

# Partial Week

## Full Funding Attendance Tracking



**Jason Glass, Commissioner  
Kentucky Department of Education**

**Office of Finance and Operations  
Division of District Support**

**July 2021**

## Partial Week Full Funding Attendance Tracking

To track attendance for a student with an IEP that states they are only required to attend school for a partial week and receive full funding:

Set up an attendance code of PW: Partial Week as shown in the screenshot below.

*Path: System Administration > Attendance > Attendance Codes*

**AttendanceExcuse Detail**

\*Code: PW

\*State Code: O: Other

\*Description: PARTIAL WEEK

Status: Absent      Excuse: Exempt

Display code in behavior resolution

In the example below, the student's IEP says the student will come to school Monday, Tuesday, Thursday and Friday. The student should be marked with the Partial Week attendance code for every Wednesday during the effective dates of the IEP. This will prevent the classroom teacher from marking the student absent on Wednesdays when the student isn't expected to be in class.

KY Daily Attendance					Unknown	Excused	Unexcused	Exempt	
Enrollment	Present Days	Absent Days	Tardies	Unexcused					
Start Date: 08/08/2018 End Date:	176.00	0.00	0	0					
Enrolled Days: 176 Scheduled Days: 176.00									
EHO FTE	BT FTE								
0.00	0.00								

  

Date	Period							Activity	Virtual	Olweus
	1	2	3	4	5	6	7			
05/15/2019 Wed Regular	PW	PW	PW	PW	PW	PW	PW			
09/19/2018 Wed Regular	PW	PW	PW	PW	PW	PW	PW			
09/06/2018 Thu Regular	PW	PW	PW	PW	PW	PW	PW			

## Review the Data

On a regular basis, weekly or monthly, review the student's attendance to see if adjustments need to be made to the PW days. If the student is absent all week due to illness, the district would not be entitled to any funding for that Wednesday. The partial week attendance code should be changed on that Wednesday to reflect the appropriate code for the student's actual attendance, such as absent excused due to illness.

KY Daily Attendance				
Enrollment	Present Days	Absent Days	Tardies	Unexcused
Start Date: 08/08/2018 End Date:	171.00	5.00	0	0
Enrolled Days: 176 Scheduled Days: 176.00				

  

EHO FTE	BT FTE
0.00	0.00

  

**Chronic Absenteeism Information (Federal)**

Absenteeism Percentage (Federal) 6.98%      Chronically Absent (Federal) ? NO

Scheduled Days (YTD) 43

Days Absent (Federal) ? 3

Date	Period							Activity	Virtual	Olweus
	1	2	3	4	5	6	7			
05/15/2019 Wed Regular	PW	PW	PW	PW	PW	PW	PW			
11/09/2018 Fri Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
11/08/2018 Thu Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
11/07/2018 Wed Regular	PW	PW	PW	PW	PW	PW	PW			
11/05/2018 Mon Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
09/19/2018 Wed Regular	E	E	E	E	E	E	E			
09/06/2018 Thu Regular	PW	PW	PW	PW	PW	PW	PW			
08/17/2018 Fri Regular	E	E	E	E	E	E	E			

The student's record should look like this after the correction:

KY Daily Attendance				
Enrollment	Present Days	Absent Days	Tardies	Unexcused
Start Date: 08/08/2018 End Date:	170.00	6.00	0	0
Enrolled Days: 176 Scheduled Days: 176.00				

  

EHO FTE	BT FTE
0.00	0.00

  

**Chronic Absenteeism Information (Federal)**

Absenteeism Percentage (Federal) 6.98%      Chronically Absent (Federal) ? NO

Scheduled Days (YTD) 43

Days Absent (Federal) ? 3

Date	Period							Activity	Virtual	Olweus
	1	2	3	4	5	6	7			
05/15/2019 Wed Regular	PW	PW	PW	PW	PW	PW	PW			
11/09/2018 Fri Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
11/08/2018 Thu Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
11/07/2018 Wed Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
11/05/2018 Mon Regular	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE	ILIE			
09/19/2018 Wed Regular	E	E	E	E	E	E	E			
09/06/2018 Thu Regular	PW	PW	PW	PW	PW	PW	PW			
08/17/2018 Fri Regular	E	E	E	E	E	E	E			

## KDE Contact

Josh Whitlow  
 Office of Finance & Operations  
 Division of District Support  
 Student Tracking & Data Branch  
 4<sup>th</sup> Floor, 300 Sower Blvd  
 Frankfort, KY 40601  
 502-564-5279 ext.4450  
[Josh.Whitlow@education.ky.gov](mailto:Josh.Whitlow@education.ky.gov)