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# SAT0671 - Teacher Membership Roster by Period



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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 secondary campuses.** The report data should match the data on [SAT1000 - Campus Recap Report](#) (when run for the same date).

The report consists of four parts:

- A listing of instructors with membership and not-in-membership counts
- A listing of students by instructor with eligibility code information
- A total count page with signature lines and selected period
- An error listing, if errors are found

[Report field descriptions](#)

## Instructor List

**NOTE:** The instructor with the lowest class role (i.e., Teacher of Record) who was teaching the course on the specified **As of Date** and **Period** is reported, which is not necessarily the most current instructor.

If there is no course meeting time for the specified **As of Date**, the most current instructor with the lowest class role for the specified **Period** is used.

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.

<b>Total of Students With No Course for Period</b>	The total of students who do not have a course-section for the selected period or do not have a schedule at all is displayed. These students are printed on the error report.
<b>Total of Students With Multiple Courses for Period</b>	The total of students who have more than one course-section for the selected period is displayed. These students are printed on the error report.

**Student List**



The next part of the report is a list of students by instructor number and course-section for the specified period. The list is only generated if **Student Listing** is Y.


<b>Grade</b>	The student's grade level for the specified as-of date is displayed.
<b>Elig Cd</b>	The student's eligibility code from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a> is displayed.
<b>Total for Course-Sec</b>	The course-section 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> for the course-section are displayed.
<b>Total for Teacher [XXX] and Period [XX]</b>	The instructor number and selected period are displayed.
<b>Number of Students</b>	The instructor's combined totals for <b>In Membership</b> , <b>ADA Total</b> , and <b>Not In Membership</b> for all course-sections during the selected period are displayed.

**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>XX Period Selected for Report</b>	The selected period for the report is displayed.	

<b>Parameter</b>	<b>Description</b>
<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>Period</b>	Type the two-digit ADA period.

Parameter	Description
<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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