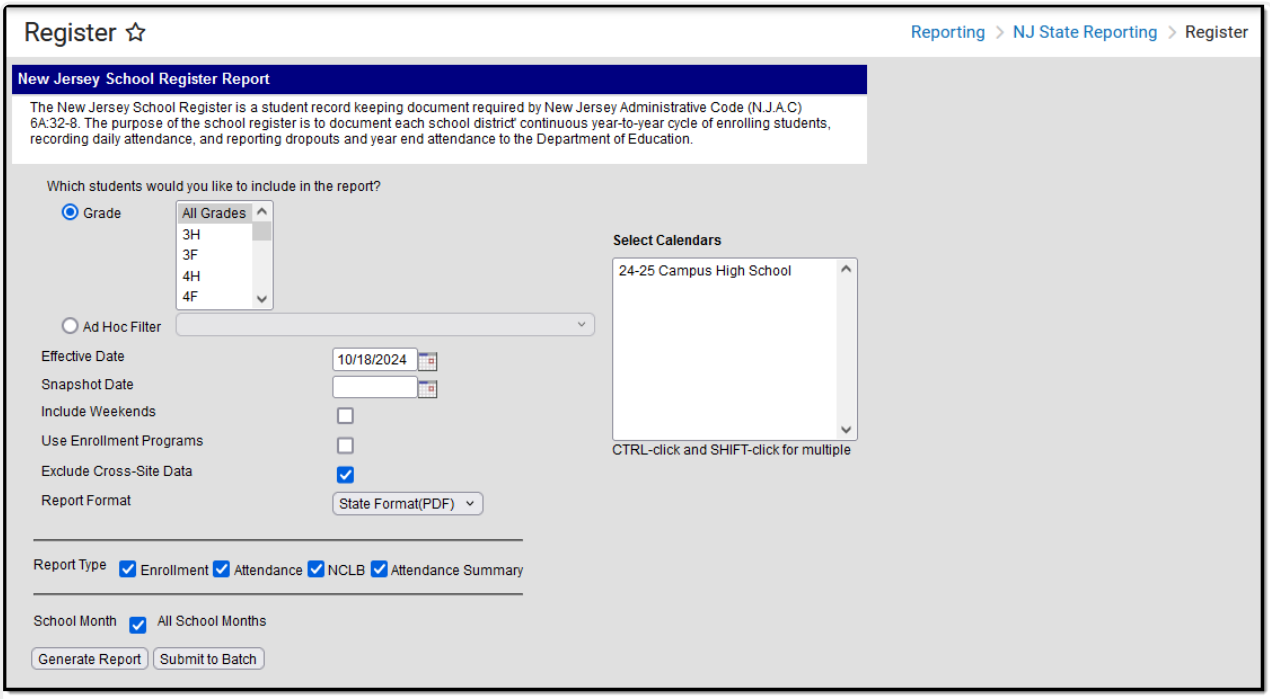
Register Report (New Jersey)

Last Modified on 01/10/2025 12:25 pm CST

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.

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- 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...

Attendance Calculation

The calculation of attendance days uses the whole-day/half-day and includes summaries for all Program Types in which a student was enrolled.

For Non-Shared Time Students

- For all attendance information records where possible Day = 1, if the daily absent minutes are greater than 240, the record will be counted as "1" whole-day absent.
- If the daily absent minutes are between 239 and 60, the record will count as ".5." half-day absent.
- If the daily absent minutes are less than 60, the record will count as "0" day absent (present).

For Shared Time Students

- For all attendance information records where possible Day = 1, if the daily absent minutes are greater than 60, the record will count as ".5." half-day absent.
- If daily absent minutes are less than "60," count as "0" days absent (present).

Attendance Code Mapping

Refer to the following tables for Attendance Code Mapping for Possible Days Absent and Minutes Absent.

Possible Days Absent

Attendance Code	Enrollment Shared Time = Y	Enrollment Shared Time = N
0	Ignored	Ignored
1	0.5	1
2	0.5	1
3	0	0
4	0	0
5	0.5	1
6	0.5	1

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Attendance Code	Enrollment Shared Time = Y	Enrollment Shared Time = N
7	0.5	1

Minutes Absent

Attendance Code	Enrollment Shared Time = Y	Enrollment Shared Time = N
0	Ignored	Ignored
1	Total minutes scheduled for period (end time - start time) / 2	Total minutes scheduled for period (end time - start time)
2	Total minutes scheduled for period (end time - start time) / 2	Total minutes scheduled for period (end time - start time)
3	Total attendance minutes for period ((end time - start time) - minutes present) / 2	Total attendance minutes for period ((end time - start time) - minutes present)
4	Total attendance minutes for period ((end time - start time) - minutes present) / 2	Total attendance minutes for period ((end time - start time) - minutes present)
5	Total minutes scheduled for period (end time - start time) / 2	Total minutes scheduled for period (end time - start time) / 2
6	Total attendance minutes for period ((end time - start time) - minutes present) / 2	Total attendance minutes for period ((end time - start time) - minutes present)
7	0	0

When the enrollment record is marked as No Show (Enrollment.noShow = Yes), Attendance Codes 1-7 are overridden, and the calculation is as follows: Total minutes schedule for period (end time - start time) / 2

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Report Editor Details

The following information explains the Report Editor elements.

Option	Description

Which students would you like to include in the report?	• **Grade**
	  ◦ Grade levels are created on the Calendar and are not filtered based on the school selected in the Campus toolbar.
	• **Ad Hoc Filter**
	  ◦ Filters contain a subset of students meeting the fields selected in the Ad hoc Reporting Filter Designer.
	
	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.

Effective Date	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.
Snapshot Date	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.
Include Weekends	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: • Total Instructional Days • Days Total • Days Present • Days Absent • Expand Individual Day Attendance • Days Open • Days Possible
Use Enrollment Programs	Program participation records are reported when the checkbox is NOT selected (the default). When the checkbox is marked, program fields on the enrollment record are considered.
Exclude Cross-Site Data	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.

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Option	Description
Report Format	Indicates how the report generates: • 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: • Enrollment • ASSA ◦ The Snapshot Date field must be populated when the ASSA checkbox is marked. • Attendance • NCLB • Attendance Summary 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.
School Month	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. 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.
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**.
2. Enter an **Enrollment Effective Date** in *mmddyy* format, or use the **Calendar** icon to select a date.
3. Enter a **Snapshot Date** in *mmddyy* format, or use the **Calendar** icon to select a date. When entered, this date prints in the Report Header next to the Total Students reported.
4. If desired, mark the **Include Weekends** checkbox.
5. If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site**

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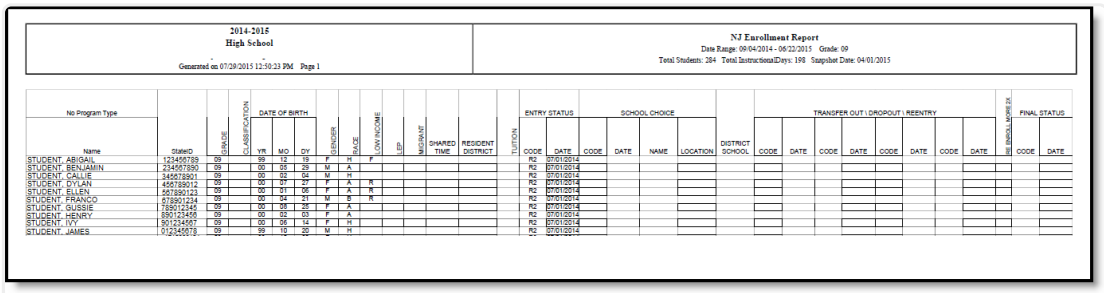
Data checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report.to display.

6. Select the desired **Report Format**.
7. Select the **Calendar(s)** to include in the report.
8. Select the **Report Type(s)** to include in the report.
9. Select the appropriate **School Months** to include in the report.
10. Click the **Generate Report** or Submit to Batch buttons. The report displays in a new window in the selected format.

Enrollment Report Type



2014-2015
High School

Generated on: 07/20/2015 12:50:23 PM Page 1

NJ Enrollment Report
Date Range: 09/04/2014 - 06/22/2015 Grade: 09
Total Students: 284 Total Instructional Days: 198 Snapshot Date: 04/01/2015

No Program Type				DATE OF BIRTH											ENTRY STATUS		SCHOOL CHOICE					TRANSFER OUT \ DROPOUT \ REENTRY									FINAL STATUS	
Name	StateID	GRADE	CLASSIFICATION	YR	MO	DY	GENDER	RACE	LOW INCOME	IEP	MIGRANT	SHARED TIME	RESIDENT DISTRICT	TUITION	CODE	DATE	CODE	DATE	NAME	LOCATION	DISTRICT SCHOOL	CODE	DATE	CODE	DATE	CODE	DATE	CODE	DATE	BE ENROLL MORE 30	CODE	DATE
STUDENT, ABIGAIL	123456789	09		99	12	19	F	H	F						R2	07/01/2014																
STUDENT, BENJAMIN	234567890	09		00	05	29	M	A							R2	07/01/2014																
STUDENT, CALLIE	345678901	09		00	02	04	M	H							R2	07/01/2014																
STUDENT, DYLAN	456789012	09		00	01	27	F	A	R						R2	07/01/2014																
STUDENT, ELLEN	567890123	09		00	01	06	F	A	R						R2	07/01/2014																
STUDENT, FRANCO	678901234	09		00	04	21	M	B	R						R2	07/01/2014																
STUDENT, GUSSIE	789012345	09		00	05	25	F	A							R2	07/01/2014																
STUDENT, HENRY	890123456	09		00	02	03	F	A							R2	07/01/2014																
STUDENT, IVY	901234567	09		00	06	14	F	H							R2	07/01/2014																
STUDENT, JAMES	012345678	09		99	10	20	M	H							R2	07/01/2014																

Enrollment Report Type, State Format

Enrollment Report Layout

Click here to expand...

Element Name	Description	Location
Program Type	The primary program of instruction for the student. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Program Type EnrollmentNJ.program Type
Name	Student's legal name in Last Name, First Name order. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Census > People > Demographics > Person Information > First Name Identity.lastName Identity.firstName
State ID	Identification number of the student assigned by the state DOE. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID

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Element Name	Description	Location
Grade	Student's current grade level. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Grade Enrollment.grade
Classification	Determined disability of the student. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Special Education Fields > Primary Disability Enrollment.disability
Date of Birth - Year	Student's year of birth (reports the last two digits of the year). *Numeric, 2 digits*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Date of Birth - Month	Student's month of birth. *Numeric, 2 digits*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Date of Birth - Day	Student's day of birth. *Numeric, 2 digits*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Gender	Indication of the student being either male or female. *Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Person Information > Gender Identity.gender
Race	Federal Race/ethnicity designation of the student. *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Primary Race Ethnicity Identity.raceEthnicity
Low Income	Indication of student meeting the requirements for free/reduced lunch. Options are: • F: Enrolled in Free Lunch • N: None - Full Price • R: Enrolled in Reduced Rate Lunch *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Free/Reduced Meal Status Enrollment.mealStatus

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Element Name	Description	Location
LEP	Indication of the student being Limited English Proficient *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Entry Date EnrollmentNJ.school EntryDate
Migrant	Indication of a student being considered a migrant. *Alphanumeric, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Migrant Enrollment.migrant
Shared Time	Indicates the student is enrolled in two programs. *Bit field, 1 character*	Student Information > General > Enrollments > State Reporting Fields > Shared Time CustomStudent Enrollment. sharedTime
Resident District	Indicates the school district in which the student resided. *Alphanumeric, 12 characters*	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.resident District
Tuition	Code indicating the description of how tuition is paid. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Tuition Code EnrollmentNJ. tuitionCode
Entry Status Code	The student's Enrollment Start Status. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Start Status Enrollment.start Status
Entry Status Date	Date student began enrollment at the school. *Date field, 8 characters MM/DD/YY*	Student Information > General > Enrollments > General Enrollment Information > Start Date Enrollment.startDate
School Choice Code	This field is not used.	
School Choice Date	This field is not used.	
School Choice Name	This field is not used.	

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Element Name	Description	Location
School Choice Location	This field is not used.	
District School	Indicates the school the student attends. *Numeric, 4 digits*	Student Information > General > Enrollments > State Reporting Fields > Attendance District Enrollment.district School
Transfer Out/Dropout/Reentry Code	Enrollment end code assigned to the student upon ending their enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus
Transfer Out/Dropout/Reentry Date	Date the student ended enrollment at the school. *Date field, 8 characters MM/DD/YY*	Student Information > General > Enrollments > General Enrollment Information > End Date Enrollment.endDate
Re-Enroll More 2x	If the student transfers out and in more than two times, a value of Y reports. Otherwise, no value reports. *Alphanumeric, 1 character (Y)*	Calculated Value
Final Status Code	Enrollment end code assigned to the student upon ending enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus
Final Status Date	Date the student ended enrollment at the school. *Date field, 8 characters MM/DD/YY*	Student Information > General > Enrollments > General Enrollment Information > End Date Enrollment.endDate
Head Count	Total number of students included in the report in the designated program type. *Numeric, 5 digits*	Not dynamically stored

ASSA Report Type

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The ASSA Report Type requires the entry of the Snapshot Date on the Report Editor. Summary totals are based on the students' state grade level. Each row corresponds to a specific state grade level.

2014-2015
High School

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ASSA Summary Report

Date Range: 09/04/2014 - 06/22/2015 Grade: 09

Total Students: 284 Total InstructionalDays: 198 Snapshot Date: 04/01/2015

		In-District		Low Income Onroll				LEP Onroll				Speech Only	
		Total Onroll		Free Lunch		Reduced Lunch		LEP Not Low Income		LEP & Low Income		Onroll	
Line	Enrollment Categories	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
C2	HALF DAY PREK-4YR	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
D2	FULL DAY PREK-4YR	0	0	0	0	0	0	0	0	0	0	0	0
01	HALF DAY K	0	0	0	0	0	0	0	0	0	0	0	0
02	FULL DAY K	0	0	0	0	0	0	0	0	0	0	0	0
03	ONE	0	0	0	0	0	0	0	0	0	0	0	0
04	TWO	0	0	0	0	0	0	0	0	0	0	0	0
05	THREE	0	0	0	0	0	0	0	0	0	0	0	0
06	FOUR	0	0	0	0	0	0	0	0	0	0	0	0
07	FIVE	0	0	0	0	0	0	0	0	0	0	0	0
08	SIX	0	0	0	0	0	0	0	0	0	0	0	0
09	SEVEN	0	0	0	0	0	0	0	0	0	0	0	0
10	EIGHT	0	0	0	0	0	0	0	0	0	0	0	0
11	NINE	270	1	19	0	10	0	7	0	0	0	1	0
12	TEN	0	0	0	0	0	0	0	0	0	0	0	0
13	ELEVEN	0	0	0	0	0	0	0	0	0	0	0	0
14	TWELVE	0	0	0	0	0	0	0	0	0	0	0	0
15	POST-GRADUATE	0	0	0	0	0	0	0	0	0	0	0	0
16	ADULT HS(15+ CR)	0	0	0	0	0	0	0	0	0	0	0	0
17	ADULT HS(1-14 CR)	0	0	0	0	0	0	0	0	0	0	0	0
18	Regular Ed Total	270	1	19	0	10	0	7	0	0	0	1	0
19	SP ED ELEMENTARY	0	0	0	0	0	0	0	0	0	0	0	0
20	SP ED MIDDLE	0	0	0	0	0	0	0	0	0	0	0	0
21	SP ED HIGH	13	0	3	0	0	0	0	0	0	0	0	0
28	Sp Ed Total	13	0	3	0	0	0	0	0	0	0	0	0
37	CO VOC REGULAR	0	0	0	0	0	0	0	0	0	0	0	0
38	CO VOC FT POST SEC	0	0	0	0	0	0	0	0	0	0	0	0
39	School Total	283	1	22	0	10	0	7	0	0	0	1	0

ASSA Report Type, State Format

ASSA Report Layout

Click here to expand...

Element Name	Description

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Element Name	Description
Line, Enrollment Category	Line number (to left of equal sign) relates to a specific state grade level. Enrollment Category (to the right of the equal sign) relates to the state grade level. C1 = 3H C2 = 4H, 5H D1 = 3E D2 = 4F, 5F 01 = DH, KH 02 = DF, PF, KF 03 = 01 04 = 02 05 = 03 06 = 04 07 = 05 08 = 06 09 = 07 10 = 08 11 = 09 12 = 10 13 = 11 14 = 12 15 = PG 16 = A2 17 = A1 18 = Sum of lines C1-17 19 = Special Ed Status of Y, Primary Disability 01-16, State Grades 3H-05, KF, KH 20 = Special Ed Status of Y, Primary Disability 01-16, State Grades 06-08 21 = Special Ed Status of Y, Primary Disability 01-16, State Grades 09-12 28 = Sum of lines 19-21 37 = Program Type 56 38 = Program Type 57 39 = Sum of all individual line totals
Enrollment Categories	Defines
In-District	
Total Onroll Full Time	Reports the total number of students not considered as Shared Time (chosen on Enrollment Record).
Total Onroll Shared Time	Reports the total number of students considered as Shared Time (chosen on Enrollment Record).
Low Income Onroll	

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Element Name	Description
Free Lunch Full Time	Reports the total number of students whose eligibility is Reduced and are not marked as Shared Time.
Free Lunch Shared Time	Reports the total number of students eligible for Free and marked as Shared Time.
Reduced Lunch Full Time	Reports the total number of students whose eligibility is Reduced and are not marked as Shared Time.
Reduced Lunch Shared Time	Reports the total number of students eligible for Reduced and marked as Shared Time.
LEP Onroll	
LEP Not Low Income Full Time	Reports the total number of students with a Program Status of LEP and are not marked as Shared Time.
LEP Not Low Income Shared Time	Reports the total number of students with a Program Status of LEP and are marked as Shared Time.
LEP and Low Income Full Time	Reports the total number of students with a Program Status of LEP, an eligibility of Free or Reduced, and are not marked as Shared Time.
LEP and Low Income Shared Time	This report shows the total number of students with a Program Status of LEP, eligibility of Free or Reduced, and marked as Shared Time.
Speech Only	
Onroll Full Time	Reports the total number of students who have a Special Ed Status of Y, a Primary Disability of 17, and are NOT marked as Shared Time.
Onroll Shared Time	Reports the total number of students with a Special Ed Status of Y, a Primary Disability of 17, and are marked as Shared Time.

NCLB Report Type

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

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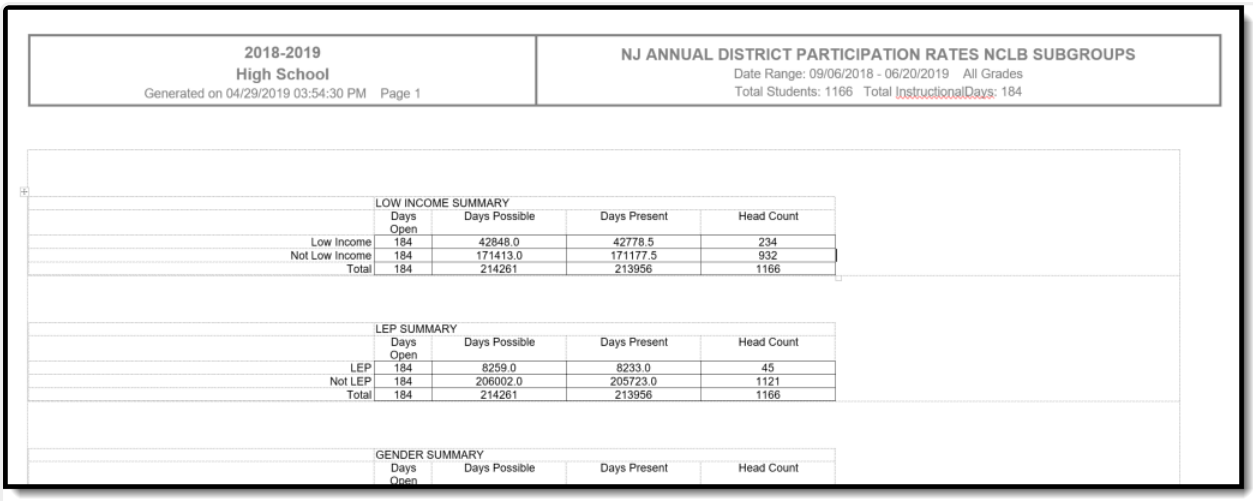

2018-2019
High School
Generated on 04/29/2019 03:54:30 PM Page 1

NJ ANNUAL DISTRICT PARTICIPATION RATES NCLB SUBGROUPS
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.
  - Sum up this information for all days and all students.
  - See the attendance information section above for logic on possible day and day absent.
- **Possible Day Totals**
  - Counts as either 1 or .5 possible day (depending on whether the student is shared time) if there is no attendance information for that day or there is attendance information for that day and the possible day is greater than 0.
  - Otherwise, it does not count as a possible day.
  - Sum up this information for all days for all students.
- **Head Count Totals**
  - The number of person IDs, ignoring duplicates.

NCLB Report Layout

Click here to expand...

Element	Description	Location
Low Income Summary		
Low Income	Low Income is F or R.	Student Information > General > Enrollments > State Reporting Fields > Low Income
Not Low Income	Low Income is neither F nor R.	Student Information > General > Enrollments > State Reporting Fields > Low Income
Gender		

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Element	Description	Location
Male	Gender is male.	Census > People > Demographics > Person Information > Gender
Female	Gender is female.	Census > People > Demographics > Person Information > Gender
IEP Summary		
IEP	Classification is not blank.	Student Information > General > Enrollments > Special Education Fields > Special Education Status
Not IEP	Classification is null or blank.	Student Information > General > Enrollments > Special Education Fields > Special Education Status
LEP Summary		
LEP	LEP is not blank.	Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Program Type
Not LEP	LEP is null or blank.	Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Program Type
Migrant Summary		
Migrant	Migrant is Y.	Student Information > General > Enrollments > State Reporting Fields > Migrant
Not Migrant	Migrant is not Y.	Student Information > General > Enrollments > State Reporting Fields > Migrant
Race/Ethnicity Summary		
Asian	Race Ethnicity is A.	Census > People > Demographics > Person Information > Race/Ethnicity
Black (Not Hispanic)	Race Ethnicity is B.	Census > People > Demographics > Person Information > Race/Ethnicity
Hispanic	Race Ethnicity is H.	Census > People > Demographics > Person Information > Race/Ethnicity
American Indian or Alaskan Native	Race Ethnicity is I.	Census > People > Demographics > Person Information > Race/Ethnicity
Pacific Islander	Race Ethnicity is P.	Census > People > Demographics > Person Information > Race/Ethnicity
White (Not Hispanic)	Race Ethnicity is W.	Census > People > Demographics > Person Information > Race/Ethnicity

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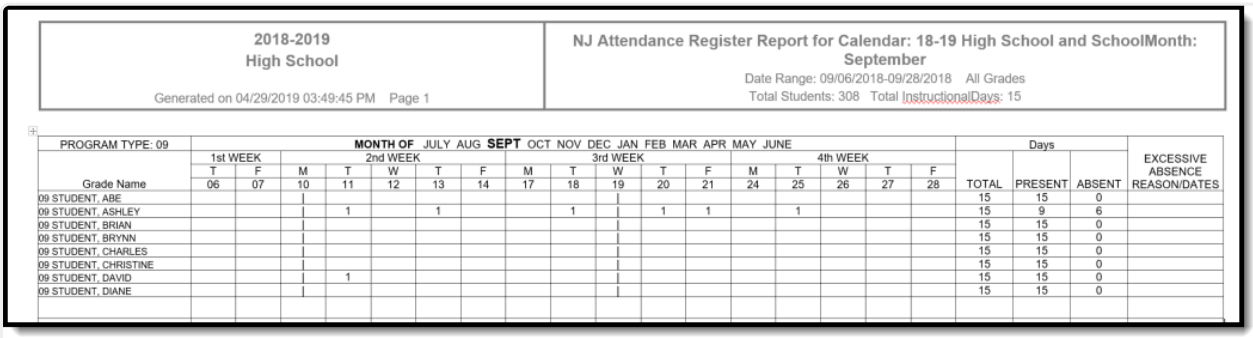
Attendance Report Type



2018-2019
High School
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NJ Attendance Register Report for Calendar: 18-19 High School and SchoolMonth: September
Date Range: 09/06/2018-09/28/2018 All Grades
Total Students: 308 Total InstructionalDays: 15

PROGRAM TYPE: 09	MONTH OF JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE																	Days			
	1st WEEK		2nd WEEK					3rd WEEK					4th WEEK								
	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
Grade Name	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	TOTAL	PRESENT	ABSENT	EXCESSIVE ABSENCE REASON/DATES
09 STUDENT, ABE			|							|								15	15	0	
09 STUDENT, ASHLEY			|	1		1			1	|	1	1		1				15	9	6	
09 STUDENT, BRIAN			|							|							15	15	0	
09 STUDENT, BRYNN			|							|							15	15	0	
09 STUDENT, CHARLES			|							|							15	15	0	
09 STUDENT, CHRISTINE			|							|							15	15	0	
09 STUDENT, DAVID			|	1						|							15	15	0	
09 STUDENT, DIANE			|							|							15	15	0	

Attendance Report Type, DOCX Format

Symbol/Number	Description
-	Off Roll Day
|	Non-Instructional Day
1	A full day's absence
2	Absent, never attended
3	Excused absence due to religious holiday or Bring Your Child to Work Day
4	Excused absence from vocational school, residential district closed - no transportation
5	A half day's absence
7	Home Instruction

Attendance Report Layout

Click here to expand...

Element	Definition	Location
Program Type	The primary program of instruction for the student. See the Program Type table for options. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Program Type EnrollmentNJ. programType
Grade Level	Student's current grade level. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Grade Enrollment.grade

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Element	Definition	Location
Student Name	Student's legal name in Last Name, First Name order. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Census > People > Demographics > Person Information > First Name Identity.lastName Identity.firstName
School Month	Period of time for which the report was generated, as selected on the Report Editor. *Alphanumeric, 25 characters*	Not dynamically stored
Days		
Total	Total number of instructional days in the selected school month(s). *Numeric, 4 digits*	System Administration > Calendar > Calendar > School Months Calculation, not dynamically stored
Present	Total number of instructional days the student was considered present during the selected school month(s). *Numeric, 4 digits*	Student Information > General > Attendance Calculation, not dynamically stored
Absent	Total number of instructional days the student was considered absent during the selected school month(s). *Numeric, 4 digits*	Student Information > General > Attendance Calculation, not dynamically stored
Excessive Absence Reason/Dates	This field is not used.	

Attendance Summary Report Type

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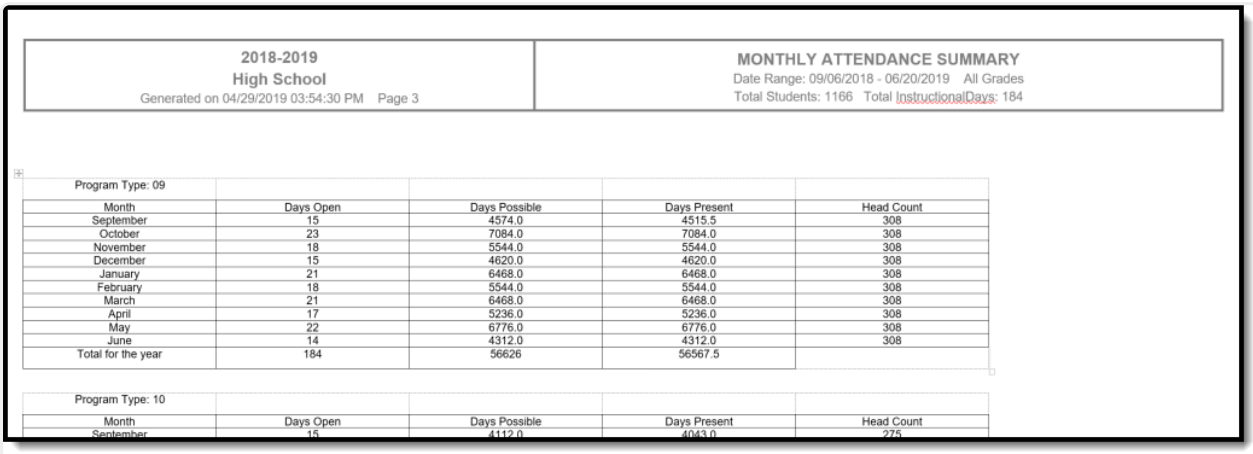

2018-2019
High School
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MONTHLY ATTENDANCE SUMMARY
Date Range: 09/06/2018 - 06/20/2019 All Grades
Total Students: 1166 Total InstructionalDays: 184

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...

Element	Definition	Location
Program Type	The primary program of instruction for the student. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > State Reporting Fields > Program Type EnrollmentNJ. programType
School Month	Period of time for which the report was generated, as selected on the Report Editor. *Alphanumeric, 25 characters*	Not dynamically stored
Total for the Year	Total number of days in the school month for the entire year. *Numeric, 2 digits*	Not dynamically stored
Days Open	Total number of instructional days in the selected school month. *Numeric, 2 digits*	Not dynamically stored
Days Possible	Total number of possible days of school attendance for each student in the program. *Numeric, 6 digits*	Not dynamically stored

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Element	Definition	Location
Days Present	Total number of possible days present for each student in the program. *Numeric, 6 digits*	Not dynamically stored
Head Count	Total number of students enrolled in the program during the school month. *Numeric, 3 digits*	Not dynamically stored

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