BIE 30 Day Residential Attendance Report
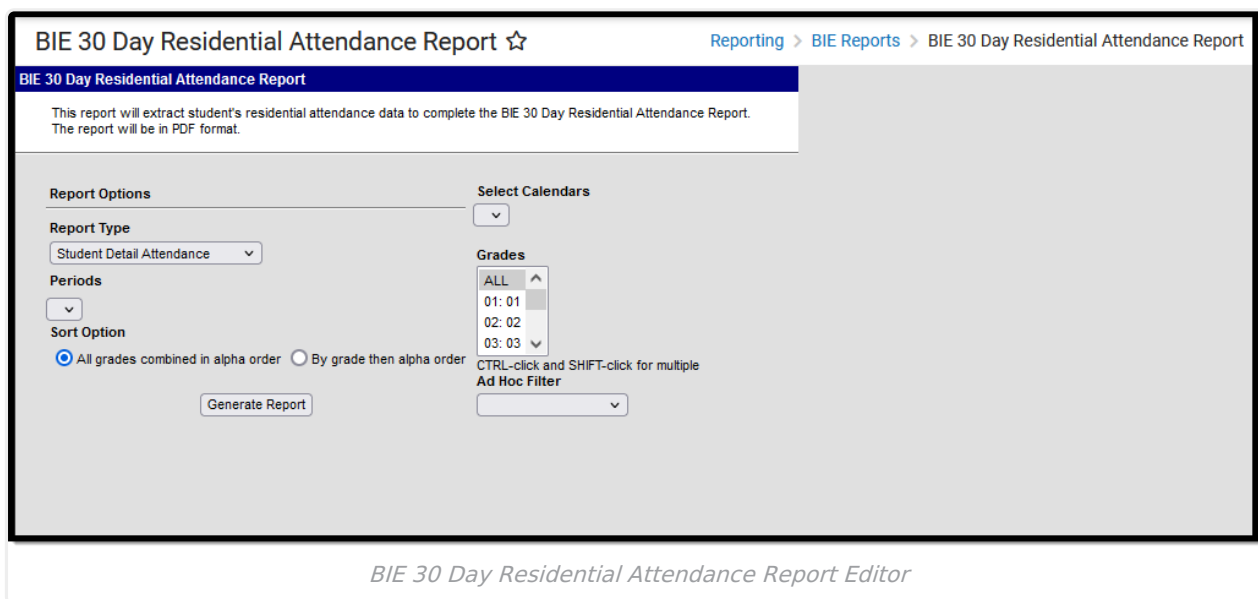
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The 30-Day Residential Attendance Report monitors residential programs and regulates school funding based on the number of students in residence (attendance). This report should be run every 30 days, beginning with the residential calendar's first instructional and attendance day.

BIE 30 Day Residential Attendance Report Editor

Report Logic

This report uses the following business logic:

- The report is calculated based on the reporting calendar's first instructional/attendance date.
- Using the first instructional/attendance date, the report will calculate 30 calendar days after this date to determine the first reporting period, adding another 30 days for each subsequent period.
- Reported data will first alphabetically sort students in a residence and then filter students who are not.
  - A student in residence is defined as one who is in attendance for 10 days within each 30-day reporting period.
- Days that are not active school days in the calendar are shaded gray on the report.
- Only students with an enrollment record in a residential calendar are considered for the report.
- Only one record reports per student regardless of the number of same-calendar enrollment records the student has in the 30-day reporting range.
  - If a student has multiple enrollments in more than one calendar, one student record is reported per calendar.

Student Requirements

Students must meet the following criteria to report:

- Only students enrolled in a BIE regional grade level 01 through 12 are included in the report. Kindergarten, Pre-Kindergarten, early childhood, Face, and Baby Face students are excluded from the report.
- To be included in the report, students must have an enrollment record with an Enrollment Type = 1: ISEP.
    - If the student has multiple enrollment records, only those marked as ISEP are reported.
- If a student is not scheduled into the second instructional period, they are flagged as not eligible on the report since they are not considered present for the midnight bedcheck.
- 'No Show' enrollments are excluded from reporting.

Attendance Calculation

Attendance data is calculated using the following criteria:

- Students who are in residence for at least 10 days during each 30-day calendar day period will be considered to have met residency requirements and are considered for the report.
- For a student to be counted as in residence for a day, the student must be present at the midnight bed check (marked in attendance for the second instructional period).
- The report examines the NASIS attendance tool to determine whether a student was in residence (attendance) for a specific day.
- Students marked absent for the "midnight bed check" with an excuse code of Unknown, Unexcused, or Excused are not reported as in residence.
- Students marked absent with an excuse code of Exempt are included in the report as in residence and reported on the report for the reporting day.
- The report distinguishes non-official bed checks based on the non-instructional flag set on the period. The first period is marked instructional; any periods flagged as non-instructional will not be reported.
    - The afterschool bedcheck and midnight bedcheck are the only official bedchecks.

Generate the Extract

1. Select the **Calendar** reporting data.
2. Select the **Report Type**: Student Detail Attendance or Student Summary Attendance
3. Select the attendance **Period** reporting data.
4. Select the **Sort Option**:
    - **All grades combined in alpha order:** All students are reported alphabetically, regardless of grade.
    - **By grade and then alpha order:** Students are sorted by grade and alphabetically within each grade.
5. Select which **Grade(s)** to have data reported.
6. Select an **Ad Hoc Filter** to filter reported data further (optional).
7. Click the **Generate Report** button. The report will appear in a separate window in PDF format.

Understanding the BIE 30 Day Residential Attendance Report

The following images and tables describe each 30 Day Residential Attendance Report version.

Student Detail Attendance

Student Detail Attendance

Column	Description
Name	The name of the student being reported.
NASIS ID	The reporting student's NASIS ID.
Grade	The reporting student's BIE grade level.
Mem	The total number of instructional and attendance days the student was enrolled in for the reporting calendar.
Absent	The total number of instructional and attendance days the student was absent in the reporting calendar. Exempt absences are not included in this count.
Days in Residence	The total number of instructional and attendance days where the student was not absent or had an exempt absence.
Eligible	Indicates whether (Y or N) the student met the required number of in-residence days (10 days) to be considered eligible.

Student Summary Attendance

Student Summary Attendance Report.

Column	Description
Grade	The BIE grade level reporting data.
Total Students	The total number of students who are reported for the corresponding grade level.
Eligible	The total number of eligible students for the corresponding grade level.
Non Eligible	The total number of non-eligible students for the corresponding grade level.
Totals	The total number of reporting students is broken down by the total number of eligible and non-eligible students in the reporting calendar.
Total Percent Eligible	The total percentage of eligible students within the reporting calendar. Total Percent Eligible = Total Eligible/Total Students * 100