

Register Report (New Jersey)

Last Modified on 06/04/2024 8:01 am CDT

[Report Logic](#) | [Report Editor Details](#) | [Generate the Report](#) | [Enrollment Report Type](#) | [ASSA Report Type](#) | [NCLB Report Type](#) | [Attendance Report Type](#) | [Attendance Summary Report Type](#)

Tool Search: Register

This report is required by the New Jersey Administrative Code (N.J.A.C.) 6A:32-8, and documents each school district's continuous cycle of enrolling students, recording daily attendance, reporting dropouts, and submitting year-end attendance to the DOE.

New Jersey School Register Report Editor

Report Logic

The Register Report collects student enrollment and attendance data by grade or self-contained special education programs and six NCLB subgroups:

- Race
- Gender
- Low Income
- Migrant Status
- LEP
- IEP

A student is reported if the following are true:

- The student has an enrollment record within the same calendar as the calendar selected on the report editor.
- The enrollment service type is PRIMARY.

- The student's State Reporting Enrollment Editor is populated with data.
- The student has attendance information between the enrollment start and end dates for that calendar, or the enrollment end date is null.
- Student attendance information is not entered in a non-instructional period.
- The School Month is selected, and the attendance date is between that school month's start and end date.

▶ [Click here to expand...](#)

Report Editor Details

The following information explains the Report Editor elements.

Option	Description
Which students would you like to include in the report?	<ul style="list-style-type: none"> • Grade <ul style="list-style-type: none"> ◦ Grade levels are created on the Calendar and are not filtered based on the school selected in the Campus toolbar. • Ad Hoc Filter <ul style="list-style-type: none"> ◦ Filters contain a subset of students meeting the fields selected in the Ad hoc Reporting Filter Designer. <p>A Snapshot Date can be entered to return only students who are actively enrolled as of the snapshot date. The Enrollment Effective Date can be different than the Snapshot Date.</p>
Effective Date <i>*Required</i>	<p>This date reflects students' current enrollment status. If a student was actively enrolled on the entered date, he/she will be included in the report. The field defaults to the current date but can be changed to reflect the time periods for which the report is generated more accurately.</p>
Snapshot Date	<p>The report only returns students actively enrolled as of the snapshot date when entered. The Enrollment Effective Date can be different from the Snapshot Date.</p>
Include Weekends	<p>When not marked, only regular school days (Monday-Friday) are included. When marked, the report includes weekend days marked as instructional/attendance days. Any instructional weekend days are included in the count in the following fields for the selected report types:</p> <ul style="list-style-type: none"> • Total Instructional Days • Days Total • Days Present • Days Absent • Expand Individual Day Attendance • Days Open • Days Possible

Option	Description
Exclude Cross-Site Data	Cross-site section enrollment data is not included in the report when checked. <ul style="list-style-type: none"> • <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Report Format	Indicates how the report generates: <ul style="list-style-type: none"> • State Format (PDF) • DOCX
Select Calendars	The Register Report requires the selection of at least one calendar for a school. The list of available calendars depends on the School and Year selected in the Campus toolbar.
Report Type	The Register Report can be generated for the following types of data: <ul style="list-style-type: none"> • Enrollment • ASSA <ul style="list-style-type: none"> ◦ The Snapshot Date field must be populated when the ASSA checkbox is marked. • Attendance • NCLB • Attendance Summary <p>All report types can be chosen simultaneously, which may slow server response time and delay the report's generation. The images in the Generating the Report section represent each report type.</p>
School Month	<p>School months represent a specific length of time in the school year. For New Jersey, each school month for each school calendar starts with the first instructional day of the physical month and lasts until the last instructional day of the month. If the first day of the month falls on a Saturday or Sunday, the school month start date should be the first Monday.</p> <p>The report can be generated for all or a selection of school months. To select specific school months, deselect the All School Months option. This removes the checkboxes from the available school months. Mark the desired school months to include on the report.</p>
Generate Report	Generate the results immediately in the selected format.
Submit to Batch	Sends the extract to the Batch Queue . Batch Queue functionality allows you to schedule when the report is generated and reduces the impact of generating the report on system performance.

Generate the Report

1. Select the students in the report by choosing a **Grade** level or an **Ad hoc Filter**.

2014-2015 High School		ASSA Summary Report													
Generated on 07/29/2015 02:12:18 PM Page 1		Date Range: 09/04/2014 - 06/22/2015 Grade: 09 Total Students: 284 Total InstructionalDays: 198 Snapshot Date: 04/01/2015													
Line	Enrollment Categories	In-District		Free Lunch		Low Income Onroll		Reduced Lunch		LEP Not Low Income		LEP Onroll		Speech Only	
		Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time	Full Time	Shared Time
C1	HALF DAY PREK-3YR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C2	HALF DAY PREK-4YR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D1	FULL DAY PREK-3YR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D2	FULL DAY PREK-4YR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O1	HALF DAY K	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O2	FULL DAY K	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O3	ONE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O4	TWO	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O5	THREE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O6	FOUR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O7	FIVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O8	SIX	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O9	SEVEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O10	EIGHT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O11	NINE	270	1	19	0	10	0	7	0	0	0	0	0	1	0
O12	TEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O13	ELEVEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O14	TWELVE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O15	POST-GRADUATE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O16	ADULT HSI(15+ CR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O17	ADULT HSI(1-14 CR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O18	Regular Ed Total	270	1	19	0	10	0	7	0	0	0	0	0	1	0
O19	SP ED ELEMENTARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O21	SP ED HIGH	13	0	3	0	0	0	0	0	0	0	0	0	0	0
O22	SP ED Total	13	0	3	0	0	0	0	0	0	0	0	0	0	0
O37	CO VOC REGULAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O38	CO VOC FT POST SEC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O39	School Total	283	1	22	0	10	0	7	0	0	0	0	0	1	0

ASSA Report Type, State Format

ASSA Report Layout

▶ [Click here to expand...](#)

NCLB Report Type

This section provides total calculations of students by subgroup based on Days Possible, Days Present, and Head Count.

2018-2019 High School		NJ ANNUAL DISTRICT PARTICIPATION RATES NCLB SUBGROUPS			
Generated on 04/29/2019 03:54:30 PM Page 1		Date Range: 09/06/2018 - 06/20/2019 All Grades Total Students: 1166 Total InstructionalDays: 184			
LOW INCOME SUMMARY					
	Days Open	Days Possible	Days Present	Head Count	
Low Income	184	42848.0	42778.5	234	
Not Low Income	184	171413.0	171177.5	932	
Total	184	214261	213956	1166	
LEP SUMMARY					
	Days Open	Days Possible	Days Present	Head Count	
LEP	184	8259.0	8233.0	45	
Not LEP	184	206002.0	205723.0	1121	
Total	184	214261	213956	1166	
GENDER SUMMARY					
	Days Open	Days Possible	Days Present	Head Count	

NCLB Report Type, DOCX Format

Calculations for all NCLB categories

- **Present Day Totals**

- If there is attendance data, subtract the possible day for the attendance information from the day absent from the attendance information.
- If there is no attendance none, count .5 if the student is shared time and 1 if the student is not.

Attendance Summary Report Type

2018-2019 High School		MONTHLY ATTENDANCE SUMMARY		
Generated on 04/29/2019 03:54:30 PM Page 3		Date Range: 09/06/2018 - 06/20/2019 All Grades Total Students: 1166 Total InstructionalDays: 184		
Program Type: 09				
Month	Days Open	Days Possible	Days Present	Head Count
September	15	4574.0	4515.5	308
October	23	7084.0	7084.0	308
November	18	5544.0	5544.0	308
December	15	4620.0	4620.0	308
January	21	6468.0	6468.0	308
February	18	5544.0	5544.0	308
March	21	6468.0	6468.0	308
April	17	5236.0	5236.0	308
May	22	6776.0	6776.0	308
June	14	4312.0	4312.0	308
Total for the year	184	56626	56567.5	
Program Type: 10				
Month	Days Open	Days Possible	Days Present	Head Count
September	15	4112.0	4043.0	275

Attendance Summary Report Type, DOCX Format

Attendance Summary Report Layout

▶ [Click here to expand...](#)