

# Attendance Profile (Kentucky)

Last Modified on 02/07/2025 9:04 am CST

Tool Search: Attendance

The Student Attendance Profile has been modified to fit Kentucky standards and includes detailed attendance information, including check in and check out times, summaries of in-district and out-of-district transferred attendance, and enrollment information. The Profile is used by Kentucky districts as both a reference for school staff and as a legal document to be presented in truancy-related court proceedings.

Kentucky attendance works with cross-site enrolled students. See the [Attendance Information for Cross-Site Students](#) article for additional information.

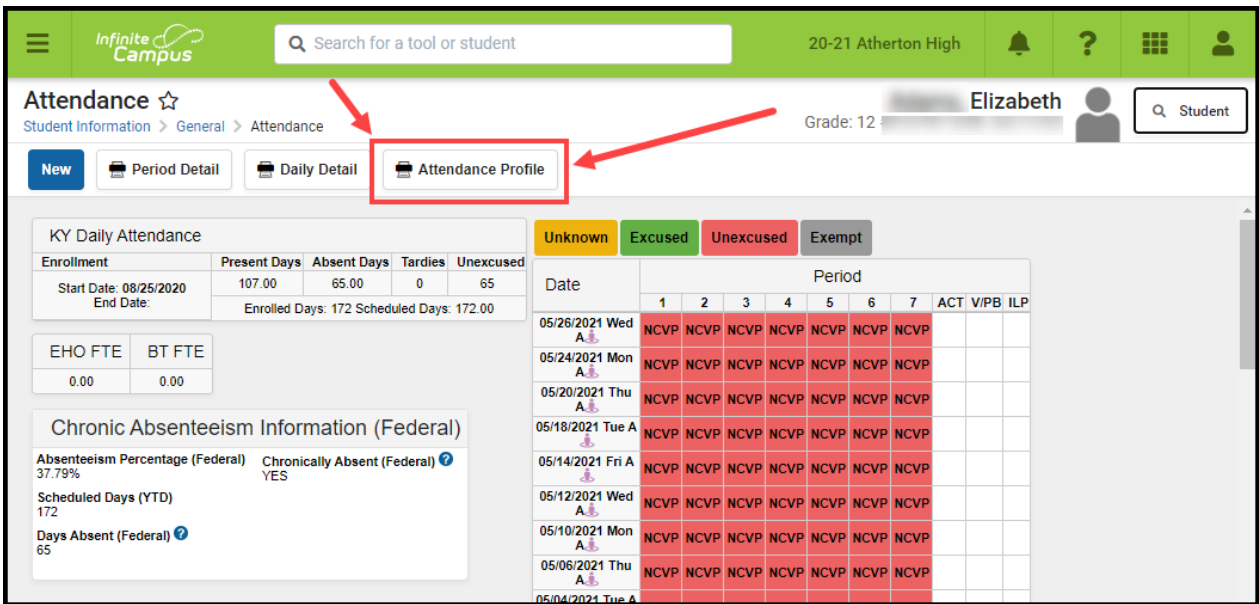


Image 1: Student Attendance Tab

To generate this report, select **Attendance Profile** from a student's [Attendance](#) tab. The report will generate in PDF format.

### Student Profile Attendance Report

Year: 2020-2021

Elizabeth

Page 1 of 15  
Generated: 07/22/2021 02:29:21 PM

ID#: [REDACTED] Grade: 12 DoB: [REDACTED]

#### Student Information

Student Homeroom: Homeroom Teacher:  
Student Guardian Name: E. [REDACTED]  
Student Race/Ethnicity: White  
Student Gender: F

#### Enrollments

District Name	School Name	School #	Schedule Structure	Type	Start Date	End Date
JEFFERSON COUNTY PUBLIC SCHOOLS	Atherton High	018	Main	P	08/25/2020	

#### Accumulative Attendance Detail - District Level

<u>Accumulative Days Present</u>	<u>Accumulative Days Absent</u>	<u>Days Absent Excused</u>	<u>Days Absent Unexcused</u>
107.00	65.00	0.00	65.00
<u>Distinct Days Present</u>	<u>Distinct Days Absent</u>		
107.00	65.00		
<u>Total Tardies</u>	<u>Total Tardies Excused</u>	<u>Total Tardies Unexcused</u>	
0	0	0	
<u>Absent Events</u>	<u>Absent Events Excused</u>	<u>Absent Events Unexcused</u>	
65	0	65	
<u>EHO</u>	<u>BT</u>	<u>AFD</u>	<u>AFR</u>
0.00	0.00	0.00	0.00
			<u>ATA</u>
			0.00

#### Student Attendance Profile Detail

School #	Term	Date	Day	Action Code	Check Out	Check In	% FTE Absent	WDHD Day Absent	Status	Attendance Code
018	6	05/26/2021	Wed	Absent	01:30 PM	02:20 PM	100	100	U	NCVP-Non-Confirmed Virtual Participation
018	6	05/26/2021	Wed	Absent	12:35 PM	01:30 PM	100		U	NCVP-Non-Confirmed Virtual Participation
018	6	05/26/2021	Wed	Absent	11:20 AM	12:35 PM	100		U	NCVP-Non-Confirmed Virtual Participation

Image 2: Kentucky Attendance Profile

## Population Logic

The following tables describes the logic used when determine what records are reported:

### Requirement

**An Attendance Profile report can be generated for any student, regardless of excludes.**

- Students with no scheduled classes will report no data (even if Virtual classes are assigned).

### Excluded Enrollments Logic

- Enrollments in calendars marked Exclude or Summer School will be called out in a separate Excluded Calendar Enrollments section.
- Attendance data from calendars marked Exclude or Summer School will not be calculated for the student's current district.

## Requirement

### Transferred Attendance Logic

- The Attendance Profile will display this transferred attendance in individual summary sections for each district from which the student has transferred within the school year.
- Each of these sections is a snapshot of the student's attendance activity in the given district at the time the student was transferred.
- Transferred Attendance will not separate excluded calendar attendance.
- Infinite Campus requires that the previous enrollment be ended prior to transfer to properly transfer attendance from one district to another. If the previous enrollment is not ended, users must re-submit the transfer via the Records Transfer tab at the destination district.
- Prior to 2022-23 school year all transferred attendance values may include attendance data from calendars marked as Exclude or Summer School.
- Prior to 2010-2011 school year all transferred attendance values were calculated prior to the implementation of Whole Day / Half Day attendance.

### Summary of In-District and Transferred Attendance Logic

- The 'Summary of In-District and Transferred Attendance' section adds together the saved values in the transferred attendance table with the values in the attendance Summary Table for the current district and provides totals for the entire year for all KY districts the student has attended. This can be considered the statewide total.

# Attendance Profile Layout

The following tables detail each section of the Attendance Profile.

## Header, Student Information and Enrollments

Header			
Field Name	Description	Format	Campus Location
<b>Year</b>	Current school year, as indicated on the Campus toolbar.	e.g. 2009-2010	Campus toolbar
<b>Student Name</b>	Student's full name. Reports in First Name, Middle Name, Last Name format.	Alphanumeric	Census > People > Demographics > First Name, Middle Name, Last Name
<b>Student Address</b>	The address of the student.	Alphanumeric	Census > People > Households > Address Fields
<b>Phone Number</b>	Phone number of the student.	(###)###-###	Census > People > Demographics > Personal Contact Info > Other Phone

Header			
<b>ID#</b>	The student's state ID number	Numeric	Census > People > Demographics > Person Identifiers > Student State ID
<b>Grade</b>	The grade level of the student's enrollment.	Alphanumeric	Student Information > General > Enrollments > Grade
<b>Date of Birth</b>	The student's birth date.	MM/DD/YYYY	Census > People > Demographics > Birth Date
Student Information			
<b>Student Homeroom</b>	The room number of the student's most recent homeroom section.	###	Scheduling > Courses > Section > Homeroom AND Student Information > General > Schedule
<b>Homeroom Teacher</b>	The student's homeroom teacher.	Alphanumeric	Scheduling > Courses > Section > Primary Teacher AND Student Information > General > Schedule
<b>Student Guardian Name</b>	The name of the guardian from the student's primary household. If more than one guardian exists, the name of the first guardian created within Campus will appear.	Alphanumeric	Census > People > Relationships > Guardian and Name
<b>Student Race/Ethnicity</b>	The description of the student's race/ethnicity corresponding to the following codes: 1. Hispanic/Latino 2. American Indian or Alaska Native 3. Asian 4. Black or African American 5. Native Hawaiian or Other Pacific Islander 6. White 7. 2 or more Races	Alphanumeric	Census > People > Demographics > Race/Ethnicity
<b>Student Gender</b>	The gender of the student.	M or F	Census > People > Demographics > Gender
Enrollments			

Header			
<b>District Name</b>	<p>The name of the district in which the student is enrolled.</p> <p>Reported enrollment IS NOT in a calendar marked 'Exclude' or 'Summer School'.</p>	Alpha, 30 characters	System Administration > Resources > District Information > Name
<b>School Name</b>	<p>The full name of the school in which the student is enrolled.</p> <p>Reported enrollment IS NOT in a calendar marked 'Exclude' or 'Summer School'.</p>	Alphanumeric	System Administration > Resources > School > Name
<b>School #</b>	<p>The identification number of the school.</p> <p>Reported enrollment IS NOT in a calendar marked 'Exclude' or 'Summer School'.</p>	###	System Administration > Resources > School > Number
<b>Schedule Structure</b>	<p>The name of the schedule structure tied to the student's enrollment.</p> <p>This is based on the student's enrollments. If the student has enrollments that are outside of the current district the structure name is NOT populated for those out of district enrollments ONLY.</p> <p>Reported enrollment IS NOT in a calendar marked 'Exclude' or 'Summer School'.</p>	Alpha (First 15 characters)	Student Information > General > Enrollments >
<b>Type</b>	<p>The type of enrollment.</p>	Alpha, 1 character	Student Information > General > Enrollments > Type
<b>Start Date</b>	<p>The start date of the student's enrollment.</p> <p>Reported enrollment IS NOT in a calendar marked 'Exclude' or 'Summer School'.</p>	Date field, MM/DD/YYYY	Student Information > General > Enrollments > Start Date

Header			
<b>End Date</b>	<p>The end date of the student's enrollment.</p> <p>Reported enrollment IS NOT in a calendar marked 'Exclude' or 'Summer School'.</p>	Date field, MM/DD/YYYY	Student Information > General > Enrollments > End Date
Excluded Enrollments			
<b>District Name</b>	<p>The name of the district where the enrollment took place.</p> <p>This is based on the student's enrollments in the current district only. Reported enrollment must be in a calendar marked 'Exclude' or 'Summer School'.</p>	Alpha (First 30 Characters)	System Administration > Resources > District Information > Name
<b>School Name</b>	<p>The name of the school tied to the student's enrollments</p> <p>This is based on the student's enrollments in the current district only. Reported enrollment must be in a calendar marked 'Exclude' or 'Summer School'.</p>	Alpha (First 50 Characters)	System Administration > Resources > School > Name
<b>School #</b>	<p>The location number of the school assigned by the state.</p> <p>This is based on the student's enrollments in the current district only. Reported enrollment must be in a calendar marked 'Exclude' or 'Summer School'.</p>	XXX	System Administration > Resources > School > Number
<b>Exclude Reason</b>	<p>The reason why the enrollment is excluded.</p> <ul style="list-style-type: none"> <li>• Report <b>EXCLUDE</b> if the calendar where the student was enrolled is marked 'Exclude'</li> <li>• Report <b>SUMMER</b> if the calendar where the student was enrolled is marked 'Summer School'</li> </ul>	Alpha	System Administration > Calendar > Calendar > Summer School, Exclude

Header			
<b>Start Date</b>	The start date of the student's enrollment.  This is based on the student's enrollments in the current district only. Reported enrollment must be in a calendar marked 'Exclude' or 'Summer School'.	Numeric XX/XX/XXXX	Student Information > General > Enrollments > Start Date
<b>End Date</b>	The end date of the student's enrollment(s).  This is based on the student's enrollments in the current district only. Reported enrollment must be in a calendar marked 'Exclude' or 'Summer School'.	Numeric XX/XX/XXXX	Student Information > General > Enrollments > End Date

If the student has multiple enrollments, they will be listed starting with the most recent. Selected transfer enrollments will also appear on the Profile.

## Accumulative Attendance Detail

The Accumulative Attendance Detail sections of the Attendance Profile reports totals for various types of attendance events. This section comes in two parts, one for all enrollments of that student in the district and one sorted by each school into which the student is enrolled.

The **Attendance Cross Districts Transferred Summary** and **Summary of In-District and Transferred Attendance** sections use the same logic described in the table below.

Field Name	Description	Format
<b>Accumulative Days Present</b>	The total number of days present during the school year.  If students are enrolled in multiple schedule structures for the same school only 1 Day Present can count per date.	NNN.NN

Field Name	Description	Format
<b>Accumulative Days Absent</b>	<p>The total number of days absent during the school year.</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN.NN
<b>Days Absent Excused</b>	<p>The total number of excused absences during the school year.</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN.NN
<b>Days Absent Unexcused</b>	<p>The total number of unexcused absences during the school year.</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN.NN
<b>Distinct Days Present</b>	<p>Total distinct present days.</p> <p>Count of distinct days present. If there are overlapping enrollments for the same date, and both enrollments have the day as a Present Day, it is only counted once.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN.NN
<b>Distinct Days Absent</b>	<p>Total distinct absent days.</p> <p>Count of distinct days absent. If there are overlapping enrollments for the same date, and both enrollments have the day as an Absent Day, it is only counted once.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN.NN
<b>Total Tardies</b>	<p>The whole number total of tardies during the school year.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN



Field Name	Description	Format
<b>Total Tardies Excused</b>	<p>The whole number total of excused tardies during the school year.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN
<b>Total Tardies Unexcused</b>	<p>The whole number total of unexcused tardies during the school year.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN
<b>Absent Events</b>	<p>The whole number total of attendance events which were absences.</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 absent event can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN
<b>Absent Events Excused</b>	<p>The whole number total of attendance events which were excused absences. The last event code of the day determines if the absence is excused or unexcused.</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 absent event can count per day.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN
<b>Absent Event Unexcused</b>	<p>The whole number total of attendance events which were unexcused absences. The last event code of the day determines if the absence is excused or unexcused.</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 absent event can count per day.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NNN

Field Name	Description	Format
<b>EHO</b>	<p>The total number of attendance events marked with the state code of EHO, which indicates an Educational Enhancement Opportunity (Limit 10 FTE days in a calendar, as enforced on the <a href="#">Attendance</a> tab).</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day EHO absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NN.NN
<b>BT</b>	<p>The total number of attendance events marked with the state code of BT, which indicates a Basic Training day (Limit 10 FTE days in a calendar, as enforced on the <a href="#">Attendance</a> tab).</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day BT absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	N.NN
<b>AFD</b>	<p>The total number of attendance events marked with the state code of AFD, which indicates an Armed Forces Day (Limit 2 FTE days in a calendar, as enforced on the <a href="#">Attendance</a> tab).</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day AFD absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	N.NN
<b>AFR</b>	<p>The total number of attendance events marked with the state code of AFR, which indicates an Armed Forces Recuperation day (Limit 10 FTE days in a calendar, as enforced on the <a href="#">Attendance</a> tab).</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day AFR absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NN.NN

Field Name	Description	Format
<b>ATA</b>	<p>The total number of attendance events marked with the state code of ATA, which indicates an Athletic Tournament Attendance day (Limit 2 FTE days in a calendar, as enforced on the <a href="#">Attendance</a> tab).</p> <p>If students are enrolled in multiple schedule structures for the same school only 1 Whole Day ATA absence can count per date.</p> <p>Attendance data from an enrollment in a calendar marked 'Exclude' or 'Summer School' is not considered.</p>	NN.NN

## Student Attendance Profile Detail

This section of the Kentucky Attendance Profile provides details for each individual attendance event.

Field Name	Description	Format
<b>School #</b>	The location number of the school assigned by the state. Pulls school number assigned in Resources > Schools.	XXX
<b>Term</b>	<p>The term number of the term in which the attendance event took place.</p> <p>If multiple term schedules exist:</p> <ul style="list-style-type: none"> <li>• Report once for Primary Term only</li> <li>• Duplicate reporting of attendance event for each term if a Primary Term has not been selected.</li> </ul>	#
<b>Date</b>	The date on which the attendance event took place.	MM/DD/YYYY
<b>Day</b>	Abbreviation of the day of the week on which the attendance event took place.	e.g. Mon, Thur
<b>Action Code</b>	The status of the attendance event, such as absent, tardy, etc.	Alphanumeric
<b>Check Out</b>	The time at which the student checked out	HH:MM AM/PM
<b>Check In</b>	The time at which the student checked back in.	HH:MM AM/PM
<b>% FTE Absent</b>	The amount of time of the attendance event expressed as a percentage of a full day.	###
<b>WDHD Day Absent</b>	The amount of time of the attendance event in whole days/half days expressed as a percentage (100, 50 or 0).	###

Field Name	Description	Format
<b>Status</b>	The status of the attendance event as (E)excused, (U)unexcused or (X)exempt.	E, U or X
<b>Attendance Code</b>	The locally-defined attendance code.	Alphanumeric