NV01 Monthly Enrollment and Attendance Report (Nevada)

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Summary Report | Detail Report | Detail Report Layout

Classic View: NV State Reporting > NV01 Monthly Enrollment and Attendance Report

The NV01 Monthly Enrollment and Attendance Report details monthly enrollment and attendance information by school then by grade within the designated School Month.

Users have the option of generating a Summary or Detail version of the report.

Summary Report

The NV01 Monthly Enrollment and Attendance Summary Report details enrollment record and attendance totals by grade and gender within the designated School Month.

NV01 Monthly Enrollment and Attendance Report

To generate a file select the Year, School and Calendar from the menu. The School Months will be populated based on the calendar selected. Choose grade levels that will be reported. The default value is All Grades. Data will be generated for all grades defined in the calendar selected. Select a report option. If Track summary is selected extract a report for each calendar selected. If School Summary is selected, extract an aggregate report for all calendars selected. Select a Report Type. Options are Summary and Detail. If the Detail is selected in Report Type a sort option of Grade or Name may be used. Select the School Month the report will be generated for. The School Months are created by calendar. Select a Format. Options are PDF or CSV. CSV will open in Excel.

The NV01 Monthly Enrollment and Attendance Report report enrollment and attendance information by grade. Attendance data for elementary school will be calculated by whole day half day. Attendance data for secondary school will be calculated based on the student's schedule. Set up School Months in the calendar. State Grade Levels will need to be mapped in the calendar. School Day in Session - Any day in which pupils enrolled in a school are scheduled to be engaged in registration, classes, or other instructional activities or testing during the required minimum period for each grade or department. The following are the minimum daily periods for each grade, including recess and time between activities, but not including time allowed for lunch: (NAC 387.131) Kindergarten 120 minutes, First and Second Grade 240 minutes, Third through Sixth Grade 300 minutes, Seventh through Twelfth Grade 330 minutes.

Summary Report Logic

- Attendance data for Elementary schools is calculated by whole day/half day.
  - Half day absence is subtracted if the amount of the absence is less than or equal to a Half Day Absence.
- Attendance data for Secondary schools is calculated based on the student's schedule.
- State Grade Levels must be mapped to grade levels used within the reporting calendar in order for data to properly report.
- A School Day in Session is defined as any day in which pupils enrolled in a school are scheduled to be engaged in registration, other instructional activities or testing during the required minimum period for each grade level or department. The following are the minimum

daily periods for each grade, including recess and time between activities, but not including time allowed for lunch:

- Kindergarten: 120 minutes
- First and Second Grade: 240 minutes
- Third through Sixth Grade: 300 minutes
- Seventh through Twelfth Grade: 330 minutes

- For Summary Type of School Summary, if multiple calendars from the same school are selected and multiple tracks exist in this calendars, all tracks are aggregated by grade level into a single row. The Totals row is also aggregated into one row. Each calendar will likely have a different time frame due to how months are set up for the school.
- record reports for the following PK SPED students:
  - If their **Special Ed Status** (Student Information > General > Enrollments > Special Ed Status) is **1 Receiving Services**.
  - If their **Special Ed Status** is 0 or Null and their Special Ed Exit Date is within or greater than the **Month** selected on the extract editor.
- Students are counted positively if they have an Enrollment End Date equal to the Month End Date.
- When the Calendar Type (System Administration > Calendar > Type) is **F Four Day Week**, the first 80 instructional days report.

Users in multi-track schools are advised to generate the NV01 Monthly Enrollment and Attendance Summary Report using the Track Summary options as school months can be defined differently and the School Summary Type does not include date range fields.

Generate the Summary Report

1. Select which **Grade(s)** to include within the report.
2. Select the **Start Statuses** to which you want to limit the report.
3. Select an **Enrollment Service Type**. Options include *P: Primary*, *S: Partial*, and *N: Special Ed Services.*
4. Select an Ad Hoc filter to limit the report results. Filters are created in the Filter Designer.
5. Select the Summary **Report Type**.
6. Select the Track or School **Summary Type**. The Track Summary is used to report multi-track schools in separate records.The School Summary multi-track and regular schools in one report.
7. Select the **Format**. Options include the following:
   - **CSV** - Select this format for submission to the state.
   - **PDF** - Select this format to review data prior to submission to the state.

     HTML is not available for the Summary Report Type.

8. Select the **District-Wide** checkbox to allow for District-Wide reporting. If the District-Wide checkbox is marked on the extract editor, all calendars report unless marked State Exclude. If this option is selected, you may also select the **School Year** for which you want to report.
9. Select one of the following options.

- - **Full Year**. When marked, the report uses the earliest date from the first school month as a start date and the latest date from last school month as an end date. If there are gaps in the selected school months, all data between the first date and the last date is still included.
  - **School Month**. A School Month is a defined date range within the school year. School months are defined on the School Months tab.
10. Select which calendar(s) to include within the report.
11. Select the **Generate Report** button. The report will appear in a separate window in the designated format.

> Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Summary Report Layout

Summary Type: School

Element	Description	Location
Grade	The student's grade level. For Grade Level PK: PreKindergarten, only enrollment records flagged for IEP are reported. All other active enrollment records within the School Month selected will report. This includes grade levels PK - 12 as well as UN (Ungraded). Alphanumeric, 2 characters	Student Information > General > Enrollments > Grade Enrollment.grade
Enrollment at End of Prior Month	A count of enrolled students by gender by grade level. State Grade Levels must be mapped to grade levels in order for data to report properly. This number is calculated by counting the number of students enrolled at the end of the prior month by gender by grade level. Numeric	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender
Enrollments This Month	Total number of new enrollment records in the selected month. Calculated based on the number of	Student Information > General > Enrollments

Element	Description	Location
	Start Statuses with a saved Start Status with Standard Code of 01. Numeric	> Start Status
Re-enrollments This Month	Total number of re-enrollments in the selected month by gender by grade. Calculated based on the number of re-enrollment records with a Start Date within the month reporting period and a Start Status with a Standard Code of 02. Numeric	Student Information > General > Enrollments > Start Status
Total Enrollments This Month	Total number of enrollment records for the prior month combined with the current month by gender by grade. Numeric	Student Information > General > Enrollments > Start Date, Grade; Census > People > Demographics > Gender
Withdrawals This Month	Total number of enrollment withdrawals in reporting month by grade by gender. Students are NOT included in this field if they have an Enrollment End Date equal to the Month End Date. Numeric	Student Information > General > Enrollments > End Status, End Date, Grade; Census > People > Demographics > Gender
Net Enrollment End of This Month	Total number of enrollment records minus withdrawals within the reporting month by gender by grade. Students ARE counted in this field if they have an Enrollment End Date equal to the Month End Date. Numeric	Student Information > General > Enrollments > End Status, End Date, Grade; Census > People > Demographics > Gender
Total Days Present	The total number of days students were present in school by grade. For middle school and high school students, the student's schedule is used to determine a day of attendance. If the student is marked absent, the periods are subtracted and the total absent percentage is compared against the calculated thresholds. If the student is scheduled in skinny periods, the period is only counted once.	Student Information > General > Attendance; Student Information > General > Enrollments > Grade

Element	Description	Location
	If the student drops a course and does not add a course within the School Month, that period is not counted in the student day. If the student drops a course and adds a course, the Start Date of the new course is used to determine if a student was in attendance or not in the School Month. Numeric	
Total Days Absent	The total number of days students were marked absent per grade. Exempt absences are excluded from the calculation. If the student is marked absent, the period is subtracted and the remainder of the day is reported as a decimal for Total Days Present. The difference in percentage will then be the Total Days Absent. If the student is scheduled in skinny periods, the period is only counted once. Numeric	Student Information > General > Attendance; Student Information > General > Enrollments > Grade
Total Days Not Enrolled	The total number of days students were not enrolled during the School Month. Numeric	Student Information > General > Enrollments > Start Date
Total Days Accounted for	The total number of membership days by grade level. Total Days Accounted For = Total Present Days + Absent Days + Total Days Not Enrolled Numeric	N/A
ADA	The total number of pupils attending a particular school each day during a period of reporting divided by the number of days the school is in session during that period. ADA = Days Present / Total Instructional Days in the School Month Numeric ####.##	N/A
ADA Rate	The ADA Rate by grade level.	N/A

ADA Rate Element	The ADA Rate by grade level. Description	N/A Location
	ADA Rate = (Total Days Present / Total Present + Total Absent) * 100 Numeric ####.##	

Summary Report Layout

Summary Type: Track

Element	Description	Location
reportID	Report ID The school database identifier and track number.	System Administration > Calendar > Calendar > Track Calendar.track School.schoolID (internal DB identifier)
calTrack	Calendar Track A numeric character indicating the track in which a student is enrolled.	System Administration > Calendar > Track Calendar.track
schoolName	The school name.	System Administration > Resources > School > Name School.name
schoolNumber	The school number.	System Administration > Resources > School > State School Number School.number
schoolType	The type of school being reported. • A: Alternative • B: Homebound • F: Four Day Week • H: Homeschool • I: Instructional • O: Other	System Administration > Calendar > Calendar > Type Calendar.type

Element	Description	Location
	• R: Residential • S: Summer School • X: Outside District	
districtName	The district name.	System Administration > Resources > District Information > Name District.name
districtNumber	The state district number.	System Administration > Resources > District Information > Master District Code District.number
stateGrade	The State Grade Level.	System Administration > Calendar > Calendar > Grade Levels > State Grade Level Enrollment.grade
schoolMonth	The School Month number.	System Administration > Calendar > Calendar > School Month > Name schoolMonth.schoolMonthID
prevM	**Enrollments at End of Prior Month - Male** The total number of male enrollments at the end of the previous school month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
prevF	**Enrollments at End of Prior Month - Female** The total number of female enrollments at the end of the previous school month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
prevX	**Enrollments at End of Prior Month – Non Binary** The total number of non binary enrollments at the end of the previous school month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender

Element	Description	Location
thisM	**Enrollments This Month – Male** The total number of male enrollments this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
thisF	**Enrollments This Month – Female** The total number of female enrollments this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
thisX	**Enrollments This Month – Non Binary** The total number of non binary enrollments this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
reM	**Re-Enrollments This Month – Male** The total number of male re-enrollments this month. Re-enrollments are enrollments with the enrollment code of R2.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
reF	**Re-Enrollments This Month – Female** The total number of female re-enrollments this month. Re-enrollments are enrollments with the enrollment code of R2.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
reX	**Re-Enrollments This Month – Non Binary** The total number of non binary re-enrollments this month. Re-enrollments are enrollments with the enrollment code of R2.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored

Element	Description	Location
totM	Total Enrollments – Male The total number of male enrollments.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
totF	**Total Enrollments – Female** The total number of female enrollments.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
totX	**Total Enrollments – Non Binary** The total number of non binary enrollments	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
withM	**Withdraws This Month – Male** The total number of male eEnrollment withdrawals this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
withF	**Withdraws This Month – Female** The total number of female eEnrollment withdrawals this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
withX	**Withdraws This Month – Non Binary** The total number of non binary eEnrollment withdrawals this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
netM	**Net Enrollment End of This Month – Male** The net male enrollment at the end of this	Student Information > General > Enrollments > Grade; Census > People >

Element	Description	Location
	month.	Demographics > Gender Calculated, not dynamically stored
netF	**Net Enrollment End of This Month – Female** The net female enrollment at the end of this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
netX	**Net Enrollment End of This Month – Non Binary** The net non binary enrollment at the end of this month.	Student Information > General > Enrollments > Grade; Census > People > Demographics > Gender Calculated, not dynamically stored
presentDays	The count of Present Days for students enrolled during the date range.	Student Information > General > Attendance; Student Information > General > Enrollments > Grade Calculated, not dynamically stored
absentDays	The count of Absent Days for students enrolled during the date range.	Student Information > General > Attendance; Student Information > General > Enrollments > Grade Calculated, not dynamically stored
daysNotEnrolled	The count of Days Not Enrolled during the date range.	Student Information > General > Enrollments > Start Date Calculated, not dynamically stored
totalDays	The count of total number of days enrolled by students during the date range.	N/A Calculated, not dynamically stored
	The total number of realize the all	N/A

ADA Element	Description	Location
	The total number of pupils attending a particular school each day during a period of reporting divided by the number of days the school is in session during that period. ADA = Days Present / Total Instructional Days in the School Month	N/A
ADArate	The ADA Rate by grade level. ADA Rate = (Total Days Present / Total Present + Total Absent) * 100	N/A

Detail Report

The NV01 Monthly Enrollment and Attendance Detail Report displays student demographic, enrollment and attendance data within the designated School Month.

NV01 Monthly Enrollment and Attendance Detail Report

Detail Report Logic

- For Elementary school calendars, attendance days are calculated using whole day/half day.
  - Half day absence is subtracted if the amount of the absence is less than or equal to a Half Day Absence.
- For Middle and High School calendars, the student's schedule is used to determine a day of attendance.
- State Grade Levels must be mapped to grade levels used within the reporting calendar in order for data to properly report.

- A School Day in Session is defined as any day in which pupils enrolled in a school are scheduled to be engaged in registration, other instructional activities or testing during the required minimum period for each grade level or department. The following are the minimum daily periods for each grade, including recess and time between activities, but not including time allowed for lunch:
    - Kindergarten: 120 minutes
    - First and Second Grade: 240
    - Third through Sixth Grade: 300 minutes
    - Seventh through Twelfth Grade: 330 minutes
- A record reports for the following PK SPED students:
    - If their **Special Ed Status** (Student Information > General > Enrollments > Special Ed Status) is **1 Receiving Services**.
    - If their **Special Ed Status** is 0 or Null and their **Special Ed Exit Date** is equal to the **Snapshot Date** on the extract editor.
- When the Calendar Type (System Administration > Calendar > Type) is **F Four Day Week**, the first 80 instructional days report.

Generate the Detail Report

1. Select which **Grade(s)** to include within the report.
2. Select the **Start Statuses** to which you want to limit the report.
3. Select an Ad Hoc filter to limit the report results. Filters are created in the Filter Designer.
4. Select an **Enrollment Service Type**. Options include *P: Primary*, *S: Partial*, and *N: Special Ed Services.*
5. Select the Detail **Report Type**.
6. Select the **Format**. Options include the following:
    - **CSV** - Select this option for submission to the state.
    - **HTML** - Select this option to debug or review data prior to submission to the state.

    > PDF is not available for the Detail Report Type.

7. Select one of the following options.
    - **Full Year**. When marked, the report uses the earliest date from the first school month as a start date and the latest date from last school month as an end date. If there are gaps in the selected school months, all data between the first date and the last date is still included.
    - **School Month**. A School Month is a defined date range within the school year. School months are defined on the School Months tab.
8. Select which calendar(s) to include within the report.
9. Select the **Generate Report** button. The report appears in a separate window in the designated format.

    > Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of **Generate Extract**. This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Detail Report Layout

Element	Description	Location
Report ID	The state-assigned identification code. Numeric, 3 digits	System Administration > Resources > School > State School Number School.schoolID
Cal Track	A numeric character indicating the track in which a student is enrolled. Numeric, 2 digits	System Administration > Calendar > Track Calendar.track
School Name	The name of a school within a district. Alphanumeric, 40 characters	System Administration > Resources > School > Name School.name
School Number	The school's identification number. Numeric, 7 digits	System Administration > Resources > School > Number School.number
School Type	The type of school. Options include the following: • A - Alternative • B - Charter • E - Elementary • H - High School • M - Middle School Alphanumeric, 1 character	System Administration > Resources > School > Type School.type
District Name	The name of the school district. Alphanumeric, 40 characters	System Administration > Resources > District Information > Name District.name
District Number	The number assigned by a state to identify a school district. Numeric, 9 digits	System Administration > Resources > District Information > Number District.number
State Grade	The student's current grade level. Valid options include: • AD = Adult	Student Information > General > Enrollments > Grade

Element	Description	Location
	• PK = Prekindergarten • 0K = Kindergarten • 01 = Grade 1 • 02 = Grade 2 • 03 = Grade 3 • 04 = Grade 4 • 05 = Grade 5 • 06 = Grade 6 • 07 = Grade 7 • 08 = Grade 8 • 09 = Grade 9 • 10 = Grade 10 • 11 = Grade 11 • 12 = Grade 12 • UG = Ungraded Alphanumeric, 2 characters	Enrollment.grade
Student ID	The student's unique district-assigned ID number. Numeric	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Last Name	The student's legal last name. Alphanumeric, 30 characters	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	The student's legal first name. Alphanumeric, 30 characters	Census > People > Demographics > Person Information > First Name Identity.firstName
Enrollment Start Status	The student's state enrollment Start Status. Numeric	Student Information > General > Enrollment > Start Status System Administration > Custom > Attribute/Dictionary > Enrollment > Start Status Enrollment.startStatus
Present Days	The total number of days students were present in school by grade. For Elementary school calendars, attendance days are calculated using whole day/half day.	Student Information > General > Attendance; Student Information > General > Enrollments > Grade

Element	Description	Location
	For Middle School and High School calendars, the student's schedule is used to determine a day of attendance. If the student is marked absent, the period is subtracted and the percentage of the remainder of the day as a decimal is reported. If the student is scheduled in skinny periods, the period is only counted once. If the student drops a course and does not add a course within the School Month, that period is not counted in the student day. If the student drops a course and adds a course, the Start Date of the new course is used to determine if a student was in attendance or not in the School Month. Numeric	Calculated, not dynamically stored
Absent Days	The total number of days students were marked absent per grade. Exempt absences are excluded from the calculation. If the student is marked absent, the period is subtracted and the remainder of the day is reported as a decimal for Total Days Present. The difference in percentage will then be the Total Days Absent. If the student is scheduled in skinny periods, the period is only counted once. Numeric	Student Information > General > Attendance; Student Information > General > Enrollments > Grade Calculated, not dynamically stored
Days Not Enrolled	The number of days the student was not enrolled. Numeric	Calculated, not dynamically stored Calculated, not dynamically stored
Total Days	The total number of days accounted for. Numeric	Calculated, not dynamically stored
ADA	The total number of pupils attending a particular	N/A

Element	Description	Location
	school each day during a period of reporting divided by the number of days the school is in session during that period. ADA = Days Present / Total Instructional Days in the School Month Numeric ####.##	
IEP	The student's IEP as of the date range. If the student had an active IEP at any point in the date range, **Y** reports. Otherwise, this column reports as null. Alphanumeric, 1 character	Student Information > Special Ed > General > Documents > IEP Not dynamically stored
EL	The student's EL status on the 100th day of instruction. If the student's Program Status is EL and Identified Date is prior to the 100th day of instruction, this field reports **Y** . If the student's Program Status is Exited EL and Program Exit Date is before or on the 100th instructional day, this field reports **Y** . If the student is enrolled in a calendar with Type = F, this field reports based on the 80th instructional day. If the student's Program Status contains a standard code of Exited EL AND the Identified Date is before school month end AND Exit Date is after the school month end, then this field reports **1**. If no EL record exists, this column reports null. Otherwise, **N** reports. Alphanumeric, 1 character	Student Information > Program Participation > English Learners (EL) > Program Status; Identified Date; Exit Date Not dynamically stored
FRL	The student's Free/Reduced Lunch Status on the 100th day of instruction. This field reports the State Eligibility Code from the eligibility record that capture the 100th day of instruction. • If there is no eligibility, this field reports as null. • If the student is enrolled in a calendar with Type = F, this field reports based on the 80th instructional day. • If a school is marked as CEP, all students report as FRL = Y in the report regardless of an active FRAM record. • If a school is marked as Provision II ~~and the~~	System Administration > Resources > School> Provision > Select CEP OR System Administration > Resources > School > Provision > Provision II OR

Element	Description	Location
	, all students report as FRL = Y in the report regardless of an active FRAM record. • This field reports **Y** if the school is neither CEP nor Provision II AND the student has a FRAM record with an Eligibility of Free or Reduced. Alphanumeric, 1 character	 POSEligibility.stateCode
Race Ethnicity	The student's primary race. • A - Asian or Pacific Islander • B - Black • C - Caucasian • H - Hispanic • I - Native American • M - Multiracial • P - Native Hawaiian or Other Pacific Islander Numeric, 1 digit	Census > People > Demographics > State Race Ethnicity Identity.raceEthnicity