

SAT0400 - Daily Attendance Summary

Table of Contents

SAT0400 - Daily Attendance Summary 1

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Attendance > Reports > Attendance Reports > Students > SAT0400 - Daily Attendance Summary

This report provides daily beginning and ending membership totals, new entries, withdrawals, status changes, and eligibility totals for each grade level. The report is used to verify first day counts and daily attendance. It also lists daily posted absences for each grade level during the average daily attendance (ADA) attendance period. If errors are encountered, an error report is produced.

This report is an auditable document. See the Student Attendance Accounting Handbook for more information.

NOTE: Students in GRADE-LEVEL-CODE EE can be reported with days in Bilingual/ESL if they are eligible for ADA and meet all other Bilingual Education Allotment eligibility requirements.

Report field descriptions

Beginning Membership	The total count of students in membership at the beginning of the day before any new, reentry, or withdrawn students are entered on the date on the report is displayed. The total should equal the **Total Closing Membership (4-6)** (line 7) for the previous day. • Students with eligibility code 0, 7, or 8 are not counted. • All students with eligibility code 2, 5, or 6 are counted once, not 0.5 (one-half). • All other eligibility codes are counted once.
New or Reentry Students Today	The list of new students or students who reentered on the date on the report is displayed. Eligibility code is not a factor in this listing. Students who had a grade level, track, or exclusion code (from *A* or *B* to blank or *G*) status change on the date on the report are included.
Total New or Reentries	The total of line 2 is displayed. • Students with eligibility code 0, 7, or 8 are not counted. • Students with eligibility code 2 or 5 are counted once, not 0.5 (one-half). • All other eligibility codes are counted once.
Total (1+3)	The sum of **Beginning Membership** (line 1) plus **Total New or Reentries** (line 3) is displayed.
Withdrawals	The list of students who withdrew on the date on the report is displayed. Eligibility code is not a factor in this list. Students who had a grade level, track, or exclusion code (from blank or *G* to *A* or *B*) status change on the date on the report are included.

Total Withdrawals	The total of line 5 is displayed. • Eligibility codes 0, 7, and 8 are not counted. • Students with eligibility code 2, 5, or 6 are counted once, not 0.5 (one-half).
Total Closing Membership (4-6)	The total of line 6 subtracted from line 4 is displayed.
Students Absent Today	The list of students posted as absent during the ADA period on the date on the report is displayed. Eligibility code is not a factor.
Total Absences	The total of line 8 is displayed. • Eligibility codes 0, 7, and 8 are not counted. • Students with eligibility code 2, 5, or 6 are counted once, not 0.5 (one-half). • All other eligibility codes are counted once.
Total Membership Present (7-9)	The total of line 9 subtracted from line 7 is displayed.
Total Absences For ADA	The total of students posted absent during the ADA period is displayed. • Students with eligibility code 0, 4, 5, 7, or 8 are not counted in this total. • Students with eligibility code 2 or 6 are counted as 0.5 (one-half). Refer to the student listing and the eligibility codes in line 8.
Total Present For ADA	The total of students not posted absent during the ADA period is displayed. • Students present with eligibility code 0, 4, 5, 7, or 8 are not counted in this total. • Students present with eligibility code 2 or 6 are counted as 0.5 (one-half).
Total Ineligible Students	The total of ineligible students (eligibility codes 4 and 5) on the date on the report is displayed.
Total New or Reentered Ineligible Students	The total of new students or students who reentered who are ineligible (eligibility codes 4 and 5) on the date on the report is displayed. Refer to the student list and the eligibility codes in line 2.
Total New or Reentered Ineligible Students	The total of new students or students who reentered who are ineligible (eligibility codes 4 and 5) on the date on the report is displayed. Refer to the student list and the eligibility codes in line 2.
Total Withdrawn Ineligible Students	The total of withdrawn ineligible students (eligibility codes 4 and 5) on the date on the report is displayed. Refer to the student list and the eligibility codes in line 5.
Total Eligible Code 0, 7, and 8 Students	The total of students with an eligibility code of 0, 7 and 8 on the date of the report is displayed.
Total New or Reentered Eligible Code 0, 7, and 8 Students	The total of new students or students who reentered whose eligibility code is 0, 7 and 8 on the date on the report is displayed. Refer to the student list and eligibility codes in line 2.

Total Withdrawn Eligible Code 0, 7, and 8 Students	The total of withdrawn students whose eligibility code is 0, 7, and 8 on the date on the report is displayed. Refer to the student list and eligibility codes in line 5.

If a student had a change to grade level, track, eligibility code or exclusion code on the date on the report, he is listed at the bottom of both grade level pages, as well as under the reentry and withdrawn lists for the appropriate grade level page. This data is entered on Registration > Maintenance > Student Enrollment > W/R Enroll.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click to select the campus.
Attendance Track	Type the two-digit attendance track.
Grade Level (Blank for All)	Type the two-character grade level, click to select the grade level, or leave blank to select all grade levels.
Semester (1, 2, Leave Dates Blank)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. Leave blank if you are entering a date range.
Cycle (1, 2, 3, Leave Dates Blank)	Type the one-digit cycle code. Leave blank if you are entering a date range.
From/To Date (MMDDYYYY, Leave Semester, Cycle Blank)	Type the date, or click to select the date from a calendar. Leave blank if you are entering semester-cycle.
Sort Order (D=Date, G=Grade)	G - Sort the report by grade level then date. D - Sort the report by date then grade level.
Sort Students by Cntrl Nbr (Y, N)	Y - Sort students by control number and then alphabetical order. Students with no control number are listed last. N - Sort students in alphabetical order.
Student Listing (Y, N)	Y - Display the student details and totals. N - Display only the totals.


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Back Cover