SAT2300 - Average Daily Attendance

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This report displays current year cumulative ADA enrollment and full-time equivalencies (FTEs) for one campus or all campuses for the selected semester, cycle, or date range. A summary is provided for all included tracks.

Historical attendance data can be accessed by changing the School Year.

The report can also be run for a specific local program.

An audit report is also available to verify the data on the Average Daily Attendance report.

When SAT0600, SAT900, SAT2100 or SAT2300 are run for the entire year (and added up, if necessary), all numbers from the summaries should be the same (within one-tenth).

Report field descriptions

A. Number of Days Taught	The value is determined by the selected semester, cycle, or date range according to the campus calendar.
B. Tot Days Membership - All Students	The value is calculated by multiplying the number of students in the grade level by the number of days the students are in membership for the date range (per grade level).
C. Tot Days Absent - All Students	The value is calculated by multiplying the number of students in the grade level by the number of days the students were absent for the date range (per grade level).
D. Tot Days Present - All Students	The value is calculated by subtracting the total in row C (**Tot Days Absent**) from row B (**Tot Days Membership**) for each grade level.
E. Ineligible Days Present	The value is determined by the eligibility code for the student entered on Registration > Maintenance > Student Enrollment > Demo1. Students with eligibility code 4 or 5 are included in the ineligible days present total for each grade level.
F. Tot Eligible Days Present (D-E)	The value is calculated by subtracting the total in row E (**Ineligible Days Present**) from row D (**Total Days Present**) for each grade level.
G. Refined ADA (F/A)	The value is calculated by dividing the total in row F (**Tot Eligible Days Present**) by row A (**Number of Days Taught**) for each grade level.
H. Percent Attendance (%)	The value is calculated by dividing the total in row D (**Tot Days Present**) by the total in row B (**Tot Days Membership**) and multiplying by 100. Round the percentage to two decimal places. Example: 1048.00/1050.00 x 100 = 99.809 = 99.81%

Total	Each row of data is sorted by grade level with a final total column.
	The values for each grade level for rows B - G are added across for a final total for each row.
	The total values can be calculated using the formulas indicated for each value to cross-check the calculations.

Run the report:

Parameter	Description
Campus ID (Blank for All)	Type the three-digit campus ID, or click ⋮ to select the campus. Leave blank to select all campuses in the district. **NOTE:** If you select to create the report for all campuses, any campuses excluded from district reporting (i.e., campuses that have the **Exclude from District Reporting** field selected on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info) are not included in the report. However, you can generate the report for an individual excluded campus by entering the campus ID.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Semester (1, 2, Leave Cycle, Dates Blank)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4. Leave blank if you are entering a cycle or date range.
Cycle (1, 2, 3, 4, 5, 6, Leave Semester, Dates Blank)	Type the one-digit cycle code. Leave blank if you are entering a semester or date range.
From/To Date (MMDDYYYY, Leave Semester, Cycle Blank)	Type the date, or click 📅 to select the date from a calendar. Leave blank if you are entering a semester or cycle.
Local Program Code	Type the code for the local program, or click ⋮ to select the code. This allows you to generate the report for students in a specific local program. Leave blank to generate the report for all students.

Show Audit Report	Click to view the Audit Report for Average Daily Attendance, which includes a list of students and their total membership days for the semester, cycle, or date range specified, sorted by campus and track.
Close Audit Report	Click to return to the main report.

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