## Federal Chronic Absenteeism Report <br> Last Modified on 07/18/2024 10:26 am CDT

## Tool Rights | Report Logic | Generate the Report | Report Layout

The Federal Chronic Absenteeism Report provides a summary of chronic absenteeism detail by school or district. Student-level chronic absenteeism information is detailed by calendar for all nonexcluded students tied to a calendar and by school for all non-excluded student enrollment(s) tied to calendars within a school. If Include District totals is selected, the report summarizes chronic absenteeism for all non-excluded student enrollment(s) in each school for the District.

## Federal Chronic Absenteeism Report $\hat{\aleph}$

Attendance > Reports > Federal Chronic Absenteeism Report

## Federal Chronic Absenteeism Report

The Federal Chronic Absenteeism Report will provide a summary of Chronic Absenteeism detail by School. The School selected in the Campus toolbar will report.

Users may opt to report Chronic Absenteeism for the District. A summary of Chronic Absenteeism will be provided for each School in the District.

The summary view for the school(s) will be subdivided by calendar. The summary view will show Chronic Absenteeism totals for each calendar(s) within a school(s). All calendars will be summed to show totals for a school.

Student level details will be provided for the School selected in the Campus toolbar. Only one school may report at a time. There are two ways to view student level details within the report:

* Details by Calendar - Chronic Absenteeism will report for non-excluded student enrollment(s) tied to a calendar.

Students that have enrollments in multiple schedule structures for the calendar will be summed.
*Details by School - Chronic Absenteeism will report for non-excluded student enrollment(s) tied to calendars for the school. Students that have enrollments in multiple calendars within the school will be summed.

Users may opt to schedule the execution of the Federal Chronic Absenteeism report by selecting Submit to Batch. Report results may be retrieved using the Batch Queue List located at the bottom of the editor or via System Administration > Batch Queue > Batch Queue Admin

Ad Hoc filters may be used. The Federal Chronic Absenteeism Report may be run for the active year as well as years previous.

Users may render the Federal Chronic Absenteeism Report using the following formats:

$$
\begin{aligned}
& { }^{*} \mathrm{CSV} \\
& { }^{\mathrm{E}} \mathrm{DOCX} \\
& { }^{* *} \mathrm{PDF}
\end{aligned}
$$

**Due to maximum record limits, PDF cannot be used for Schools who have 40,000 or more Students. PDF will not be able to render the report and users will experience an error. Similarly, if Include District Totals is selected and the District has 40,000 or more students across all schools within the District, PDF will not be able to render the report and users will experience an error. It is recommended that users select CSV to allow completion of report processing and proper rendering of results.


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## Tool Rights

PATH: System Administration > User Security > Users > Tool Rights

Users must have at least $\mathbf{R}$ (ead) tool rights in order to generate the Federal Chronic Absenteeism Report.

| User Account | User Groups | Tool Rights | Calen |
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| - Save 8 | User Rights S |  |  |
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Federal Chronic Absenteeism Report Tool Rights

## Report Logic

The following describes the logic used when including (or excluding) data on the report:

- Only enrollment records where the student is scheduled into one or more periods marked Instruction for at least one day are considered.
- Attendance that has been future dated is not considered in chronic absenteeism calculations.
- Students who have enrollment records that have a future date are not included in the report.

Chronic absenteeism is a view on the student's Attendance tab. Calculations are an aggregate based on Calendar ID, meaning if a student has multiple enrollment records within the same calendar, chronic absenteeism totals for a student are a reflection of all those enrollment records. Chronic absenteeism calculations do not aggregate for a school. Data is summed for students who have enrollment records across calendars.

Student totals ARE NOT representative of all student enrollments within a school or calendar. Student totals represent the population of non-excluded students that are part of the reporting population for the report in the selected calendar or school.

Students who have enrollment records in two or more calendars report as part of the student count
for each calendar in which they are enrolled. Additionally, these students are counted once for the school.

Students who meet any of the following conditions are excluded from reporting:

- Students who do not have chronic absenteeism data available in the selected calendar
- Students who have an enrollment but are not scheduled
- Students who have an enrollment but are not scheduled into any periods marked as instructional
- Students who have LESS THAN a total of 10 days scheduled. Students who have multiple enrollments across calendars are summed to identify total number of non-overlapping days scheduled.
- Students enrolled in excluded calendars.

Calendars which meet any of the following conditions are excluded from reporting:

- Calendars where Chronic Absenteeism information has NOT been calculated for the calendar
- Calendars where LESS THAN 10 attendance days have elapsed for the calendar
- Calendars where there are LESS THAN 10 days marked as attendance
- Calendars where a Period Schedule has NOT been created
- Calendars where all periods within the Period Schedule are marked as non-instructional


## Generate the Report

1. Select the detail you would like to see in the report:

- Details by Calendar - Chronic Absenteeism reports for non-excluded student enrollment(s) tied to a calendar.
- Details by School - Chronic Absenteeism reports for non-excluded student enrollment(s) tied to calendars for the school. Students who have enrollments in multiple calendars within the school are summed.

2. To filter data to a specific set of criteria, select an Ad Hoc filter (optional).
3. Select the report Format (CSV, PDF or DOCX).

Campus is unable to process 40,000 or more student records using the PDF format. If generating for more than 40,000 records, please use the CSV or DOCX format.
4. To include a summary of chronic absenteeism for all non-excluded student enrollment(s) in each school for the district, mark the Include District Totals checkbox.

If this checkbox is selected and your district has 40,000 or more students across all schools within the district, the PDF format is not be able to render the report (an error message displays). Select CSV or DOCX to allow completion of report processing and proper rendering of results.
5. Decide how you would like to report to be generated:

- Generate Extract - Click this option to immediately generate the report in the indicated format.
- Submit to Batch - Click this option to schedule when the report generates. This process allows larger reports to generate in the background without disrupting the use of Campus or impacting system performance. Once initiated, the report appears the Batch Queue List window below with a Status of 'Processing'. Once the report is ready, a hyperlink stating 'Get the report' displays in the Download column. Select this hyperlink to view the completed report.

|  | A | B | C | D | E |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Federal Chronic Absenteeism |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 | Year: 2018-19 |  |  |  |  |
| 4 | Entity Name: High School |  |  |  |  |
| 5 | Entity Address: 1234 School Way, Any Town MN 55555 |  |  |  |  |
| 6 | Generated On: 03/22/2019 03:01:21 PM |  |  |  |  |
| 7 | Detail Type: By Calendar |  |  |  |  |
| 8 | School: High School |  |  |  |  |
| 9 | \#Calendar(s): 1 |  |  |  |  |
| 10 | Include District Totals: No |  |  |  |  |
| 11 | \#School(s) in District: N/A |  |  |  |  |
| 12 | Ad Hoc: None |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 | High School |  |  |  |  |
| 15 | Calendar | Student Count | Federal Days Absent | Federal Percent Absent |  |
| 16 | 2018-19 High School | 1982 | 1367 | 4.6 |  |
| 17 | Total | 1982 | 1997 | 6.73 |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 | Detail: High School, 2018-19 High School |  |  |  |  |
| 21 | Student Name | Federal Days Abse Federal Percent Absen Chronically Absent |  |  |  |
| 22 | Student, Anna (123456) | 0 | 0 N |  |  |
| 23 | Student, Ben (234567) | 0 | 0 N |  |  |
| 24 | Student, Calvin (345678) | 2 | 13.33 Y |  |  |
| 25 | Student, Daniel (456789) | 2 | 13.33 Y |  |  |
| 26 | Student, Emma (567890) | 7 | 46.67 Y |  |  |

Federal Chronic Absenteeism Report, CSV Format - Details by Calendar

| 2018-19  <br> High School  <br> Generated on $03 / 22 / 19$ $15: 02: 56$ PM Page I of 47 | Federal Chronic Ab <br> Detail Type: By Sch School: High School \#Ca Include District Totals: Yes \#Scl AdHes,Filter: N | nteeism <br> dar(s): 1 <br> $s$ in District: 26 |  |
| :---: | :---: | :---: | :---: |
| Abbot Elementary |  |  |  |
| Calendar | Student Count | Federal Days Absent | Federal Percent Absent |
| 2018-19 Abbot Elementary | 62 | 16 | 2.27\% |
| Total | 62 | 16 | 2.27\% |
| Bryant Elementary |  |  |  |
| Calendar | Student Count | Federal Days Absent | Federal Percent Absent |
| 2018-19 Bryant Elementary | 24 | 0 | 0.00\% |
| Total | 24 | 0 | 0.00\% |
| Colfax Middle |  |  |  |
| Calendar | Student Count | $\begin{aligned} & \text { Federal Days } \\ & \text { Absent } \end{aligned}$ | Federal Percent Absent |
| 2018-19 Colfax Middle | 7 | 0 | 0.00\% |
| Total | 7 | 0 | 0.00\% |
| Dupont Middle |  |  |  |
| Calendar | Student Count | $\begin{gathered} \text { Federal Days \| } \\ \text { Absent } \end{gathered}$ | Federal Percent Absent |
| 2018-19 Dupont Middle | 427 | 387 | 6.06\% |
| Total | 427 | 387 | 6.06\% |

Federal Chronic Absenteeism Report, DOCX Format - Details by Calendar

| 2018-19 <br> High School <br> Generated on 04/25/2019 08:37:12 AM Paae 1 of 30 | Federal Chronic Ab <br> Detail Type: By Sch <br> School: High School Include District Totals: No \#Sch AdHoc Filter: Non | enteeism <br> ol <br> \#Calendar(s) <br> ols in District: N/A |  |
| :---: | :---: | :---: | :---: |
| Calendar | Student Count | Federal Days Absent | Federal Percent Absent |
| Total 2018-19 High School | 1,982 | 1,367 | 4.60\% |
|  | 1,982 | 1,997 | 6.73\% |
| Detail:High School |  |  |  |
| Student Name (Student \#) | Federal Days Absent | Federal Percent Absent | Chronically Absent |
| Student, Amber (123458) | 0 | 0.00\% | N |
| Student, Asher (234587) | 2 | 13.33\% | Y |
| Student, Benjamin (345878) | 2 | 13.33\% | Y |
| Student, Brynn (456789) <br> Student, Caleb (587890) | 7 | 46.67\% | Y |
|  | 0 | 0.00\% | N |

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## Report Layout

The following table describes each data element on the report:

| Data Element | Description and Logic | Format | Campus UI Location |
| :---: | :---: | :---: | :---: |
| Data Element | Description and Logic | Format | Campus UI Location |
| Data Element | Description and Logic | Format | Campus UI Location |
| Data Element | Description and Logic | Format | Campus UI Location |
| Header Fields |  |  |  |
| 17-18 High School 2200 S Gesevelt St, Aberdeen Genated on O9442018 11:01:4 AM Page 1 of 23 | Federal Chronic Absenteeism <br> School: 1 Calendar(s): 1 Detail: School AdHoc Filter: None |  |  |
| Year | The year selected in the Campus toolbar, | Character | System <br> Administration <br> > Calendar > <br> Schools Years <br> > Label |
| Entity Name | The name of the reporting school or district. | Character | System <br> Administration <br> > Resources <br> > School > <br> School Detail <br> > Name |


| Data Element | Description and Logic | Format | Campus UI <br> Location |
| :--- | :--- | :--- | :--- |
| Entity Address | The address of the reporting <br> school or district. | Character | System <br> Administration <br> > Resources |
|  |  |  | School > <br> School Detail <br> > Address |
|  |  |  |  |
|  |  |  | System <br> Administration <br> $>$ Resources |


| Data Element | Description and Logic | Format | Campus UI <br> Location |
| :--- | :--- | :--- | :--- |
| Detail Type | Indicates what type of detail the <br> user selected in the extract <br> editor. <br> - If View Details by School is <br> selected, data is populated <br> by school <br> If View Details by Calendar <br> is selected, data is <br> populated by calendar | Character | Attendance > <br> Reports > <br> Federal |
| School Name | The name of the school reporting <br> data. <br> Chronic |  |  |
| Ad Hoc | Character | Campus |  |
| For the PDF format, the reported |  |  |  |
| name may be parsed to ensure |  |  |  |
| this line in the header does not |  |  |  |
| extend beyond the header |  |  |  |
| boundaries. |  |  |  |



| Data Element | Description and Logic | Format | Campus UI Location |
| :---: | :---: | :---: | :---: |
| Federal Days Absent | The total number of Federal Days Absent for all non-excluded students in the calendar. <br> Federal Days Absent = SUM of Federal Days Absent as identified via the Chronic Absenteeism view for each student for all nonexcluded students in the calendar. <br> A student must have 10 or more scheduled days within a calendar in order to report. | Numeric NNN,NNN | N/A |
| Federal Percent Absent | The determination of Percent Absent for all non-excluded students in the calendar. <br> Using the non-excluded student population identified in the Student Count, logic finds the SUM of values as identified via the Chronic Absenteeism view for each student to get a total for all students in a calendar to complete calculation logic: <br> - SUM Days Absent (Federal) <br> - SUM Total Days Scheduled <br> A student must have 10 or more scheduled days within a calendar in order to report. <br> Federal Percent Absent = (SUM of Days Absent (Federal) / SUM of Totals Days Scheduled) * 100 , rounded to the nearest hundredth | Numeric, NNN.NN\% | N/A |


| Data Element | Description and Logic | Format | Campus UI <br> Location |
| :--- | :--- | :--- | :--- |
| Student Count <br> Total | The total number of non- <br> excluded students for the school. | Numeric <br> NNN,NNN | N/A |
|  | Logic finds the SUM of the total <br> number of non-excluded <br> students for ALL calendars in the <br> school. |  |  |
|  | A student who one to many <br> enrollments within a single <br> calendar in the school must have <br> 10 or more scheduled days to <br> report. |  |  |
|  | A student who has multiple <br> enrollments across calendars in <br> the school must have 10 or more <br> scheduled days across ALL <br> enrollments to report. | N/A |  |
| Federal Days | The total number of Federal <br> Days Absent for all non-excluded <br> students in a school. | NNN.NNN |  |
| Absent Total | Federal Days Absent for all non- <br> excluded students for all <br> calendars in the school. |  |  |
| Using the non-excluded student <br> population identified in the <br> Student Count Total, logic finds <br> the SUM of |  |  |  |



| Data Element | Description and Logic | Format | Campus UI <br> Location |
| :--- | :--- | :--- | :--- |
| Federal Days <br> Absent | The SUM of Federal Days Absent <br> for all schools within the district. | Numeric <br> NNN, <br> NNN | N/A |


| Data Element | Description and Logic | Format | Campus UI Location |
| :---: | :---: | :---: | :---: |
| Federal Percent Absent | The Federal Percent Absent for all schools within the district. <br> This value is calculated as follows: <br> - For each school within the district, logic identifies the following totals for nonexcluded students in all schools: <br> - SUM Days Absent (Federal) for all nonexcluded students to find the Total Absence By School <br> - SUM Total Days Scheduled for all nonexcluded students to find the Total Scheduled By School <br> - Using the totals for each school identified in the previous step, logic then finds the SUM for the district using the following logic: <br> - SUM the Total Absence by School for all schools to find the Total Absence for District <br> - SUM the Total Scheduled By School for all schools to find the Total Scheduled for District. <br> - Using the summarized totals for the district, the following calculation is made: <br> - Federal Percent Absent $=$ (Total Absence For District / Total Scheduled For District) * 100, round to nearest hundredth | Numeric NNN.NN\% | N/A |



| Data Element | Description and Logic | Format | Campus UI Location |
| :---: | :---: | :---: | :---: |
| Federal Days Absent | The total number of days the student is considered chronically absent. <br> If a student has multiple enrollment records, logic finds the SUM of all days absent for each enrollment for the personID. <br> Federal Days Absent is the number of Days a student is considered $50 \%$ or more absent <br> Given the student has multiple enrollments across calendars, a total number of Federal Days Absent are identified for all enrollments in the school. | Numeric | Student <br> Information > General > Attendance > Chronic Absenteeism > Days Absent (Federal) |
| Federal Percent Absent | The percentage of chronic absence a student has for the enrollment. Logic uses the following calculation to identify the percent absent: <br> - Federal Percent Absent = (Federal Days Absent / Scheduled Days) * 100, round to the nearest hundredth <br> If the student has multiple enrollment records, the following calculation is done to identify the percent absent: <br> - Federal Percent Absent / Total Days Enrolled * 100, round to the nearest hundredth | Numeric NN.NN\% | Student <br> Information > <br> General > <br> Attendance > <br> Chronic <br> Absenteeism <br> > Days <br> Absent <br> (Federal) <br> Student <br> Information > <br> General > <br> Attendance > <br> Chronic <br> Absenteeism <br> > Total Days <br> Enrolled |
| Chronically Absent | Indicates if the student is considered chronically absent. A student is considered chronically absent of their Federal Percent Absent is $10 \%$ or greater. | Character Y or N | N/A |


[^0]:    Federal Chronic Absenteeism Report

[^1]:    Federal Chronic Absenteeism Report, PDF Format - Details by School

