Virtual ON campus |
| NR | Non-Resident |
| NRISP | Non-Resident student served by district, not a resident on an ISP |
| OHP1 | Out of Home Placement 1 |
| OHP2 | Out of Home Placement 2 |
| OHP3 | Out of Home Placement 3 |
| OHP4 | Out of Home Placement 4 |
| OT | Transfer - Open Transfer |
| OTH | Other |
| R | Resident - Legal |
| RBD | School For the Deaf/Blind. Boards at school |
| RBDTD | School For the Deaf/Blind. Transported daily to and from school |
| RISP | Resident student served by district on an ISP |
| RVOFF | Resident, virtual online school OFF campus |
| RVON | Resident virtual online school ON campus |
| TO | Transportation Only. The district will receive transportation only funding. |
| TU | Tuition |
| TUVOFF | Tuition, virtual online school OFF campus |
| TUVON | Tuition, virtual online school ON campus |


[^0]:    Statistical Summary Report, Campus Default Order - PDF Format

