

Monthly Attendance Reports

Balancing School Months



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Understand how ADM/ADA and Register Reports work:

What causes a student to print on the Monthly Attendance Reports?

- a. The student must be enrolled
- b. The student must have a complete schedule
- c. The student must be enrolled in a valid grade level
- d. Elementary Schools – the student must be enrolled in a valid homeroom

What affect ADM/ADA and Register Reports “Foundation”?

- a. Calendar Days
- b. School Months – 20 Day Reporting Calendar
- c. Entry/Withdrawal Start and End Dates
- d. Entry/Withdrawal Start and End Status
- e. Grade Level
- f. Transportation Codes (T-Codes)
- g. Student’s Schedule
- h. Courses marked for attendance
- i. Student Attendance

Register Report

- a. This report is a daily account of what happened to the student for each day of the attendance month. It includes all of “Foundation”.
- b. This report includes all attendance; however, a tardy does not get calculated into the totals for Days Present, Absent, and Enrollment. If a tardy is removed or added, it will not affect the totals on ADM/ADA and Register Reports.
- c. The Register should be signed by the Principal or Principal’s Designee.

ADM/ADA Detail Truancy Report

- a. This report gives monthly totals by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as a breakdown of attendance by Attendance State Code.

ADM/ADA Detail Funding Report

- a. The report gives monthly school totals by Grade Level and T-Code for Aggregate Attendance, and will display your funding Aggregate Attendance, ADA.
- b. This report helps you find any possible gaps in funding.
E.g. a student is inadvertently marked out of state, underage without waiver, etc.
- c. The ADM/ADA Detail Report whether it is run by Funding or Truancy should be signed by the Principal or Principal’s Designee.

Balancing Monthly Attendance Reports – Preliminary Reports

Reports to run prior to printing the end of the attendance month ADM/ADA and Registers

Schedule Gap KY State Reporting

This report will verify if ALL students have a full schedule and courses are marked for attendance. The students' name, term, and period of gap will display.

- Tool Search: Schedule Gap
- Exclude partial day students, click primary enrollments, and select grades for your school, generate report

Schedule Gap Edit Report

This report also verifies if students have a full schedule but does not include courses NOT marked for attendance. Only student name a date will display gap.

- Tool Search: Schedule Gap
- Generate Report
- This report may be preferred if a school has a lot of V/PB courses.

Funding Gap Audit

This report will identify students without enough time scheduled to generate a full day's attendance funding per day. E.g. Seat Time + V/PB. Time scheduled will include scheduled Virtual and Performance Based courses minutes. If a full-time V/PB student has enough time scheduled, they will not display on report.

- Tool Search: Funding Gap Audit
- This report may never be clear
- You are looking for V/PB % plus Seat time % equals 93% or above.

State Enrollment Overlap

This report outputs enrollment information for students in a district who have overlapped enrollments statewide.

- Tool Search: Enrollment Overlap
- Only choose primary
- Do not include no show or same day
- A one-day overlap is acceptable.
- It is commonly practiced withdrawing students on last present day of attendance; this is a district decision.
- If a student is suspended, withdraw on the last served day of suspension. It is recommended to go back in the behavior and amend the dates and leave a comment of the dates that are left to serve, see your administration for more direction. If left unaddressed this behavior will show as an error on the Safe Schools report.

State Published Audit Ad Hocs

State published audit ad hocs are created to ensure data accuracy and are helpful in monthly balancing and other state reporting.

- Tool Search: Data Export | State Published

Student - Audit End-dated T-Code Record

This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

Student - Audit Missing T-Code – By School

Check to make sure there are no students with missing T-codes. Any missing T-Code will result in an automatic NT which will not generate Transportation Funding.

Student - Audit Overlapping T-Code – By School

Find students with overlapping T-codes. This should be cleaned, if there is an overlapping T-Code that is from prior year, contact your KSIS or DPP for clean-up.

Curriculum – Campus Support – Audit Non-Attendance Courses

This ad hoc will help identify any courses that are not marked as attendance, you can review to ensure all intended courses are marked appropriately. If attendance clerk does not have rights to run this report: DPP, KSIS, or Counselors should actively generate this report.

Student – Audit Partial Day

This results in students who have been put in a Partial Day Attendance Group.

To receive full funding for partial day students, the students must be approved by local board of education for the shortened school day, details included in IEP and Conference Summary, and Full Funding checkbox must be checked on the current enrollment.

If a student without an IEP requires a shortened school day: the local board of education must approve and a Partial Day Attendance group must be entered. The Full Funding checkbox CANNOT be checked.

Student – Audit PW Attendance

This query will provide a list of students who have an attendance event with a PW code.

This code is often used for SPED students whose IEP requires partial week attendance.

This must also be approved by your local board of education and Full Funding box checked on the enrollment tab.

Safe Schools Extract

Running this report will ensure behavior resolution and behavior attendance consistency.

- Tool Search: Safe Schools
- You can enter dates to find an incident which occurred during a date range or you can leave the date range blank to find all incidents which occurred in the selected calendar. Leaving date range blank is recommended to keep behavior and attendance accurate.
- Run Extract
- There are two sections:
Behavior Resolutions without a selected corresponding attendance code, which displays days where there should be an attendance code populated from a behavior resolution.

Attendance without a corresponding behavior resolution, which displays days where there is a behavior-linked attendance code but no behavior resolution.

Home Hospital Validation Report

This report will assist the district verifying accuracy of Home Hospital data entry. Two reporting options are available, use the radio button to select which report is needed. Results are based on the school and school year selected.

- Tool Search: Home Hospital Validation
- This report should be run for both Home Hospital Student Detail and Home Hospital Errors
 1. Home Hospital Student Detail - provides detailed information of students that have a Home Hospital Attendance Group assigned.
 2. Home Hospital Attendance Errors - provides a list of students that have a Home Hospital attendance event outside of a Home Hospital Attendance Group date range, HH over the 6-month period of services, and other possible errors. Some errors may not need to be corrected, e.g. Chronic Illnesses or two doctor's statements.

Monthly Attendance Reports for Retention and Balancing

The ADM/ADA & Register should be run at the **end of each school month** for each school and must be retained in the district according to records retention policy.

ADM/ADA Detail Truancy and Funding Report

The ADM and ADA Report summarizes data from Kentucky's attendance calculation.

- Tool Search: ADM and ADA Detail Report

ADM/ADA Detail Truancy Report

- Report Type – Detail
- ADA Mode – Truancy
- Select appropriate school month
- Transportation – all T-codes selected
- Sort Options – Grade
- Generate Report Now

This report gives monthly totals by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as a breakdown of attendance by each Attendance State Code. The truancy detail report will match the Register Report.

ADM/ADA Detail Funding Report

- Report Type – Detail
- ADA Mode – Funding
- Select appropriate school month
- Transportation – all T-codes selected
- Sort Options – Grade
- Check: Print the signature line at the bottom of the report.
- Generate Report Now

The report gives monthly school totals by Grade Level and T-Code for Aggregate Attendance, and will display your funding Aggregate Attendance, ADA. This report helps you find any possible gaps in funding. E.g. a student is inadvertently marked out of state, underage without waiver, etc. The funding detail report should match Register if there are no gaps in funding.

The ADM/ADA Detail Report whether it is run by Funding or Truancy should be signed by the Principal or Principal's Designee.

Report Type ☒ Detail ☐ Summary

Calendar 26-27 Allen County-Scottsville

ADA Mode ☐ Truancy ☒ Funding

☐ Date Range To

☒ School Month

- ☒ Month 1 (08/05/2026 - 09/01/2026)
- ☐ Month 2 (09/02/2026 - 09/29/2026)
- ☐ Month 3 (09/30/2026 - 11/03/2026)
- ☐ Month 4 (11/04/2026 - 12/03/2026)
- ☐ Month 5 (12/04/2026 - 01/12/2027)
- ☐ Month 6 (01/13/2027 - 02/10/2027)
- ☐ Month 7 (02/11/2027 - 03/10/2027)
- ☐ Month 8 (03/11/2027 - 04/15/2027)
- ☐ Month 9 (04/16/2027 - 05/13/2027)
- ☐ Month 10 (05/14/2027 - 06/10/2027)

Transportation ☒ NT ☒ T1 ☒ T2 ☒ T3 ☒ T4 ☒ T5

Sort Options ☒ Grade ☐ Student Name ☐ Homeroom by Grade ☐ Homeroom by Name

☒ Print the signature line at the end of the report

Report Format: PDF

☒ Grade

All Student

09 9th Grade

10 10th Grade

11 11th Grade

12 12th Grade

14 Over the age of 17 by October 1st

☐ Ad Hoc

Exclude ☐ State Exclude ☐ Perkins Only

Note: If your district has any state excluded students then you may select state exclude. This is becoming less common. E.g. Preschool students should no longer be marked as State Excluded.

For more information on the ADM/ADA Report, visit this Infinite Campus Knowledge Base [LINK](#).

Attendance Register Report

This Report is generated monthly along with the ADM/ADA for monthly balancing. The Register report prints exact student attendance detail within a single school month. For a student to display on the Register report they must have a schedule. If a student does not have a schedule, they will NOT be included on the register detail nor the ADM on this report.

- Tool Search: Attendance Register
- All Students: (Recommended not to include 97-99)
- Appropriate School Month
- Report Type: Daily Register
- Display Option: Absent Percent (Recommended)
- Sort Option: Grade (Recommended for balancing)
- Generate Report

The signature line and date are included at the end of each grade for the report.

Attendance Register ★

Kentucky Daily Attendance Register Report

This report prints student attendance detail within a single school month. Choose a display option to see attendance data in raw minutes or percent values. Choose a sort option to arrange the list of students according to grade, student last name, or homeroom teacher.

Which students would you like to include in the report?

☒ Grade

All Students
14
09
10
11

☐ Ad Hoc Filter

School Month*

Month 1 (08/05/2026 - 09/01/2026) ▼

Report Type

☒ Daily Register

print attendance group by date, one line per student.

Display Option

☐ Absent Minutes

☒ Absent Percent

print absence in percentage of scheduled time

Sort Option

☒ Grade

☐ Student Name

☐ Homeroom by Grade

☐ Homeroom by Name

Generate Report

For more information on the Attendance Register visit this Infinite Campus Knowledge Base [Link](#)

Balancing Monthly Register Report to ADM/ADA Report

1. Match Register Report ADM to ADM/ADA Report ADM – **Match the Squares**

This may not match if there are students in your district that do not have a schedule.

E.g. SpEd students with N Enrollments (Special Ed Services Only), Gatton/Craft Academy Students, or students without a schedule.

2. Match Register Report ADA to ADM/ADA Report ADA – **Match the Circles**

3. Match Register Report P (Present) to ADM/ADA Report ATT – **Match the Triangles**

Register Report

Attendance Register Report for Grade 09
Students: 141 Schedule Structure: Main
School Month: 1 08/08/2022 - 09/02/2022 Days: 20 Instructional Days: 18 Attendance Days: 18

Daily Summary

	8/8		8/9		8/10		8/11		8/12		8/15		8/16		8/17		8/18		8/19		8/22		8/23		8/24		8/25		8/26		8/30		8/31		9/1		9/2		ADM 139.33	ADA 129.83
Student Count	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
Total	141			0	2	4					8	9	13	14	12		13	10	20	10	18						14	6	8	10	17									

Daily Detail

0 1 2 3 4 5 6 7 8 9 0 1

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Attendance Register Report for Grade 09 cont.

Todd County Central High School — 22-23
08/03/2023 12:35:03 PM

School Month: 1 08/08/2022 - 09/02/2022 Days: 20 Instructional Days: 18 Attendance Days: 18

8/8	8/9	8/10	8/11	8/12	8/15	8/16	8/17	8/18	8/19	8/22	8/23	8/24	8/25	8/26	8/29	8/30	8/31	9/1	9/2	P	A	E	ADA
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
P	O	ED1													ED 420	ED 420	ED 420	ED 420		14.00	4.00	18	0.78
P	O	ED1					ED 420				IS	ED T			ED T					17.00	1.00	18	0.94
P	O	ED1													UA 241			UA 420		16.50	1.50	18	0.92
P	O	ED1						UA T	UA 420			ED 420	UA T				UA T	UA 177		15.50	2.50	18	0.86
P	O	ED1												EP T						18.00		18	1.00
P	O	ED1																		18.00		18	1.00
P	O	ED1																		18.00		18	1.00
P	O	ED1																		18.00		18	1.00
P	O	ED1																		18.00		18	1.00
P	O	ED1																		18.00		18	1.00
			0	2	4		8	9	13	14	12		13	10	20	10	18			2338.00	50.00	2508	129.83

ADM ADA Report

KY ADM ADA School Summary Report
 ADA: Funding School Month: 1 Transportation: NT, T1, T2, T3, T4, T5
 All Grades
 Grades: 5

Attendance Summary Group by Grade									
Grade	Funding ADA	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
09	2,338.00	170.00	129.83	139.33	93.22%	2,338.00	170.00	129.83	
10		235.50	134.60		91.15%	2,426.50	235.50	134.60	
11	2,297.00	204.00	127.48	138.93	91.84%	2,297.00	204.00	127.48	
12	2,004.40	239.50	113.70	127.11	89.33%	2,048.50	239.50	113.70	
14	74.50	15.50	4.14	5.00	82.78%	74.50	15.50	4.14	
Total	9,140.40	864.50	507.30	558.25	91.36%	9,184.50	864.50	509.75	

Once the Register and ADM/ADA balance for all grades, you may now print your reports for signatures from your school's Principal or Principal's designee.

Sample Monthly Attendance Report Check List

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Attendance Month Ends Date:											
1	Audit Overlapping T-Codes (Ad Hoc)										
2	Audit Missing T-Codes (Ad Hoc)										
3	Audit End-Dated T-Codes (Ad Hoc)										
4	Courses not Marked for Attendance (Ad Hoc)										
5	Partial Day Attendance Group (Ad Hoc)										
6	Schedule Gap Reports (Tool Search: Schedule Gap)										
7	Funding Gap Audit (Tool Search: Funding Gap Audit)										
8	Safe Schools Report (Tool Search: Safe Schools)										
9	Overlapping Enrollments (Tool Search: Enrollment Overlap)										
10	State Enrollment Overlap (Tool Search: State Enrollment Overlap)										
11	Distribute reports for necessary verification, make corrections where needed										
12	Lock School Month										
13	All Schools – Attendance Register by Grade										
14	All School – ADM/ADA Detail										
15	Verify that both reports are signed										
16	File all daily absences reports, check in/out logs, Attendance Register, ADM/ADA Detail Reports										
Date Completed											