

Temporary Solution for Aggregate Daily Attendance and Membership using Infinite Campus District Edition

* Before proceeding, please be sure to have verified the following:

- For those schools that take attendance by period: Student Day (minutes), Whole Day Absence (minutes), and Half Day Absence (minutes) in Calendar Info [System Administration>Calendar>Calendar]
- Your attendance codes are properly established [System Administration>Attendance Codes]. The only codes that usually count against a student are those with Status=Absent and Excuse=Excused or Excuse=Unexcused.

* Attendance and membership information is based on a student's status at the time of the report. It is not necessary, for example, to calculate separately the number of days present and enrolled when a student was Special Ed=Y, and those when the student was Special Ed=N.

* The number of instructional days is accurate. (You may need to subtract any Commissioner-approved waiver days.)

Male and Female AggDA and AggDM:

- 1) Create two Ad Hoc filters; one for Gender=M and another for Gender=F
- 2) Open the "ADA and ADM Detail" Report
Attendance>Reports>ADA and ADM Detail
- 3) Enter your school year start and end dates
- 4) Choose the Male (or Female) Ad Hoc Filter created previously
- 5) Report Type: Summary
- 6) Calculation option: most will likely use the Daily Approximation, unless you determine attendance by minute
- 7) Which calendar(s) would you like to include in the report:
 - a. Choose: Active year
 - b. Select the calendars you wish to use
- 8) Click Generate Report
- 9) The following are the numbers you will need to report in the ADA form:
 - a. For *Aggregate Attendance*, use Total Present Days
 - b. For *Aggregate Membership*, use Total Membership Days
- 10) Repeat 2-9 for the other gender.

Ethnicity, Special Education (students with an IEP) status, Economically disadvantaged status (free & reduced lunch), Limited English Proficiency status, and Migrant Student status Agg DA and AggDM:

- 1) Open the "Funding Report"
Attendance>Reports>Funding Report
- 2) Attendance Method: most will likely use the Daily Approximation, unless you determine attendance by minute
- 3) Membership Method: Average Daily Membership (ADM)
- 4) Enter your school year start and end dates
- 5) Concurrent Enrollment Method: Primary Enrollment Only
- 6) Print Summary For: School
- 7) NCLB Subgroup: select all of them
- 8) Which calendar(s) would you like to include in the report:
 - a. Choose: Active year
 - b. Select the calendars you wish to use
- 9) Click Generate Report

Ethnicity

- 1) Aggregate membership is listed as MemDays. In the following example, 297 is the aggregate membership days for Asian students at this school.

Type	Student Count/Membership Days/ADA						ADM/Attendance Rate(%)					
	Asian	Black	White	Hispanic	Indian	Total	Asian	Black	White	Hispanic	Indian	Total
Students--	12	17	1,102	12	3	1,146						
MemDays/ADM	297	399	26,255	286	75	27,312	11.88	15.96	1,050.20	11.44	3.00	1,092.48
ADA/%	11.34	15.04	999.56	10.72	2.92	1,039.58	95.45%	94.24%	95.18%	93.71%	97.33%	95.16%

- 2) Aggregate attendance must be calculated. To do this, multiple the attendance rate for this group (in this example 95.45% (or .9545) by the MemDays. The result in this case would be 283.
- 3) Repeat this process for each ethnicity

Economic Indicator

- 1) There are multiple status options that should be included in the Economically Disadvantaged Status counts: Free, Reduced, Preapproved (appears as the second Free on the report).
- 2) Because of this, the aggregate membership and aggregate attendance for these must be combined:

Type	Student Count/Membership Days/ADA						ADM/Attendance Rate(%)					
	Free	Reduced	None	None	Free	Total	Free	Reduced	None	None	Free	Total
Students--	157	102	581	1	305	1,146						
MemDays/ADM	3,647	2,509	13,979	6	7,171	27,312	145.88	100.36	559.16	.24	286.84	1,092.48
ADA/%	137.94	96.64	536.90	.24	267.86	1,039.58	94.56%	96.29%	96.02%	100.00%	93.38%	95.16%

Aggregate Membership:

3647
 + 2509
 + 7171

 13327

Aggregate Attendance

.9456*3647
 + .9629*2509
 + .9338*7171

 12561

English Proficiency

- 1) There are multiple status options that should be included in the Limited English Proficiency status counts: 03 (Limited English Proficient), and 04 (Transitioned Back to LEP).
- 2) Follow the procedure defined in *Economic Indicator*, step 2.

Special Ed Status

- 1) Aggregate membership is listed as MemDays. In the following example, 3331 is the aggregate membership days for Special Education students at this school.

Grade Count	Student Count			Membership Days			ADM			ADA			Attendance Rate(%)		
	Yes	No	Total	Yes	No	Total	Yes	No	Total	Yes	No	Total	Yes	No	Total
4	138	875	1,146	3,331	21,094	27,312	122.50	808.58	1,039.58	133.24	843.76	1,092.48	91.94%	95.83%	95.16%

- 2) Aggregate attendance days must be calculated. To do this, multiple the attendance rate for this group (in this example 91.94% (or .9194)) by the MemDays. The result in this case would be 3063.

Migrant

- 1) Follow the procedure defined in *Special Ed Status*.