SAT1600 - Daily Attendance Report II

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This report provides daily and monthly membership counts and an ADA absence count by grade level for the selected school year (historical or current), campus, attendance track, semester, and cycle. The report displays the number of instructional days per month and contains some of the required data listed in the Student Accounting Attendance Handbook. It may be helpful during audits.

Three report types can be printed:

- Daily Attendance Membership Report - Includes all ADA eligibility codes (1, 2, 3, 4, 5, and 6) except 0. Each student counts once, and each ADA absence counts once. A signature page is printed.

- Daily Attendance Eligibility Report II - Includes ADA eligibility codes 1, 2, 3, and 6. Eligibility codes 2 and 6 are half-day students; their ADA absences are counted as one-half.

- Daily Attendance Elig/Inelig Report II - Includes all ADA eligibility codes (1, 2, 3, 4, 5, and 6) except 0. Eligibility codes 2, 5, and 6 are half-day students; their ADA absences are counted as one-half.

Report field descriptions

Day	A row is displayed for each day of the month for the selected semester-cycle. The month is displayed in the report heading.	
Grade #	The grade levels assigned to the specified campus are displayed.	
	Abs	The daily absence count for each grade level is displayed.
	Mem	The daily membership count for each grade level is displayed.
Totals	Abs	The daily campus count of absences for all grade levels is displayed.
	Mem	The daily campus membership count is displayed.
Total row	At the bottom of each page, monthly counts for grade level absence, grade level membership, cumulative campus absence, and cumulative campus membership are displayed.	

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track	Type the two-digit attendance track.

Parameter	Description
Semester (1, 2)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
Report Type (M=Membership, E=Elig, B=Elig and Inelig)	M - Print the Daily Attendance Membership Report. E - Print the Daily Attendance Eligibility Report II. B - Print the Daily Attendance Elig/Inelig Report II.

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