



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| WD Date | The student's withdraw date is displayed if the student has withdrawn. <ul style="list-style-type: none"> • 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. | |

Run the report:

| 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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