

# Attendance Audit Report (Missouri) [.2307 and previous]

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The Missouri Attendance Audit Report is used to audit the attendance data for those students who are included in the [MOSIS Enrollment and Attendance](#) Extract. It is an aggregated summary by grade level of student attendance information that has occurred within the selected time frame.

Student information is not included in the Summary Report type; however, the Student Summary and Detail Summary report types do include student names and state IDs.

Four report types are provided:

- [Summary](#)
- [Student Summary](#)
- [Detail](#)
- [Calendar](#)

☰
Search for a tool or student

## Attendance Audit Report ☆

Attendance > Reports > Attendance Audit Report

**Missouri Attendance Audit Report**

This report prints student attendance detail within a date range. The MO Attendance Audit Report will be used to audit the MOSIS Student Enrollment and Attendance extract.

Which students would you like to include in the report?

Grade All Students

PK  
PKA  
PKP  
K  
KA

Ad Hoc Filter ▼

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Date Range

Start Date

End Date

---

Report Type

Summary

Student Summary

Detail

Calendar

---

Include Remedial Hours in ADA calculation

---

Format Type  PDF  CSV

---

Include State Excluded Students

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

**19-20**

Abbott Elementary 19-20

Bryant Elementary 19-20

Colfax Middle 19-20

Colfax Middle Summer School 19-20

Dupont Middle 19-20

Dupont Middle Summer School 19-20

Emerson High 19-20

Emerson High Summer School 19-20

Franklin High 19-20

Franklin High Summer School 19-20

CTRL-click or SHIFT-click to select multiple

Generate Report
Submit to Batch

Missouri Attendance Audit Report

## Report Logic

Each student with attendance data and an enrollment in the selected calendar(s) that is not flagged as state exclude or no show will report.

Average Daily Attendance (ADA) is calculated based on the student's enrollment dates, course schedule and present minutes that take place within the date range entered on the report editor. If the enrollment start and end dates are beyond the entered date range on the report editor, ADA is calculated for just the entered date range.

The Virtual Attendance calculation is part of the Present Hours value, which is then added to the Membership Hours (present hours + absent hours = membership hours). Absent hours are not included as they are not applied to virtual courses.

## Attendance Calculations

For attendance reporting used in MOSIS Extracts, the following calculations are used to determine a student's total hours attended for a selected calendar.

Different calculations are used when the student is scheduled into a virtual course. Additional

calculations are used when a school or district adjusts learning options for students because of quarantine restrictions, Blended Learning accommodations and Distance Learning structures.

Regular Hours Attended and Regular Hours Absent are reported on the [MOSIS Student Enrollment and Attendance Extract](#) and the [Attendance Audit Report](#).

The value reported in the Present hours, Regular Hours Absent and Remedial Hours Attended fields on the Attendance Audit Report should match the values returned on the Student Enrollment and Attendance Extract:

- The **Present Hours** value on the Attendance Audit Summary must equal the sum of the **Regular Hours Attended** value and the **Remedial Hours Attended** value on the MOSIS Student Enrollment and Attendance report.
- The **Absent Hours** value on the Attendance Audit must equal the **Regular Hours Absent** value on the MOSIS Student Enrollment and Attendance > Regular Hours Absent.
- The **Membership Hours** value must equal Present and Absent hours on the Attendance Audit report.
- The **Membership Hours** value on the Attendance Audit Report must equal **Regular Hours Attended, Regular Hours Absent** and the **Remedial Hours Attended** values on the MOSIS Student Enrollment and Attendance report.

The State Reporting Enrollment editor contains a **Regular Hours Attended** field and a **Regular Hours Absent** field, which indicates the number of hours the student has spent in attendance or being absent in the district. The value entered into these fields reports **ONLY** when there is no actual attendance or absent hours to calculate for the student.

**Enrollments** ☆  
 Student Information > General > Enrollments

Save Delete New Print Enrollment History New Enrollment History Documents

Future Enrollment +

State Reporting Fields -

State Homeless HomeSchooled Migrant Indicator  
 Exclude NH: Not Homeless  NM: NOT MIGRANT

Immigrant Title III Immigrant Gifted/Talented Title1 Title III EL  
 N: No NE: Not Eligible NI: Not Identified  NE: Not Eligible

Percent Enrolled(Out Of 100) Part Time Student A+ Student MO Option Prog 8th Tech Lit  
 100  N: No

Residing District Residing School \*Residing County  
 Select a Value Cole(26) x

Attending District Attending School \*First Date In District  
 Select a Value 08/19/2009

Reporting School

\*State Aid Res 2 Hrs In Session Regular Hours Attended Regular Hours Absent Remedial Hours  
 R1: Resident I 0.0000 0.0000 0.0000 0.0000

College Prep Certs Precode Teacher Neglected Delinquent Disadvantaged

MPP Single Parent Displaced Homemaker SES

*Enrollment Fields for Regular Hours Attended, Regular Hours Absent*

## Regular Hours Attended

▶ [Click here to expand...](#)

## Regular Hours Absent

▶ [Click here to expand...](#)

## Virtual Course Attendance Calculation

▶ [Click here to expand...](#)

## Quarantine, Distance and Blended Learning Attendance Calculation

▶ [Click here to expand...](#)

## Competency Based Attendance Calculations

▶ [Click here to expand...](#)

# Report Editor

The following defines the different options available on the report editor.

Field	Description
<b>Student Selection</b>	<p>Students can be chosen by <b>Grade Level</b> or an <b>Ad hoc Filter</b>. All students can also be selected.</p> <p>If using an ad hoc filter, only those students included in the filter will be included in the extract if they meet other reporting requirements.</p>
<b>Date Range</b>	<p>Enter a <b>Start Date</b> and an <b>End Date</b> on which to return the attendance data. A start date is not required, but generating the report this way may increase report generation time. It is advised that attendance data be reviewed on a regular basis (by week, by month, etc.).</p> <p>Dates are entered in <i>mmdyy</i> format or can be chosen by clicking the calendar icon.</p>
<b>Report Type</b>	<p>Selection determines how the report will generate.</p> <ul style="list-style-type: none"> <li>• When the <b>Summary Report Type</b> is selected, the user also needs to determine if remedial hours are to be included in the ADA calculation. If yes, mark the <b>Include Remedial Hours in ADA Calculation</b> checkbox.</li> <li>• When the <b>Student Summary Report Type</b> is selected, the user also needs to determine if remedial hours are to be included in the ADA calculation. If yes, mark the <b>Include Remedial Hours in ADA Calculation</b> checkbox.</li> <li>• When the <b>Detail Report Type</b> is selected, the user can determine the sort order of the information - <b>by Grade, by State ID</b> or <b>by Student Name</b>.</li> <li>• When the <b>Calendar Report Type</b> is selected, the report will reference the selected calendar.</li> </ul>
<b>Include Remedial Hours in ADA Calculation</b>	<p>If selected, remedial hours will be included in the ADA calculation.</p>
<b>Format Type</b>	<p>The report can be generated in either PDF or CSV format.</p>
<b>Include State Excluded Students</b>	<p>If selected, students marked as state exclude will be reported. This applies to:</p> <ul style="list-style-type: none"> <li>• Students marked as State Exclude on their enrollment records.</li> <li>• Students enrolled in a grade level marked as state exclude</li> <li>• Students in a calendar marked as state exclude.</li> </ul> <p>When the <b>Calendar Report Type</b> is selected, this option is not available.</p>

Field	Description
<b>Calendar Selection</b>	At least one calendar needs to be selected in order to generate the report.
<b>Report Generation</b>	The report can be generated for immediate review using the <b>Generate Report</b> button. It can also be saved and generated at a later time using the <b>Submit to Batch</b> button. See the <a href="#">Batch Queue</a> documentation for additional guidance.

## Generate the Attendance Audit Report

1. Select the students to include in the report by selecting either a **Grade Level** or an **Ad hoc Filter**.
2. Enter the **Date Range** of the report.
3. Select the desired **Report Type** - **Summary, Student Summary, Detail** or **Calendar**.
4. If generating the **Summary Report**, select the **Include Remedial Hours in ADA Calculation** checkbox to include that information in the average daily attendance value.
5. If generating the **Detail Report**, select the desired Sort Order.
6. Select the **Format Type** of the report.
7. Mark the **Include State Excluded Students** checkbox to include students marked as state exclude in the report.
8. Select the **Calendars** to include in the report.
9. Click the **Generate Report** button to build the report immediately.
10. Click the **Submit to Batch** button to build the report at a later time.

The report will display in the selected format. Sample images for each report type in PDF format and report layout information follows.

## Report Layouts

[Summary Report Layout](#) | [Student Summary Report Layout](#) | [Detail Report Layout](#) | [Calendar Report Layout](#)

### Summary Report Layout

The following reports in the Header section:

- Selected School and Calendar
- Selected Grade Levels
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Total number of students with more than 90% present attendance
- Total number of students with less than 90% present attendance
- Percentage of Attendance Status
- Entered Date Range

School District 026				Attendance Audit Report				
County: Cole Site Number: 1060 Page 1 of 1				High School (20-21 High School) Grade(s): 08 09 10 11 Academic Year: 20-21 Days: 22 Instructional Days: 21 Date Range: 09/01/2020-09/30/2020 Students with >= 90% Present Percent:1016. Students with < 90% Present Percent:64 Attendance Status Percentage:0.9407				
Grade	Student Count	Present Hours	Absent Hours	Membership Hours	Remedial Hours	Present Percent	ADA	ADM
08	5	66.1694	0.0000	66.1694	0.0000	100.0000	0.4844	0.4844
09	379	44411.0379	1170.5837	45581.6216	0.0000	97.4318	325.1175	337.2588
10	388	47609.3086	952.6328	48561.9414	0.0000	98.0383	348.5308	355.0845
11	307	37383.2518	1072.9333	38456.1851	0.0000	97.2099	273.6695	281.7121
<b>Totals</b>	<b>1079</b>	<b>129469.7677</b>	<b>3196.1498</b>	<b>132665.9175</b>	<b>0.0000</b>	<b>97.5908</b>	<b>947.8022</b>	<b>974.5398</b>

Attendance Audit Report - Summary Type

Data Element	Description	Location
<b>Grade</b>	Grade levels included in the report.  <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > Grade  Enrollment.grade
<b>Student Count</b>	Number of students enrolled in the school by grade within the time frame specified.  <i>Numeric, 4 digits</i>	Calculated, value not stored
<b>Present Hours</b>	Number of total present hours by grade within the time frame specified.  See the <a href="#">Attendance Calculations</a> section for information.  This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day.  <b>The total number of present hours cannot exceed the total Instructional Hours of the selected calendar.</b>  <i>Numeric, 9 digits</i>	Calculated, value not stored

Data Element	Description	Location
<b>Absent Hours</b>	<p>The number of hours a student was marked absent based on the student's schedule by day.</p> <p>See the <a href="#">Attendance Calculations</a> section for information.</p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored
<b>Membership Hours</b>	<p>Total number of hours a student is scheduled to be in attendance by day.</p> <p><b>The total number of membership hours cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored
<b>Remedial Hours</b>	<p>Number of total remedial hours for all students reported by grade based on the Remedial Hours field on the student's State Reporting Enrollment editor.</p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored
<b>Present Percent</b>	<p>The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day.</p> <p><i>Ex: 109.998/219.996 = .50 Present percent</i></p> <p>If a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes).</p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored



Data Element	Description	Location
<b>ADA</b>	<p>Student's average daily attendance, using the calculation of <b>Present Minutes divided by the Calendar Day's potential instructional minutes.</b></p> <p>Calculation for R2 students =            (Present Hours) / (Membership Hours by day)</p> <p>Calculation for non-R2 students =            ((Attendance Hours* + Remedial Hours) / (number of students in grade level * total instructional hours in calendar)) * number of students in grade level</p> <p><i>Remedial hours are only included in the ADA calculation if the Include Remedial checkbox is selected.</i></p> <p><b>The Present Hours value in the calculation cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored
<b>ADM</b>	<p>Student's average daily membership.</p> <p>Calculation =            (Present Hours) / (Instructional hours in the day)</p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored

A Total by District record is listed at the end of the Summary Report type, listing the following fields:

- Student Count
- Present Hours
- Absent Hours
- Membership Hours
- Remedial Hours
- Present Percent
- ADA
- ADM

<b>School District 026</b> County: Cole Page 1 of 1				<b>District Totals</b>			
<b>Student Count</b>	<b>Present Hours</b>	<b>Absent Hours</b>	<b>Membership Hours</b>	<b>Remedial Hours</b>	<b>Present Percent</b>	<b>ADA</b>	<b>ADM</b>
1079	129469.7677	3196.1498	132665.9175	0.0000	97.5908	947.8022	974.5398

*Summary Type District Totals*

## Student Summary Report Layout

The following reports in the Header section:

- Selected School and Calendar
- Selected Grade Levels
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range
- Total count of students who have greater than or equal to 90% Present Percentage
- Total count of students who have less than 90% Present Percentage
- Attendance Status Percentage

Students are not included in this report when the enrollment record is marked as a No Show. Students whose enrollment records start and end on the same date and have no courses on their schedule will not be counted in the Students with less than 90% Present Percent.

<b>INDEPENDENT SCHOOL DISTRICT</b> County: St. Louis Site Number: 1050 Page 1 of 28		<b>Attendance Audit Report - Student Summary</b> ABC HIGH SCHOOL (12-13 HIGH SCHOOL) Grade(s): 09 10 11 12 Academic Year: 12-13 Days: 17 Instructional Days: 17 Date Range: 05/01/2013-05/23/2013 Students with >= 90% Present Percent:1292. Students with < 90% Present Percent:662 Attendance Status Percentage:0.6612					
Student Name	State ID	Grade	Present Hours	Absent Hours	Membership Hours	Present Percent	ADA
ABIGAIL ANN STUDENT	1234567890	09	92.5833	5.5667	98.1500	94.3284	0.9433
BRIAN STUDENT	2345678901	10	89.6666	8.4833	98.1499	91.3568	0.9136
CORY DEAN STUDENT	3456789012	09	98.1499	0.0000	98.1499	100.0000	1.0000
DAVID GEORGE STUDENT	4567890123	12	65.8833	13.4500	79.3333	83.0462	0.6713
EBONY MARIE STUDENT	5678901234	09	93.7999	4.3500	98.1499	95.5680	0.9557
FINNEGAN JAMES STUDENT	6789012345	09	98.1499	0.0000	98.1499	100.0000	1.0000
GIGI B STUDENT	7890123456	10	98.1499	0.0000	98.1499	100.0000	1.0000
HAROLD STUDENT	8901234567	12	65.7833	13.5500	79.3333	82.9202	0.6702
ITSY MAY STUDENT	9012345678	10	96.1499	2.0000	98.1499	97.9623	0.9796

*Attendance Audit Report - Student Summary Type*

Data Element	Description	Location
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Data Element	Description	Location
<b>Student Name</b>	<p>Reports the student's first and last names.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Information &gt; Last Name, First Name</p> <p>Identity.firstName Identity.lastName</p>
<b>State ID</b>	<p>Reports the student's state-assigned ID number.</p> <p><i>Numeric, 10 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person.stateID</p>
<b>Present Hours</b>	<p>Number of total present hours by grade within the time frame specified.</p> <p>See the <a href="#">Attendance Calculations</a> section for information.</p> <p>This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day.</p> <p><b>The total number of present hours cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p>If the student does not have any attendance records, this field reports blank.</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, value not stored</p>
<b>Absent Hours</b>	<p>The number of hours a student was marked absent based on the student's schedule by day.</p> <p>If the student does not have any attendance records, this field reports blank.</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, value not stored</p>

Data Element	Description	Location
<p><b>Membership Hours</b></p>	<p>Total number of hours a student is scheduled to be in attendance by day.</p> <p><b>The total number of membership hours cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p>If the student does not have any attendance records, this field reports blank.</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, value not stored</p>
<p><b>Present Percent</b></p>	<p>The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day.</p> <p><i>Ex: 109.998/219.996 = .50 Present percent</i></p> <p>If a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes).</p> <p>If the student does not have any attendance records, this field reports blank.</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, value not stored</p>

Data Element	Description	Location
<b>ADA</b>	<p>Student's average daily attendance, using the calculation of Present Minutes divided by the Calendar Day's potential instructional minutes.</p> <p>Calculation for R2 students = (Present Hours) / (Membership Hours by day)</p> <p>Calculation for non-R2 students = ((Attendance Hours* + Remedial Hours) / (number of students in grade level * total instructional hours in calendar)) * number of students in grade level</p> <p>Remedial hours are only included in the ADA calculation if the <b>Include Remedial</b> checkbox is selected.</p> <p><b>The total number of Present Hours used in the ADA calculation cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p>If the student does not have any attendance records, this field reports blank.</p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored

## Detail Report Layout

The following reports in the Header section:

- Student Name
- Selected School and Calendar
- Student's Grade Level, State ID and Enrollment Start Status
- Academic Year
- Total number of days based on the dates entered in the Date Range fields
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range
- Calculated Present Hours and Absent Hours
- FTE (Percent of Enrollment)
- Regular Hours Present
- Regular Hours Absent
- Hours in Session

School District 026			Attendance Audit Report					
County: Cole Site Number: 1060 Page 1 of 1			Jeremy Student					
			High School (20-21 High School) Grade: 08 StateID: 2922465659 Start Status: R103 Academic Year: 20-21 Days: 22 Instructional Days: 21 Date Range: 09/01/2020-09/30/2020 Present Hours: 19.2667 Absent Hours: 0.0000 FTE: 13.3 Regular Hours Present 0.00 Regular Hours Absent: 0.00 Hours in Session: 0.00					
Day	Date	Residency Status	Present Hours	Absent Hours	Membership Hours	Present Percent	ADA	ADM
T	09/01/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/02/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/03/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/04/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/07/2020							
T	09/08/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/09/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/10/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/11/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/14/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/15/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/16/2020	R1	0.6000	0.0000	0.6000	100.0000	0.1304	0.1304
T	09/17/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/18/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/21/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/22/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/23/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/24/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
F	09/25/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
M	09/28/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
T	09/29/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414
W	09/30/2020	R1	0.9333	0.0000	0.9333	100.0000	0.1414	0.1414

Attendance Audit Report - Detail Type

Data Element	Description	Location
<b>Day</b>	Reports the day of the week based on the time frame specific within the calendar year. Only the days within the date range entered on the extract editor will print.  <i>Alphanumeric, 1 character</i>	Calculated, value not stored
<b>Date</b>	Date of the week on which the day falls.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Calculated, value not stored
<b>Residency Status</b>	Reports the State Aid code assigned to the student.  <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollment > State Reporting Fields > State Aid  EnrollmentMO. residencyStatus

Data Element	Description	Location
<p><b>Present Hours</b></p>	<p>The number of hours a student was scheduled to be in attendance minus the absent hours by day. This is reported in whole numbers but is calculated in minutes (then converted to hours).</p> <p>See the <a href="#">Attendance Calculations</a> section for information.</p> <p>This number is an actual count of hours attended based on the student's course schedule and the summation of each scheduled day. If there is data in the Regular Hours Attendance field, this value reports.</p> <p>Data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation.</p> <p><b>The total number of present hours attended cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p><i>Numeric, (up to 10 digits) (XXXX.XXXX)</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; State Reporting Fields &gt; Regular Hours Attendance</p> <p>Enrollment.regularHoursAttendance</p>
<p><b>Absent Hours</b></p>	<p>The number of hours a student was marked absent based on the student's schedule by day. If Residency Status is NOT HS, this value must be greater than zero. If there is data in the Regular Hours Absent field, this value reports.</p> <p>Data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation.</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; State Reporting Fields &gt; Regular Hours Absent</p> <p>Enrollment.regularHoursAbsent</p>

Data Element	Description	Location
<b>Membership Hours</b>	<p>Total number of hours a student is scheduled to be in attendance by day.</p> <p>When the State Aid Category is not R2: Resident II, data for Regular Hours Present and Regular hours Absent fields is summed and reported. If there is no data to calculate in the current calculation, data from the Regular Hours Attended and Regular Hours Absent fields are summed into the current calculation.</p> <p>If only one of the fields has data, it is reported from that field only.</p> <p><b>The total number of membership hours attended cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; State Reporting Fields &gt; Resident 2 Hours in Session</p> <p>Enrollment.Res2Hours inSession</p>
<b>Present Percent</b>	<p>The Present Percent calculation is based on the student's present minutes for the day divided by the student's scheduled instructional minutes for the day (membership minutes). It is not looking at the Calendar Periods Instructional minutes for the day.</p> <p><i>Ex: 109.998/219.996 = .50 Present percent</i></p> <p>If a student only has two scheduled periods in a day with 6 schedule periods and the student misses one of the scheduled periods, the Present Percent could equal .50 while the ADA/ADM could equal .1451 (since it is looking at the potential minutes the student could be scheduled that day versus the student's actual membership minutes).</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, value not stored</p>



Data Element	Description	Location
<b>ADA</b>	<p>Student's average daily attendance, using the calculation of Present Minutes divided by the Calendar Day's potential instructional minutes.</p> <p>Calculation for R2 students =            (Present Hours) / (Membership Hours by day)</p> <p>Calculation for non-R2 students =            (Present Hours) / (Instructional Hours in the day)</p> <p><b>The total number of present hours used in the calculation cannot exceed the total Instructional Hours of the selected calendar.</b></p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored
<b>ADM</b>	<p>Student's average daily membership.</p> <p>Calculation =            (Present Hours) / (Instructional hours in the day)</p> <p><i>Numeric, 9 digits</i></p>	Calculated, value not stored.

## Calendar Report Layout

The following reports in the Header section:

- Selected School and Calendar
- Total number of Instructional days based on the dates entered in the Date Range fields
- Entered Date Range

**School District 026**

County: Cole  
 Site Number: 1060  
 Page 1 of 1

**Calendar Report**

High School  
 Academic Year: 20-21 Instructional Days: 21  
 Date Range: 09/01/2020 - 09/30/2020

Day	Date	Instructional Minutes	Instructional Hours	Period Schedule
T	09/01/2020	396	6.6000	RS
W	09/02/2020	396	6.6000	RS
T	09/03/2020	396	6.6000	RS
F	09/04/2020	396	6.6000	RS
T	09/08/2020	396	6.6000	RS
W	09/09/2020	396	6.6000	RS
T	09/10/2020	396	6.6000	RS
F	09/11/2020	396	6.6000	RS
M	09/14/2020	396	6.6000	RS
T	09/15/2020	396	6.6000	RS
W	09/16/2020	276	4.6000	2 HR ER
T	09/17/2020	396	6.6000	RS
F	09/18/2020	396	6.6000	RS
M	09/21/2020	396	6.6000	RS
T	09/22/2020	396	6.6000	RS
W	09/23/2020	396	6.6000	RS
T	09/24/2020	396	6.6000	RS
F	09/25/2020	396	6.6000	RS
M	09/28/2020	396	6.6000	RS
T	09/29/2020	396	6.6000	RS
W	09/30/2020	396	6.6000	RS
<b>Totals</b>	<b>21</b>	<b>8196</b>	<b>136.6000</b>	

Attendance Audit Report - Calendar Type

Data Element	Description	Location
<b>Day</b>	One record for each day marked as both instructional and attendance for the selected calendar, sorted by date.  <i>Alphanumeric, 1 character</i>	Not stored
<b>Date</b>	Date of the day of the week based on the time frame specified within the calendar year. Only the dates within the date range entered on the extract editor will report.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Not stored
<b>Instructional Minutes</b>	Total instructional time (not including lunch time or non-instructional time) for the day being reported in minutes.  <i>Numeric, 4 digits</i>	Calculated, value not stored
<b>Instructional Hours</b>	Instructional minute value converted to hours and rounded to the nearest ten thousandth.  <i>Numeric, 7 digits</i>	Calculated, value not stored

Data Element	Description	Location
<b>Period Schedule</b>	<p>Lists the period schedule associated with the calendar.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>System Administration &gt;            Calendar &gt; Calendar &gt; Days            &gt; Day Detail - Period            Schedule</p> <p>Calendar.periods</p>