

SC06 Membership and Attendance Report




The Membership and Attendance Report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. Optionally, you can run the report only for self-contained students. An extract option is available and includes preparing data for 45 day and 135 day state reporting.

The report tabulates students' EFA history records applicable to the report period.

1. On the Start Page, click **System Reports**. The Reports page appears.
2. Click the **State** tab. The State Reports page appears.
3. Click **SC06 Membership and Attendance Log**.

Field	Description
Day	<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> <p>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.</p> <p>Not selected, the report period is only for the calculated date.</p> <p>Leave this field blank if you entered a value in the Date field.</p>
Self-contained only	<p>Choose Yes if you want to include only self-contained students. Choose No to include all students that meet the selection criteria for the report. The default option is No.</p>
Output Type	<p>Click the Report Only (Default) option to generate only the report in PDF format.</p> <p>Click the Report and Extract option to generate both the report in PDF format and the extract in a custom extract database table.</p>

SC06 Membership and Attendance Report

Report Name	SC06 Membership and Attendance		
Version	3.8		
Description	This report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by grade. The report may optionally be run for self-contained students only. An extract option is available and includes preparing data for 45 day and 135 day state reporting.		
Comments			
Processing Options	In Background Now ▾		
Specific Date/Time	<input type="text"/>  (MM/DD/YYYY) /  <input type="text"/>		
Data to be filled	(Check checkbox on the right to save as default value)		Reset All ▾
*Enter Date or Day Number to run this report.			
Date	<input type="text"/>  (MM/DD/YYYY)		<input type="checkbox"/>
Day	<input type="text"/>		<input type="checkbox"/>
Self-contained only	No ▾		<input type="checkbox"/>
Output Type	Report Only(default) ▾		<input type="checkbox"/>

Selection Criteria

Student Selection

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

- The Include in State Reporting field is set to Yes for that student record.
- The student was enrolled with a funded enrollment code at any time from the beginning of the school year through the report date specified by the user.

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

- The Include in State Reporting field is set to No for that student record.
- The student was enrolled during the report period with an enter code of "xxi" where "xx" is any character and "i" is the letter "i" in lower or upper case.
- The student record has an enrollment record with the same enter date and exit date (no show) in the currently selected school year; the student's grade level is not equal to 99; and the school ID is not the Graduated Students School.

A student is counted as having a day in membership for their primary EFA code if the following criteria are met:

- The Include in State Reporting flag is set to Yes for that student record.
- The date is an in-session day for students for the selected school year within the report period.
- The student was enrolled in the selected school with a funded enrollment code (not "xxi") for that date within the report period.

The student's primary EFA code in effect for that date is the one for which membership is counted. For students who are withdrawn, the withdrawal date does not count as a day in membership; that is, the withdrawal date is the first day of non-membership.

A student is counted absent if the student meets the membership criteria above and has been assigned a daily attendance code defined as an absence instead of a presence. If the school is taking period attendance, the period attendance codes are converted to a daily attendance code during report processing (a base PowerSchool function).

Report Output

Position	Field	Description	[Table]Field Name
1	Date	This is the date the user ran the report on.	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 as of 99/99/9999	This field contains the end date or day number entered on the report interface page.	N/A
5	Options: Self-contained only	This will show No when the Self-contained option is set to No. When set to Yes, Yes will show next to Self-contained only.	N/A
6	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
7	Line	This field contains the line number for each of the EFA codes and the total row.	N/A
8	EFA Code	This field lists the EFA codes in which the student may be enrolled.	N/A

9	PK – 12	This field contains the total student enrollments in each EFA code, calculated by grade level.	N/A
10	Row Total	This calculated value is the total of all student enrollments in each EFA code.	N/A
11	Column Total	This calculated value is the total STUDENT MEMBERSHIP in the EFA codes for each grade level.	N/A
12	Column ADM Total	This calculated value is the average daily membership (ADM) for each EFA code for each grade level.	N/A
13	Column Absence Total	This calculated value is the total days absent for all students in each grade level.	N/A
14	Principal	This field contains the name of the principal at the school selected for the report. This value is extracted from the Edit School page, Start Page > District Setup > Schools/School Info > Edit School.	[Schools]Principal
15	Superintendent	This field contains the name of the superintendent of the school district. This value is extracted from the Edit District page, Start Page > District Setup > District Information.	[Prefs]Name=Superintendent

Date: 04/10/2013
 BEDS Code: 4701###
 Name: My School Name

SC Pupil Accounting System
 Membership and Attendance Report
 135 Day Data as of 03/25/2013
 Options:
 Self-contained only: No

The date the report was ran for

District Name: SC Public Charter School District

Line	EFA Code	PK	00	01	02	03	04	05	06	07	08	09	10	11	12	Total	ADM
1	K2	P															
3	EL																
4	HS																
5	AU																
6	EM																
7	EH																
8	HH																
9	HO																
10	LD																
11	OH																
12	SP																
13	TM																
14	VH																
15	V1																
16	V2																
17	V3																
18	*OH																
19	*TEI																
20	*PMD																
21	*DD																
22	Total																
23	ADM																
24	Absent																

Grade Levels - There should not be an EFA code in a grade level that the school does not teach

EFA Codes

Can be ignored ADA is only here because of historical purposes

The total number of days that a student(s) have been in membership (enrolled) at the school. 2 students with the EFA Code LD that have been enrolled since Day 1 would total 270 (135 + 135 = 270). 2 students with the EFA Code of LD with 1 student being enrolled since day 1 and the other being rolled on the 100th day would be 170 (135 + 35 = 170)

Total number of membership days per EFA code

Total of each EFA Codes divided by the number of days in the reporting period (51392/135 = 380.68)

Totals per EFA Code divided by the number of days being reported (17736/135 = 131.377778 rounded to 131.38)

Total ADM for the school when each grade is added together.

* The extract for this report was created successfully 04/10/2013 5:09:52 PM

The date and time the extraction was created that will be sent to the SCDE funding and other reporting purposes

I certify that this report is true and correct.