

Student Absence (N) (Washington)

Last Modified on 05/14/2025 10:13 am CDT

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PATH: *WA State Reporting > Student Absence (N)*

The Student Absence (N) extract captures daily absence information for each student who is absent from seat-time classes. Each absence associated with the student served in the reporting district for the current school year returns a record.

Image 1: Student Absence (N) Extract Editor

Report Logic

Students who are or were enrolled in a State Grade Level of PK, K1, K2, or 1-12 at any time between the calendar Start Date and the As of Date entered will report a record for each Absence Code on each date of Absence.

A reportable absence must be mapped to an Attendance Status of Absent and have an Attendance Excuse of either Excused or Unexcused to report.

Full Day and Partial Day Absences

- If a student is absent for at least 50% or more of the scheduled, reportable periods on the day reported, a code of UF (Unexcused Full Day) reports if the student is marked as Unexcused Absent or EF (Excused Full Day) if marked as Excused Absent.
- If a student is absent for less than 50% or more of the scheduled, reportable periods on the day reported, a code of UP (Unexcused Partial Day) reports if the student is marked as Unexcused Absent or EP (Excused Partial Day) if marked as Excused Absent.

Excused Absences

- If a student is absent for ALL of the courses/sections in which he/she is enrolled due to an [attendance code](#) mapped to a valid excused absence, EF reports
- If a student is absent for only some of the courses/sections in which he/she is enrolled due to an [attendance code](#) mapped to a valid excused absence, EP reports.
- Valid Excused absences include approved activity/program, illness, family emergency, religious/cultural event, court related, homeless status related, suspension/expulsion and principal/parent approved activity.

Unexcused Absences

- Any absence from school is unexcused unless it meets one of the state's criteria above for an excused absence.

Generating the Report

1. Enter an **As of Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. Records will report between the calendar Start Date and the As of Date.
2. Select the **Format** in which the extract will generate. Select State Format: Tab Delimited when submitting to the State; otherwise, select CSV or HTML to review the data before submission.
3. Select the **calendar(s)** to include in the extract.
4. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. The generated extract is available in the Process Inbox. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Only the header row will report if there are no records reported in the extract.

A	B	C	D	E	F	G	
1	SchoolYear	ServingCountyDistrictCode	DistrictStudentId	SSID	LocationId	AbsenceDate	AbsenceCode
2	2009	802	1111111	123456789	100	8/26/2008	UP
3	2009	802	2222222	234567891	100	9/1/2008	UF

Image 2: Student Absence (N) Extract - CSV

Extract Records:2							
SchoolYear	ServingCountyDistrictCode	DistrictStudentId	SSID	LocationId	AbsenceDate	AbsenceCode	
2009	00001	12345678	1111111111	101	08/26/2008	UP	
2009	00002	23456789	2222222222	102	09/01/2008	UF	

Image 3: Student Absence (N) Extract - HTML

2007	00802	1234567	1111111111	112	11/14/2006	EP
2007	00802	2345678	2222222222	202	10/10/2006	EP
2006	00802	3456789	3333333333	202	10/04/2005	UP
2006	00802	4567891	4444444444	112	04/27/2006	EP
2006	00802	5678912	5555555555	112	08/22/2005	EP
2006	00802	6789123	6666666666	112	05/11/2006	EP

Image 4: Student Absence (N) Extract - State Format: Tab Delimited

Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Location
School Year	The ending year of the current school year for the school where the student participates or receives services for the program. For the school year 2008-09, this field will report as 2009.	Numeric, 4 digits	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info > End Date
Serving Country District Code	The county-district code for the district where the student participates or receives services for the program. Reports first from the Serving District Code on the student's Enrollment; if blank, reports the State District Number	Numeric, 5 digits	Enrollment.servingDistrict.District.number	Student Information > General > Enrollments > State Reporting Fields > Serving District Code; System Administration > Resources > District Information > State District Number
District Student ID	Locally-assigned student identification number.	Numeric, 12 digits	Person.number	Census > People > Demographics > Person Identifiers > Student Number

Element	Description	Type, Format and Length	Campus Database	Campus Location
SSID	State-assigned student identification number.	Numeric, 10 digits	Person.stateID	Census > People > Demographics > Person Identifier > State ID
Location ID	School number where student participates or receives services for the program.	Numeric, 4 digits	School.number	System Administration > Resources > Resources > School > State School Number
Absence Date	Identifies the date on which an absence exists. Reported from the Attendance tab.	Date Field 8 characters MM/DD/YYYY	Attendance.date	Student Information > General > Attendance > Date

Element	Description	Type, Format and Length	Campus Database	Campus Location
Absence Code	<p>Identifies the code associated with the date of absence. A Full Day absence is considered one where the student was absent for at least 50% of the scheduled, reportable periods; a Partial Day is less than 50%. Options include the following:</p> <ul style="list-style-type: none"> • EF: Excused Full Day Absence • UF: Unexcused Full Day Absence • EP: Excused Partial Day Absence • UP: Unexcused Partial Day Absence <p>If multiple absence codes are flagged during instructional periods on the same date, AbsenceCode will report based on the following hierarchy: UF, EF, UP, EP.</p>	Alphanumeric, 2 characters	AttendanceDetail.code	System Administration > Attendance > Attendance Codes > Attendance Excuse Editor > Attendance Excuse Detail > Code