

HB410 Student Truancy Extract (Ohio)

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The HB410 Student Truancy extract reports students who meet thresholds of truancy or excessive absence as defined by HB 410.

HB410 Student Truancy ☆
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OH HB410 Student Truancy Extract

The HB410 Student Truancy File outputs as a CSV (Comma Separated Value) or HTML file.

Enter a Date Range to pull students that have a determined truancy/excessive absence within the Date Range. If Date Range is left blank all student scenarios from the school year will pull. The report can be run on a single calendar or district-wide.

Report Options

Date Range: --

Absence Threshold(s): Excessive Absence: 38 Hours/Month
Excessive Absence: 65 Hours/Year
Habitual Truant: 42 Hours/Month
Habitual Truant: 72 Hours/Year
Habitual Truant: 30 Consecutive Hours

Service Type(s): Primary
Partial
Special Ed

Compare Truancy Records:

Format: State Format(CSV)

Include Protected Id Info:

Include Medical Absences:

Include Religious Expression Absences:

Ad Hoc Filter:

Select Calendars

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

active year
 list by school
 list by year

24-25

24-25 High School

24-25 Middle School

24-25 Primary School

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 12/09/2024 and 12/16/2024

Batch Queue List			
Queued Time	Report Title	Status	Download

Ohio HB410 Student Truancy Extract Editor

Reporting Population and Business Rules

#	Requirement
R1	Reports from enrollment in selected calendar(s) of selected Service Type(s).
R1.BR1	Do not include enrollments marked as No Show or State Exclude.
R1.BR2	Do not include enrollments from excluded calendars or grade levels
R1.BR3	Do not include courses marked as State Exclude
R2	A record(s) can report for a student that meets any one or more of the following absence criteria:
	Habitual Truant
R2.BR1	<p>HT30 - Student has 30 or more hours of unexcused or unknown consecutive absences.</p> <ul style="list-style-type: none"> • Sums unexcused absent minutes • if sum is $\geq 30 * 60$ <ul style="list-style-type: none"> ◦ add to possible 30 table for more processing
R2.BR2	<p>HT42 - Student has 42 or more hours of unexcused or unknown absences that occur within a single Month</p> <ul style="list-style-type: none"> • Sums unexcused absent minutes • if sum is $\geq 42 * 60$ <ul style="list-style-type: none"> ◦ add an HT42 record to population table
R2.BR3	<p>HT72 - Student has 72 or more hours of unexcused or unknown absences</p> <ul style="list-style-type: none"> • Sums unexcused absent minutes • if sum is $\geq 72 * 60$ <ul style="list-style-type: none"> ◦ add an HT72 record to population table
	Excessive Absence
R2.BR4	<p>EA38 - Student has 38 or more hours of excused, unexcused or unknown absences that occur within a single Month</p> <ul style="list-style-type: none"> • Sums absent minutes • if sum is $\geq 38 * 60$ <ul style="list-style-type: none"> ◦ add an EA38 record to population table
R2.BR5	<p>EA65 - Student has 65 or more hours of excused, unexcused or unknown absences</p> <ul style="list-style-type: none"> • Sums absent minutes • if sum is $\geq 65 * 60$ <ul style="list-style-type: none"> ◦ add an EA65 record to population table
R2.BR6	Do not include absence statuses that have a State Code = OS in the Habitual Truant (HT) threshold counts.
R2.BR7	Do not include:

#	Requirement
R2.BR7.1	Do not include absence statuses that have a State Code = M in the Excessive Absence (EA) threshold counts.
R2.BR7.2	Do not include absence statuses that have a State Code = R in the Excessive Absence (EA) threshold counts.
R2.BR8	Period must be marked as instructional to be included in threshold sums.
R2.BR9	Absences across all student enrollments should be combined into a total district-wide SUM when calculating above scenarios.
R2.BR10	Do not include courses marked as State Exclude
R3	Absence truancy Date will be compared against extract editor Date Range
R3.BR1	If Date Range is entered, student must have a determined truancy Date on or between the Date Range.
R3.BR2	If Date Range is left null all student scenarios regardless of date will pull in the extract.
R4	The report can be run against a district's active year as well as any prior year.
R5	The report can be run in District Editions.
R6	File Naming: HB410_Today'sDate.csv

Generating the Extract

1. If desired, enter a **Date Range** in *mmdyy* format or by clicking the calendar icon and selecting dates.
2. Select an **Absence Threshold** to generate the report for one of the thresholds described in the Report Logic above.
3. Select an **Enrollment Service Type** to limit the enrollments that contribute to calculations to only those with the type(s) selected.
4. Select an option for **Compare Truancy Records** if desired:
 - No option: runs the report with the selected thresholds only.
 - All Records: runs the report with the selected thresholds and reports all thresholds met and all truancy records for the student.
 - Differences only: reports instances where a threshold was met but no record exists or a record exists without a matching threshold.
5. Select the **Format**. For submission to the State, select the State Format (CSV). To review data prior to submission, use HTML format.
6. Indicate if the extract should **Include Protected ID Info**. If this checkbox is marked, Demographic fields report from Census > People > Identities > Active Identity > Protected Identity Information.
7. Mark the **Include Medical Absences** option to include absences flagged as *medical* in calculations.
8. To include absences flagged as religious, mark the **Include Religious Expression**

Absences option.

9. Select an **Ad hoc Filter** to limit records reported to only those included in the filter.
10. Select **Calendar(s)** to report.
11. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting an extract to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

Extract Layout

If the **Include Protected ID Info** checkbox is marked in the extract editor, Demographics fields report from [Census > People > Identities > Active Identity > Protected Identity Information](#).

Element Name	Business Rules and Requirements	Campus Location
Sort Type	Report blank.	N/A
Fiscal Year	The Fiscal Year will be the end of the school year. The fiscal year is July 1-June 30. Reports the End Year of the calendar. <i>Numeric</i>	System Administration > Calendar > Calendar > End Year Calendar.endYear
Building IRN	The state assigned six-digit information retrieval number (IRN) of the building. Report Building IRN Override. If NULL, report State School Number. <i>Numeric</i>	System Administration > Resources > District Info > Number District.number
EMIS Student ID	The locally determined EMIS student ID. Report Local Student Number. <i>Alphanumeric</i>	Census > People > Demographics > Local Student Number Person.studentNumber
Last Name	The last name of the student. <i>Alphabetic</i>	Census > People > Demographics > Last Name Identity.lastName

Element Name	Business Rules and Requirements	Campus Location
First Name	The first name of the student. <i>Alphabetic</i>	Census > People > Demographics > First Name Identity.firstName
Middle Name	The middle name of the student. <i>Alphabetic</i>	Census > People > Demographics > Middle Name Identity.middleName
Grade Level	The Grade in which the student is enrolled. <i>Alphanumeric</i>	Student Information > General > Enrollments > Grade Enrollment.grade
Service Type	The type of the student's enrollment: Primary, Partial, or Special Ed. <i>Alphanumeric</i>	Student Information > General > Enrollments > Service Type Enrollment.serviceType
Calculated Truancy Type	The type of truancy calculated using student attendance data. Reports HT30, HT42, HT72, EA38, or EA65. <i>Alphanumeric</i>	Calculated, not dynamically stored
Calculated Truancy Date	The date the truancy threshold was met, calculated based on student attendance data. <i>Date field</i>	Calculated, not dynamically stored
Truancy Record Type	Displays the record type stored in the database. <i>Alphanumeric</i>	N/A
Truancy Record Date	Displays the record date stored in the database. <i>Date field</i>	N/A

