

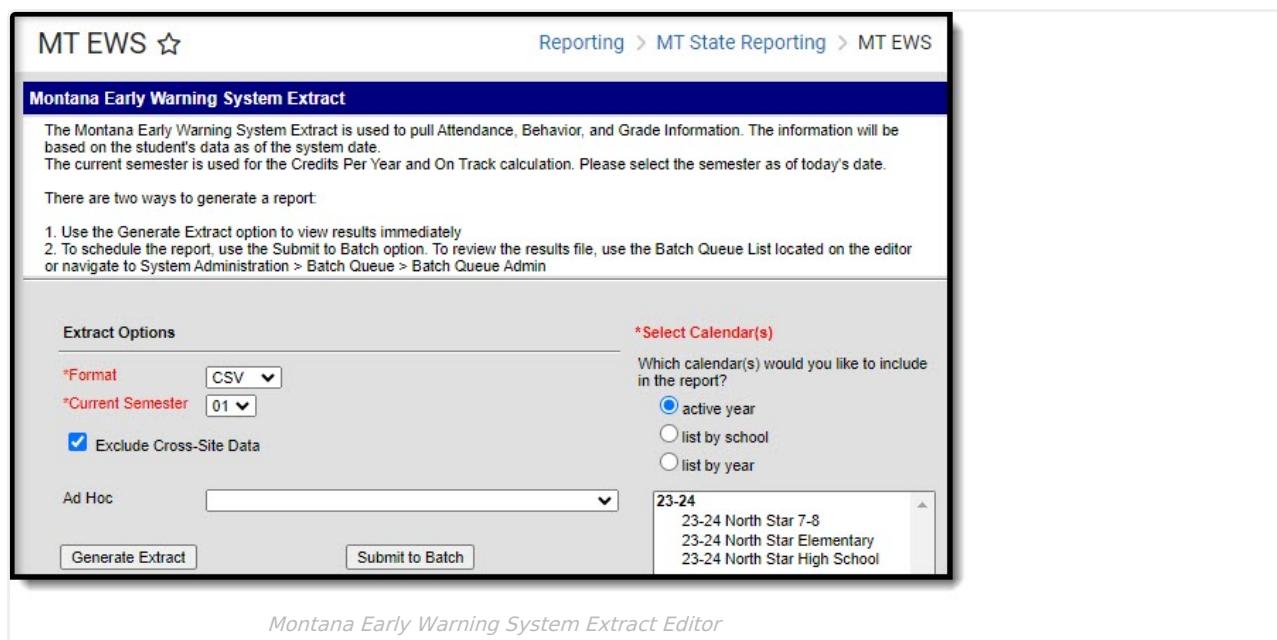
Montana EWS Extract

Last Modified on 02/03/2026 11:19 am CST

[Report Criteria](#) | [Generate the EWS Extract](#) | [Report Layout](#) | [Required Data Setup](#)

Tool Search: MT EWS

The Early Warning System (EWS) Report details attendance, behavior and grade data for use in providing Montana OPI with data for import into the Early Warning System.



MT EWS ☆

Reporting > MT State Reporting > MT EWS

Montana Early Warning System Extract

The Montana Early Warning System Extract is used to pull Attendance, Behavior, and Grade Information. The information will be based on the student's data as of the system date. The current semester is used for the Credits Per Year and On Track calculation. Please select the semester as of today's date.

There are two ways to generate a report:

1. Use the Generate Extract option to view results immediately
2. To schedule the report, use the Submit to Batch option. To review the results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin

Extract Options

*Format: CSV

*Current Semester: 01

Exclude Cross-Site Data

Ad Hoc: 23-24

Select Calendar(s)

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

23-24

23-24 North Star 7-8
23-24 North Star Elementary
23-24 North Star High School

Generate Extract

Submit to Batch

Montana Early Warning System Extract Editor

Report Criteria

Only students meeting the following criteria are included in the report:

- A student must have a primary enrollment record in the selected calendar as of the date the report was generated.
- The student's enrollment record must be tied to a state grade of 03-12.
- When a student has two primary enrollments, the student is reported twice, once for each enrollment in order to correctly report the attendance rate.
- The report can only be generated for a single calendar.
 - When the report is generated for a future calendar, all students with an enrollment record in the future calendar that meet report requirements are reported.
- Students enrolled in a state excluded calendar or grade level, or who have an enrollment record marked State Exclude or No Show are not reported.

Generate the EWS Extract

1. Select which **Calendar** will report data within the extract.
2. Select the report **Format** (CSV is the default format).
3. Select the **Current Semester**.
4. Optional: Unmark the **Exclude Cross-Site Data** checkbox. See the [Cross-Site Enrollment video](#) for additional information.
5. Select an **Ad Hoc Filter** (optional).
6. Select how the report will be generated:

- Generate Report:** The report will generate immediately and display in a new window in the designated format.
- Submit to Batch:** Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request. Users can access the extract by clicking the Get the report link in the Batch Queue List. Users can also access the extract via the tool or by selecting the link within the Process Inbox message that appears once the extract is generated.

MT EWS Records:1288											
State Student ID	LastName	FirstName	Att Rate	Prev Term F	Prev Term A	Behavior Events 120 Days	OOS Suspension Events 3yrs	Creditsyear	On Track	60 Day Absences	90Day Absences
100000000		Kyle	0.00					12.000	N		
200000000		Leigha	0.00					35.000	N		
300000000		Katelyn	0.00					1.000	Y		
400000000		Kendall	0.00					37.000	Y		
500000000		McKenna	0.00					12.000	N		
600000000		Mikaela	0.00					35.000	N		

Example of the EWS Extract - HTML Format

Report Layout

Data Element	Description	Location
StateID	The student's state ID. <i>Numeric</i>	Demographics > Student State ID Person.studentStateID
LastName	The student's last name. The Last Name only display in the HTML version of this report. <i>Alphanumeric</i>	Demographics > Last Name Identity.lastName
FirstName	The student's first name. The First Name only displays in the HTML version of this report. <i>Alphanumeric</i>	Demographics > First Name Identity.firstName
GradeLevel	The student's grade level. This only reports in the HTML report format. <i>Alphanumeric</i>	Enrollment > Grade Level Enrollment.gradeLevel
EnrollmentStartDate	The start date of the student's enrollment record. <i>Date Field</i>	Enrollment > Start Date Enrollment.startDate
EnrollmentEndDate	The end date of the student's enrollment record. <i>Date Field</i>	Enrollment > End Date Enrollment.endDate
AttRate	The student's attendance rate. Using the student's latest enrollment record, logic finds the number of days marked instructional the student is enrolled in for the Reporting Window. Logic then finds the number of days the student	Calculated

Data Element	Description	Location								
	<p>An absent day is calculated as the sum of all minutes the student is marked with an attendance code in an instructional period with a status of 'A' and an excuse value of excused, unexcused or unknown.</p> <p>The following calculation is used to find the Attendance Rate:</p> <ul style="list-style-type: none"> • $(\text{Days Enrolled} - \text{Total Absent Minutes}) / \text{Days Enrolled} = \text{Attendance Rate}$ <p>When the attendance rate quotient is greater than 1.00000 for a day, a value of 1.00000 is used when calculating the attendance rate using that day.</p> <p>Definition of Calculation Parts</p> <table border="1" data-bbox="541 804 1129 2039"> <thead> <tr> <th data-bbox="541 804 695 860">Part</th><th data-bbox="695 804 1129 860">Logic</th></tr> </thead> <tbody> <tr> <td data-bbox="541 860 695 1140">Reporting Window</td><td data-bbox="695 860 1129 1140"> <p>The start date is the student's enrollment record Start Date. The end date is the Report Date.</p> <ul style="list-style-type: none"> • The Report Date is the calendar date of when the Early Warning System Extract was generated. </td></tr> <tr> <td data-bbox="541 1140 695 1253">Days Enrolled</td><td data-bbox="695 1140 1129 1253"> <p>Using the Reporting Window, logic finds the SUM of total number of days marked Instructional</p> </td></tr> <tr> <td data-bbox="541 1253 695 2039">Total Absent Minutes</td><td data-bbox="695 1253 1129 2039"> <p>Using the Reporting Window, logic identifies each day the student was marked absent.</p> <p>Logic then uses the Absent Day Calculation for each day the student was marked absent and truncates the day's result to the nearest hundredth thousand (5th decimal place).</p> <ul style="list-style-type: none"> • Absent Day Calculation = $\text{Absent Minutes for the Day} / \text{Standard Day}$ <ul style="list-style-type: none"> ◦ If the result is greater than 1, a value of 1 is reported for the day. ◦ Absent Minutes for the Day = Identified as minutes tied to Attendance Codes where Status = Absent and the Excuse = Excused, Unexcused, or Unknown. </td></tr> </tbody> </table>	Part	Logic	Reporting Window	<p>The start date is the student's enrollment record Start Date. The end date is the Report Date.</p> <ul style="list-style-type: none"> • The Report Date is the calendar date of when the Early Warning System Extract was generated. 	Days Enrolled	<p>Using the Reporting Window, logic finds the SUM of total number of days marked Instructional</p>	Total Absent Minutes	<p>Using the Reporting Window, logic identifies each day the student was marked absent.</p> <p>Logic then uses the Absent Day Calculation for each day the student was marked absent and truncates the day's result to the nearest hundredth thousand (5th decimal place).</p> <ul style="list-style-type: none"> • Absent Day Calculation = $\text{Absent Minutes for the Day} / \text{Standard Day}$ <ul style="list-style-type: none"> ◦ If the result is greater than 1, a value of 1 is reported for the day. ◦ Absent Minutes for the Day = Identified as minutes tied to Attendance Codes where Status = Absent and the Excuse = Excused, Unexcused, or Unknown. 	
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Total Absent Minutes	<p>Using the Reporting Window, logic identifies each day the student was marked absent.</p> <p>Logic then uses the Absent Day Calculation for each day the student was marked absent and truncates the day's result to the nearest hundredth thousand (5th decimal place).</p> <ul style="list-style-type: none"> • Absent Day Calculation = $\text{Absent Minutes for the Day} / \text{Standard Day}$ <ul style="list-style-type: none"> ◦ If the result is greater than 1, a value of 1 is reported for the day. ◦ Absent Minutes for the Day = Identified as minutes tied to Attendance Codes where Status = Absent and the Excuse = Excused, Unexcused, or Unknown. 									

Data Element	Description Logic	Location								
	<ul style="list-style-type: none"> ▪ Logic then finds the SUM of all absent minutes (ensuring any minutes marked present for the Instructional period or any minutes marked lunch tied to the Instructional period are NOT included). ◦ Standard Day is defined as one the following by preference: <table border="1" data-bbox="806 676 1117 1410"> <thead> <tr> <th data-bbox="813 685 965 732">Preference</th><th data-bbox="965 685 1117 732">Divisor</th></tr> </thead> <tbody> <tr> <td data-bbox="813 732 965 1028">1</td><td data-bbox="965 732 1117 1028">If NOT NULL, divide result by Standard Day on Grade Level</td></tr> <tr> <td data-bbox="813 1028 965 1280">2</td><td data-bbox="965 1028 1117 1280">If NOT NULL, divide result by Student Day on Calendar</td></tr> <tr> <td data-bbox="813 1280 965 1410">3</td><td data-bbox="965 1280 1117 1410">Divide results by 360.0</td></tr> </tbody> </table> <p data-bbox="536 1686 1108 1859">When the report is generated prior to the first instructional day of the selected calendar, the attendance rate is calculated based on the latest enrollment record from the previous year (if one exists for the student in the district).</p> <p data-bbox="536 1893 1081 1994">See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p>	Preference	Divisor	1	If NOT NULL, divide result by Standard Day on Grade Level	2	If NOT NULL, divide result by Student Day on Calendar	3	Divide results by 360.0	
Preference	Divisor									
1	If NOT NULL, divide result by Standard Day on Grade Level									
2	If NOT NULL, divide result by Student Day on Calendar									
3	Divide results by 360.0									

Data Element PrevTermF	<i>Numeric</i> Description The number of F grades the student had in the previous term.	Location Student Information > General > Grades
	<p>The following logic is used to identify and report the student's previous term F grades:</p> <ul style="list-style-type: none"> • Logic looks at the calendar and identifies the current term. <ul style="list-style-type: none"> ◦ When the report date does not fall within the current term, the closest future term within the selected calendar is used. ◦ When the report date does not fall within current term, the closest future term within the selected calendar is used. • Logic then determines which term is directly prior to the current term. <ul style="list-style-type: none"> ◦ When the prior term falls within -1 year, the student's enrollment record during that year is identified. <ul style="list-style-type: none"> ▪ When student has multiple primary enrollments in the prior year calendar, the primary enrollment that falls directly prior to the end of the selected calendar (Last enrollment, last year) is used. ▪ Logic then looks at the calendar tied to the identified enrollment record. ▪ When the End Date of the enrollment record is null or after the final term start date, logic then looks at the student's Grade's tab and finds the sum of all grades that are tied to a grading task marked as State Reporting and tied to a state grade of F. ▪ When the student has no F grades, a value of 0 is reported. ▪ When the student is not enrolled in a previous term, a null value is reported. • When the prior term is within the current calendar, logic looks at the student's Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a state grade level of F. <ul style="list-style-type: none"> ◦ When no grade data exists for the previous term, a null value is reported. <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	

Data Element	Description	Location
PrevTermA	<p>The number of A grades the student had in the previous term.</p> <p>The following logic is used to identify and report the student's previous term A grades:</p> <ul style="list-style-type: none"> • Logic looks at the calendar and identifies the current term. <ul style="list-style-type: none"> ◦ When the report date does not fall within the current term, the closest future term within the selected calendar is used. • Logic determines which term is directly prior to the current term. <ul style="list-style-type: none"> ◦ When the prior term falls within -1 year, logic then looks at the student's enrollment record to see if the student has a primary enrollment within the district in the -1 year and determines if the student was enrolled in the -1 year calendar during the previous <ul style="list-style-type: none"> ▪ When student has multiple primary enrollments in the prior year calendar, the primary enrollment that falls directly prior to the end of the selected calendar (Last enrollment, last year) is used. ▪ Logic then looks at the calendar tied to the identified enrollment record. ▪ When the End Date of the enrollment record is null or after the final term start date, logic then looks at the student's Grade's tab and finds the sum of all grades that are tied to a grading task marked as State Reporting and tied to a state grade of A. ▪ When the student has no A grades, a value of 0 is reported. ▪ When the student is not enrolled in a previous term, a null value is reported. • When the prior term is within the current calendar, logic looks at the student's Grades tool and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a state grade level of A. <ul style="list-style-type: none"> ◦ When no grade data exists for the previous term, a null value is reported. <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	Student Information > General > Grades

Data Element	Description	Location
BehaviorEvent120Days	<p>The number of behavior events the student is tied to for the past 120 calendar days (this includes weekends, holidays, etc).</p> <p>Logic finds the number of behavior events where the student has a role of Offender in the past 120 calendar days. When null, a value of 000 is reported.</p> <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	Student Information > General > Behavior
OOSSuspensionEvents3yrs	<p>The number of behavior resolutions that are tied to the student that have a resolution of Out of School Suspension.</p> <p>Logic finds the number of behavior resolutions tied to the student that have a Resolution Type mapped to a state type of Suspension, Out of School, Alt Setting or Out of School with no services and these resolutions occurred in the past 3 years.</p> <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	Student Information > General > Behavior
CreditsPerYear	<p>The number of high school credits the student is earning per cohort year.</p> <p>When semester 1 is selected, the following calculation is used:</p> $\text{Credits} / (3 - (\text{CohortYearNCLB} - \text{selected calendar end year}))$ <ol style="list-style-type: none"> Logic finds the number of transcript entries that are marked with High School and finds the sum of credits the student has earned as of the date of report generation. Logic then finds the NCLB Cohort Year and subtracts this by the selected calendar's end year. 3 is then deducted from the value found in Step 2. The number of credits is then divided by the number found in Step 3. <p>When no transcript entries in the active year exist with the high school box marked, a null value is reported.</p>	Student Information > General > Transcript > High School Credit

Data Element	Description	Location
	<p>When no cohort year is assigned, a null value is reported.</p> <p>For example, if a student's last transcript entry is in 2014-2015 school year, the selected calendar in extract editor is 2014-2015 and the student's cohort year is 2016. This student has completed 2 years of high school and is in their first semester of their 3rd year. Student has earned a total of 12 credits.</p> <ol style="list-style-type: none"> 1. 12 credits 2. 2016 - 2015 = 1 3. 3-1 = 2 4. 12 / 2 = 6 <p>So the student's credits per year is 6.</p> <p>When semester 2 is selected, the following calculation is used:</p> <p>Credits / (3-([CohortYearNCLB] - selected calendar end year - 0.5))</p> <ol style="list-style-type: none"> 1. Logic finds the number of transcript entries that are marked with High School and finds the sum of credits the student has earned as of the date of report generation. 2. Logic then finds the NCLB Cohort Year and subtracts this by the selected calendar's end year. 3. This value is then subtracted by 0.5. 4. 3 is then subtracted from the end value in Step 3. 5. The number of credits is then divided by the total in Step 4. <p>When no transcript entries in the active year exist with the high school box marked, a null value is reported.</p> <p>When no cohort year is assigned, a null value is reported.</p> <p>For example, if a student's last transcript entry is in 2014-2015 school year, the selected calendar in extract editor is 2014-2015 and the student's cohort year is 2016. This student has completed 2 years of high school and is in their second semester of their 3rd year. Student has earned a total of 12 credits.</p> <ol style="list-style-type: none"> 1. 12 credits 2. 2016 - 2015 = 1 3. 1 - 0.5 = 0.5 4. 3 - 0.5 = 2.5 5. 12 / 2.5 = 4.8 <p>So the student's credits per year is 4.8.</p>	

Data Element	Description	Location
	<p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	
OnTrack	<p>Indicates the student is on track to graduate.</p> <p>The following logic is used to report student On Track data:</p> <ul style="list-style-type: none"> • When a student's enrollment record is tied to a State Grade Level of 09 and Semester 01 is selected in the extract editor, a value of Y is reported. • Logic looks at the student's active academic plan to find the number of credits required to graduate and divides this number by 4. • When the value in Credits Per Year is equal to or greater than the quotient or if Credits Per Year is null, a value of Y is reported. • When the value in Credits Per Year is less than the quotient, a value of N is reported. • When the student is not assigned an academic plan, a value of Y is reported. <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Alphanumeric</i></p>	No Specific Path

Data Element	Description	Location
Absences60Day	<p>The number of absences during the last 60 calendar days.</p> <p>When the attendance rate quotient is greater than 1.00000 for a day, a value of 1.00000 is used when calculating the student's absence for that day.</p> <p>An absent day is calculated as the sum of all minutes the student is marked with an attendance code in an instructional period with a status of 'A' and an excuse value of excused, unexcused or unknown.</p> <p>When the past 60 days spans multiple school years and the student has a primary enrollment within the district in both school years, logic will determine the last 60 instructional/attendance days from the date the report was generated.</p> <p>When the past 60 days spans multiple school years, logic determines the prior 60 calendar days by using the system date and counting back the number of calendar days to the first instructional day in the selected calendar and then going to the previous year's school and calendar and counting back from the max attendance/instructional date for that calendar.</p> <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	Student Information > General > Attendance

Data Element	Description	Location
Absences90Days	<p>The number of absences during the last 90 calendar days.</p> <p>When the attendance rate quotient is greater than 1.00000 for a day, a value of 1.00000 is used when calculating the student's absence for that day.</p> <p>An absent day is calculated as the sum of all minutes the student is marked with an attendance code in an instructional period with a status of 'A' and an excuse value of excused, unexcused or unknown. When the past 90 days spans multiple school years and the student has a primary enrollment within the district in both school years, logic will determine the last 90 instructional/attendance days from the date the report was generated.</p> <p>When the past 90 days spans multiple school years, logic determines the prior 90 calendar days by using the system date and counting back the number of calendar days to the first instructional day in the selected calendar and then going to the previous year's school and calendar and counting back from the max attendance/instructional date for that calendar.</p> <p>See the Required Data Setup section for more information about where to populate fields in Campus used in calculations mentioned above.</p> <p><i>Numeric</i></p>	Student Information > General > Attendance

Required Data Setup

The following sections describe where data is set up and pulled from to populate each of the following fields.

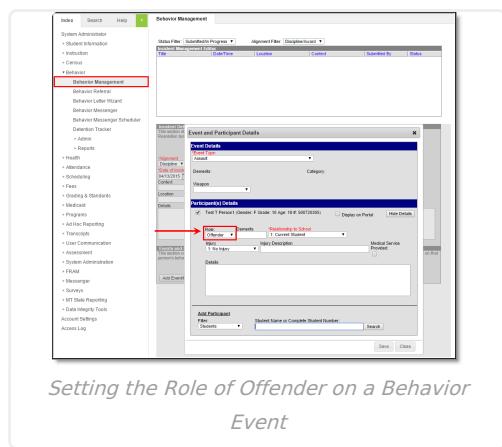
[Behavior Events 120 Days](#) | [OSS Suspension Events 3 Years](#) | [Attendance Rate](#) | [Previous Term F](#) | [Previous Term A](#) | [Credits Per Year](#) | [On Track](#) | [60 Day Absences](#) | [90 Day Absences](#)

Behavior Events 120 Days

Tool Search: Behavior Management

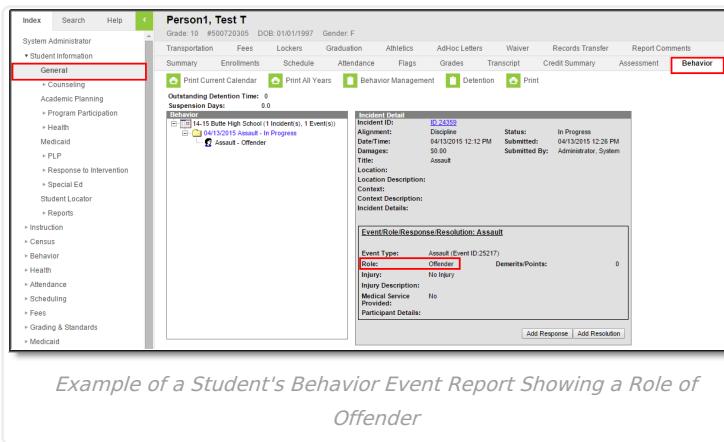
This field reports the number of behavior events the student is tied to for the past 120 calendar days (this includes weekends, holidays, etc). Logic finds the number of behavior events where the student has a role of Offender in the past 120 calendar days. If null, a value of 000 is reported.

The image below shows a user adding a [behavior event](#) for a student with a Role of Offender.



Setting the Role of Offender on a Behavior Event

You can view a student's behavior events and their assigned Role via the [Behavior tool](#).



Example of a Student's Behavior Event Report Showing a Role of Offender

OSS Suspension Events 3 Years

Tool Search: Resolution Types > State Resolution Code

Tool Search: Student Behavior > Resolution Type, State Code

Tool Search: Behavior Management > Add Resolution > Resolution Type

This field reports the number of behavior resolutions that are tied to the student that have a resolution of Out of School Suspension.

Logic finds the number of behavior resolutions tied to the student that have a Resolution Type mapped to a state type of Suspension, Out of School, Alt Setting or Out of School with no services and these resolutions occurred in the past 3 years.

In order for resolutions to report values for this field, resolution types must be mapped to State Resolution Codes via the [Resolution Types](#) tool. In the image below, a user is setting a resolution of Out of School Suspension - 3 Days to have a State Resolution Code (Mapping) value. For reporting in this field, the **State Resolution Code (Mapping)** value must be set to *Suspension, out of school, alt setting, or Suspension, out-of-school, without services*.

Establishing State Resolution Code (Mapping) Values for Resolution Types

Once State Resolution Code (Mapping) values have been set for Resolution Types, the field will report any student who has a Behavior Resolution in the last 3 years with a Resolution Type mapped to either *Suspension*, *out of school*, *alt setting*, or *Suspension, out-of-school, without services*.

Example of a Reported Behavior Resolution

You can view a student's behavior events and their assigned Resolution Types and corresponding State Codes via the [Behavior tool](#).

Viewing a Student's Behavior Resolution Type and State Code

Attendance Rate

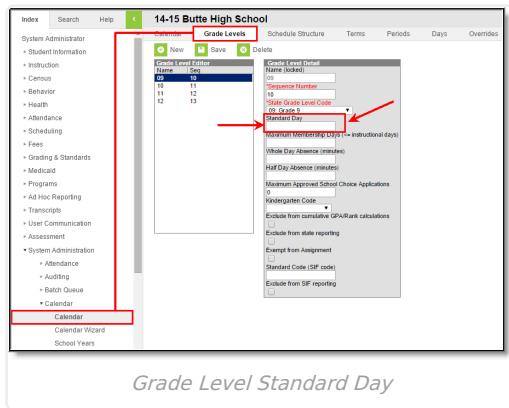
Tool Search: Grad Levels > Standard Day

Tool Search: Calendar > Student Day

Logic finds the total number of minutes the student is marked absent, minus any lunch time, minus any present

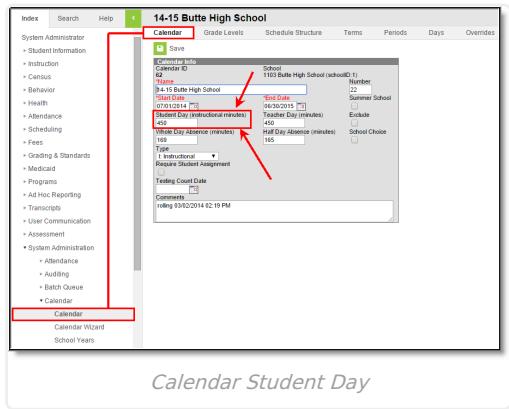
minutes counted and then divided by the grade level standard day (if present), the calendar student day (if present) or 360.0.

The image below describes where [Standard Day is set for each grade level](#).



Grade Level Standard Day

The image below describes where the [calendar Student Day is set](#).



Calendar Student Day

Previous Term F

Tool Search: Grading Tasks > State Reported

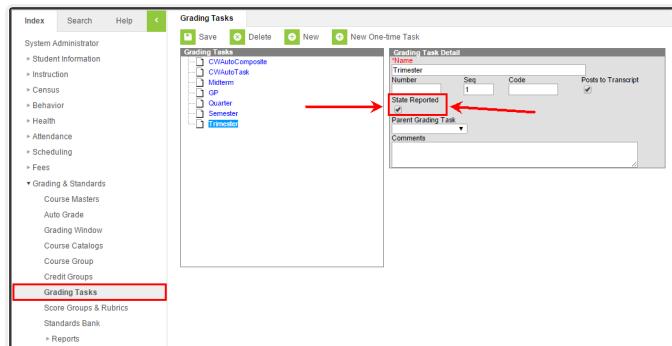
Tool Search: Score Groups & Rubrics > State Score

Tool Search: Student Grades

This field reports the number of F grades the student had in the previous term.

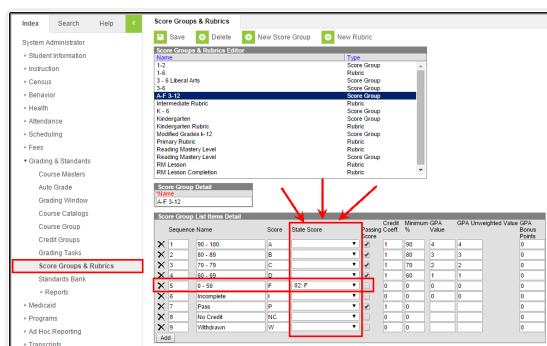
Logic looks at enrollment start and end date and if end date is null or after final term start date, logic then looks at the Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and tied to a State Grade of F.

The image below describes how a [grading task is marked as State Reported](#).



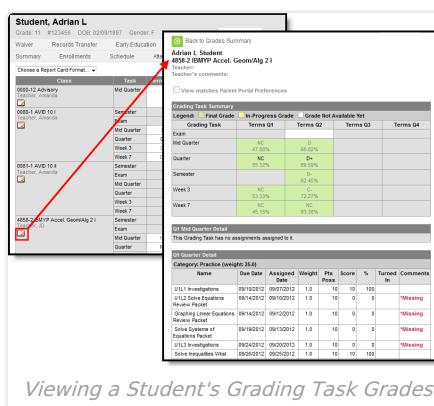
Example of a Grading Task being set as State Reported

The image below describes how a score is [mapped to a State Score within a score group](#). This score group (and mapped score) must then be used when grading the student for the F grade to properly report.



Setting a State Score Grade Values

The image below shows a view of a student's grades for grading tasks within a class.



Viewing a Student's Grading Task Grades

Previous Term A

Tool Search: Grading Tasks > State Reported

Tool Search: Score Groups & Rubrics > State Score

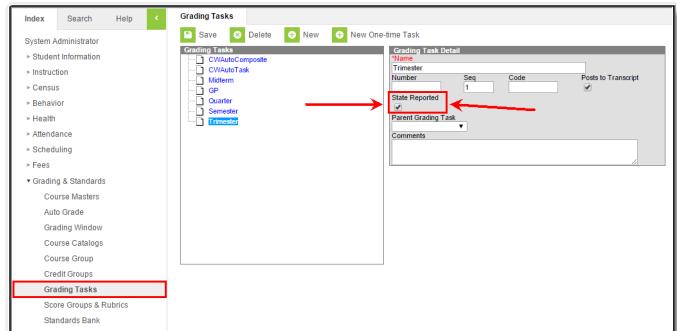
Tool Search: Student Grades

This field reports the number of A grades the student had in the previous term.

Logic looks at enrollment start and end date and if end date is null or after final term start date, logic then looks at the Grades tab and finds the sum of all grades that are tied to a grading task marked as State Reported and

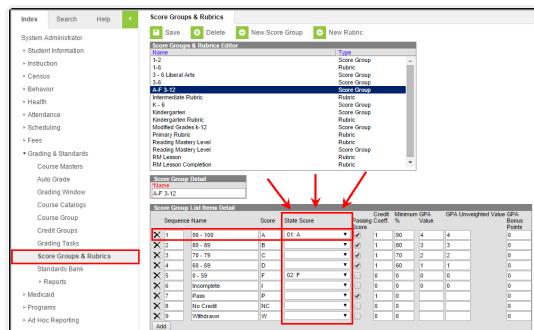
tied to a State Grade of A.

The image below describes how a grading task is marked as State Reported.



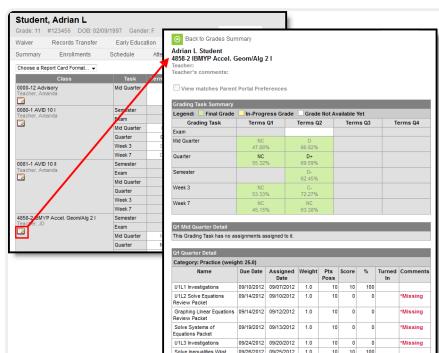
Example of a Grading Task being set as State Reported

The image below describes how a score is mapped to a State Score within a score group. This score group (and mapped score) must then be used when grading the student for the A grade to properly report.



Setting a State Score Grade Values

The image below shows a view of a student's grades for grading tasks within a class.



Viewing a Student's Grading Task Grades

Credits Per Year

Tool Search: Course > High School Credit

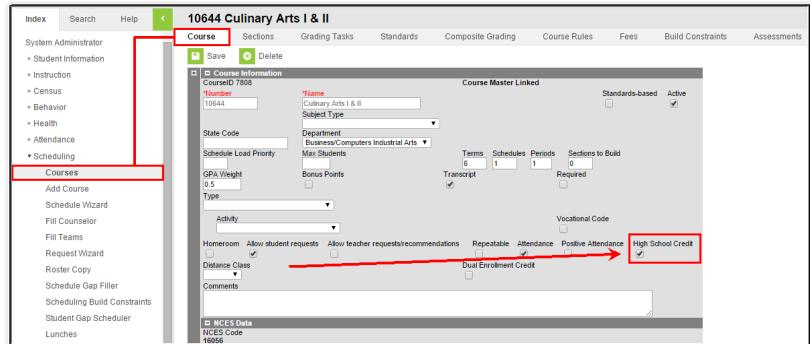
Tool Search: Graduation > NCLB Cohort Year

This field reports the number of high school credits the student is earning per cohort year.

Logic for this field is as follows:

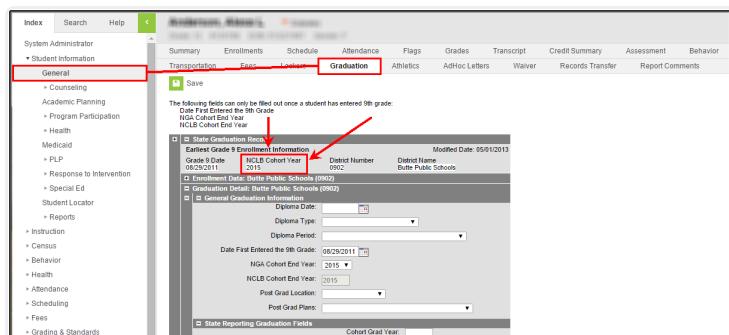
1. Logic finds the number of transcript entries that are marked with High School and finds the sum of credits the student has earned as of the date of report generation.
2. Logic then finds the NCLB Cohort Year and subtracts this by the selected calendar's end year.
3. 3 is then deducted from the value found in Step 2.
4. The number of credits is then divided by the number found in Step 3.

The image below describes how a [Course is marked as High School Credit](#).



Setting a Course to High School Credit

The image below describes where [NCLB Cohort Year data is pulled from](#). This year is determined based on the Grade 9 Date.



NCLB Cohort Year

On Track

Tool Search: Academic Progress > Grad Progress

This field indicates if the student is on track to graduate.

The following logic is used to report student On Track data:

- When a student's enrollment record is tied to a State Grade Level of 09 and Semester 01 is selected in the extract editor, a value of Y is reported.
- Logic looks at the student's active academic plan to find the number of credits required to graduate and divides this number by 4.
- If the value in Credits Per Year is equal to or greater than the quotient or if Credits Per Year is null, a value of Y is reported.
- If the value in Credits Per Year is less than the quotient, a value of N is reported.
- If the student is not assigned an academic plan, a value of Y is reported.

For guidance on setting up and using Multi-Year Academic Planning, [see this article](#).

The image below is an example of a student's [Grad Progress](#) (which includes many of the values used to calculate this field).

Example of a Student's Grad Progress

Courses must be marked as High School Credit and posted to transcript (via the [Transcript Post](#) tool) in order to properly count towards a student's graduation progress. The image below is an example of a course being marked High School Credit.

Marking a Course as High School Credit

You can also manually mark a course as High School Credit via the Edit button on a student's transcript.

Manually Marking a Course as High School Credit

60 Day Absences

Tool Search: Grade Levels > Standard Day

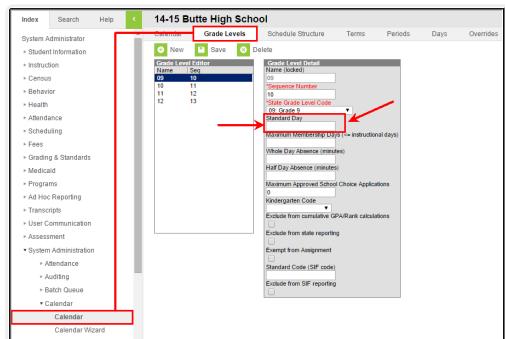
Tool Search: Calendar > Student Day

The number of absences during the last 60 calendar days.

Logic determines this value as follows:

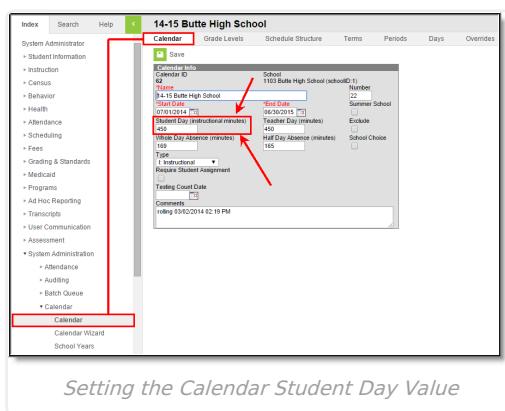
1. Find the total number of minutes the student is marked absent, minus any lunch time, minus any present minutes counted and then divided by
 - The grade level standard day, if present
 - The calendar student day, if present (OR)
 - 360.0
 - When quotient is greater than 1.00000, report a 1.00000 for that day
2. Round to the nearest hundred thousandth (5th decimal place)
3. Sum the above calculation for each day
4. Sum the calculations for Each Day for the enrollment period (enrollment start date to end date) to find the number of absences during the enrollment time period

The image below describes where a [grade level Standard Day value is set](#).



Setting a Grade Level Standard Day

The image below describes where a [calendar Student Day value is set](#).



Setting the Calendar Student Day Value

90 Day Absences

Tool Search: Grade Levels > Standard Day

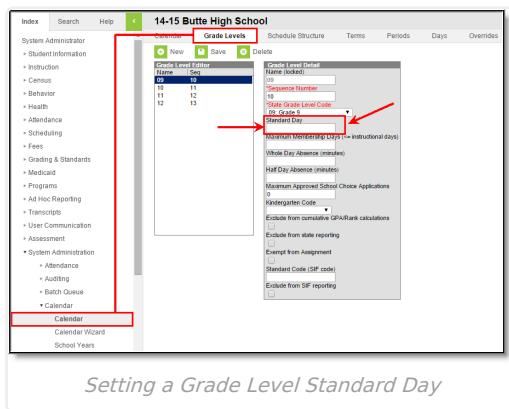
Tool Search: Calendar > Student Day

The number of absences during the last 90 calendar days.

Logic determines this value as follows:

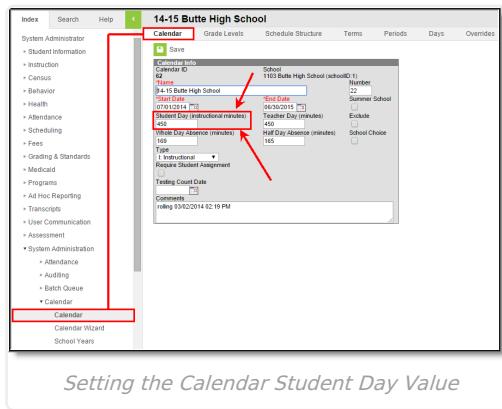
1. Find the total number of minutes the student is marked absent, minus any lunch time, minus any present minutes counted and then divided by
 - The grade level standard day, if present
 - The calendar student day, if present (OR)
 - 360.0
 - When quotient is greater than 1.00000, report a 1.00000 for that day
2. Round to the nearest hundred thousandth (5th decimal place)
3. Sum the above calculation for each day
4. Sum the calculations for Each Day for the enrollment period (enrollment start date to end date) to find the number of absences during the enrollment time period

The image below describes where a [grade level Standard Day value is set](#).



Setting a Grade Level Standard Day

The image below describes where a [calendar Student Day value is set](#).



Setting the Calendar Student Day Value