

## Section 2. Business Services Monthly Attendance Reporting and Reconciliation Procedures

### 2A. Validate All Exceptions Have Been Corrected Before Month End Process Begins

School Office Secretaries and Health/Attendance Clerks have been instructed to load/view/print all the exception reports listed below to verify that all exceptions have been cleared before they print their monthly enrollment and attendance reports:

1. **Absence Reconciliation Report - all unreconciled (A) absences have been reconciled**
2. **Missing Attendance Report - all teachers have submitted attendance each and every school day**
3. **Incomplete Live Schedules Report - all scheduling issues have been resolved**
4. **Class Attendance Summary Report - ADA and percentages are verified for reasonableness**
5. **Entry/Exit Date Exceptions Report - Exceptions have been verified and errors corrected.**

The District Attendance Technician runs the **ADA Checker** tool in **illuminate** for each school site to verify that all exceptions have been cleared before the School Office Secretaries or Health/Attendance Clerks begin the monthly enrollment and attendance reporting process.

2A(1). To Run The ADA Checker	
1	<p>From the <b>Attendance</b> tab, locate <b>ADA 3.0 Reports</b> and click on <b>ADA Checker</b>.</p>
2	<p>The <b>ADA Checker</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>• <b>School:</b> click to select one school at a time from the drop down menu.</li> <li>• <b>Reporting Period:</b> click to select the current reporting period from the drop down menu.</li> <li>• Click the <b>Run ADA Checker</b> button.</li> </ul>
3	<p>The results will be outlined below.</p> <p><b>X</b> means there is an error that needs to be investigated.  <b>✓</b> means there is no error.</p> <p>Scroll down to see the expanded report details. Timely notify the school(s) to run the <b>ADA Checker</b> and promptly investigate clear all report items checked with an <b>X</b>.</p>
<div style="border: 1px solid #008000; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> <li>✓ No attendance is missing</li> <li>✓ All attendance has been reconciled</li> <li>✓ All students are receiving ADA</li> <li>✗ All entry date exceptions have been verified</li> <li>✓ Cumulative Attendance matches ADA</li> </ul> </div>	

