

**Custom Report: Chronic Absenteeism** – The purpose of this report is to produce aggregate and detailed chronic absenteeism data. Kentucky Department of Education (KDE) defines chronically absent as a student who is present 90% or less of full-time equivalency. Both reports calculate school/district chronic absenteeism data based on full-time equivalency (FTE) attendance. KDE calculates chronic absenteeism by dividing student’s FTE present minutes by FTE instructional minutes and rounding to the nearest whole percent.

Aggregate report: absenteeism calculations by percentage ranges; numbers and percentages of students by grouping. To be included in the aggregate report, students must be enrolled at least 10 days in the school/district.

Detail Report: returns student-level aggregate FTE attendance data. This report can be used to identify specific students or groups of students at or nearing chronic absenteeism. If a student had two enrollments in one school during the year, attendance for both enrollments will be combined for the student.

**Selection Criteria:** Select the Report Type you wish to run: Aggregate or Detail (default). The Infinite Campus Toolbar will control the school/district, calendar and year for which the report will generate.

**KDE Contacts:** Jessi Carlton, Division of District Support, Office of Finance & Operations  
Donna Deal, Branch Manager, Division of Student Success, Office of Continuous Improvement and Support

**Pathway:** KY State Reporting > KDE Reports > Chronic Absenteeism

*NOTE: Users must be granted access by local KSIS administrator before they will see this report.*

**Report Sample:** Both report types will generate in Excel format.

**Detail:**

Sch Year	Dist Number	Dist Name	Sch Number	School Name	SSID	Last Name	First Name	Enrolled Days	FTE Absent Events Excused	FTE Absent Events Unexcused	Tardy Events Only Excused	Tardy Events Only Unexcused	Student FTE Present Minutes	Student FTE Instructional Minutes	% FTE Present	Chronic Absent
2016-17	000	ABC County	000	ABC School	1234567890	Mouse	Mickey	169	7	33	4		57438	69850	82.2%	Y
2016-17	000	ABC County	000	ABC School	1234567890	Mouse	Minnie	169	1	1	0		69289	69850	99.2%	N
2016-17	000	ABC County	000	ABC School	1234567890	Duck	Daisy	37	3	7	0		11515	15355	75.0%	Y
2016-17	000	ABC County	000	ABC School	1234567890	Duck	Donald	134	8	25	1		44622	55385	80.6%	Y
2016-17	000	ABC County	000	ABC School	1234567890	Bunny	Bugs	169	11	10	2		63232	69850	90.5%	N

Aggregate:

## Aggregate:

### Student Present FTE Percentage - Aggregate Report

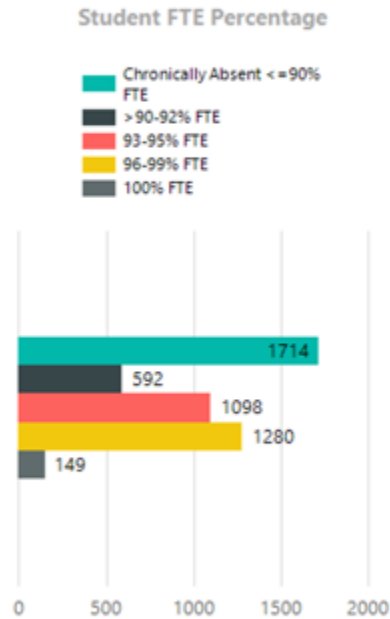
*student detail report can be run for additional detail*

School Year 2016-17  
District #/Name 000 ABC County  
School #/Name 000 All Schools

#### Student FTE Count (enrolled 10 or more days)

100% FTE	149	3.08%
96-99% FTE	1280	26.48%
93-95% FTE	1098	22.72%
>90-92% FTE	592	12.25%
Chronically Absent <= 90% FTE	1714	35.46%
Total Student Count	4833	

\* FTE percentage rounded to the nearest whole percentage



#### Note: Chronic Absenteeism is an Accountability - Opportunity & Access Measure

*Proposed Ranges - Under consideration by KDE*

- 5% or less of the total school population = 3 pts
- 6% to 10% of the total school population = 2 pts
- 11% to 15% of the total school population = 1 pt
- 16% or more of the total school population = 0 pt

#### **Suggested report uses:** (Open the report in Excel, then turn on the Filter option and freeze the headings.)

- Run the aggregate report to see percentage of chronically absent students by school/district. Chronic absenteeism is an Accountability – Opportunity & Access Measure and points are awarded for schools/districts with less than 16% of the student population chronically absent. Periodically share report with school and/or district leadership.
- Run the detail report and sort the report on “% FTE Present” to identify students who are chronically absent, or close to becoming chronically absent.
- Run the detail report and filter on “Chronic Absent” for Y to see only chronically absent students.