Student Detail Attendance Summary (Texas)

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Tool Search: TEA Attendance

The Texas TEA Student Detail Attendance Report details student, school, and district attendance information. It summarizes the attendance data of each individual student in a particular school over six-week reporting periods.

TEA Student Detail Attendance SummaryTool

Report Logic

▶ Click here to expand...

- This report generates data for any student actively enrolled during the Reporting Period whose ADA eligibility is not equal to 0. The attendance accounting system determines a student's ADA eligibility. See the Report Layout for Eligibility Codes.
- Attendance entered by the minute is saved to the database as period-based. This means the exact time is not reported, only the period in which it falls.
- To be included, on the day being counted
  - IEP must be active and locked, AND
  - There must be an active Instructional Setting code of 40 on the Settings and Disabilities editor in the IEP.
- Courses with the State Report Exclude option selected on the Courses tool do NOT report.
- CTE attendance and V code calculations consider suspensions lasting longer than 5 days. If a student has a state reportable suspension (in or out of school) within the reporting window that lasts longer than 5 days, any attendance days after the 5th day will be counted as regular (not CTE), and the student will report no V codes.
- When calculating CTE attendance days, logic excludes any date contained in a CTE Funding Exempt record that overlaps with the reporting period.
- When calculating CTE attendance days, logic excludes any date contained in a Non-Certified CTE record that overlaps with the reporting period.
- Grade levels do not need to match State Grade Levels to report.

Generating the Report

1. Select the **Student Detail Summary** option in the **Report Type** dropdown.
2. Select a **Report Format** of either PDF, DOCX, or CSV.
   - PDF includes a section for staff recording/approving signatures, titles, and dates.
3. Select the **Period Model**.
4. Select a calendar from the **Calendar** dropdown.
5. Fill in the **Start Date** and **End Date** fields. There are several options for this action:
   - Select the Calendar icon and select the start and end dates for the reporting period.
   - Select the Start Date and End Date fields and manually input the start and end dates for the reporting period.
   - Click on the period options below the Period model to quickly set the start and end dates for the reporting period.
6. Select either **Grade** to filter the report by grade and then choose a grade from the dropdown, or select **Ad Hoc Filter** and choose a filter from the dropdown options.
7. Decide if you want to generate the report or submit to batch:

Generate Report	Click the **Generate Report** button to generate the report immediately. The report will appear in a separate window in the designated format.

Submit to Batch	Click the Submit to Batch button to send the extract to the Batch Queue List. The Batch Queue functionality allows users to schedule when the extract is generated and to navigate away from the report editor while the extract is being built. The Batch Queue List also lets users view and access historical reports that were run through the Batch Queue tool.

Report Layout

Element	Description	Location
Reporting Period *Required*	The period of time used to generate an attendance summary. The general period of time for this report is six weeks. The full school year can be analyzed with this report, but it must be divided into approximately six equal reporting periods.	Calendar Setup > Attendance Periods > Attendance Periods Detail Calendar.name
Calendar Code *Required*	An identifying number for the number of Calendars in a particular school. If there is only 1 Calendar for a School, report 00. If there is more than 1 Calendar for a school, report Track Number of 00 for the first Calendar listed and a Track of 01 for the 2nd Calendar listed in the School, and count up from there.	Calendar Information > Calendar ID
Grade Level *Required*	The student grade level used to filter this report. Note: Grade levels do not need to match State Grade Levels to report.	Enrollment > Grade AND System Admin > Calendar > Calendar > Grade Level Enrollment.grade

Element	Description	Location
ADA Eligibility *Required*	Reports the ADA Eligibility code. Options include: **Code 1**: Eligible for Full Day Attendance **Code 2**: Eligible for Half Day Attendance (provided instructions for at least 2 hours but fewer than 4 hours each school day) **Code 3**: Eligible Transfer Student Full Day **Code 6**: Eligible Transfer Student Half Day **Code 7**: Eligible Alternative Attendance Program Participation	State Programs > ADA EnrollmentTX.adaEligibility
Total Membership *Required*	The total number of public school students reported in membership as of the last Friday in October at any grade.	Not dynamically stored Calculated field
Total Days Absent	The total number of days the student was absent in the reporting period.	Not dynamically stored Calculated field
Total Days Present *Required*	The total number of days the student was present in the reporting period.	Not dynamically stored Calculated field
Total Eligible Days *Required*	The total number of days the student was present, in membership, and eligible for ADA funds. This figure is calculated by subtracting absences and ineligible days of attendance from days of membership.	Not dynamically stored Calculated field
Total Ineligible Days	The total number of days the student was present and in membership but was ineligible for ADA funds. This figure is calculated by subtracting absences and eligible days of attendance from days of membership.	Not dynamically stored Calculated field

Element	Description	Location
Eligible Days Bilingual/ESL	Reports whether the student's EL Program Status is marked as EL and the number of eligible days present for the BIL/ESL program the student participated in during the reporting period. The two different values are separated by a slash (/). The EL Status is marked as follows: • **Y**: Yes • **N**: No	English Learners (EL) > EL > Program Status Lep.programStatus
Eligible Days Pregnancy Related Services	Reports if the student's program is PRS: Pregnancy Related Services and/or PRE-PEP: Pregnancy Related Services - PEP and the number of eligible days present for the PRS program the student participated in during the reporting period. The two different values are separated by a slash (/). The PRS: Pregnancy Related Service Status if marked as follows: • **Y**: Yes • **N**: No	Flags > PRS-PEP: Pregnancy Related Services - PEP > Start Date AND Flags > Student Flag Detail > Flags > PRS-PEP: Pregnancy Related Services - PEP > End Date Calculated field
Eligible Days CTE	Reports the career and tech program code and the number of eligible days present for each program the student participated in during the reporting period. The two different values are separated by a slash (/). The career and tech program codes are comprised of the letter "V" and the number of classes the student participates in during the reporting period, not exceeding 6. For example, if the student had three classes, the code would be V3.	Academic Planning > Programs Calculated field

Element	Description	Location
Eligible Days Speech	Reports if the student participates in Speech Therapy Services and the number of eligible days present for each service the student participated in during the reporting period. The two different values are separated by a slash (/). If the student only participates in Speech Therapy Services, this field will report as 1. If the student is involved in Speech Therapy Services in conjunction with other special education and/or Related Services, this field will report as 2. If the student does not receive Speech Therapy, this field will report as 0. The eligible days present are the Speech Therapy start date to the end date, including both the start and end date as eligible days.	Special Ed > Documents > Plan Outline > SPED Services > SPED Service Editor > Service Special Ed > Documents > Plan Outline > SPED Services > SPED Service Editor > Service > Speech Therapy > Start Date Special Ed > Documents > Plan Outline > SPED Services > SPED Service Editor > Service > Speech Therapy > End Date Calculated field
Eligible Days Special Ed	Reports the Special Ed Setting code and the number of eligible days present for each program the student participated in during the reporting period. The two different values are separated by a slash (/).	Special Ed > Documents > Plan Outline > Enrollment Status > Special Ed Setting Enrollment.specialEdSetting
Excess Contact Hours (XCS)	The number of excess contact hours for the student.	Not dynamically stored Calculated field
Excess Contact Days	The number of excess contact days for the student.	Not dynamically stored Calculated field
Gifted and Talented	Reports if the student is gifted and talented. Options include: • **Y**: Yes • **N**: No	Flags > Student Flag Detail > Flags > GT: Gifted & Talented Enrollment.giftedTalented

Element	Description	Location

Economic Disadvantaged	1. If the student has an Active Eligibility Status within the current school year:
	  ○ If the student's Eligibility status equals 'FREE', report a value of '01'.
	  ○ If the student's Eligibility status is equal to 'REDUCED', report a value of '02'
	  ○ If the student's Eligibility status is equal to 'PAID' OR 'NON-REIMBURSABLE', report a value of '00'
	2. If the student has NO ACTIVE Eligibility record, and has an ACTIVE Enrollment, check Enrollments > State Reporting Fields.
	  1. If 'Code 99' has a check in the check box report a value of '99'
	3. If there is NO ACTIVE Eligibility and 'Code 99' box is unchecked, do not report field.
		CODE 99
		 Student Information > General > Enrollments > State Reporting Fields
		OR
		Eligibility Status
		FRAM > Eligibility > State Code

Report Example

Reporting Period/Date	Calendar Name	Calendar Code	Student Unique State ID	Last Name	First Name	Middle Name	Suffix	Grade Level	ADA Eligibility	Start Date	End Date	Total Membership
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567890	Washington	Emma	Ann		10	3	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567891	Johnson	Jason	Alexaner		10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567892	Franklin	David			10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567893	Robinson	Andrea			10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567894	Harrison	Nathan	Maxwell		10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567895	Clinton	Harley	Madison		10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567896	Davis	Abel			10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567897	Adams	Tyler	Michael		10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567898	Lincoln	Karl	Benjamin		10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567899	Kennedy	Jack	Bradley	Jr.	10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567810	Bush	Dennis	Christopher		10	1	1/4/2024	2/16/2024	31
01/04/2024-02/16/2024	23-24 Campus High School	1	1234567811	Carter	Eli	Timothy		10	1	1/4/2024	2/16/2024	31

Student Detail Attendance Report - CSV Format