

#### **WISE Attendance Audit**

Last Modified on 10/21/2024 8:22 am CDT

Report Logic | Report Editor | Generate the Attendance Audit Report | Report Layout

Tool Search: WISE Attendance Audit

The WISE Attendance Audit Report allows districts to generate a flat file with student actual days of attendance and possible days of attendance using the same calculation that is used in the Student School Association Wisconsin Extension Resource.

| Extract Options Report Type Sun File Format Con Start Date End Date   | ng the Attendance Calculation for WISEdata/ Ed-Fi | Attendance reporting.  Select Calendars  Which calendar(s) would you like to include in the report?  active year  list by school  ist by year  23-24 23-24 Case High School 23-24 Fratt Elementary 23-24 Fratt Elementary 23-24 Horlick High School 23-24 Park High School 23-24 Park High School   |  |
|---|---|--|--|
| Extract Options Report Type Sun File Format Con Start Date End Date   | Imary Report v                                    | Select Calendars<br>Which calendar(s) would you like to include in<br>the report?<br>© active year<br>O list by school<br>U list by year<br>23-24<br>23-24 Case High School<br>23-24 Case High School 1<br>23-24 Case High School 2<br>23-24 Case High School 2<br>23-24 Dr Jones Elementary<br>23-24 Hortick High School<br>23-24 Hortick High School<br>23-24 Hortick High School 1  |  |
| Extract Options Report Type Sun File Format Con Start Date End Date   | Imary Report v                                    | Select Calendars<br>Which calendar(s) would you like to include in<br>the report?<br>© active year<br>O list by school<br>U list by year<br>23-24<br>23-24 Case High School<br>23-24 Case High School 1<br>23-24 Case High School 2<br>23-24 Case High School 2<br>23-24 Dr Jones Elementary<br>23-24 Hortick High School<br>23-24 Hortick High School<br>23-24 Hortick High School 1  |  |
| Extract Options  Report Type Sun File Format Con Start Date End Date   G Grade All St E3 E4 K2 K4 K4 K4 K4 K4 K4 C0 | Ima Separated(CSV) V                              | <ul> <li>Which calendar(s) would you like to include in the report?</li> <li> <ul> <li>active year</li> <li>list by school</li> <li>list by year</li> </ul> </li> <li>23-24 Case High School</li> <li>23-24 Case High School</li> <li>23-24 Case High School 1</li> <li>23-24 Case High School 2</li> <li>23-24 Case High School 3</li> <li>23-24 Case High School 3</li> <li>23-24 Frait Elementary</li> <li>23-24 Frait Elementary</li> <li>23-24 Horlick High School</li> <li>23-24 Horlick High School</li> <li>23-24 Horlick High School</li> </ul> |  |
| Report Type Sun<br>File Format Con<br>Start Date<br>End Date<br>© Grade All St<br>E4<br>K2<br>K4<br>K3<br>FK<br>01<br>02<br>03<br>Ad Hoc Filter         | Ima Separated(CSV) V                              | the report?<br>end active year<br>list by school<br>list by year<br>23-24<br>23-24 Case High School<br>23-24 Case High School 1<br>23-24 Case High School 2<br>23-24 Case High School 2<br>23-24 Dr Jones Elementary<br>23-24 Fratt Elementary<br>23-24 Hontick High School<br>23-24 Hontick High School 1   |  |
| File Format Con<br>Start Date Ed<br>End Date E3<br>E4<br>K2<br>K4<br>K3<br>PK<br>01<br>02<br>03<br>Ad Hoc Filter  | Ima Separated(CSV) V                              | extive year     list by school     list by year  23-24     23-24 Case High School     23-24 Case High School     23-24 Case High School 1     23-24 Case High School 2     23-24 Case High School 3     23-24 Fratt Elementary     23-24 Fratt Elementary     23-24 Horlick High School     23-24 Horlick High School     23-24 Horlick High School  |  |
| Start Date<br>End Date<br>Grade<br>Grade<br>Grade<br>Ad Hoc Filter  |   | list by school<br>list by year<br>23-24 Case High School<br>23-24 Case High School 1<br>23-24 Case High School 1<br>23-24 Case High School 1<br>23-24 Case High School 3<br>23-24 Dr Jones Elementary<br>23-24 Fratt Elementary<br>23-24 Horlick High School<br>23-24 Horlick High School 1  |  |
| Grade     All St     E3     E4     K2     K4     K3     FK     01     02     03     Ad Hoc Filter   |   | 23-24<br>23-24 Case High School<br>23-24 Case High School 1<br>23-24 Case High School 2<br>23-24 Case High School 3<br>23-24 Dr Jones Elementary<br>23-24 Fratt Elementary<br>23-24 Horlick High School<br>23-24 Horlick High School 1   |  |
| E3<br>E4<br>K2<br>K4<br>K6<br>FK<br>01<br>02<br>03<br>03  | udents  | 23-24 Case High School<br>23-24 Case High School 1<br>23-24 Case High School 2<br>23-24 Case High School 3<br>23-24 Dr Jones Elementary<br>23-24 Fratt Elementary<br>23-24 Horlick High School<br>23-24 Horlick High School 1  |  |
|   | v   | 23-24 The REAL School  |  |
|   |   | CTRL-click or SHIFT-click to select multiple   |  |
|   |   |  |  |
|   | v tasks submitted between 08/22/2023 and          | 08/29/2023   |  |
| Batch Queue List<br>Queued Time   | Report Title Stat                                 | itus Download  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   |  |  |
|   |   | WISE Attendance Audi   |  |

Read - Access the WISE Attendance Audit. Write - Generate the WISE Attendance Audit. Add - N/A Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.



# **Report Logic**

All enrollments are included in a regular school calendar, except the following:

- Enrollments marked as State Exclude, No Show or WISE Exclude
- Enrollments in grade levels marked as State Exclude
- Enrollments in calendars marked as State Exclude
- Summer School enrollments

Students who have primary enrollments and attendance data in the selected calendar report. Courses marked as Attendance are included, but periods marked as non-instructional are not included.

For the Summary report, a record reports for each applicable enrollment; for the detail report, a record for each instructional, school, attendance date captured by the student's enrollment reports.

# **Report Editor**

| Field                 | Description  |
|-----------------------|--|
| Report<br>Type        | Indicates which report generates - the Summary or the Detail.  |
| File<br>Format        | The extract can be generated in either Comma Separated (CSV) or HTML.  |
| Start Date            | Indicates the first date used when calculating attendance. Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.  |
| End Date              | Indicates the last date used when calculating attendance. Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.   |
| Student<br>Selection  | <ul> <li>Select students to include on the report by choosing either a Grade level of enrollment for the students or an Ad hoc Filter.</li> <li>To include students in all grade levels, choose All Students in the Grade Level options.</li> <li>Selecting an existing ad hoc filter reports only those students or courses included in those filters, if they meet the reporting requirements of the report.</li> <li>These options only display when the Extract Type is set to Student.</li> </ul> |
| Calendar<br>Selection | At least one calendar needs to be selected in order to generate the extract. Multiple calendars<br>can be chosen by using the CTRL and SHIFT keys. It is advised that not all calendars be chosen<br>at once due to the amount of data that is returned in the extracts.<br>Calendars can be selected by active year, by school or by year.<br>This option only displays when the Extract Type is set to Student.  |
| Report<br>Generation  | Use the <b>Generate Extract</b> button to immediately display the results of the selected extract type/period. For a larger data set, use the <b>Submit to Batch</b> button. This allows the selection of a specific time in which the extract generates (after school hours). See the Batch Queue article for more information.   |

# **Generate the Attendance Audit Report**

- 1. Select the desired **Report Type**.
- 2. Select the desired **File Format**.
- 3. Enter the appropriate **Start Date** and **End Date**.



- 4. Select students to include by choosing Grade Levels or an Ad hoc Filter.
- 5. Select the appropriate **Calendars**.
- 6. Click the Generate Extract or Submit to Batch. The report generates in the selected format.

|    | A        | В                 | с                 | D         | E        | F           | G                   | н                 | 1                     | 1 L                  | к                      |                     |
|----|----------|-------------------|-------------------|-----------|----------|-------------|---------------------|-------------------|-----------------------|----------------------|------------------------|---------------------|
| 1  | personID | StateSchoolNumber | StudentEdFiNumber | FirstName | LastName | StateEnroll | EnrollmentStartDate | EnrollmentEndDate | InstructionalDayCount | ActualDaysAttendance | PossibleDaysAttendance | StudentSchedule     |
| 2  | 123456   | 491               | 1234567890        | Anna      | Student  | Ρ           | 9/3/2019            | 9/30/2019         | 20                    | 10                   | 10                     | Partial schedule du |
| 3  | 234567   | 491               | 2345678901        | Benson    | Student  | Р           | 10/1/2019           |                   | 45                    | 22.5                 | 22.5                   | Partial schedule d  |
| -4 | 345678   | 491               | 3456789012        | Caroline  | Student  | Р           | 9/3/2019            |                   | 65                    | 65                   | 65                     | Full Schedule       |
| 5  | 456789   | 491               | 4567890123        | Dennis    | Student  | Р           | 9/3/2019            |                   | 65                    | 61.5                 | 65                     | Full Schedule       |
| 6  | 5678901  | 491               | 5678901234        | Erika     | Student  | Р           | 9/3/2019            | 9/13/2019         | 9                     | 4.5                  | 4.5                    | Partial schedule d  |
| 7  |          |                   |                   |           |          |             |                     |                   |                       |                      |                        |                     |

Attendance Audit Report - Summary Type, CSV Format

| AttendanceAudit Re | ttendanceAudit Records:166515 |           |          |            |              |                |                      |                   |               |                              |                    |
|--------------------|-------------------------------|-----------|----------|------------|--------------|----------------|----------------------|-------------------|---------------|------------------------------|--------------------|
| StateSchoolNumber  | StudentEdFiNumber             | FirstName | LastName | Date       | Service Type | PeriodSchedule | InstructionalMinutes | AttendanceMinutes | AbsentMinutes | ActualDaysAttendanceReported | PossibleDaysAttend |
| 1234               | 123456789                     | Anna      | Student  | 09/03/2019 | Р            | A              | 96                   | 0                 | 96            | 0.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/04/2019 | Р            | В              | 376                  | 376               | 0             | 1.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/05/2019 | Р            | A ADV          | 108                  | 108               | 0             | 1.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/06/2019 | Р            | В              | 376                  | 376               | 0             | 1.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/09/2019 | Р            | A ADV          | 108                  | 108               | 0             | 1.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/10/2019 | Р            | В              | 376                  | 0                 | 376           | 0.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/11/2019 | Р            | A              | 96                   | 96                | 0             | 1.000                        | 1.0                |
| 1234               | 123456789                     | Anna      | Student  | 09/12/2019 | Р            | B ADV          | 373                  | 0                 | 373           | 0.000                        | 1.0                |
| lana               | 122466780                     | la        | Condant  | 0001202010 | n            | La             | loc                  | loc               | la la         | 1.000                        | 1.0                |

Attendance Audit Report - Detail Type, HTML Format

### **Report Layout**

#### **Summary Report Type**

| Data<br>Element         | Description   | Type,<br>Format and<br>Length | Campus Database | Campus Interface                            |
|-------------------------|---|-------------------------------|-----------------|---|
| Local Person<br>ID      | Reports the Campus-<br>assigned<br>identification<br>number of the staff<br>or student. | Numeric, 50<br>digits         | Person.personID | Identities > PersonID                       |
| State School<br>Number  | Reports the State<br>School Number.   | Numeric, 4<br>digits          | School.number   | School Information > State<br>School Number |
| Student Ed<br>Fi Number | Reports the student's<br>Ed-Fi Number   | Numeric, 10<br>digits         | Person.edFild   | Demographics > Ed-Fi ID                     |



| Data<br>Element | Description  | Type,<br>Format and<br>Length  | Campus Database                               | Campus Interface  |
|-----------------|--|--------------------------------|---|---|
| First Name      | Reports the student's<br>or staff person's<br>legal first name from<br>the current identity<br>record.<br>• First name<br>reports first<br>from the<br>Protected<br>Identity<br>Information<br>fields.<br>• If all legal name<br>fields are blank,<br>this reports<br>from the First<br>Name field.<br>• Only allowable<br>characters<br>report (A-Z,<br>hyphens,<br>apostrophes,<br>periods,<br>spaces). If<br>special<br>characters are<br>used, the<br>accented<br>character is<br>removed with<br>the equivalent<br>non-accented<br>character. | Alphanumeric,<br>50 characters | Identity.legalFirstName<br>Identity.firstName | Identities > Legal First<br>Name<br>Identities > First Name |



| Data<br>Element             | Description  | Type,<br>Format and<br>Length              | Campus Database                             | Campus Interface   |
|-----------------------------|--|--|---|--|
| Last Name                   | <ul> <li>Reports the student's or staff person's legal last name from the current identity record.</li> <li>Last name reports first from the Protected Identity Information fields.</li> <li>If all legal name fields are blank, this reports from the Last Name field.</li> <li>Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character.</li> </ul> | Alphanumeric,<br>50 characters             | Identity.legalLastName<br>Identity.lastName | Identities > Last Name   |
| Gender                      | Reports the student's<br>Gender from the<br>current Identity<br>record.  | Alphanumeric,<br>1 character               | ldentity.gender                             | Identities > Gender  |
| Grade                       | Reports the student's<br>Grade level of<br>enrollment.   | Alphanumeric,<br>2 characters              | Enrollment.grade                            | Enrollments > Grade  |
| State<br>Enrollment<br>Type | Reports the assigned<br>State Enrollment<br>Type.  | Alphanumeric,<br>1 character               | Enrollment.enrollment<br>Type               | Enrollments > State<br>Reporting Fields > State<br>Enrollment Type |
| Enrollment<br>Start Date    | Indicates the<br>student's first day of<br>enrollment in the<br>selected calendar.   | Date field, 10<br>characters<br>MM/DD/YYYY | Enrollment.startDate                        | Enrollments > Start Date   |



| Data<br>Element            | Description   | Type,<br>Format and<br>Length              | Campus Database    | Campus Interface   |
|----------------------------|---|--|--------------------|--|
| Enrollment<br>End Date     | Indicates the<br>student's last day of<br>enrollment in the<br>selected calendar.   | Date field, 10<br>characters<br>MM/DD/YYYY | Enrollment.endDate | Enrollments > End Date   |
| Instructional<br>Day Count | Reports the total<br>number of<br>Instructional Days,<br>School Days and<br>Attendance Days<br>between the<br>student's enrollment<br>start date and<br>enrollment end date.  | Numeric, 3<br>digits                       | Data not stored    | Calendar Information > Days<br>> Day Detail ><br>Instruction/School/Attendance   |
| Actual Days<br>Attendance  | Reports the student's<br>total count of days of<br>attendance from all<br>enrollments in the<br>school that have the<br>same start date. This<br>value reports when<br>the State Enrollment<br>Type is Primary; if<br>not Primary, this field<br>reports blank.<br>This field is<br>calculated based on<br>the Start Date and<br>End Date populated<br>in the Extract Editor.<br>Total of all actual<br>days of attendance is<br>calculated from the<br>beginning of the<br>enrollment to the<br>current date.<br>The count reports<br>first from the<br>Attendance Override<br>field on the<br>Enrollments.<br>When the<br>Attendance Override<br>field is not populated<br>on all reporting<br>enrollments, the | Numeric, 5<br>digits                       | Data not stored    | Enrollment > Attendance<br>Override<br>Grade Level > Standard Day<br>Calendar > Days<br>Calendar > Periods<br>Schedule<br>Attendance |



| Data<br>Element | following calculation<br>is used:<br>• The Standard | Type,<br>Format and<br>Length | Campus Database | Campus Interface |
|-----------------|---|-------------------------------|-----------------|------------------|
|                 | Day minutes<br>entered on the                       |                               |                 |                  |
|                 | Grade Level are                                     |                               |                 |                  |
|                 | used. If the  |                               |                 |                  |
|                 | student'  |                               |                 |                  |
|                 | enrollment  |                               |                 |                  |
|                 | determining the                                     |                               |                 |                  |
|                 | record has a  |                               |                 |                  |
|                 | grade level   |                               |                 |                  |
|                 | where the   |                               |                 |                  |
|                 | Standard Day is                                     |                               |                 |                  |
|                 | 0.5, the student                                    |                               |                 |                  |
|                 | is considered                                       |                               |                 |                  |
|                 | Partially   |                               |                 |                  |
|                 | Scheduled and                                       |                               |                 |                  |
|                 | the Partially                                       |                               |                 |                  |
|                 | Scheduled   |                               |                 |                  |
|                 | Students calculation                                |                               |                 |                  |
|                 | should be used                                      |                               |                 |                  |
|                 | to determine  |                               |                 |                  |
|                 | their   |                               |                 |                  |
|                 | Attendance. If                                      |                               |                 |                  |
|                 | the Grade Level                                     |                               |                 |                  |
|                 | does NOT have                                       |                               |                 |                  |
|                 | Standard Day of                                     |                               |                 |                  |
|                 | 0.5, determine                                      |                               |                 |                  |
|                 | which   |                               |                 |                  |
|                 | calculation to                                      |                               |                 |                  |
|                 | use based on  |                               |                 |                  |
|                 | the student's                                       |                               |                 |                  |
|                 | Percent   |                               |                 |                  |
|                 | Enrolled.   |                               |                 |                  |
|                 | Percent Enrolled                                    |                               |                 |                  |
|                 | entered on the                                      |                               |                 |                  |
|                 | Enrollment is                                       |                               |                 |                  |
|                 | used to<br>determine the                            |                               |                 |                  |
|                 | calculation. If a                                   |                               |                 |                  |
|                 | student's   |                               |                 |                  |
|                 | enrollment  |                               |                 |                  |
|                 | determining the                                     |                               |                 |                  |
|                 | record has  |                               |                 |                  |
|                 | Percent Enrolled                                    |                               |                 |                  |
|                 | of 51 -100, or                                      |                               |                 |                  |
|                 | the field is not                                    |                               |                 |                  |
|                 | populated, the                                      |                               |                 |                  |
|                 | student is  |                               |                 |                  |
|                 | considered a  |                               |                 |                  |
|                 | Full Schedule                                       |                               |                 |                  |
|                 | student. If a                                       |                               |                 |                  |
|                 | student's   |                               |                 |                  |
|                 | enrollment  |                               |                 |                  |
|                 | determining the                                     |                               |                 |                  |



| Data<br>Element | record has<br><b>Description</b><br>Percent Enrolled<br>of 50 or less the<br>student is | Type,<br>Format and<br>Length | Campus Database | Campus Interface |
|-----------------|---|-------------------------------|-----------------|------------------|
|                 | considered a<br>Partially<br>Scheduled<br>student.                                      |                               |                 |                  |
|                 | Full Schedule<br>Students   |                               |                 |                  |
|                 | Calculation   |                               |                 |                  |
|                 | For each  |                               |                 |                  |
|                 | instructional,<br>attendance, school  |                               |                 |                  |
|                 | date where the  |                               |                 |                  |
|                 | student has a schedule, the   |                               |                 |                  |
|                 | student's attendance<br>is determined as<br>follows:                                    |                               |                 |                  |
|                 | <ul> <li>If the student<br/>has no</li> </ul>   |                               |                 |                  |
|                 | attendance  |                               |                 |                  |
|                 | marks, a value  |                               |                 |                  |
|                 | of 1 is added to  |                               |                 |                  |
|                 | actual days of  |                               |                 |                  |
|                 | attendance for  |                               |                 |                  |
|                 | <ul><li>that date.</li><li>If the student</li></ul>                                     |                               |                 |                  |
|                 | has attendance  |                               |                 |                  |
|                 | marks of Absent   |                               |                 |                  |
|                 | Excused or  |                               |                 |                  |
|                 | Absent  |                               |                 |                  |
|                 | Unexcused,  |                               |                 |                  |
|                 | calculate the<br>total number of  |                               |                 |                  |
|                 | scheduled   |                               |                 |                  |
|                 | minutes for the   |                               |                 |                  |
|                 | student and the   |                               |                 |                  |
|                 | total minutes   |                               |                 |                  |
|                 | present for the student on that   |                               |                 |                  |
|                 | day.  |                               |                 |                  |
|                 | <ul> <li>If the</li> </ul>  |                               |                 |                  |
|                 | student's   |                               |                 |                  |
|                 | present   |                               |                 |                  |
|                 | minutes   |                               |                 |                  |
|                 | are 66% or<br>more of   |                               |                 |                  |
|                 | the   |                               |                 |                  |
|                 | calculated  |                               |                 |                  |
|                 | minutes   |                               |                 |                  |
|                 | scheduled,  |                               |                 |                  |
|                 | a value of  |                               |                 |                  |
|                 | 1 is added  |                               |                 |                  |
|                 | to the  |                               |                 |                  |



| Data<br>Element | Description<br>of<br>attendance          | Type,<br>Format and | Campus Database | Campus Interface |
|-----------------|--|---------------------|-----------------|------------------|
|                 | attendance<br>for that                   | Length              |                 |                  |
|                 | date.                                    |                     |                 |                  |
|                 | <ul> <li>If the<br/>student's</li> </ul> |                     |                 |                  |
|                 | present                                  |                     |                 |                  |
|                 | minutes                                  |                     |                 |                  |
|                 | are 33% or                               |                     |                 |                  |
|                 | more but                                 |                     |                 |                  |
|                 | less than                                |                     |                 |                  |
|                 | 66% time                                 |                     |                 |                  |
|                 | present, a                               |                     |                 |                  |
|                 | half day<br>value (0.5)                  |                     |                 |                  |
|                 | is added to                              |                     |                 |                  |
|                 | the actual                               |                     |                 |                  |
|                 | days of                                  |                     |                 |                  |
|                 | attendance                               |                     |                 |                  |
|                 | for that<br>date.                        |                     |                 |                  |
|                 | ∘ If the                                 |                     |                 |                  |
|                 | student's                                |                     |                 |                  |
|                 | present                                  |                     |                 |                  |
|                 | minutes                                  |                     |                 |                  |
|                 | are less                                 |                     |                 |                  |
|                 | than 33%<br>time                         |                     |                 |                  |
|                 | present, no                              |                     |                 |                  |
|                 | additional                               |                     |                 |                  |
|                 | values are                               |                     |                 |                  |
|                 | added to                                 |                     |                 |                  |
|                 | the actual                               |                     |                 |                  |
|                 | days of<br>attendance                    |                     |                 |                  |
|                 | for that                                 |                     |                 |                  |
|                 | date.                                    |                     |                 |                  |
|                 | <ul> <li>Calendar</li> </ul>             |                     |                 |                  |
|                 | Day Events                               |                     |                 |                  |
|                 | that are                                 |                     |                 |                  |
|                 | 99: Health<br>Emergency                  |                     |                 |                  |
|                 | are ignored                              |                     |                 |                  |
|                 | in the                                   |                     |                 |                  |
|                 | calculation.                             |                     |                 |                  |
|                 |  |                     |                 |                  |
|                 | Partially                                |                     |                 |                  |
|                 | Scheduled                                |                     |                 |                  |
|                 | Students<br>calculation                  |                     |                 |                  |
|                 | For each                                 |                     |                 |                  |
|                 | instructional,                           |                     |                 |                  |
|                 | attendance, school                       |                     |                 |                  |
|                 | date where the                           |                     |                 |                  |
|                 | student has a                            |                     |                 |                  |
|                 |  |                     |                 |                  |



| Data<br>Element                | schedule, the<br>Description<br>student's attendance<br>is determined as<br>follows:  | Type,<br>Format and<br>Length | Campus Database | Campus Interface                                |
|--------------------------------|---|-------------------------------|-----------------|---|
|                                | <ul> <li>If the student has no attendance marks, a value of 0.5 is added to the actual days of attendance for that date.</li> <li>If the student has attendance marks of Absent Unexcused or Absent Unexcused but is present 1 or more minutes, a value of 0.5 is added to the actual days of attendance for that date.</li> <li>If the student has attendance marks of Absent Unexcused but is present 1 or more minutes, a value of 0.5 is added to the actual days of attendance for that date.</li> <li>If the student has attendance for that date.</li> <li>If the student has attendance for the entire day with 0 minutes present, no additional values are added to the actual days of attendance for that date.</li> <li>Calendar Day Events that are 99: Health Emergency are ignored in the calculation.</li> </ul> |                               |                 |   |
| Possible<br>Days<br>Attendance | Reports the student's<br>total count of<br>possible days of<br>attendance from all  | Numeric, 6<br>digits          | Data not stored | Enrollment > Membership<br>Override<br>Schedule |



| Data<br>Element | enrollments in the<br><b>Description</b><br>school that have the<br>same start date. This  | Type,<br>Format and<br>Length | Campus Database | Campus Interface<br>Grade Level > Standard Day |
|-----------------|--|-------------------------------|-----------------|--|
|                 | value reports when<br>the State Enrollment<br>Type is Primary; if<br>not Primary, this field<br>reports blank.   |                               |                 | Calendar > Days<br>Calendar > Periods          |
|                 | This field is<br>calculated based on<br>the Start Date and<br>End Date populated<br>in the Extract Editor.   |                               |                 |  |
|                 | Total of possible<br>days of attendance is<br>calculated from the<br>beginning of the<br>enrollment to the<br>current date.  |                               |                 |  |
|                 | The count reports<br>first from the<br>Membership<br>Override field on the<br>Enrollment record if<br>that field is<br>populated on any of<br>the enrollments.             |                               |                 |  |
|                 | When the<br>Membership<br>Override field is not<br>populated on all<br>reporting<br>enrollments, the<br>following calculation<br>is used:<br>• The Standard<br>Day minutes |                               |                 |  |
|                 | entered on the<br>Grade Level are<br>used. If the<br>student'<br>enrollment<br>determining the<br>record has a<br>grade level<br>where the                                 |                               |                 |  |
|                 | Standard Day is<br>0.5, the student<br>is considered<br>Partially<br>Scheduled and<br>the Partially<br>Scheduled   |                               |                 |  |



| Data<br>Element | Students<br>Description<br>calculation<br>should be used<br>to determine | Type,<br>Format and<br>Length | Campus Database | Campus Interface |
|-----------------|--|-------------------------------|-----------------|------------------|
|                 | their  |                               |                 |                  |
|                 | Attendance. If   |                               |                 |                  |
|                 | the Grade Level  |                               |                 |                  |
|                 | does NOT have  |                               |                 |                  |
|                 | Standard Day of  |                               |                 |                  |
|                 | 0.5, determine   |                               |                 |                  |
|                 | which  |                               |                 |                  |
|                 | calculation to   |                               |                 |                  |
|                 | use based on   |                               |                 |                  |
|                 | the student's<br>Percent   |                               |                 |                  |
|                 | Enrolled.  |                               |                 |                  |
|                 | Percent Enrolled   |                               |                 |                  |
|                 | entered on the   |                               |                 |                  |
|                 | Enrollment is  |                               |                 |                  |
|                 | used to  |                               |                 |                  |
|                 | determine the  |                               |                 |                  |
|                 | calculation. If a  |                               |                 |                  |
|                 | student's  |                               |                 |                  |
|                 | enrollment   |                               |                 |                  |
|                 | determining the  |                               |                 |                  |
|                 | record has   |                               |                 |                  |
|                 | Percent Enrolled   |                               |                 |                  |
|                 | of 51 -100, or   |                               |                 |                  |
|                 | the field is not   |                               |                 |                  |
|                 | populated, the   |                               |                 |                  |
|                 | student is   |                               |                 |                  |
|                 | considered a   |                               |                 |                  |
|                 | Full Schedule<br>student. If a   |                               |                 |                  |
|                 | student's  |                               |                 |                  |
|                 | enrollment   |                               |                 |                  |
|                 | determining the  |                               |                 |                  |
|                 | record has   |                               |                 |                  |
|                 | Percent Enrolled   |                               |                 |                  |
|                 | of 50 or less the  |                               |                 |                  |
|                 | student is   |                               |                 |                  |
|                 | considered a   |                               |                 |                  |
|                 | Partially  |                               |                 |                  |
|                 | Scheduled  |                               |                 |                  |
|                 | student.   |                               |                 |                  |
|                 | Full Schedule  |                               |                 |                  |
|                 | Students   |                               |                 |                  |
|                 | Calculation  |                               |                 |                  |
|                 | For each enrollment  |                               |                 |                  |
|                 | included in the  |                               |                 |                  |
|                 | record calculation   |                               |                 |                  |
|                 | from the enrollment  |                               |                 |                  |
|                 | start date to the  |                               |                 |                  |
|                 | current date, the  |                               |                 |                  |
|                 | unique days of   |                               |                 |                  |
|                 | enrollment in each   |                               |                 |                  |



| Data<br>Element | calendar for the days<br>Description<br>marked Instruction,<br>School, and<br>Attendance is | Type,<br>Format and<br>Length | Campus Database | Campus Interface |
|-----------------|---|-------------------------------|-----------------|------------------|
|                 | counted.  |                               |                 |                  |
|                 | If the student is   |                               |                 |                  |
|                 | not scheduled   |                               |                 |                  |
|                 | on that date, no  |                               |                 |                  |
|                 | possible days of  |                               |                 |                  |
|                 | attendance are  |                               |                 |                  |
|                 | counted for that  |                               |                 |                  |
|                 | date.   |                               |                 |                  |
|                 | <ul> <li>If the student is</li> </ul>   |                               |                 |                  |
|                 | scheduled into  |                               |                 |                  |
|                 | attendance  |                               |                 |                  |
|                 | taking courses,   |                               |                 |                  |
|                 | a value of 1 is   |                               |                 |                  |
|                 | added to the  |                               |                 |                  |
|                 | possible days of  |                               |                 |                  |
|                 | attendance.   |                               |                 |                  |
|                 | Calendar Day  |                               |                 |                  |
|                 | Events that are   |                               |                 |                  |
|                 | 99: Health  |                               |                 |                  |
|                 | Emergency are   |                               |                 |                  |
|                 | ignored in the  |                               |                 |                  |
|                 | calculation.  |                               |                 |                  |
|                 |   |                               |                 |                  |
|                 | Partially   |                               |                 |                  |
|                 | Scheduled<br>Students   |                               |                 |                  |
|                 | calculation   |                               |                 |                  |
|                 | For each enrollment   |                               |                 |                  |
|                 | included in the   |                               |                 |                  |
|                 | record calculation  |                               |                 |                  |
|                 | from the enrollment   |                               |                 |                  |
|                 | start date to the   |                               |                 |                  |
|                 | current date, the   |                               |                 |                  |
|                 | unique days of  |                               |                 |                  |
|                 | enrollment in each  |                               |                 |                  |
|                 | calendar for the days   |                               |                 |                  |
|                 | marked Instruction,   |                               |                 |                  |
|                 | School, and   |                               |                 |                  |
|                 | Attendance are  |                               |                 |                  |
|                 | counted.  |                               |                 |                  |
|                 | <ul> <li>If the student is</li> </ul>   |                               |                 |                  |
|                 | not scheduled   |                               |                 |                  |
|                 | on that date, no  |                               |                 |                  |
|                 | possible days of<br>attendance are  |                               |                 |                  |
|                 | counted for that  |                               |                 |                  |
|                 | date.   |                               |                 |                  |
|                 | <ul> <li>If the student is</li> </ul>   |                               |                 |                  |
|                 | scheduled into  |                               |                 |                  |
|                 | attendance  |                               |                 |                  |
|                 | taking courses,   |                               |                 |                  |
|                 |   |                               |                 |                  |



| Data<br>Element          | a value of 0.5 is<br>added to the<br>possible days of<br>attendance.   | Type,<br>Format and<br>Length  | Campus Database | Campus Interface   |
|--------------------------|--|--------------------------------|-----------------|--|
|                          | <ul> <li>Calendar Day<br/>Events that are<br/>99: Health<br/>Emergency are<br/>ignored in the<br/>calculation.</li> </ul>  |                                |                 |  |
|                          | Report the total of all<br>possible days of<br>attendance for the  |                                |                 |  |
| Attendance<br>Percentage | date range provided.<br>Reports the<br>percentage of Actual<br>Days Attendance<br>divided by the<br>Possible Days of<br>Attendance.  | Numeric, 4<br>digits<br>XX.XX  | Data not stored | Enrollment > Membership<br>Override<br>Schedule<br>Grade Level > Standard Day<br>Calendar > Days<br>Calendar > Periods |
| Student<br>Schedule      | <ul> <li>Reports whether the student is a Partial Schedule or a Full Schedule.</li> <li>When the student has a Percent Enrolled value that is under 50, a value of <i>Partial Schedule due to Enrollment Percent</i> reports.</li> <li>When the student is enrolled in a grade level where the Standard Day is 0.5, a value of <i>Partial Schedule due to Grade Level</i> reports.</li> <li>Otherwise, a value of <i>Full Schedule</i> reports.</li> </ul> | Alphanumeric,<br>50 characters | Data not stored | Enrollment > Percent Enrolled<br>Calendar > Grades ><br>Standard Day   |

# **Detail Report Type**



| Data<br>Element         | Description   | Type,<br>Format and<br>Length  | Campus Database                               | Campus<br>Interface   |
|-------------------------|---|--------------------------------|---|---|
| State School<br>Number  | Reports the State School Number.  | Numeric, 4<br>digits           | School.number                                 | School<br>Information ><br>State School<br>Number                 |
| Student Ed<br>Fi Number | Reports the student's Ed-Fi<br>Number   | Numeric, 10<br>digits          | Person.edFild                                 | Demographics<br>> Ed-Fi ID  |
| First Name              | <ul> <li>Reports the student's or staff person's legal first name from the current identity record.</li> <li>First name reports first from the Protected Identity Information fields.</li> <li>If all legal name fields are blank, this reports from the First Name field.</li> <li>Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character.</li> </ul> | Alphanumeric,<br>50 characters | Identity.legalFirstName<br>Identity.firstName | Identities ><br>Legal First<br>Name<br>Identities ><br>First Name |
| Last Name               | <ul> <li>Reports the student's or staff person's legal last name from the current identity record.</li> <li>Last name reports first from the Protected Identity Information fields.</li> <li>If all legal name fields are blank, this reports from the Last Name field.</li> <li>Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character.</li> </ul>    | Alphanumeric,<br>50 characters | Identity.legalLastName<br>Identity.lastName   | Identities ><br>Legal Last<br>Name<br>Identities ><br>Last Name   |
| Gender                  | Reports the student's Legal Gender<br>from the current Identity record. If<br>the Legal Gender field is blank,<br>reports from the Gender field on<br>the current Identity record.  | Alphabetic, 1<br>character     | Identity.legalGender<br>Identity.gender       | Identities ><br>Legal Gender<br>Identities ><br>Gender            |
| Grade                   | Reports the student's Grade level of enrollment.  | Alphanumeric,<br>2 characters  | Enrollment.grade                              | Enrollments ><br>Grade  |



| Data<br>Element                       | Description   | Type,<br>Format and<br>Length              | Campus Database  | Campus<br>Interface   |
|---------------------------------------|---|--|--|---|
| Date                                  | Reports the date for each unique<br>Instructional, School, Attendance<br>date between the Enrollment Start<br>Date and Enrollment End Date for<br>each student.   | Date field, 10<br>characters<br>MM/DD/YYYY | Cal.date   | Enrollments ><br>Start Date,<br>End Date<br>Calendar ><br>Days ><br>Instructional,<br>School,<br>Attendance |
| Enrollment<br>Service Type            | Reports the Service Type of the student's enrollment - P, N or S.   | Alphabetic, 1<br>character                 | Enrollment.enrollment<br>Type                            | Enrollment ><br>Service Type  |
| Period<br>Schedule                    | Reports the name of the Period<br>Schedule assigned to the Calendar<br>Day.   | Alphanumeric,<br>15 characters             | PeriodSchedule.name                                      | Calendar ><br>Day > Period<br>Schedule  |
| Instructional<br>Minutes              | Reports the total instructional minutes for the Calendar Day.   | Numeric, 3<br>digits                       | Calendar.studentDay<br>DayEvent.instructional<br>Minutes | Calendar ><br>Instructional<br>Minutes<br>Calendar ><br>Days  |
| Attendance<br>Minutes                 | For the reported day, the total<br>number of Minutes Present for the<br>student reports. If there is no<br>attendance recorded, the full<br>period is added to the attendance<br>minutes for that day.  | Numeric, 3<br>digits                       | Data not stored  | Calendar ><br>Day<br>Calendar ><br>Period<br>Schedule<br>Attendance   |
| Absence<br>Minutes                    | For the day reported, report the<br>total number of Minutes with an<br>absence code of A (Absent) and a<br>status of Excused for the Student.<br>Subtract any Minutes Present for<br>the period marked Absent   | Numeric, 3<br>digits                       | Data not stored  | Calendar ><br>Day<br>Calendar ><br>Period<br>Schedule<br>Attendance   |
| Actual days<br>Attendance<br>Reported | Reports an aggregate from all<br>enrollments in the school that have<br>the same start date. This value<br>reports when the State Enrollment<br>Type is Primary; if not Primary, this<br>field reports blank.<br>This field is calculated based on<br>the Start Date and End Date<br>populated in the Extract Editor.<br>The count reports first from the<br>Membership Override field on the | Numeric, 4<br>digits                       | Data not stored  | Calendar ><br>Day<br>Calendar ><br>Period<br>Schedule<br>Attendance   |



| Data<br>Element | <b>Description</b><br>populated on any of the<br>enrollments.   | Type,<br>Format and<br>Length | Campus Database | Campus<br>Interface |
|-----------------|---|-------------------------------|-----------------|---------------------|
|                 | <ul> <li>When the Membership Override<br/>field is not populated on all<br/>reporting enrollments, the<br/>following calculation is used:         <ul> <li>The Standard Day minutes<br/>entered on the Grade Level<br/>are used. If the student'<br/>enrollment determining the<br/>record has a grade level<br/>where the Standard Day is<br/>0.5, the student is considered<br/>Partially Scheduled and the<br/>Partially Scheduled Students<br/>calculation should be used to<br/>determine their Attendance. If<br/>the Grade Level does NOT<br/>have Standard Day of 0.5,<br/>determine which calculation<br/>to use based on the student's<br/>Percent Enrolled.</li> </ul> </li> <li>Percent Enrolled entered on<br/>the Enrollment is used to<br/>determine the calculation. If a<br/>student's enrollment<br/>determining the record has<br/>Percent Enrolled of 51 -100, or<br/>the field is not populated, the<br/>student is considered a Full<br/>Schedule student. If a<br/>student's enrollment<br/>determining the record has<br/>Percent Enrolled of 50 or less<br/>the student is considered a<br/>Partially Scheduled student.</li> <li>Full Schedule Students<br/>Calculation<br/>For each enrollment included in<br/>the record calculation from the<br/>start date to the end date in the<br/>extract editor, the unique days of<br/>enrollment in each calendar for the<br/>days marked Instruction, School,<br/>and Attendance is counted.</li> <li>If the student is not scheduled<br/>on that date, no possible days<br/>of attendance are counted for<br/>that date.</li> <li>If the student is scheduled<br/>into attendance taking<br/>courses, a value of 1 is added<br/>to the possible days of<br/>attendance.</li> </ul> |                               |                 |                     |



| Data<br>Element                            | Description<br>99: Health Emergency are<br>ignored in the calculation.   | Type,<br>Format and<br>Length | Campus Database | Campus<br>Interface   |
|--|--|-------------------------------|-----------------|---|
|  | <ul> <li>Partially Scheduled Students calculation</li> <li>For each enrollment included in the record calculation from the start date to the end date in the extract editor, the unique days of enrollment in each calendar for the days marked Instruction, School, and Attendance are counted.</li> <li>If the student is not scheduled on that date, no possible days of attendance are counted for that date.</li> <li>If the student is scheduled into attendance taking courses, a value of 0.5 is added to the possible days of attendance.</li> <li>Calendar Day Events that are 99: Health Emergency are ignored in the calculation.</li> </ul> |                               |                 |   |
| Possible<br>Days<br>Attendance<br>Reported | <ul> <li>For each enrollment included in the record calculation from the start date to the end date in the extract editor:</li> <li>If the student has an active enrollment determine their schedule and a Percent Enrolled value that is under 50 is entered on the student's enrollment record, a value of 0.5 reports.</li> <li>If the student is enrolled in a grade level where the Standard Day is .5, a value of 0.5 reports.</li> <li>Otherwise, a value of 1 reports.</li> </ul>  | Numeric, 3<br>digits<br>0.00  | Data not stored | Calendar ><br>Day<br>Calendar ><br>Period<br>Schedule<br>Schedule |



| Data<br>Element          | Description   | Type,<br>Format and<br>Length | Campus Database | Campus<br>Interface  |
|--------------------------|---|-------------------------------|-----------------|--|
| Attendance<br>Percentage | Reports the percentage of the<br>Actual Days Attendance Reported<br>value divided by the Possible Days<br>of Attendance Reported value. | Numeric,4<br>digits<br>XX.XX  | Data not stored | Enrollment ><br>Membership<br>Override<br>Schedule<br>Calendar ><br>Grade Level ><br>Standard Day<br>Calendar ><br>Days<br>Calendar ><br>Periods |