

# ISBE Monthly Attendance Extract

Last Modified on 02/21/2025 3:21 pm CST

Tool Search: ISBE Extracts

The ISBE Monthly Attendance Extract reports attendance data for all students enrolled in the selected calendar within the selected school months.

Users can generate the [Monthly Attendance Layout](#) or an [Attendance Data Validation Details Layout](#), which is used to validate attendance data for each student included in the extract.

The [ISBE Student Attendance Extract](#) was released in the [Campus.2104 Release \(January 2021\)](#). It reports the same information as the Monthly Attendance Extract but includes calculations for E-Learning, Remote Learning, and In-Person Instruction. At this time, both extracts can be submitted.

ISBE Extracts ☆
Reporting > IL State Reporting > ISBE Extracts

**IL ISBE State Extracts**

This tool will extract data to complete several formats of the IL State-defined ISBE reporting extracts. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Monthly Attendance V2

File Identifier:

Students w/o stateIDs:

Strip Apostrophes:

Use Whole/Half Day:

Report Protected Identities:

Show Data Validation Details:

Include State Excluded Courses:

Exclude Cross-Site Data:

Validation Data Start Date:

Validation Data End Date:

Format: State Format(Comma Delimited)

Ad Hoc:

**Select School Months**

- August
- September
- October
- November
- December

**Choose Grades**

- All Grades

ISBE Monthly Attendance Extract Editor

## Report Logic

One record for each month reports for each student enrolled and scheduled into instructional periods. Enrollments with Service Types of Primary, Partial and Special Ed (reported in that order when a student has multiple enrollments with different service types) are included. See the Enrollment Type section below for specific calculation details.

Attendance reports by month. If three months are selected, a student has three records reported, one for each month).

Students are omitted when:

- A student is not scheduled into instructional periods.
- Enrollment record is marked as State Exclude or No Show.
- Grade Level of enrollment is marked as Exclude from State Reporting.
- Calendar of enrollment is marked as State Exclude.

## Attendance Logic

[▶ Click here to expand...](#)

### Enrollment Type of P (Primary) or N (Special ED)

#### Regular Schedule:

- Scheduling & Courses > Calendar Setup > Period Setup > Regular Schedule
- If a student attends a portion of any instructional period, they must receive credit for attending the full period

**Minutes Present:** Any minutes where there is no attendance code or an attendance code tied to an excuse of exempt. For minutes to be deducted, the status *must* be Absent, and the excuse must *not* be Exempt.

Grade Level	Minutes Present	Attendance	Absent
Grades 01	240 or more	1	0
Grades 01	120-239	.5	.5
Grades 01	0-119	0	1
Grades 2-12	300 or more	1	0
Grades 2-12	150-299	.5	.5
Grades 2-12	0-149	0	1

#### Block Schedule

- Scheduling & Courses > Calendar Setup > Period Setup > Regular Schedule is not marked
- Students only receive credit for the minutes they are actually in class.

**Minutes Present:** Any minutes where there is no attendance code or an attendance code tied to an excuse of exempt. In order for minutes to be deducted, the status *must* be Absent, and the excuse must *not* be Exempt.

Grade Level	Minutes Present	Attendance	Absent
Grades 01	240 or more	1	0
Grades 01	120-239	.5	.5
Grades 01	0-119	0	1
Preschool (full day)	60 or more	1	0
Preschool (full day)	0-59	0	1
Kindergarten	120 or more	1	0
kindergarten	0-119	0	1
Grades 2-12	300 or more	1	0
Grades 2-12	150-299	.5	.5
Grades 2-12	0-149	0	1

## Students with a Partial Enrollment Type:

### Partial Attendance

For enrollments with a Service Type of Partial, the daily presence value is calculated according to the sum of the period minutes per day.

- If it is a regular period schedule and there are any present minutes on the attendance event then the absence is not counted.
- If a block period schedule then it is the period minutes minus the present minutes.

Partial presence is then recalculated based on the ratios in the following table.

Minutes Present	Attendance/Membership
240 or more	1
201-239	5/6
160-200	2/3
120-159	.5
80-119	1/3
40-79	1/6
0-39	0

The attendance totals are then summed for the schedule structure. If the student is enrolled in

schedule structure A and schedule structure A is 20 days, the calculation would look at each individual day to determine the presence minutes, then sum all 20 days.

### Partial Membership

Partial membership is the sum of the minutes of the scheduled periods in a day (the number of minutes the student is scheduled). Partial membership is recalculated based on the ratios in the table below.

Minutes Present	Attendance/Membership
240 or more	1
201-239	5/6
160-200	2/3
120-159	.5
80-119	1/3
40-79	1/6
0-39	0

The partial membership becomes the sum of the partial membership values from the student's schedule structure. If the student is enrolled in schedule structure A and schedule structure A is 20 days, the calculation would look at each individual day to determine the membership, then sum all 20 days.

### Absent Days

The calculation for Absent Days is the Membership Value minus the Attendance Days value.

### Homebound Students

This calculation is used for students considered homebound, where the Homebound field on the Enrollment record is marked (Student Information > General > Enrollments > Homebound).

Minutes Present	Attendance	Absence
240 or more	1	0
60-239	.5	.5
59 or Less	0	1

### Actual Attendance Calculation

When the Use Whole/Half Day checkbox is NOT marked on the Extract editor, the calculation for days present, excused absences, and unexcused absences follows these definitions.

Term	Calculation/Definition
<b>Instructional Period</b>	A Calendar Period where the <b>Non-Instructional</b> checkbox is not marked.
<b>Scheduled Day</b>	A Calendar Day where the <b>Instructional</b> checkbox is marked AND <b>Attendance</b> checkbox is marked, in which the student has at least one <i>Instructional Period</i> scheduled.
<b>Minutes Scheduled</b>	The sum of the minutes the student has scheduled in <i>Instructional Periods</i> minus <b>Lunch Minutes</b> within a <i>Scheduled Day</i> .
<b>Minutes Absent</b>	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance <b>Status</b> = Absent less <b>Present Minutes</b> .
<b>Minutes Present</b>	The difference of <i>Minutes Scheduled</i> minus <i>Minutes Absent</i> .
<b>Minutes Absent Excused</b>	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance <b>Status</b> = Absent AND <b>Excuse</b> = Excused less <b>Present Minutes</b> .
<b>Minutes Absent Unexcused</b>	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance <b>Status</b> = Absent AND <b>Excuse</b> = Unexcused less <b>Present Minutes</b> .
<b>Present Day</b>	The quotient of <i>Minutes Present</i> divided by <i>Minutes Scheduled</i> .
<b>Absent Excused Day</b>	The quotient of <i>Minutes Absent Excused</i> divided by <i>Minutes Scheduled</i> .
<b>Absent Unexcused Day</b>	The quotient of <i>Minutes Absent Unexcused</i> divided by <i>Minutes Scheduled</i> .

## Whole Day/Half Day Attendance

Whole Day/Half Day Attendance (used when the **Whole/Half Day checkbox IS marked on the Extract editor**) looks to the student's scheduled minutes for the day. If the student is scheduled with instructional minutes for any part of the day, that counts as an entire day. There is not a partial day count for any student.

- Students must be absent all instructional minutes to be absent one day.
- Students must be absent half the scheduled minutes up to the full day minus one minute to be absent .5 of the day.
- Present minutes are included in the calculation.

## Report Editor

The following fields are available for selection.

Field	Description
<b>Extract Type</b>	Selection determines the extract that is generated. For this instance, select the <b>Monthly AttendanceV2</b> option.
<b>File Identifier</b>	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
<b>Students without State IDs</b>	When marked, the report returns students who do not have state IDs assigned.
<b>Strip Apostrophes</b>	<p>When marked, the following marks are removed from student names and other reported data:</p> <ul style="list-style-type: none"> <li>• Apostrophes ('), Commas (,), Periods (.)</li> <li>• Umlaut (Ö)</li> <li>• Tilde (Ñ)</li> <li>• Grave Accents (Ò), Acute Accents (Ó)</li> <li>• Circumflex (Ô)</li> </ul> <p>When not marked, these marks are not removed.</p>
<b>Use Whole/Half Day</b>	<p>When marked, a day of attendance is counted if the student is scheduled for that day for the Days Absent field. FTE or minutes attended are not considered.</p> <p>Based on the student's scheduled instructional minutes for the day:</p> <ul style="list-style-type: none"> <li>• If the student missed all scheduled instructional minutes, a full day of absence is reported as a value of 1 in the Days Absent field.</li> <li>• If the student missed half of the scheduled instructional minutes up to one minute less than the full instructional minutes, a value of .5 reports.</li> <li>• If the student missed less than half of the scheduled instructional minutes, the student is considered present for the day.</li> </ul> <p>When this option is selected, the Excused Absence, Unexcused Absence, Days Medically Homebound, and Days Hospitalized fields are not included.</p> <p>See the Report Logic section for details on the calculation.</p>
<b>Report Protected Identities</b>	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
<b>Show Data Validation Details</b>	<p>This field is used when generating the <a href="#">Attendance Validation Details</a> Layout.</p> <p>When marked:</p> <ul style="list-style-type: none"> <li>• The Attendance Validation report generates a report, instead of the Monthly Attendance Layout, that districts can use to validate attendance data.</li> <li>• The Validation Data Start and End Date fields must be populated.</li> </ul>

Field	Description
<b>Include State Excluded Courses</b>	Select to include courses marked as State Exclude but otherwise meet logic requirements.
<b>Exclude Cross-Site Data</b>	Cross-site section enrollment data is <b>not</b> included in the report when checked. <ul style="list-style-type: none"> <li>• <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display.</li> <li>• Defaults to checked.</li> </ul>
<b>Validation Data Start Date</b>	This field is used when generating the <a href="#">Attendance Validation Details</a> Layout. Indicates the start date used in the validation report. Attendance records from this date to the Validation Data End Date (limited to 30 days) are included in the validation report. When the Show Data Validation Details checkbox is not marked, the entered date is ignored.
<b>Validation Data End Date</b>	This field is used when generating the <a href="#">Attendance Validation Details</a> Layout. Indicates the end date used in the validation report. Attendance records from the Validation Data Start Date to this date (limited to 30 days) are included in the validation report. When the Show Data Validation Details checkbox is not marked, the entered date is ignored.
<b>Format</b>	Determines how the report generates. Use the <b>State Format (Comma Delimited)</b> when submitting the report to the state. Use the <b>HTML or Tab Delimited</b> option when reviewing data before state submission.
<b>Ad hoc</b>	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter are returned on the report if they meet the reporting requirements.
<b>Select School Months</b>	Select which school months to include in the report. More than one can be selected. Student attendance data displays by the month.
<b>Choose Grades</b>	Choose which grades to include in the report. Select individual grades or choose All Grades.
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Extract</b> button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the <b>Submit to Batch</b> button, which allows the user to choose when the report is generated. See the <a href="#">Batch Queue</a> article for more information.

## Monthly Attendance V2 Extract

The Monthly Attendance Layout reports student attendance for the selected calendar and school month. One record for each school month reports for enrolled students.

# Generate the Monthly Attendance V2 Report

A year and calendar must be selected in the Campus toolbar in order to generate the report.

1. Select the **Monthly Attendance V2** from the **Extract Type** dropdown list.
2. Enter a **File Identifier**.
3. Mark the **Students w/o stateIDs** checkbox, if desired, to include students without assigned state IDs within the report.
4. Mark the **Strip Apostrophes** checkbox, if desired.
5. Determine if actual attendance calculations are used, or if whole day/half day calculations are used. If whole day/half day, mark the **Use Whole/Half Day** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Select **Include State Excluded Courses** to include courses marked as State Exclude but otherwise meet logic requirements.
8. If cross-site enrollment functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report to display.
9. Select the desired **Format** of the extract.
10. Select an **Ad hoc** filter, if desired, to only return those students included in the filter.
11. Select the **School Months** to include in the report.
12. Select the **Grade Levels** to include in the report.
13. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Student Attendance V2	426	Student_Attendance_V2_001.csv	6/17/2019	9.0453E+13											
2	123456789	123456	Student	Amber	4/28/2008	9.045E+13	9.0453E+13	8/14/2018	2019	8	2018	13.87	0	0	0.13	0
3	234567890	234567	Student	Ben	2/16/2012	9.045E+13	9.0453E+13	8/14/2018	2019	8	2018	14	0	0	0	0
4	345678901	345678	Student	Callie	10/6/2009	9.045E+13	9.0453E+13	8/14/2018	2019	8	2018	14	0	0	0	0
5	456789012	456789	Student	Dorian	6/16/2008	9.045E+13	9.0453E+13	8/14/2018	2019	8	2018	14	0	0	0	0
6	567890123	567890	Student	Emma	8/20/2010	9.045E+13	9.0453E+13	8/14/2018	2019	8	2018	11	3	0	0	0
7	678901234	678901	Student	Granger	12/3/2012	9.045E+13	9.0453E+13	8/14/2018	2019	8	2018	11	3	0	0	0
8																

Monthly Attendance Extract, State Format



Header Records:1

ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School
Student Attendance V2	10028	Student_Attendance_V2_001.txt	06/18/2019	090453000260000

Student Attendance Records:10028

studentID	sapID	legalLastName	legalFirstName	birthDate	RCDTSHomeSchool	RCDTSServingSchool	startDate	schoolYear	monthOf
123456789	123456	Student	Amber	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	01
123456789	123456	Student	Amber	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	02
123456789	123456	Student	Amber	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	03
123456789	123456	Student	Amber	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	04
234567890	234567	Student	Ben	07/03/2001	090453000260002	090453000260002	08/14/2018	2019	01
234567890	234567	Student	Ben	07/03/2001	090453000260002	090453000260002	08/14/2018	2019	02
234567890	234567	Student	Ben	07/03/2001	090453000260002	090453000260002	08/14/2018	2019	03
234567890	234567	Student	Ben	07/03/2001	090453000260002	090453000260002	08/14/2018	2019	04

Monthly Attendance Extract, HTML Format

ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School					
Student Attendance V2	10028	Student_Attendance_V2_001.txt	06/18/2019	090453000260000					
studentID	sapID	legalLastName	legalFirstName	birthDate	RCDTSHomeSchool	RCDTSServingSchool	startDate	schoolYear	monthOf
123456789	123456	Student	Amber	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	01
234567890	234567	Student	Ben	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	02
345678901	345678	Student	Callie	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	03
456789012	456789	Student	Dorian	01/11/2004	090453000260002	090453000260002	08/14/2018	2019	04
567890123	567890	Student	Emma	07/03/2001	090453000260002	090453000260002	08/14/2018	2019	01
395810517	678901	Student	Granger	07/03/2001	090453000260002	090453000260002	08/14/2018	2019	02

Monthly Attendance Extract, Tab Delimited

# ISBE Monthly Attendance Extract Layout

## Header layout

Element	Description	Location
<b>Report Name</b>	The name of the extract being generated. Reports a value of Student Attendance V2.	N/A
<b>Student Count</b>	The total amount of records generated.	N/A
<b>File Name</b>	EN + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., Student_Attendance_V2_001.txt)	N/A
<b>File Date</b>	The date the extract was generated.	N/A

Element	Description	Location
<b>RCDS</b>	<p>The Region-County-District-Type-School code that uniquely identifies the school generating the extract.</p> <p><i>RRCCDDDDTTSSSS, 15 characters</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number, Type, Region Number, County</p> <p>School &amp; District Settings &gt; School &gt; School Information &gt; State School Number</p> <p>District.districtID District.county District.region School.number</p>

## Extract Layout

Element	Description	Location
<b>Student ID</b>	<p>Reports the State ID from Demographics.</p> <p><i>Numeric, 9 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.stateID</p>
<b>SAP ID</b>	<p>Reports the Local Student Number from Demographics.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Student Number</p> <p>Person.studentNumber</p>
<b>Legal Last Name</b>	<p>Reports Legal Last Name from Identity if extract editor's Report Protected Identities = true and legalFirstName is not null on the person's active Identity record.</p> <p>Otherwise, reports First Name from Identity.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>

Element	Description	Location
<b>Legal First Name</b>	<p>Reports Legal First Name from Identity if extract editor's Report Protected Identities = true and legalFirstName is not null on the person's active Identity record.</p> <p>Otherwise reports First Name from Identity.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Birth Date</b>	<p>Reports the Birth Date from Identity.</p> <p><i>Numeric, 10 digits (MM/DD/YYYY)</i></p>	<p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>RCDTS for Home School</b>	<p>The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services.</p> <p>The Region-County-District-Type-School code that uniquely identifies the school/program the student attends or would attend if not placed/transferred to another school/program to receive needed services.</p> <p>When the Home School and Home District field is populated on the student's Enrollment record, the values are concatenated.</p> <p>When the Home School field is not populated but the Serving School field is, the Region, County, District, Type values report, and include the Serving School value from the Enrollment record.</p> <p><i>Numeric, 15 digits</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number, Type, Region Number, County</p> <p>District.districtID District.county District.region</p> <hr/> <p>School &amp; District Settings &gt; School &gt; School Editor &gt; State School Number</p> <p>School.number</p> <hr/> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Home School, Home District</p> <p>Enrollment.residentSchool Enrollment.residentDistrict</p>

Element	Description	Location
<b>RCDTS for Serving School</b>	<p>The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated.</p> <p>When the Serving School field is populated on the student's Enrollment record, the Serving District and Serving School values are concatenated.</p> <p>When the Serving District field is not populated but the Serving School field is, the Region, County, District, Type values report, and include the Serving School value from the Enrollment record.</p> <p><i>Numeric, 15 digits</i></p>	<p>School &amp; District Information &gt; District &gt; District Information &gt; State District Number, Type, Region Number, County</p> <hr/> <p>District.districtID District.county District.region</p> <hr/> <p>School &amp; District Settings &gt; School &gt; School Editor &gt; State School Number</p> <hr/> <p>School.number</p> <hr/> <p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Serving School, Serving District</p> <hr/> <p>Enrollment.servingSchool</p>
<b>Start Date</b>	<p>Reports the start date of each student enrollment within the selected school month dates chosen on the extract editor.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; General Enrollment Information &gt; Start Date</p> <hr/> <p>Enrollment.startDate</p>
<b>School Year</b>	<p>Reports the calendar end year selected in the Campus toolbar.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; End Date</p> <hr/> <p>Calendar.endDate</p>

Element	Description	Location												
<p><b>Month of Attendance</b></p>	<p>Reports the code associated with the selected school month, as follows:</p> <table border="1" data-bbox="435 353 871 763"> <tbody> <tr> <td>01 - January</td> <td>07 - July</td> </tr> <tr> <td>02 - February</td> <td>08 - August</td> </tr> <tr> <td>03 - March</td> <td>09 - September</td> </tr> <tr> <td>04 - April</td> <td>10 - October</td> </tr> <tr> <td>05 - May</td> <td>11 - November</td> </tr> <tr> <td>06 - June</td> <td>12 - December</td> </tr> </tbody> </table> <p>This value is based on the <b>Select School Months</b> selection on the Extract Editor.</p> <p><i>Numeric, 2 digits</i></p>	01 - January	07 - July	02 - February	08 - August	03 - March	09 - September	04 - April	10 - October	05 - May	11 - November	06 - June	12 - December	<p>Data not stored</p>
01 - January	07 - July													
02 - February	08 - August													
03 - March	09 - September													
04 - April	10 - October													
05 - May	11 - November													
06 - June	12 - December													
<p><b>Year of Attendance</b></p>	<p>Reports the year associated with the Month of Attendance reporting. October 2018 reports 2018, January 2019 reports 2019, etc.</p> <p>This value is based on the <b>Select School Months</b> selection on the Extract Editor.</p> <p><i>Numeric, 4 digits (YYYY)</i></p>	<p>Data not stored</p>												

Element	Description	Location
<p><b>Days Present</b></p>	<p>Reports the student's total present days associated with the selected month. This field reports the aggregate number of attendance days (see the Report Logic), Pre-K and Kindergarten students are counted as a full day even if they attend a half day.</p> <ul style="list-style-type: none"> <li>• When the <b>Use Whole/Half Day</b> checkbox <b>is</b> marked, reports the sum of Claimable Days rounded to two decimals.</li> <li>• When the <b>Use Whole/Half Day</b> checkbox <b>is NOT</b> marked, reports the sum of Present Days rounded to two decimals.</li> </ul> <p>If the student has no Scheduled Days, a null value reports.</p> <p><i>Decimal, 4 digits (XX.XX)</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Day</p> <p>Day.instructional Day.attendance</p> <hr/> <p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Periods &gt; Period Info</p> <p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance.status Attendance.presentMinutes</p>
<p><b>Excused Absences</b></p>	<p>Reports the student's total excused absence days associated with the selected month. This field reports the aggregate number of excused absences (see the Report Logic), Pre-K and Kindergarten students are counted as a full day even if they attend a half day.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is</b> marked, reports the sum of absences rounded to two decimals.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is NOT</b> marked, reports the sum of Absent Excused Days rounded to two decimals.</p> <p>If the student has no Scheduled Days, a null value reports.</p> <p><i>Decimal, 4 digits (XX.XX)</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Day</p> <p>Day.instructional Day.attendance</p> <hr/> <p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Periods &gt; Period Info</p> <p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance.status Attendance.excuse Attendance.presentMinutes</p>

Element	Description	Location
<p><b>Unexcused Absences</b></p>	<p>Reports the student's total unexcused absence days associated with the selected month. This field reports the aggregate number of unexcused absences (see the Report Logic), Pre-K and Kindergarten students are counted as a full day even if they attend a half day.</p> <p>Only attendance records with an <b>Attendance Status</b> of <b>Absent</b> and an <b>Excuse of Unknown</b> or <b>Unexcused Absence</b> are counted.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is</b> marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is NOT</b> marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>If the student has no Scheduled Days, a null value reports.</p> <p><i>Decimal, 4 digits (XX.XX)</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Day</p> <p>Day.instructional Day.attendance</p> <hr/> <p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Periods &gt; Period Info</p> <p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance.status Attendance.excuse Attendance.presentMinutes</p>

Element	Description	Location
<p><b>Days Medically Homebound</b></p>	<p>Reports the student's total attendance days recorded with the State Attendance Code of HOS.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is</b> marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is NOT</b> marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports.</p> <p>Only Attendance Codes assigned the State Code of <b>DMH: Medically Homebound</b> are included.</p> <p>The value reported in this field:</p> <ul style="list-style-type: none"> <li>• Is deducted from the Days Present total.</li> <li>• Is not included in the Excused or Unexcused total.</li> </ul> <p><i>Decimal, 4 digits (XX.XX)</i></p>	<p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance Office &gt; Settings &gt; Attendance Code Setup</p>



Element	Description	Location
<b>Days Hospitalized</b>	<p>Reports the student's total attendance days recorded with the State Attendance Code of DMH.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is</b> marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>When the <b>Use Whole/Half Day</b> checkbox <b>is NOT</b> marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports.</p> <p>Only Attendance Codes assigned the State Code of <b>HOS: Days Hospitalized</b> are included.</p> <p>The value reported in this field:</p> <ul style="list-style-type: none"> <li>• Is deducted from the Days Present total.</li> <li>• Is not included in the Excused or Unexcused total.</li> </ul> <p><i>Decimal, 4 digits (XX.XX)</i></p>	<p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance Office &gt; Settings &gt; Attendance Code Setup</p>

## Attendance Data Validation Details

The Attendance Data Validation Details report returns a total count of period minutes by date and attendance code for students in the selected grade levels. This report can be used to validate a student's attendance minutes prior to submitting the Monthly Attendance Layout or the Student Attendance Layout to the state.

Refer to the [Attendance Logic](#) for additional guidance.

Use this Validation report to assist with troubleshooting attendance calculations you feel are in error. Comparing the results of the Monthly Attendance Extract and/or Student Attendance Extract with the results of the Validation report, attendance issues can be corrected before submitting information to the state.

If there are concerns with the results, contact Campus Support and include the CSV output.

A record reports for each school day included in the validation, meaning one student displays multiple times on the report - one for each school day in which they were enrolled.

A school month does not need to be selected; only the **Validation Start and End Date** fields need to be populated, along with the selection of the **Show Data Validation Details**. A range of dates can be added, up to a total of 30 days; or, enter the same date in the Start Date and End fields to see data for just that one day. Any range of dates can be entered - March 1 to March 31, or April 15 to May 14, etc., as long as it is no more than 30 days.

*Attendance Data Validation Details Fields*

## Generate the Data Validation Details Report

A year and calendar must be selected in the Campus toolbar to generate the report.

1. Select the **Monthly Attendance V2** from the **Extract Type** dropdown list.
2. Enter a **File Identifier**.
3. Mark the **Show Data Validation Details** checkbox.
4. Enter a **Validation Data Start Date**.
5. Enter a **Validation Data End Date**.
6. Select the desired **Format** of the extract.
7. Select an **Ad hoc** filter, if desired, to return only those students included in the filter.
8. Select the **Grade Levels** to include in the report.
9. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

Header Records:1										
ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School						
Student Attendance V2	49320	Student_Attendance_V2_001.txt	03/22/2021	310453000260000						
Student Attendance Records:49320										
detailType	studentID	sapID	lastName	firstName	birthDate	date	Enrollment Service Type	grade	Home_Bound	Regular
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-15	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-19	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-20	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-15	P	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-19	P	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-20	P	10	0	1

*Attendance Validation Details Report, multiple dates*

Header Records:1				
ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School
Student Attendance V2	2466	Student_Attendance_V2_001.txt	03/22/2021	310453000260000

  

Student Attendance Records:2466											
detailType	studentID	sapID	lastName	firstName	birthDate	date	Enrollment Service Type	grade	Home Bound	Regu	
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Abby	01/11/2004	2021-03-15	P	11	0		1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Brian	10/08/2004	2021-03-15	P	10	0		1
PeriodMinutesTotalsByDateAndAttendanceCode	345678901	345678	Student	Charles	09/18/2003	2021-03-15	P	11	0		1
PeriodMinutesTotalsByDateAndAttendanceCode	456789012	456789	Student	Denise	02/28/2004	2021-03-15	P	11	0		1
PeriodMinutesTotalsByDateAndAttendanceCode	567890123	567890	Student	Emmett	11/21/2002	2021-03-15	P	12	0		1
PeriodMinutesTotalsByDateAndAttendanceCode	678901234	678901	Student	Francine	09/14/2005	2021-03-15	P	09	0		1
PeriodMinutesTotalsByDateAndAttendanceCode	789012345	789012	Student	George	06/29/2004	2021-03-15	P	11	0		1

Attendance Validation Details Report, one date

## Data Validation Details Report Layout

Field	Description	Location
<b>Detail Type</b>	Always reports <b>Period Minutes By Date and Attendance Code.</b>	N/A
<b>Student ID</b>	Reports the State ID from Demographics.  <i>Numeric, 9 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>SAP ID</b>	Reports the Local Student Number from Demographics.  <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Identifiers > Student Number  Person.studentNumber
<b>Last Name</b>	Reports Legal Last Name from Identity if extract editor's Report Protected Identities is marked and the Legal Last Name is populated on the person's active Identity record.  Otherwise, reports First Name from Identity.  <i>Alphanumeric, 30 characters</i>	Census > People > Identities > Identity Information > Last Name  Identity.lastName  Census > People > Identities > Protected Identity Information > Legal Last Name  Identity.legalLastName

Field	Description	Location
<b>First Name</b>	<p>Reports Legal First Name from Identity if extract editor's Report Protected Identities is marked and the Legal First Name is populated on the person's active Identity record.</p> <p>Otherwise reports First Name from Identity.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Birth Date</b>	<p>Reports the Birth Date from Identity.</p> <p><i>Date Field, 10 characters (MM/DD/YYYY)</i></p>	<p>Census &gt; People &gt; Identities &gt; Identity Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Date</b>	<p>Reports the date of attendance where the student may have an attendance record.</p>	
<b>Enrollment Service Type</b>	<p>Lists the enrollment service type of either Primary, Partial or Special Education.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Service Type</p> <p>Enrollment.serviceType</p>
<b>Grade</b>	<p>Reports the student's grade level of enrollment for the entered dates.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p>
<b>Home Bound</b>	<p>Indicates the attendance record is assigned a State Attendance Code of either DMH: Days Medically Homebound or HOS: Days Hospitalized.</p> <p>Reports a value of 1 when marked, or 0 (zero) when not marked.</p> <p><i>Numeric, 1 digit</i></p>	<p>Attendance Office &gt; Settings &gt; Attendance Code Setup &gt; State Code</p> <p>AttendanceExcude.statecode</p>

Field	Description	Location
<b>Regular Period Schedule</b>	<p>Indicates whether the calendar day reported was for a regular period schedule or a special/exception period schedule.</p> <p>Reports a value of 1 when the regular period schedule is used.</p> <p><i>Numeric, 1 digit</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Days</p> <p>Days.periodScheduleID PeriodSchedule.name</p>
<b>District Attendance Code</b>	<p>Lists the assigned Attendance Code for a particular day.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Attendance</p> <p>Attendance.status Attendance.excuse</p>
<b>State Attendance Code</b>	<p>Reports the assigned attendance code associated with the District Attendance Code.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>SAttendance Office &gt; Settings &gt; Attendance Code Setup &gt; State Code</p> <p>Attendance.stateCode</p>
<b>Scheduled Period Minutes</b>	<p>Reports the total number of instructional minutes for which the student is scheduled for the day per excuse reason.</p> <p>When a student has an attendance entry, multiple rows report for that day.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Periods &gt; Period Info</p> <p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance.status Attendance.presentMinutes</p>
<b>Attendance Record Minutes Present</b>	<p>Reports the total number of minutes for which the student is present.</p> <p>This field only populates when the Minutes Present value is populated on the Student Attendance record.</p> <p><i>Numeric, 3 digits</i></p>	<p>Student Information &gt; General &gt; Attendance &gt; Attendance Information</p> <p>Attendance.status Attendance.presentMinutes</p>

