Report Name: New York State Attendance Report Worksheet (SA-129)   *Version 1.0*

Description: New York State Attendance Report Worksheet (SA-129) for semester 1, 2 and year-long. See "comments" section below for details on report output. All attendance values are calculated in the following grade level groups: AM K, PM K, Full-Day K through 3, 4 - 6, 7 - 8, and 9- 12.

This report is available in both school and district mode. If the School at the top of the page is District then select the option District Wide For Current School Only. **Before running this report, verify that the "current term" on the upper menu is set to a school term within the reporting school year.** Enter date information below to run the report on specific dates, and it will override the default semester dates. This will be noted by an * in the dates section on the report.

If no dates are entered below, it means there are no Sem1 and Sem2 terms defined for this school in "Years and Terms". You will need to enter dates manually. All calculations are dependent upon the dates entered for Semester 1 and Semester 2.

Required set up for this report:

1. Select the "Exclude School From Attendance Report (SA-129)" checkbox on the School setup page to exclude a school from the report (District Office > Start Page > District > Schools/School Info).
   (Note: The "Exclude From State Reporting" checkbox should no longer be used for this report)
2. Define "Years and Terms", including start and end dates for Semester 1 and Semester 2 for each school included in the report.
   (Note: If a school does not have a Sem1/Sem2 Terms defined, you will need to input the Start and End Dates manually at runtime.)
3. Define a "days in session" calendar for each school included in the report.
4. (Optional) Choose the code RH in the calendar to adjust attendance with a religious holiday for each school included in the report.
5. Schools can use Daily Attendance or Period Attendance. The report will use each school's Default Attendance Conversion Method to compute Absences.
6. Choose a "Kindergarten Enrollment" status from the pop-up menu on the State/Province - NY > Miscellaneous page for each kindergarten student. (Kindergarten students are those with Grade Level of 0 (zero)).
If a student with Grade Level of 0 does not have a Kindergarten Enrollment specified, they will be treated as Full-Day Kindergarten.
   (Note: Pre-school students will NOT be included in this report.)
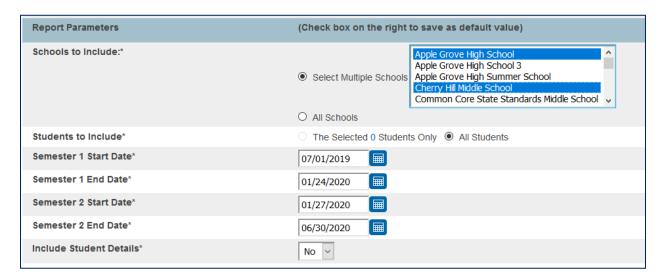7. Ensure that the "Exclude Student from Attendance Reporting" checkbox is selected on the Miscellaneous tab for any students you do not wish to include in this report.

Report output includes:

* Actual days in session and net days in session (days in session excluding religious holidays) for each school
* Possible Aggregate Attendance (Days Membership) for each grade level group
* Aggregate Attendance (Actual attendance total days) for each grade level group
* Adjusted Aggregate Attendance (Actual attendance total days for those days excluding Religious Holidays) for each grade level group
* ADA (Adjusted aggregate attendance / net days in session for each school) for each grade level group

* Unadjusted ADA (Actual attendance days / actual days in session for each school) for each grade level group
* Weighted ADA (ADA x Weight factor) for each grade level group
* ADM (Possible aggregate attendance / actual days in session for each school) for each grade level group
* Religious Holiday adjustment dates and aggregate attendance for each grade level group **Warning: Due to the extensive attendance calculations, execution of this report may be 10 minutes or longer per school.**

Example Report Parameters Settings:

Report Parameters	(Check box on the right to save as default value)
Schools to Include:*	◉ Select Multiple Schools Apple Grove High School Apple Grove High School 3 Apple Grove High Summer School Cherry Hill Middle School Common Core State Standards Middle School ○ All Schools
Students to Include*	○ The Selected 0 Students Only ◉ All Students
Semester 1 Start Date*	07/01/2019 📅
Semester 1 End Date*	01/24/2020 📅
Semester 2 Start Date*	01/27/2020 📅
Semester 2 End Date*	06/30/2020 📅
Include Student Details*	No ▾

Running the report with Include Student Details set to Yes will add additional information to the report that shows individual student information including:

- Grade level
- Student Name
- Student Number
- Days Enrolled, Days Present and Days Absent broken down by semester 1, semester 2 and year

Example Student Details

Page: 7		SA-129 Detail		Semester 1			Semester 2			Year		
#	Grade Level	Student Name	Student Number	Days Enrolled	Days Present	Days Absent	Days Enrolled	Days Present	Days Absent	Days Enrolled	Days Present	Days Absent
63.	10	May, Lunar	20122094	125	125	0	100	100	0	225	225	0
64.	10	May, Mister	20122095	125	124	1	100	100	0	225	224	1