

Attendance (Rhode Island)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Generate the Attendance Extract](#) | [Attendance Extract Layout](#)

Tool Search: Enrollment Census

The Enrollment Census Attendance extract is used to report attendance information to the state. It collects various types of student information, including demographics, address and contact information, behavior events, and program participation.

Read - Access and generate the Enrollment Census Reports.

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

Any student scheduled into an active, attendance-taking course on a day marked as a School Day, Instruction and Attendance on the Calendar Days tool reports.

All students with an absent attendance code where the period minutes equal or exceed the Whole Day Absent Minutes for any [2A-2L Absent Code](#) report.

[Tardy or Early Dismissal codes](#) (3B - 3L, 4B - 4L) report when there is less than a full day of absence for the same day.

- When an Absent Code exists and the total absent minutes for that code for that day are greater than or equal to the [Grade Level Whole Day Absence](#) or the [Calendar Whole Day Absence](#) (when the Grade Level Whole Day Absence value is not populated), the Absent Code

reports.

- When a Tardy Code exists and the total tardy minutes for that code for that day are less than the Grade Level Whole Day Absence or the Calendar Whole Day Absence (when Grade Level Whole Day Absence is not populated), AND there is nothing that would report for Absent codes, the Tardy/Early Dismissal code reports.

An absent code cannot be reported on the same day as a tardy or early dismissal code.

When the Whole Day Absence Minutes and the Half Day Absence Minutes are both zero (0) or are not populated (NULL), the previous rules are ignored.

Students assigned an Attendance Code value of **1A: In school, regular instructional program** are excluded from the report.

When the Start Date is not entered on the report editor, the earliest Calendar Start Date from the selected calendars is used. When the End Date is not entered, the latest Calendar End Date from the selected calendars is used.

Enrollments, attendance data, and section rosters all need to be active at some point during the entered reporting period.

When there is no Grade Level Whole Day Absence value or Calendar Whole Day Absence value entered, both Present Codes (1A - 1F) and Absent Codes (2A - 2L) report.

Students are NOT included when:

- They have an Enrollment Status of W (Summer Withdrawal).
- Their enrollment record is marked as State Exclude or No Show.
- They are enrolled in a Grade Level marked as State Exclude.
- They are enrolled in a Calendar marked as State Exclude.

Attendance Codes

Tool Search: Attendance Code Setup

The table lists the state attendance codes for Present, Absent, Tardy, and Early Dismissal.

► [Click here to expand...](#)

Code	Status	Description
1A	Present	In school, a regular instructional program
1B	Present	Nontraditional school setting, regular instructional program
1C	Present	Disciplinary action, receiving instruction
1D	Present	Out of school, regular instruction program activity
1E	Present	Out of school, school-approved extracurricular or co-curricular activity
1F	Present	Out of school, school provided distance learning

Code	Status	Description
2A	Absent	Non-instructional activity recognized by State or school
2B	Absent	Religious observation
2C	Absent	Illness, injury, health treatment, or examination
2D	Absent	Family emergency or bereavement
2E	Absent	Disciplinary action, not receiving instruction
2F	Absent	Legal or judicial requirement
2G	Absent	Family activity
2H	Absent	Student employment
2I	Absent	Student employment
2J	Absent	Student is skipping school
2K	Absent	Absent - Unexcused Other
2L	Absent	Absent - Excused Other
3B	Tardy	Religious observation
3C	Tardy	Illness, injury, health treatment, or examination
3D	Tardy	Family emergency
3F	Tardy	Legal or judicial requirement
3G	Tardy	Family activity
3H	Tardy	Student employment
3I	Tardy	Transportation not available
3K	Tardy	Tardy - Unexcused Other
3L	Tardy	Tardy - Excused Other
4B	Early Dismissal	Religious observation
4C	Early Dismissal	Illness, injury, health treatment, or examination
4D	Early Dismissal	Family emergency
4E	Early Dismissal	Disciplinary action, not receiving instruction
4F	Early Dismissal	Legal or judicial requirement
4G	Early Dismissal	Family activity
4H	Early Dismissal	Student employment
4I	Early Dismissal	Transportation not available
4K	Early Dismissal	Early Dismissal - Unexcused Other
4L	Early Dismissal	Early Dismissal - Excused Other

SQL Query

XX = calendarID

```
EXECUTE dbo.get_RI_EnrollmentAttendance @calendarList = 'xx', @startDate = 'mm/dd/yyyy', @endDate = 'mm/dd/
yyy'
```

Generate the Attendance Extract

1. Select **Attendance** from the **Extract Type** dropdown list.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. When generating the Attendance Extract, enter **Start** and **End Dates**.
3. Select the **Format** in which the report should generate. Options are CSV and HTML.
4. If the student's legal name and gender information should report from the Protected Identity Information area, mark the **Report Legal Identities** checkbox.
5. Click **Generate Extract** to generate the report.

Records:20990					
SASID	LASID	DISTCODE	SCHCODE	ATTEND_DATE	ATTEND_TYPE
123456789	123456	25	25109	09/01/2021	3C
123456789	123456	25	25109	09/02/2021	1A
123456789	123456	25	25109	09/03/2021	2G
123456789	123456	25	25109	09/07/2021	1A
123456789	123456	25	25109	09/08/2021	1A
123456789	123456	25	25109	09/09/2021	1A
123456789	123456	25	25109	09/10/2021	1A
123456789	123456	25	25109	09/13/2021	1A
123456789	123456	25	25109	09/14/2021	1A
123456789	123456	25	25109	09/15/2021	1A
123456789	123456	25	25109	09/16/2021	1A
123456789	123456	25	25109	09/17/2021	1A
123456789	123456	25	25109	09/20/2021	1A
123456789	123456	25	25109	09/21/2021	1A

Attendance Extract - HTML Format

	A	B	C	D	E	F
1	SASID	LASID	DISTCODE	SCHCODE	ATTEND_DATE	ATTEND_TYPE
2	123456789	123456	25	25109	9/1/2021	3C
3	123456789	123456	25	25109	9/2/2021	1A
4	123456789	123456	25	25109	9/3/2021	2G
5	123456789	123456	25	25109	9/7/2021	1A
6	123456789	123456	25	25109	9/8/2021	1A
7	123456789	123456	25	25109	9/9/2021	1A
8	123456789	123456	25	25109	9/10/2021	1A
9	123456789	123456	25	25109	9/13/2021	1A
10	123456789	123456	25	25109	9/14/2021	1A
11	123456789	123456	25	25109	9/15/2021	1A
12	123456789	123456	25	25109	9/16/2021	1A
13	123456789	123456	25	25109	9/17/2021	1A
14						

Attendance Extract - CSV Format

Attendance Extract Layout

Element Name	Description	Location
SASID	The student's unique state assigned student ID. <i>Numeric, 10 digits</i>	Census > People > Demographics > Personal Identifiers > Student State ID Person.stateID
LASID	The student's unique locally assigned student ID. <i>Numeric, 16 digits</i>	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
DIST CODE	The reporting district code. <i>Numeric, 2 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Resident District Code Enrollment.servingDistrict
SCH CODE	Identifies the school code. <i>Numeric, 5 digits</i>	School & District Settings > Schools > School Information > School Detail > State School Number School.number
ATTEND_DATE	Identifies the date of attendance. <i>Date Field 10 characters (MM/DD/YYYY)</i>	Student Information > General > Attendance > Date AttendanceDetail.date

Element Name	Description	Location
ATTEND_TYPE	<p>Indicates the student's attendance code on the reported date. See the Attendance Codes for options.</p> <p>When a student is NOT marked absent or any other code other than 1A, the default value of 1A reports.</p> <p>See the Report Logic section for more information.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Attendance > Code</p> <p>AttendanceDetail.stateCode</p>