ADM and ADA Detail (Iowa)

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Tool Search: ADM and ADA Detail

This report calculates **Average Daily Membership (ADM) and Average Daily Attendance (ADA)** based on the selected calculation options. The report summarizes the data by student, grade, and calendar for the specified date range.

The state of **Iowa** uses attendance calculations aligned with SIF reporting requirements. For this reason, an additional radio button is available under Calculation Options for Iowa districts. The information below is specific to the generation of this report with the **IA-specific attendance** option selected. Please see the core ADM and ADA Detail article for additional information about the tool and the other calculation options.

Iowa ADM/ADA Detail Report

Iowa-Specific Attendance Calculations

Field	Logic
Absent Days	See relevant fields on Student Attendance Summary - Iowa SIF
Unexcused Absences	

Report Editor

The following defines the options available on the ADM and ADA Detail Report.

Option	Description
Which date range would you like to include in the report?	Entered dates are used to narrow the report results to include only attendance information for students enrolled during those dates. Dates can be entered by typing in the field in *mmddyy* format or by using the calendar icon to select a date.
Ad hoc Filter	When an existing Ad hoc Filter contains students to include in the report or enrollment information for a specific date range, this information can be selected from the Ad hoc Filter dropdown list. Only those students in the filter will be included in the report.
Report Type	The ADM/ADA Report can be generated in Summary or Detail Format. The Detail format lists the same information as the Summary report type, but includes student names and attendance data.
Calculation Options	Selection indicates the logic used to calculate ADM and ADA. • EXACT (The sum of minutes absent/ student day) • DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated, and these days are summed. • **IA-specific attendance** ○ See ***Iowa-Specific Attendance Calculations*** *above for more information.* • Use percent enrolled in ADM calculations Please see the core ADM and ADA Detail article for additional information about the tool and the other calculation options.
Add Signature Line at the End of the Report	A signature line can be added at the end of the report when desired, where the principal or superintendent signs and dates the information, making the attendance data official.
Report Format	Determines the type of file in which the report generates: • PDF • CSV • DOCX
Calendar Selection	At least one calendar must be selected to generate the report. For verification of reported attendance data, it may be best to generate the report one calendar at a time.
Report Generation	The report can be generated immediately using the **Generate Extract** button. When selecting a larger amount of data (several calendars, a large date range, etc.), use the **Submit to Batch** button to specify when the report is generated. See the Batch Queue article for more information.

Generate the Report Using Iowa-Specific Calculations

1. Enter the **Start Date** and **End Date** for the desired date range to report ADM and ADA information.
2. If desired, select an **Ad hoc Filter** from the dropdown list.
3. Select the **Summary Report Type** or the **Detail Report Type**.
4. Select the **IA**-**specific attendance** option.
5. Mark the **Add signature line at the end of the report** checkbox if desired.
6. Choose the desired **report format**.
7. Select the desired **Calendar** from which to pull attendance data.
8. Click the **Generate Report** button. The report displays in a new browser window.