The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and various educational materials. A white diagonal line separates the two images.

2023-2024

Attendance Clerk Training

Attendance in Infinite Campus

Josh Whitlow

Office of Finance and Operations

Division of District Support

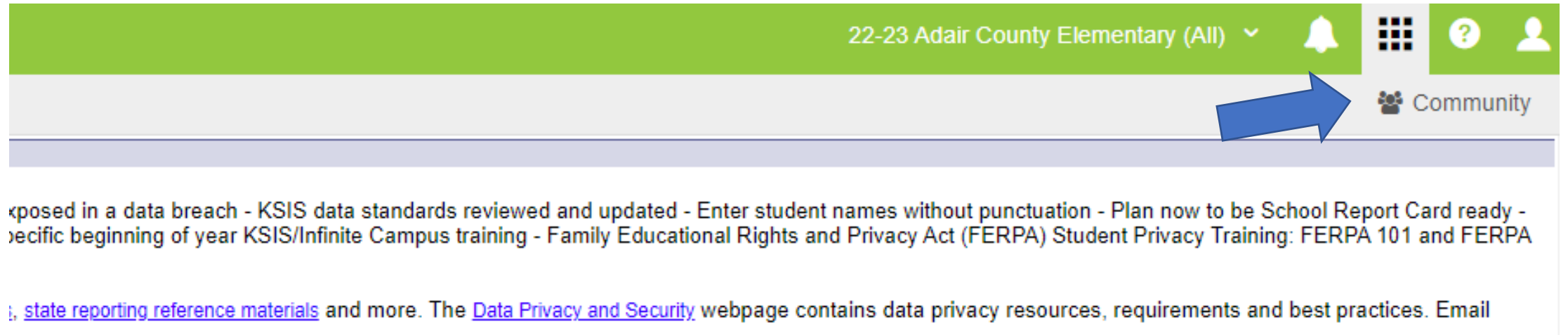


Kentucky Department of
EDUCATION

Agenda

- ICU/Campus Community
- KDE Documentation
- Why do we take Attendance?
- Attendance Prerequisites
- Process for taking attendance
 - Attendance Wizard
- Tools for troubleshooting/monitoring Attendance
 - Individual Student Attendance
- KY Reports

Campus Community/Campus Passport



The screenshot shows the top navigation bar of the Infinite Campus system. The current school is identified as '22-23 Adair County Elementary (All)'. On the right side of the bar, there are icons for notifications, a grid of applications, a help/question mark icon, and a user profile icon. Below the navigation bar, a blue arrow points to the 'Community' link, which is accompanied by a group of people icon.

Exposed in a data breach - KSIS data standards reviewed and updated - Enter student names without punctuation - Plan now to be School Report Card ready - Specific beginning of year KSIS/Infinite Campus training - Family Educational Rights and Privacy Act (FERPA) Student Privacy Training: FERPA 101 and FERPA

[state reporting reference materials](#) and more. The [Data Privacy and Security](#) webpage contains data privacy resources, requirements and best practices. Email

- Campus Community has documentation on all screens in Infinite Campus (IC)



Home

Glossary

Release Information 1 5

Instruction 17 6

Student Information 17 3

Attendance Office 1

Behavior Office

Census 4

Communication 1

Employee Self Service

Data Integrity Tools

Fees 6

Food Service 2

FRAM

Infinite Campus Knowledge Base

Search for articles...



Study Guides

- [FRAM Setup - Study Guide](#)
- [Behavior Settings - Study Guide](#)
- [FRAM Eligibility - Study Guide](#)
- [FRAM Online Applications - Study Guide](#)
- [Academic Planner: Use and Management - Study Guide](#)

[See more...](#)

General Information

- [Common Questions](#)
- [Try the New Look of Infinite Campus](#)
- [Supported Platforms](#)
- [Recommended Browser Settings](#)
- [Searching in Campus](#)

[See more...](#)

Release Information

- [Rx Pack - Campus.2231](#)
- [Technical Information - Release Pack Campus.2231](#)
- [What's New in Scheduling](#)
- [OLR Version 6.1 Release Notes](#)
- [Release Pack Campus.2231 - August 2022](#)

[See more...](#)

Popular Articles

- [Release Information](#)
- [Release Information](#)
- [Getting Started with Campus Parent and Campus Student - Video](#)
- [Campus Release Packs](#)
- [Campus Parent Portal](#)

[See more...](#)

New Articles

- [Release Pack Campus.2231 - August 2022](#)
- [Scoring Assignments in the Progress Monitor](#)
- [Release Scores](#)
- [CTE Membership Audit Report \(Utah\)](#)
- [What's New in Scheduling](#)

[See more...](#)

Updated Articles

- [Scoring Assignments in the Grade Book](#)
- [Progress Monitor](#)
- [Standards Portfolio \(Progress Monitor\)](#)
- [Multi-Post Grades](#)
- [Curriculum List](#)

[See more...](#)



Whole-Day Half-Day Attendance

Home » State Specific Information » Kentucky » Kentucky State Tools

Whole-Day Half-Day Attendance (Kentucky)

Last Modified on 08/01/2022 9:31 am CDT

[Calendar Setup](#) | [Partial-Day \(PAR\) Attendance Students](#) | [Attendance Elements Available in Ad Hoc Reporting](#) | [WDHD Attendance Logic](#) | [Calculating ADA](#) | [Calculating Percent Absent](#) | [Applying Rounding Logic](#) | [Assigning WDHD Values](#) | [Attendance Summary Table](#) | [Calculation Method of Tools/Reports](#)

The information available on this page is specific to users within the state of Kentucky.

The Kentucky Whole-Day / Half-Day (WDHD) attendance model provides attendance calculation data to meet state-mandated requirements for tracking and funding. This article contains information related to the logic used to calculate attendance reporting values for students in Kentucky.

For information on the use of attendance tools, please refer to separate documentation.

The Kentucky attendance model is structured around the concept of whole-day/half-day attendance. Whole-day/half-day values (i.e., 0, .5, 1.0) are assigned based on a daily percent of attendance (ADA) and KY state mandates. The whole-day/half-day attendance model allows attendance logic to properly calculate and report student data for the wide range of attendance scenarios applicable to students, including: varying period schedules, adjusted school start/end times, student enrollment types, applicable attendance groups, etc. There are two calculation modes for attendance values: Truancy and Funding.

The main component of Kentucky attendance calculations and reporting relies on values stored in the Summary table of the database. Data is pulled from this table, as needed.

- <https://kb.infinitecampus.com/help/kentucky-attendance-whole-day-half-day>
- Goes into detail Absent Minutes, Enrolled Days, Non-Instructional Time, Tardies



Kentucky Department of
E D U C A T I O N



- Topics
- Company
- Food Service
- Customer
- Education
- Partner
- Support
- Technology
- ▶ Events
- Archive
- ▶ 2022
- ▶ 2021
- ▶ 2020
- ▶ 2019
- ▶ 2018

News

Featured News

Upcoming Webinar: Going Digital with Your School Store and Activity Registrations

Aug. 10, 2:00 PM - 3:00 PM EDT

Register Now! Join us for a live webinar showcasing our online School Store and Activity Registration tools, products fully integrated with Campus SIS and available in the Campus Payments Premium Product. We'll dive into feature functionality, how districts are using the tools today, and how these tools streamline business operations, eliminate third-party products, and provide staff, parents, and students with a one-stop-shop for all district offerings.

[Read More](#)

Aug. 3, 2022
10:50 AM EDT

Release Pack Campus.2231 is now Available!

PLEASE NOTE: The Campus.2231.1 Rx Pack is REQUIRED for the Campus.2231 Release! As the Campus.2231.1 Rx Pack is a "full" package, it's being released in place of the Campus.2231 Release Pack.*** Campus.2231 Enhancements

[Read More](#)

Aug. 1, 2022
2:51 PM EDT

Infinite Campus Partners with Tyler Technologies, Inc.

July 21, 2022 – Blaine, Minn – Infinite Campus announced today a formal partnership with Tyler Technologies, Inc. (NYSE: TYL). Through this partnership, the Infinite Campus student information system will be the preferred one available to Tyler

Jul. 28, 2022
10:06 AM EDT

Upcoming Events

Jul. 27 - Aug. 24

[Y.E.S. - Let's Get it Started!](#)

Aug. 10, 2:00 PM - 3:00 PM EDT

[Upcoming Webinar: Going Digital with Your School Store and Activity Registrations](#)

Aug. 17, 2:00 PM - 3:30 PM EDT

[Free Webinar: Transitioning to Campus POS 2.0 for Admins](#)

[View All Events](#)





Home Page

Welcome to the Infinite Campus Training Portal

Welcome to Campus Passport! Check out our brand new on-demand courses in the new navigation

NEW ON-DEMAND COURSES



My Courses



Course Catalog



Kentucky Department of
EDUCATION

Welcome to Campus Passport

Results for "Kentucky"

ALL RESULTS (33) MY COURSES AND LEARNING PLANS (1) TRAINING MATERIAL (32) COURSE CATALOGS (1)

33 items



Kentucky Interchange

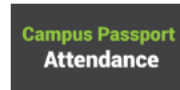
Enrollment Expired

★ 5.0 EN | ILT (Instructor-Led Training)



Kentucky Districts with Infinite Campus OLR Before May 1, 2020

File download | From KDE - OLR Implementation Material



KY Attendance

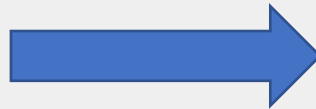
Video | From KY Attendance Video



KDE: Home Language Survey Guidance

File download | From KDE - OLR Implementation Material

☰ Content: questions to the Kentucky Home Language Survey can minimize



The background is a composite image. The top left shows a line of yellow school buses, with the number '32' visible on the front of the lead bus. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several desks and chairs arranged in the room.

KDE Documentation

Search

Published: 8/2/2022 3:57 AM

Select site

KDE ▾

Search

attendance |

[Web](#) [Press Releases](#)

- [KSIS Data Standards - Kentucky Department of Education](#)
<https://education.ky.gov/districts/tech/sis/Pages/KSIS-Data-Standards.aspx>
Data standards document requirements for data entry in the Infinite Campus/KSIS. Data standardization is the process of making all data of the same type or class conform to an established convention or procedure to ensure consistency and comparability across different databases. ... Attendance (7/14/2022) Behavior (7/1/2022)
- [Data Standard - Attendance - Kentucky](#)
<https://education.ky.gov/districts/tech/sis/Documents/DataStandardAttendance.pdf>
Data Standard Attendance Rev. 7/14/2022 5 • PAR: Partial Day Attendance Group: Students who receive services in multiple schools or multiple districts or students who only attend school for a portion of the day End Date: Enter the date of the withdrawal from a given attendance group Partial Day Attendance Group: If partial day attendance group is selected, additional data is
- [Pupil Attendance Program Documents - Kentucky Department of Education](#)
<https://education.ky.gov/districts/enrol/Pages/Pupil-Attendance-Program-Documents.aspx>
Student and Enrollment Data during 2020-21 School Year; Superintendent's Annual Attendance Report (SAAR) ... This Web sites serves as the primary online resource for KDE Pupil Attendance Policy documents and resources. ... KSIS Data Standards
- [Student Enrollment and Attendance Data - Kentucky](#)
<https://education.ky.gov/districts/enrol/Pages/default.aspx>
Division of District Support 300 Sower Blvd., 4th Floor Frankfort, KY 40601 (502) 564-5279 Fax (502) 564-6771
- [Superintendent's Annual Attendance Report \(SAAR\) - Kentucky](#)
[https://education.ky.gov/districts/enrol/Pages/Superintendents-Annual-Attendance-Report-\(SAAR\).aspx](https://education.ky.gov/districts/enrol/Pages/Superintendents-Annual-Attendance-Report-(SAAR).aspx)

KSIS Data Standards

Published: 7/18/2022 10:39 AM

This page provides guidance to help school districts with data standardization and data quality in the Kentucky Student Information System (KSIS)/Infinite Campus.

As the department responds to various reporting requirements and longitudinal data is shared between systems, it is important to ensure data is consistently entered statewide. Specific data elements must be collected to ensure that information is available for federal and state reporting, and other data sharing. Data standards document requirements for data entry in the Infinite Campus/KSIS.

Data standardization is the process of making all data of the same type or class conform to an established convention or procedure to ensure consistency and comparability across different databases. This is especially important and necessary in a data warehouse environment that contains information from many sources. Without data standardization, no relationship can be established between the various data sources to produce reports that include information from multiple data sets within the data warehouse.

If you need assistance entering or understanding a data element, contact the data steward noted within the relative data standard document listed. Click the data standard name to open the document. The data standard revised date is in parenthesis.

- Alternative Education Programs
 - [ILPA](#) (7/1/2022)
 - [KECSAC](#) (7/1/2022)
 - [Out of District Services](#) (7/1/2022)
- [Attendance](#) (7/14/2022)
- [Behavior](#) (7/1/2022)
- [Census](#) (7/14/2022)
- [Census_Staff Information](#) (3/24/2022)
- Course Codes - (Incorporated into Course data standard) (8/12/2016)
- [Course](#) (8/12/2020)
- [Dual Credit Course](#) (8/27/2021)
- [eTranscript](#) (7/23/2021)
- [Early Graduation](#) (5/4/2020)
- [Early Learning Prior Settings](#) (6/13/2022)
- [English Learners](#) (7/1/2022)
- [Enrollment](#) (7/14/2022)

Pupil Attendance Manual

- Table of Contents
 - Residency
 - Calculation of Daily Attendance
 - Whole Day/Half Day
 - Start and End Codes
 - Suspensions & Expulsion Codes
 - Transportation Codes
 - State Attendance Codes
 - Homeless
 - SAAR/Growth Factor
 - School Calendar
 - Original & Amended Calendar
 - NTI Days
 - Records Retention Schedule

Kentucky Department of Education

Pupil Attendance Manual

School Year 2023-2024



EVERY STUDENT – ALL DAY – EVERY DAY

Jason E. Glass, Ed. D.
Commissioner of Education and Chief Learner
Kentucky Department of Education

July 2023



The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with desks, chairs, and a blue wall decorated with colorful balloons and framed pictures. A large white diagonal shape separates these images from the rest of the page.

Why do we take Attendance?



Kentucky Department of
EDUCATION

Why do we?


- Attendance tracking is required by KRS 161.200
- It determines the amount of SEEK funding a district receives
- Elementary school teachers must take attendance at the beginning of the school day
- Middle and high school teachers must take period attendance throughout the day

What is KY Attendance?

- State laws and regulations govern the tracking of attendance for a variety of purpose, including students physical attendance as well as funding based on aggregate attendance
- It is based on the underlying foundation of minute-by-minute attendance tracking, including check in and check out
- A higher layer of logic converts the minute-by-minute values into whole day or half day values

KY Tracks Attendance in two different ways:

- **Truancy:** Student's present time is compared against their schedule
- **Funding:** Student's present time is compared against a pre-set "Standard Day"

The background of the slide is a composite image. The top-left portion shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several desks and chairs are arranged in the room.

Prerequisites for entering Attendance in Infinite Campus

State Attendance Codes

State Code	Description	Status	Excuse
AFD	Armed Forces Day	Absent	Exempt
AFR	Armed Forces Rest and Relaxation Day	Absent	Exempt
ATA	Athletic Team Regional/State Tournaments	Present	Exempt
BT	Basic Training in the U.S. Armed Forces	Present	Exempt
EHO	Educational Enhancement Opportunities	Absent	Exempt
ILID/ILIE/ILIP	Illness Related Closing (flu like symptoms)	Absent	Excused
ILIU	Illness Related Closing (flu like symptoms)	Absent	Unexcused
O	4-H Activities	Present	Exempt
O	College Visit	Absent	Exempt
O	Field Trip	Present	Exempt
O	Home/Hospital	Present	Exempt
O	Honor Guard (Veteran or Military)	Present	Exempt
O	Mental Behavioral Health HB44	Absent	Excused
O	Mental Behavioral Health Parent HB44	Absent	Excused
O	State Fair	Absent	Exempt
S	Suspension	Absent	Unexcused

Attendance Codes

- Path: System Admin | Attendance | Attendance Codes
- Attendance codes roll forward from one year to another. However, district admins can set up new codes that are needed here.

Attendance Codes

+ New

AttendanceExcuses Editor

Code	Description
4-H	4-H ACTIVITIES
AFD	ARMED FORCES DAY
AFR	ARMED FORCES RECUPERATION
ATA	ATHLETE TOURNAMENT ATTENDANCE
COL	COLLEGE VISIT
DE	DOCUMENTED EXCUSE
E	EXCUSED
EHO	EDUC ENHANCEMENT OPP
FT	FIELD TRIP
HH	HOME HOSPITAL
ILID	INFLUENZA-LIKE ILLNESS EXCUSED DOCTOR NOTE
ILIE	INFLUENZA-LIKE ILLNESS EXCUSED
ILIP	INFLUENZA-LIKE ILLNESS EXCUSED PARENT NOTE
ILIU	INFLUENZA-LIKE ILLNESS UNEXCUSED
M	MEDICAL
NVA	NO Virtual Attendance
PW	PARTIAL DAY WEEK
QRS	Quarantined Receiving Services
S	SUSPENDED
SF	STATE FAIR
U	UNEXCUSED

Attendance Codes

 New  Save  Delete

AttendanceExcuses Editor	
Code	Description
4-H	4-H
@	
AFD	Air Force Day
AFR	Arm Forces Recuperation
ATA	Athletic Team Regional/State Tournaments
AU	Absent Unexcused
CV	Career Vocation
EHO	Education Enhancement Opportunity
EX	Excused
F	No Parent Note
FNL	??
FT	Field Trip
HH	Home Hospital
ILD	Doctor Note

AttendanceExcuse Detail	
*Code	<input type="text" value="EHO"/>
*State Code	<input type="text" value="EHO: Educational Enhancement Opportunity"/>
*Description	<input type="text" value="Education Enhancement Opportunity"/>
Status	Excuse
<input type="text" value="Absent"/>	<input type="text" value="Exempt"/>
<input type="checkbox"/> Display code in behavior resolution	

Attendance Codes

 New  Save  Delete

Code	Description
4-H	4-H
@	
AFD	Air Force Day
AFR	Arm Forces Recuperation
ATA	Athletic Team Regional/State Tournaments
AU	Absent Unexcused
CV	Career Vocation
EHO	Education Enhancement Opportunity
EX	Excused
F	No Parent Note
FNL	??
FT	Field Trip
HH	Home Hospital
ILD	Doctor Note
ILE	Excused Illness
ILP	Parent Note
ILU	Illness Unexcused
ISS	In School Suspension
O	Field Trip
P	

AttendanceExcuse Detail

*Code
EHO

*State Code
EHO: Educational Enhancement Opportunity

AFD: Armed Forces Day
AFR: Armed Forces Recuperation
ATA: Athletic Tournament Attendance
BT: Basic Training
E: Excused
EDN: Doctor Note
EHO: Educational Enhancement Opportunity
EPN: Parent Note
O: Other
S: Suspended
U: Unexcused

Attendance Codes

 New  Save  Delete

Code	Description
4-H	4-H
@	
AFD	Air Force Day
AFR	Arm Forces Recuperation
ATA	Athletic Team Regional/State Tournaments
AU	Absent Unexcused
CV	Career Vocation
EHO	Education Enhancement Opportunity
EX	Excused
F	No Parent Note
FNL	??
FT	Field Trip
HH	Home Hospital
ILD	Doctor Note
ILE	Excused Illness
ILP	Parent Note
ILU	Illness Unexcused
ISS	In School Suspension
O	Field Trip
P	

AttendanceExcuse Detail

***Code**
AU

***State Code**
U: Unexcused

***Description**
Absent Unexcused

Status: Absent
Excuse: Unexcused

Absent behavior resolution
Tardy
Early Release
Present

Attendance Codes

 New  Save  Delete

Code	Description
4-H	4-H
@	
AFD	Air Force Day
AFR	Arm Forces Recuperation
ATA	Athletic Team Regional/State Tournaments
AU	Absent Unexcused
CV	Career Vocation
EHO	Education Enhancement Opportunity
EX	Excused
F	No Parent Note
FNL	??
FT	Field Trip
HH	Home Hospital
ILD	Doctor Note
ILE	Excused Illness
ILP	Parent Note
ILU	Illness Unexcused
ISS	In School Suspension
O	Field Trip
P	

AttendanceExcuse Detail	
*Code	AU
*State Code	U: Unexcused
*Description	Absent Unexcused
Status	Absent
Excuse	Unexcused
<input type="checkbox"/> Display code in behavior	Unknown
	Excused
	Exempt
	Unexcused



School Calendar

22-23 Grant School

Calendar | Grade Levels | Schedule Structure | Terms | Periods | Days

Save | Mark for Deletion

Calendar Info

Calendar ID: 334

*Name: 22-23 Grant School

*Start Date: 07/01/2022

*End Date: 06/30/2023

School: 17 Grant School (schoolID:17)

Number:

Sequence:

Student Day (instructional minutes):

Teacher Day (minutes):

Whole Day Absence (minutes):

Half Day Absence (minutes):

Type: I: Instructional

Require Student Assignment:

External LMS Exclude:

Summer School:

Exclude:

School Choice:

Comments: rolling 05/16/2022 01:21 PM

- PATH: System Administration> Calendar> Calendar> Calendar tab
- If calendars are not set up correctly attendance reports will not calculate correctly
- Start and end date should always be July 1 through June 30. this allows FRYSC centers to enter summer programs.

Term Dates

22-23 Grant School

Calendar Grade Levels Schedule Structure **Terms** Periods Days Overrides

Save Term Schedule/Terms + New Term Schedule/Terms x Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name
Quarters

Term Schedule Detail

*Name Primary
Quarters

Term Detail

	*Name	*Sequence	*Start Date	*End Date
X	Q1	1	08/03/2022	09/30/2022
X	Q2	2	10/03/2022	12/16/2022
X	Q3	3	01/03/2023	03/17/2023
X	Q4	4	03/20/2023	05/17/2023

Add Term

- PATH: System Administration > Calendar > Calendar > Terms tab
- Terms should start with the first student day and end with the last student day. If the school year is extended it is important that the end date of the final term be changed to include those days or attendance will not work correctly.

Periods

- PATH: System Administration > Calendar > Calendar > Periods Tab
- The length of the student day is calculated by the sum of all periods with the “Standard Day” checkbox checked

22-23 Grant School

Calendar Grade Levels Schedule Structure Terms **Periods** Days Overrides

Save Period Schedules + New Period Schedule x Delete Period Sched/Periods Copy Per

Period Schedule/Periods Editor

Name
1

Period Schedule Placement

	1
1	1
Virtual	Virtual

Period Schedule Info

*Name: 1 *Sequence: 1 Exception/Special Day: Instructional Minutes: 415 Standard Day: 415 School Day: 415

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

Period Info

	*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Responsive	Standard Day
X	1	1	07:50 AM	8:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	2	2	8:30 AM	9:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	3	3	9:30 AM	10:15 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	4	4	10:15 AM	11:30 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	5	5	11:30 AM	12:45 PM	25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	6	6	12:45 PM	1:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	7	7	1:30 PM	2:45 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X	V/PB		2:45 PM	3:55 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add Period

School Calendar

- PATH: System Administration > Calendar > Calendar > Days tab

22-23 Grant School

Calendar Grade Levels Schedule Structure Terms Periods **Days** Overrides School Months Calendar GPA

<< **August 2022** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

▼ Event on this Day

Day Detail

Date: 08/09/2022 Day #: 5

Period Schedule: 1

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

The duration field will be calculated automatically

Comments:

Day Events

Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		

Blended Learning Groups ?

School Months

Calendar Grade Levels Schedule Structure Terms Periods Days Overrides **School Months**

Save Print

School Months Detail

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
X 1	1	07/27/2022	08/23/2022			
X 2	2	08/24/2022	09/20/2022			
X 3	3	09/21/2022	10/26/2022			
X 4	4	10/27/2022	11/24/2022			
X 5	5	11/25/2022	01/09/2023			
X 6	6	01/10/2023	02/06/2023			
X 7	7	02/07/2023	03/07/2023			
X 8	8	03/08/2023	04/13/2023			
X 9	9	04/14/2023	05/11/2023			
X 10	10	05/12/2023	05/23/2023			

Add School Months

- PATH: System Administration > Calendar > Calendar > School Months tab
- School months should include all teacher days, students days, break days and make up days. All months except the last must have 20 school days.

Courses

- Courses must have the attendance checkbox checked in order for teachers to take attendance
- Performance Based or Virtual courses should not be marked for attendance. Attendance credit for funding will only show on the SAAR Report after a passing grade is entered on the grading task for the course.

270304 Algebra 1

Course Sections Grading Tasks Standards Grade Calc Options Course Rules Fees Build Constrai

Save Delete Push To Sections

Unpushed Data
! Pending grading setup changes are ready to be pushed to sections.

Course Information
CourseID 12673

*Number 270304 *Name Algebra 1

Subject Type
State Code 270304 Department Mathematics
Schedule Load Priority Max Students 22

GPA Weight 1 Type
Difficulty Level

Homeroom Allow student requests Allow teacher requests/recommendations
Instructional Time 0 Teaching Method 01: Direct Instruction
Instructional Setting 01: Onsite Classroom

Comments

Course Master Linked
Standards-based Active External LMS Exclude
Course-Only Curriculum

Terms 4 Schedules 0 Periods 1 Sections to Build 0 Preferred Room Type
Section Template Group
Advisory Transcript Required
Responsive Activity
Hide Standards On Portal Repeatable Attendance Unit Attendance

- Modified by: Unknown 03/17/2022 08:25

The background is a composite image. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several desks and chairs arranged in the room.

Entering Attendance in Infinite Campus



Kentucky Department of
EDUCATION

Teachers taking Attendance

- All teachers should take attendance first thing of each morning
- Middle and High School should take attendance within the first five minutes of class starting of every period

Date 08/18/2021

✓ Period 1

Save Seating Chart

703001-I-503 HOMEROOM

Students: 10 ▲ 7 3 0 Excuse Comments

05 BAKER, JACLYN				D	
05 BOYD, KAILEIGH	P	A	T		
05 BROWN, GEREMY				F	
05 DISNEY, NOAH	P	A	T		
05 FELTS, BRENTLEY	P	A	T		
05 HAMMONS, BRYSON	P	A	T		
05 MATHIS, JEREMIAH	P	A	T		
05 TAYLOR, GABRIEL				E	
05 TUTTLE, BRAYDEN	P	A	T		
05 WOOLUM, ISABELLA	P	A	T		

Classroom Monitor

- Path: Attendance | Classroom Monitor
- After a specified length of time in the morning the attendance clerk should check the classroom monitor

Index Search < Classroom Monitor

This tool monitors classroom attendance.

Date: 11/14/2017 Refresh Incomplete Teacher Attendance Primary Teachers Only Last Refreshed: 11:

Teacher	Dept	Contact	ADVISORY	1	2	3	4
ALLEN, MARIAM	SCIENCE	✉					
ANDERSON, JEREMY N.	SPECIAL EDUCATION						
BEAL, ANGELA	SPECIAL EDUCATION	📞					
BROCK, CLYDE	KY ATC			126470507P101-1 (--/1)	126470507P101-1 (--/1)		
BROCK, KENNY	KY ATC						
BROWN, MATTHEW	CTE						
BROWN, SOPHIA							
BRYANT, DRIVER	KY ATC						
BUNCH, KATHERINE	SCIENCE						
BURGESS, BRITTNEY							
COOPER, DANA	MATHEMATICS						
DEATON, JIMMY	SPECIAL EDUCATION		5012-5 (--/2)			26211408-3 (--/3)	

Classroom Monitor Cont.

RHODEN, ANITA	BUSINESS				
Sessions, Amber				11031504-1 (15/19)	
SHELTON, REBECCA	SCIENCE		5012-7 (--/1)		
SHUPE, CAROL					
SIZEMORE, DILLION					

Classroom Monitor Cont.

Classroom Monitor

This tool monitors classroom attendance.

Date: 08/25/2021



Refresh



Incomplete Teacher Attendance



Primary Teachers Only

Teacher	Dept	Contact	1	2
ALLEN, BRANDI			703001-I-503 (11/11)	
BAKER, MELISSA			703001-P-302 (17/20)	

- End of the day “Incomplete Teacher Attendance” report should be ran
- Should be given to the principal if you are seeing same teachers on the list



Sub Attendance Roster

- PATH: Attendance | Reports | Sub Attendance Roster
- If you have teachers who are absent you can create a Sub Attendance Roster. You can run this for multiple teachers at one time if you hold down CTRL and click the teachers' names.

Substitute Attendance Rosters

This tool prints section rosters with additional information intended to allow substitute teachers to take attendance on paper for future entry. Enter the date for which attendance is being taken in the Effective Date field.

Day Selection
Effective Date: 08/03/2022
Period: [dropdown]

Course Selection
Teacher: [dropdown]
All Teachers
ALLEN, BRANDI #
BAKER, MELISSA #
BARTON, MICHAEL #24452
BENNETT, MELINDA #40025
BOGGS, JOYCE #21454
CAUSEY, AMBERLY #29448
CENTERS, CASSANDRA #
CHADWELL, ANGIE #6349
COTTRELL, NICOLE #33103
CROLEY, TARAH #33502
DAVENPORT, DALTON #25783
DEATON, KIMBERLY #21754
ELLIOTT, EARL #29447
CTRL-click or SHIFT-click to select multiple

Display Options
 Show Tardy Column
 Show Time In/Out Columns
 Shade Alternate Rows
 Primary Teachers Only
 Show Period Schedule Name

Student Options
 Student Picture
 Gender
 Student Number
 Nickname

Course Selection
Sort By: Number Name
All Courses
600101 FMD SELF-CONTAINED ELE
600290 EBD LIFE SKILLS 0-12
703001-I HOMEROOM
703001-P HOMEROOM
CTRL-click or SHIFT-click to select multiple

School Comment (printed on all)
[text area]

Report Format: PDF [dropdown]

Sub Attendance Roster Cont.

Classroom Monitor
This tool monitors classroom attendance.

Date: 08/31/2021

Teacher	Dept	Contact	1
ALLEN, BRANDI			703001-I-503 (10/12)
BAKER, MELISSA			703001-P-302 (16/20)
BARTON, MICHAEL			703001-P-101 (12/18)
CAUSEY, AMBERLY			703001-I-602 (7/12)
CHADWELL, ANGIE			703001-P-203 (20/26)
COTTRELL, NICOLE			703001-P-303 (13/18)
DAVENPORT, DALTON			703001-I-603 (13/15)
ELLIOTT, EARL			703001-I-501 (14/15)
FLETCHER, KORA			703001-P-1302 (10/19)
FREDERICK, HAYLEE			703001-I-401 (12/15)
GREGORY, RALPH			600290-24 (1/2)
HAMPTON, ELIZABETH			703001-I-601 (13/15)
HARRISON, JUDY			703001-P-201 (19/27)
HINKLE, LAVON			
HOFFMAN, MICHELE			703001-P-102 (14/18)
JONES, TARA			703001-P-301 (12/18)

600101-22 FMD SELF-CONTAINED ELE
Teacher: KARR, G

Date Selector: 08/31/2021

Student Name	P	A	T	Excuse	Comments
Students (5)	Totals:	3	2	0	
06 ADAMS, TYRUS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input type="text"/>
05 BARRETT, JACY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
02 JONES, SHELBI BLAIR	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>
06 SEIGLER, AALIAH	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input type="text"/>
01 WHITE, JOURNEY	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="text"/>

Attendance Wizard –

- PATH: Attendance > Attendance Wizard
- Once all morning attendance is in you can enter daily attendance with the attendance wizard.
- Select “Absent”, “Unknown” and click Search.
- Click “Select All”

Attendance Date* 08/31/2021

1. Student Information *This section allows the user to search for group of students or an individual to enter or edit attendance records.*

Last Name

First Name

Grade

SSN/PIN --

Student #

Ad Hoc Filter

2. Attendance Information *This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.*

Mode Check in/out Time Periods

Time

Attendance Record No Yes

Status/Excuse

Attendance Code

Keep the selected students

3. Input Attendance Information and Click Save 03:12:46 PM

Search Result (355 students)

Batch & Edit Batch (2 lists)

Total Student(s): 355

- 3 ABNER, ISABELLA
- 6 ADAMS, BRENNAN
- 6 ADAMS, TYRUS
- 4 AKERS, MADDIE
- 0 ALLEN, AUDREY
- 5 ALLEN, MADILYN
- 1 ALSIP, EMIYA
- 3 ANDERSON, PEYTON
- 4 ARNETT, NOVYANNA
- 5 ATKERSON, DAMON
- 1 ATKINS, AMANDA
- 0 BAGGETT, BRAYDEN
- 2 BAILEY, AERECK
- 0 BAKER, ASHA
- 6 BAKER, AUSTIN
- 3 BAKER, BENTLEY
- 5 BAKER, JACLYN
- 1 BAKER, KASTYN
- 0 BAKER, MADISON

CTRL-click or SHIFT-click to select multiple
Double click a student to view/edit detail data

Attendance Wizard Cont.

- At the bottom of the screen select “Whole Day” and select an absent Unexcused Attendance Code.
- Select “Overwrite existing records”
- Click Save
- This will make all of the students selected unexcused absent with one click.

The screenshot displays the 'Attendance Wizard' interface. At the top, the 'Attendance Date' is set to 08/31/2021. The 'Search Result (355 students)' section shows a list of students with their names and counts, such as '3 ABNER, ISABELLA' and '6 ADAMS, BRENNAN'. The '1. Student Information' section includes fields for Last Name, First Name, Grade, SSN/PIN, Student #, and Ad Hoc Filter. The '2. Attendance Information' section has options for Mode (Check in/out Time or Periods), Time, Attendance Record (No or Yes), Status/Excuse, and Attendance Code. A 'Search >>' button and a 'Keep the selected students' checkbox are also present. The '3. Input Attendance Information and Click Save 03:19:14 PM' section includes 'Saving Mode' (Check In/Out, Batch Check In/Out, or Whole Day), 'Start Date' and 'End Date' (both 08/31/2021), 'Attendance Code*' (UA: Unexcused Absent), and 'Status: A Excuse: U State Code: U'. There are also options for 'Add Attendance' or 'Delete Attendance', a 'Comments' field, and 'Records Option' (Do NOT overwrite existing records, Overwrite existing records, or Fill Down/Up). A 'Save' button is at the bottom.

- PATH: Student Information | General | Attendance tab

- Attendance entered in the wizard shows up on the student's attendance tab.

ALLEN , ZAKARY
 Grade: 12 #45513 DOB: 02/25/2004 Gender: M

Contact Log Graduation Athletics Ad Hoc Letters Waiver Records Transfer FRYSC
 TEDS Records Request District Info Report Comments Tier 1 Documentation DPP Restr

Summary Profile Enrollments Schedule **Attendance** Flags Grades Transcript

New Period Detail Daily Detail Attendance Profile

KY Daily Attendance

Enrollment	Present Days	Absent Days	Tardies	Unexcused
Start Date: 08/30/2021	155.00	1.00	0	1
End Date:	Enrolled Days: 156 Scheduled Days: 156.00			

EHO FTE	BT FTE
0.00	0.00

Chronic Absenteeism Information (Federal)

Absenteeism Percentage (Federal) 0.00%	Chronically Absent (Federal) ? NO
Scheduled Days (YTD) 156	
Days Absent (Federal) ? 0	

Unknown Excused Unexcused Exempt

Date	Period
08/31/2021 Tue	UA
08/30/2021 Mon	4-1

Attendance Wizard – Batch

1. Student Information *This section allows the user to search for group of students or an individual to enter or edit attendance records.*

Last Name
First Name
Grade
SSN/PIN -
Student #
Ad Hoc Filter

2. Attendance Information *This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.*

Mode Check in/out Time Periods
Time
Attendance Record No Yes
Status/Excuse Absent Unexcused
Attendance Code

Keep the selected students

3. Input Attendance Information and Click Save 11:19:13 AM
This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day
Check Out Check In Attendance Code*
[Close Period Schedule](#)
Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Batch & Edit Batch (2 lists)

Source List (4 students)
10 ADAMS, JASMINE
11 ALLEN, MARCUS
10 ANDERSON, CAITLY
10 JACKSON, WILLIAM

Target List (1 student)
12 ADAMS, CAANAN

Click Students to move them between the Source and Target list
Target list contains students to work with.

Check in/Check out

- PATH: Student Information | General | Attendance tab
- Click New
- Date
- Enter either Check in/Check out Time
- Attendance Code
- Add
- Save

Summary Profile Enrollments Schedule **Attendance** Flags Grades

Save

Attendance Information

Date: 09/02/2021 EHO: 0 Scheduled Minutes: 415 Scheduled Minutes: 415
The school month 08/25/2021 - 09/21/2021 is closed.

Absent	Action	Attendance Code	Comments	Last Modified By (Date)
35	in 08:25 AM	UA: Unexcused Absent Status: A Excuse: U State Code: U		BLANCHETTE, DANIEL (08/03) ✕

Check Out Check In Attendance Code*



- Type 1100 for 11:00 AM
- Click the period name or start/end time to auto set check out and check in time
- Click the comments table cell to add comments for each check in/check out action.

Class/Period Detail [Click here to mark whole day absent](#)

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course
H	07:50 AM	02:45 PM	415	380	UA: Unexcused Absent	A	U	ALT-901001-01-4 HOMEROOM

Daily Attendance Report

Daily Attendance

 Summary Report
  Caller Report

Daily Attendance

Date:
Unknown
Excused
Unexcused
Exempt
Note: For additional section detail hover over a period in the grid below.

Day: Friday - Period Schedule: S1

Ad Hoc Filter

The school month 01/17/2017 - 02/15/2017 is closed.

Student	Number	Grade	ADVISORY	1	2	3	4 BLUE	4 GOLD	5	6	ACTIVITY	VIRTUAL
Details A	35	12		D		D	D	D	D	D		
Details A	17	10		D	D	D	D	D	D	D		
Details A	34	12		F	F	F	F	F	F	F		
Details E	33	12		D	D	D	D	D	D	D		
Details E	31	09		P	P	P	P	P	P	P		
Details E	31	10		F	F	F	F	F	F	F		
Details E	39	09		TU								
Details E	78	11		TU			F	F	F	F		
Details E	70	09		TU								

- PATH: Attendance > Daily Attendance

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and educational materials. A large white diagonal shape cuts across the image from the top left to the bottom right, serving as a background for the text.

Calculation of Daily Attendance

Whole Day/Half Day and Tardies

Calculation of Attendance

- Daily attendance is represented as 0%, 50% or 100%. Please refer to the chart below to assist with understanding the calculations for tardiness, half-day and whole-day attendance values.
- NOTE: *Attendance is based on the standard school day set by the local board of education. Instructional time equals the standard school day less the amount of time used for breaks, lunch and recess. Five minutes is the maximum allowable passing time between instructional periods.*

Daily Attendance	Whole Day	Half Day	No Attendance	Tardy
Funded	1.0 = Whole-day	0.5 = Half-day	0 = No attendance	1.0 = Tardy
Present	100% -65%	64-% -16%	15% - 0%	99% - 65%
Absent	0% -35%	36% -84%	85% -100%	0% -35%

- Email Josh Whitlow – josh.whitlow@education.ky.gov

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with desks, chairs, and a blue wall decorated with colorful balloons and framed pictures. A large white diagonal shape cuts across the image from the top left to the bottom right, serving as a background for the text.

BREAK TIME

10 – 15 Minutes

The background is a composite image. The top left shows a line of yellow school buses with 'SCHOOL BUS' written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and colorful balloons. A large white diagonal shape cuts across the image from the top left to the bottom right, serving as a background for the title text.

Student Enrollment – No Show Report

Student Enrollment – No Show

- What is a No Show?
 - An enrollment status of ‘No Show’ indicates a student who was enrolled in a district at the end of the prior year but did not show up for the current school year.
 - These records are used in determining whether a student is considered a drop-out for state and federal reporting.
 - These records are also used by the district to track what is known about the student’s whereabouts.

No Show – District receives records request of the Summer Break

- DO NOT change the pervious year end status for the student. If the student finished the year in the district, he/she should have a CO1 end status.
 - Change the start status on the student’s current year enrollment to “NS: No Show”.
 - Enter the end date. This will be the same date as the start date.
 - Enter the appropriate end status.
- The ‘No Show’ check will be automatically checked when the record is saved.

No Show – Student Officially drops out over Summer Break

- DO NOT change the previous year end status for the student. If the student finished the year in the district, he/she should have a CO1 end status.
 - Change the start status on the student’s current year enrollment to “NS: No Show”.
 - Enter the end date. This will be the same date as the start date.
 - Enter W25 for the end status.
 - *Optional:* Enter the Dropout Reason and Dropout Questionnaire Date. (This can be entered later, if it is not yet available.)
- The ‘No Show’ check will be automatically checked when the record is saved.

No Show – Student moves to another school within the district

- Use the student locator to enroll the student.
- An arrow in front of the student's name will indicate that the student is already in the district.
- After the student is enrolled in the new school the enrollment can be deleted in the previous school the student would not be considered a true 'No Show' in that district, so the record can be deleted at that school. (This usually must be done by a district administrator.)

No Show – Student does NOT Show up on the First day of School

- Teachers will take attendance the first day of school.
- Office staff SHOULD NOT use the Attendance Wizard on the first day of school.
- Any student who is on the caller report (Attendance | Daily Attendance | Caller Report) and has not signed in by the end of the day show be marked as ‘No Show’ using the following procedure:
 - Leave the Start Date as the 1st day of school.
 - Change the Start Date from ‘E01’ to ‘No Show’
 - Enter the End Date as the 1st day of school
 - Enter and End Status based upon what you know about that student. If you know they have enrolled in another school district in KY, enter a W22. If the student has moved out of the state or out of the country, enter W29. IN the comment field, enter information about where the student has gone. If you don’t know anything regarding the student’s whereabouts, enter W24. The code can be changed when a records request is received, or the district find our more information regarding the student.
- The ‘No Show’ check will be automatically checked when the record is saved.

No Show – Student shows up next day, week, etc.

- Enter a new enrollment record with the appropriate entry code.
- DO NOT delete the ‘No Show’ enrollment. A ‘No Show’ enrollment record can only be deleted if the student is a ‘No Show’ at one school but enrolls in another school in the same district on the first day of school.

No Show Reports

- Path: Student Information | Reports | No Show Reports

22-23	Enrollment No Show Report State Start/End Status Enrollment Types: P Sort Order: Student Name Total Enrollments: 37
--------------	--

Metcalfe County Elementary School : 22-23 Metcalfe County Elementa (Enrollments: 37)

Student	Number	Enrollment Type	Grade	Start Date	End Date	Start Status	End Status
Student A Student B Student C		P:Primary	02	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	04	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	03	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	03	08/29/2022	08/29/2022	NS:No Show	W29:Moved, out of state or out of United States
		P:Primary	02	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	03	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	03	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	02	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	03	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	04	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	04	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	01	08/29/2022	08/29/2022	NS:No Show	W21:Transfer to a nonpublic school
		P:Primary	99	09/06/2022	09/06/2022	NS:No Show	W24:Moved, whereabouts unknown
		P:Primary	01	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	02	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	00	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	98	09/06/2022	09/06/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district
		P:Primary	01	08/29/2022	08/29/2022	NS:No Show	W22:Moved, re-enrolled in another Kentucky public district

The background is a composite image. The top left shows a line of yellow school buses with 'SCHOOL BUS' written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and colorful balloons. A large white diagonal shape cuts across the center of the image.

Student Attendance Reports

Attendance Profile Report

- This is Kentucky Specific and uses KY attendance rules
- Contains summary counts for all types of absences
- Note: Students is enrolled in two schools their attendance at school is listed separately at the bottom.

Student Profile Attendance Report

Page 1 of 1
Generated: 11/14/2017 11:31:28 AM

Year: 2017-2018

CAANAN ADAMS

P.O. Box 6271, Blaine, KY 55449

(555)186-8873

ID#: 2386 Grade: 12 DoB: 09/05/2000

Student Information

Student Homeroom: Homeroom Teacher:
Student Guardian Name: WAYNE CALLIHAN
Student Race/Ethnicity: White
Student Gender: M

Enrollments

District Name	School Name	School #	Type	Start Date	End Date
Infinite Campus	Polk High School	10	P	07/03/2017	

Accumulative Attendance Detail - District Level

Accumulative Days Present	Accumulative Days Absent	Days Absent Excused	Days Absent Unexcused
96.00	1.00	0.00	1.00

Total Tardies	Total Tardies Excused	Total Tardies Unexcused
1	1	0

Absent Events	Absent Events Excused	Absent Events Unexcused
1	0	1

EHQ	BT	AFD	AFR	ATA
0.00	0.00	0.00	0.00	0.00

Student Attendance Profile Detail

Term	Date	Day	Action Code	Check Out	Check In	% FTE Absent	WDHD Day Absent	Status	Attendance Code
KCHST2	11/14/2017	Tue	Tardy		09:45 AM	27	0	E	PN-Parent Note
KCHST2	11/10/2017	Fri	Absent			100	100	U	AU-Absent Unexcused
KCHST1	07/03/2017	Mon							E01-First enrollment of the year

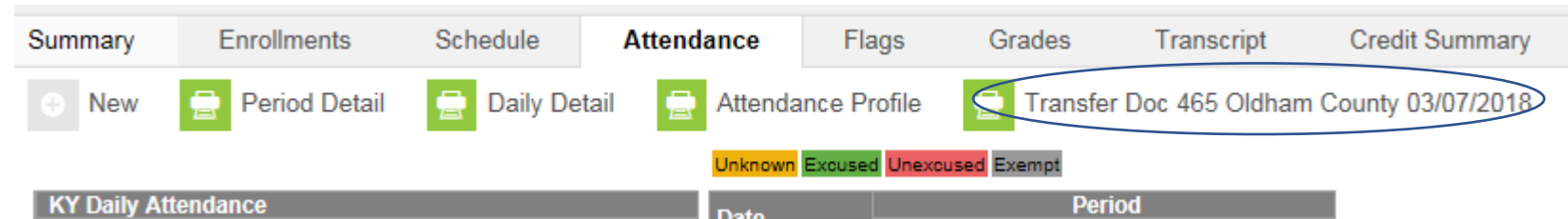
Accumulative Attendance Detail - School Level

Polk High School	Accumulative Days Present	Accumulative Days Absent	Days Absent Excused	Days Absent Unexcused
	96.00	1.00	0.00	1.00

Total Tardies	Total Tardies Excused	Total Tardies Unexcused
1	1	0



Attendance for Transfer Students



- If a student transfers in during the year and the transferred attendance has been imported an additional report will be listed

ADAMS, CAANAN (SID# 2386)

Table of Contents:

i. Summary Table View (Number of Records:260)

[ii. Check in / Check Out Table](#) (Number of Records: 1)

[iii. Attendance Table](#) (Number of Records: 9)

KYAttDailySummaryView Total Records: 260

calendarID	structureID	grade	stateGrade	enrollmentID	personID	date	attendanceDay	instructionalDay	fullfunding	tCode	localCode	stateCode	excuseID	excuse	ageWaiver
165	145	12	12	62444	2386	2017-07-03	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-04	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-05	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-06	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-07	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-10	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-11	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-12	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-13	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-14	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-17	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-18	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-19	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-20	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-21	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-24	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-25	Y	Y	false	NT					false
165	145	12	12	62444	2386	2017-07-26	Y	Y	false	NT					false

perkinsOnly	stateExclude	absentMinutes	dailyAbsent	lastAttCode	detailAbsentTruancy	stdDayMinutes	scheduledMinutes	possibleADA	fundingWDHDPresent	truancyWDHDPresent
false	0	0	0	false	0.0	415	235	0.57	0.57	1.0
false	0	0	0	false	0.0	415	235	0.57	0.57	1.0
false	0	0	0	false	0.0	415	235	0.57	0.57	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0
false	0	0	0	false	0.0	415	355	0.86	0.86	1.0

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and various educational materials. A white diagonal line separates the two images.

Attendance Groups

Path: Student Information | General |
Attendance Group tab

- Attendance groups can affect attendance and funding. It is important that they be set up correctly.
- Home Hospital – gets additional funding to cover cost of sending teacher to the student

ALLEN , ZAKARY
 Grade: 12 #45513 DOB: 02/25/2004 Gender: M

Summary Profile Enrollments Schedule Attendance Flags Grades Transcript
 Behavior Transportation Fees Lockers Contact Log Graduation Athletics Ad Hoc Let
 Report Comments Tier 1 Documentation DPP Restraint and Seclusion Communications Forms
 FRYSC Pre-School Title 1 Services Early Learning/Prior Settings ESS **Attendance Group**

Add Attendance Group Save Delete

Attendance Group

Attendance Group

*Enrollment
 Adams School 2022 A Grade:12 Start:08/30/2021



*Attendance Group *Start Date End Date

APA:Alternative Placement
 FDK:Full Day Kindergarten
 HDK:Half Day Kindergarten
 HH:Home/Hospital
 NC:Non-Contract
 NCO:Non-Contract Out of State
 PAR:Partial Day
 QCE:Student is quarantined due to exposure to COVID-19
 QCP:Student is quarantined because they have tested positive for COVID-19
 SUP:Supplemental Education Services

Attendance Group – Partial Day

Attendance Group

***Enrollment**
Adams School 2022 A Grade:12 Start:08/30/2021 ▼

***Attendance Group** PAR:Partial Day ▼ ***Start Date** 08/31/2022  **End Date** 

Start Time 10:00 AM **End Time**

Instructional Periods: 07:50 AM - 02:45 PM

* Partial Minutes will be auto-calculated based on the maximum scheduled minutes if no start time and end time was specified
* Avg Partial Minutes and Percent Enrolled fields will only update after save of attendance group
* Adding/Changing the start/end time and start/end date will update the attendance records

kystaging.infinitecampus.org says

Please verify the start and end times match the students IEP

Attendance Group – Partial Day Cont.

- Once you save the partial day attendance group it shows you the number of minutes in the students day and the percent enrolled. This is the Possible ADA for the student if you do not mark “Full Funding” on the enrollment.

Attendance Group

***Enrollment**
Adams School 2022 A Grade:12 Start:08/30/2021

***Attendance Group** ***Start Date** **End Date**

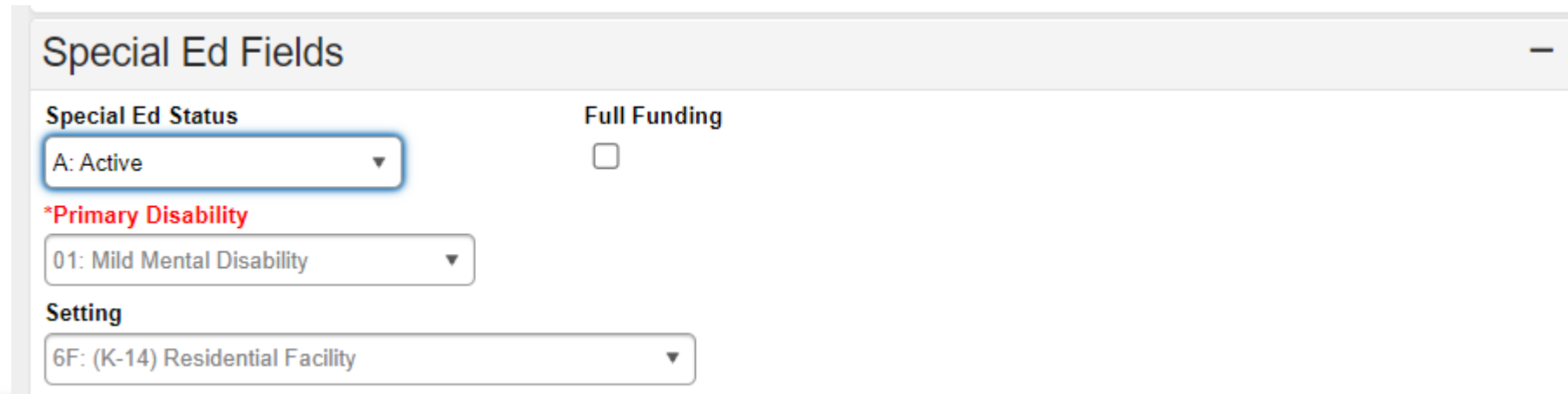
Start Time	End Time	Avg Partial Minutes	Percent Enrolled
<input type="text" value="10:00 AM"/>	<input type="text"/>	<input type="text" value="285"/>	<input type="text" value="68.7%"/>

Instructional Periods: 07:50 AM - 02:45 PM

* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified
* Adding/Changing the start/end time and start/end date will update the attendance records

Attendance Group – Partial Day Cont.

- PATH: Student Information > General > Enrollment tab
- To add full funding to the partial day special ed student, click on the plus sign in front of “SPECIAL ED FIELDS” to open this section. Click the Full Funding checkbox.



Special Ed Fields

Special Ed Status: A: Active

Full Funding:

*Primary Disability: 01: Mild Mental Disability

Setting: 6F: (K-14) Residential Facility

The background is a composite image. The top left shows a line of yellow school buses with 'SCHOOL BUS' written on the front. The bottom left shows a classroom with desks, chairs, and a blue wall decorated with colorful balloons and framed pictures. A large white diagonal shape cuts across the image from the top left to the bottom right, serving as a background for the title text.

Ad Hoc Reporting State Published

Audit Overlapping Transportation Records

- Path: Ad Hoc | Data Export | State Published | Audit Overlapping T-Code
- Can be ran at district level or school level
- Find students with overlapping T-codes. This overlapping T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

Saved Filter

- student Audit End-dated T-code Record
- student Audit Expelled SSP1 and SSP2
- student Audit Home Hospital
- student Audit IEP and T5 Data
- student Audit Missing T Codes - District
- student Audit Missing T Codes - School
- student Audit Nonresident Contracts
- student Audit Nonresident NonContract
- student Audit Overlapping T Codes - District**
- student Audit Overlapping T Codes - School
- student Audit Partial Day
- student Audit Performance Based Courses
- student Audit PW Attendance
- student Audit SSP
- student Audit Virtual Based Courses
- curriculum Campus Support - Audit Non-Attendan
- student Civics Test - Students Missing Results
- student Civics Test Taker Results
- student Group of Records - Academic Status Attendance

Audit Overlapping T Codes - District

Use: Find students with overlapping T codes. This overlapping T codes query must be run for all schools; select All Schools from the drop down menu prior to running the query.

Pick an Export Format

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report
- Cube Analysis

Export

Search Edit Test Copy Delete

Audit Missing Transportation Records

- Path: Ad Hoc | Data Export | State Published | Audit Missing T-Code
- Can be ran at district level or school level
- Check to make sure there are no students with missing T-codes. The missing T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

Audit Missing T Codes - District Total Records: 304 [Simple HTML table](#)

[Export to Excel](#) [Export to PDF](#)

Drag a column header and drop it here to group by that column

student.lastName	student.firstName	student.grade	student.studentN...
Var		12	1962282073
Del		11	1961957188
Kel		11	1962301949
Da		12	1962288112
Da		12	1919830693
Da		12	1919830800
Stc		11	1961765540
Lot		12	1961882972
Mo		09	2120308470

Audit End-Dated T- Codes Records

- Path: Ad Hoc | Data Export | State Published | Audit End-dated T-code
- This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

Data Export Wizard

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

- Q curriculum AP - Possible AP course w/o other indi
- Q student AP Class Rosters
- Q student AP Course Code with No Difficulty Level
- Q student AP Difficulty No AP Course Code
- Q student Assessment ACT
- person Audit All Tool Rights
- Q student Audit AFD
- Q student Audit AFR
- Q student Audit ATA
- Q student Audit Check In/ Check Out
- Q student Audit Children of District Employees
- Q student Audit EHO
- Q student Audit End-dated T-code Record**
- Q student Audit Expelled SSP1 and SSP2
- Q student Audit Home Hospital
- Q student Audit IEP and T5 Data
- student Audit Missing T Codes - District
- student Audit Missing T Codes - School

Audit End-dated T-code Record

This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

Pick an Export Format

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report
- Cube Analysis

Export

Search Edit Test Copy Delete

Partial Day Attendance Group

- Path: Ad Hoc | Data Export | State Published | Audit PW Attendance
- This query will provide a list of any students who have an attendance event with a PW code. This code is often used for SPED students whose IEP requires partial week attendance.

Data Export Wizard

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

Saved Filter

- student Audit Check In/ Check Out
- student Audit Children of District Employees
- student Audit EHO
- student Audit End-dated T-code Record
- student Audit Expelled SSP1 and SSP2
- student Audit Home Hospital
- student Audit IEP and T5 Data
- student Audit Missing T Codes - District
- student Audit Missing T Codes - School
- student Audit Nonresident Contracts
- student Audit Nonresident NonContract
- student Audit Overlapping T Codes - District
- student Audit Overlapping T Codes - School
- student Audit Partial Day**
- student Audit Performance Based Courses
- student Audit PW Attendance
- student Audit SSP
- student Audit Virtual Based Courses

Audit Partial Day

Use: Find students who have partial day attendance

Pick an Export Format

- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report
- Cube Analysis

Export

Search Edit Test Copy Delete

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and colorful balloons. A white diagonal line separates the two images.

Other Reports to Ensure Data Accuracy

Reporting for Data Accuracy

- Schedule Gap Report
 - This report will verify if ALL students have a full schedule. The students name and the day of a schedule gap.
 - Path: KY State Reporting | Edits Reports | Schedule Gap Report
- Funding Gap Audit
 - This report will identify students without enough time scheduled to generate a full day's attendance funding on a per day. Time scheduled will include scheduled Virtual and Performance Based courses minutes.
 - Path: KY State Reporting | Funding Gap Audit
- Safe School Report
 - This report will ensure behavior resolution and attendance consistency, districts and schools can utilize the Safe Schools. If discrepancies, critical error 5 will provide records of Suspension Attendance without a corresponding Resolution of SSP3 Out of School Suspension and warning 1 will provide records of Out of School Suspension/Attendance Dates and/or Times that are inconsistent.
 - Path: KY State Reporting | Safe Schools

Reporting for Data Accuracy Cont.

- Overlapping Enrollments
 - This report prints enrollment information for students who have overlapping enrollments.
 - Path: Student Information | Reports | Enrollment Overlap
- State Enrollment Overlap
 - This report outputs enrollment information for students in the district who have overlapped enrollments statewide. All schools in the district are considered during report generation.
 - Path: Student Information | Reports | State Enrollment Overlap
- Overage/Underage Report
 - Student that have a date of birth after 8/1 will not report on the ADM/ADA report unless they have the Underage Waiver marked on the enrollment tab.
 - Path: KY State Reporting | SAAR | R9 - Overage/Underage Report

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. The bottom left shows a classroom with blue walls, desks, chairs, and colorful balloons. A white diagonal line separates the two images.

Attendance Reports & Balancing

ADM and ADA Report

- PATH: Attendance > Reports > ADM and ADA Detail
- At the end of each school month, after all excuse notes have been entered

Kentucky Avg. Daily Membership(ADM) & Avg. Daily Attendance(ADA) Summary with Student Detail

This report summarizes data from Kentucky's attendance calculation. Select the Detail Report Type to generate a list of individual students' attendance data for the calendar. generate an overview of school-wide attendance data for one or more calendars. When running the Summary Report Type against multiple schools, select "All Schools" in picker.

- If the Date Range is left blank it will default to the start/end dates of the calendar.
- The optional School Month range is populated by the calendar in the toolbar only.
- This report is resource-intensive, so try to limit the number of calendars run per batch.

Report Type: Detail Summary

Calendar: Adams School 2022 A

ADA Mode: Truancy Funding

Date Range: To

School Month: Month 1 (07/22/2021 - 08/24/2021) Month 2 (08/25/2021 - 09/21/2021) Month 3 (09/22/2021 - 10/21/2021) Month 4 (10/22/2021 - 11/18/2021) Month 5 (11/19/2021 - 12/17/2021) Month 6 (12/20/2021 - 01/27/2022) Month 7 (01/28/2022 - 02/24/2022) Month 8 (02/25/2022 - 03/24/2022) Month 9 (03/25/2022 - 04/28/2022) Month 10 (04/29/2022 - 06/06/2022)

Grade: All Student 05 5th Grade 06 6th Grade 07 7th Grade 08 8th Grade 09 9th Grade 10 10th Grade 11 11th Grade 12 12th Grade

Ad Hoc: Exclude State Exclude Perkins Only

Transportation: NT T1 T2 T3 T4 T5

Sort Options: Grade Student Name Homeroom by Grade Homeroom by Name

Print the signature line at the end of the report

Report Format: PDF

Generate Report Now Submit to Batch

ADM and ADA Report Cont.

100 PANTHER WAY, BARBOURVILLE, KY 40900
Generate on 11/22/17 13:52:10 PM Page 1 of 1

All Grades Sort by Name
Grades: 5

Attendance Summary Group by Grade

Grade	ATT	ADA	ADM	%	Tardy		Attendance State Code										Funding ADA	
					E	U	E	U	AFD/R	EHO	BT	ATA	EDN	EPN	S			
09	3,563.50	222.95	235.46	94.60%	20	75	1.00	83.00	0.00	0.00	0.00	0.00	0.00	58.50	46.50	14.50	37.23	222.95
10	3,623.00	226.65	239.94	94.37%	28	86	2.00	88.00	0.00	0.00	0.00	0.00	0.00	69.50	56.50	0.00	34.43	225.65
11	2,797.00	174.95	189.14	93.89%	29	74	6.00	64.00	0.00	0.00	0.00	0.00	0.00	40.50	55.50	14.50	19.94	174.95
12	2,586.50	161.82	173.14	93.68%	22	108	1.50	77.00	0.00	0.00	0.00	0.00	0.00	47.50	45.00	2.50	87.23	161.46
14	44.00	2.75	3.00	91.67%	0	0	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.75
Total	12,614.00	789.12	840.68	94.18%	99	343	10.50	316.00	0.00	0.00	0.00	0.00	0.00	216.00	203.50	31.50	178.83	787.76

Attendance Summary Group by Transportation Code

T-Code	ATT	ADA	ADM	%	Tardy		Attendance State Code										Funding ADA	
					E	U	E	U	AFD/R	EHO	BT	ATA	EDN	EPN	S			
NT	4,410.50	275.96	290.71	95.67%	33	149	3.50	66.50	0.00	0.00	0.00	0.00	0.00	68.00	55.00	4.00	137.73	274.88
T1	6,424.50	401.89	433.46	92.84%	49	145	6.50	209.00	0.00	0.00	0.00	0.00	0.00	125.00	130.00	25.00	26.61	401.61
T2	184.00	11.51	12.44	92.46%	1	2	0.50	9.00	0.00	0.00	0.00	0.00	0.00	2.50	3.00	0.00	0.58	11.51
T3	1,289.00	80.63	84.07	95.84%	12	31	0.00	20.50	0.00	0.00	0.00	0.00	0.00	18.50	14.50	2.50	13.91	80.63
T4	154.00	9.62	10.00	96.25%	4	8	0.00	3.00	0.00	0.00	0.00	0.00	0.00	2.00	1.00	0.00	0.00	9.62
T5	152.00	9.51	10.00	95.00%	0	8	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.51
Total	12,614.00	789.12	840.68	94.18%	99	343	10.50	316.00	0.00	0.00	0.00	0.00	0.00	216.00	203.50	31.50	178.83	787.76

24/2017 [W20]

NT	15.00	0.94	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.94
NT	16.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	0.00
T1	12.50	0.78	1.00	0	1	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.78
T2	16.00	1.00	1.00	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00

Register Report

- PATH: Attendance > Reports > Register
- Another report that must be run monthly is the register report. You can choose to show the number of minutes the student missed or the percent of the day.

Kentucky Daily Attendance Register Report

This report prints student attendance detail within a single school month. Choose a display option to see attendance data in raw minutes or percent values. Choose a sort option to arrange the list of students according to grade, student last name, or homeroom teacher.

Which students would you like to include in the report?

Grade

All Students
05
06
07
08

Ad Hoc Filter

School Month* Month 1 (07/22/2021 - 08/24/2021) ▼

Report Type

Daily Register

[print attendance group by date, one line per student.](#)

Display Option

Absent Minutes

Absent Percent

[print absence in minutes](#)

Sort Option

Grade

Student Name

Homeroom by Grade

Homeroom by Name

Generate Report



Kentucky Department of
EDUCATION

Register Report Cont.

- Ran this report with percentages – 100%, 50 % or T
- Students will only show if they have seat time attendance
- V/PB WILL be on ADM/ADA, but not on Register Report
- Also true if a student is enrolled but does not have a schedule

School Month: 2 09/04/2017 - 10/01/2017 Days: 20 Instructional Days: 19 Attendance Days: 19

State ID	Grade	Student	9/4					9/11					9/18					9/25					P	A	E	ADA
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
15	30	09 Cf	H															FT					19.00		19	1.00
15	90	09 Cii	H	EHO																	EDN 50%		18.50	0.50	19	0.97
15	49	09 Cc	H										E 50%	EDN 100%						E T		17.50	1.50	19	0.92	
15	66	09 Cc	H													EPN 100%						18.00	1.00	19	0.95	
15	44	09 Cc	H	U 100%	E 100%	EDN 100%	E 100%				E 100%	U 100%	INSR	INSR	INSR	EPN 100%				EDN 100%		11.00	8.00	19	0.58	
15	35	09 Cc	H																			19.00		19	1.00	
15	42	09 Cc	H						EDN 100%													18.00	1.00	19	0.95	
15	34	09 Cc	H																	EPN 100%	U T	18.00	1.00	19	0.95	
15	68	09 Cc	H																			19.00		19	1.00	
15	23	09 Cc	H										U 50%	EDN T								18.50	0.50	19	0.97	
15	76	09 Cc	H						EDN 100%													18.00	1.00	19	0.95	
15	27	09 Cc	H																	U 50%		18.50	0.50	19	0.97	
15	41	09 Cc	H	EDN 50%	EDN 100%				EDN 100%											EDN 100%	EDN 100%	14.50	4.50	19	0.76	
15	56	09 Cc	H												EDN 100%							18.00	1.00	19	0.95	
15	88	09 Cc	H				EDN 50%													U T		18.50	0.50	19	0.97	
15	42	09 Cc	H																			19.00		19	1.00	
15	20	09 Cc	H																	E 50%		18.50	0.50	19	0.97	
21	61	09 Cl...	H																	EPN 100%		18.00	1.00	19	0.95	

Attendance Refresh

- PATH: System Administration > Attendance > Attendance Refresh
- Attendance clerks most likely would not have access to this tool but you can contact your district support contact to have them run this.

KY Attendance Refresh

Use the Attendance Refresh Tool to recalculate attendance for all students in the calendar(s) selected. Warning: running the Attendance Refresh for more than a small number of calendars during a school day may severely compromise performance for all users (Max of 30 calendars may be run at one time). Run the attendance refresh after hours when possible. Navigating away from this screen while the refresh is processing may abort the procedure before it is complete and create inconsistent attendance data.

Select Calendars
Which calendar(s) would you like to select?

active year
 list by school
 list by year

21-22

- Adams School 2022 A
- Buchanan Elem School 2022 A
- Buchanan Elem School 2022 B
- Fillmore School 2022 A
- Fillmore School 2022 B
- Fillmore School 2022 C
- Fillmore School 2022 D
- Grant School 2022 A
- Harrison Elem School 2022 A
- Harrison Elem School 2022 B
- Jackson Elem School 2022 A
- Jefferson School 2022 A
- Johnson School 2022 A
- Monroe School 2022 A
- Polk High School 2022 A
- Taylor Elem School 2022 A

Run Attendance Refresh

Home Hospital Validation Report - Release 2323

- Path: KY State Reporting | KDE Reports | Home Hospital Validation
- Assist districts verifying Home/Hospital data
- Home Hospital Student Detail - provides detailed information of students that have a Home Hospital Attendance Group assigned.
- Home Hospital Attendance Errors - provides a list of students that have a Home Hospital attendance event outside of a Home Hospital Attendance Group date range.
- For more information please see the [Quick Reference Card](#)

Home Hospital Student Detail

	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
Level	Enrollment Start Date	Enrollment End Date	HH Attendance Group Start Date	HH Attendance Group End Date	Total Days in HH Attendance Group	Number of months on HH Attendance Group	Total HH Attendance Code Absences	Total Absent Events not HH	T-Code while on HH Attendance Group	Previous T-Code	Current T-Code	Students with Disability	Enrollment Type	Report Run Date
2	08/11/2022	10/6/2022	9/19/2022	9/22/2022	4	1	4	0	NT	T5	T5	1	P	02/28/2023
1	10/12/2022		11/14/2022	1/10/2023	28	1	25	3	NT	T2	T2	0	P	02/28/2023
3	08/11/2022		8/11/2022	5/23/2023	173	9	170	3	T1	T1	T1	1	P	02/28/2023
5	02/01/2023		2/27/2023	3/27/2023	20	1	20	0	NT	NT	NT	0	P	02/28/2023
6	08/11/2022	12/16/2022	10/24/2022	12/16/2022	35	1	22	13	NT	NT	NT	1	P	02/28/2023
4	11/22/2022		9/12/2022	11/7/2022	37	1	37	0	NT	T1	T2	0	P	02/28/2023
3	09/06/2022		2/24/2023	3/2/2023	5	1	5	0	NT	T3	T3	0	P	02/28/2023

Home Hospital Attendance Errors

D	E	F	G	H	I	J	K	L	M
School Number	School Name	SSID	Last Name	First Name	MI	Grade Level	Gender	Home Hospital Attendance Events out side of HH Attendance Group	Report Run Date
001	School 1	123456789	Student	First	A	09	F	3/7/2023	02/28/2023
002	School 1	123456789	Student	First	A	09	F	3/8/2023	02/28/2023
003	School 1	123456789	Student	First	A	09	F	3/9/2023	02/28/2023
004	School 1	123456789	Student	First	A	09	F	3/10/2023	02/28/2023
002	School 2	123456785	Student	Fifth	E	01	M	10/20/2023	02/28/2023
002	School 2	123456785	Student	Fifth	E	01	M	10/21/2023	02/28/2023

Monthly Attendance Reports Balancing School Months



Jason Glass, Commissioner
Kentucky Department of Education

Office of Finance and Operations
Division of District Support
August 2023

• Contents

- Understanding ADM/ADA
- Ad Hoc Reporting
- Running ADM/ADA
- Running Register Report
- Matching ADM/ADA to Register Report
- Monthly Attendance Report Check List

Monthly Attendance Report Check List

Sample Monthly Attendance Report Check List

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
Attendance Month Ends Date:											
1	Audit Overlapping T-Codes (Ad Hoc)										
2	Audit Missing T-Codes (Ad Hoc)										
3	Audit End-Dated T-Codes (Ad Hoc)										
4	Courses not Marked for Attendance (Ad Hoc)										
5	Partial Day Attendance Group (Ad Hoc)										
6	Schedule Gap Report (KY State Reporting Edits Reports Schedule Gap Report)										
7	Funding Gap Audit (KY State Reporting Funding Gap Audit)										
8	Safe Schools Report (KY State Reporting Safe Schools)										
9	Overlapping Enrollments (Student Information Reports Enrollment Overlap)										
10	State Enrollment Overlap (Student Information Reports State Enrollment Overlap)										
11	Overage/Underage Report (KDE Reports SAAR Overage/Underage Report)										
12	Distribute reports for necessary verification, make corrections where needed										
13	Lock School Month										
14	All Schools – Register by Grade										
15	All School – ADM/ADA Detail										
16	Verify that each signature page is signed										
17	File all daily absences reports, check in/out logs, Register, ADM/ADA Detail Reports										
Date Completed											

Contact Information

Josh Whitlow

Kentucky Department of Education

Josh.Whitlow@education.ky.gov

502-564-5279 ext: 4450

1. What is the best thing you learned today?
2. How will today's training change what you do?
3. What do you wish I had covered today?