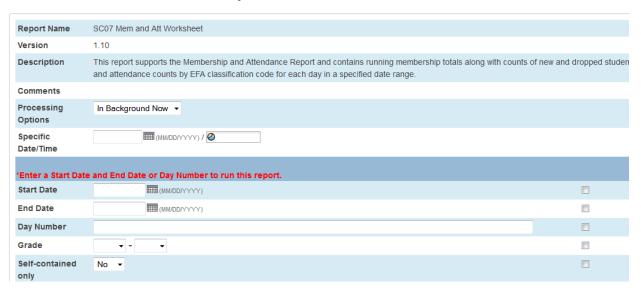# SC07 Membership and Attendance Worksheet

This report supports the Membership and Attendance Report and contains running membership totals along with counts of new and dropped students and attendance counts by EFA classification code for each day in a specified date range.

Note: Due to the calculations involved in processing this report, it may take up to a couple of hours to run this report.

1. On the Start Page, click **System Reports**. The Reports page appears.
2. Click the **State** tab. The State Reports page appears.
3. Click **SC07 Membership and Attendance Worksheet**.

Field	Description
Date	If a date is specified, the report uses it as the end date of the report period. The first in-session day of school is the start date of the report period. It also looks up the school day number in the school calendar corresponding to that date.
Day	If a day is entered, the report looks in the school calendar for the in-session date for that day number. For example, if the user enters the number 5 and the 5_{th} in-session day of school is August 25, the report end date will be August 25th.
Grade	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. Leave both Grade fields blank to include all students in your school on the report.
Self Contained	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**.

SC07 Mem and Att Worksheet Report

Report Name	SC07 Mem and Att Worksheet
Version	1.10
Description	This report supports the Membership and Attendance Report and contains running membership totals along with counts of new and dropped student and attendance counts by EFA classification code for each day in a specified date range.
Comments	
Processing Options	In Background Now ▾
Specific Date/Time	☷ (MM/DD/YYYY) / 🕐

*Enter a Start Date and End Date or Day Number to run this report.

Start Date	☷ (MM/DD/YYYY)	☐
End Date	☷ (MM/DD/YYYY)	☐
Day Number		☐
Grade	▾ - ▾	☐
Self-contained only	No ▾	☐

Selection Criteria

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

- This student is enrolled, or has been enrolled with a funded enrollment code (that is, an enrollment code other than "xxi") during the report period.
- The Include in State Reporting field is set to Yes for that student record.
- The student was enrolled in a user-selected grade level during the report period.

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

- The student was enrolled with only an xxi enrollment code during the report period.
- The student had an enrollment entry with the enter date and the exit date as the same date (no shows) in the selected school year, and the grade is not 99, and the school ID is not the Graduated Students School (999999). The SCDE has guidelines for how schools should adjust the student's enrollment in PowerSchool for this scenario.
- The Include in State Reporting field is set to No for that student record.

Report Output

Position	Field	Description	[Table]Field name
1	Date	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 date or day number entered on the report interface page.	N/A
5	Self Contained	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	Grade Range	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
7	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
8	Grade	This is the current grade level of the students on the current page.	N/A

Position	Field	Description	[Table]Field name
9	Page	This displays the page number.	N/A
10	Number	This column contains the identification number for each student. This is extracted from the General Demographics page, Start Page > Student Selection > General Demographics.	[Students]Student_Number
11	Date	This column contains the date for the line in the format mm-dd.	N/A
12	Day Num	This column contains the school day number corresponding to the in-session school date.	N/A
13	New	This column contains the number of students newly enrolled on that date.	N/A
14	Dropped	This column contains the number of students withdrawn from school. The withdrawal date is not a membership day for a student.	N/A
15	Cumulative	This column is calculated from the New and Drp columns.	N/A
16	Membership By EFA Classification	These headings reflect the EFA Classifications required by the state. The numbers under each of these headings reflect the total number of students at each grade level that are coded with that particular EFA code.	N/A
17	Total	This shows the total from columns left to right.	N/A
18	Absent	This shows the total days absent.	N/A
19	Present	This shows the total days present.	N/A
20	Total	This shows the total absences and presents.	N/A

Options:
Self-contained only: No
Grade Range: 00 to 06

BEDS Code:
Name:

District Name: SC Public Charter School District
Grade: 00

Date	Day Num	New	Add/Drops Drp	Add/Drops Cum	K	P	EL	HS	AU	EM	EH	HH	HO	LD	OH	SP	TM	VH	V1	V2	V3	*OHI	*TBI	*PMD	*DD	Total	ATTENDANCE Absent	Present	Total
Bal. Fwd.																													
08-18	1	62		62	61											1										62		62	62
19	2	1		63	62											1										63		63	63
20	3	1		64	63											1										64		64	64
21	4			64	63											1										64		64	64
22	5			64	63											1										64		64	64
25	6	2		66	64				1							1										66		66	66
26	7			66	64				1							1										66		66	66
27	8			66	64				1							1										66		66	66
28	9	1	1	66	64				1							1										66		66	66
29	10			66	64				1							1										66		66	66
09-02	11			66	64				1							1										66		66	66
03	12			66	64				1							1										66		66	66
04	13			66	64				1							1										66		66	66
05	14			66	64				1							1										66		66	66
08	15			66	64				1							1										66		66	66
09	16			66	64				1							1										66		66	66
10	17			66	64				1							1										66		66	66
Per. Total		67	1	66	1080				12							17										1109		1109	1109
Cum. Total		67	1	66	1080				12							17										1109		1109	1109

Average Daily Membership: This page: 65.23   Cumulative: 65.23
Average Daily Attendance: This page: 65.23   Cumulative: 65.23