



SAT0671 - Teacher Membership Roster by Period

Table of Contents

SAT0671 - Teacher Membership Roster by Period 1

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Attendance > Reports > Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period

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 secondary campuses.** The report data should match the data on [SAT1000 - Campus Recap Report](#) (when run for the same date).

The report consists of four parts:

- A listing of instructors with membership and not-in-membership counts
- A listing of students by instructor with eligibility code information
- A total count page with signature lines and selected period
- An error listing, if errors are found

[Report field descriptions](#)

Instructor List

NOTE: The instructor with the lowest class role (i.e., Teacher of Record) who was teaching the course on the specified **As of Date** and **Period** is reported, which is not necessarily the most current instructor.

If there is no course meeting time for the specified **As of Date**, the most current instructor with the lowest class role for the specified **Period** is used.

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.

Total of Students With No Course for Period	The total of students who do not have a course-section for the selected period or do not have a schedule at all is displayed. These students are printed on the error report.
Total of Students With Multiple Courses for Period	The total of students who have more than one course-section for the selected period is displayed. These students are printed on the error report.

Student List



The next part of the report is a list of students by instructor number and course-section for the specified period. The list is only generated if **Student Listing** is Y.


Grade	The student's grade level for the specified as-of date is displayed.
Elig Cd	The student's eligibility code from Registration > Maintenance > Student Enrollment > Demo1 is displayed.
Total for Course-Sec	The course-section is displayed.
Number of Students	The instructor's totals for In Membership , ADA Total , and Not In Membership for the course-section are displayed.
Total for Teacher [XXX] and Period [XX]	The instructor number and selected period are displayed.
Number of Students	The instructor's combined totals for In Membership , ADA Total , and Not In Membership for all course-sections during the selected period are displayed.

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		
XX Period Selected for Report	The selected period for the report 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.
Period	Type the two-digit ADA period.

Parameter	Description
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.



Back Cover