


# District Yearly Count

# Table of Contents

**District Yearly Count** ..... 1

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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 throughout the year.

- Run at the end of the first semester and periodically to obtain a pattern of attendance information.
- Run at the end of the school year to obtain end-of-year totals.

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

## Update data:

| Field | Description |
|---|---|
| **As of Date** | Type the ending date in the MMDDYYYY format, or click to select the date from a calendar. Membership days will be calculated from the first day of school to this date. |
| **Campus** | Select a campus, or leave blank to calculate absences for all campuses. |
| **Grade** | If you selected a campus, you can select a grade level. Leave blank to calculate absences for all grade levels. |
| **Student ID** | Type a six-digit student ID to calculate absences for one student, or leave the field blank to calculate absences for all students.<br>If you enter a student ID, leave **Campus** and **Grade** blank. |

Click **Calc. Attendance Days**. When finished, the number of updated students is displayed.

## Other functions and features:

| | |
|---|---|
| **Clear** | Click to clear the selections in the fields. |


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# Back Cover