AT (Attendance Report) (Indiana)

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This report is no longer supported or updated by Infinite Campus. The Indiana flat file reports will remain available in the Infinite Campus system until the 2023-2024 school year. Schools can continue to use the flat file reports as needed until then, but Infinite Campus no longer provides any support.

Data Exchange was designated as the sole source of truth for all data for the purposes of required reports beginning with the 2021-2022 school year. Please refer to the Indiana Ed-Fi documentation for additional information about current state reporting practices / procedures using the Data Exchange Ed-Fi System.

Report Logic | Report Editor Details | Attendance Report Layout

Classic View: IN State Reporting > AT

The purpose of this data collection is to gather student attendance information. This attendance information is utilized for several purposes, including calculations of Adequate Yearly Progress (AYP).
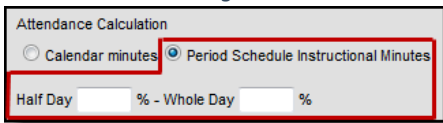

Attendance Report Editor

Report Logic

- Students in grades KG-13 are reported who attended at any time during the academic year. Pre-Kindergarten and Post High School students will appear in the report if selected, but these grades are not counted in the attendance rate.
- Classes that have the Attendance checkbox marked are included.

- Any period marked as Non-Instructional is not included.
- Summer school attendance is not reported.
- All days are reported as either whole (1) or half (.5) day.
- If a student is physically present, then Campus assumes they are IA:03 and they do not need a code listed in Campus.
- The following State Codes for Attendance were added in System Administration > Attendance > Attendance Codes for the 20-21 school year because of COVID-19. Preferred setup for these codes is provided in the table below.

Code	Status	Excuse	Possible Local Code
01: Virtual	Present	Excused	VIR
02: Virtual Due to Covid	Present	Excused	VCVD
03: In Attendance	Present	Excused	IA
04: Excused Absence	Absent	Excused	N/A
05: Unexcused Absence	Absent	Unexcused	N/A
06: Exempt	Absent or Present	Exempt	N/A
07: Suspended	N/A	N/A	N/A
08: Expelled	N/A	N/A	N/A

Report Editor Details

Field	Description
Start Date	The earliest date from which data is pulled for the report.
End Date	The latest date from which data is pulled for the report.
Attendance Calculation	- The **Calendar Minutes** option uses the whole day and half day minute thresholds on the Calendar to calculate days Absent and days Attended for all school days. - The **Period Schedule Instructional Minutes** option allows you to enter a Whole Day % and Half Day % for the thresholds and uses those values to calculate the minutes for the Period schedule assigned to each school day.
Choose Grades	The student grade levels that will be reported in the extract.
Ad Hoc Filter	Selecting a filter limits the results to only those included in the filter.
Format	The format in which the report will generate. Options include the following: - Comma Separated - HTML - XML - CSV Detail Report - HTML Detail Report

Field	Description
Calendars	The calendar(s) from which data is pulled for the report. Can be set to display only the active year's calendars, or be sorted by school or by year.
Generate Extract/ Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of immediately generating the report by clicking **Generate Extract**. The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Attendance Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
School Number	State-assigned school ID	Numeric, 4 digits	School.number	System Administration > Resources > School > State School Number
Student Test Number	Official student test number (State ID)	Numeric, 9 digits	Person.stateID	Census > People > Demographics > Person Identifiers > State ID
First Name	**HTML Only** The student's first name.	Alphanumeric	Identity.firstName	Census > People > Demographics > Person Information > First Name
Last Name	**HTML Only** The student's last name.	Alphanumeric	Identity.lastName	Census > People > Demographics > Person Information > Last Name
Beginning Date	The first day of school or the date of latest enrollment if it is after the start of the school year for this student. In the case of multiple enrollments, both start dates are recorded.	Date field, 8 characters MMDDYYYY	Enrollment.startDate	Student Information > General > Enrollments > Start Date
Ending Date	The last day of school or the date of withdrawal for this student if it is prior to the end of the school year. In the case of multiple enrollments, both end dates are recorded.	Date field, 8 characters MMDDYYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date
Days Attended	The total number of days the student attended.	Alphanumeric, 5 digits	Calculated, not dynamically stored	Calculated, not

Element Name	Description	Type, Format NNN,D and Length	Campus Database	dynamically stored Campus Application
	• Campus counts instructional, attendance, and school days on which the student is in attendance using the start and end dates on the student's enrollment record. • If an absent code for a student is named ISS or OSS, the status is absent, and the excuse is exempt, the day is NOT included in the total.			

Attendance Calculation	Logic
Calendar Minutes	Whole day/half day attendance is based off settings in System Administration > Calendar > Calendar > Calendar > Whole Day Absence/Half Day Absence. If applicable, student attendance between a half day and a whole day is rounded to a half day.

Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
	Period Schedule Instructional minutes	Campus uses the values entered in the Half Day % and Whole Day % fields to calculate the absence thresholds. • Calculates based on the Period schedule assigned to the Day • Campus uses the Instructional Minutes X the Half Day % - 1 as the threshold for a day absent (0 days added to Days Attended) • Campus use the Instructional Minutes X the Half Day % - Whole Day % as the threshold for a half day (.5 days added to Days Attended) • Campus uses the Instructional Minutes X the Whole Day % - 100 as the threshold for a whole day (1.0 days added to Days Attended)			
Excused Days Absence	The total number of Excused Days Absence for the student. • Campus counts instructional, attendance, and school days	Alphanumeric, 5 digits NNN.D	Calculated, not dynamically stored	Calculated, not dynamically stored

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
	on which the student is absent using the start and end dates on the student's enrollment record. • Campus counts days/absences that have an absence code of A and a status of Excused. Absences that are Unknown or Exempt are NOT included.			

Attendance Calculation	Logic
Calendar Minutes	Whole day/half day attendance is based off settings in System Administration > Calendar > Calendar > Calendar > Whole Day Absence/Half Day Absence. If applicable, student attendance between a half day and a whole day is rounded to a half day.

Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
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Unexcused Days Absence	The total days of unexcused absences. • Campus counts instructional, attendance, and school days on which the student is in attendance using the start and end dates on the student's enrollment record. • Campus counts days/absences that have an absence code of A and a status of Unexcused. Absences that are Unknown or Exempt are NOT included.		Alphanumeric, 5 digits NNN.D	Calculated, not dynamically stored	Calculated, not dynamically stored.

| | **Attendance Calculation** | **Logic** | | | |

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Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
	Period Schedule Instructional minutes	Campus uses the values entered in the Half Day % and Whole Day % fields to calculate the absence thresholds.			
Grade Level	Student's grade level, from options set in System Administration > Calendar > Calendar > Grade Levels > State Grade Level. If multiple enrollments exist that indicate that the student has been promoted a grade, data from both enrollments should be reported.	• Calculates based on the Period Schedule assigned to the Day • Campus uses the Instructional Minutes X the Half Day % - 1 as the threshold for a day absent (1.0 days added to Days Absent)	Numeric, 2 digits	Enrollment.gradeLevel	Student Information > General > Enrollments > Grade Level
School for Accountability	This field reports the Accountable School on the student's enrollment(s) that are pulled onto the report. If the Accountable School is blank, the field reports the State ID of the School for the calendar in which the student is enrolled.	• Campus use the Instructional Minutes X the Half Day % - Whole Day % as the threshold for a half day (.5 days added to Days Absent) • Campus uses the Instructional Minutes X the Whole Day % - 100 as the threshold for a whole day (0 days added to Days Absent)	Numeric, 4 digits	Not dynamically stored	Not dynamically stored