

SAT0670 - Teacher Membership Roster by Control Number

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This report allows you to reconcile current year membership from an instructor's roster with attendance records at the end of the first and fourth six-week periods. The report is used mainly by elementary campuses. Data on this report should match data on SAT1000 - Campus Recap Report (when run for the same date).

The report consists of three parts:

- List of instructors with membership and not-in-membership counts
- List of students by instructor with eligibility code information
- A total count page with signature lines

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

Instructor List

The first part of the report is a campus list of instructors by instructor number (i.e., control number). Instructors who do not have students assigned are listed with counts of 0.

In Membership	The count of students in membership assigned to the instructor by control number is displayed. Students with eligibility code 0, 7, or 8 are not included in the count. All other eligibility codes are counted once.
ADA Total	The count of students assigned to the instructor by control number is displayed. Students with eligibility code 1 and 3 are counted once. Eligibility codes 2 and 6 are counted as one-half. Students with eligibility code 0, 4, 5, 7, or 8 are not counted in the total.
Not in Membership (eligibility code 0, 7, 8)	The count of students assigned to the instructor by control number whose eligibility code is 0, 7, or 8 is displayed. No other eligibility codes are counted.

The columns are totaled at the end of the instructor list.

Student List

The next part of the report is a list of students by instructor number. The list is only generated if **Student Listing** is Y. Students who are not assigned a control number are listed first with a blank instructor name and number. Instructors who do not have students assigned are not included.

Grade	The student's grade level for the specified as-of date is displayed.
WD Date	The student's withdraw date is displayed if the student has withdrawn. • If the withdrawal date is after the as-of date, the student is included on the report, and his withdrawal date is displayed. • If the withdrawal date is before the as-of date, the student is not included on the report.
Elig Cd	The student's eligibility code from Registration > Maintenance > Student Enrollment > Demo1 is displayed.
Number of Students	The instructor's totals for **In Membership**, **ADA Total**, and **Not In Membership** are displayed at the end of this section.

Total Count Page with Signature Lines

The final page of the report is the administrative signature page.

Number of Students	**In Membership**	The total count of all **In Membership** totals is displayed. Totals on both listings should match.
	ADA Total	The total count of all **ADA Totals** is displayed. Totals on both listings should match.
Date/Signature of Principal or Superintendent		
Date/Signature of PEIMS Coordinator		
Attendance Taken XX Period	The ADA period is displayed.	

Parameter	Description
Campus ID	Type the three-digit campus ID, or click to select the campus.
Attendance Track	Type the two-digit attendance track.
As of Date (MMDDYYYY)	Type the date, or click to select the date from a calendar.
Student Listing (Y, N)	Y - Include the student listing by instructor. Students with a control number are printed on the student listing for the instructor assigned; students with no control number are printed on the student listing with no instructor assigned. N - Print only the instructor listing and total page.
Control Nbr (Blank for All)	Type the three-digit control number (instructor ID), click to select the control number, or leave blank to select all control numbers.


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