

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

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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.

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	<p>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.</p> <p>Dates can be entered by typing in the field in <i>mmddyy</i> format or use the calendar icon to select a date.</p>
Student Selection	<p>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.</p>
Report Type	<p>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.</p>

Option	Description
Calculation Options	<p>Selection indicates the logic that is applied to calculate ADM and ADA.</p> <p>Selecting CA-specific attendance uses the following logic:</p> <ul style="list-style-type: none"> • Students are either present or absent. There are no partial days. • 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. • 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 a Present Day. • ADA is calculated as Present Days divided by Roster. • Students must be enrolled in Active courses only. <p>Selecting CA-Truancy uses the following logic:</p> <ul style="list-style-type: none"> • 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.) <p>Selecting CA-Chronic Absenteeism uses the following logic:</p> <ul style="list-style-type: none"> • 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 and Excuse of Excused 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 style="list-style-type: none"> ◦ No attendance code in the period. ◦ An attendance code with a Status of Present or Tardy and any Excuse. ◦ An attendance code with a Status/Excuse of Absent/Exempt. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>The user must have the appropriate tool rights to select the CA-Chronic Absenteeism button.</p> </div> <p>For calculation information using the EXACT or DAILY options, see the ADM and ADA Detail article.</p>

Option	Description
Student Type	Selection indicates the enrollment types of the students included on the report. Options are: <ul style="list-style-type: none"> • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments
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		Attendance/Membership Summary Report									
Generated on 07/17/2017 11:22:18 AM Page 1 of 1		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: Apple School Calendar: 16-17 Alessandro School											
Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	Percent Absent	
							Days	Avg. Daily			
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%	
Total	14	83	9091	71	7814	60.21	43.09	55	0.36	85.95%	1.56%
_____ Signature of Principal or Superintendent						_____ Date					

CA-Specific Calculation - Summary PDF Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	School	Calendar	Grade	Student L	Student F	Student M	Student N	Student C	Members	Absent D	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

16-17 Apple School		Attendance/Membership Report									
Generated on 07/17/2017 11:41:13 AM Page 1 of 3		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: <u>Apple School</u> Calendar: <u>16-17 Alessandro School</u>											
Grade	Student Count	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	Percent 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%	
Total	14	53	9091	71	7814	50.21	43.09	55	0.36	85.95%	1.56%
DETAIL School: <u>Apple School</u> Calendar: <u>16-17</u> <u>Apple School</u> Schedule: <u>ES</u>											
Grade	Student Name (Student#)	Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	Percent Absent	
00	Student, (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	
01	Student, Alec (# 91099247)	118	0	118	0.65	0.65	0	0.00	100.00%	0.00%	
01	Student, Micah (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	
01	Student, Grayson (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	
02	Student, Ian (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	
02	Student, Ethan (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	
03	Student, Kate (# 91099247)	181	1	180	1.00	0.99	0	0.00	99.45%	0.55%	
03	Student, Matt (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	
04	Student, Dan (# 91099247)	181	0	181	1.00	1.00	0	0.00	100.00%	0.00%	
04	Student, Tim (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	
04	Student, Raymond (# 91099247)	181	1	180	1.00	0.99	1	0.01	99.45%	0.55%	

CA-Specific Calculation - Detail PDF Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	School	Calendar	Grade	Student L	Student F	Student M	Student N	Student C	Members	Absent D	Present D	ADM	ADA	Unexcuse	Absences	Percent In	Percent Absent		
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	P	54978213			118	0	118	0.65	0.65	0	0	100.00%	0.00%	
4	High Scho	16-17 High	1	Brown	Mick	A	85465468			181	0	181	1	1	0	0	100.00%	0.00%	
5	High Scho	16-17 High	1	Hanner	Greg	A	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	C	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	A	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	Armstrong	Al	A	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	A	52345387			181	0	181	1	1	0	0	100.00%	0.00%	

CA-Specific Calculation - Detail CSV Format