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**Quick Reference Guide:**

# **Average Daily Attendance (ADA) Collection**

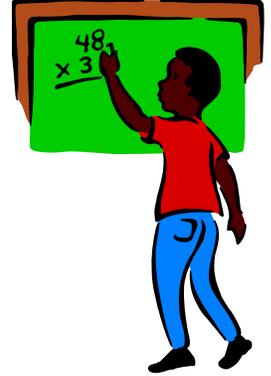
*This guide will help districts enter Average Daily Attendance (ADA) information and absent counts for students enrolled in the 17-18 school year.*

*Topics included in this Quick Reference Guide include:*

- *Identifying Students*
- *Calculating Number of Days Enrolled and Number of Days Present*
- *District Edition or Value Added Users ONLY - End of Year ADA Process*
- *Uploading/Entering Data Process*
- *Verifying Data Entry*
- *Re-syncing State Data*



Average Daily Attendance (ADA) information is required for all students enrolled with Service Types of *P: Primary* or *S: Partial* at any time during the 17-18 school year. Information may be directly entered into the student's enrollment record, uploaded using the EOY Attendance Totals Upload Template, or automatically calculated by Infinite Campus (*for those districts who maintain student schedules and attendance records in Infinite Campus*).



ADA information should be entered as part of the district's end of year process and is **due by June 22, 2018**.

Before beginning this process, there are a few considerations:

**1. Which students must I enter data for?**

- Enter ADA information into each enrollment for students enrolled at any time during the 2017-18 school year with a 'P' or 'S' Service Type. *page 3*

**2. What days count as "Days Enrolled" and "Days Present"?**

- *Days Enrolled* are student instruction days, including shortened days. Do not count PIR days or weekends. *Days Present* are days a student is present for instruction in a district. This includes field trips, student activities and in-school suspension. This does not include excused or unexcused absences or out of school suspension. *page 4*

**3. Can this data be uploaded?**

- Yes, MT Edition districts may export a file from their Student Information System (SIS), use the Excel template to create a file. Refer to the [AIM File Import Guide](#) for instructions on importing/uploading files into AIM/Infinite Campus.

**4. Can this data be calculated within Infinite Campus?**

- Yes. Districts that use District Edition or Montana Edition Value Added for their SIS may use the End of Year ADA Tool to calculate and enter *Days Enrolled* & *Days Present*. *page 5*

**5. How can I verify the ADA data is complete in AIM?**

- Use State Published Ad Hoc Reports to verify ADA data. *page 8*

**6. Should I re-sync my data?**

- Yes. As the final step, it is good practice to re-sync your data to the state. *page 9*

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## IDENTIFYING STUDENTS

Any student with an enrollment in the 2016-17 year whose Service Type is *P: Primary* or *S: Partial*, regardless of the length of enrollment, must have an entry for *ADA - Days Enrolled* and *ADA - Days Present*.

Students with a Service Type of *N: Special Ed Services*, do not need ADA data entered.

Grade: 11 #2016722 DOB: 09/17/1997 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

| Edit | Grade | Type   | Calendar | Start Date | End Date   |
|------|-------|--|----------|------------|------------|
| 11   | P     | 14-15 Laurel High School                               |          | 08/25/2014 |            |
| 10   | P     | 13-14 Laurel High School                               |          | 09/04/2013 | 05/30/2014 |
| 08   | P     | Kalispell Public Schools 11-12 Kalispell Middle School |          | 08/24/2011 | 06/05/2012 |
| 07   | P     | Kalispell Public Schools 10-11 Kalispell Middle School |          | 08/25/2010 | 06/09/2011 |

**General Enrollment Information**

Calendar: 14-15 Laurel High School Schedule (read only): Main \*Grade: 11 Class Rank Exclude:

\*Start Date: 08/25/2014 No Show:  End Date: End Action: \*Service Type: P: Primary

\*Start Status: [02: Continued enrollment same school, no interruption] End Status: Dropout Reason: Start Comments: End Comments:

**Future Enrollment**

Next Calendar: Next Schedule Structure: Next Grade:

**State Reporting Fields**

State Exclude: Serving District: Laurel Public Schools (1011) Resident District: Laurel Public Schools (1011)

**Military Connected Status**

Student is a dependent of a member of:

**Attendance and Enrollment Information (auto-calculated read-only)**

**Fall Attendance Count**

Fall Aggregate Hours of Inst. [F: 20 + hours] Fall Absent: 0.000 Exclude Fall ANB - 10 Day Rule:

**Winter Attendance Count**

Winter Aggregate Hours of Inst. Exclude Winter ANB - 10 Day Rule:

**Spring Attendance Count**

Spring Aggregate Hours of Inst. Exclude Spring ANB - 10 Day Rule:

**Test Window Attendance Count**

Testing Aggregate Hours of Inst. Testing Absent: 0.000

ADA - #Days Present: 0 ADA - #Days Enrolled: 0

10+ days unexcused absences 1st sem:  10+ days unexcused absences 2nd sem:

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Print Enrollment History New New Enrollment History

| Edit | Grade | Type                           | Calendar (Schedule Name) | Start Date | End Date   |
|------|-------|--------------------------------|--------------------------|------------|------------|
| 12   | P     | 14-15 Laurel High School       |                          | 03/20/2015 | 05/27/2015 |
| 12   | P     | 14-15 Laurel High School       |                          | 08/25/2014 | 12/20/2014 |
| 11   | P     | 13-14 Laurel High School       |                          | 08/28/2013 | 05/30/2014 |
| 10   | P     | 12-13 Laurel High School       |                          | 08/24/2012 | 06/03/2013 |
| 09   | P     | 11-12 Laurel High School       |                          | 08/25/2011 | 06/01/2012 |
| 08   | P     | 10-11 Laurel Middle School     |                          | 08/26/2010 | 06/02/2011 |
| 07   | P     | 09-10 Laurel Middle School     |                          | 08/25/2009 | 05/27/2010 |
| 06   | P     | 08-09 Laurel Middle School     |                          | 08/27/2008 | 06/05/2009 |
| 05   | P     | 07-08 Laurel Middle School (5) |                          | 08/30/2007 | 05/30/2008 |

## MULTIPLE ENROLLMENTS

Students with multiple enrollments in the 2016-17 year must have an entry for *ADA - Days Enrolled* and *ADA - Days Present* in each enrollment record, regardless of length of enrollment.

For example, a student who enrolled the first day of school, transferred mid-year, and returned to re-enroll by the end of the year will have 2 enrollment records. Both records must have ADA information entered.

June 2018

## ENTERING # DAYS ENROLLED AND # DAYS PRESENT

ADA – #Days Enrolled is the number of student instructional days between the student’s start and end date, excluding PIR days and weekends.

The screenshot shows the 'State Reporting Fields' form. Under the 'Attendance and Enrollment Information' section, the 'ADA - #Days Enrolled' field is highlighted with a red box and contains the value 182. Other fields include 'ADA - #Days Present' (164.38), 'Fall Absent' (0.000), 'Spring Absent' (0.000), and 'Testing Absent' (0.000). There are also checkboxes for 'Exclude Fall ANB - 10 Day Rule', 'Exclude Spring ANB - 10 Day Rule', and '10+ days unexcused absences' for both semesters.

ADA - #Days Present is the number of days the student was present for instruction within the period of enrollment. Do include days for school-related absences (field trips, student activities, etc.) and in-school suspension. Do not include excused or unexcused absences or days suspended (out of school). ADA - Days Present is calculated to two decimal places, in order to account for partial day absences.

This screenshot is identical to the one above, but the 'ADA - #Days Present' field is highlighted with a red box and contains the value 164.38. The 'ADA - #Days Enrolled' field now contains the value 182.

**OPTION 1: Infinite Campus MT End of Year ADA Calculation Process – For District Edition or MT Value Added Users Only**

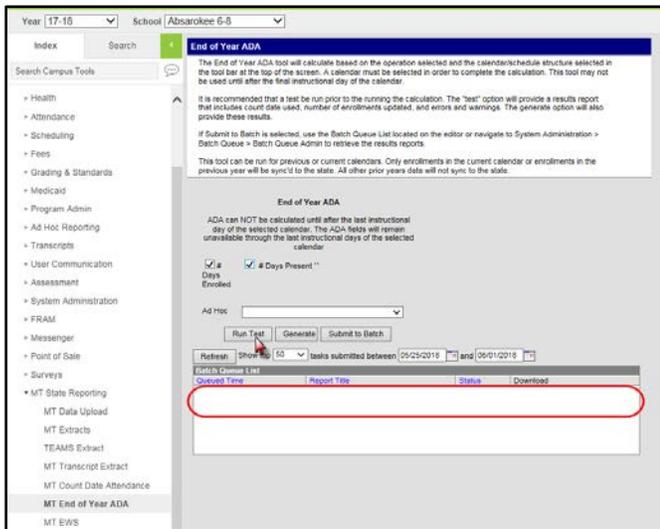
Districts who use the District Edition or MT Edition Value Added editions of Infinite Campus for their Student Information System (SIS) should run the End of Year ADA tool in Infinite Campus to calculate the Days Enrolled and Days Present in each enrollment. This tool is used instead of the Upload Process described later in this guide.

Before running this End of Year process:

- 1) The ADA tool cannot be used until after the last instructional day of the selected calendar.
- 2) Every student enrollment should have an End Date entered.
- 3) Standard Day and Student Day minutes fields should be entered for the calendar or the calculated ADA will differ slightly from the ADM and ADA Detail Report in Infinite Campus.

Under **Index**, expand **MT State Reporting** and select **MT End of Year ADA**. Check the **# Days Enrolled** and **# Days Present** boxes.

Click **Run Test** to create a test report in PDF format.



Click **Refresh** to and then the **Get Report** link to get the test report, which will list all missing data or incorrect formats. The report lists the error and each student enrollment with that error. Resolve each error in the enrollment records.

**Errors/Warnings**

**Error 3: The following students have an enrollment in the selected calendar/schedule structure but are not scheduled into any classes/instructional periods. NO attendance calculations will be completed for these students..**

| State ID | Last Name | First Name | Service Type | Calendar Name           |
|----------|-----------|------------|--------------|-------------------------|
|          |           | David      | Primary      | 13-14 Butte High School |
|          |           | Aladar     | Primary      | 13-14 Butte High School |
|          |           | Jon        | Primary      | 13-14 Butte High School |
|          |           | Makayla    | Primary      | 13-14 Butte High School |
|          |           | James      | Primary      | 13-14 Butte High School |
|          |           | Shaelynn   | Primary      | 13-14 Butte High School |
|          |           | Robert     | Primary      | 13-14 Butte High School |
|          |           | Tyler      | Primary      | 13-14 Butte High School |
|          |           | Tyler      | Primary      | 13-14 Butte High School |

After reviewing the test results and fixing any error the need to be fixed, click **Generate**, and then click **Refresh** and click on the **Get Results** link to see the Results Report, which lists the number of records updated in AIM.

| Result Report |                              |
|---------------|------------------------------|
| <b>Absent</b> |                              |
| Field         | Number of Enrollments Update |
| Days Enrolled | 9                            |
| Days Present  | 9                            |

The tool will calculate the information and enter it into the ADA # Days Present and the ADA # Days Enrolled fields in the student’s enrollment. The tool may be run more than once, but each subsequent calculation will override previous calculations.

**Future Enrollment**

Next Calendar: [Dropdown] Next Schedule Structure: [Dropdown] Next Grade: [Dropdown]

**State Reporting Fields**

State Exclude:  Serving District: [Select a Value] Resident District: [Select a Value]

**Military Connected Status**

Student is a dependent of a member of: [Dropdown]

**Attendance and Enrollment Information (auto-calculated read-only)**

**Fall Attendance Count**

Fall Aggregate Hours of Inst.: [Dropdown] Fall Absent: 0.000 Exclude Fall ANB - 10 Day Rule:

**Spring Attendance Count**

Spring Aggregate Hours of Inst.: [Dropdown] Exclude Spring ANB - 10 Day Rule:

**Test Window Attendance Count**

Testing Aggregate Hours of Inst.: [Dropdown] Testing Absent: 0.000

ADA - #Days Present: 0 ADA - #Days Enrolled: 0 ESSA - #Days Absent: 0

10+ days unexcused absences 1st sem:  10+ days unexcused absences 2nd sem:

**OPTION 2: Uploading ADA Data - For Montana Edition Users Only**

Please refer to the [AIM File Import Guide](#) for instructions on importing/uploading files into AIM/Infinite Campus.

Feel free to contact the OPI AIM Helpdesk at 1-877-424-6681 or [opiamhelp@mt.gov](mailto:opiamhelp@mt.gov) for assistance.

**DATA VERIFICATION**

Use State Published Ad Hoc filters to verify that data has been entered for ADA for all students enrolled in the 2016-17 school year.

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

Expand the **State Published** group and select one of the following filters:

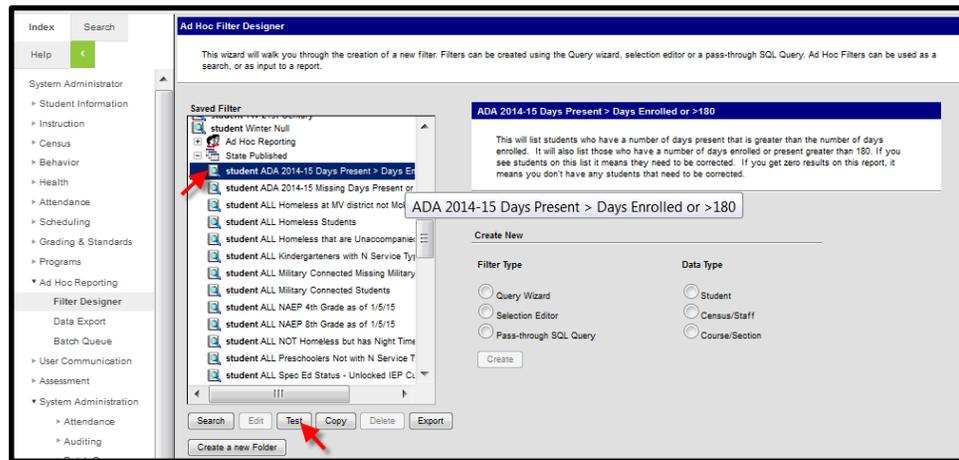
**student ADA – 2017-18 Days Present > Days Enrolled or > 180**

**student Missing Days Present or Days Enrolled (for selected year).**

Tip: there is a description box in the upper right hand corner providing details on the selected report/filter.

Click **Test**.

Page 3 shows where you can enter the ADA data for individual students to correct missing data.



**Note:** Results can also be exported to a variety of formats for printing or sorting. Refer to pages 6-7 of the [Ad Hoc Reporting](#) Guide for further instructions.

# RE-SYNC STATE DATA

After entering ADA data, you must re-sync data.

Set the **Year** to 16-17.

From the **Index**, expand **System Administration** and **Data Utilities**. Select **Resync State Data**.

Check the box for **Enrollment** (other fields will automatically check).

Scroll to bottom of page.

Click **Send Resync**.

Year: 14-15 | School: Billings West High School

Batch Resync | Selective Sync

Resync Data For The Current School Year (2014-2015)

Check dependencies

| <input type="checkbox"/>            | DIS Objects            | Last Resync         | Results                     | Status Legend                        |
|-------------------------------------|------------------------|---------------------|-----------------------------|--------------------------------------|
| <input checked="" type="checkbox"/> | - District             | 05/22/2015 15:27:54 | Processed: 1 Errors: 0      | <span style="color: green;">●</span> |
| <input checked="" type="checkbox"/> | - School               | 05/22/2015 15:27:55 | Processed: 32 Errors: 0     | <span style="color: green;">●</span> |
| <input checked="" type="checkbox"/> | - Calendar             | 05/22/2015 15:27:55 | Processed: 29 Errors: 0     | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | CourseSection          | 04/22/2015 16:18:30 | Processed: 0 Errors: 0      | <span style="color: green;">●</span> |
| <input checked="" type="checkbox"/> | - ScheduleStructure    | 05/22/2015 15:27:55 | Processed: 29 Errors: 0     | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | Day                    | 04/12/2015 10:57:00 | Processed: 0 Errors: 0      | <span style="color: green;">●</span> |
| <input checked="" type="checkbox"/> | - StructureGradeLevel  | 05/22/2015 15:27:55 | Processed: 29 Errors: 0     | <span style="color: green;">●</span> |
| <input checked="" type="checkbox"/> | - PersonIdentity       | 05/22/2015 15:27:55 | Processed: 18050 Errors: 0  | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | BehaviorType           | 12/09/2014 00:39:50 | Processed: 29 Errors: 0     | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | BehaviorResolutionType | 12/09/2014 00:39:50 | Processed: 4 Errors: 0      | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | BehaviorResponseType   | 12/09/2014 00:39:50 | Processed: 0 Errors: 0      | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | Behavior               | 12/09/2014 00:39:50 | Processed: 0 Errors: 0      | <span style="color: grey;">●</span>  |
| <input type="checkbox"/>            | CensusContactSummary   | 05/22/2015 15:27:55 | Processed: 4046 Errors: 0   | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | ContactLog             | 05/22/2015 15:27:55 | Processed: 463 Errors: 1300 | <span style="color: red;">●</span>   |
| <input type="checkbox"/>            | Employment             | 05/22/2015 15:27:55 | Processed: 303 Errors: 0    | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | EmploymentAssignment   | 05/22/2015 15:27:55 | Processed: 1690 Errors: 0   | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | EmploymentBackground   | 12/09/2014 00:40:21 | Processed: 0 Errors: 0      | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | EmploymentCredential   | 12/09/2014 00:40:21 | Processed: 0 Errors: 0      | <span style="color: green;">●</span> |
| <input checked="" type="checkbox"/> | - Enrollment           | 05/22/2015 15:27:55 | Processed: 18214 Errors: 0  | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | Graduation             | 05/22/2015 15:27:57 | Processed: 5376 Errors: 0   | <span style="color: green;">●</span> |
| <input type="checkbox"/>            | Roster                 | 04/15/2015 16:32:28 | Processed: 0 Errors: 0      | <span style="color: green;">●</span> |

|                          |                             |                     |                        |                                      |
|--------------------------|-----------------------------|---------------------|------------------------|--------------------------------------|
| <input type="checkbox"/> | TestScore                   | 12/09/2014 00:40:52 | Processed: 0 Errors: 0 | <span style="color: green;">●</span> |
| <input type="checkbox"/> | TranscriptCourseSE          | 04/12/2015 10:57:03 | Processed: 0 Errors: 0 | <span style="color: green;">●</span> |
| <input type="checkbox"/> | VaccineShot                 | 12/09/2014 00:40:22 | Processed: 0 Errors: 0 | <span style="color: green;">●</span> |
| <input type="checkbox"/> | PersonIdentityNoStateIDOnly | 04/12/2015 10:57:00 | Processed: 0 Errors: 0 | <span style="color: green;">●</span> |

The green radio buttons indicate a successful resync of data.

**Contact the OPI AIM Helpdesk at 1-877-424-6681 or [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) for assistance.**