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.

In Membership	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.
ADA Total	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.
Not in Membership (eligibility code 0, 7, 8)	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.

Total of Students With No Course for Period	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.
Total of Students With Multiple Courses for Period	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.

Grade	The student's grade level for the specified as-of date is displayed.
Elig Cd	The student's eligibility code from Registration > Maintenance > Student Enrollment > Demo1 is displayed.
Total for Course-Sec	The course-section is displayed.
Number of Students	The instructor's totals for **In Membership**, **ADA Total**, and **Not In Membership** for the course-section are displayed.
Total for Teacher [XXX] and Period [XX]	The instructor number and selected period are displayed.
Number of Students	The instructor's combined totals for **In Membership**, **ADA Total**, and **Not In Membership** 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.

Number of Students	**In Membership**	The total count of all **In Membership** totals is displayed. Totals on both listings should match.
	ADA Total	The total count of all **ADA Totals** is displayed. Totals on both listings should match.
Date/Signature of Principal or Superintendent		
Date/Signature of PEIMS Coordinator		
XX Period Selected for Report	The selected period for the report is displayed.	

Error report field descriptions

All students included on the error report are counted once. Eligibility does not affect the count on this report; however, eligibility codes do affect the counts on the report for ADA counts.

Error Message	The message indicates if the student should be added or subtracted from the instructor totals and the final combined totals. After you add or subtract the students on the error list from the appropriate totals on the report, the final combined total of students on the signature page should match the data on SAT1000 - Campus Recap Report (when run for the same date). Error messages: ***Student does not have a course for the selected period.*** The students do not have a course assigned for the selected period and should be added to the final combined totals. Since these students do not have a course for the selected period, you do not add them to any instructor totals. Be sure to check each student's eligibility code. ***Student does not have a course schedule.*** The students do not have a schedule and should be added to the final combined totals. Since these students do not have a schedule, you do not add them to any instructor totals. Be sure to check each student's eligibility code. ***Student has more than one course for selected period.*** The students have X courses for period XX. The students were counted once in the instructor and final totals for each course-section to which they are assigned for the selected period. These students should be subtracted from the final combined total and from one or more of the instructor totals (or courses, if it is the same instructor). For example, if a student has two courses during the selected period, he should be subtracted once from the final totals and one of the instructor totals (or courses, if it is the same instructor). Be sure to check the student's eligibility code.
Message Count	Each error message has a message count indicating the number of students with that error message.
Number of OverCount	The number of additional times students have been counted for the selected period because of having multiple courses for the period is displayed. These students have been counted more than once in the instructor totals and the final combined totals.

Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click to select the campus.
Attendance Track	Type the two-digit attendance track.
As of Date (MMDDYYYY)	Type the date, or click to select the date from a calendar.
Period	Type the two-digit ADA period.
Student Listing (Y, N)	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.
Control Nbr (Blank for All)	Type the three-digit control number (instructor ID), click to select the control number, or leave blank to select all control numbers.

Other functions and features:

Preview Errors	If errors are encountered, click to view and print the error list. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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