

Quick Guide: Attendance Statistics Report



iPASS > Attendance System > Reports - Attendance > Attendance Statistics

Report Filters:

- **As of Date** – Defaults to the first day of school. Pick the first day you want in the range. This may be the first day of school, first day of the week or month under review, or just one day.
- **End Date** – Defaults to the current day. Pick the last day you want in the range. This may be the current day, last day of the week or month under review, or same day as the As of Date to review just one day.
- **One Line Only** – Default of YES shows only the total aggregate values for the date range broken down by Grade Level. Change to NO to see the additional breakdown by Date during the date range selected.

NOTE: When you select a date range that includes multiple days and set the report to One Line Only = Yes you will get a report that shows the Average Membership calculated by adding up the membership for all students during that date range. The Average Daily Membership is an average over the date range which varies as students enroll and withdraw. Running the report with One Line Only = No will give you the Daily Membership by Date.

- **Attendance Codes Leave blank for Present/Absent** – If you do NOT select any codes you will get a report that shows the Aggregate Present, Average Daily Present and % Cumulative Attendance (Present). If you select specific codes (ie. Tardy) the report will show the Aggregate value for the selected codes (in the “Aggregate Present” column), the Average Daily value for the specific codes (column showing selected codes), and the % Cumulative for the selected codes.
- **Include Do Not Report Student** – Default = No. Option available to include Report to DOE = No students.
- **School:** If no school is selected the report will be created for the user’s Default School. To include multiple schools you must highlight the schools. Use Ctrl-key click to select multiple schools.



After you select your Report Filters, click Submit to create the report. Go to My Data > My Reports to find the report.

Report:

- **Average Membership** – The sum of each day’s membership count during the selected date range.
- **Average Daily Membership** – Average Membership divided by the # of Days in the selected date range. Membership will fluctuate daily as students enroll and withdraw during the date range.

When “Attendance Codes - Leave blank for Present/Absent” is left blank:

- **Aggregate Present** – The sum of each day count of students “Present” during the selected date range.
- **Average Daily Present** – Aggregate Present divided by the # of Days in the date range selected. This is the average number of student “Present” on a daily basis during the selected date range.
- **% Cumulative Attendance** – Percent of students “Present” during the selected date range.

When “Attendance Codes - Leave blank for Present/Absent” has specific codes selected (ie. Tardy):

- **Aggregate Present** – The sum of each day count of students with the selected codes (ie. Tardy) during the selected date range.
- **List of Selected Codes** (ie Tardy) – The Sum of all selected codes (Aggregate Present) divided by the # of Days in the date range selected. This is the Average Daily count of the selected codes (ie. Tardy).
- **% Cumulative Attendance** – Percent of students with the selected codes (ie. Tardy) during the selected date range.

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Example Reports:

Run for just one day, no code selected:
One Line Only = Yes

From Date: 04/07/2016 To Date: 04/07/2016

GL	# of Days	Average Membership	Average Daily Membership	Aggregate Present	Average Daily Present	% Cumulative Attendance
09	1	164	164.0	158.0	158.0	96.3
10	1	150	150.0	147.0	147.0	98.0
11	1	132	132.0	127.0	127.0	96.2
12	1	162	162.0	154.0	154.0	95.1
SP	1	7	7.0	6.0	6.0	85.7

Days in Session	1
Aggregate Present	592
Aggregate Membership	615
Average Daily Present	592.0
Average Daily Membership	615.0
% Cumulative Attendance	96.3

Run for multi-day date range, no code selected:

From Date: 09/02/2015 To Date: 04/07/2016

GL	# of Days	Average Membership	Average Daily Membership	Aggregate Present	Average Daily Present	% Cumulative Attendance
09	133	21719	163.3	20941.0	157.5	96.4
10	133	20019	150.5	19048.0	143.2	95.1
11	133	17608	132.4	16536.0	124.3	93.9
12	133	21495	161.6	20063.0	150.8	93.3
SP	133	1036	7.8	1007.0	7.6	97.2

Days in Session	133
Aggregate Present	77595
Aggregate Membership	81877
Average Daily Present	583.0
Average Daily Membership	616.0
% Cumulative Attendance	94.8

Include Do Not Report Students: ∞

One Line Only = No, shows the detail by Date during the date range.

From Date: 09/02/2015 To Date: 04/08/2016

# of Days	Day	Date	Daily Membership	Daily Present	% Daily Attendance	% Cumulative Attendance
1	Wednesday	09/02/15	614	613	99.8	99.8
2	Thursday	09/03/15	615	609	99.0	99.4
3	Tuesday	09/08/15	618	607	98.2	99.0
4	Wednesday	09/09/15	618	604	97.7	98.7
5	Thursday	09/10/15	618	605	97.9	98.5
6	Friday	09/11/15	617	597	96.8	98.2

Run for just one day, all Tardy codes selected:

From Date: 04/07/2016 To Date: 04/07/2016

GL	# of Days	Average Membership	Average Daily Membership	Aggregate Present	Tardy Unexcused Tardy/Dismissed Present Tardy Excused Tardy Absent Tardy/Dismissed Absent	% Cumulative
09	1	164	164.0	9.0	9.0	5.5
10	1	150	150.0	6.0	6.0	4.0
11	1	132	132.0	2.0	2.0	1.5
12	1	162	162.0	9.0	9.0	5.6
SP	1	7	7.0	0.0	0.0	0.0

Days in Session	1
Aggregate Present	26
Aggregate Membership	615
Average Daily Present	26.0
Average Daily Membership	615.0
% Cumulative Attendance	4.2

Include Do Not Report Students: ∞

