# Cumulative Average Daily Membership (Oregon)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Cumulative ADM

The Cumulative Average Daily Membership Report returns enrollment information, including the type and amount of instruction provided, and outcomes, such as graduation, for Oregon public school students. All students receiving public education in grades K-12 should report. This includes full-time and part-time, as well as those enrolled in Alternative Education, ESL (English as a Second Language), and PnP (Pregnant and Parenting) Programs.
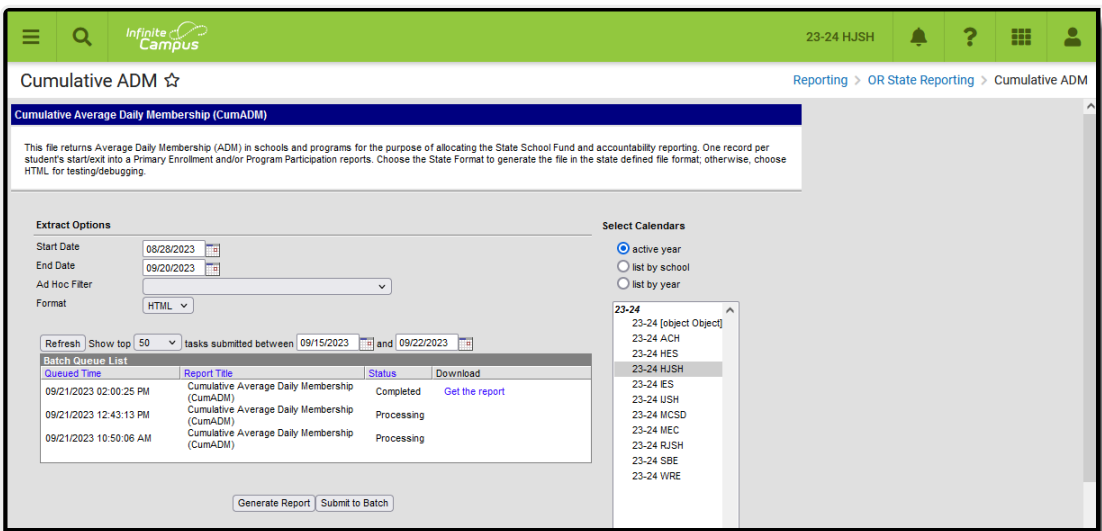
Cumulative ADM Report

Read - View and generate the Cumulative ADM File.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

The Cumulative ADM Report returns student average daily membership for overlapping and non-overlapping enrollments when the student was actively enrolled on at least one date in the reporting range that is NOT marked as State Exclude on the calendar, the enrollment record or the grade level.

- Students must have an SSID in order to report.
- The Program Type field on the student's Enrollment record must be populated. When it isn't populated, a regular attendance record reports with an invalid Program Type value of 00.
- An End Date reports for all students. When a student has withdrawn from school or the program, that end date reports. When a student is still actively enrolled in the school, the End Date entered on the Report Editor reports.

One record per student's non-overlapping (consecutive) enrollments report. This reports as a Program Type of 01 when the Program Type field has a value of 01, 02, 03 or 05 selected. Otherwise, the selected Program Type reports.

A SINGLE record for overlapping (concurrent) enrollments reports for the PRIMARY enrollment. The Program Type returned is based on the Program Type selected on the student's PRIMARY enrollment. When there are no primary enrollments, the Partial enrollment reports; when there are no partial enrollments, the Special Education enrollment reports.

> See the Overlapping and Non-Overlapping Enrollments section for more information.

A single **EL Program** record reports for each enrollment record within the reporting start and end date based on the overlapping Identified Date and Exit Date. When there are multiple enrollments in the school year and the student ended and then restarted an enrollment, there will be one record per enrollment for the EL Program Type 02 program that falls within each enrollment's start and end dates. In addition, the student MUST be enrolled in at least one calendar on at least one date during the active Program Participation to report the program record. Overlapping EL records are not allowed. When the Parent Declinde checkbox is marked, the student does not report for Program Type 02.

A **Pregnant and Parenting** record reports when the student's Pregnant and Parenting record is active on at least one date in the reporting range based on the program start and dates. This record reports as Program Type 03. In addition, the student MUST be enrolled in at least one calendar on at least one date during the active Program Participation to report the program record. Overlapping Pregnant and Parenting records are not allowed.

A **Case Management (ADM)** records reports when the student's Case Management record is active on at least one date in the reporting range based on the program start and dates. This record reports as Program Type 05. Overlapping Case Management records are not allowed.

FTE

The single record returned for overlapping enrollments currently calculates only the reported enrollment's FTE. It is recommend users enter the student's total FTE for all school enrollments on the student's reporting Calendar Enrollment to override the partial FTE value reported in this instance.

Eligible Days for Reporting Attendance

Program Type 01, 02, 03 and 15 consider each date where the student is scheduled into at least one class marked as attendance-taking that is scheduled during at least one instructional period on/between the reported ADM Enroll Date and the reported ADM Enrollment End Date.

Program Type	Report Logic
Program Type 01 and 15	Reports the student's earliest (minimum) Enrollment Start Date (in the case of multiple) to either the extract editor end date or the student's latest (max) Enrollment End Date whichever comes first UNLESS the student is marked as absent for the first 10-days where the first instructional day the student has present time.
Program Type 02	Reports the student's EL Start Date or the Calendar Start Date whichever is most recent to either the extract editor end date or the student's EL End Date whichever comes first.
Program Type 03	Report the Student's Pregnant and Parenting Program Participation Start Date to either the extract editor end date or the student's Pregnant and Parenting Program Participation End Date whichever comes first.

Attendance Marks

Attendance marks are defined at the district level. The Cumulative ADM report looks at the Attendance Excuse mapping to determine whether the student's attendance mark counts as Absent or Present:

- Attendance Codes with a Status of Absent and an Excuse of Excused or Unexcused count as Absent.
- Attendance Codes with a Status of Absent and an Excuse of Exempt or Unknown count as Present.
- Attendance Codes with a Status of Tardy, Early Release, or Present, regardless of the Excuse selected; count as Present.

Report Editor

Data Element	Description
Start Date	Entered date determines the first day that average daily membership is calculated for students. Dates are entered in MMDDYYYY format or can be selected by clicking the calendar icon. This field populates with the earliest start date of all selected calendars.
End Date	Entered date determines the last day that average daily membership is calculated for students. Dates are entered in MMDDYYYY format or can be selected by clicking the calendar icon.

Data Element	Description
Ad hoc Filter	Select which students to include in the extract by choosing a filter that was created in the Filter Designer. Only those students included in the filter are included in the report.
Format	Determines in which format the report generates - CSV or HTML.
Calendar Selection	Select the calendar of enrollment from which to pull student data. Calendars can be chosen by the active year, by the school name or by the year. When submitting to the state, select ALL calendars.
Report Generation	To generate the report immediately, use the **Generate Extract** option. To choose when the report generates, use the **Submit to Batch** option. Submit to Batch is useful when generating the report for several calendars or for larger amounts of data being reported. See the Batch Queue article for more information.

Generate the Report

1. Enter the desired **Start Date.**
2. Enter the desired **End Date.**
3. Select an **Ad hoc Filter,** if desired.
4. Select the desired **Format.**
5. Select the desired **Calendar(s).**
6. Click the **Generate Extract** button to display the results of the report immediately, or click the **Submit to Batch** button to choose when the report generates.

CSV Format Examples

Cumulative ADM Report Starting with Field 1 - CSV Format

Cumulative ADM Report Starting with Fields Specific to ADM Calculation - CSV Format

HTML Format Examples

Cumulative Average Daily Membership Records:20															
ChkDigitStdntID	DistStdntID	ResdDistInstID	ResdSchlInstID	AttndDistInstID	AttndSchlInstID	InstFill	LgILNm	LgIFNm	LgIMNm	GnrtnCd	PrfrdLNm	PrfrdFNm	PrfrdMNm	BirthDtTxt	G
0012345678	964	2147	0820	2147	0820		Student	Asher			Student	Asher		06092006	M
0012345678	964	2147	0820	2147	0820		Student	Asher			Student	Asher		06092006	M
0012345678	1620	2147	0820	2147	0820		Student	Asher			Student	Asher		01242010	F
0012345678	1620	2147	0820	2147	0820		Student	Asher			Student	Asher		01242010	F
00234567890	5123	2147	0820	2147	0820		Student	Angela			Student	Angela		04182006	M
00234567890	5123	2147	0820	2147	0820		Student	Angela			Student	Angela		04182006	M
0034567890	1022	2147	0820	2147	0820		Student	Brynn			Student	Brynn		07132005	F

Cumulative ADM Report Starting with Field 1 - HTML Format

Fill	ADMProgTypCd	ADMEnrlDtTxt	ADMEndDtTxt	ADMEndDtCd	ADMDiplomaTypCd	ADMWthdrFctrCd	ADMSessDays	ADMPrsntDays	ADMAbsntDays	ADMInstrctHrs	ADMFTE	ADMTuitionTypCd	RdEsntlSkillCd	R
	03	08282023			0	00	15	15.0	0.0	0	1.0		0	0
	10	08282023			0	00	0	0	0	88.70	0		0	
	03	08282023			0	00	15	6.0	0.0	0	1.0		0	0
	14	08282023			0	00	0	0	0	0	00	P	0	0
	03	08282023			0	00	15	8.0	0.0	0	1.0		0	0
	04	08282023			0	00	0	0	0	0.77	0		0	

Cumulative ADM Report Starting with Fields specific to ADM Calculation - HTML Format

Report Layout

The following fields are the same on many Oregon state reports. Click the **Click to expand** link to view these fields.

▶ Click here to expand...

Data Element	Description	Location
Check Digit Student Identifier	Lists the student's state-issued identification number. *Numeric, 10 digits*	Demographics > Person Identifiers > Student State ID Person.stateID
District Student Identifier	Lists the student's district-issued identification number. *Numeric, 10 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber

Data Element	Description	Location
Resident District Institution Identifier	Reports the district number in which the student resides. *Numeric, 10 digits*	Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict District Information > State District Number District.number
Resident School Institution Identifier	Reports the school number in which the student resides. *Numeric, 10 digits*	Enrollments > State Reporting Fields > Resident School Enrollment.residentSchool District Information > State School Number School.number
Attending District Institution Identifier	Reports the district number in which the student is enrolled. *Numeric, 10 digits*	Enrollments > State Reporting Fields > Serving District Enrollment.servingDistrict District Information > State District Number District.number
Attending School Institution Identifier	Reports the school number in which the student is enrolled. *Numeric, 10 digits*	Enrollments > State Reporting Fields > Serving School Enrollment.servingSchool District Information > State School Number School.number
Institution Filler	N/A	N/A

Data Element	Description	Location
Legal Last Name	Reports the student's legal last name. When the Legal Last Name field is not populated, information reports from the Last Name field. *Alphanumeric, 50 characters*	Identities > Identity Information > Protected Identity Information > Legal Last Name Identity.legalLastName Demographics > Person Information > Last Name Identity.lastName
Legal First Name	Reports the student's legal first name. When the Legal First Name field is not populated, information reports from First Name field. *Alphanumeric, 30 characters*	Identities > Identity Information > Protected Identity Information > Legal First Name Identity.legalFirstName Demographics > Person Information > First Name Identity.firstName
Legal Middle Name	Reports the student's legal middle name. When the Legal Middle Name field is not populated, information reports from the Middle Name field. *Alphanumeric, 30 characters*	Identities > Identity Information > Protected Identity Information > Legal Middle Name Identity.legalMiddleName Demographics > Person Information > Middle Name Identity.middleName
Suffix (Generational Code)	Indication student is considered a Junior, III, etc. *Alphanumeric, 3 characters*	Demographics > Person Information Identity.suffix
Preferred Last Name	Reports the student's last name. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName

Data Element	Description	Location
Preferred First Name	Reports the student's first name. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName
Preferred Middle Name	Reports the student's legal middle name. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName
Birth Date	Reports the student's date of birth. *Date field, 8 digits (MMDDYYYY)*	Demographics > Person Information > Birth Date Identity.birthDate
Gender Code	Reports the student's Legal Gender as either Male (M), Female (F) or Non-Binary (X). When the Legal Gender field is not populated, information reports from the Gender field. When the Legal Gender or Gender fields are not populated, reports a value of X. *Alphanumeric, 1 character (M, F, X)*	Identities > Identity Information > Protected Identity Information > Legal Gender Identity.legalGender Demographics > Person Information > Gender Identity.Gender
Hispanic/Latino Ethnicity Flag	An indication of whether a student identifies as having a Hispanic ethnicity. • Reports a value of Y when *Is the individual Hispanic/Latino?* is set to Yes. • Reports a value of N when *Is the individual Hispanic/Latino?* is set to No or is not populated. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Is the individual Hispanic/Latino? Identity.hispanicEthnicity

Data Element	Description	Location
American Indian/Alaskan Native Flag	Reports a value of Y when the American Indian or Alaskan Native checkbox is marked. Reports a value of N when it is not marked. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race/Ethnicity > American Indian or Alaska Native Identity.raceEthnicity
Asian Race Flag	Reports a value of Y when the Asian checkbox is marked. Reports a value of N when it is not marked. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race/Ethnicity > Asian Identity.raceEthnicity
BlackRace Flag	Reports a value of Y when the Black/African American checkbox is marked. Reports a value of N when it is not marked. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race/Ethnicity > Black or African American Identity.raceEthnicity
White Race Flag	Reports a value of Y when the White checkbox is marked. Reports a value of N when it is not marked. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race/Ethnicity > White Identity.raceEthnicity
Native Hawaiian/Other Pacific Islander Race Flag	Reports a value of Y when the Native Hawaiian or Other Pacific Islander checkbox is marked. Reports a value of N when it is not marked. *Alphanumeric, 1 character (Y or N)*	Demographics > Person Information > Race/Ethnicity > Native Hawaiian or Other Pacific Islander Identity.raceEthnicity
Race Filler	N/A	N/A

Data Element	Description	Location
Language of Origin Code	Reports the language that is most often spoken in the student's home. *Numeric, 4 digits*	Demographics > Person Information > Home Primary Language Identity.homePrimaryLanguage
Partial Social Security Number	Reports the last four digits of the student's Social Security number. *Numeric, 4 digits*	Demographics > Person Information > Soc Sec Num Identity.SSN
Enrolled Grade Code	Reports the state grade level that is mapped to the student's grade level of enrollment. *Numeric, 2 digits*	Enrollments > General Enrollment Information > State Grade Level Enrollment.stateGradeLevel

Data Element	Description	Location
Street Address	Reports the student's Primary Household address. The following logic is used when reporting addresses when a student is associated with multiple addresses: • A Street Address is selected over a P.O Box. • A Primary household membership is selected over a secondary household membership. • A Primary location is selected over a secondary location. • The household ID is used as a tiebreaker when multiple addresses have the same/earliest start date. • The location ID is used as a tiebreaker when the start date on multiple household locations is the same. • When a P.O. Box is the only address available for the student, that address reports. *Alphanumeric, 45 characters*	Household > Address > Number, Prefix, Street, Tag Address.number Address.prefix Address.street Address.tag
City	Reports the city in which the student resides. *Alphanumeric, 20 characters*	Household > Address > City Address.city
Zip Code	Reports the five digit zip code of the student's address. *Numeric, 5 digits*	Household > Address > Zip Address.zip
Zip Plus Four Code	Reports the additional four digits of the zip code associated with the student's address. *Numeric, 4 digits*	Household > Address > Zip Address.zip

Data Element	Description	Location
Resident County Code	Reports the county of residence code from the student's primary enrollment record as of the date of generation. When there is no primary enrollment, reports from the partial enrollment, then from the Special Education enrollment. When there are multiple primary enrollments, reports from the most recent entered enrollment. *Numeric, 2 digits*	Enrollment > State Reporting Fields > Resident County Enrollment.residentCounty
Phone Number	Reports the student's 10-digit phone number as entered in the Cell Phone field in the Personal Contact Information. When the Cell Phone field is not populated, reports from the Other Phone field. *Numeric, 10 digits (XXXXXXXXX)*	Demographics > Personal Contact Information > Cell Phone Contact.cellPhone
Teacher Filler	N/A	N/A
High School Entry Cohort School Year	Reports the concatenated school year value based on the student's date of first entry into 9th grade. When the student enters 9th grade in the 22-23 school year, a value of 2223 reports. *Numeric, 4 digits*	Graduation > Date First Entered Grade 9 Graduation.grade9Date
Student Filler	N/A	N/A

Data Element	Description	Location
Economically Disadvantaged Flag	Reports a value of Y when: • The active school history at the time of report generation identifies the school as Provision 2. • The student has an active FRAM record at the time of report generation where the Eligibility is Free or Reduced. Reports a value of N when there is no active FRAM record or when the Eligibility is NOT Free or Reduced. *Alphanumeric, 1 character (Y or N)*	Eligibility > Eligibility Detail > Eligibility POSEligibility.eligibility School > School History > Provision Status SchoolAttribute.provision
Title 1 Flag	Reports a value of Y when the student has an active Title 1 record on the date of report generation. When there is no active Title 1 record on the date of report generation, a value of N reports. *Alphanumeric, 1 character (Y or N)*	Title 1 > Start Date, End Date Title1.startDate Title1.endDate
Special Education Flag	Reports a value of Y when the student has a locked IEP OR has a data plan that is active on the day of report generation AND has a Special Ed Eligibility entry of Yes. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Enrollments > Special Ed Fields > Status Enrollment.specialEdStatus

Data Element	Description	Location
Section 504 Flag	Reports a value of Y when the student has an active Section 504 record on the date of report generation. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Section 504 > Start Date, End Date Section504.startDate Section504.endDate
Migrant Education Flag	Reports a value of Y when the student has an active Migrant record on the date of report generation. Active is defined as the report generation date being on or after the Services Start Date and on or before the Services End Date. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Migrant > Services Start Date, Services End Date Migrant.servicesStartDate Migrant.servicesEndDate
Indian Education Flag	Reports as N for all records.	N/A
English Learner Flag	Reports a value of Y ONLY when the student has an active EL record at the time of generation where the EL Program Status is EL. Active is defined as the report generation date being on or after the Identified Date and on or before the Program Exit Date. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	English Learner > Program Status, Identified Date, Program Exit Date lep.programStatus lep.identifiedDate lep.exitDate

Data Element	Description	Location
Distance Learning Flag	Reports a value of Y when the Distance Learning checkbox is marked on the student's enrollment record. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Enrollments > State Reporting Fields > Distance Learning Enrollment.distanceLearning
Homeschooling Flag	Reports a value of Y when the Home School checkbox is marked on the student's enrollment record. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Enrollments > State Reporting Fields > Home School Enrollment.homeSchooled
Transition Program Flag	When the Special Education Flag (field 38) reports a value of Y, logic checks the student's State Reporting Plan to see if it is active during the reporting range. When yes, this field reports as Y. Otherwise, a value of N reports. *Alphanumeric, 1 character (Y or N)*	Enrollments > Special Ed Fields > Status Enrollment.specialEdStatus Special Ed Documents > Data Plan
Alternative Education Program Flag	Reports a value of Y when the student's calendar of enrollment as of the report generation date contains a Calendar Type of Alternative. Otherwise, reports a blank value. *Alphanumeric, 1 character (Y)*	Calendar Information > Calendar Info > Type Calendar.type

Data Element	Description	Location
Tribal Affiliation Code	Indicates Tribal affiliation with a federally recognized, state-acknowledged, or terminated Tribe for the student, their parent, or their grandparent. • When the student's Race/Ethnicity is marked as American Indian or Alaska Native, reports a value of Y. • When the Detail Ancestry/Tribal Code field contains a value, reports a value of Y. Otherwise, reports a blank value. *Alphanumeric, 1 character (Y)*	Identities > Race/Ethnicity > American Indian or Alaska Native, Detailed Ancestry/Tribal Codes Identity.raceEthnicity Identity.raceSubcategory
Talented and Gifted Flag	Reports a value of Y when the student has an active Gifted record as of the date of report generation. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Gifted > Start Date, End Date gifted.startDate gifted.endDate
Additional Language Code	Reports any additional language codes assigned on the student's Identities record. Alphanumeric, 4 characters	Identities > Secondary Language Identity.altLanguage
Demographic Filler	N/A	N/A

The following fields are unique to the Cumulative Average Daily Membership Report.

Data Element	Description	Location

Data Element	Description	Location
ADM Program Type Code	Reports the student's assigned Program Type. At least ONE record MUST always return based on the student's calendar enrollment of record: • When Program Type is not populated on the enrollment, a value of 00 reports. • When Program Type is populated with a code of 01, 04, or 06-16, that value reports. • When Program Type is 02, 03, or 05, a value of 01 reports. 02, 03, 05 records return ONLY when the student has a Program Participation Record. When these types report, at least two records report for the student - one for Program Participation and one for the standard attendance record. *Numeric, 2 digits*	Enrollment > State Reporting Fields > Program Type Enrollment.programType English Learners (EL) > Identified Date lep.identifiedDate Pregnant and Parenting > Start Date PregnantAndParenting.startDate Case Management > Start Date FundedProgram.startDate
ADM Enrolled Date	Reports the student's Enrollment Start Date or Program Start Date. When a SINGLE record reports for multiple overlapping enrollments, the earliest instructional date from ALL selected enrollment calendars report. Regular attendance (Program Type 01) records report the **EnrollmentStart Date** UNLESS the student is absent for the first 10 consecutive instructional and attendance taking dates in which the student is enrolled. When the student meets the 10 day absent rule, the first instructional and attendance taking date on which the student is PRESENT reports. **Program Type 02** reports the most recent Start Date of either the enrollment(s) or the **EL Identified Date**, whichever is most recent.	Enrollments > State Reporting Fields > Program Type Enrollment.programType Enrollments > General Enrollment Information > Start Date Enrollment.startDate English Learners (EL) > Identified Date lep.identifiedDate Pregnant and Parenting > Start Date PregnantAndParenting.startDate Case Management > Start Date

Data Element	Description	Location
	• When the EL Identified Date is prior to the Calendar Start Date, the calendar start date reports. • When the EL Identified Date is after the Enrollment Start Date, the EL Identified Date reports. **Program Type 03** reports the **Pregnant and Parenting Start Date**. When the Pregnant and Parenting Start Date is prior to the Calendar Start Date, the calendar start date reports. **Program Type 05** reports the **Case Management Start Date** reports. When the Case Management Date is prior to the Calendar Start Date, the calendar start date reports. Programs 02, 03, 05 reports the program start dates when they are on or after the earliest start date of all calendars selected. When the Program Start Dates are prior to the Calendar Start Date, the calendar start date reports. *Date Field, 8 characters (MMDDYYYY)*	FundedProgram.startDate

Data Element	Description	Location
ADM Enrollment End Date	Reports the weekday following the student's enrollment end date or program end date. • The end date must fall on or between the calendar start date and the end date entered on the extract editor to report a value. • When there is no end date entered on the enrollment or the program records, this field reports the end date selected in the extract editor. **Program Types 00, 01, 04, 06-16** report the first Monday - Friday date AFTER the Enrollment End Date reports. **Program Type 02 r**eports the EL Program Exit Date when the EL Program Exit Date is earlier than the enrollment end date. • When the EL Program Exit Date is before the Enrollment End Date, the EL Program Exit Date reports. • Otherwise, the enrollment end date reports when the EL Program Exit Date falls after or is null. The weekday (Monday - Friday) reports that falls directly AFTER the enrolment of record's End Date in MMDDYY Format. • Otherwise, the End Date entered on the Extract Editor reports. **Program Type 03** reports the date AFTER the Pregnant and Parenting End Date. **Program Type 05** reports the date AFTER the Case Management Start Date. *Date Field, 8 characters (MMDDYYYY)*	Enrollments > State Reporting Fields > Program Type Enrollment.programType Enrollments > General Enrollment Information > End Date Enrollment.endDate English Learners (EL) > Program Exit Date lep.endDate Pregnant and Parenting > End Date PregnantAndParenting.endDate Case Management > End Date FundedProgram.endDate

Data Element	Description	Location
ADM Enrollment End Date Code	Reports the Enrollment End Status. When the ADM End Date field reports the end date selected on the extract editor AND the student's grade maps to a State Grade Level Code of 07, 08, 09, 10, 11, or 12, a value of 1A reports. When the ADM End Date field reports a student's enrollment end date: • AND Program Type is 01, 04-16 AND the mapped state grade level is 07-12 or AE, the mapped state code reports based on the Enrollment End Status on the student's enrollment record. • AND Program Type is 01, 04-16 AND the mapped state grade level is NOT 07-12 or AE, reports a value of 00. • AND Program Type is 02, 03 or 13, reports a value of 00. When a single record reports for multiple overlapping enrollments, the Exit Reason reports from the same Primary enrollment from which the exit date reports. *Numeric, 2 characters*	Enrollments > State Reporting Fields > Program Type Enrollment.programType Enrollments > General Enrollment Information > Local End Status, State End Status Enrollment.endStatus
ADM Diploma Issued Type Code	Reports the assigned Diploma Type from the student's Graduation record. **Program Types 01, 04, 06-12, 14-16** reports only when the End Date Code (Enrollment End Status) is 4A, 4F or 4G. Otherwise, a value of 0 (zero) reports. **Program Types 02, 03, 05, or 13** report a value of 0 (zero). *Numeric, 1 digit*	Enrollments > State Reporting Fields > Program Type Enrollment.programType Graduation > General Graduation Information > Diploma Type Graduation.diplomaType

Data Element	Description	Location
ADM Withdrawal Factor Code	Reports the student's Withdrawal Factor code from the student's Enrollment record. **Program Types 01 or 04-16** report only when the Enrollment End Date Code (Enrollment End Status) reports a value of 3A: Withdrew for Personal or Academic Reasons. **Program Type 02, 03 or 05** reports a value of 00. *Numeric, 2 digits*	Enrollments > State Reporting Fields > Withdrawal Factor Enrollment. withdrawFactor

Data Element	Description	Location
ADM Session Days	Reports the total number of calendar days marked instructional and attendance-taking for the reporting period. Session Days is a cumulative count of days marked as Instructional AND Attendance in the selected calendar(s) from the beginning of the school year through the end of the reporting period. Session Days checks for distinct dates between the start/end dates of the reported record (days between enrollment start/end dates for each group of enrollments or the days between the program start/end dates) that overlap the instruction/attendance days in the reported calendars. **Program Type 01 and 15** reports the number of Instructional and Attendance days from the student's Calendar Start Date to either the End Date entered on the report editor or the Calendar End Date, which ever comes first. **Program Type 02** reports the number of Instructional and Attendance days on or between the student's EL Identified Date to either the End Date entered on the report editor orthe student's EL End Date, whichever comes first. **Program Type 03** reports the number of Instructional and Attendance days from the PnP Start Date to either the End Date entered on the report editor or the student's PnP End Date, whichever comes first. **Program Type of 04, 05-14 or 16** reports a value of 0. *Numeric, 3 digits*	Calculated value, data not stored

Data Element	Description	Location
ADM Present Days	Reports the total number of days the student is present (e.g., does not have any days where they are recorded as having an Attendance Code mapped to a Status of Absent and an Excuse of Excused or Unexcused or Unknown). Attendance Codes mapped to a Status of Absent and an Excuse of Exempt count as Present. Attendance records with a status of Tardy, Early Release, or Present also count as Present. Students must be scheduled into at least one course that is marked as Attendance AND in at least one instructional period that is on or between the student's reported ADM Enrolled Date to either the reported ADM Enrollment End Date or the End Date entered on the report editor, whichever comes first. Attendance reports in whole and half day increments for most records. Students must be present for 50% or more of their scheduled morning to count as present in the morning (0.5) AND students must be present for 50% of more of their scheduled afternoon to count as present in the afternoon (0.5). See the Present Days Calculation section for more information. **Program Type of 04-14 or 16** reports a value of 0 (zero). *Numeric, 5 digits*	Calculated value, data not stored
ADM Absent Days	Reports the number of days the student was recorded as absent (with an excuse of Excused or Unexcused or Unknown) from school during the reporting period. Students must be scheduled into at least one course that is marked as	Calculated value, data not stored

Data Element	Description	Location
	Attendance AND in at least one instructional period that is on or between the student's earliest Enrollment Start Date or Program Start Date to either the End Date entered on the report editor OR the student's latest Enrollment End Date or Program End Date, whichever comes first. Students not scheduling into an instructional/attendance taking course report a value of 0 (zero). See the Absent Days Calculation section for more information. **Program Type of 04-14 or 16** reports a value of 0 (zero). **Program Type of 01** reports when the student meets the FIRST 10-DAY RULE where the student was marked as ABSENT (excused/unexcused) for each of the FIRST 10 consecutive instructional/attendance-taking dates the student is enrolled AND the Enrollment Start Date is the first instructional date in the calendar that the student is NOT marked absent, the only dates considered are those on or after the reported Start Date value. **Program Type of 02** reports the total number of dates where the student is NOT marked for a full day of absence on or between the student's EL Identified Date or the Calendar Start Date, (whichever is most recent) to either the End Date entered on the report editor or the student's EL Exit Date, whichever comes first. **Program Type of 03** reports the total number of dates between the student's Pregnant and Parenting Date to either the End Date entered on the report editor or the student's Pregnant and Parenting End Date, whichever comes	

Data Element	Description	Location
	Program Type of 15 reports the total number of dates between the student's Enrollment Start Date to either the End Date entered on the report editor or the student's Enrollment End Date, whichever comes first. Any portion of a day of attendance for a student enrolled in a Half Day Kindergarten program reports as one day of attendance. • A student marked as absent for a full day is counted as 1. • A student marked as present for any portion of their day is counted as 0 (zero). *Numeric, 5 digits*	
ADM Instructional Hours	Reports the total number of hours the student was scheduled into an instruction and attendance-taking course and was not marked as absent (excused or unexcused). When the student meets the FIRST 10-DAY RULE where the student was marked as ABSENT (excused/unexcused) for each of the FIRST 10 consecutive instructional/ attendance-taking dates the student is enrolled AND the Enrollment Start Date is the first instructional date in the calendar that the student is NOT marked absent, the only dates considered are those on or after the reported Start Date value. Program Types **01-03** and **13-15** report as 0 (zero). Program Types **04** and **06-10**, no more than one hour per day per course can be claimed. The student must be present to be included. • When the class meets for less than one hour of instruction, the total number of minutes is	Calculated value, data not stored

Data Element	Description	Location

counted.

- When the class meets for more than one hour or exactly one hour, that class counts as 60 minutes of instruction.
- The total instruction minutes from all dates the student is scheduled in the reporting enrollments of record during the reporting range is counted, then divided by 60. Hours are rounded to the nearest hundredth using standard rounding rules.

Program Type **05** reports based on the number of hours entered on the Case Management record.

- When the End Date on the report editor is on or before October 31, the hours entered in the Period 1 field report.
- When the End Date on the report editor is on or between November 1 and January 31, the value of hours entered into Period 1, PLUS Period 2 report.
- When the End Date on the report editor is on or between February 1 and April 30, the value of hours entered into Period 1, PLUS Period 2, PLUS Period 3, report.
- When the End Date on the report editor is AFTER May 1, the value of hours entered into Period 1, PLUS Period 2, PLUS Period 3, PLUS Period 4 report.

Program Types **11, 12**, and **16:**

- Only students in Grade Levels of 11 or 12 should be marked with a Program Type **11** (Expanded Options). All credits on these enrollments are assumed to be earned through Expanded Options coursework.
- Enrollments marked with a Program Type of **12** (College Coursework Not Expanded Options) are assumed to only

Data Element	Description	Location

	contain classes that are college coursework and earn both high school and college credit.
	
	• All instructional courses in which the student is scheduled into on/between the **reported ADM Enroll Date** and the **reported ADM Enrollment End Date** are considered. Then, the Section Schedule Placement grid is used:
	   ○ When the section is scheduled for half of the year (one semester or two quarters) or more, each course credit is counted as 1.5 credit hours.
	   ○ When the section is scheduled for less than half of the year (one quarter, one trimester), each course credit is counted as 1 credit hour.
	   ○ The grand total of Calculated Credit Hours reports for each unique instance of ALL sections in which the student is scheduled during the report range.
	
	Numeric, 7 digits	

ADM Full Time Equivalency	Reports the student's **Full Time Equivalency** entered on the State Reporting Enrollment record. Program Types **02** or **03** report as **1.0.** Program Types of **04-12** and **16** report as **0.** Program Type **13** (Student enrolled, but membership data not available) reports as blank. Program Type **14** (Student not enrolled; received credential/other outcome) reports as **00**. Program Types or **01** or **15:** • Reports the student's Full Time Equivalency selected on the	Enrollments > State Reporting Fields > FTE Enrollment.fte

Data Element	Description	Location
	student's Primary Enrollment record reports. - When 00 is selected, FTE reports as 0.0. - When 05 is selected, FTE reports as 0.5. - When 10 is selected, FTE reports as 1.0. - When the FTE value is NOT selected, FTE calculates as follows: - Program Type of **15** (Half-time Kindergarten): - Scheduled students report as **1.0.** - Students who are NOT scheduled report as **0.0.** - Program Type **01** (Standard) reports based on all classes into which the student is scheduled: - Students who are scheduled to participate in more than one-half of the full-day program (Calendar Period Schedule) are given an FTE of **1.0**. - Those students who are scheduled to participate in one-half or less of the full-day program are given an FTE of **0.5**. *Numeric, 3 digits (X.X)*	

Data Element	Description	Location
ADM Enrolled Tuition Type Code	Reports the Tuition Type from from the student's Enrollment record, Pregnant and Parenting record or Case Management record. **Program Type 13** reports as blank. **Program Type 14** reports as P. Otherwise, the Tuition Type reports from the student's Enrollment of record, Pregnant and Parenting Program Participation record or Case Management Program Participation record. • When a student has multiple overlapping enrollments, the Tuition Type reports from the same enrollment as the reported End Date. *Alphanumeric, 1 character*	Enrollments > State Reporting Fields > Tuition Type Enrollment.tuitionPaid Pregnant and Parenting > Tuition Type PregnangAndParenting.tuitionType Case Management > Tuition Type FundedProgram.serviceSetting
Reading Assessment of Essential Skill Code	Reports the Reading Essential Skills Code entered on the student's Graduation record. **Program Type of 02, 03, 13 or 14** reports a value of 0 (zero). **Program Type of 01, 04-12, 15, or 16** reports the assigned code. When not populated, a value of 0 (zero) reports. *Numeric, 1 digit*	Graduation > State Reporting Graduation Fields > Reading Essential Skill Code Graduation.gradPathReading

Data Element	Description	Location
Reading Assessment of Essential Skill Administration Date	Reports the date the student was assessment for Reading Essential Skills entered on the student's Graduation record. **Program Types 02, 03, 13 or 14** report a value of 0 (zero). **Program Type of 01, 04-12, 15, or 16** report the entered date. When not populated, a blank value reports. *Date field, 8 characters (MMDDYYYY)*	Graduation > State Reporting Graduation Fields > Reading Essential Skill Date Graduation.gradPathReadingDate
Writing Assessment of Essential Skill Code	Reports the Writing Essential Skills Code entered on the student's Graduation record. For students who report a **Program Type of 02, 03, 13 or 14**, a value of 0 (zero) reports. For students who report a **Program Type of 01, 04-12, 15, or 16**, reports the assigned code. When not populated, a value of 0 (zero) reports. *Numeric, 1 digit*	Graduation > State Reporting Graduation Fields > Writing Essential Skill Code Graduation.gradPathWriting
Writing Assessment of Essential Skill Administration Date	Reports the date the student was assessment for Writing Essential Skills entered on the student's Graduation record. **Program Type of 02, 03, 13 or 14** reports a value of 0 (zero) reports. **Program Type of 01, 04-12, 15, or 16** reports the entered date. When not populated, a blank value reports. *Date field, 8 characters (MMDDYYYY)*	Graduation > State Reporting Graduation Fields > Writing Essential Skill Date Graduation.gradPathWritingDate

Data Element	Description	Location
Speaking Assessment of Essential Skill Code	Reports the Speaking Essential Skills Code entered on the student's Graduation record. **Program Type of 02, 03, 13 or 14** reports a value of 0 (zero). **Program Type of 01, 04-12, 15, or 16** reports the assigned code. When not populated, a value of 0 (zero) reports. *Numeric, 1 digit*	Graduation > State Reporting Graduation Fields > Speaking Essential Skill Code Graduation.gradPathSpeaking
Speaking Assessment of Essential Skill Administration Date	Reports the date the student was assessment for Speaking Essential Skills entered on the student's Graduation record. **Program Type of 02, 03, 13 or 14** reports a value of 0 (zero). **Program Type of 01, 04-12, 15, or 16** reports the entered date. When not populated, a blank value reports. *Date field, 8 characters (MMDDYYYY)*	Graduation > State Reporting Graduation Fields > Speaking Essential Skill Date Graduation.gradPathSpeakingDate
Mathematics Assessment of Essential Skill Code	Reports the Mathematics Essential Skills Code entered on the student's Graduation record. **Program Type of 02, 03, 13 or 14** reports a value of 0 (zero). **Program Type of 01, 04-12, 15, or 16** reports the assigned code. When not populated, a value of 0 (zero) reports. *Numeric, 1 digit*	Graduation > State Reporting Graduation Fields > Mathematics Essential Skill Code Graduation.gradPathMath

Data Element	Description	Location
Mathematics Assessment of Essential Skill Administration Date	Reports the date the student was assessment for Mathematics Essential Skills entered on the student's Graduation record. **Program Type of 02, 03, 13 or 14** reports a value of 0 (zero). **Program Type of 01, 04-12, 15, or 16** reports the entered date. When not populated, a blank value reports. *Date field, 8 characters (MMDDYYYY)*	Graduation > State Reporting Graduation Fields > Speaking Essential Skill Date Graduation.gradPathMathDate
Essential Skill Filler	**Program Type of 01-12, 15, 16** reports blank value. **Program Type of 14** reports a value of 0 (zero).	N/A
District Special Education Program Flag	Reports a value of Y when the student has a locked IEP or a Data Plan that is active on at least one date on or between the Calendar Start Date and the first school day in May where the Federal Placement value is 32-41. **Program Type of 14** reports a value of 0 (zero). *Alphanumeric, 1 character (Y or 0)*	Special Ed > Documents > IEP (locked), Data Plan plan.IEP

Data Element	Description	Location
Resident School Full Academic Year (FAY)	Indicates whether the student was enrolled in the selected calendar for the full school year. **Program Type of 01-13, 15, or 16**: • When the report is generated prior to the first instructional day in May, a value of N reports. • When the student is not enrolled on the first instructional day in May, a value of N reports. • When the student has been enrolled for more than 50% of the days in their primary calendar of enrollment as of the first instructional day in May, reports a value of Y. • Otherwise a value of N reports. **Program Type of 14** reports value of 0 (zero). *Alphanumeric, 1 character (Y, N or 0)*	Calculated value, data not stored
Resident District Full Academic Year (FAY)	Indicates whether the student was enrolled in the district for the full school year. **Program Type of 01-13, 15, or 16**: • When the report is generated prior to the first instructional day in May, a value of N reports. • When the student is not enrolled on the first instructional day in May, a value of N reports. • When the student has been enrolled for more than 50% of the days in any calendar of enrollment that is not state excluded as of the first instructional day in May, reports a value of Y. • Otherwise a value of N reports. **Program Type of 14** reports a value of 0 (zero). *Alphanumeric, 1 character (Y, N or 0)*	Calculated value, data not stored

Data Element	Description	Location
Calculated Average Daily Membership (ADM) Amount	Reports the Calculated Average Daily Membership (ADM) Amount. See the Calculated Average Daily Membership (ADM) Amount section below for detailed information. *Numeric, 4 digits*	Calculated value, data not stored
Calculated Enrollment End Date Code	Reports the student's calculated Enrollment End Date Code. This is a manual adjustment made when the districts have received data from the state during the Exit Adjustment Window. **Program Type of 01-13, 15, or 16** reports a blank value. **Program Type of 14** reports a value of 0 (zero). *Numeric, 4 digits*	Calculated value, data not stored
Military Connected Student Flag	Reports whether the student's guardians are on active military duty. **Program Type of 01-13, 15, or 16** reports a value of Y when the student has a Parent or Guardian that has a Military Connections record that is active on the End Date entered on the report editor AND the Status is Active Duty Deployed or Active Duty, Not Deployed. **Program Type of 14** reports a value of 0 (zero). *Alphanumeric, 1 character (Y or N)*	Military Connections > Status MilitaryConnections.status
ADM Filler	**Program Type of 01-13, 15, or 16** reports a blank value. Program Type of 14 reports a value of 0 (zero). *Numeric, 1 digit*	N/A

Additional Cumulative ADM Information

Overlapping and Non-Overlapping Enrollments | Present Days Calculation | Absent Days Calculation | Calculated Average Daily Membership (ADM) Amount | Required Fields by Program Type

Overlapping and Non-Overlapping Enrollments

The following provides examples for how a student reports with different enrollment scenarios.

Example 1. Student enrolled and withdrew in the district multiple times during the reporting period.

▸ Click here to expand...

In this scenario, the student was enrolled in three different calendars during the reporting year. Because of this, the student reports multiple times.

Enrollments	Expected Reporting Values
LOGIC: Returns only one record set per student's enrollment enter/exit based on the PRIMARY service type (flag).	
Two enrollments, two exits in High School A calendar: • PRIMARY enrollment September 1 to December 1 • PARTIAL enrollment December 2 to June 30	Three records return: • One record for PRIMARY enrollment in High School A from September 1 to December 1. • One record for PRIMARY enrollment in High School B from December 2 to March 2. • One Record for PRIMARY enrollment in High School C from March 3 to June 30.
Three enrollments, three exits in High School B calendar: • PARTIAL enrollment September 1 to December 1 • PRIMARY enrollment December 2 to March 2 • PARTIAL enrollment March 3 to June 30	
One enrollment, one exist in High School C calendar: • PRIMARY enrollment March 3 to June 30	

Example 2. Student has TWO PRIMARY Enrollments

▶ Click here to expand...

Scenario 1. Overlapping Enrollments

In this scenario, the student was enrolled in different calendars, both with primary enrollments AT THE SAME TIME. These are overlapping or concurrent enrollments.

Enrollments	Expected Reporting Values
Returns only one record.	
Enrollment 1 in High School A calendar: • PRIMARY enrollment September 1 to December 1 • PROGRAM TYPE 09 Enrollment 2 in High School B calendar: • PRIMARY enrollment December 1 to June 30 • PROGRAM TYPE 01, 02, 03 or 05	One record reports for the High School B enrollment with a Start Date of September 1 and End Date of July 1 (one day after the enrollment end date) and a Program Type of 01.

Scenario 2. Non-Overlapping Enrollments

In this scenario, the student was enrolled in different calendars, both with primary enrollments that do not overlap. These are consecutive enrollments.

Enrollments	Expected Reporting Values
Returns two records.	
Enrollment 1 in High School A calendar: • PRIMARY enrollment September 1 to December 1 • PROGRAM TYPE 01, 02, 03 or 05 Enrollment 2 in High School B calendar: • PRIMARY enrollment December 1 to June 30 • PROGRAM TYPE 09	One record reports for the enrollment with a Start Date of September 1 and End Date of December 2 (one day after the enrollment end date) and a Program Type of 01. One record reports for the enrollment with a Start Date of December 2 and End Date of July 1 (one day after the enrollment end date) and a Program Type of 09.

Example 3. Student has TWO Enrollments, only one is Primary

▶ Click here to expand...

Scenario 1. Overlapping Enrollments

In this scenario, the student was enrolled in different calendars, AT THE SAME TIME. These are overlapping or concurrent enrollments.

Enrollments	Expected Reporting Values
Returns only one record.	
Enrollment 1 in High School A calendar: • PRIMARY enrollment September 1 to December 1 • PROGRAM TYPE 09	One record reports for the High School A enrollment with a Start Date of September 1 and End Date of July 1 (one day after the enrollment end date) and a Program Type of 09.
Enrollment 2 in High School B calendar: • SECONDARY enrollment December 1 to June 30 • PROGRAM TYPE 01, 02, 03 or 05	

Scenario 2. Non-Overlapping Enrollments

In this scenario, the student was enrolled in different calendars, both with primary enrollments that do not overlap. These are consecutive enrollments.

Enrollments	Expected Reporting Values
Returns two records.	
Enrollment 1 in High School A calendar: • PARTIAL enrollment September 1 to December 1 • PROGRAM TYPE 01, 02, 03 or 05	One record reports for the High School A enrollment with a Start Date of September 1 and End Date of December 2 (one day after the enrollment end date) and a Program Type of 01.
Enrollment 2 in High School B calendar: • SPECIAL EDUCATION enrollment December 2 to June 30 • PROGRAM TYPE 09	One record reports for the High School B enrollment with a Start Date of December 2 and End Date of July 1 (one day after the enrollment end date) and a Program Type of 09.

Present Days Calculation

Program Types **04-14** and **16**, reports as 0.

Program Type **15**:

- **Half-time Kindergarten students DO NOT report with Half Days of absence** .
  - Days on which the student is Marked FULL-day absent count as 0 (Present).
  - Days on which the student is present for any portion of their scheduled day count as 1.0 (present).

Program Types **01, 02 and 03**:

- **Full-time students MAY report with Half Day of absence:**
  - Students present for more than half of the morning count as (0.5) present for the morning AND students present for more than half of the afternoon count as (0.5) present in the afternoon.
    - To determine whether the class is considered a morning or an afternoon class, logic calculates the total minutes that the student is presnet prior to or after 12 noon:
      - When 50/50, count as a morning class.
      - Otherwise count as morning or afternoon class depending on which side contains the most scheduled minutes.

- **Calculation Detail:**
  - Days on which the student is Marked FULL day absent count as **0** (present).
  - Days on which the student is FULL-day present *(NOT marked Absent)* count as **1.0** (present).
  - Days where the student is more than or equal to 50% present in their morning classes AND more than or equal to 50% present in their afternoon classes, **count as 1.0 (present).**
  - Days where the student is less than 50% present in their morning classes AND more than or equal to 50% present in their afternoon classes, **count as 0.5 (present).**
  - Days where the student is more than or equal to 50% present in their morning classes AND less than 50% present in their afternoon classes, **count as 0.5 (present).**
  - Days where the student is less than 50% present in their morning classes AND less than 50% present in their afternoon classes, **count as 0.0 (present).**

Absent Days Calculation

Program Types **04-14 and 16** report as 0 (zero).

Program Type **15**:

- **Half-time Kindergarten students DO NOT report with half days of absence** .
  - Days on which the student is not Marked FULL day absent count as **1.0 (absent).**
  - Days on which the student is present for any portion of their scheduled day count as **0 (absent).**

Program Types **01, 02 and 03**:

- **Full-time students MAY report with Half Day of absence:**
  - Students absent for half or more of their morning classes count as (0.5) absent for the morning AND students absent for half or more of their afternoon count as (0.5) absent in the afternoon.
  - To determine whether the class is considered a morning or an afternoon class, look at how many minutes occur prior to or after 12 noon:
    - When 50/50, count as a morning class.
    - Otherwise count as morning or afternoon class depending on which side contains the most scheduled minutes.
- **Calculation Detail:**

- Days on which the student is Marked FULL day absent count as **1.0 (absent).**
- Days on which the student is FULL-day present *(NOT marked Absent)* count as **0 (absent).**
- Days where the student is more than or equal to 50% absent in their morning classes AND more than or equal to 50% absent in their afternoon classes, **count as 1.0 (absent).**
- Days where the student is **l**ess than 50% present in their morning classes AND more than or equal to 50% present in their afternoon classes, **count as 0.5 (absent).**
- Days where the student is more than or equal to 50% absent in their morning classes AND less than 50% absent in their afternoon classes, **count as 0.5 (absent).**
- Days where the student is less than 50% absent in their morning classes AND less than 50% absent in their afternoon classes, **count as 1.0 (absent).**

Calculated Average Daily Membership (ADM) Amount

Program Types 13 and 14 report as 0.

Program Types 04-12 and 16 report as blank.

Program Types 01, 02, and 03 report the Actual Days Present value (field 58) plus the Actual Days Absent value (field 59) divided by the Actual Session Days (field 57) multiplied by the student's FTE value equals the student's ADM.

Program Type 15 reports the Actual Days Present value (field 58) plus the Actual Days Absent value (field 59) divided by the Actual Session Days (field 57) multiplied by a value of 1.0 equals the student's ADM.

- Days on which the student is Marked FULL-day absent**, count as 1.0 (absent).**
- Days on which the student is FULL-Day present (NOT marked Absent), **count as 0** (absent).
- For all other situations, **look at the student's schedule:**
  - **0.5 FTE (part-time) students should NOT report with 1/2 Days of absence** :
    - When the student is ONLY scheduled into classes that are scheduled during periods that are active any time prior to 12 noon (morning) AND
      - None of these periods are marked absent, **count as 0**.
      - At least one of these periods are marked absent, **count as 1.0.**
    - When the student is ONLY scheduled into classes that are scheduled during periods that are active any time after 12 noon (afternoon) AND
      - None of these periods are marked absent, **count as 0.**
      - At least one of these periods are marked absent, **count as 1.0**.
  - **1.0 FTE (full-time) students MAY report with 1/2 Day of absence:**
    - When the student is more than or equal to 50% present in the morning (prior to 12 noon) AND more than 50% present in the afternoon (after 12 noon), **count as 0.0 (absent)**.
    - When the student is less than 50% present in the morning (prior to 12 noon) AND more than 50% present in the afternoon (after 12 noon), **count as 0.5 (absent)**.
    - When the student is more than or equal to 50% present in the morning (prior to 12 noon) AND less than 50% present in the afternoon (after 12 noon), **count as 0.5**

(absent).

- When the student is less than 50% present in the morning (prior to 12 noon) AND less than 50% present in the afternoon (after 12 noon), **count as 1.0 (absent)**.
  - Reports TOTAL calculated days of minutes that occur prior to or after 12 noon:
    - When 50/50 count as a morning class.
    - Otherwise count as morning or afternoon depending on which side contains the most scheduled minutes.

Required Fields by Program Type

The following table lists which fields are considered "required" by the state based on the reported Program Type. These fields may not necessarily be a required selection in the product. See the Enrollments article for descriptions of the Program Types.

▸ Click here to expand...

Program Type	Definition	Required Fields	Notes
01	Standard Regular or Full-Time Alternative Program	- ADM Program Type - ADM Enrolled Date - ADM End Date - ADM End Date Code (grades 7 and higher) - ADM Session Days - ADM Present Days - ADM Absent Days - ADM FTE - ADM Tuition Type	N/A

Program Type	Definition	Required Fields	Notes
02	English Learner (EL)	• ADM Program Type • ADM Enrolled Date • ADM End Date • ADM Session Days • ADM Present Days • ADM Absent Days • ADM FTE • ADM Tuition Type	When the student is being served in an ODE approved EL program (OAR 581-023-0100 (4)), they report as Program Type Code 02 with an ADM End Date Code of 00 regardless of their grade level. This second record is in addition to their regular attendance record and is used for weighted funding. When the student's regular attendance is hours of instruction only, the school district must calculate the days present/days absent and FTE for the EL or Pregnant and Parenting record. EL and Pregnant and Parenting program types are not reported by hours of instruction. Post Graduate Scholars are not eligible for any weighted funding.
03	Pregnant and Parenting (PnP)	• ADM Program Type • ADM Enrolled Date • ADM End Date • ADM Session Days • ADM Present Days • ADM Absent Days • ADM FTE • ADM Tuition Type	When the student is being served in a Pregnant and Parenting program, they report as Program Type Code 03 with an ADM End Date Code of 00 regardless of their grade level. This second record is in addition to their regular attendance record and is used for weighted funding. When the student's regular attendance is hours of instruction only, the school district must calculate the days present/days absent and FTE for the EL or Pregnant and Parenting record. EL and Pregnant and Parenting program types are not reported by hours of instruction. Pregnant and Parenting weighted funding is not an automatic weight for students who are pregnant and/or parenting their child. The weighted funding is for pregnant and/or parenting students who are receiving individualized

Program Type	Definition	Required Fields	Notes
			educational programs or services, or both, to address the needs of pregnant and/or parenting students when their educational needs cannot be met by the regularly provided school program, and they are not already being claimed for additional weighted funding in the Special Education Child Count. The student must have an individualized written plan for such services which identifies the specific services, their providers, and funding resources. You must be able to answer Yes to all of the following questions before claiming weighted Pregnant and Parenting funding for a student: 1. Is the student pregnant and/or is the student parenting their child? 2. Does the student's pregnancy or their responsibilities as a parent to their child require special accommodations for them to participate in the regularly provided school program, and are those accommodations being provided by the district? 3. Does the student have an individualized written plan for services which identifies the specific services, their providers, and funding resources as they relate to the student's pregnancy or parenting of their child? 4. The student should also not be claimed in the Special Education Child Count. Is this true? 5. Is the student eligible and being claimed in the ADM collection for their regular education during the time period that the student is

Program Type	Definition	Required Fields	Notes
			being claimed for Pregnant and Parenting weighted funding? Both fathers and mothers may qualify for this program type, provided that they meet the criteria above. Both parents may receive services, but when one parent's needs have already been met by the other parent's accommodations, the individual not requiring services may not be claimed under this program type. When the regular school program is online or when that is a regular offering of the school, participating in that regular school program would not be considered an accommodation. NOTE: Districts are obligated to provide specific services to pregnant and parenting students regardless of whether they are eligible for additional funding. These services are described in ORS 336.640. Post Graduate Scholars are not eligible for any weighted funding.

Program Type	Definition	Required Fields	Notes
04-12, 16	Groups Home Schooled, Tutorial, Expanded Options, Employed Minors, College Coursework, Post Graduate Scholars Membership	- ADM Program Type - ADM Enrolled Date - ADM End Date - ADM End Date Code (grades 7 and higher) - ADM Session Days and FTE must have a zero inserted into the field. Don't leave it blank. - ADM Instructional hours – report full or half hours for codes 4-10 and Quarter Credit Hours for Codes 11, 12, and 16. Report only the hours attended. Refer to the Student Accounting Manual, ADM Field Descriptions, and ADM Lookup Table for specific program type reporting - ADM Tuition Type	Refer to the Oregon Student Accounting Manual, ADM Field Descriptions, Hours of Instruction Reporting Guidance, and Enrolled Program Type Code Lookup Table for information on which code to use. Do not report in the Present Days/Absent Days fields when entering instructional hours. Program Type 16 may not overlap with any other program type code by more than one day and is not eligible for any weighted funding.

Program Type	Definition	Required Fields	Notes
13	Student enrolled, but membership data not available	- ADM Program Type - ADM Enrolled Date - ADM End Date	All other fields should be 0. ODE expects these program types to be replaced with records of type 1, 4-12, 15, or 16, once membership data is available. Both Program Type 13 and 14 do not include attendance information and the district does not receive funding for type 13 enrollment until the record is replaced with a membership record. Note: Type 13 records are not permitted in Annual ADM and must be changed in first, second, and third periods once the data are available.
14	Student not enrolled; received credential/other outcome	- ADM Program Type - ADM Enrolled Date - ADM End Date - ADM End Date Code - ADM Diploma Type code (if applicable based on ADM End Date Code) - ADM Tuition Type	The ADM End Date must be one weekday following the ADM Enroll Date. The ADM Tuition Type Code must be P. All other fields should be 0. Both Program Type 13 and 14 do not include attendance information and the district does not receive funding for type 14 enrollment. Note: Type 14 may be used to report credentials and other outcomes occurring prior to the start of the reporting period.

Program Type	Definition	Required Fields	Notes
15	Students enrolled in Half-Time Kindergarten Programs	• ADM Program Type • ADM Enrolled Date • ADM End Date • ADM Session Days • ADM Present Days • ADM Absent Days • ADM FTE (Should be 1.0, regardless of how much of the day they attend) • ADM Tuition Type	Program Type 15 began with the 2015-16 school year to identify students enrolled in half-time Kindergarten programs. Half-Time Kindergarten refers to any Kindergarten program not meeting the minimum instructional hours per OAR 581-022-2320. Students enrolled in full-day Kindergarten programs, even when they are only attending part days, should be submitted using Program Type 1.
16	Post Graduate Scholars	N/A	N/A