

AVERAGE DAILY MEMBERSHIP

Average daily membership is computed by taking the sum of the daily rolls for the month and dividing by the number of days school is in operation during that month. At the end of the school year an average for the whole year must then be calculated. A further breakdown is necessary: the monthly and yearly averages must be kept not only for the whole school but also for each grade. The enclosed forms entitled "Average Daily Membership" should be used to record these statistics. City parish and private schools forward to the Office of Catholic Education. County parish and private schools forward to the local public school district when requested.

Please note that the roll for each day in this calculation is the number enrolled at the end of the school day. To use a simple example, suppose that 270 children are on roll at the end of each school day for a month. Let us further suppose that school is in session for part of all of 20 days. The total roll for the month is 5,400 (270 children x 20 days). If this number is divided by 20 (the number of days) the average daily membership for that month is 270. Such an unchanging roll is, of course, unlikely.

A final regulation is essential. If your local public school district provides the services of an attendance officer, no child is dropped from the roll until official notification is sent by that officer. On the day that notice is received, the child must be dropped from the rolls. If you have no attendance officer, a child may be dropped as soon as you are reasonably sure the child has left your school and is enrolled elsewhere.

Average daily membership is of crucial importance. As soon as the enclosed form is received, the principal is asked to bring it up to date. These records should be available to supervisors and the staff of the Office of Catholic Education on the occasion of their visitation.

AVERAGE DAILY MEMBERSHIP

(Sum of the Rolls for each day divided by the number of days)¹

Monthly average
for all grades
(Sum of PK-8)

	PK	K	P1	1	2	3	4	5	6	7	8	
September												
October												
November												
December												
January												
February												
March												
April												
May												
June												
Yearly Average for each grade ²												Yearly Average for the whole school ³

¹Fractional remainders from any division should be leveled off to the nearest whole number.

²Sum of 10 months divided by 10.

³Sum of "Yearly Average for Each Grade".

Name of School _____

City or Town _____

ARCHDIOCESAN ATTENDANCE RECORD

The purpose of this attendance record is to provide a simple method of arriving at an accurate result when calculating the "average daily attendance" as required by State Regulations.

NOTE – To simplify the keeping of the attendance, this record sheet has been arranged in calendar form as far as possible. This allows entries for two months' attendance to be made on one page of the record. Each month is a complete unit, with five lines of space for entries.

DIRECTIONS:

1. **DATE** – The date for the week is entered in the vertical column at the left, marked "WEEK"; thus, Sept. 5-7; Sept. 10-14.
2. **ROLL** – On each day of the week, the total enrollment (not the number that actually reported but the number of children on roll) for the school is entered in the horizontal column marked "ROLL." Two entries are made daily, one for the A.M. session, the other for the P.M. session.
3. **ABSENCE** – On each day of the week, the total number of pupils absent throughout the entire school is entered in the horizontal column marked "Ab." Two daily entries are made here also, one for the A.M. session, one for the P.M. session. Thus,

Week

Sept. 10-14	Roll	<u>A.M.</u>	<u>270</u>
		<u>P.M.</u>	<u>270</u>
	Ab.	<u>A.M.</u>	<u>10</u>
	Ab.	<u>P.M.</u>	<u>8</u>

This is the entry made for Monday, September 10.

4. **WEEKLY TOTALS** – At the end of the week, the "ROLL" entries for the A.M. sessions are added and the sum is entered in the "TOTALS" vertical column under "WEEKLY." The sum of the P.M. "ROLL" entries is entered also. In like manner, the "Ab." totals for A.M. and P.M. sessions are entered in the "TOTALS WEEKLY" column. Thus,

			TOTALS							
Week			Mon.	Tues.	Wed.	Thurs.	Fri.	Weekly	Monthly	
Sept. 10-14	Roll	A.M.	270	270	270	271	271	1,352		
		P.M.	270	270	271	271	271	1,353		
	Ab.	A.M.	10	9	10	6	4	39		
		P.M.	3	6	7	5	5	26		

This completes the entries for the week of September 10-14.

5. MONTHLY TOTALS – After all entries have been made for the month, the weekly “Roll” totals are added and the sum is entered in the “TOTALS” vertical column marked “MONTHLY” in the horizontal “ROLL” column of the last line of the month.

Dioc. Att. Rec. #2

The arrow in the “MONTHLY” column indicates where this entry is to be made. The weekly “Ab.” totals are also added, and the sum entered in the “TOTALS” vertical column marked “MONTHLY” in the horizontal “Ab.” column of the last line of the month. This entry is made just below the monthly ROLL total. Thus,

Week			Mon.	Tues.	Wed.	Thurs.	Fri.	TOTALS		Sessions
								Weekly	Monthly	Monthly
Sept. 4-7	ROLL	A.M.	Holi-	---	269	270	270	809	↑↓	↑↓
		P.M.	day	---	269	270	270	809	↑↓	↑↓
	Ab.	A.M.	Labor	---	3	6	8	17	↑↓	↑↓
		P.M.	day	---	0	4	6	10	↑↓	↑↓
Sept. 10-14	ROLL	A.M.	270	270	270	271	271	1,352	↑↓	↑↓
		P.M.	270	270	271	271	271	1,353	↑↓	↑↓
	Ab.	A.M.	10	9	10	6	4	39	↑↓	↑↓
		P.M.	8	6	7	5	5	31		
Sept. 17-21	ROLL	A.M.	272	272	272	272	272	1,360		
		P.M.	272	272	272	272	272	1,360		
	Ab.	A.M.	12	7	9	8	7	43		
		P.M.	13	9	7	9	7	45		
Sept. 24-28	ROLL	A.M.	273	273	273	273	273	1,365		
		P.M.	273	273	273	273	273	1,365	9,773	36
	Ab.	A.M.	10	9	10	6	6	41		
		P.M.	11	6	8	7	6	38	264	

This completes the entries for the month of September. October 1 is recorded in the next half of the page. Since October first falls on Monday in this example, make the entry for that day in the Monday column of the first week of October, as follows:

Week			Mon.	Tues.	Wed.	Thurs.	Fri.	TOTALS		Sessions
								Weekly	Monthly	Monthly
Oct. 1-5	ROLL	A.M.	272	272	272	273	273	1,362		
		P.M.	272	272	272	273	273	1,362		
	Ab.	A.M.	4	4	4	3	6	21		
		P.M.	4	4	4	3	7	22		

6. **SESSIONS MONTHLY** – The total number of ROLL entries made for the month gives the number of “SESSIONS MONTHLY”. The arrow in the last column on the right indicates where this entry is to be made. In the illustration above for the month of September there are thirty-nine ROLL entries; hence, there were thirty-nine sessions.

The **MONTHLY TOTALS** and **SESSIONS MONTHLY** are now transferred to the **TOTALS SHEET**. This transfer should be made at the end of every month after the absence for the last day of the month has been recorded.

MONTHS	ROLL	ABSENCE	SESSIONS
SEPTEMBER	9773	264	39

7. When a holiday occurs, no entry is made on that day. The name of the holiday, however, is entered in the space provided, as “LABOR DAY” above in the month of September.
8. To facilitate obtaining the data needed for this attendance record, it is suggested that each teacher send to the principal’s office, both in morning and in the afternoon sessions, the following information:

DATE..... SESSION.....
Grade..... Room.....
No. Absent..... No. on Roll.....
No. Present.....

9. When the “average daily attendance” is needed, make the entry required to bring the Totals Sheet up to date. Then add the columns on the Totals Sheet – Roll, Absence, and Sessions.

- a. Total on Roll MINUS Total Absence EQUALS Total Number Present.
- b. Total Number Present DIVIDED by Total number of Sessions EQUALS

"AVERAGE DAILY ATTENDANCE"

Thus,

TOTALS

MONTHS	ROLL	ABSENCE	SESSIONS
September	9,773	264	39
October	9,756	311	36
November	10,234	353	38
December	9,552	593	34
January	8,690	687	33
February	9,640	477	34
March	10,090	767	38
April	9,310	213	35
May	3,192	96	12
June			
TOTALS	80,237	3,761	299

Dioc. Att. Rec. #4

a. Total Roll minus Total Absence = Total No. Present
 $80,237 - 3,761 = 76,476$

b. Total No. Present ÷ Total No. Sessions = Av. Daily Attendance
 $76,476 \div 299 = 256$

$$\begin{array}{r}
 299 \overline{) 76476} \\
 \underline{598} \\
 1667 \\
 \underline{1495} \\
 1726 \\
 \underline{1495} \\
 231
 \end{array}
 = 256$$