



Students report when their [School of Primary Responsibility](#) is active on the Audit Date and is at least one of the calendars selected. Create/select an Ad Hoc Filter to delimit the audit to a specific student or group of students with reportable attendance.

Reports one record per Audit Date selected. When delimiting the file to a specific student, it is recommended to select All Calendars to ensure the student's School of Primary Responsibility is selected.

To report, students must have a State ID and be enrolled in a grade level mapped to a State Grade Level Code of PK, KG, or 01-12.

## Calendar Detail

This record type aggregates enrolled student attendance in the single calendar selected.

Note this report does NOT return a student's aggregated district-level attendance as reported in the ISEE Student Attendance state submission. Its availability is intended to assist in determining single calendar-level attendance per date for students with multiple cross-calendar enrollments.

Reports one record per calendar, per schedule structure, per student with an enrollment active at some point during the audit date range, per M-F day in the date range. Create/select an Ad Hoc Filter to delimit the audit to a specific student or group of students with reportable attendance. This audit can only be generated for one calendar at a time.

## School of Primary Responsibility

The School of Primary Responsibility is the school that receives funding for a student, compared to other schools where the student may have partial enrollments. To determine the student's School of Primary Responsibility, all primary enrollments active at the same time are considered.

- When only one enrollment is flagged as Primary on a given date, that enrollment identifies the School of Primary Responsibility.
- When more than one enrollment is flagged as Primary on a given date, the School of Primary Responsibility reports from the calendar that has the highest calendarID.
- When the student has no primary enrollments on a given date, the School of Primary Responsibility is the one of the secondary enrollment whose calendar has the highest calendarID.

## Report Editor

Field	Description
<b>Report Type</b>	Determines which audit report generates - the District Summary or the Calendar Detail.

Field	Description
<b>Audit Date</b>	District Summary Report only  Indicates the date the District Summary Report was generated.
<b>Exclude Cross-Site Data</b>	Cross-site section enrollment data is <b>not</b> included in the report when checked. <ul style="list-style-type: none"> <li>• <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display.</li> <li>• Defaults to checked.</li> </ul>
<b>Start Date, End Date</b>	Calendar Detail Report only  Indicates the start and end date range of the Calendar Detail Report.
<b>Sort Order</b>	Indicates how the reports are sorted. <ul style="list-style-type: none"> <li>• For the District Summary Report, options are Date, Calendar ID, Base Calendar Name, or Student Last Name.</li> <li>• For the Calendar Detail Report, options are Date, Student Last Name, or Schedule Structure.</li> </ul>
<b>Ad hoc Filter</b>	When chosen, only students included in the selected ad hoc filter are reported in the extract when they meet the extract's requirements.
<b>Format</b>	Determines the layout of the report. Choose either CSV or HTML.
<b>Calendar Selection</b>	Select at least one calendar from which to report student discipline information.
<b>Report Generation</b>	Use the <b>Generate Extract</b> button to display the extract's results immediately. When a larger data set is being reported, use the <b>Submit to Batch</b> option to choose when the extract generates (after or before school hours, etc.). See the <a href="#">Batch Queue</a> article for more information.

## Generate the Extract

1. Select a **Record Type** of *District Summary* or *Calendar Detail*.
2. When generating the District Summary, enter an **Audit Date**.
3. If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report.to display.
4. When generating the Calendar Detail, enter a **Start** and **End Date**.
5. Select a **Sort Order** to indicate how results should be sorted in the extract.
6. Select an **Ad hoc Filter** to limit results to a pre-defined filter.
7. Select a **Format** for the extract.
8. Select a **Calendar** from the list.
9. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report generates.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	SSID	Last Name	First Name	CalendarID	BaseCalendarName	BaseSchedule	ReportedGradeLevel	KindergartenCode	AltAttendance	AllCalendars	AllGrades	NOPrimaryEnr
2	9/15/2022	123456789	Student	Adam	12951255	22-23 Senior High School	Main	12	N		22-23 Senior High School	12	
3	9/15/2022	234567890	Student	Beth	12951255	22-23 Senior High School	Main	11	N		22-23 Senior High School	11	
4	9/15/2022	345678901	Student	Charles	12951255	22-23 Senior High School	Main	11	N		22-23 Senior High School	11	
5	9/15/2022	456789012	Student	Daphne	12951255	22-23 Senior High School	Main	10	N		22-23 Senior High School	10	
6	9/15/2022	567890123	Student	Emmett	12951255	22-23 Senior High School	Main	10	N		22-23 Senior High School	10	
7	9/15/2022	678901234	Student	Francine	12951255	22-23 Senior High School	Main	11	N		22-23 Senior High School	11	
8	9/15/2022	789012345	Student	George	12951255	22-23 Senior High School	Main	12	N		22-23 Senior High School	12	

District Summary Report - Date Sort Order, CSV Format

Calendar Detail Records: 74191												
Date	SSID	StudentNumber	Last Name	First Name	Middle Name	Calendar	IsStudentsBaseCalendar	CalendarType	IsSummerSchool	ScheduleStructureName	StateGrade	KindergartenC
08/17/2022	123456789	123456789	Student	Adam		22-23 Senior High School	Y	I	N	Main	12	
08/18/2022	123456789	123456789	Student	Adam		22-23 Senior High School	Y	I	N	Main	12	
08/19/2022	123456789	123456789	Student	Adam		22-23 Senior High School	Y	I	N	Main	12	
08/20/2022	123456789	123456789	Student	Adam		22-23 Senior High School	Y	I	N	Main	12	
08/21/2022	123456789	123456789	Student	Adam		22-23 Senior High School	Y	I	N	Main	12	
08/22/2022	123456789	123456789	Student	Adam		22-23 Senior High School	Y	I	N	Main	12	

Calendar Detail Report - Last Name Sort Order, HTML Format

## Report Layouts

[District Summary](#) | [Calendar Detail](#)

## District Summary

Name	Description	Location
<b>Date</b>	Reports the date on which the audit was generated, as entered on the report editor in the Audit Date field.  <i>Date field, 10 characters (MM/DD/YYYY)</i>	N/A
<b>SSID</b>	Reports the student's State ID number.  <i>Numeric, 9 digits</i>	Demographics > Person Identifiers > Student State ID  Person.stateID
<b>Last Name</b>	Reports the student's last name from the record active on the Audit Date.  <i>Alphanumeric, 35 characters</i>	Demographics > Last Name  Identity.lastName
<b>First Name</b>	Reports the student's first name from the record active on the Audit Date.  <i>Alphanumeric, 35 characters</i>	Demographics > First Name  Identity.firstName

Name	Description	Location
<b>Calendar ID</b>	<p>Reports the calendarID of the student's <a href="#">School of Primary Responsibility</a>. Reports a record for each School of Primary Responsibility.</p> <p><i>Numeric, 15 digits</i></p>	Data not stored
<b>Base Calendar Name</b>	<p>Reports the name of the calendar of the student's <a href="#">School of Primary Responsibility</a>.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Calendar Information &gt; Name</p> <p>Calendar.name</p>
<b>Base Schedule Structure</b>	<p>Reports the name of the schedule in the calendar of the student's <a href="#">School of Primary Responsibility</a>.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Schedule Structure Setup &gt; Schedule Structure &gt; Name</p> <p>ScheduleStructure.name</p>
<b>Reported Grade Level</b>	<p>Reports the state grade level mapped to the grade level of the student's enrollment in the <a href="#">School of Primary Responsibility</a>.</p> <p><i>Alphanumeric, 2 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p> <hr/> <p>Grade Level Setup &gt; State Grade Level Code</p> <p>GradeLevel.stateCode</p>
<b>Kindergarten Code</b>	<p>Reports the Kindergarten Code of the student's State Grade Level.</p> <ul style="list-style-type: none"> <li>• When the student's grade is not mapped to a State Grade Level code of KG, reports as null.</li> <li>• When the student's grade level is mapped to a state grade level of KG and Kindergarten Code is entered, reports the code selected.</li> <li>• When state grade level is KG but no Kindergarten Code is selected, reports as NO CODE SELECTED.</li> </ul> <p><i>Alphanumeric, 2 digits</i></p>	<p>Grade Level Setup &gt; Kindergarten Code</p> <p>GradeLevel.kindergartenCode</p>

Name	Description	Location
<b>NonPublic</b>	Reports as Y when Alternative Attendance is marked on the student's enrollment. Otherwise reports as N.  <i>Alphanumeric, 1 character (Y or N)</i>	Enrollments > State Reporting Fields > Alternative Attendance  Enrollment.alternativeAttendance
<b>All Calendars</b>	Reports the names of all calendars in which the student is actively enrolled, separated by commas.  <i>Alphanumeric, 30 characters</i>	Calendar Information > Name  Calendar.name
<b>All Grades</b>	Reports the mapped State Grade Level Code of all grade levels in which the student is actively enrolled, separated by commas.  <i>Alphanumeric, 2 characters</i>	Grade Level Setup > State Grade Level Code  GradeLevel.stateCode
<b>NO Primary Enrollment</b>	Reports as Y when the student has no active enrollments with a Service Type of Primary. Otherwise, reports as N.  <i>Alphanumeric, 1 character</i>	Student Information > General > Enrollments > Service Type  Enrollment.serviceType
<b>Multiple Primary Enrollments</b>	Reports as Y when the student has more than one active enrollment with a Service Type of Primary. Otherwise, reports as N.  <i>Alphanumeric, 1 character</i>	Student Information > General > Enrollments > Service Type  Enrollment.serviceType
<b>Attendance Day</b>	Reports as Y when the Audit Date is flagged as a School Day, Instruction, and Attendance. Otherwise, reports as N.	Day Setup > Day Detail > Attendance  Day.attendance
<b>Base Period Minutes</b>	Reports the possible minutes of attendance from the calendar of the student's <a href="#">School of Primary Responsibility</a> .  When there is not a Day Event of EC or SD, reports the total of all minutes in attendance taking periods.  <i>Numeric, 3 digits</i>	Calendar Information > Student Day Minutes  Calendar.studentDay

Name	Description	Location
<b>Base Day Event Inst Minutes</b>	<p>Reports the day event instructional minutes from the calendar of the student's <a href="#">School of Primary Responsibility</a>.</p> <p>When the day has a Day Event of EC or SD and the student's enrollment is mapped to a state grade level of PK, KG (with Kindergarten Code that is not 1 or 2), or 01-12, reports the Total Instructional Minutes from all EC/SD day events on the Audit Date.</p> <p>When the enrollment is mapped to a state grade level of KG and Kindergarten Code is 1 or 2, reports based on the Start and End Times of the day (or as Total Instructional Minutes from all EC/SD day events when Times are null).</p> <p><i>Numeric, 3 digits</i></p>	<p>Day Setup &gt; Day Detail &gt; Instruction</p> <p>Day.instruction</p>
<b>District Absent Minutes</b>	<p>Reports the total number of minutes the student was marked as Absent on the Audit Date for all attendance taking periods in the Schedule Structure.</p> <p><i>Numeric, 3 digits</i></p>	<p>Attendance &gt; Date/Period &gt; Code</p> <p>Attendance.status</p>

## Calendar Detail

Field Name	Description	Location
<b>Date</b>	<p>Reports the day for which the record is generated.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	N/A
<b>SSID</b>	<p>Reports the student's State ID number.</p> <p><i>Numeric, 9 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person.stateID</p>

Field Name	Description	Location
<b>Student Number</b>	Reports the student's local Student Number.  <i>Numeric, 30 digits</i>	Demographics > Person Identifiers > Local Student Number  Person.studentNumber
<b>Last Name</b>	Reports the student's last name.  <i>Alphanumeric, 35 characters</i>	Demographics > Last Name  Identity.lastName
<b>First Name</b>	Reports the student's first name.  <i>Alphanumeric, 35 characters</i>	Demographics > First Name  Identity.firstName
<b>Middle Name</b>	Reports the student's middle name.  <i>Alphanumeric, 30 characters</i>	Demographics > Middle Name  Identity.middleName
<b>Calendar</b>	Reports the calendar name.  <i>Alphanumeric, 30 characters</i>	Calendar Information > Name  Calendar.name
<b>Is Student Base Calendar</b>	Reports as Y when the calendar is the calendar of record of the student's <a href="#">School of Primary Responsibility</a> . Otherwise, reports as N.  <i>Alphanumeric, 1 character</i>	Data not stored
<b>Calendar Type</b>	Reports the Type of the calendar.  <i>Alphanumeric, 10 characters</i>	Calendar Information > Type  Calendar.type
<b>Is Summer School</b>	Reports as Y when Summer School is marked for the calendar. Otherwise reports as N.  <i>Alphanumeric, 1 character</i>	Calendar Information > Summer School  Calendar.summerSchool
<b>Schedule Structure Name</b>	Reports the name of the Schedule Structure.  <i>Alphanumeric, 20 characters</i>	Schedule Structure Setup > Name  ScheduleStructure.name

Field Name	Description	Location
<b>State Grade</b>	<p>Reports the state grade level mapped to the grade level of the student's enrollment in the <a href="#">School of Primary Responsibility</a>.</p> <p><i>Alphanumeric, 2 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p> <hr/> <p>Grade Level Setup &gt; State Grade Level Code</p> <p>GradeLevel.stateCode</p>
<b>Kindergarten Code</b>	<p>Reports the Kindergarten Code of the student's State Grade Level.</p> <ul style="list-style-type: none"> <li>When the student's grade is not mapped to a State Grade Level code of KG, reports as null.</li> <li>When the student's grade level is mapped to a state grade level of KG and Kindergarten Code is entered, reports the code selected.</li> <li>When state grade level is KG but no Kindergarten Code is selected, reports as NO CODE SELECTED.</li> </ul> <p><i>Alphanumeric, 3 digits</i></p>	<p>Grade Level Setup &gt; Kindergarten Code</p> <p>GradeLevel.kindergartenCode</p>
<b>AltAttendanceFlag</b>	<p>Reports as Y when the Alternative Attendance is marked on the student's enrollment. Otherwise, reports as N.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Alternative Attendance</p> <p>Enrollment.alternativeAttendance</p>
<b>Is Attendance Day</b>	<p>Reports a value of Y when School Day, Instruction, and Attendance are marked on the calendar day.</p> <p>Otherwise, reports a value of N.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Day Setup &gt; Day Detail &gt; School Day, Instruction, Attendance</p> <p>Day.schoolDay Day.instruction Day.attendance</p>

Field Name	Description	Location
<b>Period Minutes Scheduled</b>	<p>Reports the total minutes for which the student is scheduled for the calendar, schedule structure, and date being reported.</p> <ul style="list-style-type: none"> <li>• Reports as 0 (zero) when the day is NOT an attendance day.</li> <li>• This does NOT include scheduled minutes from classes that are NOT marked as attendance taking or are NOT scheduled during attendance taking periods in the reported calendar.</li> </ul> <p><i>Numeric, 3 digits</i></p>	Calculated
<b>Day Events</b>	<p>Reports a concatenated code(s) ONLY when the Attendance Day field reports as Y AND code(s) selected in Type are EC or SD separated by a comma.</p> <ul style="list-style-type: none"> <li>• When this Day record has two EC events and three SD events, the value reports as EC,EC,SD,SD,SD (<i>or any combination thereof</i>).</li> </ul> <p>Otherwise, reports as NULL.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Day Setup &gt; Day Day Events &gt; Type</p> <p>DayEvent.type</p>
<b>Inst Minutes On Day Events</b>	<p>When the Attendance Day field reports as Y AND the current enrollment is NOT mapped to a state grade code of KG with Kindergarten Session Code of 1 or 2 (half day), reports the total instructional minutes from all events where Type is EC: Emergency Closure or SD: Staff Development on this date.</p> <p>Reports as 0 (zero) when there are NO day events of EC or SD are present, AND the current enrollment is mapped to a state grade code of KG with Kindergarten Session Code is 1 or 2 (half day), AND the start</p>	<p>Day Setup &gt; Day Day Events &gt; Instructional Minutes</p> <p>DayEvent.instructionalMinutes</p> <hr/> <p>Day Setup &gt; Day Day Events &gt; Type</p> <p>DayEvent.type</p>

Field Name	Description	Location
	<p>and end times are NOT entered on the day event.</p> <p>Reports the total Instructional Minutes from all events where Type is EC or SD on this date.</p> <p>Reports as 0 (zero) when NO day events of EC or SD are present, AND the start and end times ARE entered on the day event.</p> <ul style="list-style-type: none"> <li>The number of day minutes is calculated based on the student's schedule and reports the number of EC or SD event minutes that overlap the student's schedule.</li> </ul> <p>Example: <i>the student attends AM KG from 8am to 12 noon. (240 min) and an EC day event is entered on this date with start time 11:40 am and end time 3pm. The reported Inst Minutes on Day Event = 220 minutes (8-11:40)</i></p> <p>Reports as 0 (zero) when NO day events of EC or SD are present.</p> <p>When IsAttendanceDay reports as N, this field reports as null.</p> <p><i>Numeric, 3 digits</i></p>	
<b>Max Possible Attendance Minutes</b>	<p>Reports either the Scheduled Day Minutes OR Instructional Minutes on the Day Event, whichever is LESS.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated</p>
<b>Absent Minutes</b>	<p>Reports the total number of minutes the student was marked as absent on this date for all attendance taking classes/periods.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated</p>