

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. 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 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.
- b. The ADM/ADA Detail Report should be signed by the Principal or Principal’s Designee.

ADM/ADA Summary – Cumulative

- a. The report gives Cumulative school totals, year-to-date, by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as breakdown of attendance by Attendance State Code.
- b. The ADM/ADA Detail Report should be signed by the Principal or Principal’s Designee.

Ad Hoc Filter to Ensure Data Accuracy

Audit Overlapping Transportation Records

Tool Search: Data Export | State Published | Audit Overlapping T-Code – Either by School or District

Find students with overlapping T-codes. This overlapping T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

Audit Missing Transportation Records

Tool Search: Data Export | State Published | Audit Missing T-Code – Either by School or District

Check to make sure there are no students with missing T-codes. The missing T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

Audit End-Dated T-Code Records

Tool Search: Data Export | State Published | 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.

Courses not Marked for Attendance

Tool Search: Data Export | State Published | Campus Support | Audit Non-Attendance Courses

Partial Day Attendance Group

Tool Search: Data Export | State Published | Audit PW Attendance

This query will provide a list of any students who have an attendance event with a PW code. This code is often used for SPED students whose IEP requires partial week attendance.

Other Reports to Ensure Data Accuracy

Schedule Gap Report

This report will verify if ALL students have a full schedule. The students name and the day of a schedule gap.

Tool Search: Schedule Gap Report

Funding Gap Audit

This report will identify students without enough time scheduled to generate a full day's attendance funding on a per day. Time scheduled will include scheduled Virtual and Performance Based courses minutes.

Tool Search: Funding Gap Audit

Safe School Report

This report will ensure behavior resolution and attendance consistency, districts and schools can utilize the Safe Schools. If discrepancies, critical error 5 will provide records of Suspension Attendance without a corresponding Resolution of SSP3 Out of School Suspension and warning 1 will provide records of Out of School Suspension/Attendance Dates and/or Times that are inconsistent.

Tool Search: Safe Schools

Overlapping Enrollments

This report prints enrollment information for students who have overlapping enrollments.

Tool Search: Enrollment Overlap

State Enrollment Overlap

This report outputs enrollment information for students in the district who have overlapped enrollments statewide. All schools in the district are considered during report generation.

Tool Search: State Enrollment Overlap

Overage/Underage Report

Student that have a date of birth after 8/1 will not report on the ADM/ADA report unless they have the Underage Waiver marked on the enrollment tab.

Tool Search: SAAR Report | Overage/Underage Report

ADM/ADA Report

The ADM and ADA Report summarizes data from Kentucky's attendance calculation. Select the 'Detail Report Type' to generate a list of individual students' attendance data for the calendar selected in the toolbar. Select the 'Summary Report Type' to generate an overview of school-wide attendance data for one or more calendars. When running the 'Summary Report Type' against multiple schools, select 'All Schools' in the toolbar and choose the desired calendars from the calendar picker.

- If the Date Range is left blank it will default to the start/end dates of the calendar
- The optional School Month range is populated by the calendar in the toolbar only
- This report is resource-intensive, so try to limit the number of calendars run per batch

Regulation

- ✓ **This should be run at the end of every school month for each school and must be retained in the district.**

ADM/ADA Detail Report

1. Lock the attendance month
2. Tool Search: ADM and ADA Detail
3. Select the following:
 - a. Report Type: Detail
 - b. ADA Mode: Funding (Recommended)
 - c. School Month: Select the appropriate month to print
 - d. Grade: Select all grades except grades 97-99
 - e. Exclude: State Exclude
 - f. Sort Options: Grade
 - g. Check "Print the signature line at the bottom of the report"
4. Click "Generate Report Now"
5. Print the report and have your Principal or Principal's Designee sign the reports.

The screenshot shows the configuration interface for the ADM/ADA Detail Report. The 'Report Type' is set to 'Detail'. The 'Calendar' is set to '24-25'. The 'ADA Mode' is set to 'Funding'. The 'Date Range' is set to 'School Month'. The 'School Month' is set to 'Month 1 (07/30/2024 - 08/26/2024)'. The 'Grade' is set to 'All Student'. The 'Exclude' options are 'State Exclude' and 'Perkins Only'. The 'Transportation' options are 'NT', 'T1', 'T2', 'T3', 'T4', and 'T5'. The 'Sort Options' are 'Grade', 'Student Name', 'Homeroom by Grade', and 'Homeroom by Name'.

For Detailed information on this report, please follow the [link](#).

Attendance Register Report

The Attendance Register report can be generated to show student daily attendance or course section attendance for those courses that are marked to take attendance.

- The Student Daily Attendance report calculates whole day and half day attendance based on the number of minutes defined in the grade level and calendar, and displays the result for each day for each student, including a summary of average daily attendance and average daily membership during that time frame.
- The Course Section Attendance report prints student attendance records based on course sections.
- The Instruction Attendance Register Report prints student attendance records for the selected term and section in a student-by-day grid, and is available in the Instruction toolset.

Register Detail Report

1. Tool Search: Register
2. Select the following:
 - a. Grade: Select all grades except grades 97-99
 - b. School Month: Select the appropriate month to print
 - c. Report Type: Daily Register
 - d. Display Options: Absent Percent (Recommend)
 - e. Sort Options: Grade
3. Click “Generate Report Now”
4. There is no signature line on this report, have your Principal or Principal’s Designee sign and date the end of each grade level on the Register Report.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

School Month*

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

For Detailed information on this report, please follow the [link](#).

Matching Attendance Register Report to ADM/ADA Report

- Match Attendance Register Report ADM to ADM/ADA Report ADM
- Match Attendance Register Report ADA to ADM/ADA Report ADA
- Match Attendance Register Report P (present) to ADM/ADA Report ATT

Attendance Register Report

Attendance Register Report for Grade 09

Students: 125 Schedule Structure: Main
School Month: 1 07/30/2024 - 08/26/2024 Days: 26 Instructional Days: 14 Attendance Days: 14

Daily Summary

Student Count	7/30	7/31	8/1	8/2	8/5	8/6	8/7	8/8	8/9	8/12	8/13	8/14	8/15	8/16	8/19	8/20	8/21	8/22	8/23	8/26	ADM	ADA
Total	125						0	2	3	9	10	7	9	5	15	17	14	10	11	8	123.29	115.42

Daily Detail

		7/30	7/31	8/1	8/2	8/5	8/6	8/7	8/8	8/9	8/12	8/13	8/14	8/15	8/16	8/19	8/20	8/21	8/22	8/23	8/26				
State ID	Grade Student	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	P	A	E	ADA
2'		G	P	P	P	P	O	E01														14.00		14	1.00
2'		G	P	P	P	P	O	E01						DNE 100%								13.00	1.00	14	0.93
2'		G	P	P	P	P	O	-	-	-	-	-	-	-	-	-	-	-	R21			3.00		3	0.21
2'		G	P	P	P	P	O	E01								UA T						14.00		14	1.00
2'		G	P	P	P	P	O	E01														14.00		14	1.00
2'		G	P	P	P	P	O	E01									EA 100%					13.00	1.00	14	0.93
2'		G	P	P	P	P	O	E01														14.00		14	1.00
2'		G	P	P	P	P	O	E01											UA T			14.00		14	1.00
2120		G	P	P	P	P	O	E01														14.00		14	1.00
2120		G	P	P	P	P	O	E01					DNE 100%	DNE 100%	DNE 100%			DNE T				11.00	3.00	14	0.79
2120		G	P	P	P	P	O	E01														14.00		14	1.00
2120		G	P	P	P	P	O	E01														14.00		14	1.00
Total	125						0	2	3	9	10	7	9	5	15	17	14	10	11	8	1615.50	110.50	1726	115.42	

ADM/ADA Report

KY ADM ADA School Summary Report

ADA: Funding School Month: 1 Transportation: NT, T1, T2, T3, T4, T5
All Grades Exclude: State Exclude Sort by Grade
Grades: 5

Attendance Summary Group by Grade

Grade	Funding ATT	Funding Absent Days	Funding ADA	Funding ADM	Funding %	Truancy ATT	Truancy Absent Days	Truancy ADA
09	1,609.63	108.94	115.00	123.29	93.66%	1,615.50	110.50	115.42
10	1,760.00	71.00	125.71	131.80	96.12%	1,760.00	71.00	125.71
11	1,565.83	93.02	111.87	121.86	94.39%	1,610.00	96.00	115.01
12	1,242.60	64.29	88.77	121.57	95.08%	1,595.50	78.50	114.00
14	28.00	0.00	2.00	2.00	100.00%	28.00	0.00	2.00
Total	6,206.06	337.25	443.35	500.52	94.85%	6,609.00	356.00	472.14

Attendance Summary Group by Transportation Code

Sample Monthly Attendance Report Check List

[illegible]