

SC04 Daily Activities Log

The Daily Activities Log lists each EFA classification and the students that enrolled in or withdrew from school within each classification. You enter a time period for the report that is within the selected school year. You can print two versions of this report:

- Cumulative, which includes school enrollments and withdrawals from the beginning of the school year up to and including the date specified on the report interface page.
- Non-cumulative, which includes only school enrollments and withdrawals on the date entered on the report interface.

Student data for the school selected is included in the record selection process; every student who was enrolled in that school at any time during the report period is evaluated.

1. On the Start Page, click **System Reports**. The Reports page appears.
2. Click the **State** tab. The State Reports page appears.
3. Click **SC04 Daily Activities Log**.

Field	Description
Date	<p>Optionally, enter the date used to determine the report period. If a date is entered and the Cumulative check box is:</p> <ul style="list-style-type: none"> • Selected, this date is used as the end date of the report period. The first in-session day of school is the start date of the report period. • Not selected, the report period is only for the date entered. <p>Leave this field blank if you plan to enter a value in the Day Number field.</p>
Day Number	<p>Optionally, enter a day number to calculate the report period. For example, if you enter the number 5 and the fifth in-session day of school is August 25th, the report end date will be August 25th of the current school year.</p> <p>If a day number is entered and the Cumulative check box is:</p> <ul style="list-style-type: none"> • Selected, this calculated date is used as the end date of the report period. The first in-session day of school is the start date of the report period. • Not selected, the report period is only for the calculated date. <p>Leave this field blank if you entered a value in the Date field.</p>
Grade	<p>Enter two grade levels to identify the grade level range for the report. You can select any two grade levels that are valid for the selected school.</p> <p>Leave one Grade field blank to include only students in a specific grade level on the report.</p> <p>Leave both Grade fields blank to include all students in your school on the report.</p>
Cumulative	<p>Select the Cumulative check box to begin the report period with the first in-session day of school.</p> <p>Leave this check box blank to generate this report only for one school day.</p>

SC04 Daily Activities Log Report

Report Name	SC04 Daily Activities Log
Version	1.7
Description	This report lists all students added to or deleted from each EFA classification code for a specified date or school day or a cumulative time period from the beginning of the school year up to and including a specific date or school day.
Comments	
Processing Options	In Background Now ▾
Specific Date/Time	<input type="text"/> (MM/DD/YYYY) / <input type="text"/>
*Enter Date or Day Number to run this report.	
Date	<input type="text"/> (MM/DD/YYYY)
Day Number	<input type="text"/>
Grade	<input type="text"/> - <input type="text"/>
Cumulative	<input type="checkbox"/>

Student Selection

A student record is selected if it meets the following criteria:

- The student was enrolled at any time during the report period with any enrollment code and had a primary EFA classification in effect for the report period.
- The student was in a user-selected grade level during the report period.
- The student has the Include in State Reports field set to Yes.

The report excludes students who have an enrollment record with the same enter date and exit date (no show) in the currently selected school year; a grade level is not equal to 99; and a school ID that is not the Graduated Students School.

Report Output

Position	Field	Description	[Table]Field Name
1	Date	This is the date the report was processed.	N/A
2	BEDS Code	This field is calculated by combining the district number and school code. The district number is extracted from the Edit District page, Start Page > District Setup > District Information. The school code is extracted from the Edit School page, Start Page > District Setup > Schools/School Info > Edit School.	[Prefs]Name=districtnumber [Schools]School_Number
3	Name	This field contains the name of your school. This value is extracted from the Edit School page, Start Page > District Setup > Schools/School Info > Edit School.	[Schools]School_Name
4	999 Day Data as of 99/99/9999	This field contains the end date or day number entered on the report interface page.	N/A
5	Grades	This field contains the grade level range selected on the report interface page. If no grade levels were selected for the report, the grade levels do not print.	N/A
6	Cumulative	Cumulative will be stated if the option to run for Cumulative was selected on the report interface.	N/A
7	Page	This is the page number.	N/A
8	District Name	This field contains the name of your school district. This value is extracted from the Edit District page, Start Page > District Setup > District Information.	[Prefs]Name=districtname [Prefs]Value
9	Grade	This field contains the grade level of the student listed on this page of the report. A report page break is inserted when this grade level changes.	N/A
10	EFA Classification	This column contains the description of each EFA code. These values are extracted from the EFA Code Entry page, Start Page > Student Selection > South Carolina State Information > EFA/EIA Classification. If a student's initial school enrollment date does not match the student's initial EFA classification record start date for the selected school year, the message "Error: Mismatch on initial EFA date and school enrollment." will print in this column. These error records will print on the first page of the report. An EFA classification is included on this report only if a student who enrolled or withdrew in the reporting period was assigned that EFA classification.	[SC_EFA_History]efa_primary [SC_EFA_History]efa_2 [SC_EFA_History]efa_3 [SC_EFA_History]efa_4 [SC_EFA_History]efa_5 [SC_EFA_History]efa_6 [SC_EFA_History]efa_7 [SC_EFA_History]efa_8 [SC_EFA_History]efa_9 [SC_EFA_History]efa_10
11	Number	This column contains the identification number for each student assigned to an EIA code. This value is extracted from the General Demographics page, Start Page > Student Selection > General Demographics.	[Students]Student_Number
12	Name	This column contains the name of each student assigned to an EFA classification, in last name, first name format. This value is extracted from the General Demographics page, Start Page > Student Selection > General Demographics.	[Students]LastFirst

