

Data Standard Attendance

Rev. 8/14/2017

Ownership and History

Standard prepared by:

Ronda Devine

Data steward(s)

[Ronda Devine](#), (502) 564-5279, ext. 4444

Office(s)

Office of Assessment and Accountability

Revision history

August 14, 2017

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 will be providing data for the School and District Report card and to USED from this point on.

Data Standard Attendance

Rev. 8/14/2017

Contents

Ownership and History 1

Overview 3

Section A – Attendance Group Tab 5

Section B – Check-In/Check-Out, Whole Day Absence 7

Section C – Attendance Wizard..... 9

Data Standard Attendance

Rev. 8/14/2017

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.

Path: Ad Hoc Reporting / Filter Designer / State Published or Ad Hoc Reporting / Data Export / I State Published

- 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

Data Standard Attendance

Rev. 8/14/2017

- 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
- 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 Campus Support if using this tool for the first time)

Data Standard Attendance

Rev. 8/14/2017

Section A – Attendance Group Tab

Campus Path: Student / General / Attendance Group Tab

Attendance Group

*Enrollment

*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
- SUP:Supplemental Education Services

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

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 Attendance Group:** Students who are placed in an alternative educational program as a short-term placement (as defined by board policy)
- ***HDK: Half Day Kindergarten Attendance Group:** Students who participate in half-day kindergarten (Only required if school contains both Full Day and Half Day Kindergarten)
- ***FDK: Full Day Kindergarten Attendance Group:** Students who participate in full-day kindergarten (Only required if school contains both Full Day and Half Day Kindergarten)
- **HH: Home/Hospital Attendance Group:** Students who receive home/hospital instruction
- **NC: Non-Contract Attendance Group:** 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
- **SUP: Supplemental Educational Services:** Not required for 15-16 school year
- **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

Data Standard Attendance

Rev. 8/14/2017

Partial Day Attendance Group: If partial day attendance group is selected, additional data is required

Attendance Group				
*Enrollment				
13-14 CENTRAL ELEMENTARY SCHOO		Grade:06	Start:08/21/2013	
*Attendance Group				
PAR:Partial Day		*Start Date	End Date	
		08/21/2013		
Start Time	End Time	Avg Partial Minutes	Percent Enrolled	
	12:00 PM	255	57.9%	
Instructional Periods: 07:45 AM - 03:30 PM				
<small>* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified</small>				
<small>* Adding/Changing the start/end time and start/end date will update the attendance records</small>				

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

Data Standard Attendance

Rev. 8/14/2017

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

Campus Path: Student / General / Attendance Tab / New

Check-In/Check-Out

Attendance Information
Date: 05/05/2014 Refresh EHO: 0 Scheduled Minutes: 415

Check Out Check In Attendance Code*
EHO: EDUC ENHANCEMENT OPP Add

- Type 1100 for 11:00 AM Status: A Excuse: X State Code: EHO
- 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
1	07:55 AM	08:35 AM	40					76541504-3 LDRSHP DYN IN BUS
2	08:35 AM	09:50 AM	75					26211468-1 AP ENGLISH IV
3	09:50 AM	11:00 AM	70					76071504-1 FINANCIAL LITERACY
4	11:00 AM	12:35 PM	95					76181514-1 ADV COMP APP
5	12:35 PM	01:40 PM	65					41251548-2 AP CALCULUS
6	01:40 PM	02:50 PM	70					76181534-1 ADV COMP APP
7 ACTIVITY	02:50 PM	02:51 PM	1					5000-27 ADVISOR/ADVISEE

***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 recorded on Sign-In/Sign-Out sheet

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

Whole Day Absence

Check Out Check In Attendance Code*
Add

- 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
1	07:55 AM	08:35 AM	40					76541504-3 LDRSHP DYN IN BUS
2	08:35 AM	09:50 AM	75					26211468-1 AP ENGLISH IV
3	09:50 AM	11:00 AM	70					76071504-1 FINANCIAL LITERACY

Select “Click here to mark whole day absent”

Data Standard Attendance

Rev. 8/14/2017

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

Mark Whole Day Absent

Attendance Code*

Comments

Add Cancel

Data Standard Attendance

Rev. 8/14/2017

Section C – Attendance Wizard

Campus Path: Attendance / Attendance 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* 06/27/2014 

(Lower Section)

3. Input Attendance Information and Click Save 05:54:53 PM

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)

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

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