## MOSIS Student Enrollment and Attendance (Missouri)

Last Modified on 05/03/2024 10:22 am CDT

## Report Logic | Report Editor | Generate the Student Enrollment and Attendance Extract | Report Layout

Tool Search: MOSIS Extracts

The Student Enrollment and Attendance extract is generated two times during the school year, once in June for the main school year data and once in August for the summer school year data. A single record is reported for each enrollment in the selected calendar(s) when the student begins enrollment at a school, ends enrollment at a school, changes a grade level or changes residency status.


Student Enrollment and Attendance Extract Editor

Read - Access and generate MOSIS Student Enrollment and Attendance.
Write - N/A

Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

## Report Logic

Attendance calculation for this extract is as follows:

- All instructional minutes for which a student was marked absent during a report period are summed.
- All instructional minutes for which a student was marked present during a report period are summed.
- This minutes total is converted into total hours absent/present and rounded to the nearest ten-thousandth.

For the June cycle:

- A single record reports for each enrollment in the calendar(s) selected in the extract editor, which is intended to report each time a student enters school, exits a school, changes grade, or changes residency status.
- Enrollments marked as No Show report.

For the August cycle (summer school):

- A single record is reported for each student attending summer school.
- Enrollments are only reported when the calendar is marked as a Summer School calendar.

Combine Enrollment Hours Logic:

- Calendars must be selected for reporting.
- The P: Primary enrollment as of the reporting date reports. When no active enrollment, the most recent enrollment as of the report generation date reports.
- When there is no P: Primary enrollment is active, then the S: Partial enrollment reports. When there is no S: Partial enrollment, N: Special Ed Services enrollment reports.
- When multiple enrollments exist in the same school where the enrollment dates are within the primary enrollment date:
- when each enrollment is P: Primary, a separate record reports for each.
- when a S: Partial or N: Special Ed Services enrollment falls within the primary enrollment dates, a record is NOT reported for each. The student's present and absent hours for the S: Partial and/or N: Special Ed enrollment are added to the P: Primary enrollment's reporting record.
- When multiple enrollments exist in different schools where the enrollment dates are within the P: Primary enrollment dates:
- when each enrollment is P: Primary, a separate record reports for each.
- when a S: Partial or N: Special Ed Services enrollment falls within the primary enrollment dates, a record is NOT reported for each. The student's present and absent hours for the S: Partial and/or N: Special Ed enrollment are added to the P: Primary enrollment's
reporting record.
- when only one school is selected during report generation, all data associated with the enrollment reports.
- When multiple enrollments exist in the same school where the enrollment dates are NOT within the P: Primary enrollment dates:
- when each enrollment is P: Primary, a separate record reports for each.
- when a S: Partial and/or N: Special Ed Services enrollment date does NOT fall within the primary enrollment date, a separate record reports for the S: Partial and/or N: Special Ed Services enrollment for the dates that are not within the primary enrollment record's dates.
- The Start Date reports as the enrollment Start Date when it is NOT within the P: Primary enrollment dates.
- The Start Date reports as the day after the P: Primary enrollment's End Date when the enrollment's Start Date is within the P: Primary enrollments dates but its End Date is after the P: Primary enrollment's End Date.
- The End Date reports as the enrollment End Date when it is NOT within the P: Primary enrollment's dates.
- The End Date reports as the P: Primary enrollments Start Date it it is within the P: Primary enrollment dates.
- the students present and absent hours will sum for dates NOT within the P: Primary enrollment dates.
- the student's present and absent hours for dates within a P: Primary enrollment will be added into the P: Primary enrollment record.
- When multiple enrollments exist in different schools where the enrollments dates are NOT within the P: Primary enrollments dates:
- when each enrollment is P: Primary, a separate record reports for each.
- when a S: Partial and/or N: Special Ed Services enrollment date does NOT fall within the primary enrollment date, a separate record reports for the S: Partial and/or N: Special Ed Services enrollment for the dates that are not within the primary enrollment record's dates, when each school of enrollment is selected during report generation.
- The Start Date reports as the enrollment Start Date when it is NOT within the P: Primary enrollment dates.
- The Start Date reports as the day after the P: Primary enrollment's End Date when the enrollment's Start Date is within the P: Primary enrollments dates but its End Date is after the P: Primary enrollment's End Date.
- The End Date reports as the enrollment End Date when it is NOT within the P: Primary enrollment's dates.
- The End Date reports as the P: Primary enrollments Start Date when it is within the P: Primary enrollment dates.
- the students present and absent hours will sum for dates NOT within the P: Primary enrollment dates.
- the student's present and absent hours for dates within a P: Primary enrollment will be added into the P: Primary enrollment record.


## Attendance Calculations

For attendance reporting used in MOSIS Extracts, the following calculations are used to determine a student's total hours attended for a selected calendar.

Different calculations are used when the student is scheduled into a virtual course. Additional calculations are used when a school or district adjusts learning options for students because of quarantine restrictions, Blended Learning accommodations and Distance Learning structures.

Regular Hours Attended and Regular Hours Absent are reported on the MOSIS Student Enrollment and Attendance Extract and the Attendance Audit Report.

The value reported in the Present hours, Regular Hours Absent and Remedial Hours Attended fields on the Attendance Audit Report should match the values returned on the Student Enrollment and Attendance Extract:

- The Present Hours value on the Attendance Audit Summary must equal the sum of the Regular Hours Attended value and the Remedial Hours Attended value on the MOSIS Student Enrollment and Attendance report.
- The Absent Hours value on the Attendance Audit must equal the Regular Hours Absent value on the MOSIS Student Enrollment and Attendance > Regular Hours Absent.
- The Membership Hours value must equal Present and Absent hours on the Attendance Audit report.
- The Membership Hours value on the Attendance Audit Report must equal Regular Hours Attended, Regular Hours Absent and the Remedial Hours Attended values on the MOSIS Student Enrollment and Attendance report.

The State Reporting Enrollment editor contains a Regular Hours Attended field and a Regular Hours Absent field, which indicates the number of hours the student has spent in attendance or being absent in the district. The value entered into these fields reports ONLY when there is no actual attendance or absent hours to calculate for the student.


Enrollment Fields for Regular Hours Attended, Regular Hours Absent

## Regular Hours Attended

- Click here to expand..


## Regular Hours Absent

- Click here to expand...


## Virtual Course Attendance Calculation

- Click here to expand...


## Quarantine, Distance and Blended Learning Attendance Calculation

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- Click here to expand..
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## Competency Based Attendance Calculations

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## Report Editor

Different options are available for entry on the Extract editor depending on the chosen Reporting Period. The following defines the available Extract Options, noting the different fields.

| Extract Option | Description |
| :---: | :---: |
| Extract Type | Determines the extract that generates. Selection should be Student Enrollment and Attendance. |
| Reporting Period | Indicates the section of the school year for which student data is being reported. Each selection contains the same layout, but certain fields may be required in certain extracts, and optional in others. |
| Report <br> Protected <br> Identities | When selected, optional fields are included in the extract. These optional fields may be blank depending on the available student data. |
| Report State Excluded Students | When marked, students who meet the report population requirements but their enrollment record is marked as State Exclude report along with all other records. <br> When not marked, students marked as State Exclude on their enrollment record are excluded from the report. |
| Combine Enrollments | When marked, the report combines the Regular Hours Attended and Regular Hours Absent for the student when the student has multiple enrollments that are primary and/or secondary in calendars selected for reporting. <br> This only displays with the Report Period = June. |
| Optional Fields Allowed | When selected, optional fields are included in the extract. These optional fields may be blank depending on the available student data. |
| Date Range | Entered dates are used to return students enrolled during that time frame. Enter dates in mmddyy format or use the calendar icon to choose a date. |
| Ad hoc Filter | Selection includes only those students included in the filter. |
| Format | Determines how the extract generates. Use the State Format (CSV) when submitting the final data to MOSIS. Use the other available formats (HTML, Tab Delimited, XML) for data review and testing. |
| Calendar | Selected calendar indicates which students are included in the report. Multiple calendars can be selected at one time; it is recommended that all calendars in a district not be selected as this increases the amount of time it takes to generate the extract. The calendar chosen in the Campus toolbar is already selected. |


| Extract Option | Description |
| :--- | :--- |
| Generate <br> Extract | Displays the selected calendar information and extract immediately for <br> data review and printing purposes in one of the selected formats. |
| Submit to Batch | Delays the generation of the extract for data review and printing purposes <br> for a designated time. See the Batch Queue documentation for more <br> information. |

## Generate the Student Enrollment and Attendance Extract

1. Select the Student Enrollment and Attendance report.
2. Select the Reporting Period.
3. Mark the Report Protected Identities checkbox, if desired.
4. Mark the Report State Excluded Students checkbox, if desired.
5. Mark the Combine Enrollment checkbox, if desired.
6. Mark the Optional Fields Allowed checkbox, when applicable.
7. Enter the Date Range for the selected reporting period.
8. Select any applicable Ad hoc Filters.
9. Select the Format of the extract.
10. Select which Calendar(s) to include within the extract.
11. Click the Generate Extract button or the Submit to Batch button.

| 4 | A | B | C | D | E | F | G | H | I | J |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | CollectionVersion | CurrentSch | Attendin | ttendingSc | Reporting C | ReportingS | Resident[ | ResidentS | StateID | LocalStudi La |
| 2 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 1234567890 |  |
| 3 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 2345678901 |  |
| 4 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 3456789012 |  |
| 5 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 4567890123 |  |
| 6 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 5678901234 |  |
| 7 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 6789012345 |  |
| 8 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 7890123456 |  |
| 9 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 8901234567 |  |
| 10 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 9012345678 |  |
| 11 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 9876543210 |  |
| 12 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 8765432109 |  |
| 13 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 7654321098 |  |
| 14 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 6543210987 |  |
| 15 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 5432109876 |  |
| 16 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 4321098765 |  |
| 17 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 3210987654 |  |
| 18 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 2109876543 |  |
| 19 | 2012Aug1.0StuEnrlAttnd | 2012 |  |  | 96091 | 1075 |  |  | 1098765432 |  |

August Student Enrollment and Attendance - State Format (CSV)

## Report Layout

For each reporting period, the elements in this extract are labeled as follows:

- $\mathrm{R}=$ Required
- $\mathrm{C}=$ Conditional
- $\mathrm{O}=$ Optional
- $\mathrm{N}=$ Not Allowed

| Element Name | Description | Location |
| :---: | :---: | :---: |
| Collection Version | Reports the submission type of the cylce in which it occurs and the current school year. YYYYMmm1.0StuEnrlAttnd <br> - YYYY = Current school year <br> - Mmm $=$ Collection Period Code <br> - StuEnrlAttend $=$ Extract Name Code <br> Reporting Period: <br> June (R) <br> August (R) <br> Text, 50 characters | Data not stored |
| Current School Year | The ending year of the current school year (i.e., 2012 for the 2011-2012 school year). <br> Reporting Period: <br> June (R) <br> August (R) <br> Numeric, 4 digits | School Year Editor > School Year <br> Editor > School Year Detail > End Year <br> Calendar.endYear |
| Attending District Code | DESE-assigned 6-digit county district code for the district of attendance. <br> Reporting Period: <br> June (R) <br> August (O) <br> Alphanumeric, 6 characters | Enrollments > State Reporting Fields > Attending District <br> District.number |
| Attending School Code | DESE-assigned 4-digit school code for the school of attendance. <br> Reporting Period: <br> June (R) <br> August (O) <br> Alphanumeric, 4 characters | Enrollments > State Reporting Fields > Attending School <br> School.number |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Reporting <br> District Code | DESE-assigned 6-digit county district <br> code for the reporting district. | District Information > State <br> Reporting Period: <br> June (R) <br> August (R) <br> Alphanumeric, 6 characters Number |


| Element Name | Description | Location |
| :---: | :---: | :---: |
| Reporting School Code | DESE-assigned 6-digit school code for the reporting school. <br> Reports the selected code entered on the State Reporting Fields Enrollment editor, when populated. <br> - When not populated, the Calendar Type is used to determine the reported value. When the Calendar Type Code is AP: Alternative Program School, all students enrolled in that calendar report the value entered in the Residing School field on the State Reporting Enrollment editor. <br> - When the Reporting School field is not populated and the Calendar Type is not AP, the School Organization Type is used. When the School Organization Type Code is AP: Alternative Program School, all students enrolled in that school report the value entered in the Residing School field on the State Reporting Enrollment editor. <br> - When the Reporting School field is not populated and the Calendar Type is not AP and the School Organization Type is not AP, the Reporting School reports from the State School Number . <br> Reporting Period: <br> June (R) <br> August (R) <br> Numeric, 6 digits* <br> *Note: while this report displays the full 6 digit school code, the state only accepts 4 and this value will need to be manually adjusted before submitting to the state. | Enrollments > State Reporting <br> Fields > Reporting School; <br> Residing School <br> Enrollment.reportingSchool <br> Enrollment.residingSchool <br> Calendar Information > Type <br> Calendar.type <br> School Information > School Org <br> Type; State School Number <br> School.type <br> School.number |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Resident <br> District Code | DESE-assigned 6-digit county district <br> code for the district of residence. <br> Reporting Period: <br> June (R) <br> August (O | Enrollments > State Reporting <br> Fields > Residing District |
| Alphanumeric, 6 characters | District.number |  |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Last Name | Legal last name as appears on the birth <br> certificate. <br> When the Report Protected Identities <br> checkbox is marked on the report editor, <br> the student's last name reports from the <br> Legal Last Name field when populated. | Demographics > Person <br> Information > Last Name |
|  | Identity.lastName <br> Reporting Period: <br> Information > Legal Last Name |  |
|  | June (O) <br> August (O) | Identity.legalLastName |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Suffix | Legal name indication of being a <br> generational name. <br> When the Report Protected Identities <br> checkbox is marked on the report editor, <br> the student's middle name reports from <br> the Legal Suffix field when populated. <br> Reporting Period: <br> June (O) <br> August (O) | Identity.suffix <br> Information > Suffix |
|  | Identities > Protected Identity <br> Information > Legal Suffix |  |
| Date of Birth | Student's birth date. <br> Reporting Period: <br> June (R) <br> August (R) | Identity.legalSuffix |


| Element Name | Description <br> Residency <br> Status | DESE-assigned residency status code for <br> the reported student. <br> - When R1, Reporting District Code, <br> Resident District Code and <br> Attending District Code must be the <br> same value. <br> When NR, DI or PT, Reporting <br> District Code and Attending District <br> Code must be the same value. <br> - When R2 or HS, Reporting District <br> Code and Resident District Code <br> must be the same value. |
| :--- | :--- | :--- |
|  | Enrollments > State Reporting <br> Fields > State Aid |  |
|  | Enrollment.stateAid |  |
| Reporting Period: <br> June (R) <br> August (R) |  |  |
| Alphanumeric, 2 characters |  |  |
| Attended |  |  |


| Element Name | Description | Location |
| :---: | :---: | :---: |
| Regular Hours Absent | Number of hours the student was absent at the attending district in whole numbers. This is an actual count of absent hours. When the end date and start date of the enrollment are both on the first day of the school year, zero reports. <br> See the Attendance Calculations section for information <br> Data in the Regular Hours Attended field is summed into the current calculation. When there is no data to calculate, data in the Regular Hours Absent field reports. When there is no data to calculate or entered into the field, a blank value reports. <br> Reporting Period: <br> June (C) <br> August (N) <br> Numeric, 9 digits | Enrollments > State Reporting Fields > Regular Hours Absent <br> Calculated, data not stored |
| Remedial Hours <br> Attendance | Number of remedial hours outside of the normal school day. <br> Reporting Period: <br> June (R) <br> August (N) <br> Numeric, 9 digits | Enrollments > State Reporting <br> Fields > Remedial Hours <br> EnrollmentMO.remedialHours |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Hours In <br> Session | Total number of actual hours the student <br> could have attended the attending <br> school. This number reports from the <br> Res 2 Hrs in Session field where the <br> student's State Aid is R2: Resident II. <br> For the June reporting period, when a <br> student's enrollment is marked as No <br> Show and has a State Aid selection of <br> R2: Resident II, this field reports a value <br> of 1044. | Enrollments > State Reporting <br> Fields > Res 2 Hrs in Session |
|  | RepollmentMO.hrsInSession <br> Rune (C) <br> August (N) |  |
| Summeriod: <br> Numeric, 6 digits (XXXX, XX) | Total number of actual hours the student <br> attended summer term. Reported value <br> rounds to the nearest ten-thousandth <br> place (four decimals). | Calculated, data not stored |
|  | Reporting Period: <br> June (N) <br> August (R) | Numeric, 9 digits |
| Summer | Total number of instructional hours the <br> student could have attended during the <br> summer session from the student's <br> enrollment dates. Reported value <br> rounds to the nearest ten-thousandth <br> place (four decimals). | Calculated, data not stored |
| Membership | Reporting Period: <br> June (N) <br> August (R) <br> Numeric, 9 digits |  |


| Element Name | Description | Location |
| :---: | :---: | :---: |
| Entry Date | Date the student entered the attending school. <br> Reporting Period: <br> June (R) <br> August (R) <br> Date field, 10 characters (MM/DD/YYYY) | Enrollments > General <br> Enrollment Information > Start Date <br> Enrollment.startDate |
| Entry Code | Type of entry code corresponding to the date the student entered the attending school. <br> Reporting Period: <br> June (R) <br> August (N) <br> Alphanumeric, 4 characters | Enrollments > General <br> Enrollment Information > Start Status <br> Enrollment.startStatus |
| Exit Date | Date the student ended enrollment at the attending school. <br> Reporting Period: <br> June (R) <br> August (R) <br> Date field, 10 characters (MM/DD/YYYY) | Enrollments > General <br> Enrollment Information > End Date <br> Enrollment.endDate |
| Exit Code | Type of exit code corresponding to the date the student exited the attending school. <br> Reporting Period: <br> June (R) <br> August (N) <br> Alphanumeric, 4 characters | Enrollments > General <br> Enrollment Information > End Status <br> Enrollment.endStatus |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Exit Dest <br> District Code | DESE-assigned 6-digit county district <br> code of the district to where the student <br> was confirmed to be transferred. When <br> this field is blank, the exit destination <br> comment must be provided. | Enrollments > General <br> Enrollment Information > <br> Transfer to District |
|  | This reports when the Exit Code is T001, <br> T002, T010, or T011. | Enrollment.transferToDistrict |


| Element Name | Description | Location |
| :---: | :---: | :---: |
| School Choice | Identifies when a student is eligible, has been offered, applied for or received School Choice. <br> Students enrolled in a Title 1 school are eligible for school choice when their school is in the first and subsequent years of school improvement, corrective action and restructuring. Any child attending such a school must be offered the option of transferring to a public school in the district not identified for school improvement, unless prohibited by law. <br> Valid options: <br> - E - Eligible <br> - O-Offered <br> - A - Applied <br> - R - Received <br> Reporting Period: <br> June (O) <br> August (N) <br> Alphabetic, 1 character | Enrollments > State Reporting Fields > School Choice <br> Enrollment.schoolChoice |
| Extended School Hours | Number of extended school year hours of special education and related services provided to a child with a disability. These hours are beyond the normal school year of the public agency, are in accordance with the child's IEP, are at no cost to the parents of the child and meet the standards of the State Education Agency. <br> When a value is not populated, field reports 0000.0000. <br> Reporting Period: <br> June (N) <br> August (R) <br> Numeric, 9 digits | Enrollments > Special Education Fields > School Year Hours <br> Enrollment.schoolYearHrs |


| Element Name | Description | Location |
| :--- | :--- | :--- |
| Chronic | Reports the number of days that student <br> was absent for more than 50\% of the <br> school day between the begin date and <br> the end date. This includes absences <br> marked as excused and unexcused <br> (does not include tardies or exempt <br> absences). | Calculated value, data not <br> stored. |
| This field reports the same number that <br> is reported on the Federal Chronic <br> Absenteeism Report. <br> Reporting Period: <br> June (R) <br> August (N) <br> Numeric, 3 digits |  |  |

## Previous Versions

MOSIS Student Enrollment and Attendance (Missouri) [.2223-.2307]


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