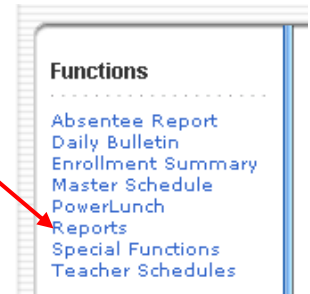


Online Tutorial: Calculating ADA by Date

Step 1: Click on “Reports” under “Functions” in the left navigation bar.

Step 2: In the middle of your screen, click on “Run Reports.”



Function	Description
Run Reports	Run built in reports for attendance, membership, grades, students, and statistics.
Report Setup	Setup form letters, mailing labels, object reports, report cards, pictures, and styles.
State Reports	Run reporting engine reports for CA.
Reporting Engine	Setup, load, and run reporting engine reports.
Custom District Level Reports	Custom District Level Reports.

Step 3: Scroll down to the “Membership and Enrollment” section and click on “ADA/ADM by Date.”

Membership and Enrollment	Description
ADA/ADM by Date	Attendance and membership summary report by date.
ADA/ADM by Student	Attendance and membership summary report by student.
ADA/ADM by Minute	Attendance and membership summary report by minute.

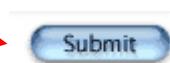
Step 4: Check the grade level you want to run the ADA report for. If you’d like to run the report for the entire school, leave all checkboxes blank.

Grades (leave blank for all) 9 10 11 12

Step 5: Enter the beginning and ending dates for the period you want to evaluate.

Begin Date and Ending Date

Step 6: Click “Submit.”



Step 7: Click on “Refresh now” periodically until the status reads “Completed.”

Report Queue - My Jobs [Refresh now](#)

All jobs complete

Created	Job Name	Started	Ended	Status
07/27/2009	ADA/ADM By Date	07/27/2009 2:38 PM	07/27/2009 2:38 PM	Completed View

Step 8: Click on “View” to retrieve the completed report.

Your report will look something like this:

Number	Date	Day	Membership	Attendance
1	5/18/2009	MON (A)	151.00	151.00
2	5/19/2009	TUE (A)	151.00	149.00
3	5/20/2009	WED (A)	151.00	150.00
4	5/21/2009	THU (A)	151.00	146.00
5	5/22/2009	FRI (A)	151.00	146.00
6	5/26/2009	TUE (A)	151.00	145.00
Total:			906.00	887.00
Average:			151.00	147.83

Step 9: To find ADA, divide average attendance by average membership.

$$\frac{147.83}{151.00} = 97.9\%$$