



# SAT2200 - Membership Summary



# Table of Contents

**SAT2200 - Membership Summary** ..... 1



# SAT2200 - Membership Summary

## Attendance > Reports > Attendance Reports > Membership > SAT2200 - Membership Summary

This report lists the number of first day enrollments, year-to-date students, year-to-date withdrawals, and total membership for each grade level for the current year. The count of ineligible students (i.e., students with eligibility code 4 or 5, year-to-date students with eligibility code 0, and withdrawn students with eligibility code 0) is included.

A detail membership summary report is also produced that groups students by categories (first day enrollments, year-to-date students, etc.). The detail report shows membership information including active/inactive status, entry date, withdrawal date, and eligibility code. A grade level total is also displayed.

A duration report is one which lists counts of students who met criteria during a cycle, but did not necessarily meet that criteria during the same portion of a cycle. Compare this to snapshot reports like SAT0400 or SAT1000, which provide counts of students on the day being reported.

### Report field descriptions

|                 |  |
|-----------------|--|
| <b>Grade</b>    | For the First Day Enrolls criteria, the grade level on the first day is displayed. For all other criteria, the grade level at the end of the requested cycle is displayed.   |
| <b>Status</b>   | The field indicates whether the student is active or inactive at this campus and track.  |
| <b>Entry</b>    | The date on which the student qualified for inclusion in this report is displayed (either the date of entry to the campus or track, or the date the student's exclusion code was changed).   |
| <b>Withdraw</b> | The date on which the student no longer qualifies for this report is displayed (either the date of withdraw from the campus or the date a status change updated the exclusion code or track).<br><br>Withdrawals are only listed if they occurred before or during the cycle being reported. A 33 status code is treated as a withdrawal if it removes a student from the report due to a change in track or exclusion code. Withdrawal records list the eligibility code on the day of withdrawal (not the end of the cycle, where the student may be in an alternate track). |
| <b>WD Rsn</b>   | The withdrawal reason code is displayed if applicable.<br><br>The detailed report only lists students with 33 withdrawal codes when a status change (track or exclusion) removes the student from the listings criteria.   |
| <b>Elig Cd</b>  | The student's eligibility code is displayed.   |

### Summary Report:

|                          |  |
|--------------------------|--|
| <b>First Day Enrolls</b> | The count of students who attended the first day of school is displayed.   |
| <b>Year to Date</b>      | The count of students who are active or inactive between the first day of school and the end of the selected cycle is displayed. |


|                                 |  |
|---------------------------------|--|
| <b>Year to Date Withdrawals</b> | The count of students who withdrew between the first day of school and the end of the selected cycle is displayed.         |
| <b>Total Membership</b>         | The count of students who are still active between the first day of school and the end of the selected cycle is displayed. |

Counts of ineligible students for each grade level are also provided:

|   |   |
|---|---|
| <b>Currently Ineligible 4's &amp; 5's</b> | The count of students with eligibility codes 4 or 5 who are active or inactive between the first day of school and the end of the selected cycle is displayed.    |
| <b>Year to Date 0's, 7's &amp; 8's</b>    | The count of students with eligibility codes 0, 7 or 8 who are active or inactive between the first day of school and the end of the selected cycle is displayed. |
| <b>Withdrawn 0's, 7's &amp; 8's</b>       | The count of students with eligibility codes 0, 7 or 8 who have withdrawn between the first day of school and the end of the selected cycle is displayed.         |

### Detail Report:

|   |  |
|---|--|
| <b>First Day Enrolls</b>                  | Only students who were registered and attended the first day of school are listed.<br><br>Note that some students who had eligibility codes of 1-6 on the first day of school may have changed to code 0, 7 or 8 during the cycle. These students are listed with their eligibility code at the end of the cycle, and are later reported only in the 0, 7 & 8 reports. |
| <b>Year to Date</b>                       | Active and inactive students who have registered and attended from the beginning of the school year through the selected semester-cycle are listed.  |
| <b>Year to Date Withdrawals</b>           | All students who withdrew since the first day of school are listed. Students are included if a status change removed them from their current track or if they were excluded from reporting.  |
| <b>Total Membership</b>                   | Only currently active students are listed.   |
| <b>Currently Ineligible 4's &amp; 5's</b> | A subset of the Total Membership list is displayed.  |
| <b>Year to Date 0's, 7's &amp; 8's</b>    | Active and inactive students with eligibility codes of 0, 7, or 8 who have registered and attended from the beginning of the school year through the selected semester-cycle are listed.   |
| <b>Withdrawn 0's, 7's &amp; 8's</b>       | All students with eligibility codes of 0,7, or 8 who have been withdrawn since the first day of school are listed. Students are included if a status change removed them from their current track, or if they were excluded from reporting.  |

| Parameter               | Description   |
|-------------------------|---|
| <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>Semester (1, 2)</b>  | Type the one-digit semester.<br><br>Valid semesters are 1 and 2.<br><br>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.  |

**Other functions and features:**

|                            |                               |
|----------------------------|-------------------------------|
| <b>Show Detail Report</b>  | View the detail report.       |
| <b>Close Detail Report</b> | Return to the summary report. |



## Back Cover