

Basic ADM Checklist

So as to maximize ADM as a percentage of SIS enrollment through the identification and correction of errors related to under-enrollment, over-scheduling, or missing student membership in EIS, we encourage that the following checks occur at least once per week.

Check	Process	Tip
Are all my students in my SIS appearing in EIS for the current period?	<ul style="list-style-type: none"> • Pull a Quick Export of student information from PowerSchool (including State_StudentNumber) • Pull a Student Membership List for the current Reporting Period (EIS → Data Reports → Student Membership List) • Compare the lists and target error corrections on students who appear on your Quick Export but not on the EIS Membership List 	In Excel, the VLOOKUP feature allows for a quick search of values in the State_StudentNumber column on the Quick Export to see if they appear on the Student Membership List. If they do not, N/A is returned and you know that these students are missing from membership in EIS.
Are there students in EIS with an ADM value of 0? <i>(These students have no instructional time loaded to EIS)</i>	<ul style="list-style-type: none"> • Pull a Student Membership List for the current Reporting Period (EIS → Data Reports → Student Membership List) • Target error corrections on students who appear with an ADM value of 0 	In Excel, you can apply a Data Filter to the ADM column of the Membership List and quickly narrow your search to students with 0 for this value.
Are there students in EIS with an ADM > 1? <i>(These students are over-enrolled compared to the Student Standard Day that was loaded)</i>	<ul style="list-style-type: none"> • Pull a Student Membership List for the current Reporting Period (EIS → Data Reports → Student Membership List) • Target error corrections on students 	In Excel, you can apply a Data Filter to the ADM column of the Membership List and quickly narrow your search to students with ADM > 1.

	<p>who appear with an ADM > 1.</p>	
<p>Are there students in EIS with an ADM < 1, but it is due to an enrollment error?</p> <p><i>(These students are under-enrolled compared to the Student Standard Day that was loaded)</i></p>	<ul style="list-style-type: none"> • Pull a Student Membership List for the current Reporting Period (EIS → Data Reports → Student Membership List) • Target error corrections on students who appear with an ADM/.05 that DOES NOT equal a whole number. 	<p>In Excel, you can divide all the values in the ADM column by .05. You can then search (using a Data Filter) for non-whole number values.</p> <p>You can also use =IF(MOD(cell,1),"YES","NO") to identify non-whole number values. YES = Problem, NO = Not a Problem.</p>