

Attendance Group (Kentucky)

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

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The Attendance Group tool stores and defines the student's attendance group. An attendance group is used in state reports and in daily attendance reporting.

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

Attendance Group Data Elements

The following table defines the data elements available on the Attendance Group tool.

Data Element	Definition
Enrollment	Indicates the enrollment record to which the attendance group applies.
Attendance Group	Selection of a particular attendance group. See the Attendance Group Options table below for available options.
Start Date	First day the student was in the selected attendance group.
End Date	Last day the student was in the selected attendance group.

Additional fields will appear on the editor based on the selected Attendance Group.

Attendance Groups Options

Code	Definition	Use Case
APA	Alternative Placement	This group is used for alternatively-placed students.
FDK	Full Day Kindergarten	This group is used to identify full day kindergarten students in a school that has both full day and half day kindergarten. This is only used for district identification; it is not used in any state reports or attendance calculations and is not a required selection.
HDK	Half Day Kindergarten	This group is used to identify half day kindergarten students in a school that has both full day and half day kindergarten. This is only used for district identification; it is not used in any state reports or attendance calculations and is not a required selection.
HH	Home/Hospital	<p>This group is used when students meet criteria for Home/Hospital.</p> <div style="border: 1px solid #f0e68c; padding: 5px; margin-top: 10px;"> <p>There needs to be a transportation code of NT set up for the student during this period of time.</p> </div>
NC	Non-Contract	This group is used if a student is attending from outside the district and no contract for the student exists.
NCO	Non-Contract Out of State	This group is used if a student is from outside of the state and is attending the district and no contract for the student exists.
PAR	Partial Day*	A student is assigned this group if he/she only attends that particular school for a certain amount of time during the day. If the student is special education, the start and end times should match those entered on the IEP.
QCE	Student is quarantined due to exposure to COVID-19	Assigned to students who are quarantined due to exposure to COVID-19.
QCP	Student is quarantined because they have tested positive for COVID-19	Assigned to students who are quarantined because they have tested positive for COVID-19.

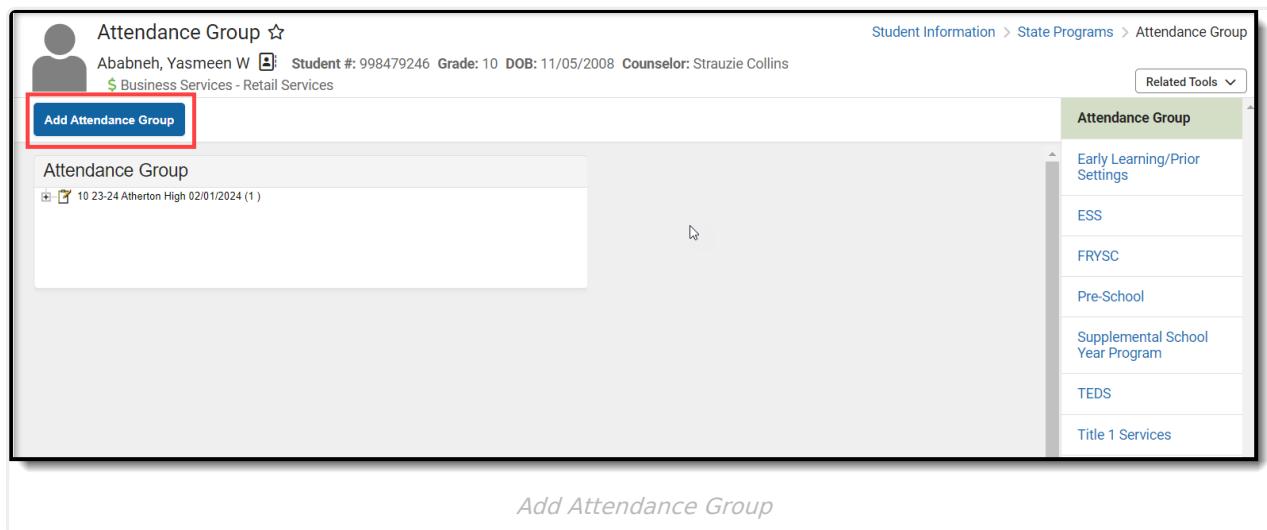
Code	Definition	Use Case
SUP	Supplemental Education Services	This group is assigned to students who are receiving Title 1 Services. It is reported on the Title 1 Report.

*When selecting this group, users must also enter the Start and End Time of the student's attendance.

Recording Attendance Group Information

The following provides instructions on entering and ending attendance group records.

Adding an Attendance Group Record



The screenshot shows the 'Attendance Group' page in the Infinite Campus system. At the top, there is a header with the student's name, ID, grade, DOB, and counselor. Below the header, there is a 'Related Tools' dropdown and a sidebar with links to 'Attendance Group', 'Early Learning/Prior Settings', 'ESS', 'FRYSC', 'Pre-School', 'Supplemental School Year Program', 'TEDS', and 'Title 1 Services'. In the main content area, there is a button labeled 'Add Attendance Group' with a red box around it. Below this button, there is a table with a single row showing an enrollment record: '10 23-24 Atherton High 02/01/2024 (1)'. At the bottom of the page, there is a 'Save' icon and a link to 'Add Attendance Group'.

1. Select the **Add Attendance Group** button.
2. Select the enrollment for which the attendance group applies.
3. Enter a **Start Date** for the Attendance Group. Dates are entered in *mmddyy* format.
4. Click the **Save** icon.

Ending an Attendance Group Record

1. Select the Attendance Group record that is ending.
2. Enter an **End Date** for the Attendance Group. Dates are entered in *mmddyy* format.
3. Click the **Save** icon.