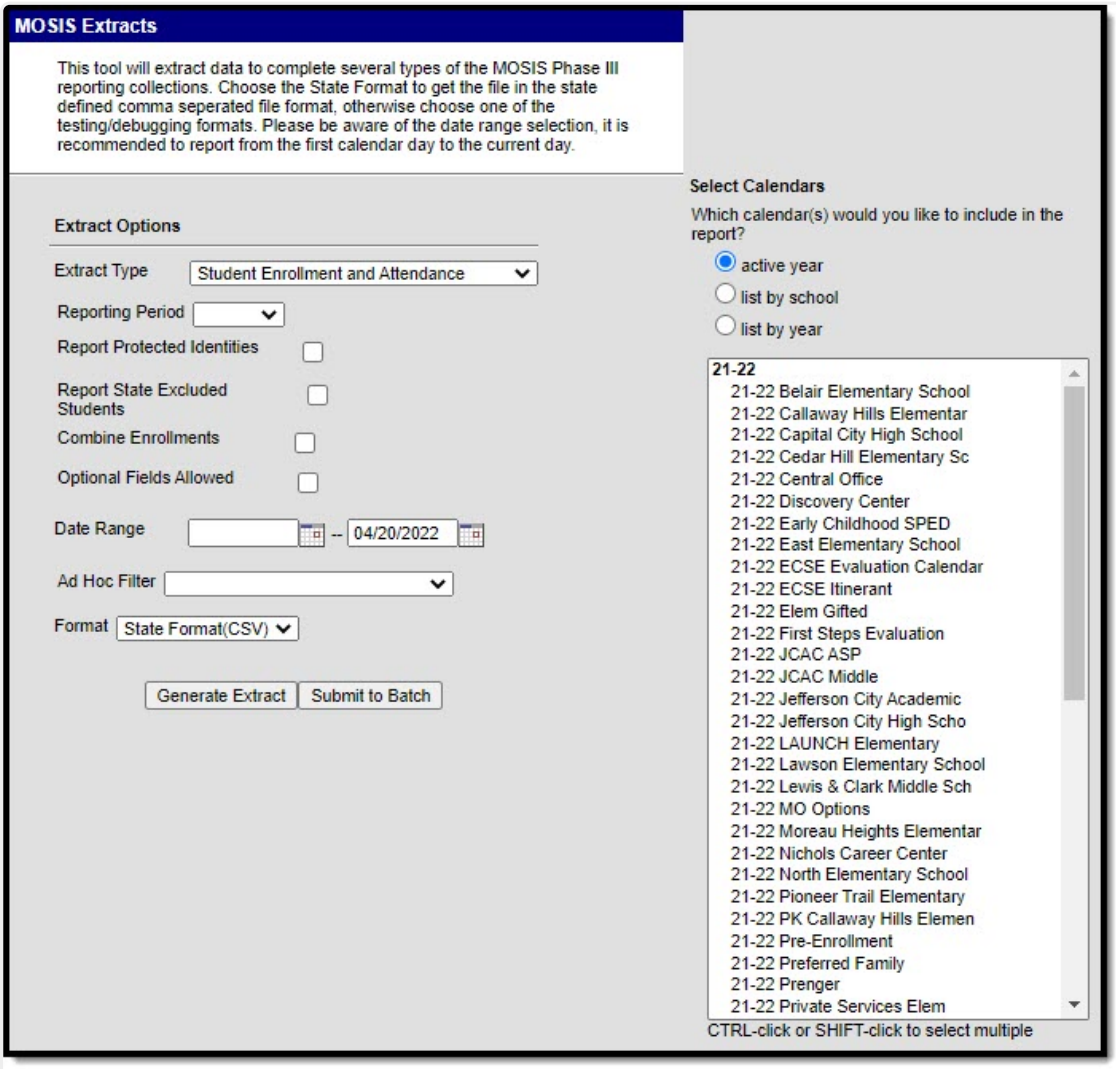
MOSIS Student Enrollment and Attendance (Missouri)

Last Modified on 07/24/2026 10:06 am CDT

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 - 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.
- The 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

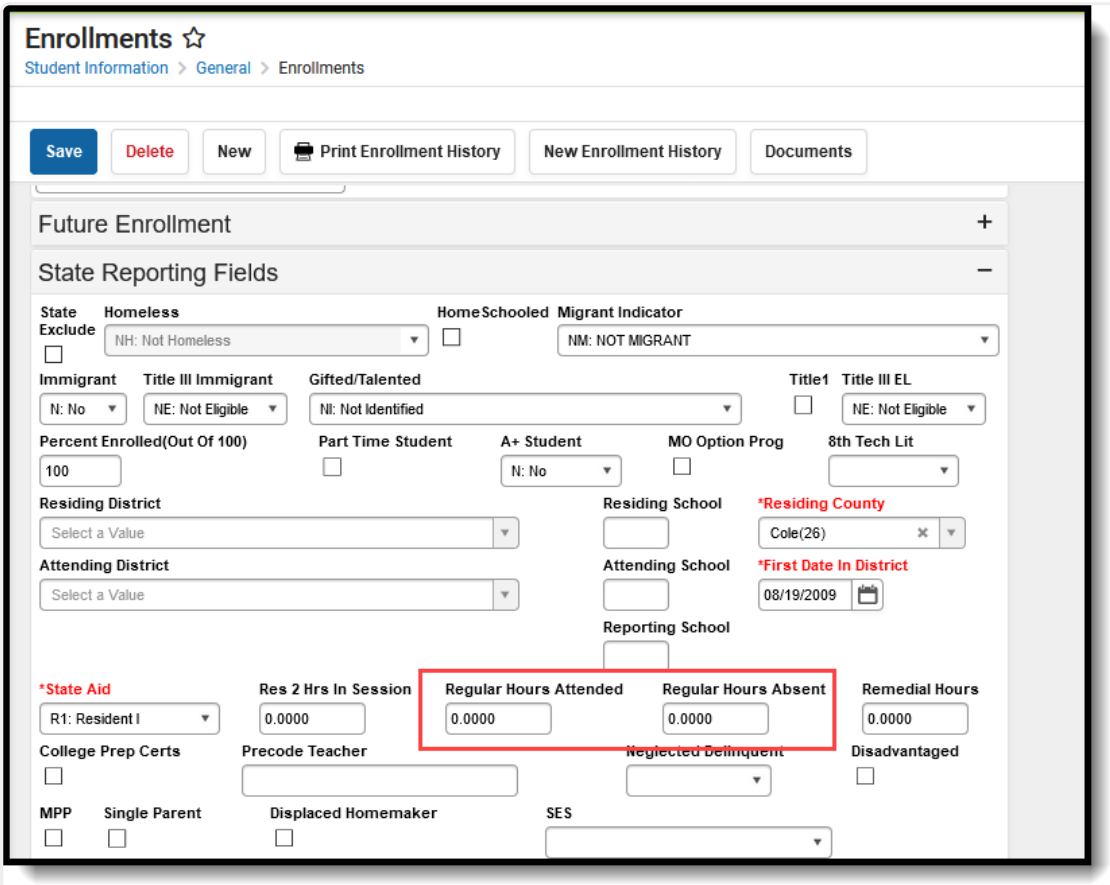
quarantine restrictions, Blended Learning accommodations and Distance Learning structures.

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

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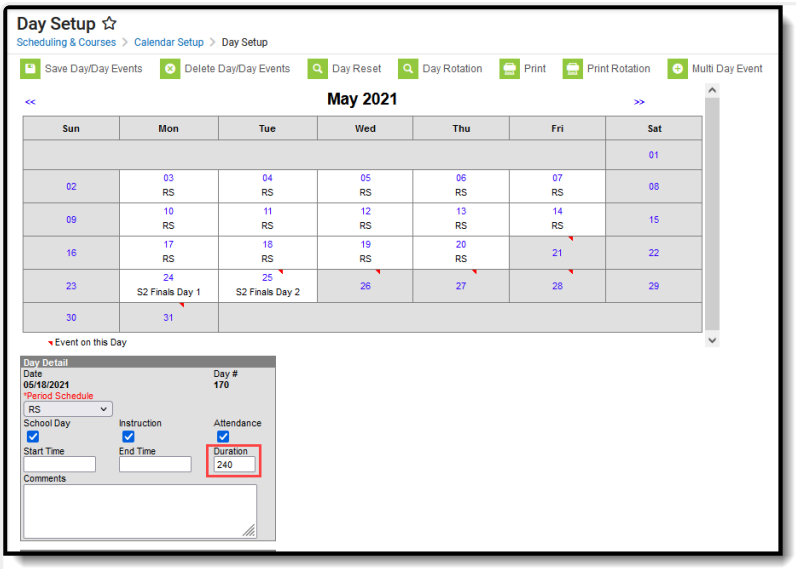
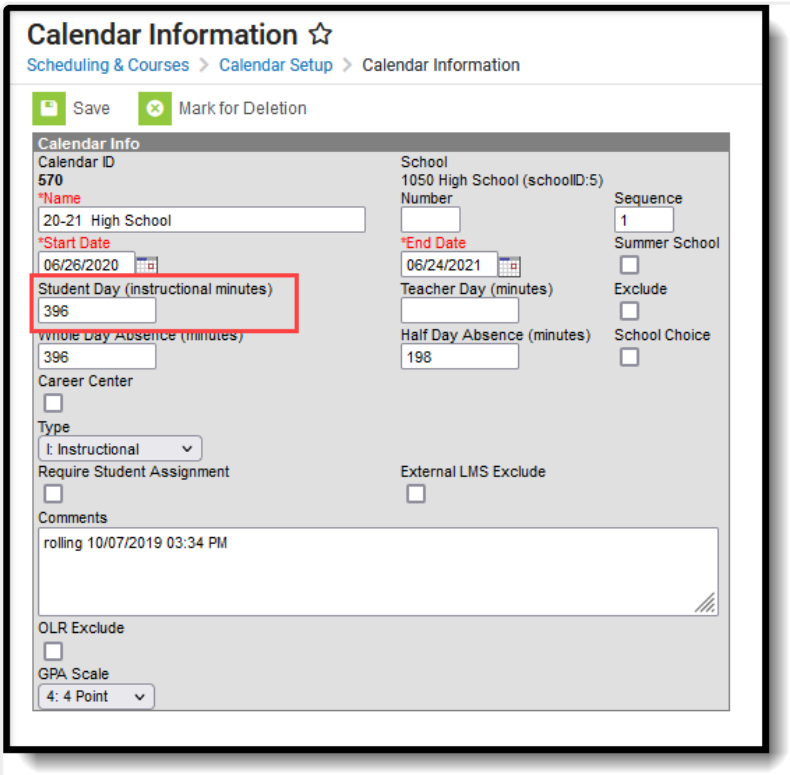
This value uses a calculation of the sum of Instructional Minutes for each course into which the student is enrolled minus the absent minutes recorded for the student within the Date Range of the report. The student's entire schedule is used and each scheduled day's instructional minutes are included, and reports as a whole number.

- The Calendar Period must be marked as Instructional (System Administration > Calendar > Calendar > Period).
- The Course must be marked to record attendance (Scheduling > Courses > Course > Attendance).
- Absences can have an excuse of Excused, Unknown or Unexcused.

The Regular Hours Attended value cannot exceed the **Duration** value on the Calendar Day editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the Calendar Details editor are used. Regular hours attended must equal calendar minutes when they exceed calendar instructional minutes for the entire calculation.



Day Duration Value



Student Day Value

The roster date (student's start date in the course section) is compared to the term date, using the maximum start date between the term and the roster start date, whichever is the latest date. The minimum end date of the term date and the roster date is used, whichever comes first.

Additional Information:

- When the end date and start date of the enrollment are both on the first day of the school year, a value of zero reports.
- A value greater than zero reports when the grade level of enrollment is something other than

PK.
- The periods into which the student is scheduled for the day is the cap of instructional minutes for the day.

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
The report is generated from November 1 to November 13, a total of 10 school days.	360 instructional minutes x 10 school days = 3600 total instructional minutes
The student has two excused full absent days during that time.	360 instructional minutes per day x 2 total days absent = 720 absent minutes
	3600 minutes - 720 absent minutes = 2880 minutes 2880 minutes / 60 minutes per hour = 48 hours The student's Regular Hours Attended is 48 hours for 10 days.

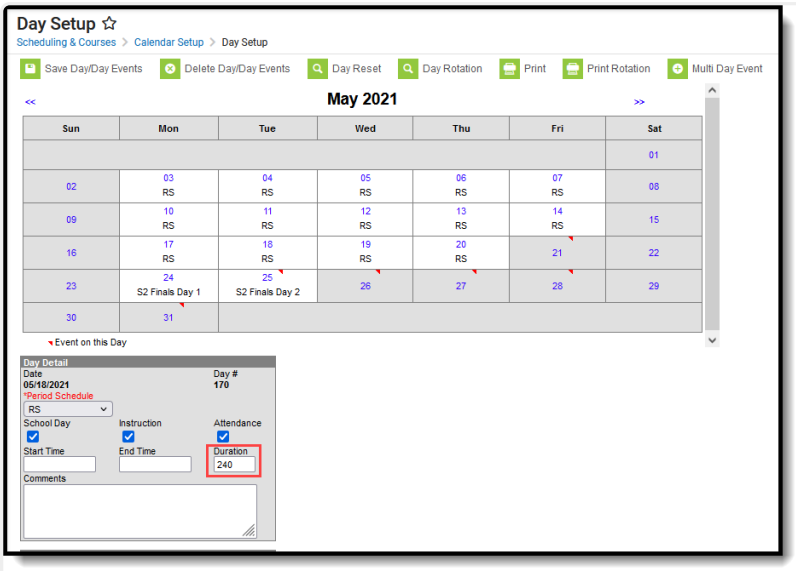
Regular Hours Absent

Click here to expand...

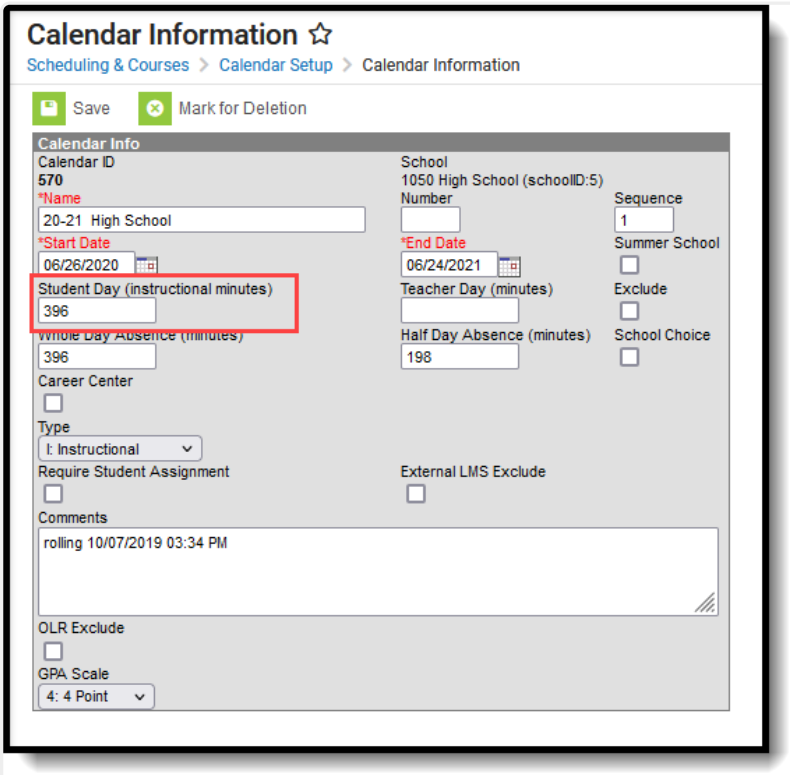
This value is the total number of hours a student has been marked absent based on the student's schedule by day. It uses a calculation of the sum of Instructional Minutes for each course into which the student is enrolled minus the absent minutes recorded for the student within the Date Range of the report.

- The Calendar Period must be marked as Instructional (System Administration > Calendar > Calendar > Period).
- The Course must be marked to record attendance (Scheduling > Courses > Course > Attendance).
- Absences can have an excuse of Excused, Unknown or Unexcused.
- Regular Hours Absent does NOT calculate absent hours for virtual classes. An absent calculation is not done for online courses, even when there is an absence for the period.
- The periods into which the student is scheduled for the day is the cap of instructional minutes for the day.

The Regular Hours Absent value cannot exceed the **Duration** value on the Calendar Day editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the Calendar Details editor are used. Regular hours absent must equal calendar minutes when they exceed calendar instructional minutes for the entire calculation.



Day Duration Value



Student Day Value

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day

Details	Calculation
The student has two excused full absent days during the date range of the report.	360 instructional minutes per day x 2 total days absent = 720 absent minutes
	720 absent minutes / 60 minutes per hour = 12 absent hours The student's Regular Hours Absent is 12 hours for 10 days.

Virtual Course Attendance Calculation

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Virtual Course Attendance calculates the student's attendance for those courses that are taught online. The Regular Hours Attendance calculation is used; once that value is found, it is multiplied by one of the following:

- When the student does not have a transcript entry for the online course, the Regular Hours Attended value is multiplied by .47.
- When the student has a transcript entry for the online course, the Regular Hours Attended value is multiplied by .94.
- When the student has a transcript entry of the course AND the Online Course Program is as follows, AND the A+ Student field on the Enrollment record is set to Yes, the Regular Hours Attended value is multiplied by .95.
    - Course > Virtual Instruction is MOCAPC or MOCAPI, and the student's enrollment record has the A+ Student field set to Yes.

The course must be an online course (the Online field on the Course editor is set to Yes).

The course does not need to be marked for attendance; the period does not have to be marked as instructional.

- When the student's roster start date and end date are the same, hours are not calculated.
- When multiple online courses are skinnied with other online courses, all minutes for online courses are summed in the skinnied period (for regular courses that are skinnied, only one course is calculated).
- When online and regular courses are skinnied, all online course minutes/hours are calculated and one of the regular courses is summed.

The current attendance calculation is used, minus all courses and course sections marked as Online. Non-instructional minutes are not calculated.

Once the initial calculation is complete, Transcript entries are reviewed. Only Transcript entries during the selected school year are considered in the calculation.

- During the selected year for a course marked as Online, when a Transcript entry exists, all hours for which the student was enrolled in that course/section are calculated. 94% of those

hours are added to the first attendance calculation for the Regular Hours Attended value.
- When there is no transcript entry for a course marked as Online, all hours of the course/section are calculated, and 47% of those hours are added to the first attendance calculation.

Attendance minutes in a virtual course are NOT included in the calculation when the No Credit checkbox is marked on the Roster Batch Edit tool OR the student's Schedule tool for the course. Otherwise, the 95%, 94%, and 47% attendance calculation is used.

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
Out of those six courses, one course is an online course.	1 course period x 60 minutes = 60 online instruction minutes
	60 minute periods x 5 non-online courses = 300 instructional minutes per day
The report is generated from November 1 to November 13, a total of 10 school days.	360 instructional minutes x 10 school days = 3600 total instructional minutes
The student has two excused full absent days during that time, which are counted for the Regular Attendance value but not for the Online Course value.	360 instructional minutes per day x 2 total days absent = 720 absent minutes 120 minutes of those 720 are for the online course, which means the student's overall absent minutes is 600.
	3600 minutes - 600 absent minutes = 3000 minutes 3000 total instructional minutes - 60 online instruction minutes = 2940 instructional minutes 2940 minutes / 60 minutes per hour = 49 hours
Option 1: The student does not have a transcript entry for the course.	49 hours x .47 = 23.03 rounded to the nearest whole number = 23
Option 2: The student has a transcript entry for the course.	49 hours x .94 = 46.06 rounded to the nearest whole number = 46

Details	Calculation
Option 3: The student has a transcript entry of the course, and the Online Course Program for the Online Course is set to 50, and the the A+ Student field on the Enrollment record is set to Yes.	49 hours x .94 = 46.55 rounded to the nearest whole number = 47

Quarantine, Distance and Blended Learning Attendance Calculation

Click here to expand...

The Quarantine, Distance and Blended Instruction attendance uses the Blended Learning Group rotation of the student to find when the student was physically on-site (in the school building) for instruction or distance learning for instruction (Note that the Blended Learning Group tools refer to *distance learning* as *virtual learning)*.

See the Blended Learning tools for more information on Blended Learning available in Campus:

- New Blended Learning Groups
- Adjust Blended Learning Groups
- Manage Blended Learning Groups

When the student has a combination of physically on-site and distance learning, the physically on-site attendance percentage applies to the distance learning minutes. When the physically on-site present percentage is 88%, then only 88% of the distance learning minutes can be counted/reported.

The Present Minute total cannot exceed the calendar instructional minutes for that student. When this occurs, minutes are removed from the virtual course/days to cap the Present Minute total at the calendar instructional minutes for the date range of the report.

Summary of Calculation

- When the Course editor or Section editor has the Online Learning field set to Yes, the Virtual Attendance calculation is used, regardless of the student being in a Blended Learning Group.
- When student is in distance learning, the in-seat percentage applies to the sum of the distance learning minutes. No absences are subtracted from the distance learning present minutes.
- When student is in-seat, absent minutes are subtracted from the instructional minutes.
- All calculations are done within date range of report generation.

Step 1. Calculate the attendance minutes for only courses using the regular (on-site) attendance and virtual attendance logic.

Step 2. For students in a blended learning group, find when the student is on-site (in-seat) and count all present instructional minutes, minus the absent minutes. Determine the percent of time the student is present

- Total Instructional Minutes - Absent Minutes = Total Present Minutes
- Total Present Minutes / Total Instructional Minutes = Percentage of Present

Step 3. Find the days when the student is in distance learning. Total the distance learning minutes. Apply the Percentage of Present to the Total Distance Learning minutes. This is the total number of hours the student is present. This value reports in the Present Hours and Regular Hours Attended fields.

Step 4. Apply the non-present percent of minutes to the Absent Hours field on the Attendance Reports.

On-Site Instruction (OS):

On-Site Instructions uses the current attendance calculation for regular and virtual attendance.

- A student does not need to be in a blended learning group. When Blended Learning Groups were assigned for all students in the building, regardless of being on-site or virtual, the On-Site Instruction Students would be in a Blended Learning Group where that group is not assigned to any attendance days and is considered always in school.
- Course sections marked as Online calculate 95%, 94% and 47% of instructional minutes based on a transcript entry (see previous information on that calculation).

On-site Instruction minutes are calculated first.

When student is not in any blended learning group, use the current MO attendance calculation for regular/on-site (OS) and online course sections (VI).

Virtual Instruction (VI)

- Virtual Attendance is only applied when the Online Learning field on the Course editor or on the Section Editor is set to Yes.
- 95, 94 and 47% of instructional minutes will be calculated based on a transcript entry.

Intermittent Blended Instruction (IBI), Fixed Blended Instruction (FB), and Instruction during Quarantine (QI)

This is a combination of On-Site and Distance Learning (DL).

- A student’s Blended Learning Group on distance days indicates what days the student is not on-site.
- First, the On-Site attendance minutes are calculated to find the Present Percent. This is the percentage of minutes allowed for Distance Learning minutes/hours.

Competency Based Attendance Calculations

Click here to expand...

Competency-based attendance calculations are specific for those courses and sections marked as Competency Based. See the Missouri Scheduling Components article for additional information on this checkbox.

The following is used to calculate competency-based attendance for reporting:

1. Competency Based courses are identified:
    - When a course is marked as Competency Based but the sections are not, all the sections are counted as Competency Based.
    - When a course is NOT marked marked as Competency Based, all sections are checked for the Competency Based checkbox.
2. When a student has a transcript entry for the course/section where Competency Based is marked, the sum instructional minutes of the section within the Date Range of report generation or student's enrollment dates are summed.
    - Absences, present, or tardy minutes are not counted.
    - When the student's Schedule entry associated with the Competency Based course/section has No Credit marked (Section > Roster Batch Edit), minutes are not counted.
3. The sum of minutes is converted to hours (divided by 60) and multiplied by the Prior Year Average Attendance Percent (System Administration > Resources > District Information) to calculate present hours.
4. The competency based section's present levels are added to the Regular Hours Attended (field 095) on the MOSIS Student Enrollment and Attendance Report. See the Regular House Attended section above for more information.
5. The competency based section's hours are to the Present Hours on the MO Attendance Audit Report (Attendance > Reports > Missouri Attendance Audit Report).

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.

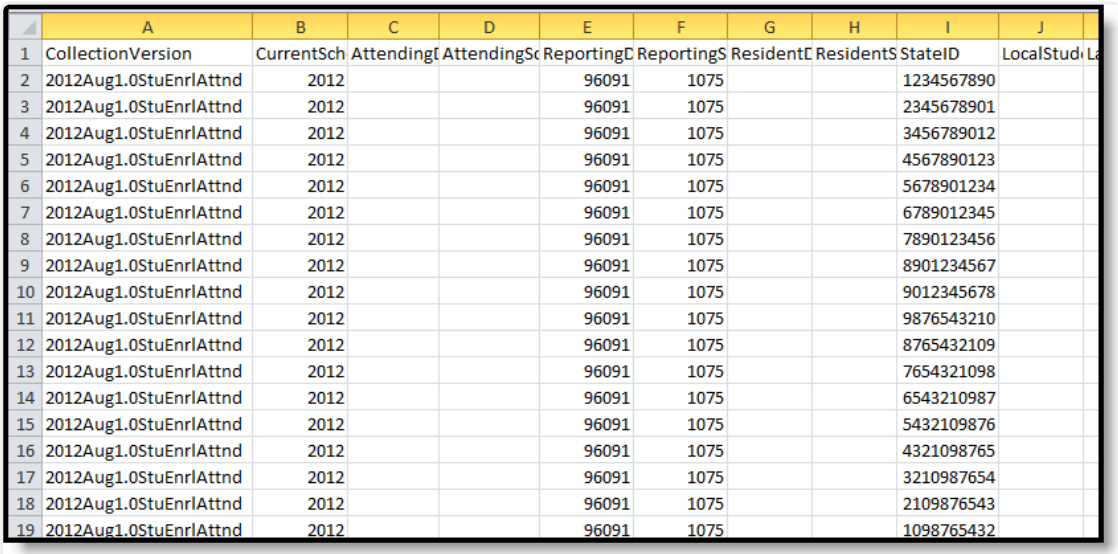
Extract Option	Description
Extract Type	Determines the extract that generates. Selection should be Student Enrollment and Attendance. See the Report Layout section of this article for additional information.
Reporting Period	Indicates the section of the school year for which student data is being reported. Each selection contains the same layout, but certain fields may be required in certain extracts, and optional in others.
Report Protected Identities	When selected, optional fields are included in the extract. These optional fields may be blank depending on the available student data.

Extract Option	Description
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. 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. 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.
Generate Extract	Displays the selected calendar information and extract immediately for 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 for a designated time. See the Batch Queue documentation for more 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.



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August Student Enrollment and Attendance - State Format (CSV)

Report Layout

Click this MOSIS Enrollment and Attendance (July 2026) PDF link for the full report layout.