

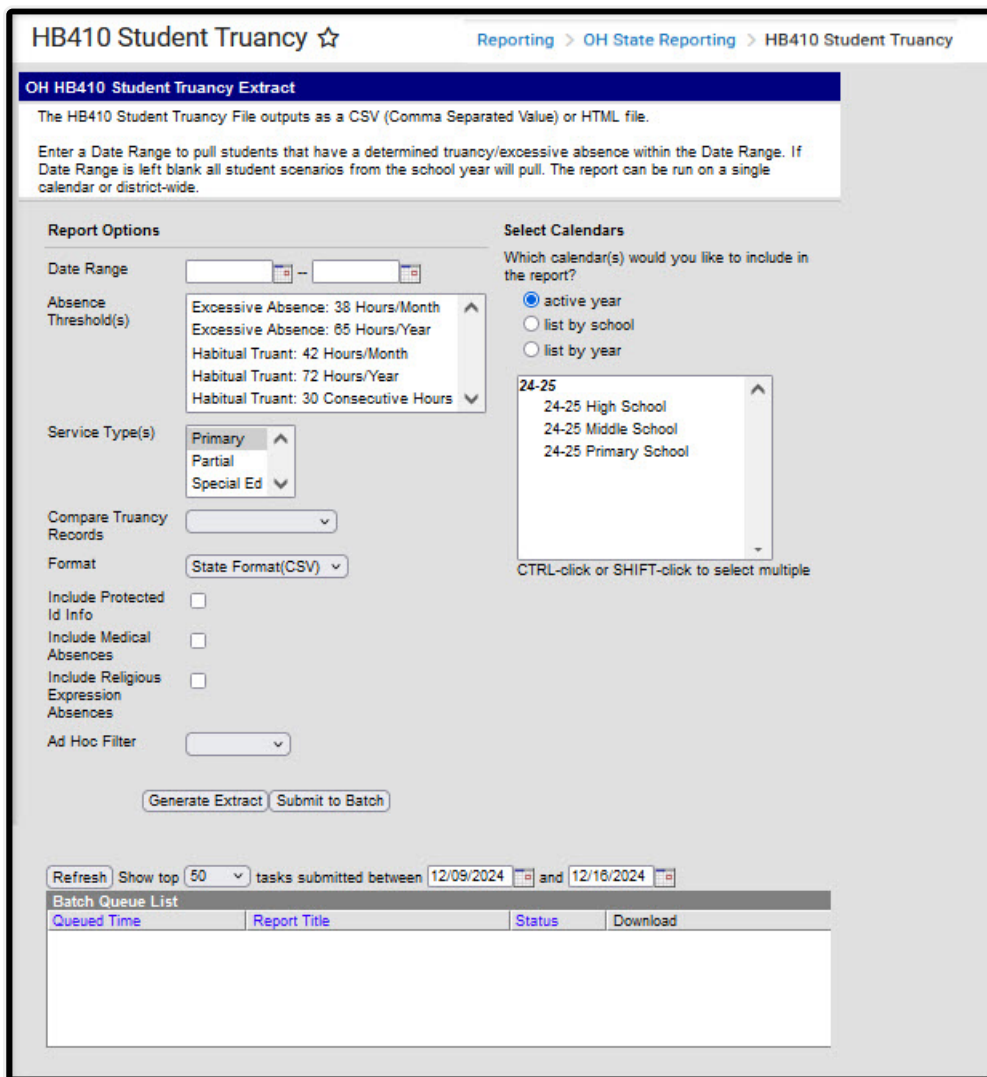
# HB410 Student Truancy Extract (Ohio)

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Tool Search: HB410 Student Truancy

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



The screenshot shows the 'HB410 Student Truancy' web application interface. At the top, there's a breadcrumb trail: 'Reporting > OH State Reporting > HB410 Student Truancy'. Below this is a header 'OH HB410 Student Truancy Extract'. A note states: '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.'

The interface is divided into two main sections: 'Report Options' and 'Select Calendars'.

**Report Options:**

- Date Range:** Two date pickers with a range arrow between them.
- Absence Threshold(s):** A list box containing: 'Excessive Absence: 38 Hours/Month', 'Excessive Absence: 65 Hours/Year', 'Habitual Truant: 42 Hours/Month', 'Habitual Truant: 72 Hours/Year', and 'Habitual Truant: 30 Consecutive Hours'.
- Service Type(s):** A dropdown menu with 'Primary', 'Partial', and 'Special Ed' options.
- Compare Truancy Records:** A dropdown menu.
- Format:** A dropdown menu set to 'State Format(CSV)'.
- Include Protected Id Info:** A checkbox.
- Include Medical Absences:** A checkbox.
- Include Religious Expression Absences:** A checkbox.
- Ad Hoc Filter:** A dropdown menu.

**Select Calendars:**

- Which calendar(s) would you like to include in the report?:** Radio buttons for 'active year', 'list by school', and 'list by year'. 'active year' is selected.
- 24-25:** A list box containing '24-25 High School', '24-25 Middle School', and '24-25 Primary School'.
- CTRL-click or SHIFT-click to select multiple**

At the bottom of the 'Report Options' section are two buttons: 'Generate Extract' and 'Submit to Batch'.

Below the buttons is a status bar showing 'Refresh', 'Show top 50', 'tasks submitted between 12/09/2024 and 12/16/2024', and a 'Batch Queue List' table.

Queued Time	Report Title	Status	Download

Ohio HB410 Student Truancy Extract Editor

## Report 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.

#	Requirement
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:
	<b>Habitual Truant</b>
R2.BR1	<b>HT30</b> - Student has 30 or more hours of unexcused or unknown <b>consecutive</b> absences. <ul style="list-style-type: none"> <li>• Sums unexcused absent minutes</li> <li>• if sum is <math>\geq 30 * 60</math> <ul style="list-style-type: none"> <li>◦ add to possible 30 table for more processing</li> </ul> </li> </ul>
R2.BR2	<b>HT42</b> - Student has 42 or more hours of unexcused or unknown absences that occur within a single Month <ul style="list-style-type: none"> <li>• Sums unexcused absent minutes</li> <li>• if sum is <math>\geq 42 * 60</math> <ul style="list-style-type: none"> <li>◦ add an HT42 record to population table</li> </ul> </li> </ul>
R2.BR3	<b>HT72</b> - Student has 72 or more hours of unexcused or unknown absences <ul style="list-style-type: none"> <li>• Sums unexcused absent minutes</li> <li>• if sum is <math>\geq 72 * 60</math> <ul style="list-style-type: none"> <li>◦ add an HT72 record to population table</li> </ul> </li> </ul>
	<b>Excessive Absence</b>
R2.BR4	<b>EA38</b> - Student has 38 or more hours of excused, unexcused or unknown absences that occur within a single Month <ul style="list-style-type: none"> <li>• Sums absent minutes</li> <li>• if sum is <math>\geq 38 * 60</math> <ul style="list-style-type: none"> <li>◦ add an EA38 record to population table</li> </ul> </li> </ul>
R2.BR5	<b>EA65</b> - Student has 65 or more hours of excused, unexcused or unknown absences <ul style="list-style-type: none"> <li>• Sums absent minutes</li> <li>• if sum is <math>\geq 65 * 60</math> <ul style="list-style-type: none"> <li>◦ add an EA65 record to population table</li> </ul> </li> </ul>
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:
R2.BR7.1	Do not include absence statuses that have a State Code = M in the Excessive Absence (EA) threshold counts.

#	Requirement
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

## Generate the Extract

1. If desired, enter a **Date Range** in *mmddyy* 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
<b>Sort Type</b>	Report blank.	N/A
<b>Fiscal Year</b>	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
<b>Building IRN</b>	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
<b>EMIS Student ID</b>	The locally determined EMIS student ID.  Report Local Student Number.  <i>Alphanumeric</i>	Census > People > Demographics > Local Student Number  Person.studentNumber
<b>Last Name</b>	The last name of the student.  <i>Alphabetic</i>	Census > People > Demographics > Last Name  Identity.lastName

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