

Monthly ADA for Homeroom

1. Select **your school**
2. Click on **Staff** in left column under **Setup**
3. Click on **Teachers** under **Browse Staff**
4. From the teacher list, select the homeroom by clicking on the teacher's name
5. Click on **Current Schedule** in left column
6. From the teacher's schedule, look for their homeroom class and click on the **number under the Size** column.
7. Scroll to the bottom of the list and click on "**Make this the current selection of students**".
8. Click on **Reports** in left column under **Functions**
9. Select **Run Reports**
10. Click on **ADA/ADM By Date**
11. Change "**Attendance Mode**" to **Daily**
12. Change "**Students to Include**" by clicking on the bullet in front of **The selected ___ students only**
13. Change "**Begin Date and Ending Date**" to the time period of information being gathered
14. Click on **Submit**
15. The report will list all the days present for that period along with the **total membership days** (total days belong) and **total attendance days** (total days present).
 $(\text{Total attendance days} / \text{total membership days}) * 100 = \text{ADA } \%$

CLASS ATTENDANCE AUDIT

This report appears to be sorted by teacher/grade/section with total membership days and attendance for each student. Days absences along with their code is also listed for each student. At the bottom of each group, the total membership and attendance days print. With these figures, the ADA could be calculated for each room/teacher.