

Class Size Average (K-12) Report

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The Class Size Average (K-12) Report calculates and projects average class enrollment for an entered date range or for the entire year. It also includes or excludes (default choice) students in active Independent Study programs as marked on the student's enrollment record. The report can be generated for one grade level or for multiple grade levels.

Class Size Average (K-12) Report ☆

Reporting > CA State Reporting > Class Size Average (K-12) Report

Class Size Average Report (K-12)

This tool will report on the enrollment numbers per class per day and on average enrollment for a selected date range or year to date. The default format of this report is PDF.

- This report calculates averages based on instructional days. Make sure that the date range contains at least one instructional day otherwise no data will be reported.
- This report can only be run for one Calendar at a time when running the Report By Section. If Course, Dept or Teacher are selected, then the report can be run for multiple calendars at the same time. It's recommended when running for large calendars, to use the batch tooling.
- A record will report for every instructional Day in the Date Range selected. The "Range Average" calculation uses the instructional days in the range. The number of days used for calculating average class size does not include instructional days on which there are no students enrolled.
- The Report Date is used to set the total number of instructional days for the calculation of the "YTD Average". If the Report Date entered is not an instructional day, the closest instructional Day prior to the Report Date will be used.
- To report averages for Class Size Reduction, enter a single instructional day for the Date Range, and April 15 for the Report Date. There will be one record for each Course-Section; the YTD Average will be the CSR average.
- Students who have an active Independent Study Program (code 111 or 170) will not be included in the count of Students enrolled during the time the Program is active unless "Include IS students" is chosen.

Date Range: From 08/31/2020 to 08/31/2020
Report Date: 08/31/2020
Grade Level: ALL
Select Courses: All Courses
Select Calendar: active year
Report by: Course
Include IS Students:
Format: PDF

Generate Report | Submit to Batch

Refresh | Show top 50 tasks submitted between 08/24/2020 and 08/31/2020

Queued Time	Report Title	Status	Download

Class Size Average (K-12) Report

Best Practice

To generate this report for the purpose of seeing the **J-7 Class Size Reduction YTD Average**, use the first day of school as both the From and To dates in the Date Range fields and April 15 as the Report Date. YTD Average reports for the J-7 Extract. Doing this allows the report to be generated on the future values but not generate as many report pages.

Report Logic

The following record population rules apply:

- Courses in which students are enrolled during the entered date range on the report editor report.
- The active teacher(s) during the date range selected on the report editor report.
- The Include IS Student checkbox on the editor indicates if students who are part of Program 111 or 170 (Independent Study) are included in the student count. If marked, those students report; if not marked (default selection), those students do not report.

The following business rules apply:

- Course sections can be selected by either the teacher name or the course section name.
- Students marked as State Exclude or in a grade level marked as State Exclude are counted in class roster counts.
- Data reports for each date within the range. An empty row displays between records for individual course sections.

Teachers display in the Teacher/Section list based on the selected calendar. If the teacher had an active District Assignment record within the selected calendar, information reports for that teacher if the district assignment is active during the entered date range.

If the District Assignment record ended before the date range, the teacher does not report. If the District Assignment record begins after the entered date range, the teacher does not report.

Report Editor

The following fields are available on the Report Editor:

Field	Description
Date Range	Class roster data as of the entered From date and the To date reports. Dates are entered in <i>mmddyy</i> format or can be entered by selecting the calendar icon to choose a date. The date range must include as least one instructional day in order for data to be reported.
Report Date	This date sets the total number of instructional days for the calculation of the YTD Average. If the report date entered is not an instructional day, the closest instructional day prior to the report date is used. Dates are entered in <i>mmddyy</i> format or can be entered by selecting the calendar icon to choose a date. The end date of the Date Range is selected by default but can be changed.

Field	Description
Grade Level	Select at least one grade level from the list. "All grades" is the default. Since the report requires the selection of a calendar in the Campus toolbar to return data, select those grade levels in the selected calendar.
Report By	Determine how to report the information by choosing one of the following: <ul style="list-style-type: none"> • by Department • by Course • by Section • by Teacher
Include IS Students	When marked, students in Programs 111 or 170 (Independent Study) are included in the counts.
Format	The report can be printed in either PDF format or CSV format.
Select Course Departments/Courses/Section/Teacher	Select which departments, courses, sections or teachers (depending on the Report By selection) to include in the report.
Calendar Selection	Select from which calendar to report class size information. When generating the report by Department, Course or Teacher, multiple calendars can be selected; when generating the report by Section, only one calendar can be selected.
Report Generation	Because of the size of the report and the amount of data that could be returned, users can choose to generate the report immediately using the Generate Report button. Or, to generate the report at a later time (maybe after school hours), the report can be generated using Batch Queue functionality.

Generate the Report

1. Enter the **Date Range** for the report. Both a **From** date and a **To** date are required.
2. Enter a **Report Date**.
3. Select a **Grade Level** or multiple grade levels to include in the report.
4. Select the desired **Report By** option.
5. Mark the **Include IS Students** checkbox, if desired.

6. Select the desired **Format** of the report.
7. Select the desired **Department, Courses, Sections** or **Teacher Names**. This list changes based on the selected Report By option.
8. Select the desired **Calendar** from which to report information.
9. Click the **Generate Report** button or the **Submit to Batch** button. The report displays in a new browser window in the selected format.

K-12 Class Size Averaging Report								
19-20 High School 100 High School Drive Any Town, CA 93001						Report Date: 02/26/2020 Generate on 02/26/2020 02:30:17 PM Page 1 of 10		
Date	Teacher	Department	Course	Section	Grade Levels	Student Count	Range Average	YTD Average
02/26/2020	Staff, Alan	Fine Arts	3-D Design	1007-1	09	27	27.00	26.85
02/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 1	8045-1	09 10 11 12	11	11.00	10.89
02/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 2	8050-1	09 10 11 12	12	12.00	11.86
02/26/2020	Staff, Carl	Fine Arts	Adv Drama	1050-1	10 11 12	30	30.00	30.07
02/26/2020	Staff, Dana	Career/Technical Ed	Adv ID Science-Sustainable Ag	2016-1	11 12	22	22.00	22.00
02/26/2020	Staff, Erik	Fine Arts	Advanced Concert Band	1043-1	09 10 11 12	46	46.00	45.77
02/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design I	2019-1	10 11 12	18	18.00	18.20
02/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design II	2020-1	11	1	1.00	1.00
02/26/2020	Staff, George	Career/Technical Ed	Ag Computers	2045-1	11 12	7	7.00	6.91
02/26/2020	Staff, Henry	Career/Technical Ed	Ag Equip Construct II	2030-1	10 11 12	27	27.00	27.05

Class Size Average Report, PDF Format

	A	B	C	D	E	F	G	H	I	J	K
1	Date	TeacherDisplay	Department	CourseName	SectionNumber	GradeLevel	StudentCount	RangeAverage	YTDAverage		
2	2/26/2020	Staff, Alan	Fine Arts	3-D Design	1007-1	9	27	27	26.85		
3	2/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 1	8045-1	09 10 11 12	11	11	10.89		
4	2/26/2020	Staff, Beth	Special Education	Academic/ILS Skills 2	8050-1	09 10 11 12	12	12	11.86		
5	2/26/2020	Staff, Carl	Fine Arts	Adv Drama	1050-1	10 11 12	30	30	30.07		
6	2/26/2020	Staff, Dana	Career/Technical Ed	Adv ID Science-Sustainable Ag	2016-1	11 12	22	22	22		
7	2/26/2020	Staff, Erik	Fine Arts	Advanced Concert Band	1043-1	09 10 11 12	46	46	45.77		
8	2/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design I	2019-1	10 11 12	18	18	18.2		
9	2/26/2020	Staff, Fiona	Career/Technical Ed	Advanced Floral Design II	2020-1	11	1	1	1		
10	2/26/2020	Staff, George	Career/Technical Ed	Ag Computers	2045-1	11 12	7	7	6.91		
11	2/26/2020	Staff, Henry	Career/Technical Ed	Ag Equip Construct II	2030-1	10 11 12	27	27	27.05		
12											
13											
14											
15											

Class Size Average Report, CSV Format

Class Size Average Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Date	Reports the date of each instructional day entered in the extract editor.	Date format, 10 characters DD/MM/CCYY	Calendar.date	System Administration > Calendar > Calendar > Days

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Teacher	The active Primary Teacher during the date range. If the Primary Teacher changed during the date range, the reported teacher also changes.	Alphanumeric, 30 characters	SectionStaffHistory.staffType	Scheduling > Courses > Course > Section > Staff History > Primary Teacher
Department	The name of the department assigned to the course.	Alphanumeric, 30 characters	Course.department	Scheduling > courses > Course > Department
Course	The name of the course.	Alphanumeric, 30 characters	Course.name	Scheduling > Courses > Course > Name
Section Number	Number of the section.	Alphanumeric, 3 characters	Section.number	Scheduling > Courses > Course > Section > Number
Grade Levels	Reports the grade level(s) of the reportable students actively enrolled in the course section as of the date range. If a student changes grade levels during the date range, both grade levels are reported.	Alphanumeric, 3 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Editor > Grade
Student Count	Count of the students on the roster on the report date, minus any student with an active Program 111 or 170 UNLESS the Include IS checkbox is marked.	Numeric, 3 digits	Calculated, data not stored	Calculated, data not stored

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Range Average	<p>Sum of the Student Count field for each date in the range, divided by the number of Instructional days in the date range, to two decimal places.</p> <p>Reports only on the last row for the selection course section.</p>	Numeric, 4 digits	Calculated, data not stored	Calculated, data not stored

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
YTD Average	<p>Sum of the number of students enrolled in the section on every instructional day in which the section is scheduled, up to and including the entered Report Date on the extract editor, divided by the number of Instructional Days from the first instructional day the section is scheduled to the Report Date.</p> <p>If the Report Date is not an Instructional day, the last Instructional day before the Report Date is used.</p> <p>If the Section Schedule Placement ends before the Report Date, the last Instructional Day for which the section is scheduled is used.</p> <p>This field uses student counts from the entire year. The report can be generated for a single day date range, but if the Report Date is the last day of the school year, the YTD Average calculates for the entire year.</p> <p>Reports only on the last row for the selected course</p>	Numeric, 4 digits	Calculated, data not stored	Calculated, data not stored

Data	section. Description	Type,	Campus	Campus
Element		Format and Length	Database	Interface