Attendance Factor Calculation Sheet

Complete the following calculation using data from the specific site in question. Please email to grants@azed.gov.

If you have questions regarding this form, please contact Health and Nutrition Grants Managements Unit at (602) 542-3901 opt 2.

CTD #_____ District Name: _____
CTDS # _____Site Name: _____

Data from the month of:_____

Reason for requesting change (check one):

- ☐ Entity does not report to AZEDS and default Attendance Factor inaccurate.
- ☐ Entity Attendance Factor data in AZEDS is incorrect.
- ☐ Entity AZEDS Attendance Factor data is correct, but Attendance Factor has changed since prior year

Attendance Factor = (Average Daily Attendance) / (Average Daily Enrollment) → **(1 / 1) = 1.0000 (do not round)**

I, the undersigned Authorized Signer(s), hereby certify that the data provided above is true and complete and I am named as (an) Authorized Signer(s) on the Food Service Agreement(s) currently in effect between ADE and the Sponsor organization named above.

_____	_____	_____
Printed Name	Authorized Representative Signature	Date

Enrollment is the highest number of students registered in the school for the month of October. **Average daily enrollment** is calculated by totaling the enrollment for each day in October and dividing this number by the total number of operating days.

Attendance is the total number of days in October that each enrolled student attended school. **Average daily attendance** is calculated by totaling the attendance for each day in the month of October and dividing by the number of operating days in October.

Example:

October Enrollment: 250 Number of Operating Days in October: 22

Average Daily Attendance: 5290 / 22 (sum of each day's total attendance) = 240.454545

Average Daily Enrollment: 5434 / 22 (sum of each day's enrollment) = 247

Attendance Factor = Average Daily Attendance / Average Daily Enrollment = 240 / 247 = .97166