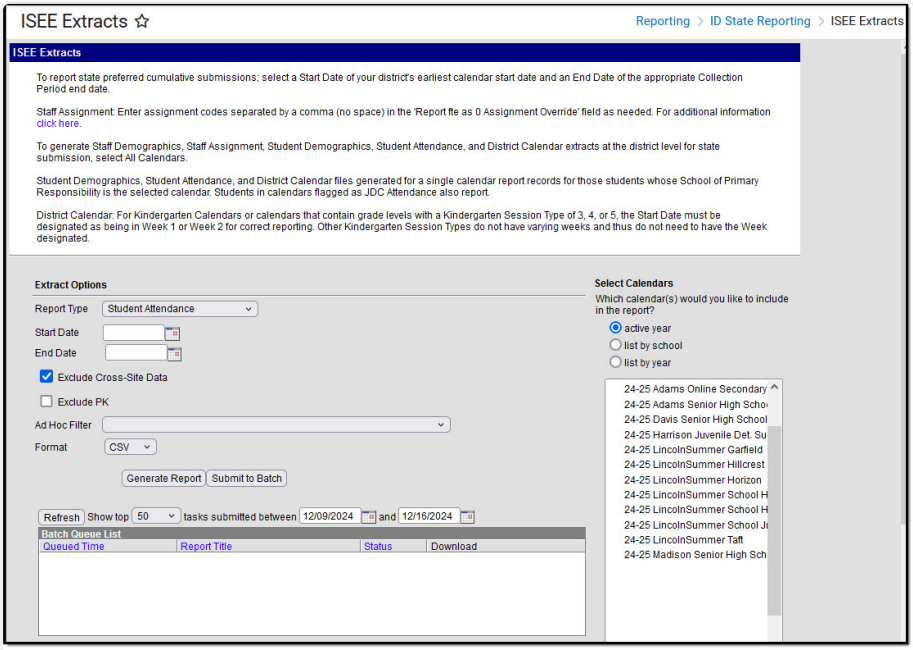
Student Attendance (ISEE Extracts) (Idaho)

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Path: Reporting > ID State Reporting > ISEE Extracts

The Student Attendance extract reports district-level attendance data for all students actively enrolled during the selected date range.



Student Attendance (ISEE Extract Editor)

Reporting population

A student is included in the report only when all eligibility requirements are met.

Student eligibility	A student must: • Be actively enrolled on the reporting date in at least one calendar. • Not be flagged as State Exclude. • Not be identified as a No Show. • Not be enrolled in a grade level flagged State Exclude. • Not be enrolled in a calendar flagged State Exclude. • Be enrolled in a grade mapped to a valid State Grade Level code. • Be rostered into at least one attendance-taking class on the reporting date. • Be scheduled into an attendance-taking class during an instructional period.

Grade eligibility	Students report only when mapped to one of the following State Grade Level codes: • PK • KG • 01-12
Preschool students	Students mapped to PK report only when **Exclude PK** is not selected on the extract editor.
Non-graded students	Students mapped to State Grade Level **NG** do not report.

School of Primary Responsibility

The School of Primary Responsibility is the school that receives funding for a student, whereas other schools may have partial enrollments. To determine the student's School of Primary Responsibility, all primary enrollments active at the same time are considered.

- If only one enrollment is flagged as Primary on a given date, that enrollment identifies the School of Primary Responsibility.
- If more than one enrollment is flagged as Primary on a given date, the School of Primary Responsibility whose calendar has the highest calendarID.
- If the student has no primary enrollments on a given date, the School of Primary Responsibility is the one with the highest calendarID among the secondary enrollments.
- Enrollments in a calendar marked as JDC Attendance are not considered when determining a student's School of Primary Responsibility.

Day records report the same derived calendarID value as long as the student's School of Primary Responsibility enrollment remains active. A new value is reported if the student's enrollment transitions. If a dual-enrolled student has an attendance record on a day when their School of Primary Responsibility is closed (reporting instructionTime as 0.0 in the District Calendar extract), a record does not report for that day in this extract.

Reportable dates

A date is reportable only when all of the following conditions are true:

- The date occurs Monday through Friday.
- The date is flagged
  - School
  - Instructional
  - Attendance

If a Day Event is assigned, instructional minutes determine whether instructional time is reported.

Attendance aggregation

District attendance

The report aggregates full-district attendance using the student's derived **Base Calendar of Enrollment**.

All reportable attendance from:

- Multiple calendar enrollments
- Multiple schedule structures

must be aggregated and reported as a single attendance record for the applicable date.

JDC exclusion

JDC calendars are not considered when determining a student's Base Calendar of Enrollment.

Base Calendar of Enrollment rules

The student's Base Calendar of Enrollment is determined from the calendar enrollments active on the reporting date.

Primary enrollment	When one or more enrollments are marked Primary: • Primary enrollments take precedence over Partial enrollments
Multiple primary enrollments	If multiple Primary enrollments exist on the same date: • The enrollment associated with the lowest Campus-generated calendarID is selected.
Multiple partial enrollments	If no Primary enrollment exists and multiple Partial enrollments exist: • The enrollment associated with the lowest Campus-generated calendarID is selected.

Reporting through the base calendar

District-level attendance must be reported within the schedule structure of the student's Base Calendar of Enrollment.

If aggregated attendance exceeds the maximum attendance available in the Base Calendar schedule structure:

- The schedule structure maximum is reported.

The student's Base Calendar of Enrollment must be selected in the extract editor for attendance records to be reported.

JDC attendance

JDC eligibility	Attendance qualifies as JDC attendance only when: • The calendar has the JDC Attendance flag enabled. • The JDC calendar is selected in the extract editor. • The calendar type is Instructional (I) or Alternative (A)
JDC reporting	JDC attendance is calculated separately from Base Calendar attendance. The attendance reports are associated with the derived calendar ID for the student's JDC calendar attendance. Each unique combination of: • JDC calendar • Schedule structure • Grade-level grouping must report as its own calendarId attendance record set. Attendance reports, regardless of enrollment service type, include: • Primary • Partial • SPED

Attendance record generation

Record frequency

The report generates one attendance record per:

- Student
- Date
- Attendance Type

Attendance types include:

- Base Calendar attendance
- JDC attendance

Multiple records on the same date

When a student's Base Calendar of Enrollment differs from the student's JDC attendance calendar, two records may report for the same date:

1. Base Calendar attendance record
2. JDC attendance record

Validation requirements

The following conditions must be satisfied for successful state submission:

- Students cannot report attendance greater than 0.0 within Base Calendar attendance on the same date that JDC attendance reports greater than 0.0.
- Students attending JDC must be reported as full-day absent within all non-JDC calendars for the same dates.

Instruction time requirements

Day Event instruction minutes

When a Day Event is assigned, instructional minutes must be greater than zero for instructional time to be reported as greater than zero.

Half-time Kindergarten
Kindergarten Code 1 or 2

Instruction Minutes	Instruction Time
150 or greater	0.5
Less than 150	0.0

Full-time Kindergarten
Kindergarten Code 3-9

Instruction Minutes	Instruction Time
150 or greater	1.0
Less than 150	0

Grades 01-12

Instruction Minutes	Instruction Time
240 or greater	1.0
150-239	0.5
Less than 150	0

Modified Whole-Day / Half-Day Attendance

Attendance may be reported as Modified Whole-Day or Half-Day when all applicable conditions are met.

Base Calendar requirements	The Base Calendar of Enrollment must be one of the following calendar types: • I: Instructional • K: Kindergarten
JDC requirements	The JDC calendar must be: • I: Instructional
Alternative attendance restriction	The student must not be flagged Alternative Attendance on: • The derived Base Calendar of Enrollment. • The JDC enrollment

Hours reporting

Attendance may report in hours to the thousandths.

Alternative calendar	Hours reporting applies when the student's Base Calendar of Enrollment or JDC calendar is configured as: • A: Alternative These records report as Calendar Type A.
Alternative attendance	Hours reporting applies when the student is flagged as Alternative Attendance on: • Derived Base Calendar of Enrollment. • JDC enrollment. These records report as Calendar Type DR.

Report Editor field descriptions

Field	Description
Report Type	Select **Student Attendance**. The following ISEE extract types are also available: • District Calendar • Student Demographics • Student Course Enrollment • Special Education Students • Gifted and Talented Students • Staff Demographics • Staff Assignment

Field	Description
Start Date	The earliest date from which data is pulled for the report. It is recommended that the Start Date be the first day of the week because part-time enrollments, such as Kindergarten, are often totaled into the first instructional day of the week. *(Required)*
End Date	The latest date from which data is pulled for the report. *(Required)*
Exclude Cross-Site Data	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Exclude PK	This checkbox indicates that students with a State Grade Level of PK should not be included in the report.
Ad Hoc Filter	This field allows users to apply an Ad hoc filter created in the Ad hoc Filter Designer. Only one Ad hoc filter may be selected.
Format	The format in which the report will be generated. Options include CSV and HTML.
Select 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.
Batch Queue	Users can submit a District Calendar report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to be generated in the background without disrupting use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Student Attendance Extract layout

Column	Description	Location
idStuId	The student's unique Idaho Student Identification Number.	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID

Column	Description	Location
SchoolId	The SDE-assigned school code in the Idaho Education Directory for the school claiming the student. Only one school can claim the student on any given day.	Student Information > General > Enrollments > General Enrollment Information > *Service Type School > State School Number School.number
CalendarId	A unique identifier for different calendars in use within the district. See the Derived CalendarID Logic section for more information.	Calendar > Calendar ID Calendar > Schedule Structure > Structure ID Calendar > Grade Levels > State Grade Level Code Calendar> Grade Level> Grade Level Editor> Grade Level Detail> Kindergarten Code Student Information> General> Enrollments> State Reporting Fields > Alternative Attendance Calculated, not dynamically stored.
Date	The calendar day for the current record.	Calendar > Days Day.date
Calendar Minutes	**This field reports in HTML format only**. Reports the calculated district-level attendance minutes based on the calendar type. Reports either in hours (rounded to the tenth decimal) or as a whole/half day.	Calculated, not dynamically stored
Attendance	Report cumulative district-level attendance for the given student on the reported date. **Overview:**	Calendar > CalendarInfo > Type Calendar > Grade

Column	Description	Location
	• **Base Calendar of Enrollment** ◦ Reports district-level attendance for the student on the selected day. ▪ Attendance is calculated ONLY from enrollments in calendars where JDC Attendance is NOT checked. ▪ Attendance counts from all active enrollments on the reporting date, regardless of whether all enrollments are selected in the report editor. ▪ If the student's Base Calendar of Enrollment is NOT selected, a record does NOT report for that student. • **JDC Enrollment** ◦ Reports single calendar-level attendance for the student on the selected day. ▪ If the student's JDC Enrollment calendar is NOT selected in the extract editor, a record does NOT report for that student. ▪ State Excluded calendars/grade levels/students and students enrollments flagged no show, must not be considered in either reporting population ◦ Reports via one record per derived calendarId, per student, per date ▪ **Base Calendar of Enrollment** - Must be reported by & within the student's "Base Calendar of Enrollment" schedule structure. ▪ **JDC Enrollment** - reported within the student's JDC calendar of record's schedule structure. ▪ ***Alternative Attendance:*** ▪ Student and Alternative Calendar attendance MUST report in Hours to the thousandths. ▪ Remainder of student/calendar set ups report in **Modified Whole Day / Half Day**. ▪ KG must always report as either 0.0 or as 1.0 for full-time students & must always report as either 0.0 or as 0.5 for half-day students based on Kindergarten Code on the	Level > Grade Level Editor > Grade Level Detail > State Grade Level Code Calendar > Grade Level > Grade Level Editor > Grade Level Detail > Calendar Start Date Override AND Calendar End Date Override Calendar > Grade Level > Grade Level Editor> Grade Level Detail> Kindergarten Code Student Information > General > Enrollments> State Reporting Fields > Alternative Attendance Calculated, not dynamically stored

Column	Description	Location
Absence Reason	Indicates why zero was reported for daily attendance on the selected instructional day. 1. IF the value returned in field DE80 attendance <> 0.0 - MUST leave NULL/Blank 2. ONLY IF attendance value reported = 0.0 on the date of record: ◦ For Derived Calendar sets where attendance reports in Hours to the Thousandths: ▪ BUT the student does NOT have any reportable instructional/attendance taking time on the date of record ▪ i.e. The student is NOT marked absent on the date of record ▪ report as NA ▪ IF the student HAS reportable instructional/attendance taking time on the date of record ▪ AND the student IS marked (Full Day) Absent on the date of record: ▪ Consider all attendance-taking instructional periods that the student is scheduled into AND MARKED ABSENT in ALL calendars the student is enrolled in on the date of record: (Assumes NOT marked no show & Not State Excluded Calendar/Enrollment/Grade Level) 1. Count each period's Period Minutes the absent excuse is mapped to Excused 2. Count each period's Period Minutes the absent excuse is mapped to Un-excused ▪ IF (Period Minutes Excused) <= (Period Minutes Unexcused), report UA ▪ IF (Period Minutes Excused) > (Period Minutes Unexcused), report EA ◦ For Derived Calendar sets where attendance reports in Modified Whole Day/Half Grade Level.	Calculated, not dynamically stored

Column	Description	Location
	Day 1. BUT the student does NOT have any reportable instructional/attendance taking time on that date ▪ i.e. The student is NOT marked absent on the date of record ▪ report as NA 2. IF HAS reportable instructional/attendance taking time on the date of record ▪ BUT the student is marked FULL DAY absent ▪ OR the Student has <= 150 minutes of instructional time/attendance taking time on the date of record ▪ i.e. the student has at least 1 minute of instructional time that is NOT marked absent on the date of record but not enough time to report an attendance value greater than 0.0 ▪ THEN: ▪ Consider all attendance-taking instructional periods that the student is scheduled into AND MARKED ABSENT in ALL calendars the student is enrolled in on the Date of record: (Assumes NOT marked no show & Not State Excluded Calendar/Enrollment/Grade Level) 1. Count each period's Period Minutes the absent excuse is mapped to Excused 2. Count each period's Period Minutes the absent excuse is mapped to Un-excused ▪ IF (Period Minutes Excused) <= (Period Minutes Unexcused),	

Column	Description	Location
	▪ report UA ▪ IF (Period Minutes Excused) > (Period Minutes Unexcused), report EA	
Self Dir Learn	Indicates if the student is considered a Self-Directed Learner. 1. Report as Y - ONLY IF the reporting Student has a Self-Directed Learner record that is active on the reporting date of attendance for that student *where the Participation School selected on that record is the SAME School as reported in field #2: SchoolID (State School Number for the reporting calendar of record) 2. Otherwise, report as N.	Student Information > Program Participation > State Programs > Self-Directed Learner PlanOfStudy.startDate PlanOfStudy.endDate School > School Editor > School Detail > State School Number

Derived CalendarID logic

- Calendar Type: Calendar > Type
- Summer School: Calendar > Summer School
- JDC Attendance: Calendar > JDC Attendance
- Calendar ID and Structure ID are Campus-generated identification numbers.
- Alternative Attendance: Student Information > General > Enrollments > Alternative Attendance
- Grade Level: Student Information > General > Enrollments > Grade Level
- State Grade Level Code: Calendar > Grade Levels > State Grade Level Code
- Kindergarten Code: Calendar > Grade Levels > Kindergarten Code
- Instructional Start Date Override: Calendar > Grade Levels > Instructional Start Date Override
- Instructional End Date Override: Calendar > Grade Levels > Instructional End Date Override

See the District Calendar (ISEE Extracts) (Idaho) article for Derived CalendarID Logic details.

Appendix A - Reporting Setups

1. Alternative Attendance is flagged on the student's enrollment
    a. Reports in Hours to the Thousandths - regardless of calendar type or grade level grouping
    b. A unique calendarId (set) may report based on each unique schedule track identifier (calendarId)
2. Calendar Types:
    a. Calendar > Calendar Info > Type = K

1. Should multiple schedules exist within the calendar, a unique schedule track identifier reports for each.
2. Students are expected to map to stateGrade KG

- One unique calendarId (set) reports for each KG code with enrolled students in the reporting range
- Should enrolled students be present in stateGrade PK a unique PK schedule track reports (**this will error upon state submission since type reports as K in the district calendar report*)

    b. Calendar > Calendar Info > Type = A

        i. With and without Summer checked.
        ii. Should multiple schedules exist within the calendar - a unique schedule track identifier reports for each
        iii. Students are expected to map to stateGrade in 07-12 only. (**report logic does NOT enforce this rule*)

- Should enrolled students be present in stateGrade KG with a Kindergarten Code selected, they report via their own unique K schedule track (calendarId)
- PK reports in it's own unique schedule track (calendarId)
- 01-12 report in their own unique schedule track (calendarId)

    c. Calendar > Calendar Info > Type = I

        i. With and without Summer checked
        ii. Should multiple schedules exist within the calendar - a unique schedule track identifier reports for each

- Should enrolled students be present in stateGrade KG with a Kindergarten Code selected, they report via their own unique K schedule track (calendarId)
- PK reports in it's own unique schedule track (calendarId)
- 01-12 report in their own unique schedule track (calendarId)

3. Grade-Level Groupings:

    a. PK
    b. KG (*one for each Kindergarten code with enrolled students*)
    c. 01-12

4. Calendar Start Date Override AND Calendar End Date Override fields on Grade Level

    a. Each unique Calendar Start/End Date Override Combination present on Grade Level = a unique calendar set to which the students in that grade level report to (calendarId)

5. Day Events

    a. EC Emergency Closure (partial & full day)
    b. SD Staff Development (partial & full day)

6. Student Absence

    a. Partial & Full Day

Appendix B - Processes

Recommended End-User Processes

Should the student's Base Calendar of Enrollment change or transition during the school year

- It's recommended that districts end-date all impacted calendar enrollments, then create a new enrollment for each calendar the student is continuing in.
- Be sure to flag only one 'new' calendar enrollment as Primary. (The new enrollment's Start Date should fall after the previous same calendar enrollment's End Date.)

Scheduling process for Elementary Schools

Recommended Scheduling process for Elementary Schools:

Since Idaho requires average instructional minutes per week, grades, and credits for elementary core subject classes, these classes MUST be scheduled during instructional periods to return an instructional minutes value greater than 0.

All classes: both "Homeroom" and "core subject area" classes must be scheduled during instructional periods. The suggested process below enables elementary schools to take AM/PM "Homeroom" attendance (Student Attendance report) AND still return instructional time for each core subject taught (Student Course Enrollment).

Must flag both calendar days and courses as attendance-taking:

- To keep 'core subject' classes from skewing attendance:
  a. Flag only AM/PM Homeroom courses as attendance-taking & MUST leave the state code field blank so these attendance-only classes do NOT pull in the Student Course Enrollment report.
  b. Core subject classes must NOT have the attendance flag checked on the course if they should not be included in Student Attendance and MUST have a state course code to pull in the Student Course Enrollment report.