

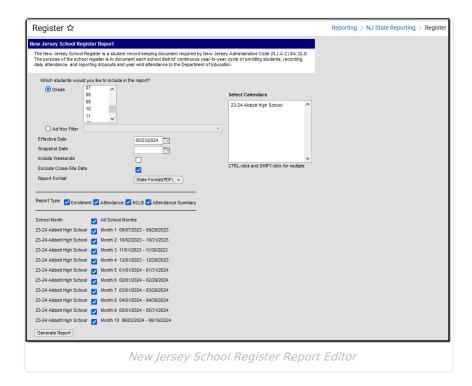
Register Report (New Jersey)

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

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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.



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?	 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.
*Required	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



Option	Description
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.
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.

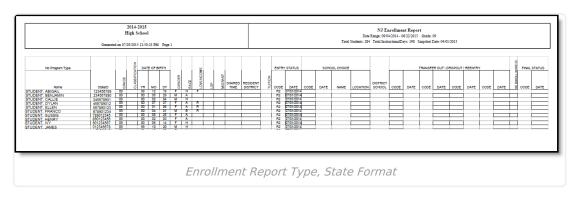
Generate the Report

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

Enrollment Report Type



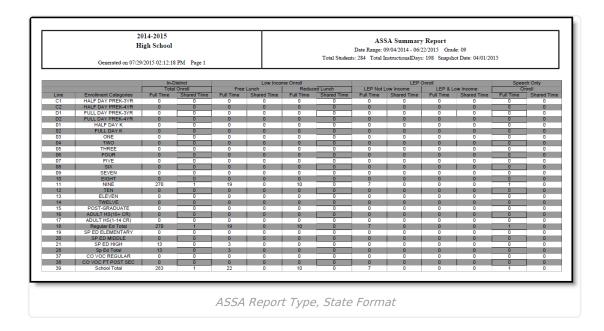
Enrollment Report Layout

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ASSA Report Type

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.



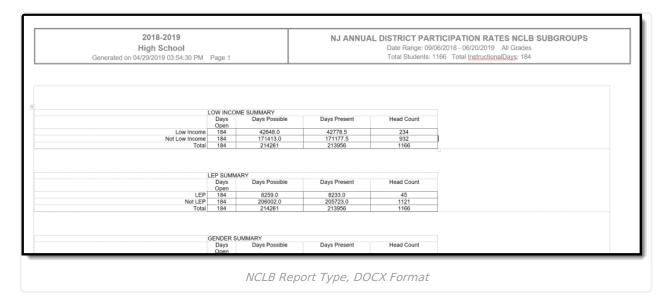


ASSA Report Layout

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NCLB Report Type

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



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

- o 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

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Attendance Report Type

Gene	rated on		Scho 019 03:4		√l Page	e 1							Date	Range:	Se 09/06/20	ptemb 018-09/2	er 8/2018	All Grad	ies		oolMonth:
PROGRAM TYPE: 09				мс	NTH OF	JULY /	AUG SE	PT OCT	r NOV D	EC JAN	I FEB M	AR APR	MAY JU	JNE					Days		
THOOFIGIN THE. 00	1st V	VEEK			nd WEE					3rd WEE					4th WEEk	(Dayo		EXCESSIVE
Grade Name	T 06	07	M 10	11	12	T 13	F 14	M 17	T 18	W 19	T 20	F 21	M 24	T 25	W 26	T 27	F 28	TOTAL	PRESENT	ARSENT	ABSENCE REASON/DATE
09 STUDENT, ABE	- 00	- 01	I		12	10		- ''	10	i i	20		2.4	2.0	20		20	15	15	0	REAGOIGENTE
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	
											_										

Symbol/Number **Description** Off Roll Day

1	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

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Attendance Summary Report Type

Generated on	2018-2019 High School 04/29/2019 03:54:30 PM Page	e 3	MONTHLY ATTENDANCE SUMMARY Date Range: 09/06/2018 - 06/20/2019 All Grades Total Students: 1166 Total Instructional Days: 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					
Sentember	15	4112.0	4043.0	275					
	•								

Attendance Summary Report Layout

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