

# JUNE 2022 SKYWARD USER CONFERENCE

Session # 8 Student – ADM Troubleshooting

ADM IS FUNDING FOR THE 9 20 DAY REPORTING PERIODS –ADM SUM 20 IS THE SCHEDULED 20 DAYS WITH THE CORRECT NUMBER OF MINUTES FOR THE STUDENTS DAY – A STUDENT RECEIVES 1 ADM FOR A COMPLETE SCHEDULE AND PRESENT FOR ALL CLASSES.

ADA IS DAYS/PERIODS PRESENT IN THE 20 DAY PERIOD  
THE ADM FORMULA IS IN THE EIS BUSINESS MANUAL

MINUTES = FUNDING

Everyone has their preferred method for troubleshooting and I am not saying mine is the best or only way, this is the process I use. [Joan's disclaimer]

Tips: Know each schools basic setup

- How many calendars does the school have?
- What are the grade levels per calendar
- How may periods in a day and what is the scheduled day minutes.
- Is there a bell schedule?
- Is the bell schedule assigned to the calendar days or the course sections?
- Are there different class types? Example self contained, pullouts, class meeting times overrides, and traditional

Look at the data that has pulled in the extract and stored in Federal/State Reporting – Educational Information System – EIS

View Exported EIS Data – Look at this data to see what has pulled and been sent to EIS – most reports for ADM pull from here – not live data – once you make a correction – an extract has to be run again before the changes will show here --- and a lot of times the state reporting group will ask what the data looks like here

A data resend is pulled from this area.

# Skyward structure Troubleshooting ADM

## Courses/Classes

Curriculum Master has state course code (note when Skyward updates the new course state course code for the new year, the old number is removed from the table and curriculum course will be blank...you need to check after the state course table has been updated and enter any new state course codes) **Tennessee State Specific: Course Code:**

\*Course master --- has to be attached to a curriculum course that has a valid state course code. ----- Course type must be completed – T/V

\* Attendance must be checked for the course to pull for ADM

\*Section master has the Tennessee button.. Service district and school number has to be completed \*note cloning a section many not complete these fields ...These being blank will keep the section from pulling in the extract you can choose to add Bell Schedule to Sections

\*If you use Class Meeting Time Override Check it on section add the time on the class meet

\*Class Meets – add Class meeting time override here – for classes outside of normal schedule – ex. Our highs school is block scheduling 4 periods – they have periods 5 and 6 and they are setup to pull 1 minute to count in AMD and pull in extracts

\*If you add an Alternate Teacher Class meet – uncheck to display this class meet on student schedule – it will make the class count twice in ADM and check to not pull in extract 63

\*Bell schedule--- class periods need to be setup and attached to calendar days or sections.

\*note. If using lunch codes in your bell schedule to have different time break outs for the same period's example period 1, 1A, 1B etc. extract 31 is only picking up period 1. You will not see the ADM being off in Skyward, all utilities in Skyward will pick up correct periods and the ADM is correct ---- you see the missing/double periods in EIS

## Troubleshooting

The first step is running the Director's Monthly Membership/Attendance Report

The results of the report determines how I start troubleshooting.

Is there random errors spread across different grade levels? I will look at individual students schedules.

Are there multiple students missing the same class? Then I will go look at the setup of the course and then the section for missing or incorrect data.

Is a grade level impacted? I will look at the scheduled period minutes for the grade level, the bell schedule, the class meets for days of the week checked and is the periods set correctly for the meets.

Student with 0 ADM minutes

Did you look to see if they have a schedule?

Is the student expelled

Look to see if the calendar number is on the enrollment record

Run the Federal/State Reporting/Reports/Student Attendance Audit Report – set the date ranges for the time period you are working with or narrow it down to a few days or a couple of weeks.

Other possible issues – does the student have a current enrollment record/ is the status Active/

Continued...

Look at the Standard Day – this is the number we have told the system the student should have example 390 for middle school or 420 elementary school

Look at Scheduled Day – this is the actual minutes from the schedule – this should match the Standard Day minutes – this is where you will see higher or lower numbers - lower numbers means funding loss

Also, days scheduled shows how many days there were in the reporting period or date range you choose, often when there are scheduling transaction file problems with the schedule minutes – these days will be split, instead of 20 days at 390, you may see 14 days at 390 and 6 days at 468 for example

Next I will run the Student Attendance Audit Report – either by individual student or grade range ---This report shows me how the Skyward software sees the data – This is my go report when troubleshooting ADM.

After you make the changes to the transaction files – run this report again and the MM report for a single student and see where you are. It is easy to make it worse and you have to back out the previous changes so do not get to far ahead of yourself with lots of changes.

Student Current Schedule – View Trans – Transaction Files – this is where you will edit the drop/add classes for ADM correction. Transaction dates – usually you are adjusting the dropped date. There are times you have to adjust the add date for [example to a date before the school start date] before you can change the drop date – you will receive an out of order message and it will not let you make the change \*\*if a class is hung causing problems and the student was never in the class – the add/drop can be deleted – use the delete carefully

\*\* The rule for dropping classes is once school starts classes should never be deleted – they should be dropped – adjustments cannot be made to a deleted class

Continued....

This report will show if the IPN is incorrect, if the extracts have not been ran, it will say the class has not been pulled for extract 48.

### Example of the Student Attendance Audit report

#### Student Attendance Audit Report

11:07

| SASID           | Grd   | Cal       | IPN  | Entry Date  | Atnd Date  | Stand Day  | Half Day  | Min Pres/Poss | Present | for Day | Warning                                |
|-----------------|-------|-----------|------|-------------|------------|------------|-----------|---------------|---------|---------|--|
| de              | Local | Class Num | CTE  | Effect Date | Class Type | Start Time | Stop Time | Minutes       | Present | Minutes | Derived From                           |
|                 | 10    | 036 36    |      | 08/03/2021  | 08/04/2021 |            | 390       | 195           | 260/260 | YES     | Scheduled minutes < Standard Day       |
| 035iG04H11W102  |       |           |      | 08/03/2021  | T          | 10:15 AM   | 12:25 PM  | 130           | YES     |         | Bell Schedule Minutes (H) Prd 2        |
| 035iC21H20W101  |       |           | STEM | 08/03/2021  | T          | N/A        | N/A       | 0             | YES     |         | IPN Mismatch. Not included in ADA/ADM. |
| 035iG24H04W104  |       |           |      | 08/03/2021  | T          | N/A        | N/A       | 0             | YES     |         | IPN Mismatch. Not included in ADA/ADM. |
|                 | 10    | 036 36    |      | 08/03/2021  | 08/05/2021 |            | 390       | 195           | 260/260 | YES     | Scheduled minutes < Standard Day       |
| 035iG01H10HW101 |       |           |      | 08/03/2021  | T          | 8:00 AM    | 10:10 AM  | 130           | YES     |         | Bell Schedule Minutes (H) Prd 1        |
| 035iG04H11W102  |       |           |      | 08/03/2021  | T          | 10:15 AM   | 12:25 PM  | 130           | YES     |         | Bell Schedule Minutes (H) Prd 2        |
| 035iC21H20W101  |       |           | STEM | 08/03/2021  | T          | N/A        | N/A       | 0             | YES     |         | IPN Mismatch. Not included in ADA/ADM. |
| 035iG24H04W104  |       |           |      | 08/03/2021  | T          | N/A        | N/A       | 0             | YES     |         | IPN Mismatch. Not included in ADA/ADM. |
|                 | 10    | 036 36    |      | 08/03/2021  | 08/06/2021 |            | 390       | 195           | 260/260 | YES     | Scheduled minutes < Standard Day       |
| 035iG01H10HW101 |       |           |      | 08/03/2021  | T          | 8:00 AM    | 10:10 AM  | 130           | YES     |         | Bell Schedule Minutes (H) Prd 1        |
| 035iG04H11W102  |       |           |      | 08/03/2021  | T          | 10:15 AM   | 12:25 PM  | 130           | YES     |         | Bell Schedule Minutes (H) Prd 2        |
| 035iC21H20W101  |       |           | STEM | 08/03/2021  | T          | N/A        | N/A       | 0             | YES     |         | IPN Mismatch. Not included in ADA/ADM. |
| 035iG24H04W104  |       |           |      | 08/03/2021  | T          | N/A        | N/A       | 0             | YES     |         | IPN Mismatch. Not included in ADA/ADM. |

Student Search

[Student Problem Enrollment Search](#)

[Student Standard ADM Search](#)

[Student Lookup](#)

[Student Search](#)

[Student Problem Enrollment Search](#)

[Student Standard ADM Search](#)

[Student Lookup](#)

Student Search

School Year\* 2018  
District No. 531  
District Name Lenoir City  
School No.  
School Name:  
First Name:  
Middle Name:  
Last Name:  
Previous Last Name:  
Ethnicity: Any Ethnicity

Student Standard ADM Search

School Year\* 2018  
District No. 531  
District Name Lenoir City  
School No. 5  
School Name:  
ADM Value: greater than 20  
Report Period: 6  
First Name:  
Middle Name:  
Last Name:  
Previous Last Name:  
Ethnicity: Any Ethnicity  
Race:  Indian  Asian  Pacific  
Islander  Black/African American  White  
Gender: Any  
Date of Birth:  
State Id:  
SSN:  
PIN:  
Grade: 9  
Sort By: Last Name, First Name  
And By: Report Period Num  
And By: ADM Value

Go

I search the high school by grade level because of the variety of scheduling options. I know the 9<sup>th</sup> and 10<sup>th</sup> grades should have a full schedule.

# ADM TROUBLESHOOTING

Even though the ADM report looks great in Skyward it may not be the same in EIS.

The Student Standard ADM Search is a wonderful tool to see the EIS status

Login to EIS and look at each school Student Standard ADM Search - I search first on greater than 20 for the report period I am in then I search for less than 20. This catches issues not showing in Skyward mostly likely due to an issue with EIS processing extract 48.



I look at the ADM SUM for fractions – if the student has a complete schedule I expect to see a ADM of 1, a schedule day of the schools minutes ex:390, Days Present should be 20 unless they have missed days or enrolled during the 20 days. [expect for MM 9 and it can be less]  
 I use the greater than 20 to look for students with over 1 ADM. This usually means a drop record has not loaded in EIS, or a high school student is taking DE classes.

| Gr | District School | Enrollment Withdraw | ADM Sum | Report Period |
|----|-----------------|---------------------|---------|---------------|
| 9  | 5315            | 8/1/2018 - E<br>n/a | 20.0492 | 6             |
| 9  | 5315            | 8/1/2018 - E<br>n/a | 20.0492 | 6             |
| 9  | 5315            | 8/1/2018 - E<br>n/a | 20.0492 | 6             |
| 9  | 5315            | 8/1/2018 - E<br>n/a | 24.5924 | 6             |

Another way to check the ADM for students is to run the EIS Directors Membership Attendance report in EIS for the upcoming report period. I also run Skywards MM report prior to the close of a reporting period and for the upcoming MM range.

Why worry about a student's schedule in EIS if they are over in ADM?

- Assessment pulls from EIS and a student can be in 2 different sections for the same EOC course. This creates errors in the Visibility tool.
- FIN grade – if it is a completely different subject, it will not load a grade for the dropped class but the class will still be on the student's class schedule in EIS.
- I was told that having many students with a ADM of over 20 could have an impact at the year end and how the funding handles this.

Here is an example of a student whose Skyward ADM in the Directors Monthly Membership Attendance Report for the 5<sup>th</sup> reporting period is correct with a normal scheduled day and the correct amount of minutes

| SCHL | ENT | GRADE | NAME | GENDER | DAYS SCHEDULED | STANDARD DAY | SCHEDULE DAY | DAYS PRESENT | ADA    | ADM     |
|------|-----|-------|------|--------|----------------|--------------|--------------|--------------|--------|---------|
| 005  | 005 | 09    |      |        | 20             | 405          | 405          | 17           | .85000 | 1.00000 |
|      |     |       |      |        |                |              |              |              | .85000 | 1.00000 |
|      |     |       |      |        |                |              |              |              | .85000 | 1.00000 |

| Course Code | Course Name                 | Local Class Number           | Time in Class |
|-------------|-----------------------------|------------------------------|---------------|
| 3001        | English I                   | <a href="#">00513100W203</a> | 91            |
| 3202        | Physical Science            | <a href="#">005332031202</a> | 88            |
| 3415        | World History and Geography | <a href="#">00543411W205</a> | 83            |
| 9305        | Study Hall                  | <a href="#">0051000122</a>   | 50            |
| 9310        | Activity Period             | <a href="#">00593105301</a>  | 0             |
| 31024       | Algebra I B                 | <a href="#">005231024207</a> | 93            |
| 31024       | Algebra I B                 | <a href="#">00523101W201</a> | 93            |

Here is the EIS Student Standard ADM Search for Report Period 5 that has 10 days in Sem1 and 10 days in Sem2

|   |          |                     |                                  |         |         |
|---|----------|---------------------|----------------------------------|---------|---------|
| 4 | 20.00000 | 20.00000            | <a href="#">click for detail</a> |         |         |
| 5 | 21.83696 | 18.37772            | <a href="#">click for detail</a> |         |         |
| 6 | 24.59240 | 17.21468            | <a href="#">click for detail</a> |         |         |
| 7 | 24.59240 | 20.90354            | <a href="#">click for detail</a> |         |         |
| 5 | 1/7/2019 | <a href="#">498</a> | 405                              | 1.22962 | 1.22962 |
| 5 | 1/8/2019 | <a href="#">498</a> | 405                              | 1.22962 | 1.22962 |
| 5 | 1/9/2019 | <a href="#">498</a> | 405                              | 1.22962 | 1.22962 |

The class that should be dropped is Algebra I B 231024/207  
– it was dropped on 1/7/19 and Skyward but this was one of the dates EIS has an issue and extract 48 did not process for all systems.

| Course Code | Course Name                 | Local Class Number           | Time in Class |
|-------------|-----------------------------|------------------------------|---------------|
| 3001        | English I                   | <a href="#">00513100W203</a> | 91            |
| 3202        | Physical Science            | <a href="#">005332031202</a> | 88            |
| 3415        | World History and Geography | <a href="#">00543411W205</a> | 83            |
| 9305        | Study Hall                  | <a href="#">0051000122</a>   | 50            |
| 9310        | Activity Period             | <a href="#">00593105301</a>  | 0             |
| 31024       | Algebra I B                 | <a href="#">005231024207</a> | 93            |
| 31024       | Algebra I B                 | <a href="#">00523101W201</a> | 93            |

EIS Student Standard ADM Search for Under 20 ADM Sum is used to locate the students without a complete schedule – this is where BEP funding is lost if the student does not have a full schedule day and all minutes are loaded in EIS. Again, Skywards ADM report can look correct but EIS can have an issue and not show a full ADM.

**Education Information System**

Logoff

District School Staff **Student** Class

Student Search

Student Problem Enrollment Search

Student Standard ADM Search

Student Lookup

**Student Standard ADM Search**

School Year\*: 2018  
 District No.: 531  
 District Name: Lenoir City  
 School No.: 5  
 School Name:  
 ADM Value: less than 20  
 Report Period: 2  
 First Name:  
 Middle Name:  
 Last Name:  
 Previous Last Name:  
 Ethnicity: Any Ethnicity  
 Indian  Asian  Pacific  
 Race:  Islander  Black/African American  White  
 Gender: Any  
 Date of Birth:  
 State Id:  
 SSN:  
 PIN:  
 Grade: Any  
 Sort By: Last Name, First Name  
 Ascending  
 And By: Report Period Num  
 Ascending  
 And By: ADM Value  
 Ascending  
 Go

| Gr | District School | Enrollment Withdraw | ADM Sum | Report Period |
|----|-----------------|---------------------|---------|---------------|
| 12 | 531 5           | 8/1/2018 - E n/a    | 15.9012 | 2             |
| 12 | 531 5           | 8/1/2018 - E n/a    | 15.4074 | 2             |

These are 12<sup>th</sup> grade students with early Release or late arrival

Another EIS Data report to check is the [ADM Audit report](#) found under Research Queries. This report show students that have at least the 40 /41 records loaded but there are other critical data elements missing for the student.



# Data Reports

Tennessee Department of Education

- Home
- Teacher Quality
- Standard Reports
- Research Queries**
- Teacher Reports
- Log Out

## ADM AUDIT

School Year  School

[View Report](#)

1 of 1 Find | Next

## ADM Audit

Lenoir City (531)

Lenoir City Elementary (30)

To effectively troubleshoot a school/student ADM there are several areas that impact the ADM

- The schools Bell Schedule
- The schools calendar – is there more than one and tied to certain grade levels
- The Calendar days could have a day coded incorrectly
- The schedule changes were not done in the proper order --- **a schedule change needs the class dropped first and then the new class added**
- The dates of the schedule change are not the same
- The date the schedule was added verses the students enrollment day – I see gaps here quite often, a student enrolls on a Friday but the schedule is not added until the following Monday or Tuesday. This leaves a day or 2 of ADM 0
- Is Class meeting time override used?
- Is the Service District and Service School completed on the Section TN button? This can keep the class from pulling in the extract
- If a course has not pulled in the extract and is not loaded in EIS, it will impact the ADM standard day minute count

# Inside Skyward Troubleshooting ADM issues

When viewing a students schedule turn on the Option to view Dropped Classes to see the history. Skyward pulls the students schedule from the Transaction Records – this is where adjustments can be made to a students schedule for the date a class was dropped or added

**Current Scheduling (2018-19)** 2018-19 Student Schedules Sem2 only 18-19 enrolled and dropped

View:  List  Matrix  Semester-Day  Weekday By Term Options Email Legend History

Views: General1 Filters: \*00-04 (YR = Year)

|    | Prd ▲ | Trm | Str Trm* | Stp Trm* | Course      | Description     | Str Date   | Days  | Bldg | Room |   |
|----|-------|-----|----------|----------|-------------|-----------------|------------|-------|------|------|---|
| 1  | 01    | S1  | 01       | 02       | 13102 /101  | CP English 10   | 08/01/2018 | MTWRF | 005  | 212  | ^ |
| 2  | 01    | S1  | 01       | 02       | 65000 /101  | Mktg & Mgmt I   | 08/01/2018 | MTWRF | 005  | 303  |   |
| 3  | 01    | S1  | 01       | 02       | 65527H /101 | H Med Thera     | 08/01/2018 | MTWRF | 005  | 308  |   |
| 4  | 01    | S2  | 03       | 04       | 70995 /101  | Mixed Chorale   | 01/03/2019 | MTWRF | 005  | 126  |   |
| 5  | 02    | S1  | 01       | 02       | 13102 /102  | CP English 10   | 08/01/2018 | MTWRF | 005  | 212  |   |
| 6  | 02    | S1  | 01       | 02       | 33210 /102  | Biology I       | 08/01/2018 | MTWRF | 005  | 119  |   |
| 7  | 02    | S2  | 03       | 04       | 13022 /203  | Spanish II      | 01/03/2019 | MTWRF | 005  | 201  |   |
| 8  | 03    | T1  | 01       | 01       | 931026 /101 | PT for CJ ASB   | 08/01/2018 | MTWR  | 005  | 301  |   |
| 9  | 03    | T2  | 02       | 02       | 931056 /201 | Run a 5K ASB    | 10/15/2018 | MTWR  | 005  | Gym  |   |
| 10 | 03    | T3  | 03       | 03       | 931011 /301 | Crossfit ASB    | 01/03/2019 | MTWR  | 005  | Gym  |   |
| 11 | 03    | T4  | 04       | 04       | 931049 /401 | Hist or RockASB | 03/18/2019 | MTWR  | 005  | 125  |   |
| 12 | 03    | T4  | 04       | 04       | 931095 /401 | Jr Pol Ac ASB   | 03/19/2019 | MTWR  | 005  | 301  |   |
| 13 | 03    | YR  | 01       | 04       | 1000 /106   | Homeroom        | 08/01/2018 | F     | 005  | 208  | ∨ |

Quick Print  
Edit  
Add Course  
Build Schedule  
Drop  
Activate  
Replace  
Unschedule  
Walk-In Scheduler  
Alternates\*  
View Trans



Transactions for a students schedule – these records can be edited to change the date.

The more Transaction records the more complicated the adjustments can be, especially if the same class/section has been added and dropped multiple times.

WS\ST\TB\SC\CS\SI\ST - View All Transactions - Entity 005 - 28006 - 05.19.02.00.09-11.7 - Microsoft Edge

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/sschdbrows031.w?isPopup=true

### View All Transactions

Views:  Filters:

|   | Effective Date ▼ | Transaction Type | Course      | Description     | Old Terms | New Terms | Period | Teacher    | Performed By | Transaction Date |
|---|------------------|------------------|-------------|-----------------|-----------|-----------|--------|------------|--------------|------------------|
| 1 | 03/19/2019       | Drop             | 931049 /401 | Hist or RockASB | 04-04     | 00-00     | 03     | [REDACTED] | [REDACTED]   | 03/19/2019       |
| 2 | 03/19/2019       | Add              | 931095 /401 | Jr Pol Ac ASB   | 00-00     | 04-04     | 03     | [REDACTED] | [REDACTED]   | 03/19/2019       |
| 3 | 03/18/2019       | Add              | 931049 /401 | Hist or RockASB | 00-00     | 04-04     | 03     | [REDACTED] | [REDACTED]   | 03/18/2019       |
| 4 | 08/01/2018       | Add              | 931056 /201 | Run a 5K ASB    | 00-00     | 02-02     | 03     | [REDACTED] | [REDACTED]   | 10/03/2018       |
| 5 | 08/01/2018       | Add              | 931011 /301 | Crossfit ASB    | 00-00     | 03-03     | 03     | [REDACTED] | [REDACTED]   | 12/18/2018       |
| 6 | 07/25/2018       | Drop             | 65527H /101 | H Med Thera     | 01-02     | 00-00     | 01     | [REDACTED] | [REDACTED]   | 07/25/2018       |
| 7 | 07/25/2018       | Add              | 65000 /101  | Mktg & Mgmt I   | 00-00     | 01-02     | 01     | [REDACTED] | [REDACTED]   | 07/25/2018       |
| 8 | 07/23/2018       | Add              | 1000 /106   | Homeroom        | 00-00     | 01-04     | 03     | [REDACTED] | [REDACTED]   | 07/23/2018       |
| 9 | 07/05/2018       | Add              | 931026 /101 | PT for CJ ASB   | 00-00     | 01-01     | 03     | [REDACTED] | [REDACTED]   | 07/17/2018       |

Audit  
Edit  
Delete  
Back

Skywards best Ever Report!!!! For troubleshooting a students schedule and a grade level. The report I love is the STUDENT ATTENDANCE ADUIT REPORT – it is located under the Federal/State Reporting/Reports tab.

The screenshot shows the Skywards web application interface. The browser address bar displays the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/ssrtnbrws003.w>. The page title is "Lenoir City High School (005)". The navigation menu includes: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The "Federal/State Reporting" tab is selected. Under the "Reports" section, a list of reports is displayed, with two items circled in orange: "Director's Monthly Membership/Attendance Report - MM" and "Student Attendance Audit Report - SA".

These are 2 reports to run for Troubleshooting a students ADM  
The MM report shows the total number of Minutes scheduled and for how many days

The Student Attendance Audit Report lets you Set date parameters and will show what classes Are actually scheduled during the time frame





# STUDENT ATTENDANCE ADUIT REPORT



I love this report. It can be run at entity level, for a single student, for a single grade level or the complete school. You choose the date range to run the report for and this allows you to narrow the search down. When running for a grade level you can also and a range in the student key

**Student Attendance Audit Report**

**Template Settings**

\* Template Description:

Share with other users in entity 005

Print Greenbar

**Report Ranges**

\* School Year:

Low High

Entity:

\* Attendance Dates:

Include All Schools

Include All Calendars

**Student Selection**

Type:  Ranges  Individual

Low High

Student Key:

Grade/Grad Yr:

**Report Options**

Print Course Detail

This report offers many options that makes it a extremely valuable troubleshooting go to report. It will show calendar errors, if a class has not been pulled on the extract, if the IPN number is incorrect.

## Student Attendance audit report

| Student Name | SASID        | Grd | Cal      | IPN | Entry Date | Atnd Date  | Stand Day | Half Day | Min Pres/Poss | Present for Day | Warning |                                  |
|--------------|--------------|-----|----------|-----|------------|------------|-----------|----------|---------------|-----------------|---------|----------------------------------|
| [REDACTED]   | 0 [REDACTED] | 07  | 011      | 11  | 08/13/2013 | 08/22/2013 |           |          | 390 / 195     | 312/312         | YES     | Scheduled minutes < Standard Day |
| 1            | 0706         |     | 01070302 |     | 08/13/2013 | T          |           | 8:15 AM  | 9:33 AM       | 78              | YES     | Bell Schedule Minutes (7)        |
| 2            | 0701         |     | 01070203 |     | 08/13/2013 | T          |           | 9:40 AM  | 10:58 AM      | 78              | YES     | Bell Schedule Minutes (7)        |
| 3            | 0707         |     | 01070504 |     | 08/13/2013 | T          |           | 11:05 AM | 12:23 PM      | 78              | YES     | Bell Schedule Minutes (7)        |
| 4            | 0755         |     | 01070101 |     | 08/13/2013 | T          |           | 12:31 PM | 1:49 PM       | 78              | YES     | Bell Schedule Minutes (7)        |
| 5            | 0710         |     | 01071401 |     | 08/13/2013 | T          |           | N/A      | N/A           | 0               | YES     | Bell Schedule Minutes (7)        |

This student has a 390 minute scheduled day – period 5 is not being counted – I would look at the Course first to see if all the setting are correct

| Student Name | SASID        | Grd | Cal      | IPN | Entry Date | Atnd Date  | Stand Day | Half Day | Min Pres/Poss | Present for Day | Warning |                           |
|--------------|--------------|-----|----------|-----|------------|------------|-----------|----------|---------------|-----------------|---------|---------------------------|
| [REDACTED]   | 0 [REDACTED] | 07  | 011      | 11  | 08/07/2013 | 08/07/2013 |           |          | 390 / 195     | 390/390         | YES     |                           |
| 1            | 0706         |     | 01070303 |     | 08/07/2013 | T          |           | 8:15 AM  | 9:33 AM       | 78              | YES     | Bell Schedule Minutes (7) |
| 2            | 0755         |     | 01070104 |     | 08/07/2013 | T          |           | 9:40 AM  | 10:58 AM      | 78              | YES     | Bell Schedule Minutes (7) |
| 3            | 0701         |     | 01070201 |     | 08/07/2013 | T          |           | 11:05 AM | 12:23 PM      | 78              | YES     | Bell Schedule Minutes (7) |
| 4            | 0707         |     | 01070502 |     | 08/07/2013 | T          |           | 12:31 PM | 1:49 PM       | 78              | YES     | Bell Schedule Minutes (7) |
| 5            | 0983         |     | 01071301 |     | 08/07/2013 | T          |           | 1:57 PM  | 3:15 PM       | 78              | YES     | Bell Schedule Minutes (7) |
| [REDACTED]   | 0 [REDACTED] | 07  | 011      | 11  | 08/07/2013 | 08/08/2013 |           |          | 390 / 195     | 156/312         | NO      | Scheduled minutes         |
| 1            | 0707         |     | 01070502 |     | 08/07/2013 | T          |           | 8:15 AM  | 9:33 AM       | 78              | YES     | Bell Schedule Minutes (7) |
| 2            | 0706         |     | 01070303 |     | 08/07/2013 | T          |           | 9:40 AM  | 10:58 AM      | 78              | YES     | Bell Schedule Minutes (7) |
| 4            | 0701         |     | 01070201 |     | 08/07/2013 | T          |           | 12:31 PM | 1:49 PM       | 78              | NO      | Bell Schedule Minutes (7) |
| 5            | 0983         |     | 01071301 |     | 08/07/2013 | T          |           | 1:57 PM  | 3:15 PM       | 78              | NO      | Bell Schedule Minutes (7) |

This student is missing a period on the second day and he also absent for 2 of the periods listed

| School Number (ID) | Student Name | IPN | Warning Message   |
|--------------------|--------------|-----|---|
| 0030 (030)         | [REDACTED]   | 30  | 041 record for this student (Enrollment Date 08/02/12) has not been extracted for EIS |
| 0030 (030)         | [REDACTED]   | 30  | 048 record for this student (Class 030010004) has not been extracted for EIS          |
| 0030 (030)         | [REDACTED]   | 30  | 041 record for this student (Enrollment Date 08/02/12) has not been extracted for EIS |
| 0030 (030)         | [REDACTED]   | 30  | Student schedule not found.   |
| 0030 (030)         | [REDACTED]   | 30  | 041 record for this student (Enrollment Date 08/06/12) has not been extracted for EIS |
| 0030 (030)         | [REDACTED]   | 30  | Student schedule not found.   |
| 0030 (030)         | [REDACTED]   | 30  | 041 record for this student (Enrollment Date 08/06/12) has not been extracted for EIS |
| 0030 (030)         | [REDACTED]   | 30  | Student schedule not found.   |
| 0030 (030)         | [REDACTED]   | 30  | 041 record for this student (Enrollment Date 08/02/12) has not been extracted for EIS |

This report looks at many different modules and consolidates the students information in one report

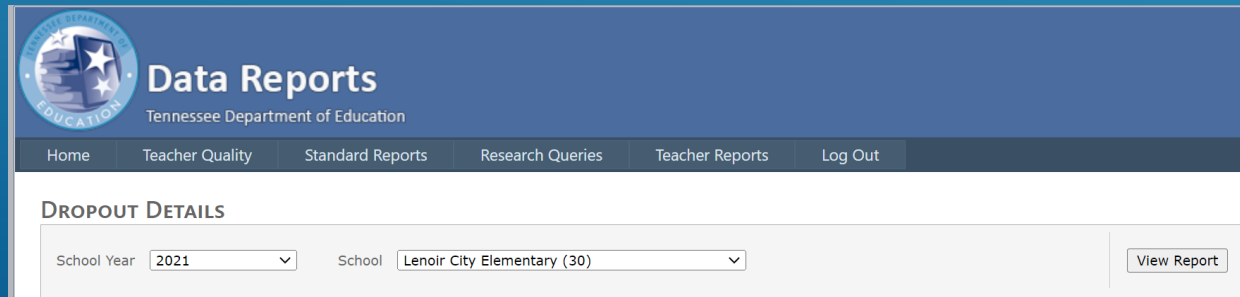
| School Num (ID) | Student Name | SASID      | Grd    | Cal  | IPN       | Atnd Date  | Standard Day | Half Day   | Min Present/Possible | Present for Day | Warning |         |         |  |
|-----------------|--------------|------------|--------|------|-----------|------------|--------------|------------|----------------------|-----------------|---------|---------|---------|--|
|                 |              | Period     | Course | Code | Local     | Class Num  | CTE          | Class Type | Start Time           | Stop Time       | Minutes | Present | Minutes | Derived From                             |
| 0030 (030)      | [REDACTED]   | [REDACTED] | 03     | 030  | 30        | 08/08/2012 |              | 420        | 210                  |                 | 450/450 | YES     |         | Scheduled minutes > Standard Day         |
|                 |              | 2          | 0300   |      | 030030006 |            |              | C          | 11:20 AM             | 2:50 PM         | 210     | YES     |         | Class Meeting Time Override              |
|                 |              | 2          | 0354   |      | 030035406 |            |              | P          | N/A                  | N/A             | 0       | YES     |         | Pull-Out Class. Not included in ADA/ADM. |
|                 |              | 2          | 0355   |      | 030035506 |            |              | P          | N/A                  | N/A             | 0       | YES     |         | Pull-Out Class. Not included in ADA/ADM. |
| 0030 (030)      | [REDACTED]   | [REDACTED] | 03     | 030  | 30        | 08/08/2012 |              | 420        | 210                  |                 | 420/420 | YES     |         |  |
|                 |              | 1          | 0300   |      | 030030001 |            |              | C          | 7:50 AM              | 11:20 AM        | 210     | YES     |         | Class Meeting Time Override              |
|                 |              | 2          | 0300   |      | 030030001 |            |              | C          | 11:20 AM             | 2:50 PM         | 210     | YES     |         | Class Meeting Time Override              |
|                 |              | 2          | 0354   |      | 030035401 |            |              | P          | N/A                  | N/A             | 0       | YES     |         | Pull-Out Class. Not included in ADA/ADM. |
| 0030 (030)      | [REDACTED]   | [REDACTED] | 01     | 030  | 30        | 08/08/2012 |              | 420        | 210                  |                 | 420/420 | YES     |         |  |
|                 |              | 1          | 0100   |      | 030010002 |            |              | C          | 7:50 AM              | 11:20 AM        | 210     | YES     |         | Class Meeting Time Override              |
|                 |              | 2          | 0100   |      | 030010002 |            |              | C          | 11:20 AM             | 2:50 PM         | 210     | YES     |         | Class Meeting Time Override              |
|                 |              | 2          | 0153   |      | 030015302 |            |              | P          | N/A                  | N/A             | 0       | YES     |         | Pull-Out Class. Not included in ADA/ADM. |

## Other considerations for ADM and EIS

If there is a student not loaded correctly in EIS, the 40 record or 41 record has a discrepancy the extract 80 FIN grade will generate an error on the student.

If a student has withdrawn and they are in your system with a SSN or a PIN generated for your district but the new receiving district has created a Pin for the student instead of the SSN or possibility generated a new local PIN with their system, this will generate an error from EIS if you send any extract data for the student. Your student data will have to be changed to match the current student data in EIS.

A side note: I check the EIS Dropout Detail Report for each school. This report shows me if a withdrawn student with a withdraw code of 03 does not have a enrollment record with another TN public school. These students don't create a Block Approval error because the records are not matching. I work with the schools to contact the receiving school to check if they did enroll the student and compare the critical fields, complete name, DOB, language code, PIN # or SSN # [I know we are getting away from SSN but there are still some out there]



The screenshot shows the Tennessee Department of Education's Data Reports interface. The header includes the state seal and the text "Data Reports Tennessee Department of Education". A navigation bar contains links for Home, Teacher Quality, Standard Reports, Research Queries, Teacher Reports, and Log Out. The main content area is titled "DROPOUT DETAILS" and features two dropdown menus: "School Year" set to "2021" and "School" set to "Lenoir City Elementary (30)". A "View Report" button is located to the right of the dropdowns.