

Partial Week/Partial Day

Full Funding Attendance Tracking



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

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

Campus Path: System Administration | Attendance | Attendance Codes
Search Terms: Attendance Codes

AttendanceExcuse Detail

*Code

*State Code

*Description

Status: Excuse:

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									
						1	2	3	4	5	6	7	Activity	Virtual	Olweus
					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
08/11/2021	170.50	4.50	0	1
End Date:	Enrolled Days: 175 Scheduled Days: 175.00			

EHO FTE	BT FTE
0.00	0.00

Chronic Absenteeism Information (Federal)	
Absenteeism Percentage (Federal)	Chronically Absent (Federal) ?
2.30%	NO
Scheduled Days (YTD)	
174	
Days Absent (Federal) ?	
4	

Date	Period							ACTIVITY	VIRTUAL
	1	2	3	4	5 ADVISORY	6	7		
11/05/2021 Fri	D	D	D	D	D	D	D		
11/04/2021 Thu	D	D	D	D	D	D	D		
11/03/2021 Wed	PW	PW	PW	PW	PW	PW	PW		
11/02/2021 Tue	D	D	D	D	D	D	D		
11/01/2021 Mon	D	D	D	D	D	D	D		
10/19/2021 Tue	FT	FT	FT	FT	FT	FT	FT		
10/15/2021 Fri	PW	PW	PW	PW	PW	PW	PW		
09/01/2021 Wed			F	F	F	F	F		

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

KY Daily Attendance				
Enrollment	Present Days	Absent Days	Tardies	Unexcused
08/11/2021	169.50	5.50	0	1
End Date:	Enrolled Days: 175 Scheduled Days: 175.00			

EHO FTE	BT FTE
0.00	0.00

Chronic Absenteeism Information (Federal)	
Absenteeism Percentage (Federal)	Chronically Absent (Federal) ?
2.30%	NO
Scheduled Days (YTD)	
174	
Days Absent (Federal) ?	
4	

Date	Period							ACTIVITY	VIRTUAL
	1	2	3	4	5 ADVISORY	6	7		
11/05/2021 Fri	D	D	D	D	D	D	D		
11/04/2021 Thu	D	D	D	D	D	D	D		
11/03/2021 Wed	D	D	D	D	D	D	D		
11/02/2021 Tue	D	D	D	D	D	D	D		
11/01/2021 Mon	D	D	D	D	D	D	D		
10/19/2021 Tue	FT	FT	FT	FT	FT	FT	FT		
10/15/2021 Fri	PW	PW	PW	PW	PW	PW	PW		
09/01/2021 Wed			F	F	F	F	F		

Partial Day Attendance Group

Partial Day Attendance Group (PAR): Students who receive services in multiple schools or multiple districts or students who only attend for a portion of the day

The screenshot shows a web form titled "Attendance Group". Under the heading "Enrollment", it displays "21-22 CENTRAL ELEMENTARY SCHOOL Grade:03 Start:08/16/2021". The "Attendance Group" dropdown menu is set to "PAR:Partial Day". The "Start Date" is "08/23/2021" and the "End Date" is empty. Below these are input fields for "Start Time", "End Time" (set to "12:00 PM"), "Avg Partial Minutes" (set to "255"), and "Percent Enrolled" (set to "58.6%"). The "Instructional Periods" are "07:45 AM - 03:00 PM". Two footnotes are present: "* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified" and "* Adding/Changing the start/end time and start/end date will update the attendance records".

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

State Date: Enter the date the student begins partial day attendance

End Date: Enter the date 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, the field is auto populated with the amount of minutes student is in attendance when the record is saved

Percent Enrolled: If a 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

KDE Contact

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