

District Yearly Count

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Attendance > Utilities > District Yearly Count

This utility calculates student average daily attendance (ADA) absences from the beginning of the current school year to a specified as-of date. Attendance is computed from current year district-wide records across campuses and grade levels. Maintenance > Student > Student Inquiry > District Yearly Count is updated when the utility is run.

The utility can be run any time.

- It can be run at the end of the school year to obtain end-of-year totals.
- It can be run at the end of the first semester and periodically to obtain a pattern of attendance information.

The fields only restrict the student records that are updated; they do not affect attendance calculation.

Update data:

The Current School Year field displays the current school year. The field cannot be changed.

Under Parameters, enter data in the following fields:

In the As of Date field, type the last date to include in calculating absences, or click to select the date from a calendar. Use the MMDDYYYY format. The membership days are calculated from the first day of school to the as-of date.

In the Campus field, click to select a campus, or leave the field blank to calculate absences for all campuses. Only campuses to which you have access are listed.

In the Grade field, click to select a grade level, or leave the field blank to calculate absences for all grade levels. You can only select a grade level if you selected a campus in the Campus field.

In the Student ID field, type a student ID to calculate absences for one student, or leave the field blank to calculate absences for all students. The field must be six digits.

Note: If you type a student ID, the Campus and Grade fields can be blank.

Click Calc. Attendance Days to calculate attendance. When the process is finished, a message indicates the number of student records updated.

Click Clear to clear the data in the fields.

Modify a record:


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