

Monthly Attendance Summary (California) [.2207 - .2235]

Last Modified on 10/22/2022 10:50 am CD7

You are viewing a previous version of this article. See Monthly Attendance Summary (California) for the most current information.

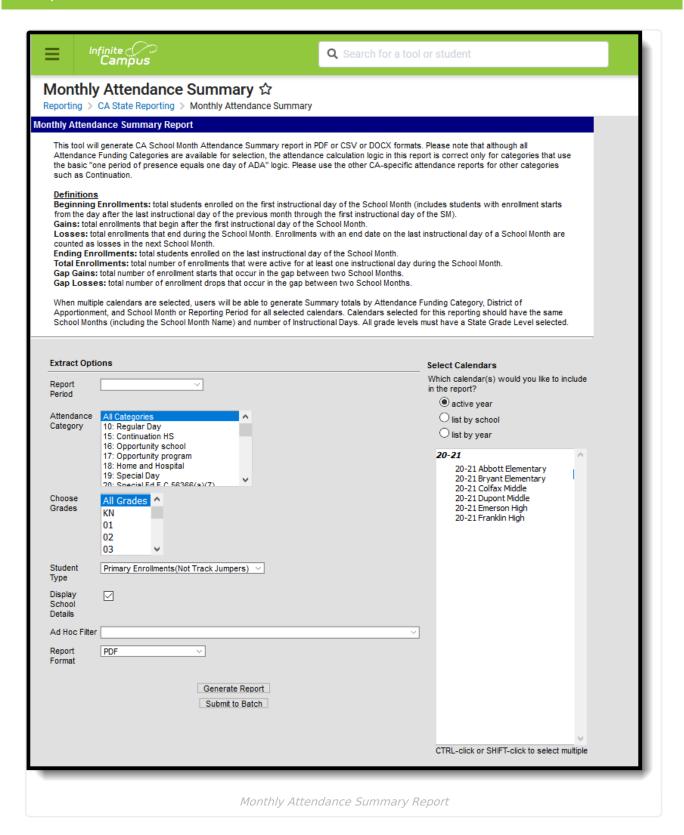
Report Logic | Report Editor | Generate the Monthly Attendance Summary Report | Monthly Attendance Summary Report Layout

Classic View: CA State Reporting > Monthly Attendance Summary

Search Terms: Monthly Attendance Summary

The Monthly Attendance Summary provides a summary detail of attendance days, average daily attendance (ADA), and enrollment numbers by school month and grade level. Users can select specific grade levels and specific attendance categories to include in the report.





A unique District of Apportionment appears within each unique Attendance Category for each School Month for the selected calendar(s). When multiple calendars are selected, this report generates totals by Attendance Funding Category, District of Apportionment and School Month/Reporting Period for all selected calendars.



Please note the following:

- Calendars selected for this report should have the same school months (including school month name) and number of Instructional days.
- All grade levels must be mapped to a State Grade level.
- Students marked as No Show on enrollment records are not included in the report.
- Students marked as State Exclude on their Enrollment record, enrolled in a Grade Level marked State Exclude or enrolled in a Calendar marked State Exclude are not reported.

The Monthly Attendance Summary can be generated immediately or can be generated at a later time using the **Submit to Batch** option. This button sends the report to Batch Queue where the report will build and be saved for review later. This option is recommended if multiple schools or even multiple attendance categories are selected.

See the Batch Queue documentation for additional information.

Report Logic

Attendance Reporting | Enrollments | Age Requirements | Other Reporting Logic | Monthly Attendance Summary Definitions

Attendance Reporting

A student is counted as Present for the entire day when the student is present in at least one attendance-taking course section in an instructional period. This means there is no attendance code assigned in the period, or there is an attendance code with a Status/Excuse of Absent/Exempt or an attendance code with a Status of Present or Tardy and any Excuse. Present by Independent Study means an attendance code of ISC with a Status of Present and any Excuse.

A student is counted as Absent for the entire day when the student is absent in all attendance-taking sections in instructional periods. This means an unexcused absence is assigned with a Status of Absent and an Excuse of Unexcused or Unknown or an excused absence is assigned with a Status/Excuse of Absent/Excused.

Enrollments

Only enrollments that are active during the selected school months for at least one instructional day are considered in the report.

All students enrolled at any time during the selected School Month(s) report under the following conditions:

• Only students whose enrollments have the Attendance Funding Category(ies) selected in the editor report.



- Students in all State Grade Levels (not just KN-12) in the selected calendar report when All Grade Levels is chosen. Otherwise, only students in selected grade levels report. All Grade Names in a calendar must have a State Grade Level entered or students in that Grade Level do not report.
- Only students whose enrollments have the appropriate Service Type/Track Jumper status enrolled in the selected calendar at any time during the selected School Month(s) report.
 - Primary Enrollments (not Track Jumpers) Students who have Service Type P and Track Jumper checkbox is not marked.
 - Track Jumpers Students who have Service Type P and Track Jumper checkbox is marked.
 - Partial Enrollments Students who have Service Type S or N.

When the same student ends enrollment and re-enrolls within the same School Month, that student reports in both the Gains and Losses as two separate records.

Within a School Month, student records are grouped by Attendance Funding Category. Within an Attendance Funding Category, student records are grouped by District of Apportionment. Within a District of Apportionment section, student records are grouped by Grade Level.

The Summary reports the total for each column after each reporting group. These fields are reported for each grade level within each unique District of Apportionment within each unique Attendance Category within each unique School Month for the calendar(s) being reported. When the Attendance Category is 10: Regular Day or 45: Independent Study Regular Day, a summary total also reports for Grades 1-3, 4-6, 7-8, 9-12 (grouped by State Grade level). A summary total reports for the whole State Grade Level and for each individual Grade Name in the grade level if the reporting group contains State Grade Level KN. Other grade levels report but not within summary totals. For other Attendance Categories, totals for all grade levels are combined. Each unique School Month, Attendance Funding Category, and District of Apportionment "reporting group" reports in a separate section. Counts for each section report by State Grade Level.

- Students who have multiple enrollments in a School Month in the same Attendance Funding Category, District Apportionment and Grade Level group count once for each enrollment.
- Students who change Grade Levels only during a school month count in both grade levels.
- Students who change Attendance Funding Categories and/or District of Apportionment during a school month count in both groups.
- Students who change Service Types during a school month count in both groups and in both reports.
- Students who have an end status of 440 are not reported, unless the student's Attendance Funding Category is changed.

When multiple School Months are selected for reporting, each School Month reports individually and the range of School Months reports as if it were a single month. For example, when School Months 1-3 are selected, records would report for SM 1, SM 2, SM3, and SM1-3. For a single School Month, each grade level in the reporting group reports elements 6-23. For a range of School Months, each grade level in the reporting group should report elements 6-23. After each reporting group, Gap Gains and Gap Losses, which are Fields 24-25, report for the first through the second to last individual School Months. For example, if School Months 1-3 are selected, Gap Gains and Gap Losses report after SM 1 and SM 2 but not after SM 3 or SM 1-3.

Age Requirements



Students do not report until they are 5 years old.

- When a student turns 5 on or before December 2 and the student has an active Transitional Kindergarten (TK) flag, they report average daily attendance from the beginning of their enrollment of the Active School year. The TK Flag start date or Eligibility Start Date must also start before December 2 of the active school year.
- When a student turns 5 during the school month selected in the extract editor and it is after
 December 2, and the student has an active TK flag, the average daily attendance reports only
 for the days on or after the student's birthday. The TK Flag start date or Eligibility Start Date
 must also start before December 2 of the active school year. If the student's birthday is after
 December 2, the student does not report as a gain or a gap gain.
- When the student turns 5 within the period selected in the extract editor, and it is after December 2, and the student has an active TK flag, the average daily attendance reports only for the days on or after the student's birthday. The TK Flag start date or Eligibility Start Date must also start before December 2 of the active school year. If the student's birthday is after December 2, the student does not report as a gain or a gap gain.
- When a student has a TK flag AFTER December 2, the student reports from the start date of the TK flag.
- When a student has an enrollment start date AFTER December 2 and an active TK flag, the student reports from the start date of the TK flag. If the enrollment date is before the TK flag date, the student reports from whichever date is later enrollment start date, TK Flag Date, or Birth Date. This student is counted as a gain.
- When a student is in State Grade Level PS: Pre-School, the student's ADA reports from the beginning of their enrollment in the active school year if their fifth birthday is on or before December 2 of the active school year.
- When a student is in State Grade Level PS: Pre-School, the student's ADA reports from their fifth birthday on the active year if their birthday is AFTER December 2 of the active school year. This student is counted as a gain.
- When a student has a TK Flag and is under 5 years old, the student's ADA reports from their fifth Birthday on the Active Year if their 5th Birthday is AFTER December 2 of the Active School Year. This student is counted as a gain.

Other Reporting Logic

- Gap Gains and Gap Losses report after each individual School Month when a range of School Months is selected. These report for all of the school months in the range except for the last one in each reporting group (School Month/Attendance Funding Category/District of Apportionment).
- If **Display School Details** is selected on the editor, all selected calendars are listed under **List of Included Calendars** when printed.
- Attendance calculations in this report are based on one period of presence equals one day of ADA.
- Reports a single data set for a student if that student is found in multiple trial IDs for a school
 year.
- Courses marked as ASES do not report. The ASES course Types that do not report are as follows:
 - A1 Before School Base
 - A2 After School Base
 - A3 Before School Supplemental



- A4 3-hour After School Supplemental
- A5 6-hour After School Supplemental
- Not Funded ASES Not Funded

Monthly Attendance Summary Definitions

The following definitions are used in the Attendance Summary Report.

Term	Definition
Beginning Enrollments	Total students enrolled on the first instructional day of the School Month. This includes students who have enrollment starts from the day after the last instructional day of the previous School Month through the first instructional day of the next School Month.
Gains	Total enrollments that begin (added) after the first instructional day of the School Month.
Losses	Total enrollments that end during (ended before the end of) the School Month. Enrollments with an end date on the last instructional day of a school month are counted in the gap losses count.
Ending Enrollments	Total students enrolled on the last instructional day of the School Month.
Total Enrollments	Total number of enrollments that were active for at least one instructional day during the School Month.
Gap Gains	Total number of enrollment starts that occur in the gap between two school months.
Gap Losses	Total number of enrollment drops that occur in the gap between two school months.

Report Editor

Element	Description
Selection	



Element Selection	Description	
Report Period	Selection indicates the part of the year for which attendance data is reported. Options are: • P1 • P2 • Annual • 19-20 P2 - reports School Month 01 through the last full School Month that ends on or before February 29, 2020 (added in response to COVID-19). This option can only be used with 2019-2020 calendars. • 19-20 Annual - reports all school months in a calendar that end on or before February 29, 2020 (added in response to COVID-19). This option can only be used with 2019-2020 calendars. • Choose School Months • Custom Date Range	
Select School Months	Allows user to select which school months to include on the report. This option displays when the Report Period option is set to Choose School Months. A calendar must be selected in the Campus toolbar in order to populate the appropriate school month list.	
Date Range	Allows the ability to enter specific dates for the attendance data included in the report. This option displays when the Report Period option is set to Custom Date Range . Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date. A calendar must be selected in the Campus toolbar in order to populate the appropriate school month list.	
Attendance Category	Type of attendance group assigned to the student.	
Choose Grades	Students' grade levels of enrollment. When All Grade Levels is selected, students in all state grade levels (not just KN-12) report.	
Student Types	Selection indicates the enrollment types of the students included on the report. Options are: • Primary Enrollments (not Track Jumpers) • Track Jumpers • Partial Enrollments	
Display School Details	When selected, displays the school name for which data is reported in a List of Included Calendars header.	



Element Selection	Description
Ad hoc Filter	Allows a pre-existing Ad hoc filter to be chosen to further narrow the results of the students included in the report. For example, the MAS may need to be generated for a particular race/ethnicity. Creating a filter that only pulls that information can be selected here, so the results of the MAS only return students in the selected grade level, attendance category and a particular race/ethnicity. This allows for LCAP reporting.
Format	Determines the file type in which the report will generate. Options are PDF, or PDF (State Reporting), DOCX, DOCX (State Reporting), or CSV.
Calendar Selection	Data from selected calendars will be included in the report. At least one calendar needs to be selected in order to generate. The calendar chosen in the Campus toolbar will be selected automatically.

Generate the Monthly Attendance Summary Report

This is a very complex report. Try to limit the generation of this report to after-school hours or use the Submit to Batch option to select when the report can generate.

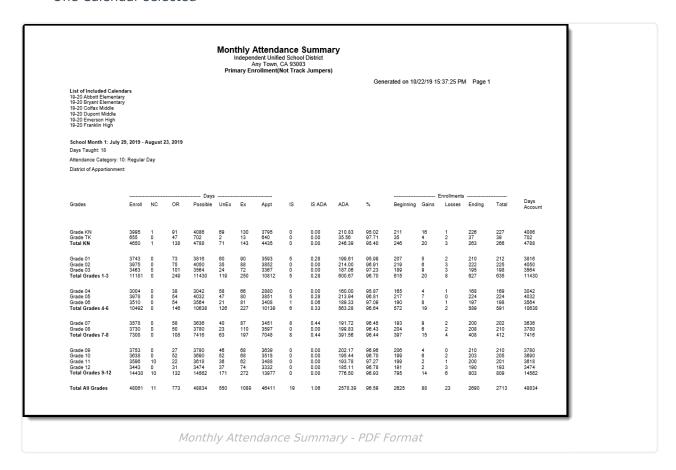
- 1. Select the **Report Period** from the dropdown list.
- 2. If the Report Period option chosen is Choose School Months, select the desired **School Months** to include in the report.
- 3. If the Report Period option chosen is Custom Date Range, enter the desired dates.
- 4. Select the desired **Attendance Category(ies)** from the list.
- 5. Select the **Grade Level(s)** of the students to include in the report.
- 6. Select the **Student Type** from the dropdown list.
- 7. Determine if calendar details should be displayed. If yes, mark the **Display School Details** checkbox. If no, uncheck this option.
- 8. Select an Ad hoc Filter, if desired.
- 9. Select the **Format** in which to display the report.
- 10. Select the **Calendars** to include in the report.
- 11. Click the **Generate Report** button. The report displays in the selected format, listing the attendance information for the selected students. Or, to generate the report at a later time, click the **Submit to Batch** button.

The example shown below uses the following options:

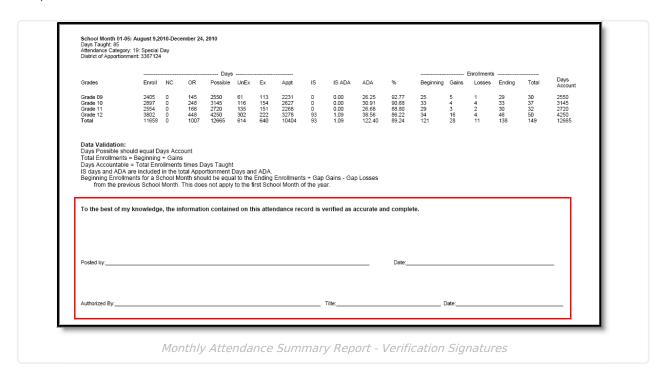
- Reporting Period P1
- Attendance Category All Categories
- Grades High School Grade Levels
- Student Type Primary Enrollments
- Display School Details Selected



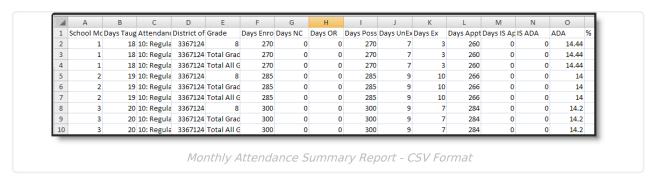
- Format PDF
- · One Calendar selected



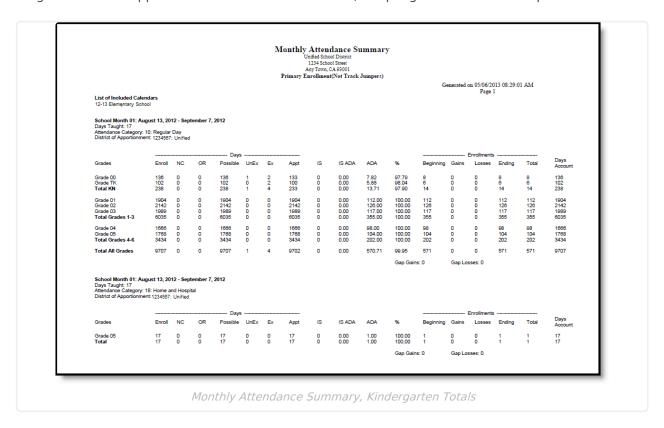
The following page of the report provides a place to verify the attendance data as accurate and complete.





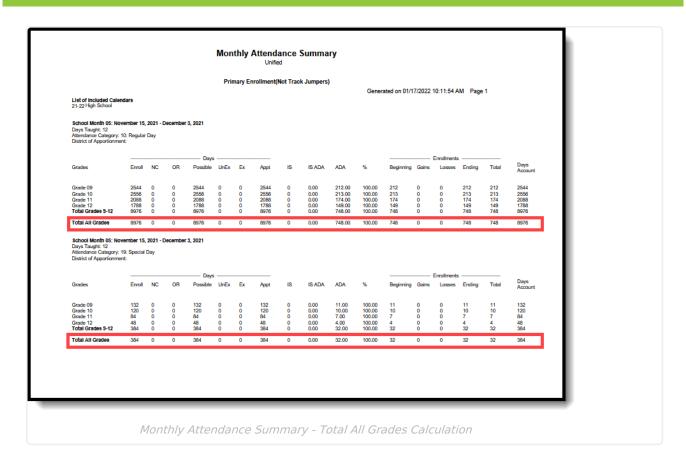


For grade levels mapped to a State Grade Level of KN, unique grade level totals report.



A Total for All Grades displays for all attendance funding categories for each selected calendar, plus a grand total of attendance for all grades within the calendar.





Monthly Attendance Summary Report Layout

Data Element	Description	Location	
School Month	Reports the name of the School Month as determined by the selection on the Report Editor. Alphanumeric, 20 characters	System Administration > Calendar > Calendar > School Month Calendar.schoolMonth	



Data Element	Description	Location	
Days Taught	Lists the total number of instructional days in the School Month being reported.	System Administration > Calendar > Calendar > Days > Selected Day > School Day	
	This is not a total for all enrolled students, just a count of instructional days per School Month in this calendar.	Days.schoolDay	
	Days must be flagged as School Day, Instruction, and Attendance on the Calendar tab to be considered instructional. Numeric, 3 digits		
Attendance Category	Indicates the group to which the students are assigned for reporting purposes.	Student Information > General > Enrollments > State Reporting Fields > Attendance Funding Category	
	Alphanumeric, 10 characters	Enrollment.attendanceFundingCategory	
District of Apportionment	Indicates the district for the students in the selected Attendance Funding Category. If this value is null, the State District Name and Number of the reporting	System Administration > Resources > District Information District.name	
	calendar is reported. Alphanumeric, 30 characters	Student Information > General > Enrollments > State Reporting Fields > District of Apportionment > District Number	
School Name	Displays the name of the school reporting the information. This displays in the PDF version in the header and in the CSV version in the column. Also referred to as the	System Administration > Resources > School > School Detail > Name School.name	
	Calendar Name. Alphanumeric, 30 characters	System Administration > Calendar > Calendar > Calendar Info > Name	
		Calendar.name	



Data Element	Description	Location	
Grade Level	Reports the grade level of enrollment grouped by State Grade Level if the Attendance Funding Category is 10 or 45. A record reports for each individual grade and the following groups: KN/00, 1-3, 4-6, 7-8, 9-12. Data will also break out separately for any grade level with State Grade= KN. For each group, a grand total for all Grades is reported. Alphanumeric, 3 characters	Calendar.gradeLevel	
(Days) Enroll	Lists the total number of days enrolled for all students in the grade level. Numeric, 3 digits	Calculated, data not stored	
(Days) NC	Lists the total number of instructional days in which the student is enrolled but not scheduled into an attendance-taking course scheduled in an instructional period. Numeric, 3 digits	Calculated, data not stored	
(Days) OR	Lists the total number of off-roll days for students who were not enrolled for all instructional days in the School Month. For any student whose enrollment began after the first day of the school month and/or whose enrollment ended before the last day of the school month, count the number of non-enrolled days. Numeric, 3 digits	Calculated, data not stored	



Data Element	Description	Location	
(Days) Possible	Lists the total number of possible days of instruction (Days Enroll plus Days OR). Numeric, 3 digits	Calculated, data not stored	
(Days) UnEx	Lists the total number of days with an attendance status of Absent and an excuse status of Unexcused or Unknown. Students must be marked absent for all attendance periods of a school day to count as absent. Numeric, 3 digits	Calculated, data not stored	
(Days) Ex	Lists the total number of days with an attendance status of Absent and an excuse status of Excused. Students must be marked absent for all attendance periods of a school day to count as absent. Numeric, 3 digits	Calculated, data not stored	
(Days) Appt	Lists the count of days on which students are counted as Present. Numeric, 3 digits	Calculated, data not stored	
(Days) IS	Lists the total number of attendance days marked with the State Code of ISC: Independent Study Complete and CIC: Course Instruction Complete. Numeric, 3 digits	Calculated, data not stored	



Data Element	Description	Location	
IS ADA	Lists the amount of ADA earned for Independent Study Days. This includes attendance days marked with the State Code of ISC: Independent Study Complete and CIC: Course Instruction Complete. This ADA is also included in the total ADA for the group. Calculation: Days-IS of Attendance divided by Days Taught Numeric, 3 digits (X.XX)	Calculated, data not stored	
ADA	Lists the student's Average Daily Attendance. Calculation: Days of Apportionment Attendance divided by Days Taught Numeric, 3 digits (X.XX)	Calculated, data not stored	
(Percentage of Attendance) %	Lists the student's Percentage of membership days in which students are counted as present. Calculation: Days of Apportionment Attendance divided by (Total Days Enroll minus Days NC) times 100 Numeric, 3 digits (X.XX)	Calculated, data not stored	
(Enrollments) Beginning	Lists the total enrollments on the first instructional day of the School Month. Numeric, 3 digits	Calculated, data not stored	
(Enrollments) Gains	Lists the total number of enrollments added during the School Month, beginning after the first instructional day of the School Month. Numeric, 3 digits	Calculated, data not stored	



Data Element	Description	Location			
(Enrollments) Losses	Lists the total number of enrollments ended during the School Month, ending before the last the instructional day of the School Month. Numeric, 3 digits	Calculated, data not stored			
(Enrollments) Ending	Lists the total number of enrollments on the last instructional day of the School Month. Numeric, 3 digits	Calculated, data not stored			
(Enrollments) Total	Lists the total number of students enrolled for at least one day of the School Month. Calculated as Beginning Enrollments plus Gains. Numeric, 3 digits	day of the das			
Days Account	Lists the number of days accountable. Calculation: Total enrollments times number of Days Taught Numeric, 3 digits	Calculated, data not stored			
Gap Gains	Lists the total enrollment starts in the gap between the last instructional day of the School Month up to and including the first instructional day of the following School Month. This only reports when two or more School Months are selected for reporting. Numeric, 3 digits	Calculated, data not stored			



Data Element	Description	Location
Gap Losses	Lists the total enrollment drops in the gap between the last instructional day of the School Month up to and including the day before the first instructional day of the following School Month. This only reports when two or more School Months are selected for reporting. Numeric, 3 digits	Calculated, data not stored

Gap Gains and Losses Detail List Layout

The Gap Gains and Gap Losses List details the Gap Gains and Gap Losses numbers for students for multiple months.

Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date
Reports the locally assigned identifier of each student who is counted as a Gap Gain or Gap Loss.	Reports the student's legal last name.	Reports the student's legal first name.	Reports if the student is a Gap Gain. If the student is not a Gap Gain, this field reports a blank value.	Reports if the student is a Gap Loss. If the student is not a Gap Loss, reports a blank value.



Monthly Attendance Summary Report, DOCX Format - Gap Gains and Losses Detail List, Gains and Losses Detail List

Gains and Losses Detail List Layout

The Gains and Losses List details the Gains and Losses numbers for students for a single month or multiple months.



Local Number	Student Last Name	Student First Name	Enrollment Start Date	Enrollment End Date	School Month
Reports the locally assigned identifier of each student who is counted as a Gain or Loss.	Reports the student's legal last name.	Reports the student's legal first name.	Reports if the student is a Gain. If the student is not a Gain, this field reports a blank value.	Reports if the student is a Loss. If the student is not a Loss, reports a blank value.	Reports the school month that the student was a Gain or Loss if the report spans a period of multiple months.