



# 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

<b>Day</b>	A row is displayed for each day of the month for the selected semester-cycle. The month is displayed in the report heading.	
<b>Grade #</b>	The grade levels assigned to the specified campus are displayed.	
	<b>Abs</b>	The daily absence count for each grade level is displayed.
	<b>Mem</b>	The daily membership count for each grade level is displayed.
<b>Totals</b>	<b>Abs</b>	The daily campus count of absences for all grade levels is displayed.
	<b>Mem</b>	The daily campus membership count is displayed.
<b>Total row</b>	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
<b>Ending School Year (YYYY)</b>	Type the four-digit <b>ending</b> school year.
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Attendance Track</b>	Type the two-digit attendance track.

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