Hourly Attendance Report (California)

Last Modified on 10/22/2022 10:14 am CDT

Report Logic | Report Editor | Generate the Hourly Attendance Report | Report Layout

Classic View: CA State Reporting > Hourly Attendance Report

Search Terms: Hourly Attendance Report

The Hourly Attendance Report verifies supplemental attendance for students in remedial, gifted/talented and other supplementary programming in hourly increments. This report is available as a summary or as a register report.

For Supplemental Hourly Attendance counting, the schedule needs to be set up with periods so attendance is marked once per clock hour.

Hourly Attendance Report

Report Logic

Supplemental Hourly Attendance is counted only on courses with a Program Funding Category (Type dropdown list) code assigned on the Course editor. The calendars that use Supplemental Hourly Attendance should usually be separate from the calendars using regular attendance. Students enrolled in a calendar reporting Supplemental Hourly Attendance will usually have a code of 33: Supplemental in the Attendance Funding Category in the State Reporting Enrollment editor.

Hours Present is calculated by counting the number of minutes in each period the student is present during the reporting period and dividing that number by 60.

A student can only have one Attendance Funding Category per enrollment. This means the supplemental/hourly programs need a separate (partial) enrollment record for the student. Students may be scheduled into courses that have different Program Funding Categories. For example, a student may have Period 1 and 2 courses that are category S3 and Period 3 and 4 courses that are category C5. S3 and C5 categories will report separately on the report.

Report Editor

Field	Description
Report Type	Select the format of the report - either **Summary** or **Register**. Additional options on the editor are determined by this selection.
Report By	When the Report Type is **Summary**, select to report data by either **School Months** or **Reporting Periods** (P1, P2 or Annual). School Months are created in the Calendar toolset.
School Months	When the Report Type is **Register**, select the **School Months** to include in the report.
Supplemental Attendance Students Only	Mark this checkbox when only students who are assigned the Attendance Funding Code of 33 should appear on the report. When this is not marked, the report looks at the course type selection, allowing supplemental courses such as CAHSEE Prep to report in a non-supplemental calendar.
Course Type	Select the desired Course Types to include in the report. At least one option needs to be selected. All Course Types can be chosen as well. Course Types are assigned to courses on the Course Info editor.

Generate the Hourly Attendance Report

1. Select the desired **Report Type**.
2. If generating the **Summary Report Type**, choose the desired **Report By** option.
3. If generating the **Register Report Type**, select the desired **School Months** to include in the report.
4. If desired, mark the **Supplemental Attendance Students Only**.
5. Select the **Course Type** to be included in this report.
6. If desired, select the students on which to report by using an **Ad hoc Filter**.
7. Click the **Generate Report** button. The report will appear in PDF format, displaying the attendance information for the selected students.

Supplemental Hourly Attendance Summary
2012-13 High School
4321 109th Ave NE, Any Town, CA 93003
08/19/2013

Page 1

Period	Regular Day	Flex Tuesday	Flex Wednesday	Minimum Day	Finals Day 1	Finals Day 2	Finals Day 3
0	-	-	-	-	-	-	-
1	07:00 AM-07:57 AM	08:04 AM-09:24 AM	-	07:33 AM-07:57 AM	08:04 AM-10:04 AM	-	-
2	08:04 AM-09:01 AM	09:31 AM-10:11 AM	09:31 AM-10:11 AM	08:04 AM-08:28 AM	-	08:04 AM-10:04 AM	-
3	09:08 AM-10:08 AM	10:18 AM-11:01 AM	10:18 AM-11:01 AM	08:35 AM-09:03 AM	10:14 AM-12:14 PM	-	-
4	10:15 AM-11:12 AM	11:08 AM-11:48 AM	11:08 AM-11:48 AM	09:10 AM-09:34 AM	-	-	08:04 AM-10:04 AM
5	11:19 AM-12:56 PM	11:55 AM-01:15 PM	11:55 AM-01:15 PM	09:41 AM-10:05 AM	-	10:14 AM-12:14 PM	-
6	01:03 PM-02:00 PM	01:22 PM-02:02 PM	01:22 PM-02:02 PM	10:12 AM-10:36 AM	-	-	10:14 AM-12:14 PM
7	02:07 PM-03:04 PM	-	08:04 AM-09:24 AM	10:43 AM-11:07 AM	01:01 PM-03:01 PM	-	-
8	03:05 PM-04:05 PM	-	-	-	-	-	-
9	04:05 PM-05:05 PM	-	-	-	-	-	-
10	05:05 PM-06:05 PM	-	-	-	-	-	-

School Month 01: 08/08/2012 - 09/02/2012   Days Taught: 18

Program Category : C2 7-12 Remedial/CAHSEE

Total for Program	Grade	Students	Tardy Periods	Absent Periods	Hours Present
	10	1	0	1	15.58
	11	65	53	116	945.75
	12	38	26	78	514.68
Total	3	104	79	195	1476.02

School Month 02: 09/05/2012 - 09/30/2012   Days Taught: 19

Program Category : C2 7-12 Remedial/CAHSEE

Total for Program	Grade	Students	Tardy Periods	Absent Periods	Hours Present
	10	3	0	4	20.72
	11	63	101	169	978.08
	12	35	35	112	544.47
Total	3	101	136	285	1543.27

Hourly Attendance Report, Summary Type - by Reporting Periods (P2)

Supplemental Hourly Attendance Register
2012-13 High School
4321 109th Ave NE, Any Town CA 93003
08/19/2013

Page 1

Period	Regular Day	Flex Tuesday	Flex Wednesday	Minimum Day	Finals Day 1	Finals Day 2	Finals Day 3
0	-	-	-	-	-	-	-
1	07:00 AM-07:57 AM	08:04 AM-09:24 AM	-	07:33 AM-07:57 AM	08:04 AM-10:04 AM	-	-
2	08:04 AM-09:01 AM	09:31 AM-10:11 AM	09:31 AM-10:11 AM	08:04 AM-08:28 AM	-	08:04 AM-10:04 AM	-
3	09:08 AM-10:08 AM	10:18 AM-11:01 AM	10:18 AM-11:01 AM	08:35 AM-09:03 AM	10:14 AM-12:14 PM	-	-
4	10:15 AM-11:12 AM	11:08 AM-11:48 AM	11:08 AM-11:48 AM	09:10 AM-09:34 AM	-	-	08:04 AM-10:04 AM
5	11:19 AM-12:56 PM	11:55 AM-01:15 PM	11:55 AM-01:15 PM	09:41 AM-10:05 AM	-	10:14 AM-12:14 PM	-
6	01:03 PM-02:00 PM	01:22 PM-02:02 PM	01:22 PM-02:02 PM	10:12 AM-10:36 AM	-	-	10:14 AM-12:14 PM
7	02:07 PM-03:04 PM	-	08:04 AM-09:24 AM	10:43 AM-11:07 AM	01:01 PM-03:01 PM	-	-
8	03:05 PM-04:05 PM	-	-	-	-	-	-
9	04:05 PM-05:05 PM	-	-	-	-	-	-
10	05:05 PM-06:05 PM	-	-	-	-	-	-

School Month 01: 08/08/2011 - 09/02/2011   Days Taught: 18

Program Category: C2 7-12 Remedial/CAHSEE

Student	Number	Grade	Period	Aug 10 - 12 W T F	Aug 15 - 19 M T W T F	Aug 22 - 26 M T W T F	Aug 29 - Sep 2 M T W T F	Tardy Periods	Absent Periods	Hours Present
Student, Abby	123456789	12	0	N N N	N N N N N	N N N N N	N N N N N			
			1	N N N	N N N N N	N N N N N	N N N N N			
			2	- - -	- - - - -	- - - - -	- - - - -			
			3	N N N	N N N N N	N N N N N	N N N N N			
			4	N N N	N N N N N	N N N N N	N N N N N			
			5	N N N	N N N N N	N N N N N	N N N N N			
			6	N N N	N N N N N	N N N N N	N N N N N			
			7	N N N	N N N N N	N N N N N	N N N N N			
			8	N N N	N N N N N	N N N N N	N N N N N			
			9	N N N	N N N N N	N N N N N	N N N N N			
			10	N N N	N N N N N	N N N N N	N N N N N	0	0	16.53
Student, Brian	234567890	11	0	N N N	N N N N N	N N N N N	N N N N N			
			1	N N N	N N N N N	N N N N N	N N N N N			
			2	N N N	N N N N N	N N N N N	N N N N N			
			3	N N N	N N N N N	N N N N N	N N N N N			
			4	N N N	N N N N N	N N N N N	N N N N N			
			5	N N N	N N - - -	- - - - -	- T T T -			
			6	N N N	N N N N N	N N N N N	N N N N N			
			7	N N N	N N N N N	N N N N N	N N N N N			
			8	N N N	N N N N N	N N N N N	N N N N N			

Hourly Attendance Register

On the last page of the report, signature lines display, allowing users to verify the data contained in the report is accurate and complete.

Hourly Attendance Verification

Report Layout

Data Element	Description	Data Type	Campus Database	Campus Interface
Summary Report Type *Only totals by Course Type for each School Month display.*				
Period Names and Time	Identifies the period setup used in the selected calendar.	Alphanumeric	Calendar.periods	System Administration > Calendar > Calendar > Periods
School Month	Lists the date range of the selected school month.	Alphanumeric	Calendar.schoolMonth	System Administration > Calendar > Calendar > School Month
Days Taught	Total number of instructional days during the school month.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Program Category	Reports the assigned Course Type on the Course editor.	Numeric	Course.type	Scheduling > Courses > Course > Type
Grade	Reports the grade level of the student.	Alphanumeric	GradeLevel.gradeLevelID	System Administration > Calendar > Calendar > Grade Level

Data Element	Description	Data Type	Campus Database	Campus Interface
Students	Number of students enrolled in the grade level.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Tardy	Total number of tardies the students received during the selected school month or reporting period.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Absent	Total number of absences the students received during the selected school month or reporting period.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Hours	Total hours the students were in attendance.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Register Report Type *A code for each period displays in each day in the School Month.*				
Period Names and Time	Identifies the period setup used in the selected calendar.	Alphanumeric	Calendar.periods	System Administration > Calendar > Calendar > Periods
School Month	Lists the date range of the selected school month.	Alphanumeric	Calendar.schoolMonth	System Administration > Calendar > Calendar > School Month
Days Taught	Total number of instructional days during the school month.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Program Category	Reports the assigned Course Type on the Course editor.	Numeric	Course.type	Scheduling > Courses > Course > Type

Data Element	Description	Data Type	Campus Database	Campus Interface
Student Name	Reports the name of the student.	Alphanumeric	Identity.lastName Identity.firstName	Census > People > Demographics > Person Information > Last Name, First Name
Number	Reports the student's local student number.	Numeric	Person.studentNumber	Census > People > Demographics > Person Identifiers > Local Student Number
Grade	Grade level of enrollment.	Alphanumeric	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade
Period	Name of the calendar period into which the student is scheduled.	Alphanumeric	Calendar.periods	System Administration > Calendar > Calendar > Periods
Weeks of Attendance during School Month	Breakdown of weeks included in the school month.	Alphanumeric	Calendar.schoolMonth	System Administration > Calendar > Calendar > School Month
Tardy	Total number of tardies the students received during the selected school month or reporting period.	Numeric	Calculated value, data not stored	Calculated value, data not stored

Data Element	Description	Data Type	Campus Database	Campus Interface
Absent	Total number of absences the students received during the selected school month or reporting period.	Numeric	Calculated value, data not stored	Calculated value, data not stored
Hours	Total hours the students were in attendance.	Numeric	Calculated value, data not stored	Calculated value, data not stored