Monthly Attendance Summary (California) [.2243 - .2339]

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Report Logic | Report Editor | Generate the Monthly Attendance Summary | Monthly Attendance Summary Report Layout

Classic View: CA State Reporting > Monthly Attendance Summary

Search Terms: Monthly Attendance Summary

The Monthly Attendance Summary provides a summary detail of attendance days, average daily attendance (ADA), and enrollment numbers by school month and grade level. Users can select specific grade levels and specific attendance categories to include in the report.

Monthly Attendance Summary Report

A unique District of Apportionment appears within each unique Attendance Category for each School Month for the selected calendar(s). When multiple calendars are selected, this report generates totals by Attendance Funding Category, District of Apportionment and School Month/Reporting Period for all selected calendars.

Please note the following:

- **Calendars selected for this report should have the same school months (including school month name) and number of Instructional days.**
- All grade levels must be mapped to a State Grade level.

- Students marked as **No Show** on enrollment records are not included in the report.
- Students marked as State Exclude on their **Enrollment** record, enrolled in a **Grade Level** marked State Exclude or enrolled in a **Calendar** marked State Exclude are not reported.

The Monthly Attendance Summary can be generated immediately or can be generated at a later time using the **Submit to Batch** option. This button sends the report to Batch Queue where the report is built and be saved for review later. This option is recommended when multiple schools or even multiple attendance categories are selected.

See the Batch Queue documentation for additional information.

Report Logic

Attendance Reporting | Enrollments | Age Requirements | Other Reporting Logic | Monthly Attendance Summary Definitions

Attendance Reporting

A student is counted as Present for the entire day when the student is present in at least one attendance-taking course section in an instructional period. This means there is no attendance code assigned in the period, or there is an attendance code with a Status/Excuse of Absent/Exempt or an attendance code with a Status of Present or Tardy and any Excuse. Present by Independent Study means an attendance code of ISC with a Status of Present and any Excuse.

A student is counted as Absent for the entire day when the student is absent in all attendance-taking sections in instructional periods. This means an unexcused absence is assigned with a Status of Absent and an Excuse of Unexcused or Unknown or an excused absence is assigned with a Status/Excuse of Absent/Excused.

Enrollments

Only enrollments that are active during the selected school months for at least one instructional day are considered in the report.

All students enrolled at any time during the selected School Month(s) report under the following conditions:

- Only students whose enrollments have the Attendance Funding Category(ies) selected in the editor report.
- Students in all State Grade Levels (not just KN-12) in the selected calendar report when All Grade Levels is chosen. Otherwise, only students in selected grade levels report. All Grade Names in a calendar must have a State Grade Level entered or students in that Grade Level do not report.
- Only students whose enrollments have the appropriate Service Type/Track Jumper status enrolled in the selected calendar at any time during the selected School Month(s) report.

- Primary Enrollments (not Track Jumpers) - Students who have Service Type P and Track Jumper checkbox on the Enrollment record is not marked.
- Track Jumpers - Students who have Service Type P and Track Jumper checkbox is marked.
- Partial Enrollments - Students who have Service Type S or N.

When the same student ends enrollment and re-enrolls within the same School Month, that student reports in both the Gains and Losses as two separate records.

Within a School Month, student records are grouped by Attendance Funding Category. Within an Attendance Funding Category, student records are grouped by District of Apportionment. Within a District of Apportionment section, student records are grouped by Grade Level.

The Summary reports the total for each column after each reporting group. These fields are reported for each grade level within each unique District of Apportionment within each unique Attendance Category within each unique School Month for the calendar(s) being reported. When the Attendance Category is *10: Regular Day* or *45: Independent Study Regular Day*, a summary total also reports for Grades 1-3, 4-6, 7-8, 9-12 (grouped by State Grade level). A summary total reports for the whole State Grade Level and for each individual Grade Name in the grade level when the reporting group contains State Grade Level KN. Other grade levels report but not within summary totals. For other Attendance Categories, totals for all grade levels are combined. Each unique School Month, Attendance Funding Category, and District of Apportionment "reporting group" reports in a separate section. Counts for each section report by State Grade Level.

- Students who have multiple enrollments in a School Month in the same Attendance Funding Category, District Apportionment and Grade Level group count once for each enrollment.
- Students who change Grade Levels only during a school month count in both grade levels.
- Students who change Attendance Funding Categories and/or District of Apportionment during a school month count in both groups.
- Students who change Service Types during a school month count in both groups and in both reports.
- Students who have an end status of 440 are not reported, unless the student's Attendance Funding Category is changed.

When multiple School Months are selected for reporting, each School Month reports individually and the range of School Months reports as if it were a single month.

- When School Months 1-3 are selected, records would report for SM 1, SM 2, SM3, and SM1-3.
- For a single School Month, each grade level in the reporting group reports elements 6-23. For a range of School Months, each grade level in the reporting group should report elements 6-23.
- After each reporting group, Gap Gains and Gap Losses (fields 24-25) report for the first through the second to last individual School Months. When School Months 1-3 are selected, Gap Gains and Gap Losses report after SM 1 and SM 2 but not after SM 3 or SM 1-3.

Age Requirements

The Department of Education has new requirements starting with the 2022-23 school year to expand Transitional Kindergarten for all four year olds in California. Refer to the Transitional Kindergarten and the Department of Education websites for more information.

> The default date for Transitional Kindergarten is February 2 of the end year of the active year. When 2022-2023 is the active year (set on the School Years tool), the date defaults to February 2, 2023.

Students report in the Monthly Attendance Summary when they are five years old. When the student has a **Program 185: Transitional Kindergarten** flag record, the following logic applies.

When a student turns five years old...	Report Logic
...on or before the entered TK Date and the student has an active Transitional Kindergarten (TK) flag...	...the average daily attendance reports from the beginning of their enrollment for the Active School year. The TK Flag start date or Eligibility Start Date must also start before the entered TK Date of the active school year.
...during the school month selected in the extract editor and it is after the entered TK Date and the student has an active TK flag...	...the average daily attendance reports only for the days on or after the student's birthday. The TK Flag start date or Eligibility Start Date must also start before the entered TK Date of the active school year. When the student's birthday is after the entered TK Date, the student does not report as a gain or a gap gain.
...within the period selected in the extract editor and it is after the entered TK Date and the student has an active TK flag...	...the average daily attendance reports only for the days on or after the student's birthday. The TK Flag start date or Eligibility Start Date must also start before the entered TK Date of the active school year. When the student's birthday is after the entered TK Date, the student does not report as a gain or a gap gain.
...on or before the entered TK Date of the active school year AND has an enrollment with a State Grade Level of PS: Pre-school...	...the student's ADA reports from the beginning of their enrollment in the active school year.
...AFTER the entered K Date of the active school year AND has an enrolllment with a State Grade Level of PS: Pre-School...	...the student's ADA reports from their fifth birthday on the active year. This student is counted as a gain.
When a student has...	**Report Logic**
... a TK flag AFTER the entered TK Date...	... the student reports from the start date of the TK flag.

When a student turns five years old...	Report Logic
...an enrollment start date AFTER the entered TK Date and an active TK flag...	the student reports from the start date of the TK flag. When the enrollment date is before the TK flag date, the student reports from whichever date is later - enrollment start date, TK Flag Date, or Birth Date. This student is counted as a gain....
...has a TK Flag and is under five years old...	...the student's ADA reports from their fifth Birthday on the Active Year when their fifth birthday is AFTER the entered TK Date of the Active School Year. This student is counted as a gain.

Other Reporting Logic

- Gap Gains and Gap Losses report after each individual School Month when a range of School Months is selected. These report for all of the school months in the range except for the last one in each reporting group (School Month/Attendance Funding Category/District of Apportionment).
- When **Display School Details** is selected on the editor, all selected calendars are listed under **List of Included Calendars** when printed.
- Attendance calculations in this report are based on one period of presence equals one day of ADA.
- Reports a single data set for a student when that student is found in multiple trial IDs for a school year.
- Courses marked as ASES do not report. The ASES course Types that do not report are as follows:
  - A1 - Before School Base
  - A2 - After School Base
  - A3 - Before School Supplemental
  - A4 - 3-hour After School Supplemental
  - A5 - 6-hour After School Supplemental
  - Not Funded - ASES Not Funded

Monthly Attendance Summary Definitions

The following definitions are used in the Attendance Summary Report.

Term	Definition
Beginning Enrollments	Total students enrolled on the first instructional day of the School Month. This includes students who start enrollment the day after the last instructional day of the previous School Month through the first instructional day of the next School Month.

Term	Definition
Gains	Total enrollments that begin (added) after the first instructional day of the School Month.
Losses	Total enrollments that end during (ended before the end of) the School Month. Enrollments with an end date on the last instructional day of a school month are counted in the gap losses count.
Ending Enrollments	Total students enrolled on the last instructional day of the School Month.
Total Enrollments	Total number of enrollments that were active for at least one instructional day during the School Month.
Gap Gains	Total number of enrollment starts that occur in the gap between two school months.
Gap Losses	Total number of enrollment drops that occur from the last instructional day of the first school month through the day before the first instruction day of the next school month, unless the Enrollment End Status is 440: Enrollment End (not CALPADS Reported).

Report Editor

Element Selection	Description
Report Period	Selection indicates the part of the year for which attendance data is reported. Options are: • P1 • P2 • Annual • 19-20 P2 - reports School Month 01 through the last full School Month that ends on or before February 29, 2020 (added in response to COVID-19). **This option can only be used with 2019-2020 calendars.** • 19-20 Annual - reports all school months in a calendar that end on or before February 29, 2020 (added in response to COVID-19). **This option can only be used with 2019-2020 calendars.** • Choose School Months • Custom Date Range

Element Selection	Description
TK Date	Indicates the date for when students in Transitional Kindergarten programs are allowed to generate average daily attendance for the Monthly Attendance Summary.

This date is automatically set to February 2, 2022. When necessary, it can be modified by selecting the calendar icon to choose a new date or by entering a new date in *mmddyy* format.

When the student has a Transitional Kindergarten record AND is under five years old:
- ADA reports from the beginning of their enrollment in the active school year when their fifth birthday is ON or BEFORE the entered TK Date.
- ADA reports from the student's fifth birthday when their birthday is AFTER the entered TK Date.

> The Department of Education has new requirements starting with the 2022-23 school year to expand Transitional Kindergarten for all four year olds in California. Refer to the Transitional Kindergarten and the Department of Education websites for more information. |
| **Select School Months** | Allows user to select which school months to include on the report. This option displays when the Report Period option is set to **Choose School Months.** A calendar must be selected in the Campus toolbar in order to populate the appropriate school month list. |
| **Date Range** | Allows the ability to enter specific dates for the attendance data included in the report. This option displays when the Report Period option is set to **Custom Date Range**.

Dates can be entered in *mmddyy* format or use the calendar icon to select a date. A calendar must be selected in the Campus toolbar in order to populate the appropriate school month list. |
| **Attendance Category** | Type of attendance group assigned to the student. |
| **Choose Grades** | Indicates the students' grade levels of enrollment.

When **All Grade Levels** is selected, students in all state grade levels (not just KN-12) report. |

Element Selection	Description
Student Types	Indicates the enrollment types of the students included on the report. Options are: • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
Display School Details	When selected, displays the school name for which data is reported in a List of Included Calendars header.
Ad hoc Filter	Allows a pre-existing Ad hoc filter to be chosen to further narrow the results of the students included in the report. For example, the MAS may need to be generated for a particular race/ethnicity. Creating a filter that only pulls that information can be selected here, so the results of the MAS only return students in the selected grade level, attendance category and a particular race/ethnicity. This allows for LCAP reporting.
Format	Determines the file type in which the report generates. Options are PDF, PDF (State Reporting), DOCX, DOCX (State Reporting), or CSV.
Calendar Selection	Data from selected calendars is included in the report. At least one calendar needs to be selected in order to generate. The calendar chosen in the Campus toolbar is automatically selected.

Generate the Monthly Attendance Summary

This is a very complex report. Try to limit the generation of this report to after-school hours or use the Submit to Batch option to select when the report can generate.

1. Select the **Report Period** from the dropdown list.
2. When the Report Period option chosen is Choose School Months, select the desired **School Months** to include in the report.
3. When the Report Period option chosen is Custom Date Range, enter the desired dates.
4. Verify the entered **TK Date** is correct, and modify as needed.
5. Select the desired **Attendance Category(ies)** from the list.
6. Select the **Grade Level(s)** of the students to include in the report.
7. Select the **Student Type** from the dropdown list.
8. Determine if calendar details should be displayed. If yes, mark the **Display School Details** checkbox. If no, uncheck this option.
9. Select an **Ad hoc Filter**, if desired.
10. Select the **Format** in which to display the report.
11. Select the **Calendars** to include in the report.

12. Click the **Generate Report** button. The report displays in the selected format, listing the attendance information for the selected students. Or, to generate the report at a later time, click the **Submit to Batch** button.

The example shown below uses the following options:

- Reporting Period - P1
- Attendance Category - All Categories
- Grades - High School Grade Levels
- Student Type - Primary Enrollments
- Display School Details - Selected
- Format - PDF
- One Calendar selected

Monthly Attendance Summary
Independent Unified School District
Any Town, CA 93003
Primary Enrollment(Not Track Jumpers)

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List of Included Calendars
19-20 Abbott Elementary
19-20 Bryant Elementary
19-20 Colfax Middle
19-20 Dupont Middle
19-20 Emerson High
19-20 Franklin High

School Month 1: July 29, 2019 - August 23, 2019
Days Taught: 18
Attendance Category: 10: Regular Day
District of Apportionment:

| | | | Days | | | | | | | | | Enrollments | | | | |
Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total	Days Account
Grade KN	3995	1	91	4086	69	130	3795	0	0.00	210.83	95.02	211	16	1	226	227	4086
Grade TK	655	0	47	702	2	13	640	0	0.00	35.56	97.71	35	4	2	37	39	702
Total KN	4650	1	138	4788	71	143	4435	0	0.00	246.39	95.40	246	20	3	263	266	4788
Grade 01	3743	0	73	3816	60	90	3593	5	0.28	199.61	95.99	207	5	2	210	212	3816
Grade 02	3975	0	75	4050	35	88	3852	0	0.00	214.00	96.91	219	6	3	222	225	4050
Grade 03	3463	0	101	3564	24	72	3367	0	0.00	187.06	97.23	189	9	3	195	198	3564
Total Grades 1-3	11181	0	249	11430	119	250	10812	5	0.28	600.67	96.70	615	20	8	627	635	11430
Grade 04	3004	0	38	3042	58	66	2880	0	0.00	160.00	95.87	165	4	1	168	169	3042
Grade 05	3978	0	54	4032	47	80	3851	5	0.28	213.94	96.81	217	7	0	224	224	4032
Grade 06	3510	0	54	3564	21	81	3408	1	0.06	189.33	97.09	190	8	1	197	198	3564
Total Grades 4-6	10492	0	146	10638	126	227	10139	6	0.33	563.28	96.64	572	19	2	589	591	10638
Grade 07	3578	0	58	3636	40	87	3451	8	0.44	191.72	96.45	193	9	2	200	202	3636
Grade 08	3730	0	50	3780	23	110	3597	0	0.00	199.83	96.43	204	6	2	208	210	3780
Total Grades 7-8	7308	0	108	7416	63	197	7048	8	0.44	391.56	96.44	397	15	4	408	412	7416
Grade 09	3753	0	27	3780	46	68	3639	0	0.00	202.17	96.96	206	4	0	210	210	3780
Grade 10	3638	0	52	3690	52	68	3518	0	0.00	195.44	96.70	199	6	2	203	205	3690
Grade 11	3596	10	22	3618	36	62	3488	0	0.00	193.78	97.27	199	2	1	200	201	3618
Grade 12	3443	0	31	3474	37	74	3332	0	0.00	185.11	96.78	191	2	3	190	193	3474
Total Grades 9-12	14430	10	132	14562	171	272	13977	0	0.00	776.50	96.93	795	14	6	803	809	14562
Total All Grades	48061	11	773	48834	550	1089	46411	19	1.06	2578.39	96.59	2625	88	23	2690	2713	48834

Monthly Attendance Summary - PDF Format

The following page of the report provides a place to verify the attendance data as accurate and complete.

School Month 01-05: August 9,2010-December 24, 2010
Days Taught: 85
Attendance Category: 19: Special Day
District of Apportionment: 3367124

Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total	Days Account
Grade 09	2405	0	145	2550	61	113	2231	0	0.00	26.25	92.77	25	5	1	29	30	2550
Grade 10	2897	0	248	3145	116	154	2627	0	0.00	30.91	90.68	33	4	4	33	37	3145
Grade 11	2554	0	166	2720	135	151	2268	0	0.00	26.68	88.80	29	3	2	30	32	2720
Grade 12	3802	0	448	4250	302	222	3278	93	1.09	38.56	86.22	34	16	4	46	50	4250
Total	11658	0	1007	12665	614	640	10404	93	1.09	122.40	89.24	121	28	11	138	149	12665

Data Validation:
Days Possible should equal Days Account
Total Enrollments = Beginning + Gains
Days Accountable = Total Enrollments times Days Taught
IS days and ADA are included in the total Apportionment Days and ADA.
Beginning Enrollments for a School Month should be equal to the Ending Enrollments + Gap Gains - Gap Losses
   from the previous School Month. This does not apply to the first School Month of the year.

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete.

Posted by:_____   Date:_____

Authorized By:_____   Title:_____   Date:_____

Monthly Attendance Summary Report - Verification Signatures

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	School Mc	Days Taug	Attendanc	District of	Grade	Days Enro	Days NC	Days OR	Days Poss	Days UnEx	Days Ex	Days Appt	Days IS Ap	IS ADA	ADA	%
2	1	18	10: Regula	3367124	8	270	0	0	270	7	3	260	0	0	14.44	
3	1	18	10: Regula	3367124	Total Grad	270	0	0	270	7	3	260	0	0	14.44	
4	1	18	10: Regula	3367124	Total All G	270	0	0	270	7	3	260	0	0	14.44	
5	2	19	10: Regula	3367124	8	285	0	0	285	9	10	266	0	0	14	
6	2	19	10: Regula	3367124	Total Grad	285	0	0	285	9	10	266	0	0	14	
7	2	19	10: Regula	3367124	Total All G	285	0	0	285	9	10	266	0	0	14	
8	3	20	10: Regula	3367124	8	300	0	0	300	9	7	284	0	0	14.2	
9	3	20	10: Regula	3367124	Total Grad	300	0	0	300	9	7	284	0	0	14.2	
10	3	20	10: Regula	3367124	Total All G	300	0	0	300	9	7	284	0	0	14.2	

Monthly Attendance Summary Report - CSV Format

For grade levels mapped to a State Grade Level of KN, unique grade level totals report.

Monthly Attendance Summary
Unified School District
1234 School Street
Any Town, CA 93001
Primary Enrollment(Not Track Jumpers)

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List of Included Calendars
12-13 Elementary School

School Month 01: August 13, 2012 - September 7, 2012
Days Taught: 17
Attendance Category: 10: Regular Day
District of Apportionment: 1234567: Unified

Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total	Days Account
Grade 00	136	0	0	136	1	2	133	0	0.00	7.82	97.79	8	0	0	8	8	136
Grade TK	102	0	0	102	0	2	100	0	0.00	5.88	98.04	6	0	0	6	6	102
Total KN	238	0	0	238	1	4	233	0	0.00	13.71	97.90	14	0	0	14	14	238
Grade 01	1904	0	0	1904	0	0	1904	0	0.00	112.00	100.00	112	0	0	112	112	1904
Grade 02	2142	0	0	2142	0	0	2142	0	0.00	126.00	100.00	126	0	0	126	126	2142
Grade 03	1989	0	0	1989	0	0	1989	0	0.00	117.00	100.00	117	0	0	117	117	1989
Total Grades 1-3	6035	0	0	6035	0	0	6035	0	0.00	355.00	100.00	355	0	0	355	355	6035
Grade 04	1666	0	0	1666	0	0	1666	0	0.00	98.00	100.00	98	0	0	98	98	1666
Grade 05	1768	0	0	1768	0	0	1768	0	0.00	104.00	100.00	104	0	0	104	104	1768
Total Grades 4-6	3434	0	0	3434	0	0	3434	0	0.00	202.00	100.00	202	0	0	202	202	3434
Total All Grades	9707	0	0	9707	1	4	9702	0	0.00	570.71	99.95	571	0	0	571	571	9707

Gap Gains: 0   Gap Losses: 0

School Month 01: August 13, 2012 - September 7, 2012
Days Taught: 17
Attendance Category: 18: Home and Hospital
District of Apportionment:1234567: Unified

Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total	Days Account
Grade 05	17	0	0	17	0	0	17	0	0.00	1.00	100.00	1	0	0	1	1	17
Total	17	0	0	17	0	0	17	0	0.00	1.00	100.00	1	0	0	1	1	17

Gap Gains: 0   Gap Losses: 0

Monthly Attendance Summary, Kindergarten Totals

A Total for All Grades displays for all attendance funding categories for each selected calendar, plus a grand total of attendance for all grades within the calendar.

Monthly Attendance Summary
Unified

Primary Enrollment(Not Track Jumpers)

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List of Included Calendars
21-22 High School

School Month 05: November 15, 2021 - December 3, 2021
Days Taught: 12
Attendance Category: 10: Regular Day
District of Apportionment:

Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total	Days Account
Grade 09	2544	0	0	2544	0	0	2544	0	0.00	212.00	100.00	212	0	0	212	212	2544
Grade 10	2556	0	0	2556	0	0	2556	0	0.00	213.00	100.00	213	0	0	213	213	2556
Grade 11	2088	0	0	2088	0	0	2088	0	0.00	174.00	100.00	174	0	0	174	174	2088
Grade 12	1788	0	0	1788	0	0	1788	0	0.00	149.00	100.00	149	0	0	149	149	1788
Total Grades 9-12	8976	0	0	8976	0	0	8976	0	0.00	748.00	100.00	748	0	0	748	748	8976
Total All Grades	8976	0	0	8976	0	0	8976	0	0.00	748.00	100.00	748	0	0	748	748	8976

School Month 05: November 15, 2021 - December 3, 2021
Days Taught: 12
Attendance Category: 19: Special Day
District of Apportionment:

Grades	Enroll	NC	OR	Possible	UnEx	Ex	Appt	IS	IS ADA	ADA	%	Beginning	Gains	Losses	Ending	Total	Days Account
Grade 09	132	0	0	132	0	0	132	0	0.00	11.00	100.00	11	0	0	11	11	132
Grade 10	120	0	0	120	0	0	120	0	0.00	10.00	100.00	10	0	0	10	10	120
Grade 11	84	0	0	84	0	0	84	0	0.00	7.00	100.00	7	0	0	7	7	84
Grade 12	48	0	0	48	0	0	48	0	0.00	4.00	100.00	4	0	0	4	4	48
Total Grades 9-12	384	0	0	384	0	0	384	0	0.00	32.00	100.00	32	0	0	32	32	384
Total All Grades	384	0	0	384	0	0	384	0	0.00	32.00	100.00	32	0	0	32	32	384

Monthly Attendance Summary - Total All Grades Calculation

Monthly Attendance Summary Report

Layout

Data Element	Description	Location
School Month	Reports the name of the School Month as determined by the selection on the Report Editor. *Alphanumeric, 20 characters*	System Administration > Calendar > Calendar > School Month Calendar.schoolMonth
Days Taught	Lists the total number of instructional days in the School Month being reported. This is not a total for all enrolled students, just a count of instructional days per School Month in this calendar. Days must be flagged as School Day, Instruction, and Attendance on the Calendar to be considered instructional. *Numeric, 3 digits*	System Administration > Calendar > Calendar > Days > Selected Day > School Day Days.schoolDay
Attendance Category	Indicates the group to which the students are assigned for reporting purposes. *Alphanumeric, 10 characters*	Student Information > General > Enrollments > State Reporting Fields > Attendance Funding Category Enrollment.attendanceFundingCategory
District of Apportionment	Indicates the district for the students in the selected Attendance Funding Category. When this value is null, the State District Name and Number of the reporting calendar is reported. *Alphanumeric, 30 characters*	System Administration > Resources > District Information District.name Student Information > General > Enrollments > State Reporting Fields > District of Apportionment > District Number

Data Element	Description	Location
School Name	Displays the name of the school reporting the information. This displays in the PDF version in the header and in the CSV version in the column. Also referred to as the Calendar Name. *Alphanumeric, 30 characters*	System Administration > Resources > School > School Detail > Name School.name System Administration > Calendar > Calendar > Calendar Info > Name Calendar.name
Grade Level	Reports the grade level of enrollment grouped by State Grade Level when the Attendance Funding Category is 10 or 45. A record reports for each individual grade and the following groups: • KN/00 • 1-3 • 4-6 • 7-8 • 9-12 Data is also broken out separately for any grade level with State Grade of KN. For each group, a grand total for all Grades is reported. *Alphanumeric, 3 characters*	System Administration > Calendar > Calendar > Grade Levels Calendar.gradeLevel
(Days) Enroll	Lists the total number of days enrolled for all students in the grade level. *Numeric, 3 digits*	Calculated, data not stored

Data Element	Description	Location
(Days) NC	Lists the total number of instructional days in which the student is enrolled but not scheduled into an attendance-taking course scheduled in an instructional period. This excludes students who have an Enrollment End Status of 440: Enrollment End (not CALPADS Reported). This includes days within the enrollment dates when multiple enrollments exist. These are summed with the total within the school month. The sum is not multiplied by the number of enrollments. *Numeric, 3 digits*	Calculated, data not stored
(Days) OR	Lists the total number instructional days in which students were not actively enrolled (off-roll) during the School Month. The sum is not multiplied by the number of enrollments. For any student whose enrollment began after the first day of the school month and/or whose enrollment ended before the last day of the school month, count the number of non-enrolled days. *Numeric, 3 digits*	Calculated, data not stored

Data Element	Description	Location
(Days) Possible	Lists the sum of possible Instructional Days during the school month. This includes days enrolled, days off-roll during the school month. This total equals the Days Account total. *Numeric, 3 digits*	Calculated, data not stored
(Days) UnEx	Lists the total number of days with an attendance status of Absent and an excuse status of Unexcused or Unknown. Students must be marked absent for all attendance periods of a school day to count as absent. *Numeric, 3 digits*	Calculated, data not stored
(Days) Ex	Lists the total number of days with an attendance status of Absent and an excuse status of Excused. Students must be marked absent for all attendance periods of a school day to count as absent. *Numeric, 3 digits*	Calculated, data not stored
(Days) Appt	Lists the count of days on which students are counted as Present. This does NOT count a day where the entire day's instructional minutes have an absence where attendance code detail status is Absent and the excuse is Excused or Unexecused. *Numeric, 3 digits*	Calculated, data not stored

Data Element	Description	Location
(Days) IS	Lists the total number of attendance days marked with the State Code of ISC: Independent Study Complete and CIC: Course Instruction Complete. *Numeric, 3 digits*	Calculated, data not stored
IS ADA	Lists the amount of ADA earned for Independent Study Days. This includes attendance days marked with the State Code of ISC: Independent Study Complete and CIC: Course Instruction Complete. This ADA is also included in the total ADA for the group. Calculation: Days-IS of Attendance divided by Days Taught *Numeric, 3 digits (X.XX)*	Calculated, data not stored
ADA	Lists the student's Average Daily Attendance. Calculation: Days of Apportionment Attendance divided by Days Taught *Numeric, 3 digits (X.XX)*	Calculated, data not stored
(Percentage of Attendance) %	Lists the student's Percentage of membership days in which students are counted as present. Calculation: Days of Apportionment Attendance divided by (Total Days Enroll minus Days NC) times 100 *Numeric, 3 digits (X.XX)*	Calculated, data not stored

Data Element	Description	Location
(Enrollments) Beginning	Lists the total enrollments on the first instructional day of the School Month. *Numeric, 3 digits*	Calculated, data not stored
(Enrollments) Gains	Lists the total number of enrollments added during the School Month, beginning after the first instructional day of the School Month. *Numeric, 3 digits*	Calculated, data not stored
(Enrollments) Losses	Lists the total number of enrollments ended during the School Month, ending before the last the instructional day of the School Month. *Numeric, 3 digits*	Calculated, data not stored
(Enrollments) Ending	Lists the total number of enrollments on the last instructional day of the School Month. *Numeric, 3 digits*	Calculated, data not stored
(Enrollments) Total	Lists the total number of students enrolled for at least one day of the School Month. Calculated as Beginning Enrollments plus Gains. *Numeric, 3 digits*	Calculated, data not stored
Days Account	Lists the number of days accountable. This total equals the Days Possible total. Calculation: Total enrollments times number of Days Taught *Numeric, 3 digits*	Calculated, data not stored

Data Element	Description	Location
Gap Gains	Lists the total enrollment starts in the gap between the last instructional day of the School Month up to and including the first instructional day of the following School Month. This only reports when two or more School Months are selected for reporting. *Numeric, 3 digits*	Calculated, data not stored
Gap Losses	Lists the total enrollment drops in the gap between the last instructional day of the School Month up to and including the day before the first instructional day of the following School Month. This only reports when two or more School Months are selected for reporting. *Numeric, 3 digits*	Calculated, data not stored

Gap Gains and Losses Detail List Layout

The Gap Gains and Gap Losses List details the Gap Gains and Gap Losses numbers for students for multiple months. This reports all students who started or ended enrollment between school months (when multiple school months are selected).

School Month	Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date
Reports the school month that the student was a Gain or Loss when the report spans a period of multiple months.	Reports the locally assigned identifier of each student who is counted as a Gap Gain or Gap Loss.	Reports the student's legal last name.	Reports the student's legal first name.	Reports when the student is a Gap Gain. When the student is not a Gap Gain, this field reports a blank value.	Reports when the student is a Gap Loss. When the student is not a Gap Loss, reports a blank value.

Monthly Attendance Summary Report, DOCX Format - Gap Gains and Losses Detail List, Gains and Losses Detail List

Gains and Losses Detail List Layout

The Gains and Losses List details the Gains and Losses numbers for students for a single month or multiple months. This reports all students who started after the first instructional day in the school month or who left before the last instructional day in the school month.

School Month	Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date
Reports the school month that the student was a Gain or Loss when the report spans a period of multiple months.	Reports the locally assigned identifier of each student who is counted as a Gain or Loss.	Reports the student's legal last name.	Reports the student's legal first name.	Reports when the When the student is not a Gain, this field reports a blank value.	Reports when the student is a Loss. When the student is not a Loss, reports a blank value.