

# Data Standard Attendance

## Rev. 7/1/2024

### Ownership and History

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**Revision History****July 1, 2024**

Attendance update for 2024-25 school year

**July 3, 2023**

Attendance update for 2023-24 school year

**August 27, 2021**

Attendance update for 2021-22 school year

**July 9, 2020**

Information added regarding use of data in 2020-21 school year

Kentucky chronic absenteeism definition added

**July 30, 2019**

Updated data steward information

Added Kentucky Attendance WebEX Training

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### Overview

#### Description

Student attendance in Kentucky is the basis for all major funding streams for state and federal revenue.

#### Regulation citation(s)

- KRS 157.270, KRS 157.350, KRS 157.360, KRS 159.010, KRS 159.030, KRS 159.160, KRS 161.200; 702 KAR 7:125, 703 KAR 3:270, 704 KAR 5:060, 704 KAR 7:120, OAG 82-44

#### Data use

- Superintendent's Annual Attendance Report (SAAR)
- Annual Growth Factor, January Growth Factor
- Annual Attendance Review Process for School Districts
- School district self-monitoring to maintain correct attendance data
- CRDC/Federal reporting of Chronic Absenteeism
- Data Sharing between systems: P20

#### Related ad-hoc filters and reports

The ad hoc reports link to KY specific information and will be used by KDE Attendance Auditors during the Attendance Review process. It is recommended that school districts use these reports regularly to maintain accurate attendance data.

#### Tool Search: Filter Designer or Data Export

- Audit All Tool Rights - Find users with rights of All Tools
- Audit AFD - Find students who have AFD
- Audit AFR - Find students who have AFR state code
- Audit ATA - Find students who have ATA state code
- Audit Check-In/Check-Out - Find times that students were checked in or out in Campus
- Audit Children of District Employees - Find students who are children of district employees
- Audit Dropout Questionnaire - Find students who are dropouts
- Audit EHO - Find students who have EHO state code
- Audit End-Dated T code Record - Find students with T-code end dated prior to enrollment end date
- Audit Expelled SSP1 and SSP2 - Find students who are expelled
- Audit Home Hospital - Find students in home hospital attendance group
- Audit IEP and T5 Data - Find students receiving special (T5) transportation
- Audit Missing T Codes - Check to make sure there are no students with missing T codes
- Audit Nonresident Contracts - Find students with a non-resident contract
- Audit Nonresident NonContract - Find students with a non-resident contract
- Audit Overlapping T Codes - Find students with overlapping T codes
- Audit Partial Day - Find students who are in a Partial Day Attendance Group
- Audit PW Attendance - Find students who have used the PW partial week attendance code
- Audit Performance Based Courses - Find students who are enrolled in a performance based course

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- Audit SSP - Find students who have been suspended or expelled
- Audit Virtual Based Courses - Find students who are enrolled in virtual based course

### Training

Campus Community:

[Attendance Refresh](#) (Districts only need to contact IC Support if using this tool for the first time)

### Chronic Absenteeism

In spring 2016, the USED released the [2013-14 Civil Rights Data Collection \(CRDC\)](#) including the first-ever school-level data on all students across the nation who missed at least 15 days of school for any reason. The Kentucky Department of Education (KDE) will be providing data for the School and District Report card using a Kentucky specific chronic absenteeism definition and to USED using the 15-day definition from this point forward.

The Kentucky specific definition defines chronically absent as a student who is present 90% or less of full-time equivalency. KDE calculates chronic absenteeism by dividing student's FTE present minutes by FTE instructional minutes and rounding to the nearest whole percent. Additional information on the Kentucky specific definition can be found on the [Chronic Absenteeism Report Quick Reference Card](#).

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### Section A – Attendance Group Tab

#### Tool Search: Attendance Group

The screenshot shows a web interface for searching attendance groups. At the top, there is a header "Attendance Group". Below it, there is a red asterisk followed by the word "Enrollment" and a dropdown menu. To the left, there is a red asterisk followed by "Attendance Group" and a dropdown menu. This dropdown menu is open, showing a list of attendance group types: 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, and SUP: Supplemental Education Services. To the right of the "Attendance Group" dropdown, there are two date fields: "\*Start Date" and "End Date", each with a calendar icon.

**Attendance Group:** Select from the drop-down menu the type of attendance group to be assigned to the students; state mandated attendance groups are as follows:

- **APA: Alternative Placement:** Students who are placed in an alternative educational program as a short-term placement (as defined by board policy)
- **\*FDK: Full Day Kindergarten:** Students who participate in full-day kindergarten (Only required if school contains both Full Day and Half Day Kindergarten)
- **\*HDK: Half Day Kindergarten:** Students who participate in half-day kindergarten (Only required if school contains both Full Day and Half Day Kindergarten)
- **HH: Home/Hospital:** Students who receive home/hospital instruction
- **NC: Non-Contract:** Students residing in another district for whom a district does not have a contract agreement to provide services
- **NCO: Non-Contract Out of State:** Students that reside in another state .
- **PAR: Partial Day:** Students who receive services in multiple schools or multiple districts or students who only attend school for a portion of the day
- **SUP: Supplemental Educational Services:** Not required for 2024-25 school year

**Start Date:** Enter the date of the entry into a given attendance group

**End Date:** Enter the date of the withdrawal from a given attendance group

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**Partial Day Attendance Group:** If Partial Day attendance group is selected, additional data is required.

Attendance Group

**\*Enrollment**  
22-23 CENTRAL ELEMENTARY SCHOO Grade:03 Start:08/10/2022

**\*Attendance Group**      **\*Start Date**      End Date  
PAR:Partial Day      08/10/2022     

Start Time      End Time      Avg Partial Minutes      Percent Enrolled  
      12:00 PM      255      56.1%

Instructional Periods: 07:45 AM - 03:00 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

**Start Date:** Enter the date the student begins partial day attendance

**End Date:** Enter the date the partial day attendance ends

**Start Time:** If student's day starts at a time different from the regular schedule starting period, enter time

**End Time:** If student's day ends at a time different from the regular schedule ending period, enter time

**Partial Minutes:** If student is placed in a Partial Day Attendance Group and a start/end time is entered, this field is auto populated with the amount of minutes student is in attendance when the record is saved

**Percent Enrolled:** If student is placed in a Partial Day Attendance Group and a start/end time is entered, this field is auto populated when the record is saved with the percent of time student is enrolled based on minutes of school day

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## Section B – Check-In/Check-Out, Whole Day Absence

### Tool Search: Attendance

#### Check-In/Check-Out

#### Attendance Information

Date:   EHO:  Scheduled Minutes:  Scheduled Minutes:

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.

Status: A Excuse: X State Code: EHO

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

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course	
1	07:50 AM	11:50 AM	240					703001-I-401 HOMEROOM	
2	11:50 AM	02:50 PM	180					703001-I-401 HOMEROOM	
Activity	02:50 PM	03:00 PM	10	** Not Scheduled					

**\*Educational Enhancement Opportunity check-in/check-out or whole day absences must be entered on this screen**

**Date:** Actual month, day, year (##/##/##) of absence (system defaults to the current date)

**Check-In/Check-Out:** Enter check-in or check-out time (HH:MM AM/PM) recorded on Sign-In/Sign-Out sheet

**Attendance Code:** Choose one from the "Attendance Code" drop down menu of excused and unexcused absences

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### Whole Day Absence

Class/Period Detail		<a href="#">Click here to mark whole day absent</a>							
	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course	
1	07:50 AM	11:50 AM	240					703001-I-401 HOMEROOM	
2	11:50 AM	02:50 PM	180					703001-I-401 HOMEROOM	
Activity	02:50 PM	03:00 PM	10	<b>** Not Scheduled</b>					

Select "Click here to mark whole day absent"

**Attendance Code:** Choose one from the "Attendance Code" drop down menu of excused and unexcused absences

**Mark Whole Day Absent**

Attendance Code\*

Comments



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### Section C – Attendance Wizard

#### Tool Search: Attendance Entry Wizard

The attendance wizard can also be used to enter student daily attendance. On this screen the upper section, after the attendance date, are fields that can be used to enter search criteria. The attendance date (upper section) and the attendance fields (lower section) are where the standard data elements are located.

(Upper Section)

Attendance Date\*  

**Attendance Date:** Enter the actual month, day, year (##/##/##) of absence (system defaults to current date)

(Lower Section)

**3. Input Attendance Information and Click Save 10:23:36 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\*

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option  Do NOT overwrite existing records  
 Overwrite existing records  
 Fill Down (Available when either check in only or check out only)

**Save**

**Saving mode:** Select appropriate mode; Check In/Out, Batch Check In/Out (Multiple Days), Whole Day

**Check-In/Check-Out:** Enter check-in or check-out times as recorded on Sign-In/Sign-Out sheets

**Attendance Code:** Choose one from the “Attendance Code” drop down menu of excused and unexcused absences