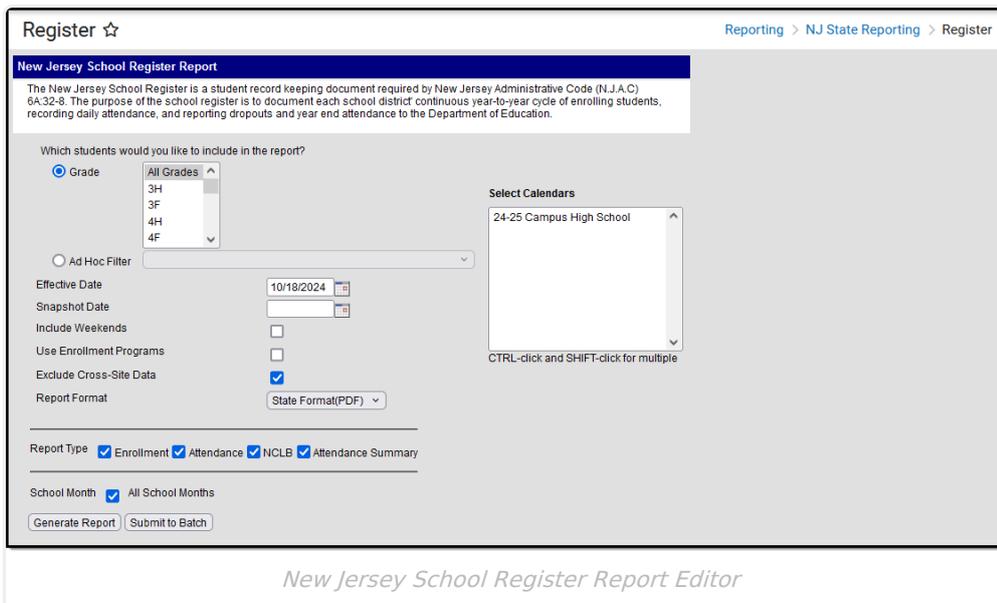


Register Report (New Jersey)

Last Modified on 04/03/2026 9:53 am CDT

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 recorded during non-instructional periods.
- The School Month is selected, and the attendance date is between that school month's start and end date.

Attendance Calculation

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

▶ [Click here to expand...](#)

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	0.5
6	0	0
7	0	0
8	0	0
9	0	0
10	0.5	0
11	0.5	0

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
10	Total attendance minutes for period ((end time - start time) - minutes present) / 2	Total attendance minutes for period ((end time - start time) - minutes present)

Attendance Code	Enrollment Shared Time = Y	Enrollment Shared Time = N
11	Total attendance minutes for period ((end time - start time) - minutes present) / 2	Total attendance minutes for period ((end time - start time) - minutes present)

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 scheduled for the period (end time - start time) / 2

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 may differ from the Snapshot Date.</p>
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 who were actively enrolled as of the snapshot date when the report was entered. The Enrollment Effective Date may differ from the Snapshot Date.

Option	Description
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
Use Enrollment Programs	<p>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.</p>
Exclude Cross-Site Data	<p>Cross-site section enrollment data is not included in the report when checked.</p> <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	<p>Indicates how the report generates:</p> <ul style="list-style-type: none"> • State Format (PDF) • DOCX
Select Calendars	<p>The Register Report requires selecting at least one calendar for a school. The list of available calendars depends on the School and Year selected in the Campus toolbar.</p>
Report Type	<p>The Register Report can be generated for the following types of data:</p> <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>Selecting multiple report types simultaneously may slow server response time and delay report generation. The images in the Generating the Report section represent each report type.</p>

Option	Description
School Month	<p>School months are a specific period in the school year. In New Jersey, each school month of each school calendar starts with the first instructional day of the month and ends with the last instructional day of the month. If the first day of the month falls on a Saturday or Sunday, the school month should start on 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 in 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 enables you to schedule when the report is generated, thereby reducing system performance impact.

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 *mmdyy* format, or use the **Calendar** icon to select a date.
3. Enter a **Snapshot Date** in *mmdyy* 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 is enabled at the district level, the **Exclude Cross-Site Data** checkbox will appear (checked by default). 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

Element Name	Description	Location
Classification	<p>Indicator that the student is Special Ed.</p> <p>Conditional</p> <ul style="list-style-type: none"> Report Students Primary Disability Code in the CLASSIFICATION from the latest Student Information>Special Ed> State Reporting record, else blank. If there are multiple State Reporting Special Ed records that are active on the effective date or meet the criteria, then look to the most recent Special Ed record. <p><i>Alphanumeric, 3 characters</i></p>	<p>Student Information> Special Ed > State Reporting > Special Ed Status</p>
Date of Birth - Year	<p>Student's year of birth (reports the last two digits of the year).</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > People > Demographics > Person Information > Birth Date</p> <p>Identity.birthDate</p>
Date of Birth - Month	<p>Student's month of birth.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > People > Demographics > Person Information > Birth Date</p> <p>Identity.birthDate</p>
Date of Birth - Day	<p>Student's day of birth.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > People > Demographics > Person Information > Birth Date</p> <p>Identity.birthDate</p>
Gender	<p>Indication of the student being either male or female.</p> <p><i>Alphanumeric, 1 character (M or F)</i></p>	<p>Census > People > Demographics > Person Information > Gender</p> <p>Identity.gender</p>
Race	<p>Federal Race/ethnicity designation of the student.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Primary Race Ethnicity</p> <p>Identity.raceEthnicity</p>

Element Name	Description	Location
Low Income	<p>Indication of student meeting the requirements for free/reduced lunch.</p> <p>Options are:</p> <ul style="list-style-type: none"> • F: Enrolled in Free Lunch • N: None - Full Price • R: Enrolled in Reduced Rate Lunch <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Free/Reduced Meal Status</p> <p>Enrollment.mealStatus</p>
LEP	<p>Indication of the student being Limited English Proficient</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > LEP Reporting Fields > LEP Entry Date</p> <p>EnrollmentNJ.school EntryDate</p>
Migrant	<p>Indication of a student being considered a migrant.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Migrant</p> <p>Enrollment.migrant</p>
Shared Time	<p>Indicates the student is enrolled in two programs.</p> <p><i>Bit field, 1 character</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Shared Time</p> <p>CustomStudent Enrollment. sharedTime</p>
Resident District	<p>Indicates the school district in which the student resided.</p> <p><i>Alphanumeric, 12 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Resident District</p> <p>Enrollment.resident District</p>
Tuition	<p>Code indicating the description of how tuition is paid.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Tuition Code</p> <p>EnrollmentNJ. tuitionCode</p>
Entry Status Code	<p>The student's Enrollment Start Status.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > Start Status</p> <p>Enrollment.start Status</p>

Element Name	Description	Location
Entry Status Date	Date student began enrollment at the school. <i>Date field, 8 characters MM/DD/YY</i>	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.	
School Choice Location	This field is not used.	
District School	Indicates the school the student attends. <i>Numeric, 4 digits</i>	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. <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus
Transfer Out/Dropout/Reentry Date	Date the student's enrollment ended at the school. <i>Date field, 8 characters MM/DD/YY</i>	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. <i>Alphanumeric, 1 character (Y)</i>	Calculated Value
Final Status Code	Enrollment end code assigned to the student upon ending enrollment. <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus

Element Name	Description	Location
Final Status Date	Date the student ended enrollment at the school. <i>Date field, 8 characters MM/DD/YY</i>	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. <i>Numeric, 5 digits</i>	Not dynamically stored

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.

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		Low Income Onroll				LEP Onroll				Speech Only			
		Full Time	Shared Time	Free Lunch	Shared Time	Reduced Lunch	Shared Time	Full Time	Shared Time	LEP Not Low Income	Shared Time	LEP & Low Income	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
01	HALF DAY K	0	0	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	0	0
03	ONE	0	0	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	0	0
05	THREE	0	0	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	0	0
07	FIVE	0	0	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	0	0
09	SEVEN	0	0	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	0	0
11	NINE	270	1	19	0	10	0	7	0	0	0	0	0	1	0
12	TEN	0	0	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	0	0
14	TWELVE	0	0	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	0	0
16	ADULT HS(15- CR)	0	0	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	0	0
18	Regular Ed Total	270	1	19	0	10	0	7	0	0	0	0	0	1	0
19	SP ED ELEMENTARY	0	0	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	0	0
21	SP ED HIGH	13	0	3	0	0	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	0	0
37	CO VOC REGULAR	0	0	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	0	0
39	School Total	283	1	22	0	10	0	7	0	0	0	0	0	1	0

ASSA Report Type, State Format

ASSA Report Layout

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	

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 for students by subgroup for 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 Instructional Days: 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 from the day absent in the attendance information.
- If there is no attendance, 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 days and days 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 this information across all days and students.

- **Head Count Totals**

- The number of person IDs, ignoring duplicates.

NCLB Report Layout

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		
Male	Gender is male.	Census > People > Demographics > Person Information > Gender

Element	Description	Location
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

Attendance Report Type

2018-2019 High School										NJ Attendance Register Report for Calendar: 18-19 High School and SchoolMonth: September										
Generated on 04/29/2019 03:49:45 PM Page 1										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	TOTAL	PRESENT	ABSENT	EXCESSIVE ABSENCE REASON/DATES		
Grade Name	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			
09 STUDENT, ABE	06	07																15	15	0
09 STUDENT, ASHLEY				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

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

Element	Definition	Location
Student Name	Student's legal name in Last Name, First Name order. <i>Alphanumeric, 50 characters</i>	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. <i>Alphanumeric, 25 characters</i>	Not dynamically stored
Days		
Total	Total number of instructional days in the selected school month(s). <ul style="list-style-type: none"> • Required • Calculated as Days Present + Days Absent 	
Present	Total number of instructional days the student was considered present during the selected school month(s). <ul style="list-style-type: none"> • Required Calculated as follows: <ol style="list-style-type: none"> 1. If State Attendance Code is 3, 4, 6, 7, 8, 9, 10, or 11, then 0 2. Non-Shared Time Students = 1 3. Shared Time Students = .5 	

Element	Definition	Location
Absent	<p>Total number of instructional days the student was considered absent during the selected school month(s).</p> <ul style="list-style-type: none"> • Required <p>If State Attendance Code is 3, 4, 6, 7, 8, 9, 10, or 11, then 0</p> <p>Calculated as follows for NON SHARED TIME STUDENTS:</p> <ol style="list-style-type: none"> 1. If Minutes absent for that day is greater than 240, then report 1 2. If Minutes absent is between 239 and 60, then report .5 3. Otherwise, leave set to zero <p>Calculated as follows FOR SHARED TIME STUDENTS:</p> <ol style="list-style-type: none"> 1. If Minutes absent for that day is greater than 60, then report .5 2. Otherwise, leave set to zero 	Student Information > General > Attendance > State Code
Excessive Absence Reason/Dates	This field is not used.	

Attendance Summary Report Type

2018-2019 High School Generated on 04/29/2019 03:54:30 PM Page 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
September	15	4112.0	4043.0	275

Attendance Summary Report Type, DOCX Format

Attendance Summary Report Layout

Element	Definition	Location
Program Type	The primary instructional program for the student. <i>Alphanumeric, 2 characters</i>	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. <i>Alphanumeric, 25 characters</i>	Not dynamically stored
Total for the Year	Total number of days in the school month for the entire year. <i>Numeric, 2 digits</i>	Not dynamically stored
Days Open	Total number of instructional days in the selected school month. <i>Numeric, 2 digits</i>	Not dynamically stored
Days Possible	Total number of possible days of school attendance for each student in the program. <i>Numeric, 6 digits</i>	Not dynamically stored
Days Present	Total number of possible days present for each student in the program. <i>Numeric, 6 digits</i>	Not dynamically stored
Head Count	Total number of students enrolled in the program during the school month. <i>Numeric, 3 digits</i>	Not dynamically stored