

CTE Membership Audit Report (Utah)

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The CTE Membership Audit Report allows districts to report CTE student section enrollment attendance and overall CTE student daily attendance.

CTE Membership Audit Report ☆
Reporting > UT State Reporting > CTE Membership Audit Report

CTE Membership Audit Report

The CTE Membership Audit Report prints student attendance records by course-section, for each CTE section in the year and calendar selected on the top toolbar. Each student reports total periods Membership, Present, Tardy, Absent, Unexcused, Absent Excused, and Off Roll. A record will print for the Primary Teacher and any other Teachers who are active in the date range unless "Print a copy for the Primary Teacher only" is selected. A Student Attendance Summary is included at the end of the report to display each reporting student's overall daily attendance.

What attendance dates would you like to include in the report?

☒ By Date
Start Date: 12/12/2022
End Date: 12/12/2022

☐ By Term

How would you like the report oriented?

☒ Portrait
☐ Landscape

Term Description:

What students would you like to include in the report?

☒ Select Teachers and Sections

Teachers
All Teachers
Adderley, Joanne
Administrator, Demo
Anderson, Bob
Anderson, Zeke
Aparicio, Chelsi
Askey, Gregory
Bowers, Grace
Carter, Grant
Coleman, Heidi
Cottonwood, Gwen
Cox, Harlean
Davison, Colter
Debenham, Helen
Fuller, Hazel

Sort by: ☒ Number ☐ Name
Sections
All Sections
100-1 First Grade Homeroom
100-2 First Grade Homeroom
100-3 First Grade Homeroom
100-4 First Grade Homeroom
170-1 Physical Education 1
170-2 Physical Education 1
170-3 Physical Education 1
170-4 Physical Education 1
200-1 Second Grade Homeroom
200-2 Second Grade Homeroom
200-3 Second Grade Homeroom
200-4 Second Grade Homeroom
200-5 Second Grade Homeroom
200-6 Second Grade Homeroom

CTRL-click or SHIFT-click to select multiple

☐ Select an Ad Hoc Filter

What options would you like to use for printing?

☒ Use District Attendance Codes
☐ Print Classroom Monitor Attendance Verification
☐ Print Period Schedule
☐ Print District Attendance Codes

How would you like to sort students?

☒ Teacher
☐ Course

Report Format: PDF

Generate Report
Submit to Batch

Refresh
Show top 50 tasks submitted between 12/05/2022 and 12/12/2022

Batch Queue List
Queued Time Report Title Status Download

CTE Membership Audit Report

Reporting Logic

Report on CTE student section enrollment attendance and overall CTE student daily attendance

This report will provide a section record for each section in the year and calendar selected on the top toolbar that has:

1. Section Editor > Career Technical Education > "Where Taught") NOT = blank
OR
2. When blank on section, the course must have Where Taught field NOT = blank
OR
3. When the course to which the section belongs has a State Code that begins in ('30','32','34','35','36','37','38','39','40','41').
 - Scheduling > Courses > Course Info > State Code

Each section record will include a row for each student that has been rostered into the section when:

1. Student's enrollment tied to the course does not have:
 - No Show = checked on the enrollment
 - State Exclude = checked on the enrollment
2. This includes students who are rostered into the section for only part of the term (e.g., students whose start date in the course is greater than the term start date).

Attendance from student enrollments with the following are not to be counted:

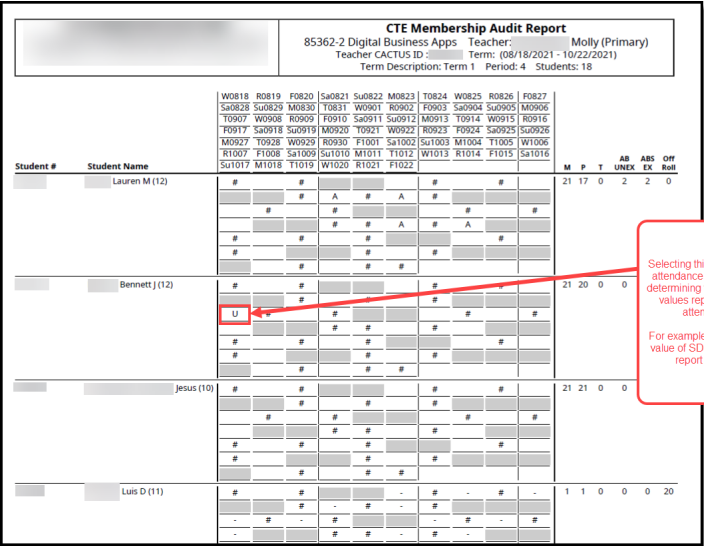
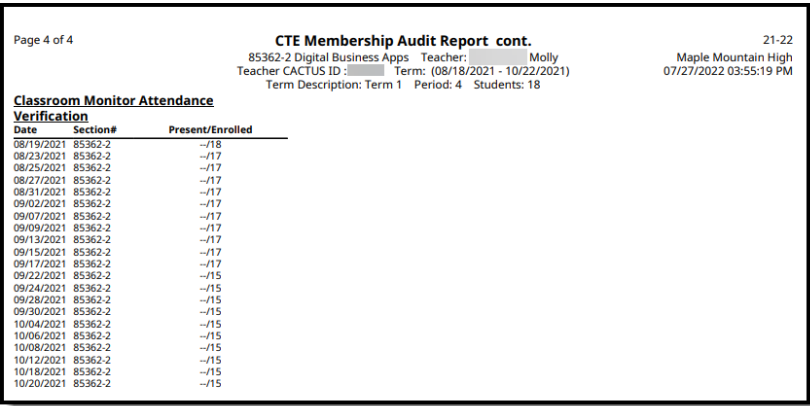
- No Show = checked on the enrollment
- State Exclude = checked on the enrollment

The report can be run against a district's active year as well as any prior year.

Generating the Report

1. Indicate which attendance dates will be used in the report: **By Date** or **By Term**.
2. Indicate how you would like the report to be oriented: **Portrait** (vertical) or **Landscape** (horizontal).
3. Enter a **Term Description** (optional, limit 50 characters).
4. Indicate which students to include in the report by selecting which **Teachers** and **Sections** will report data.
OR
5. Select specific students using an existing **Ad hoc Filter**.
6. Mark which additional reporting options you would like to include in the report:

Option	How It Impacts the Report
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Option	How It Impacts the Report
Use District Attendance Codes	<p>Selecting this option means district attendance codes are used when determining the status and excuse values reported for a student's attendance per day.</p> <div>  <p>Selecting this option means district attendance codes are used when determining the Status and Exclude values reported for a student's attendance per day.</p> <p>For example, an Attendance Code value of SD: Detention/Sluff would report an absence of U</p> </div>
Print Classroom Monitor Attendance Verification	<p>Selecting this option means classroom monitor attendance is included and reported at the bottom of each course section.</p> <div>  </div>

explains each field in detail.

CTE Membership Audit Report
 85362-1 Digital Business Apps Teacher: Molly (Primary)
 Teacher CACTUS ID: [Redacted] Term: (08/18/2021 - 10/22/2021)
 Term Description: Term 1 Period: 3 Students: 20

Days reporting data
 For example, W0818 indicates the student's participation on Wednesday, August 18th

Course section reporting data
 For example, W0818

Reporting student (including their grade)
 Student # Student Name
 [Redacted] Talin (10)

Total counts of the student's membership days, days attended, days absent, number of unexcused absences, number of excused absences, and the sum of days not enrolled in the course section
 M P T AB ABS OFF
 21 21 0 0 0 0

Legend:
 # = Course Not Scheduled that day
 Gray Box = Non-school or weekend day
 - = Student roll off
 U, T, A, etc = Student's status for that day or

Course section totals and a signature field are provided at the end of each reporting course section.

The screenshot displays a sample attendance record for a course section. The form includes a header for the section name and instructor, followed by a grid for recording attendance across multiple dates. At the bottom, there are fields for section totals and a signature/date verification area.

			#	#	#	#	#	#	
	Megan R (10)		#	#	#	#	#	#	24 23 0 0 1 0
			#	#	#	#	#	#	
			#	#	#	#	#	E	
			#	#	#	#	#	#	
			#	#	#	#	#	#	
			#	#	#	#	#	#	
			#	#	#	#	#	#	
Section Totals: Membership: 888 Present: 849 Tardy: 4 AB UNEX: 5 ABS EX: 34 Off Roll: 24									

To the best of my knowledge, the information contained on this attendance record is verified as accurate and complete
Signature: _____ Date: _____

Callout 1 (Red box): Section Totals are included at the end of each reporting course section

Callout 2 (Purple box): A signature and date field are provided, allowing for verification of reported data.

Report Data Elements

Header		
Data Element	Description and Logic	Campus UI Location
Calendar	Indicates the calendar reporting data.	N/A

School Address	Reports the address information for the school associated with the selected Calendar. If Address = NULL, report blank.	System Administration > Resources > School > Address
Date Generated	Reports the date the report was generated.	N/A
Page Number	Indicates the page number for organizational purposes on the report.	N/A
Course - Section	Reports the course and section number	Course > Course > Course Number Course > Section > Section Number
Teacher	Reports the teacher	Courses > Staff History > Primary Teacher
Teacher CACTUS ID	Reports the teacher CACTUS ID	Census > People > Demographics > Person Identifiers > Staff State ID
Date Range	Reports the start and end dates selected on the Extract Editor. If dates = NULL, report blank.	N/A
Term Description	Reports the Term Description entered on the Extract Editor. If the Term Description field = NULL, report blank.	N/A
Period	Reports the Class Period.	Course > Section > Section Schedule Placement
Students	Indicates number of students included on the report.	N/A
Cycle Day	Reports the name of the Period Schedule.	System Administration > Calendar > Calendar > Periods > Name
Core Code	Reports the course State Code	Scheduling > Courses > Course > Course Information > State Code

Report Fields

Data Element	Description and Logic	Campus UI Location
Student #	The student's Local Student Number.	Census > People > Demographics > Person Identifiers > Local Student Number

Student Name	The student's Last Name, First Name, Middle Initial.	Census > People > Demographics > Person Info > Last Name, First Name, Middle (Initial)
Grade	The student's grade (shown in parenthesis).	Student Information > Enrollments > Grade
Attendance Code	<p>Indicates the student's attendance for each day.</p> <ul style="list-style-type: none"> • # = Course not scheduled • Gray Box = Non-school or weekend day • - = Student off roll • A, U, T = the student's attendance status for that day 	System Administration > Attendance > Attendance Codes
M (Membership)	<p>The student's total number of membership days in the course section.</p> <ol style="list-style-type: none"> 1. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override = null: <ol style="list-style-type: none"> 1. Sums the unique instructional days the student is enrolled during the reporting dates indicated on the extract editor. 2. When the student's non-excluded enrollment that was active on the report day has Membership FTE Override NOT = null: <ol style="list-style-type: none"> 1. Multiplies the membership days by the (School Membership FTE Override field value / 100) when Membership FTE Override is not null. 2. Rounded up to the next whole number. <div> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> • No Show NOT = checked on the enrollment • State Exclude NOT = checked on the enrollment • Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day. </div>	N/A

P (Present)	<p>The total number of days the student was present in the course section.</p> <ol style="list-style-type: none"> When the student's non-excluded enrollment*** that was active on the report day has Membership FTE Override = null: <ol style="list-style-type: none"> Sums the unique instructional days the student is enrolled where the student had any period in the day not one of the following: <ol style="list-style-type: none"> Status = "Absent" Excuse = "Unknown", "Excused" or "Unexcused" When the student's non-excluded enrollment that was active on the report day has Membership FTE Override NOT = null: <ol style="list-style-type: none"> Multiplies the actual days attended by the (School Membership FTE Override field value / 100). Rounded up to the next whole number. <div data-bbox="395 1064 991 1458"> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> No Show NOT = checked on the enrollment State Exclude NOT = checked on the enrollment Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day. </div>	N/A
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T (Tardy)	<p>The total number of days the student was tardy for the course section.</p> <ol style="list-style-type: none"> 1. Sums the unique instructional days the student is enrolled during the reporting dates in a non-excluded enrollment indicated on the extract editor where any rostered instructional period in the day is assigned an attendance code with: <ol style="list-style-type: none"> 1. Status = "Tardy" 2. Excuse NOT = "Exempt" <div data-bbox="395 645 991 1037" style="background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> • No Show NOT = checked on the enrollment • State Exclude NOT = checked on the enrollment • Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day. </div>	<p>N/A</p>
AB UNEX (Absent Unexcused)	<p>Counts the number of enrolled instructional days during the reporting dates in a non-excluded enrollment indicated on the extract editor where the following is true for the student:</p> <ol style="list-style-type: none"> 1. Grade Level Half Day: <ol style="list-style-type: none"> 1. When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) NOT = null: <ol style="list-style-type: none"> 1. When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field where their absent code has: <ol style="list-style-type: none"> 1. Status = "Absent" 2. Excuse = "Unexcused" or "Unknown" 2. Calendar Half Day: <ol style="list-style-type: none"> 1. When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade 	<p>System Administration > Calendar > Grade Levels > Grade Level Detail > Half Day Absence</p> <p>System Administration > Calendar > Calendar > Half Day Absence</p>

Level Detail > Half Day Absence
(minutes)) = null:

1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) NOT = null:

1. When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field on Calendar where their absent code has:
 1. Status = "Absent"
 2. Excuse = "Unexcused" or "Unknown"

3. **Calculated Half Day:**

1. When (System Admin > Calendar > Calendar > Half Day Absence (minutes) = null:
 1. When the student is absent for half or more of the instructional minutes in the day, where their absent code has:
 1. Status = "Absent"
 2. Excuse = "Unexcused" or "Unknown"
4. Reports the most common absence type between ABS UNEX and ABS EX (one or the other, not both) when student qualifies as absent for the day.
5. When student is enrolled in the day in < the full number of instructional periods in the day:
 1. Consider the student to be enrolled in the full number of instructional periods (minutes) in the day so that they are not counted as absent if not enrolled in > 240 minutes.

Non-excluded enrollment:

- No Show NOT = checked on the enrollment
- State Exclude NOT = checked on the enrollment
- Priority given to the active Primary enrollment to report when both a

	Primary and non-Primary enrollment are active on the calendar day.	
ABS EX (Absent Excused)	<p>Counts the number of enrolled instructional days during the reporting dates in a non-excluded enrollment indicated on the extract editor where the following are true for the student:</p> <ol style="list-style-type: none"> Grade Level Half Day: <ol style="list-style-type: none"> When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) NOT = null: <ol style="list-style-type: none"> When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field where their absent code has: <ol style="list-style-type: none"> Status = "Absent" Excuse = "Excused" Calendar Half Day: <ol style="list-style-type: none"> When the student's enrollment grade level has (System Admin > Calendar > Grade Levels > Grade Level Detail > Half Day Absence (minutes)) = null: <ol style="list-style-type: none"> When (System Admin > Calendar > Calendar > Half Day Absence (minutes) NOT = null: <ol style="list-style-type: none"> When the student is absent for >= the value entered into the "Half Day Absence (minutes)" field on Calendar where their absent code has: <ol style="list-style-type: none"> Status = "Absent" Excuse = "Excused" Calculated Half Day: <ol style="list-style-type: none"> When (System Admin > Calendar > Calendar > Half Day Absence (minutes)) = null: <ol style="list-style-type: none"> When the student is absent for half or more of the instructional minutes in the day, where their absent code 	<p>System Administration > Calendar > Grade Levels > Grade Level Detail > Half Day Absence</p> <p>System Administration > Calendar > Calendar > Half Day Absence</p>

	<p>has:</p> <ol style="list-style-type: none"> 1. Status = "Absent" 2. Excuse = "Excused" <ol style="list-style-type: none"> 4. Reports the most common absence type between ABS UNEX and ABS EX (one or the other, not both) when student qualifies as absent for the day. 5. When student is enrolled in the day in < the full number of instructional periods in the day: <ol style="list-style-type: none"> 1. Consider the student to be enrolled in the full number of instructional periods (minutes) in the day so that they are not counted as absent if not enrolled in > 240 minutes. <div> <p>Non-excluded enrollment:</p> <ul style="list-style-type: none"> • No Show NOT = checked on the enrollment • State Exclude NOT = checked on the enrollment • Priority given to the active Primary enrollment to report when both a Primary and non-Primary enrollment are active on the calendar day. </div>	
Off Roll	Reports the sum of days the student was not enrolled in the course section.	N/A
Section Totals	Reports the sum of all M, P, T, ABS UNEX, ABS EX, Off Roll for all students in the course section.	N/A