WISE Attendance Audit

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

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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.

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 Type	Indicates which report generates - the Summary or the Detail.
File 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 *mmddyy* 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 *mmddyy* format, or use the calendar icon to select a date.
Student Selection	Select students to include on the report by choosing either a **Grade** level of enrollment for the students or an **Ad hoc Filter**. • To include students in all grade levels, choose **All Students** in the Grade Level options. • 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. These options only display when the Extract Type is set to Student.
Calendar Selection	At least one calendar needs to be selected in order to generate the extract. Multiple calendars can be chosen by using the CTRL and SHIFT keys. It is advised that not all calendars be chosen at once due to the amount of data that is returned in the extracts. Calendars can be selected by active year, by school or by year. This option only displays when the Extract Type is set to Student.
Report Generation	Use the **Generate Extract** button to immediately display the results of the selected extract type/period. For a larger data set, use the **Submit to Batch** 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.

Attendance Audit Report - Summary Type, CSV Format

Attendance Audit Report - Detail Type, HTML Format

Report Layout

Summary Report Type

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

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
First Name	Reports the student's or staff person's legal first name from the current identity record. • First name reports first from the Protected Identity Information fields. • If all legal name fields are blank, this reports from the First Name field. • 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.	Alphanumeric, 50 characters	Identity.legalFirstName Identity.firstName	Identities > Legal First Name Identities > First Name

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Last Name	Reports the student's or staff person's legal last name from the current identity record. • Last name reports first from the Protected Identity Information fields. • If all legal name fields are blank, this reports from the Last Name field. • 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.	Alphanumeric, 50 characters	Identity.legalLastName Identity.lastName	Identities > Legal Last Name Identities > Last Name
Gender	Reports the student's Gender from the current Identity record.	Alphanumeric, 1 character	Identity.gender	Identities > Gender
Grade	Reports the student's Grade level of enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Enrollments > Grade
State Enrollment Type	Reports the assigned State Enrollment Type.	Alphanumeric, 1 character	Enrollment.enrollmentType	Enrollments > State Reporting Fields > State Enrollment Type
Enrollment Start Date	Indicates the student's first day of enrollment in the selected calendar.	Date field, 10 characters MM/DD/YYYY	Enrollment.startDate	Enrollments > Start Date

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

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

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

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

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	enrollments in the school that have the same start date. This value reports when the State Enrollment Type is Primary; if not Primary, this field reports blank. This field is calculated based on the Start Date and End Date populated in the Extract Editor. Total of possible days of attendance is calculated from the beginning of the enrollment to the current date. The count reports first from the Membership Override field on the Enrollment record if that field is populated on any of the enrollments. When the Membership Override field is not populated on all reporting enrollments, the following calculation is used: • The Standard Day minutes 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			Grade Level > Standard Day Calendar > Days Calendar > Periods

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	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 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 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 Element	Description	Type, Format and Length	Campus Database	Campus Interface
	calendar for the days marked Instruction, School, and Attendance is counted. • If the student is not scheduled on that date, no possible days of attendance are counted for that date. • If the student is 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 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. • If the student is not scheduled on that date, no possible days of attendance are counted for that date. • If the student is scheduled into attendance taking courses,			

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

Detail Report Type

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
State School Number	Reports the State School Number.	Numeric, 4 digits	School.number	School Information > State School Number
Student Ed Fi Number	Reports the student's Ed-Fi Number	Numeric, 10 digits	Person.edFiId	Demographics > Ed-Fi ID
First Name	Reports the student's or staff person's legal first name from the current identity record. • First name reports first from the Protected Identity Information fields. • If all legal name fields are blank, this reports from the First Name field. • 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.	Alphanumeric, 50 characters	Identity.legalFirstName Identity.firstName	Identities > Legal First Name Identities > First Name
Last Name	Reports the student's or staff person's legal last name from the current identity record. • Last name reports first from the Protected Identity Information fields. • If all legal name fields are blank, this reports from the Last Name field. • 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.	Alphanumeric, 50 characters	Identity.legalLastName Identity.lastName	Identities > Legal Last Name Identities > Last Name
Gender	Reports the student's Legal Gender from the current Identity record. If the Legal Gender field is blank, reports from the Gender field on the current Identity record.	Alphabetic, 1 character	Identity.legalGender Identity.gender	Identities > Legal Gender Identities > Gender
Grade	Reports the student's Grade level of enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Enrollments > Grade

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

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	Enrollment record if that field is populated on any of the enrollments.			

When the Membership Override field is not populated on all reporting enrollments, the following calculation is used:

- The Standard Day minutes 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 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 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 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 is counted.

- If the student is not scheduled on that date, no possible days of attendance are counted for that date.
- If the student is scheduled into attendance taking courses, a value of 1 is added to the possible days of attendance.

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
	• Calendar Day Events that are 99: Health Emergency are ignored in the calculation.			
	Partially Scheduled Students calculation 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. • If the student is not scheduled on that date, no possible days of attendance are counted for that date. • If the student is scheduled into attendance taking courses, a value of 0.5 is added to the possible days of attendance. • Calendar Day Events that are 99: Health Emergency are ignored in the calculation.			
Possible Days Attendance Reported	For each enrollment included in the record calculation from the start date to the end date in the extract editor: • 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. • If the student is enrolled in a grade level where the Standard Day is .5, a value of 0.5 reports. • Otherwise, a value of 1 reports.	Numeric, 3 digits 0.00	Data not stored	Calendar > Day Calendar > Period Schedule Schedule

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