

# Understand Period-Based Attendance

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When a student is scheduled into a period, it is assumed he/she is present for the duration of that period, unless an absence has been recorded. Campus Attendance is then calculated by subtracting the number of minutes a student was absent, if any, from the total number of minutes the student was scheduled to be present.

## Instructional Minutes

Definition: The number of minutes that elapse between the period's specified start and end times.

Periods specifically marked as **Non-Instructional** are not included in present minutes, absent minutes or other attendance calculations. Similarly, any minutes in a period designated as **Lunch Time** minutes are deducted from that period's instructional minutes.

Consider the following examples that reflect three types of periods: non-instructional, standard instructional and standard instructional with lunch minutes:

Type of Period	Example	Number of Instructional Minutes
<b>Non-Instructional Period</b>	Activity period 0 (before school) starts at 7:00 am and goes until 7:50 am.	0
<b>Standard Instructional</b>	Instructional Period 1 starts at 8:05 am and goes until 9:00 am.	55
<b>Standard Instructional with Lunch Minutes</b>	Instructional Period 4 starts at 11:00 am and goes until 12:30 pm, with 25 minutes marked as Lunch Time.	65

## Scheduled Minutes (Student)

Definition: The total number of instructional minutes for which a student is scheduled and expected to be in attendance.

This number should not be confused with the total number of minutes for which a student is "at school." Lunch time, transition minutes between periods, activity courses that are non-instructional, etc. are NOT counted toward a student's scheduled minutes.

To calculate scheduled minutes, instructional minutes are added from each period in which a student is scheduled on a particular date or date range.

## Present Minutes

**Definition:** The number of minutes in a period for which the student was actually in attendance, or considered “present.”

When a student is scheduled into a course section, it is assumed the student is in class for all instructional minutes of the period. The student is considered present for all minutes until marked absent. If a student is present for an entire period, present minutes, scheduled minutes and the instructional minutes for the period will match.

If a student is not present for the entire period, present minutes are calculated by subtracting absent minutes from the instructional minutes of the period.

## Total Daily Present Minutes

**Definition:** The number of minutes a student is absent from class are deducted from the number of minutes the student was expected to be in class for the day.

Daily present minutes are calculated by:

1. Adding together the number of absent minutes marked on each period, then
2. Subtracting that number from a student’s total scheduled minutes for the day.

## Absent Minutes

The number of instructional minutes in a period for which a student is NOT in attendance for the period.

In most scenarios, exempt absence minutes and tardies are not counted as absent minutes and are not factored into absent calculations.

Period absent minutes are calculated by subtracting the student’s actual number of present minutes from the period’s total number of instructional minutes.

## Total Daily Absent Minutes

Total daily absent minutes are calculated by adding together the number of absent minutes marked on each period for all periods in which the student is scheduled for the day.

Exempt absence minutes and tardies are not treated as regular absent minutes and are not factored into absent calculations. The system considers exempt absences and tardies as though the student was present.

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