



# **SAT0670 - Teacher Membership Roster by Control Number**



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This report allows you to reconcile current year membership from an instructor's roster with attendance records at the end of the first and fourth six-week periods. The report is used mainly by elementary campuses. Data on this report should match data on [SAT1000 - Campus Recap Report](#) (when run for the same date).

The report consists of three parts:

- List of instructors with membership and not-in-membership counts
- List of students by instructor with eligibility code information
- A total count page with signature lines

**This report is an auditable document.** See the Student Attendance Accounting Handbook for more information.

**NOTE:** Students in GRADE-LEVEL-CODE EE can be reported with days in Bilingual/ESL if they are eligible for ADA and meet all other Bilingual Education Allotment eligibility requirements.

### [Report field descriptions](#)

#### **Instructor List**

The first part of the report is a campus list of instructors by instructor number (i.e., control number). Instructors who do not have students assigned are listed with counts of 0.

<b>In Membership</b>	The count of students in membership assigned to the instructor by control number is displayed. Students with eligibility code 0, 7, or 8 are not included in the count. All other eligibility codes are counted once.
<b>ADA Total</b>	The count of students assigned to the instructor by control number is displayed. Students with eligibility code 1 and 3 are counted once. Eligibility codes 2 and 6 are counted as one-half.  Students with eligibility code 0, 4, 5, 7, or 8 are not counted in the total.
<b>Not in Membership (eligibility code 0, 7, 8)</b>	The count of students assigned to the instructor by control number whose eligibility code is 0, 7, or 8 is displayed. No other eligibility codes are counted.

The columns are totaled at the end of the instructor list.

## Student List

The next part of the report is a list of students by instructor number. The list is only generated if **Student Listing** is Y. Students who are not assigned a control number are listed first with a blank instructor name and number. Instructors who do not have students assigned are not included.




<b>Grade</b>	The student's grade level for the specified as-of date is displayed.
<b>WD Date</b>	The student's withdraw date is displayed if the student has withdrawn. <ul style="list-style-type: none"> <li>• If the withdrawal date is after the as-of date, the student is included on the report, and his withdrawal date is displayed.</li> <li>• If the withdrawal date is before the as-of date, the student is not included on the report.</li> </ul>
<b>Elig Cd</b>	The student's eligibility code from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a> is displayed.
<b>Number of Students</b>	The instructor's totals for <b>In Membership</b> , <b>ADA Total</b> , and <b>Not In Membership</b> are displayed at the end of this section.

## Total Count Page with Signature Lines

The final page of the report is the administrative signature page.

<b>Number of Students</b>	<b>In Membership</b>	The total count of all <b>In Membership</b> totals is displayed. Totals on both listings should match.
	<b>ADA Total</b>	The total count of all <b>ADA Totals</b> is displayed. Totals on both listings should match.
<b>Date/Signature of Principal or Superintendent</b>		
<b>Date/Signature of PEIMS Coordinator</b>		
<b>Attendance Taken XX Period</b>	The ADA period is displayed.	

## Run the report:

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>As of Date (MMDDYYYY)</b>	Type the date, or click  to select the date from a calendar.
<b>Student Listing (Y, N)</b>	Y - Include the student listing by instructor. Students with a control number are printed on the student listing for the instructor assigned; students with no control number are printed on the student listing with no instructor assigned.  N - Print only the instructor listing and total page.
<b>Control Nbr (Blank for All)</b>	Type the three-digit control number (instructor ID), click  to <a href="#">select the control number</a> , or leave blank to select all control numbers.



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