

# Monthly Attendance Reports

## Balancing School Months



Jason Glass, Commissioner  
Kentucky Department of Education

Office of Finance and Operations  
Division of District Support  
August 2022

## Contents

KDE Contacts.....	3
KDE Field Staff.....	3
Understand how ADM/ADA and Register Reports work:.....	4
What causes a student to print on the Monthly Attendance Reports? .....	4
What affect ADM/ADA and Register Reports “Foundation”? .....	4
Register Report .....	4
ADM/ADA Detail Report .....	4
ADM/ADA Summary – Cumulative .....	4
Ad Hoc Filter to Ensure Data Accuracy .....	5
Audit Overlapping Transportation Records .....	5
Audit Missing Transportation Records.....	5
Audit End-Dated T-Code Records .....	5
Courses not Marked for Attendance .....	5
Partial Day Attendance Group .....	5
Other Reports to Ensure Data Accuracy .....	6
Schedule Gap Report .....	6
Funding Gap Audit .....	6
Safe School Report.....	6
Overlapping Enrollments .....	6
State Enrollment Overlap.....	6
Overage/Underage Report .....	6
ADM/ADA Report.....	7
ADM/ADA Detail Report .....	7
Register Report .....	8
Register Detail Report.....	8
Matching Register Report to ADM/ADA Report .....	9
Sample Monthly Attendance Report Check List .....	10

## KDE Contacts

Josh Whitlow – Division of District Support – 502-564-5279

[Josh.Whitlow@education.ky.gov](mailto:Josh.Whitlow@education.ky.gov)

## KDE Field Staff

TBA (Western)

Sasha Reinhardt: 502-226-0693 (Eastern)

[Sasha.Reinhardt@education.ky.gov](mailto:Sasha.Reinhardt@education.ky.gov)

TBA (Central)

## Understand how ADM/ADA and Register Reports work:

### What causes a student to print on the Monthly Attendance Reports?

- a. The student must be enrolled
- b. The student must have a complete schedule
- c. The student must be enrolled in a valid grade level
- d. Elementary Schools – the student must be enrolled in a valid homeroom

### What affect ADM/ADA and Register Reports “Foundation”?

- a. Calendar Days
- b. School Months – 20 Day Reporting Calendar
- c. Entry/Withdrawal Start and End Dates
- d. Entry/Withdrawal Start and End Status
- e. Grade Level
- f. Transportation Codes (T-Codes)
- g. Student’s Schedule
- h. Attendance

### Register Report

- a. This report is a daily account of what happened to the student for each day of the attendance month. It includes all of “Foundation”.
- b. This report includes all attendance, however a tardy does not get calculated into the totals for Days Present, Absent, and Enrollment. If a tardy is removed or added, it will not affect the totals on ADM/ADA and Register Reports.
- c. The Register should be signed by the Principal or Principal’s Designee.

### ADM/ADA Detail Report

- a. This report gives monthly totals by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as a breakdown of attendance by Attendance State Code.
- b. The ADM/ADA Detail Report should be signed by the Principal or Principal’s Designee.

### ADM/ADA Summary – Cumulative

- a. The report gives Cumulative school totals, year-to-date, by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as breakdown of attendance by Attendance State Code.
- b. The ADM/ADA Detail Report should be signed by the Principal or Principal’s Designee.

## Ad Hoc Filter to Ensure Data Accuracy

### Audit Overlapping Transportation Records

Path: Ad Hoc | Data Export | State Published | Audit Overlapping T-Code – Either by School or District

Find students with overlapping T-codes. This overlapping T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

### Audit Missing Transportation Records

Path: Ad Hoc | Data Export | State Published | Audit Missing T-Code – Either by School or District

Check to make sure there are no students with missing T-codes. The missing T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

### Audit End-Dated T-Code Records

Path: Ad Hoc | Data Export | State Published | Audit End-dated T-code Record

This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

### Courses not Marked for Attendance

Path: Ad Hoc | Data Export | State Published | Campus Support | Audit Non-Attendance Courses

### Partial Day Attendance Group

Path: Ad Hoc | Data Export | State Published | Audit PW Attendance

This query will provide a list of any students who have an attendance event with a PW code. This code is often used for SPED students whose IEP requires partial week attendance.

## Other Reports to Ensure Data Accuracy

### Schedule Gap Report

This report will verify if ALL students have a full schedule. The students name and the day of a schedule gap.

Path: KY State Reporting | Edits Reports | Schedule Gap Report

### Funding Gap Audit

This report will identify students without enough time scheduled to generate a full day's attendance funding on a per day. Time scheduled will include scheduled Virtual and Performance Based courses minutes.

Path: KY State Reporting | Funding Gap Audit

### Safe School Report

This report will ensure behavior resolution and attendance consistency, districts and schools can utilize the Safe Schools. If discrepancies, critical error 5 will provide records of Suspension Attendance without a corresponding Resolution of SSP3 Out of School Suspension and warning 1 will provide records of Out of School Suspension/Attendance Dates and/or Times that are inconsistent.

Path: KY State Reporting | Safe Schools

### Overlapping Enrollments

This report prints enrollment information for students who have overlapping enrollments.

Path: Student Information | Reports | Enrollment Overlap

### State Enrollment Overlap

This report outputs enrollment information for students in the district who have overlapped enrollments statewide. All schools in the district are considered during report generation.

Path: Student Information | Reports | State Enrollment Overlap

### Overage/Underage Report

Student that have a date of birth after 8/1 will not report on the ADM/ADA report unless they have the Underage Waiver marked on the enrollment tab.

Path: KY State Reporting | Edits Reports | Overage/Underage Report

## ADM/ADA Report

The ADM and ADA Report summarizes data from Kentucky's attendance calculation. Select the 'Detail Report Type' to generate a list of individual students' attendance data for the calendar selected in the toolbar. Select the 'Summary Report Type' to generate an overview of school-wide attendance data for one or more calendars. When running the 'Summary Report Type' against multiple schools, select 'All Schools' in the toolbar and choose the desired calendars from the calendar picker.

- If the Date Range is left blank it will default to the start/end dates of the calendar
- The optional School Month range is populated by the calendar in the toolbar only
- This report is resource-intensive, so try to limit the number of calendars run per batch

## Regulation

- ✓ **This should be run at the end of every school month for each school and must be retained in the district.**

## ADM/ADA Detail Report

1. Lock the attendance month
2. Path: Index | Attendance | Reports | ADM and ADA Detail
3. Select the following:
  - a. Report Type: Detail
  - b. ADA Mode: Truancy
  - c. School Month: Select the appropriate month to print
  - d. Grade: Select all grades except grades 97-99
  - e. Exclude: State Exclude
  - f. Sort Options: Grade
  - g. Check "Print the signature line at the bottom of the report"
4. Click "Generate Report Now"
5. Print the report and have your Principal or Principal's Designee sign the reports.

The screenshot shows the configuration interface for the ADM/ADA Report. It includes the following sections:

- Report Type:** Radio buttons for 'Detail' (selected) and 'Summary'.
- ADA Mode:** Radio buttons for 'Truancy' (selected) and 'Funding'.
- Date Range:** Two empty text boxes for 'From' and 'To'.
- School Month:** A list of months from 1 to 10. 'Month 6 (01/18/2022 - 02/15/2022)' is selected with a blue checkmark.
- Grade:** A dropdown menu showing 'All Student', '07 7th Grade', '08 8th Grade', '09 9th Grade', '10 10th Grade', '11 11th Grade', '12 12th Grade', and '14 Over the age of 17 by October 1st'. 'All Student' is selected.
- Exclude:** Radio buttons for 'Ad Hoc', 'State Exclude' (checked), and 'Perkins Only'.
- Transportation:** Checkboxes for 'NT', 'T1', 'T2', 'T3', 'T4', and 'T5', all of which are checked.
- Sort Options:** Radio buttons for 'Grade' (selected), 'Student Name', 'Homeroom by Grade', and 'Homeroom by Name'.
- Print the signature line at the end of the report:** A checked checkbox.
- Report Format:** A dropdown menu set to 'PDF'.
- Buttons:** 'Generate Report Now' and 'Submit to Batch'.

For Detailed information on this report, please follow the [link](#).

## Register Report

The Attendance Register report can be generated to show student daily attendance or course section attendance for those courses that are marked to take attendance.

- The Student Daily Attendance report calculates whole day and half day attendance based on the number of minutes defined in the grade level and calendar, and displays the result for each day for each student, including a summary of average daily attendance and average daily membership during that time frame.
- The Course Section Attendance report prints student attendance records based on course sections.
- The Instruction Attendance Register Report prints student attendance records for the selected term and section in a student-by-day grid, and is available in the Instruction toolset.

## Register Detail Report

1. Path: Index | Attendance | Reports | Register
2. Select the following:
  - a. Grade: Select all grades except grades 97-99
  - b. School Month: Select the appropriate month to print
  - c. Report Type: Daily Register
  - d. Display Options: Absent Percent
  - e. Sort Options: Grade
3. Click “Generate Report Now”
4. There is no signature line on this report, have your Principal or Principal’s Designee sign and date the end of each grade level on the Register Report.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

07  
08  
09  
10

---

School Month\*

---

Report Type  Daily Register  
print attendance group by date, one line per student.

---

Display Option  Absent Minutes  Absent Percent  
print absence in percentage of scheduled time

---

Sort Option  Grade  Student Name  Homeroom by Grade  Homeroom by Name

For Detailed information on this report, please follow the [link](#).



# Matching Register Report to ADM/ADA Report

- Match Register Report ADM to ADM/ADA Report ADM
- Match Register Report ADA to ADM/ADA Report ADA
- Match Register Report P (present) to ADM/ADA Report ATT

21-22 Generated on 05/23/2022 02:29:15 PM Page 1 of 4	<b>Attendance Register Report for Grade 06</b> Students: 61 Schedule Structure: Main School Month: Month 3 10/04/2021 - 11/01/2021 Days: 29 Instructional Days: 18 Attendance Days: 18
--	--

## Daily Summary

Student Count	10/4					10/11					10/18					10/25					ADM	ADA
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
Total	61	4	8	4	7	11	8	14	5	18	3	11	5	10	8	3	7	7	12	59.89	52.95	

## Daily Detail

State ID	Grade	Student	10/4					10/11					10/18					10/25					M	P	A	E	ADA			
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						M		
			QRS	QRS	QRS	QRS	QRS	AU 100%	AU 100%	P	P	K	AU 100%	AU 100%	AU 100%	AU 100%	AU 100%	AU 100%	AU 100%	AU 100%	AU 100%	AU 100%		5.00	13.00	18	0.28			
				AU 100%	TYP		AU 100%			P	P	K									PL1 100%		15.00	3.00	18	0.83				
				EDN 100%	EDN 100%	TYA	AU 100%			P	P	K									TYA	EDN 100%		11.50	6.50	18	0.64			
							AU 50%			P	P	K												17.50	0.50	18	0.97			
										P	P	K													18.00		18	1.00		
										P	P	K									EDN 100%		AU 100%			16.00	2.00	18	0.89	
							AU 100%	EDN 100%		P	P	K										EDN 50%					15.50	2.50	18	0.86
							AU 100%	AU 100%		P	P	K															16.00	2.00	18	0.89
			NVA	NVA	NVA	NVA	NVA	NVA	NVA	P	P	K	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	17.00	1.00	18	0.94		
			NVA	NVA	NVA	NVA	NVA	NVA	NVA	P	P	K	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	17.00	1.00	18	0.94		
										P	P	K														18.00		18	1.00	
			NVA	NVA	NVA	NVA	NVA	NVA	NVA	P	P	K	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	NVA	17.00	1.00	18	0.94		
Total	61		4	8	4	7	11	8	14	5	18	3	11	5	10	8	3	7	7	12	953.50	124.50	1078	52.95						

Register Report

21-22 Generate on 05/23/2022 02:26:17 PM Page 1 of 3	<b>KY ADM ADA School Summary Report</b> ADA: Truancy School Month: 6 Transportation: NT, T1, T2, T3, T4, T5 All Grades Exclude: State Exclude Sort by Grade Grades: 8
---	--

## Attendance Summary Group by Grade

Grade	ATT	ADA	ADM	%	Tardy		Attendance State Code											Funding ADA
					E	U	E	U	AFD/R	EHO	BT	ATA	EDN	EPN	S			
06	682.50	48.77	56.00	87.05%	4	65	3.50	63.50	0.00	0.00	0.00	0.00	18.00	5.00	1.00	87.33	48.77	
07	740.00	52.87	62.71	84.67%	5	35	13.00	70.00	0.00	0.00	0.00	0.00	22.50	18.00	9.00	127.44	52.87	
08	634.00	45.30	55.00	85.10%	2	56	11.00	79.00	0.00	0.00	0.00	0.00	15.50	2.00	2.00	92.60	45.30	
09	594.50	42.46	48.64	87.30%	4	44	8.00	63.50	0.00	0.00	0.00	0.00	5.50	2.00	0.00	73.34	42.29	
10	655.50	46.83	54.00	88.46%	5	32	9.50	38.00	0.00	0.00	0.00	0.00	11.50	5.50	3.00	90.19	44.39	
11	688.00	49.15	59.71	88.21%	6	60	9.50	48.50	0.00	0.00	0.00	0.00	16.00	7.00	5.00	150.34	46.06	
12	410.00	29.27	35.00	86.13%	2	33	0.00	34.00	0.00	0.00	0.00	0.00	13.00	13.50	0.00	60.53	24.96	
14	14.00	1.00	1.00	100.00%	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	4,418.50	315.65	372.06	86.72%	28	325	54.50	396.50	0.00	0.00	0.00	0.00	102.00	53.00	20.00	681.77	305.84	

ADM/ADA Report

