

Review PMR Average Daily Attendance (ADA)

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Summary

Review **Average Daily Attendance (ADA)** to identify students whose attendance results require additional review.

Use the **ADA Summary** to review individual student attendance for the selected School Month. Confirm that the reported present and absent days are reasonable based on the student's attendance.

Use **Student Day Detail** when an unexpected attendance result cannot be explained by the information available in the ADA Summary.



Note: An unexpected ADA does not necessarily indicate an error. Review the student's reported attendance and source data before making a correction.

Understand ADA

Average Daily Attendance represents student attendance during the PMR reporting interval.

The [School Attendance and Student Accounting \(SASA\) Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) calculates ADA using the days MST1 and MED1 students were present during the School Month, including days associated with applicable present attendance codes. The total is divided by the number of days in the PMR School Month.

The applicable present codes identified in the current SASA include:

- **1H** - Teacher-in-Treatment
- **1M** - Medically Fragile
- **1Q** - School-Sponsored Activity
- **1R** - Present Off Site/Remote
- **1S** - Hospital/Homebound Instruction

These days contribute to **Days Present** when used appropriately.



Important: Refer to the [SASA Manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) for the authoritative requirements and definitions for attendance codes. Do not change accurate attendance information solely to produce an expected ADA.

Review the ADA Summary

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **ADA Summary** as the **Extract Type**.
- Select the applicable **School Month Sequence**.
- Select **CSV** as the report format.
- Select **Review**.
- Open the completed report from the report queue.

Refer to [NC Principal's Monthly Report Extract | Infinite Campus](https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) (https://kb.infinitecampus.com/help/nc-principals-monthly-report-extract) for detailed information about report options and technical report requirements.



Tip: Date fields in a CSV file may open as text instead of a date. Before sorting, filtering, or comparing dates, confirm that the applicable columns are formatted as Date in the spreadsheet application.

Review Present and Absent Days

Begin by reviewing the student's reported attendance days.

Review the applicable fields for:

- **Days Present**
- **Days Absent**
- **ADA**

Consider whether the student's reported attendance is reasonable based on the number of days the student was enrolled and in membership during the School Month.

Review the individual student ADA values in addition to present and absent days. After student level attendance has been verified, these values will be totaled and compared to the ADA reported on the PMR Summary.

Tip: Review students with unexpected present or absent days before focusing only on the final ADA value. The underlying attendance days provide more useful information for identifying what requires investigation.

ADA Summary Report Records: 983

SchoolNumber	EndYear	PMRM	ScheduleStructure	CalendarName	StudentStateID	EnrollmentID	LastName	FirstName	StateGrade	ADA	TotalDaysPresent	TotalDaysAbsent	DaysPresentOnsite	PercentOnsite	DaysPresentOffsite	PercentOffsite	DaysPresentRemote	PercentRemote	TotalPresentMinutes
	2027	1	Main	26-27					09	1.00	20	0	20	100.00	0	0.00	0	0.00	7045
	2027	1	Main	26-27					09	0.95	19	1	19	100.00	0	0.00	0	0.00	7268

Identify Students Requiring Additional Review

A student can appropriately have an ADA below 1 simply because the student was absent. The purpose of the review is not to identify every student who missed school.

Instead, identify students whose attendance results are **unexpected based on known attendance information**.

Examples include:

- Days Present are lower than expected.
- Days Absent are higher or lower than expected.
- ADA does not appear reasonable based on the reported present and absent days.
- A student known to have full attendance does not show the expected present days.
- A student with known absences does not show the expected absent days.
- Attendance information differs from locally reviewed or reconciled attendance information.



Note: An absence does not need to be corrected simply because it reduces ADA. Attendance should reflect the student's actual attendance.

Consider Enrollment and Membership

Before investigating attendance source data, consider whether the student was in membership for the entire School Month.

A student who:

- Enrolled after the School Month began,
- Withdrew before the School Month ended, or
- Had membership affected during the School Month

may have attendance totals that differ from a student who was in membership for the full month.

Use the enrollment and ADM review already completed to determine whether the student's membership explains the reported attendance totals.

If the result is explained by accurate membership information, no additional attendance correction is needed.

What Can Cause Unexpected Attendance Results?

If membership does not explain the result, several source-data conditions may affect the student's reported attendance.

Area	What May Affect Attendance
Attendance Code	An incorrect or missing attendance code may cause the day to be evaluated differently than expected.
Present Minutes	Missing or inaccurate present time for a tardy, early checkout, or other partial day attendance entry may affect the daily attendance result.
Attendance Reconciliation	Unreconciled attendance may not accurately reflect the student's final attendance for the day.
Student Schedule	Missing sections or inaccurate roster dates may affect the instructional periods used to evaluate attendance.
Attendance Taking Setup	Applicable sections may not be configured to collect attendance as expected.
Period Schedule	An alternate or abbreviated Period Schedule may change the instructional minutes used to evaluate the student's attendance.
Calendar Information	Student Day and applicable absence minute settings may affect how partial day attendance is evaluated.



Tip: When an unexpected attendance result occurs only on certain instructional days, review the Period Schedule used on those days. An abbreviated or alternate schedule may change the instructional minutes used to determine the student's daily attendance result.

Review Partial Day Attendance

Pay particular attention to students with tardy or early checkout attendance.

The **SASA** (<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394>) requires the amount of time the student was present to be recorded for the applicable partial day attendance codes.

When a student's attendance result is unexpected:

- Review the applicable attendance code.
- Review the student's recorded present time or minutes.

- Confirm that the information accurately reflects when the student was present.
- Confirm that the attendance code accurately reflects the reason for the partial day absence.

Do not adjust present minutes only to change the PMR attendance calculation.

Investigate Unexpected ADA

If the student's attendance result cannot be explained by membership information or the summary level attendance information, use **Student Day Detail** to identify the instructional day or days requiring additional review.

- Open *Reporting > NC State Reporting > NC PMR Collection*.
- Select **Student Day Detail** as the **Extract Type**.
- Select the same **School Month Sequence** used for the ADA review.
- Select **CSV** as the report format.
- Select **Review**.
- Open the completed report from the report queue.
- Filter the report for the student requiring additional review.
- Review the **D#** columns to identify the instructional day or days with an unexpected attendance result.

Refer to the **Review PMR Student Day Detail** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail>) for definitions of the D# values and guidance on reviewing the applicable attendance, schedule, enrollment, or calendar information.



Tip: The ADA Summary identifies **which student** has an attendance result requiring additional review. Student Day Detail helps identify **which instructional day** requires investigation.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	School Number	End Year	PMR Month	Schedule Structure	Calendar Name	Student ID	State Enrollment ID	Last Name	First Name	State Grade	AD	Total Days Present	Total Days Absent	Days Present Onsite	Percent Onsite	Days Present Offsite	Percent Offsite	Days Present Remote	Percent Remote	Total Present Minutes
179	#####	2027	1	Main	26-27 High	#####	#####	Student 1	Student 1	09	0.25	5	6	5	100	0	0	0	0	1726

Confirm the ADA Total

After reviewing unexpected individual attendance results, use the **ADA Summary** to confirm the grade level ADA reported on the **PMR Summary**.

The PMR Summary reports ADA as whole numbers by State Grade. Each State Grade ADA is rounded to the nearest whole number:

- A value **less than 0.5** rounds down.
- A value **0.5 or greater** rounds up.

The applicable Group Total or School ADA is then calculated by **summing the rounded State Grade ADA values**.



Important: Do not sum all student ADA values and round only the final school total. PMR Summary rounding occurs at the **State Grade level before the applicable grade level values are summed for the Group Total**.

Review ADA by State Grade

- Open the reviewed **ADA Summary** CSV file.
- Locate the **StateGrade** and **ADA** columns.
- Filter **StateGrade** for an applicable grade level.
- Use the spreadsheet **SUM** function to total the ADA values for the filtered grade.
- Round the grade level total to the nearest whole number.
- Review the **PMR Summary** for the same School Month Sequence.
- Compare the rounded grade level ADA with the ADA reported for the same State Grade.
- Repeat the process for each applicable State Grade.
- Sum the applicable **rounded State Grade ADA values**.
- Compare the result with the applicable rounded State Grade ADA values.
- Compare the result with the applicable Group total or School ADA on the PMR Summary.
- Investigate an unexpected difference before completing the ADA review.



Tip: Filtering the ADA Summary by **StateGrade** provides a more accurate reconciliation with the PMR Summary than summing all student ADA values and rounding the final total.

For example:

State Grade	ADA Summary Total	Rounded PMR ADA
09	57.64	58
10	51.32	51
11	47.71	48
12	50.58	51
Group Total		208

The Group Total is calculated using the rounded State Grade values: **58 + 51 + 48 + 51 = 208**.

Determine Whether Additional Review Is Needed

Review Result	Recommended Action
Present and absent days accurately reflect the student's attendance	No correction is needed.
Membership explains the attendance totals	No additional attendance correction is needed when the source data is accurate.
Attendance Code is incorrect	Correct the applicable attendance record according to the SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SchoolAttendanceandStudentAccountingManualSASA-1394) requirements.
Present minutes are incorrect	Correct the present time to accurately reflect the student's attendance.
Attendance has not been reconciled	Complete the applicable attendance reconciliation process.
Schedule information is incorrect	Correct the applicable schedule or roster information.
Result remains unexplained	Use Student Day Detail to identify the instructional day requiring review.
Student Day Detail identifies an unexpected result	Review the applicable source data using Review PMR Student Day Detail (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail).
Source data is accurate	No correction is needed solely to increase ADA.
Rounded State Grade ADA aligns with the corresponding PMR Summary ADA	No additional ADA reconciliation is needed for the State Grade.
Rounded State Grade ADA does not align with the corresponding PMR Summary ADA	Confirm the StateGrade filter and student level ADA values for the grade. Investigate the difference before continuing.
Sum of the applicable rounded State Grade ADA values aligns with the PMR Summary Group Total	ADA reconciliation is complete.
PMR Summary Group Total does not equal the sum of the applicable rounded State Grade ADA values	Review each State Grade ADA reconciliation and investigate the difference before completing the ADA review.

Verify the Review or Correction

If a correction was made:

- Save the applicable source data changes.
- Select **Review** for **Student Day Detail** again when daily source data was corrected.
- Select **Review** for **ADA Summary** again.
- Confirm that the student's **Days Present**, **Days Absent**, and **ADA** reflect the corrected information.
- Repeat the applicable **Confirm the ADA Totals** steps when the correction affects the State Grade or Group Total.

If no correction was needed:

<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-membership-last-day>

- Confirm the unexpected attendance results are explained by accurate source data.
- Confirm that the ADA Summary has been reconciled with the PMR Summary.

If an attendance or ADA result remains unexplained, continue to **Review PMR Student Day Detail**

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail>).

When student level attendance results are accurate and the ADA totals have been reconciled, continue with the **Review PMR Data** (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-data>) process.

NEXT: Continue to Review Membership Last Day.

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-membership-last-day>)

membership-last-day)

If an ADA result requires day level investigation, use Review PMR Student Day Detail.

(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/review-pmr-student-day-detail>)

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