

## ADM and ADA Detail (California) [.2124 - .2239]

Last Modified on 10/22/2022 10:50 am CDT

You are viewing a previous version of this article. See ADM and ADA Detail (California) for the most current information.

Report Editor | Generate the Report

**Classic View:** Attendance > Reports > ADM and ADA Detail > CA-Specific Attendance

Search Terms: CA-Specific Attendance

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 date range entered.

Index	Search	<	Average Daily Membership (ADM) & Average Daily Attendance	e (ADA) Summary with Student Detail
Search Campus Too	ls	9	This report displays Membership, Absent, and Present Days and either Exact (Present Minutes divided by Student Day Minutes for compared to Whole Day and Half Day Absent Minutes for the Cale	the Calendar) or Whole/Half (Absent Minutes
Student Inform	nation	^	each Calendar/Grade selected and as a grand total for all Calendar	ars; the Detail version displays the Summary data plus
► Census		- 1	a row for each student actively enrolled during the entered date n start/end dates of the calendar. This is a very complex report; try	
Behavior				
Health			Which date range would you like to include in the report?	Which calendar(s) would you like to include in the
▼ Attendance			Start Date	report?
Attendance	e Letters		End Date	O list by school
Attendance	e Wizard		Adhoc	◯ list by year
Classroor	n Monitor		Filter	17-18
Daily Atten	Idance		Report  Summary  O Detail	17-18 Alexander School 17-18 Steamboat Springs High Sch
▼ Reports			Туре	17-18 Open Springs 17-18 Stone MountainHigh Scho
ADM	and ADA Detail		Calculation Options	17-18 Apple Valley School 17-18 Mountain Valley High Schoo
Atten	idance Reason		EXACT (The sum of minutes absent / student day)	17-18 Mountain Valley Online Aca
Cons	secutive Absence		<ul> <li>DAILY APPROXIMATION (Whole Day/Half Day attendance is approximated</li> </ul>	17-18 Spring Crest 17-18 Moonymead
Day	Count		and these days are summed) O CA-specific attendance	17-18 Moonymeadows 17-18 Briar Vista Lagoon High Sch
Diale	er Extract		O CA-Truancy	ek 17-18 Stone MountainHigh S
Fund	ling Report		O CA-Chronic Absenteeism	
Hom	ie & Hospital Attend	lance Ri	Format: PDF 🗸	
Perio	od Count		Student Type Primary Enrollments(Not Track Jumpers) 🧹	
Perio	od Detail Batch			CTRL-click or SHIFT-click to select multiple
Regi	ster		Add signature line at the end of the report	
Sub	Attendance Roster			
<		>	Generate Report Submit to Batch	

ADM and ADA Detail Report Editor

## **Report Editor**

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



Option	Description						
Date Selection	Enter the dates desired in the ADM/ADA Detail Report. Entered dates return the average daily attendance and average daily membership information, in addition to the count of students by grade level, membership days, absent days and present days. Dates can be entered by typing in the field in <i>mmddyy</i> format or use the calence icon to select a date.						
Student Selection	If there is an existing ad hoc filter that 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 a Summary Format or a Detail Format. The Detail format lists the same information as the Summary report type, but includes student names and attendance data. See the images following the Generating the Report section.						



Option	Description
Calculation Options	<ul> <li>Selection indicates the logic that is applied to calculate ADM and ADA.</li> <li>Selecting CA-specific attendance uses the following logic: <ul> <li>Students are either present or absent. There are no partial days.</li> <li>A day of presence is earned when the student is present in at least one attendance-taking course in an instructional period. In other words, the student must be marked absent in all instructional periods he/she is scheduled in to be absent for the day.</li> <li>A day in which the student has an active enrollment in the calendar but is not on the roster of at least one attendance-taking course in an instructional period is not counted as present or absent. In the Monthly Attendance Register/Summary, this is an NC day. In the ADM/ADA report, this should not be counted as Present Days divided by Roster.</li> <li>Students must be enrolled in Active courses only.</li> </ul> </li> </ul>
	<ul> <li>Selecting CA-Truancy uses the following logic:</li> <li>Truancy generates calculations based on 10% absenteeism. Selecting Truancy adds a column in the generated report based on the data range provided in the Editor. The 10% absence calculates a period of the day being absent, or a student being tardy more than 30 minutes of the period. (NOTE: If Chronic Absenteeism is selected in place of Truancy, data for Chronic Absenteeism will appear in this column.)</li> </ul>
	<ul> <li>Selecting CA-Chronic Absenteeism uses the following logic:</li> <li>Chronic Absenteeism generates percent absent data. A student is counted as Absent for an entire day if the student is absent in all attendance-taking sections during instructional periods. Absences with an attendance code Status of Absent and an Excuse of Unexcused or Unknown are considered Unexcused Absences. Absences with an attendance code Status of Absent are considered Excused Absences. One period of the day in attendance equates to one full day of attendance. Presence is defined as the following: <ul> <li>No attendance code in the period.</li> <li>An attendance code with a Status of Present or Tardy and any Excuse.</li> <li>An attendance code with a Status/Excuse of Absent/Exempt.</li> </ul> </li> </ul>
	The user must have the appropriate tool rights to select the CA-Chronic Absenteeism button.
	For calculation information using the EXACT or DAILY options, see the ADM and ADA Detail article.



Option	Description
Student Type	<ul> <li>Selection indicates the enrollment types of the students included on the report.</li> <li>Options are: <ul> <li>Primary Enrollments (not Track Jumpers)</li> <li>Track Jumpers</li> <li>Partial Enrollments</li> </ul> </li> </ul>
Signature Display	A signature line can be added at the end of the report if desired, where the principal or superintendent signs and dates the information, making the attendance data official. A signature line for attendance data is required in some states.
Calendar Selection	At least one calendar needs to be selected in order to generate the report. For verification of reported attendance data, it may be best to generate the report one calendar at a time.

## **Generate the Report**

- 1. Enter the **Start Date** and **End Date** of the desired date range for reporting 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 CA-specific attendance Calculation Option .
- 5. If desired, select CA-Absenteeism or CA-Truancy.
- 6. Choose either **PDF** or **CSV** for the format.
- 7. Mark the **Add signature line at the end of the report** checkbox if desired.
- 8. Select the desired **Calendar** from which to pull attendance data.
- 9. Click the **Generate Report** button. The report displays in a new browser window.

Students print first by grade level, then by last name.

16-17 Apple School Generated on 07/17/2017 11:22:18 AM Page 1 of 1						Attendance/Membership Summary Report Start/End Date: 07/01/2016 - 07/01/2017 School(s): 1 Calendar(s): 1 Grade: TK, 00, 01, 02, 03, 04, 05, 09, 10, 11, 12, 06, 07, 08								
School:	App	ele Schoo	ol Calenda	r: 16-17 A	lessandro S	chool								
		Student M	fembership	Absent	Present			Unexcuse	d Absences	Percent In	Percent			
	Grade	Count	Days	Days	Days	ADM	ADA	Days	Avg. Daily	Attendance	Absent			
	TK	1	82	0	82	0.45	0.45	0	0.00	100.00%	0.00%			
	00	1	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%			
	01	3	480	0	480	2.65	2.65	0	0.00	100.00%	0.00%			
	02	2	362	2	360	2.00	1.98	2	0.02	99.45%	0.55%			
	03	2	362	1	361	2.00	1.99	0	0.00	99.72%	0.28%			
	04	5	889	4	885	4.91	4.88	2	0.02	99.55%	0.45%			
	05	7	1251	9	1242	6.91	6.85	3	0.03	99.28%	0.72%			
	09	6	1086	7	599	6.00	3.30	4	0.03	55.16%	1.88%			
	10	4	569	5	346	3.14	1.91	5	0.03	60.81%	2.10%			
	11	4	724	3	337	4.00	1.86	3	0.02	46.55%	1.08%			
	12	4	571	18	429	3.15	2.37	18	0.10	75.13%	8.25%			
	06	3	543	13	530	3.00	2.92	12	0.07	97.61%	2.92%			
	07	4	724	3	721	4.00	3.98	3	0.02	99.59%	0.58%			
	08	7	1267	6	1261	7.00	6.95	3	0.02	99.53%	0.58%			
otal	14	53	9091	71	7814	50.21	43.09	55	0.36	85.95%	1.56%			
-			Signatu	ire of Prin	cipal or Sup	erintenden	t			Date	)			



## CA-Specific Calculation - Summary PDF Format

	A	В	С	D	E	F	G	Н	- I -	J	K	L	М	N	0	P
1	School	Calendar	Grade	Student L	Student F	Student N	Student N	Student C	Members	Absent Da	Present D	ADM	ADA	Unexcuse	Absences	Percent In Att
2	High School	14-15 High School	8	0	0	0	0	0	0	0	0	0	0	0	0	N/A
3	High School	14-15 High School	9					790	16590	0	16212	790	772	0	0	97.72%
4	High School	14-15 High School	10					594	12474	0	12264	594	584	0	0	98.32%
5	High School	14-15 High School	11					599	12579	0	12432	599	592	0	0	98.83%
6	High School	14-15 High School	12					626	13146	0	12915	626	615	0	0	98.24%
7	High School	14-15 High School	12+					1	21	0	21	1	1	0	0	100.00%
8	Total		6					2610	54810	0	53844	2610	2564	0	0	98.24%
9																
10																
11																

CA-Specific Calculation - Summary CSV Format

Gener	ated on 07	App	-17 de School 11:41:13 AM Pi	age 1 of 3	Attendance/Membership Report Start/End Date: 07/01/2016 - 07/01/2017 School(s): 1 Calendar(s): 1 Grade: TK, 00, 01, 02, 03, 04, 05, 09, 10, 11, 12, 06, 07, 08									
School:	Grade		ool Calenda Membership	a <u>r: 16-17 A</u> Absent Days	lessandro S Present Days	chool ADM	ADA	Unexcuse	d Absences Avg. Daily	Percent In Attendance	Percent			
	TK	1	Days 82	0	82	0.45	0.45	0	0.00	100.00%	0.00%			
	00	1	82 181	0	82 181	0.45	0.45	0	0.00	100.00%	0.00%			
	01	3	480	0	480	2.65	2.65	0	0.00	100.00%	0.00%			
	02	2	362	2	360	2.00	2.00	2	0.00	99,45%	0.55%			
	02	2	362	1	361	2.00	1.90	0	0.02	99.72%	0.28%			
	04	5	889	4	885	4.91	4.88	2	0.00	99.55%	0.45%			
	04	7	1251	9	1242	6.91	6.85	3	0.02	99.28%	0.43%			
	09	6	1086	7	599	6.00	3.30	4	0.03	55.16%	1.88%			
	10	4	569	5	346	3.14	1.91	5	0.03	60.81%	2.10%			
	11	4	724	3	337	4.00	1.86	3	0.03	46.55%	1.08%			
	12	4	571	18	429	3.15	2.37	18	0.02	40.00%	8.25%			
	06	3	543	13	530	3.00	2.92	12	0.07	97.61%	2.92%			
	07	4	724	3	721	4.00	3.98	3	0.02	99.59%	0.58%			
	08	7	1267	6	1261	7.00	6.95	3	0.02	99.53%	0.58%			
Total	14	<u> </u>	1207											
	14	53	9091	71	7814	50.21	43.09	55	0.36	85.95%	1.56%			
DETAIL	Scho		9091 Apple Scho				43.09	55 Schedule: E	0.36		1.56%			
Grade Stu	Scho	ool:					43.09	Schedule: E	0.36		1.56% Percent Absent			
DETAIL Grade Stu (Student#)	Scho Ident Nar	ool:	Apple Scho Membership Days	ool Caler Absent	idar: 16-17 Present	Apple	43.09 School	Schedule: E	0.36 <u>S</u> d Absences	85.95% Percent In	Percent			
Grade Stu (Student#) 00 Student, 01 Student (#91099247	Scho Ident Nar (# 3 , Alec	ool:	Apple Scho Membership Days ) 181 118	Absent Days 0 0	ndar: 16-17 Present Days 181 118	Apple ADM 1.00 0.65	43.09 School ADA 1.00 0.65	Schedule: E Unexcuse Days 0 0	0.36 <u>S</u> <u>Avg. Daily</u> 0.00 0.00	Percent In Attendance 100.00%	Percent Absent 0.00% 0.00%			
Grade Stu (Student#) 00 Student, 01 Student (# 91099247 01 Student. (# 91099247	Scho dent Nar (# : , Alec ) Micah	ne 91099247	Apple Scho Membership Days ) 181 118 181	Dol Caler Absent Days 0 0 0	10000000000000000000000000000000000000	Apple ADM 1.00 0.65 1.00	43.09 School ADA 1.00 0.65 1.00	Schedule: E Unexcuse Days 0 0 0	0.36 <u>S</u> <u>Avg. Daily</u> 0.00 0.00 0.00	85.95% Percent In Attendance 100.00% 100.00%	Percent Absent 0.00% 0.00%			
Grade Stu (Student#) 00 student, 01 student (#e1089247 01 student. (#e1089247 01 stude (# e1089243	Scho dent Nar (# ( , Alec ) Micah ) nt , Gray	ne 91099247	Apple Scho Membership Days ) 181 118 181 181	Absent Days 0 0 0	Idar: 16-17 Present Days 181 118 181 181	Apple ADM 1.00 0.65 1.00 1.00	43.09 <u>School</u> <u>ADA</u> 1.00 0.65 1.00 1.00	Schedule: E Unexcuse Days 0 0 0 0	0.36 <u>S</u> <u>Avg. Daily</u> 0.00 0.00 0.00 0.00	Percent In Attendance 100.00% 100.00% 100.00%	Percent Absent 0.00% 0.00% 0.00%			
Grade Stu (Student#) 00 student, 01 student (# e1089247 01 student. (# e1089247 01 stude (# e1089247 02 student # e1089247	Scho ident Nar (# : , Alec ) Micah ) nt , Gray 7) Ilan )	ool: ne 91099247 son	Apple Scho Membership Days ) 181 118 181 181 181	ool Caler Absent Days 0 0 0 0 1	Idar: 16-17 Present Days 181 118 181 181 181	Apple ADM 1.00 0.65 1.00 1.00	43.09 <u>School</u> 1.00 0.65 1.00 1.00 0.99	Schedule: E Unexcuse Days 0 0 0 0 1	0.36 <u>S</u> <u>Avg. Daily</u> 0.00 0.00 0.00 0.00 0.00 0.00 0.00	85.95% Percent In Attendance 100.00% 100.00% 100.00% 99.45%	Percent Absent 0.00% 0.00% 0.00% 0.00% 0.00%			
Grade Stu (Student#) 00 Student, 01 Student (# 91099247 01 Student. (# 91099247 01 Student (# 91099247 02 Student # 91099247 02 Student (# 91099247	Scho (# dent Nar (# dent Nar (# dent ) Micah ) mt , Gray ) lan ) t. Ethan	ool: ne 91099247 son	Apple Scho Membership Days ) 181 118 181 181 181 181	ool Caler Absent Days 0 0 0 0 1 1	Idar: 16-17 Present Days 181 118 181 181 181 180 180	Apple ADM 1.00 0.65 1.00 1.00 1.00 1.00	43.09 <u>School</u> 1.00 0.65 1.00 1.00 0.99 0.99	Schedule: E Unexcuse Days 0 0 0 0 1 1	0.36 <u>A Absences</u> <u>Avg. Daily</u> 0.00 0.00 0.00 0.00 0.01 0.01	85.95% Percent In Attendance 100.00% 100.00% 100.00% 99.45% 99.45%	Percent Absent 0.00% 0.00% 0.00% 0.00% 0.55%			
Grade Stu (Student#) 00 student (# student (# stose227 01 student (# stose27 01 student (# stose27 02 student (# stose27 03 student (# stose27 03 student (# stose247 03 student	School dent Nar (# 6 ) Micah ) t, Gray 7) Lian ) t, Ethan ) t, Kate ) Matt	ool: ne 91099247 son	Apple Scho Membership Days ) 181 118 181 181 181	ool Caler Absent Days 0 0 0 0 1	Idar: 16-17 Present Days 181 118 181 181 181	Apple ADM 1.00 0.65 1.00 1.00	43.09 <u>School</u> 1.00 0.65 1.00 1.00 0.99	Schedule: E Unexcuse Days 0 0 0 0 1	0.36 <u>S</u> <u>Avg. Daily</u> 0.00 0.00 0.00 0.00 0.00 0.00 0.00	85.95% Percent In Attendance 100.00% 100.00% 100.00% 99.45%	Percent Absent 0.00% 0.00% 0.00% 0.00% 0.00%			
Grade Stu (Student) 00 Student (# 1085247 01 Student (# 1085247 01 Student (# 1085247 02 Student (# 1085247 02 Student (# 1085247 03 Student) # 1085247 03 Student.	Scho dent Nar (# ( , Alec ) Micah ) t. Gray 7) Lan ) t. Ethan ) t. Ethan ) t. Kate ) Matt ) Dan	ool: ne 91099247 son	Apple Scho Membership Days ) 181 118 181 181 181 181 181	ool Caler Absent Days 0 0 0 0 1 1 1 1	ndar: 16-17 Present Days 181 181 181 180 180 180	Арріе Арм 1.00 0.65 1.00 1.00 1.00 1.00 1.00	43.09 <u>School</u> 1.00 0.65 1.00 0.99 0.99 0.99	Schedule: E Unexcuse Days 0 0 0 0 1 1 1 0	0.36 d Absences Avg. Daily 0.00 0.00 0.00 0.01 0.01 0.01 0.00	85.95% Percent In Attendance 100.00% 100.00% 100.00% 99.45% 99.45%	Percent Absent 0.00% 0.00% 0.00% 0.55% 0.55%			
Grade Stu (Student#) 00 student, 01 student (# erose247 01 student. (# erose247 02 student (# erose247 02 student (# erose247 03 student (# erose247 03 student (# erose247 03 student (# erose247	Sche dent Nar (# c , Alec ) Micah ) t. Ethan ) t. Ethan ) t. Ethan ) Matt ) Dan ) m	ool: ne 91099247 son	Apple Scho Membership Days ) 181 118 181 181 181 181 181 181	ool Caler Absent Days 0 0 0 0 1 1 1 1 0	xdar: 16-17 Present Days 181 118 181 181 180 180 180 180	Apple ADM 1.00 0.85 1.00 1.00 1.00 1.00 1.00 1.00	43.09 School ADA 1.00 0.65 1.00 0.99 0.99 0.99 1.00	Schedule: E           Unexcuse           Days           0           0           0           1           1           0           0	0.36 d Absences Avg. Daily 0.00 0.00 0.00 0.00 0.01 0.01 0.00 0.00 0.00	85.95% Percent In Attendance 100.00% 100.00% 100.00% 99.45% 99.45% 100.00%	Percent Absent 0.00% 0.00% 0.00% 0.55% 0.55% 0.55% 0.00%			

CA-Specific Calculation - Detail PDF Format



	А	В	С	D	E	F	G	н	I.	J	к	L	м	N	0	Р	Q	R
1	School	Calendar	Grade	Student La	Student F	Student N	Student N	Student C	Members	Absent Da	Present D	ADM	ADA	Unexcuse	Absences	Percent Ir	Percent Ab	sent
2	High Scho	16-17 High	0	Anders	Tom		91234568		181	0	181	1	1	0	0	100.00%	0.00%	
3	High Scho	16-17 High	1	Anderson	Alex	Р	54978213		118	0	118	0.65	0.65	0	0	100.00%	0.00%	
4	High Scho	16-17 High	1	Brown	Mick	Α	85465468		181	0	181	1	1	0	0	100.00%	0.00%	
5	High Scho	16-17 High	1	Hanner	Greg	Α	75832867		181	0	181	1	1	0	0	100.00%	0.00%	
6	High Scho	16-17 High	2	Black	Isaac	N	78638752		181	1	180	1	0.99	1	0.01	99.45%	0.55%	
7	High Scho	16-17 High	2	Thomson	Etna	R	45678786		181	1	180	1	0.99	1	0.01	99.45%	0.55%	
8	High Scho	16-17 High	3	Ben	Carmen	С	78678767		181	1	180	1	0.99	0	0	99.45%	0.55%	
9	High Scho	16-17 High	3	Falze	Rez	D	45678687		181	0	181	1	1	0	0	100.00%	0.00%	
10	High Scho	16-17 High	- 4	Brew	Fin	W	87615236		181	0	181	1	1	0	0	100.00%	0.00%	
11	High Scho	16-17 High	- 4	Dennis	Denny	E	45637835		181	1	180	1	0.99	1	0.01	99.45%	0.55%	
12	High Scho	16-17 High	- 4	River	Rider		83786478		181	1	180	1	0.99	1	0.01	99.45%	0.55%	
13	High Scho	16-17 High	- 4	Sanders	Adeline	Α	78635747		165	2	163	0.91	0.9	0	0	98.79%	1.21%	
14	High Scho	16-17 High	- 4	White	Caiden	C	85647586		181	0	181	1	1	0	0	100.00%	0.00%	
15	High Scho	16-17 High	- 5	Armstron	AI	Α	74863786		181	3	178	1	0.98	1	0.01	98.34%	1.66%	
16	High Scho	16-17 High	- 5	Blight	Eli	J	45638768		181	2	179	1	0.99	1	0.01	98.90%	1.10%	
17	High Scho	16-17 High	5	Hans	Kenny	Α	52345387		181	0	181	1	1	0	0	100.00%	0.00%	

CA-Specific Calculation - Detail CSV Format