

ISBE Student Attendance

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[Report Logic](#) | [Report Editor](#) | [Student Attendance Extract](#) | [Attendance Logic](#) | [Attendance Data Validation Details](#)

Tool Search: ISBE Extracts

The ISBE Student Attendance Extract reports attendance for each student enrolled in the selected calendar within the selected school month dates.

Users can generate the [Student Attendance Layout](#) or an [Attendance Data Validation Details Layout](#), which is used to validate attendance data for each student included in the extract. Consider using Submit To Batch when selecting large datasets for reporting, or

This extract reports the same information as the [ISBE Monthly Attendance Extract](#), but includes calculations for E-Learning, Remote Learning, and In-Person Instruction.

At this time, both extracts can be submitted.

ISBE Extracts

Reporting > IL State Reporting > ISBE Extracts

IL ISBE State Extracts

This tool will extract data to complete several formats of the IL State-defined ISBE reporting extracts. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.

Extract Options

Extract Type

Student Attendance

File Identifier

001

Students w/o stateIDs

☐

Strip Apostrophes

☒

Use Whole/Half Day

☐

Report Protected Identities

☒

Show Data Validation Details

☐

Include State Excluded Courses

☐

Include Students with 0.000 Attendance Days

☐

Exclude Cross-Site Data

☒

Validation Data Start Date

Validation Data End Date

Format

State Format(Comma Delimited)

Ad Hoc

Select School Months

August

September

October

November

December

Choose Grades

All Grades

Generate Extract

Submit to Batch

Refresh

Show top 50

tasks submitted between

06/02/2025

and

06/09/2025

Batch Queue List

Queued Time	Report Title	Status	Download

ISBE Student Attendance

Report Logic

A student must be enrolled in the calendar selected in the Campus toolbar and be scheduled into courses in instructional calendar periods in order to be included.

All Enrollment types are reported (Primary, Partial and Special Education). If a student has multiple active enrollments with different enrollment types, Primary enrollments report first, followed by Partial enrollments, followed by Special Education enrollments.

Courses marked as State Excluded are not part of the attendance calculation, unless the **Include State Excluded Courses** checkbox is marked on the report editor.

For every student enrolled during a selected school month, each attendance type reports as a separate record. This means that multiple lines report for every student.

Students are not included when:

- A student is not scheduled into instructional periods.
- Enrollment record is marked as State Exclude or No Show.
- Grade Level of enrollment is marked as Exclude from State Reporting.
- Calendar of enrollment is marked as State Exclude.

Report Editor

The following fields are available for selection.

Field	Description
Extract Type	Selection indicates what extract generated. For this extract, choose Student Attendance .
File Identifier	A numeric field that notes the number of times the report has been generated. This field is used in the File Naming Convention of the extract to be used when submitting the extract in the State Format (EC + RCDT or District Name + __ + MMDDYYY_File Identifier).
Students without State IDs	When marked, the report returned students who do not have state IDs assigned.
Strip Apostrophes	<p>When marked, the following marks are removed from student names and other reported data:</p> <ul style="list-style-type: none"> • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) <p>When not marked, these marks are not removed.</p>

Field	Description
Use Whole/Half Day	<p>When marked, a day of attendance is counted if the student is scheduled for that day for the Days Absent field. FTE or minutes attended are not considered.</p> <p>Based on the student's scheduled instructional minutes for the day:</p> <ul style="list-style-type: none"> • If the student missed all scheduled instructional minutes, a full day of absence is reported as a value of 1 in the Days Absent field. • If the student missed half of the scheduled instructional minutes up to one minute less than the full instructional minutes, a value of .5 reports. • If the student missed less than half of the scheduled instructional minutes, the student is considered present for the day. <p>When this option is selected, the Excused Absence, Unexcused Absence, Days Medically Homebound, and Days Hospitalized fields are not included.</p> <p>When marked, the sum of Present Days reports rounded to the half or whole day. When not marked, the sum of Present Days reports rounded to two decimal places.</p> <p>See the Report Logic section for details on the calculation.</p>
Report Protected Identities	<p>When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.</p>
Show Data Validation Details	<p>This field is used when generating the Attendance Validation Details Layout. When marked, an Attendance Validation report is generated instead of the Monthly Attendance Layout, which districts can use to validate attendance data.</p> <p>When this is marked, the Validation Data Start and End Date fields must be populated.</p>
Include State Excluded Courses	<p>When marked, courses marked as State Exclude are included in the attendance calculation.</p>
Include Students with 0.000 Attendance Days	<p>Defaults to unmarked.</p> <p>When selected, student records with 0.000 attendance days are included in the report.</p> <p>Students with attendance greater than 0.000 are always included, regardless of this checkbox.</p>
Exclude Cross-Site Data	<p>Cross-site section enrollment data is not included in the report when checked.</p> <ul style="list-style-type: none"> • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.

Field	Description
Validation Data Start Date	This field is used when generating the Attendance Validation Details Layout. Indicates the start date used in the validation report. Attendance records from this date to the Validation Data End Date (limited to 30 days) are included in the validation report. When the Show Data Validation Details checkbox is not marked, the entered date is ignored.
Validation Data End Date	This field is used when generating the Attendance Validation Details Layout. Indicates the end date used in the validation report. Attendance records from the Validation Data Start Date to this date (limited to 30 days) are included in the validation report. When the Show Data Validation Details checkbox is not marked, the entered date is ignored.
Format	Determines how the report generates. Use the State Format (Comma Delimited) when submitting the report to the state. Use the HTML or Tab Delimited option when reviewing data prior to state submission.
Ad hoc	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter will be returned on the report if they meet the reporting requirements.
Select School Months	Select which school months to include in the report. More than one can be selected. Student attendance data displays by the month.
Choose Grades	Choose which grades to include in the report. Select individual grades or choose All Grades.
Report Generation	The report can be generated immediately using the Generate Extract button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the Submit to Batch button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Student Attendance Extract

The Student Attendance Layout reports student attendance for the selected calendar and school month. One record for each school month reports for enrolled students.

Generate the Student Attendance Report

1. Select the **Student Attendance** option from the **Extract Type** dropdown list.
2. Enter a **File Identifier**.
3. Mark the **Students w/o stateIDs** checkbox, if desired, to include students without assigned state IDs within the report.
4. Mark the **Strip Apostrophes** checkbox, if desired.

5. Determine if actual attendance calculations are used, or if whole day/half day calculations are used. If whole day/half day, mark the **Use Whole/Half Day** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Mark the **Show Data Validation Details**, if applicable.
8. Determine if courses marked as state exclude should be included. If yes, mark the **Include State Excluded Courses** checkbox.
9. Enter the **Validation Data Start Date** and **Validation Data End Date** values.
10. Select the desired **Format** of the extract.
11. Select an **Ad hoc** filter, if desired, to only return those students included in the filter.
12. Select the **School Months** to include in the report.
13. Select the **Grade Levels** to include in the report.
14. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

Header Records:1												
ReportName	Student Count	FileName	Current Date	RCDTS Code of Home-Serving Provider School								
Student Attendance V4 \$469		Student_Attendance_001.txt	05/02/2023	040170100010000								

Student Attendance Records:8469												
studentID	sapID	Legal Last Name	Legal First Name	Birth Date	RCDTS for HomeSchool	RCDTS for ServingSchool	Enrollment Date	School Year	Month Of Attendance	Year Of Attendance	Attendance Type	Attendance Days
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	01	20.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	02	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	03	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	04	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	05	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	06	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	07	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	08	0.000
0000171900001	171900001	Abegg	Dylan	09/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	09	0.000
0000181900002	181900002	Abegg	Wallace	05/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	01	19.800
0000181900002	181900002	Abegg	Wallace	05/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	02	0.000
0000181900002	181900002	Abegg	Wallace	05/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	03	0.200
0000181900002	181900002	Abegg	Wallace	05/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	04	0.000
0000181900002	181900002	Abegg	Wallace	05/15/2005	040170100010190	040170100010190	07/01/2022	2023	04	2023	05	0.000

ISBE Student Attendance - HTML Format

Header Records:1

ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School
Student Attendance	22	Student_Attendance_001.txt	01/11/2021	310453000260000

Student Attendance Records:22

studentID	sapID	legalLast Name	legalFirstName	birthDate	RCDTSHomeSchool	RCDTSServingSchool	startDate	schoolYear	monthOfAttendance	yearOfAttendance	daysPres
	123456	Student	Abby	12/12/2005	310453000260002	310453000260002	08/17/2020	2021	08	2020	11.00
	234567	Student	Ben	10/23/2006	310453000260002	310453000260002	08/17/2020	2021	08	2020	10.50
	345678	Student	Callie	09/05/2005	310453000260002	310453000260002	08/17/2020	2021	08	2020	11.00
	456789	Student	Davis	04/12/2006	310453000260002	310453000260002	08/17/2020	2021	08	2020	11.00
	567890	Student	Emily	12/12/2006	310453000260002	310453000260002	08/17/2020	2021	08	2020	10.50
	678901	Student	Franklin	10/14/2003	310453000260002	310453000260002	08/17/2020	2021	08	2020	11.00

ISBE Student Attendance 21-22 and Prior - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Student Attendance	2482	Student	AI #####	3.10453E+14									
2	123456789	123456	Student	Abby	1/11/2004	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
3	234567890	234567	Student	Benjamin	10/8/2004	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
4	345678901	345678	Student	Callie	9/18/2003	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
5	456789012	456789	Student	Davis	2/28/2004	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
6	567890123	567890	Student	Emily	11/21/2002	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
7	678901234	678901	Student	Franklin	9/14/2005	310453000260002	310453000260002	8/17/2020	2021	8	2020	10.75	0	
8														
9														

ISBE Student Attendance 21-22 and Prior - CSV Format

ReportName	Student	Count	FileName	Current Date	RCDS	Code of Home/Serving/ Provider	School	
Student Attendance	2482		Student_Attendance_001.txt	01/11/2021	310453000260000			
studentID	sapID	legalLastName	legalFirstName	birthDate	RCDSHomeSchool	RCDServingSchool	startDate	schoolYear
123456789	123456	Student	Abby	01/11/2004	310453000260002	310453000260002	08/17/2020	2021 08 2020
234567890	234567	Student	Ben	10/08/2004	310453000260002	310453000260002	08/17/2020	2021 08 2020
345678901	345678	Student	Callie	09/18/2003	310453000260002	310453000260002	08/17/2020	2021 08 2020
456789012	456789	Student	Davis	02/28/2004	310453000260002	310453000260002	08/17/2020	2021 08 2020
567890123	567890	Student	Emily	11/21/2002	310453000260002	310453000260002	08/17/2020	2021 08 2020
678901234	678901	Student	Franklin	09/14/2005	310453000260002	310453000260002	08/17/2020	2021 08 2020

ISBE Student Attendance 21-22 and Prior - Tab Delimited Format

ISBE Student Attendance Layout

Header Layout

Element	Description	Campus Application
Report Name	The name of the extract being generated. Reports a value of Student Attendance V2.	N/A
Student Count	The total amount of records generated.	N/A
File Name	EN + RCDT or District Name + _ + Date (mmddyyyy)_File Identifier (i.e., Student_Attendance_V2_001.txt)	N/A
File Date	The date the extract was generated.	N/A
RCDS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. <i>RRCCCDDDDDTTSSSS, 15 characters</i>	School & District Settings > District > District Information > State District Number, Type, Region Number, County District.districtID District.county District.region School & District Settings > School > School Information > State School Number School.number

Extract Layout

Element	Description	Location
Student ID	Student ID	Student ID

Student ID Element	Reports the State ID from Description	Census > People > Demographics > Person Identifiers > State ID Location
	<i>Numeric, 9 digits</i>	Person.stateID
SAP ID	Reports the Local Student Number from Demographics. <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Legal Last Name	Reports Legal Last Name from Identity if extract editor's Report Protected Identities = true and legalFirstName is not null on the person's active Identity record. Otherwise, reports First Name from Identity. <i>Alphanumeric, 30 characters</i>	Census > People > Identities > Identity Information > Last Name Identity.lastName <hr/> Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Legal First Name	Reports Legal First Name from Identity if extract editor's Report Protected Identities = true and legalFirstName is not null on the person's active Identity record. Otherwise, reports First Name from Identity. <i>Alphanumeric, 30 characters</i>	Census > People > Person Information > First Name Identity.firstName <hr/> Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Birth Date	Reports the Birth Date from Identity. <i>Date Field, 10 characters (MM/DD/YYYY)</i>	Census > People > Identities > Identity Information > Birth Date Identity.birthDate
RCDTS for Home School	The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services. The Region-County-District-	School & District Settings > District > District Information > State District Number, Type, Region Number, County District.districtID District.county District.region <hr/> School & District Settings > School > School

Element	Description	Information > State School Number Location
	<p>Type-School code that uniquely identifies the school/program the student attends or would attend if not placed/transferred to another school/program to receive needed services.</p> <p>When the Home School and Home District field is populated on the student's Enrollment record, the values are concatenated.</p> <p>When the Home School field is not populated but the Serving School field is, the Region, County, District, and Type values report includes the Serving School value from the Enrollment record.</p> <p><i>Numeric, 15 digits</i></p>	<p>School.number</p> <hr/> <p>Student Information > General > Enrollments > State Reporting Fields > Home School, Home District</p> <p>Enrollment.residentSchool Enrollment.residentDistrict</p>
<p>RCDTS for Serving School</p>	<p>The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated.</p> <p>When the Serving School field is populated on the student's Enrollment record, the Serving District and Serving School values are concatenated.</p> <p>When the Serving District field is not populated but the Serving School field is, the Region, County, District, Type values report, and include the Serving School value from the Enrollment record.</p> <p><i>Numeric, 15 digits</i></p>	<p>School & District Settings > District > District Information > State District Number, Type, Region Number, County</p> <p>District.districtID District.county District.region</p> <hr/> <p>School & District Settings > Schools > School Information > State School Number</p> <p>School.number</p> <hr/> <p>Student Information > General > Enrollments > State Reporting Fields > Serving School, Serving District</p> <p>Enrollment.servingSchool</p>
<p>Enrollment Date</p>	<p>Reports the start date of each student enrollment within the selected school month dates</p>	<p>Student Information > General > Enrollment > General Enrollment Information > Start Date</p>

Element	chosen on the extract editor. Description	Location Enrollment.startDate												
	<i>Date field, 10 characters (MM/DD/YYYY)</i>													
School Year	Reports the calendar end year selected in the Campus toolbar. <i>Numeric, 4 digits (YYYY)</i>	Calendar Information > Calendar > End Date Calendar.endDate												
Month of Attendance	Reports the code associated with the selected school month, as follows: <table><tr><td>01 - January</td><td>07 - July</td></tr><tr><td>02 - February</td><td>08 - August</td></tr><tr><td>03 - March</td><td>09 - September</td></tr><tr><td>04 - April</td><td>10 - October</td></tr><tr><td>05 - May</td><td>11 - November</td></tr><tr><td>06 - June</td><td>12 - December</td></tr></table> This value is based on the Select School Months selection on the Extract Editor. <i>Numeric, 2 digits</i>	01 - January	07 - July	02 - February	08 - August	03 - March	09 - September	04 - April	10 - October	05 - May	11 - November	06 - June	12 - December	Data not stored
01 - January	07 - July													
02 - February	08 - August													
03 - March	09 - September													
04 - April	10 - October													
05 - May	11 - November													
06 - June	12 - December													
Year of Attendance	Reports the year associated with the Month of Attendance reporting. October 2018 reports 2018, January 2019 reports 2019, etc. This value is based on the Select School Months selection on the Extract Editor. <i>Numeric, 4 digits (YYYY)</i>	Data not stored												
Fields in Student Attendance Extract														
Attendance Type	Reports the code and description of the attendance	See Attendance Type table												

Type Element	Description of the attendance type being reported.	Location
Attendance Days	<p>Reports the sum of full or partial days that the student accumulated for an Attendance Type for the month.</p> <ul style="list-style-type: none"> Codes 02-09 are subtracted from code 01 <ul style="list-style-type: none"> A student missed 117 minutes, which is a half day for Attendance Type 02. The half day is subtracted from the Attendance Type 01 days. For example, 12 days become 11.5 <p><i>Decimal</i></p>	
Fields in Student Attendance 21-22 and Prior Extract		
In Person Instruction	<p>Reports the aggregate number (full day or partial days) of attendance days in which the student was receiving educational services through in-person instruction.</p> <p>Pre-K and Kindergarten students are counted as full-day.</p> <p>This field does NOT include E-Learning or Remote Learning days.</p> <p><i>Decimal, 5 digits</i></p>	<p>Attendance > Physical</p> <p>Attendance.status</p>
Excused Absences	<p>Reports the student's total excused absence days associated with the selected month. This field reports the aggregate number of excused absences (see the Report Logic).</p> <p>Pre-K and Kindergarten</p>	<p>Calendar Information > Calendar > Day</p> <p>Day.instructional Day.attendance</p> <hr/> <p>Calendar Information > Calendar > Periods > Period Info</p> <p>Period.nonInstructional</p>

Element	Description	Location
	<p>students are counted as a full day even if they attend a half day.</p> <p>When the Use Whole/Half Day checkbox is marked, reports the sum of Present Days rounded to half/whole days.</p> <p>When the Use Whole/Half Day checkbox is NOT marked, reports the sum of Present Days rounded to two decimals.</p> <p>If the student has no Scheduled Days, a null value reports.</p> <p><i>Decimal, 5 digits</i></p>	<p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information > General > Attendance > Attendance Information</p> <p>Attendance.status Attendance.excuse Attendance.presentMinutes</p>
<p>Unexcused Absences</p>	<p>Reports the student's total unexcused absence days associated with the selected month. This field reports the aggregate number of unexcused absences (see the Report Logic).</p> <p>Pre-K and Kindergarten students are counted as a full day even if they attend a half day.</p> <p>Only attendance records with an Attendance Status of Absent and an Excuse of Unknown or Unexcused Absence are counted.</p> <p>When the Use Whole/Half Day checkbox is marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>When the Use Whole/Half Day checkbox is NOT marked, reports the sum of Absent</p>	<p>Calendar Information > Calendar > Day</p> <p>Day.instructional Day.attendance</p> <hr/> <p>Calendar Information > Calendar > Periods > Period Info</p> <p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information > General > Attendance > Attendance Information</p> <p>Attendance.status Attendance.excuse Attendance.presentMinutes</p>

Element	Description	Location
	<p>Unexcused Days rounded to two decimals.</p> <p>If the student has no Scheduled Days, a null value reports.</p> <p><i>Decimal, 5 digits</i></p>	
Days Medically Homebound	<p>Reports the student's total attendance days recorded with the State Attendance Code of HOS.</p> <p>When the Use Whole/Half Day checkbox is marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>When the Use Whole/Half Day checkbox is NOT marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>If the student has no Scheduled Days, a null value reports.</p> <p>Only Attendance Codes assigned the State Code of DMH: Medically Homebound are included.</p> <p>The value reported in this field:</p> <ul style="list-style-type: none"> • Is deducted from the Days Present total. • Is not included in the Excused or Unexcused total. <p><i>Decimal, 5 digits</i></p>	<p>Student Information > General > Attendance > Attendance Information</p> <p>Attendance Office > Settings > Attendance Code Setup</p>
Days Hospitalized	<p>Reports the student's total attendance days recorded with the State Attendance Code of DMH.</p> <p>When the Use Whole/Half Day checkbox is marked,</p>	<p>Student Information > General > Attendance > Attendance Information</p> <p>Attendance Office > Settings > Attendance Code Setup</p>

Element	Description	Location
	<p>reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>When the Use Whole/Half Day checkbox is NOT marked, reports the sum of Absent Unexcused Days rounded to two decimals.</p> <p>If the student has no Scheduled Days, a null value reports.</p> <p>Only Attendance Codes assigned the State Code of HOS: Days Hospitalized are included.</p> <p>The value reported in this field:</p> <ul style="list-style-type: none"> • Is deducted from the Days Present total. • Is not included in the Excused or Unexcused total. <p><i>Decimal, 5 digits</i></p>	
E-Learning	<p>Reports the aggregate number (full day or partial days) of attendance days in which the student was receiving educational services online through E-learning.</p> <p>Pre-K and Kindergarten students are counted as full day.</p> <p>NOTE: The E-Learning Participation Type needs to be turned on in the Attribute Dictionary (StudentVirtualParticipation > Participation Type).</p> <p><i>Decimal, 5 digits</i></p>	<p>Attendance > Virtual Participation Type > E-learning</p> <p>StudentVirtualParticipation.participationType</p>
Remote Learning	<p>Reports the aggregate number (full day or partial days) of</p>	<p>Attendance > Virtual Participation Type > Remote Learning</p>

Element	Description	Location
	<p>On days in which the student was receiving educational services online through Remote Learning.</p> <p>Pre-K and Kindergarten students are counted as full-day.</p> <p>NOTE: The Remote Learning Participation Type needs to be turned on in the Attribute Dictionary (StudentVirtualParticipation > Participation Type).</p> <p><i>Decimal, 5 digits</i></p>	StudentVirtualParticipation.participationType

Attendance Logic

[Enrollment Type of P \(Primary\) or N \(Special ED\)](#) | [Students with a Partial Enrollment Type:](#) | [Absent Days](#) | [Homebound Students](#) | [Actual Attendance Calculation](#) | [Attendance Type](#)

Enrollment Type of P (Primary) or N (Special ED)

Regular Schedule:

- Calendar > Periods > Regular Schedule
- If a student attends a portion of any instructional period, they must receive credit for attending the full period

Minutes Present: Any minutes where there is no attendance code or an attendance code tied to an excuse of exempt. In order for minutes to be deducted, the status *must* be Absent, and the excuse must *not* be Exempt.

Grade Level	Minutes Present	Attendance	Absent
Grades 01	240 or more	1	0
Grades 01	120-239	.5	.5
Grades 01	0-119	0	1
Grades 2-12	300 or more	1	0
Grades 2-12	150-299	.5	.5
Grades 2-12	0-149	0	1

Block Schedule

- Calendar > Periods > Regular Schedule is not marked
- Students only receive credit for the minutes they are actually in class.

Minutes Present: Any minutes where there is no attendance code or an attendance code tied to an excuse of exempt. In order for minutes to be deducted, the status *must* be Absent and the excuse must *not* be Exempt.

Grade Level	Minutes Present	Attendance	Absent
Grades 01	240 or more	1	0
Grades 01	120-239	.5	.5
Grades 01	0-119	0	1
Preschool (full day)	60 or more	1	0
Preschool (full day)	0-59	0	1
Kindergarten	120 or more	1	0
kindergarten	0-119	0	1
Grades 2-12	300 or more	1	0
Grades 2-12	150-299	.5	.5
Grades 2-12	0-149	0	1

Students with a Partial Enrollment Type:

Partial Attendance

For enrollments with a Service Type of Partial, the daily presence value is calculated as the sum of the period minutes per day.

- If it is a regular period schedule and there are any present minutes on the attendance event, then the absence is not counted.
- If a block period schedule, then it is the period minutes minus the present minutes.

Partial presence is then recalculated based on the ratios in the following table.

Minutes Present	Attendance/Membership
240 or more	1
201-239	5/6
160-200	2/3

Minutes Present	Attendance/Membership
120-159	.5
80-119	1/3
40-79	1/6
0-39	0

The attendance totals are then summed for the schedule structure. If the student is enrolled in schedule structure A and schedule structure A is 20 days, the calculation would look at each individual day to determine the presence minutes, then sum all 20 days.

Partial Membership

Partial membership is the sum of the minutes of the scheduled periods in a day (the number of minutes the student is scheduled). Partial membership is recalculated based on the ratios in the table below.

Minutes Present	Attendance/Membership
240 or more	1
201-239	5/6
160-200	2/3
120-159	.5
80-119	1/3
40-79	1/6
0-39	0

The partial membership becomes the sum of the partial membership values from the student's schedule structure. If the student is enrolled in schedule structure A and schedule structure A is 20 days, the calculation would look at each individual day to determine the membership, then sum all 20 days.

Absent Days

The calculation for Absent Days is the Membership Value minus the Attendance Days value.

Homebound Students

This calculation is used for students considered homebound, where the Homebound field on the Enrollment record is marked (Student Information > General > Enrollments > Homebound).

Minutes Present	Attendance	Absence

240 or more Minutes Present	1 Attendance	0 Absence
60-239	.5	.5
59 or Less	0	1

Actual Attendance Calculation

When the Use Whole/Half Day checkbox is NOT marked on the Extract editor, the calculation for days present, excused absences, and unexcused absences follows these definitions.

Term	Calculation/Definition
Instructional Period	A Calendar Period where the Non-Instructional checkbox is not marked.
Scheduled Day	A Calendar Day where the Instructional checkbox is marked AND Attendance checkbox is marked, in which the student has at least one <i>Instructional Period</i> scheduled.
Minutes Scheduled	The sum of the minutes the student has scheduled in <i>Instructional Periods</i> minus Lunch Minutes within a <i>Scheduled Day</i> .
Minutes Absent	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance Status = Absent less Present Minutes .
Minutes Present	The difference of <i>Minutes Scheduled</i> minus <i>Minutes Absent</i> .
Minutes Absent Excused	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance Status = Absent AND Excuse = Excused less Present Minutes .
Minutes Absent Unexcused	The difference of <i>Minutes Scheduled</i> minus the sum of all <i>Instructional Periods</i> where attendance Status = Absent AND Excuse = Unexcused less Present Minutes .
Present Day	The quotient of <i>Minutes Present</i> divided by <i>Minutes Scheduled</i> .
Absent Excused Day	The quotient of <i>Minutes Absent Excused</i> divided by <i>Minutes Scheduled</i> .
Absent Unexcused Day	The quotient of <i>Minutes Absent Unexcused</i> divided by <i>Minutes Scheduled</i> .

Attendance Type

One line for each of the following attendance type reports for each student included in the report. Attendance Days in the **Student Attendance** extract report to 3 decimal points. The **Student Attendance 21-22 and Prior** extract reports to two decimal points.

The **Attendance Days** data element reports the sum of full or partial days that the student accumulated for an **Attendance Type** for the month.

Codes 02-09 are subtracted from code 01

- A student missed 117 minutes, which is a half day for Attendance Type 02. The half day is subtracted from the Attendance Type 01 days. For example, 12 days become 11.5

Attendance Type	Description
01: In-Person Instruction	Attendance > Physical Student actively enrolled in selected calendar during reporting window, no attendance marked for day, enrollment NOT Detention Center, participation type NOT E-learning or Remote.
02: Absent Excused	Attendance Status=Absent, Excuse=Excused or Exempt Student actively enrolled in the calendar during the reporting window
03: Absent Unexcused	Attendance Status=Absent, Excuse=Unknown or Unexcused Absence Pre-K and Kindergarten students are counted as full-day even if their enrollment is half-day.
04: Medically Homebound	State Attendance Code=DMH. Pre-K and Kindergarten students are counted as full-day even if their enrollment is half-day.
05: Hospitalized	State Attendance Code=HOS Pre-K and Kindergarten students are counted as full-day even if their enrollment is half-day.
06: E-Learning	Attendance > Virtual > Participation Type. E-Learning Pre-K and Kindergarten students are counted as full-day even if their enrollment is half-day.
07: Remote Learning	Attendance > Virtual > Participation Type. Remote Learning Pre-K and Kindergarten students are counted as full-day even if their enrollment is half-day.
08: Absent Excused - Mental Health	State Code=MTL Attendance Status=Absent, Excuse=Excused or Exempt Student actively enrolled in the calendar during the reporting window.
09: Detention Center	Student Information > General > Enrollments > State Reporting Fields > Detention Center checkbox

Attendance Type	Description
	<p>is marked OR Attendance code mapped to State Code=DTN</p> <p>To ensure that this attendance type reports correctly, do not enter present minutes when recording attendance for a student with an enrollment marked Detention.</p>

Attendance Data Validation Details

The Attendance Data Validation Details report returns a total count of period minutes by date and attendance code for students in the selected grade levels. This report can be used to validate a student's attendance minutes prior to submitting the Student Attendance Layout or the Student Attendance Layout to the state.

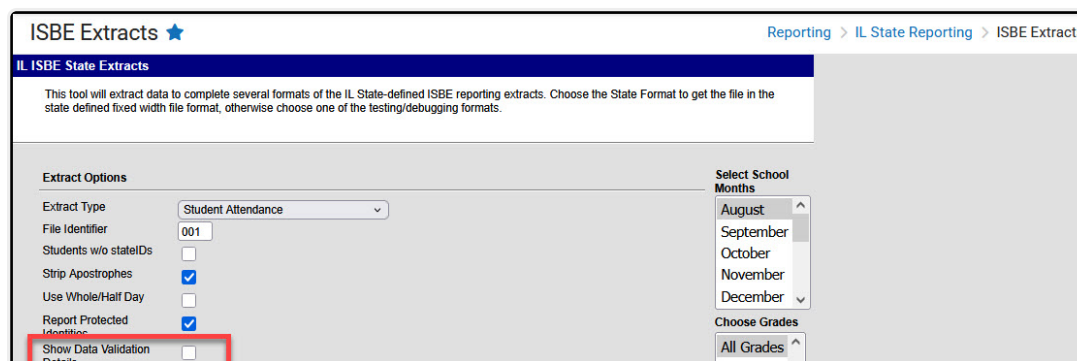
Refer to the [Attendance Logic](#) for additional guidance.

Use this Validation report to assist with troubleshooting attendance calculations you feel are in error. Comparing the results of the Monthly Attendance Extract and/or Student Attendance Extract with the results of the Validation report, attendance issues can be corrected before submitting information to the state.

If there are concerns with the results, contact Campus Support and include the CSV output.

A record reports for each school day included in the validation, meaning one student displays multiple times on the report - one for each school day in which they were enrolled.

A school month does not need to be selected; only the **Validation Start and End Date** fields need to be populated, along with the selection of the **Show Data Validation Details**. A range of dates can be added, up to a total of 30 days; or, enter the same date in the Start Date and End fields to see data for just that one day. Any range of dates can be entered - March 1 to March 31, or April 15 to May 14, etc., as long as it is no more than 30 days.



ISBE Student Attendance - Attendance Data Validation Fields

Generate the Data Validation Details Report

A year and calendar must be selected in the Campus toolbar in order to generate the report.

1. Select **Student Attendance** from the **Extract Type** dropdown list.
2. Enter a **File Identifier**.
3. Mark the **Show Data Validation Details** checkbox.
4. Enter a **Validation Data Start Date**.
5. Enter a **Validation Data End Date**.
6. Select the desired **Format** of the extract.
7. Select an **Ad hoc** filter, if desired, to only return those students included in the filter.
8. Select the **Grade Levels** to include in the report.
9. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

Header Records:1				
ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School
Student Attendance V2	49320	Student_Attendance_V2_001.txt	03/22/2021	310453000260000

Student Attendance Records:49320											
detailType	studentID	sapID	lastName	firstName	birthDate	date	Enrollment Service Type	grade	Home Bound	Regular	
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-15	P	11	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-19	P	11	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-20	P	11	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-15	P	10	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-19	P	10	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-20	P	10	0	1	

Attendance Validation Details Report, multiple dates

Header Records:1				
ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School
Student Attendance V2	2466	Student_Attendance_V2_001.txt	03/22/2021	310453000260000

Student Attendance Records:2466											
detailType	studentID	sapID	lastName	firstName	birthDate	date	Enrollment Service Type	grade	Home Bound	Regular	
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Abby	01/11/2004	2021-03-15	P	11	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Brian	10/08/2004	2021-03-15	P	10	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	345678901	345678	Student	Charles	09/18/2003	2021-03-15	P	11	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	456789012	456789	Student	Denise	02/28/2004	2021-03-15	P	11	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	567890123	567890	Student	Emmett	11/21/2002	2021-03-15	P	12	0	1	
PeriodMinutesTotalsByDateAndAttendanceCode	678901234	678901	Student	Francine	09/14/2005	2021-03-15	P	09	0	1	

Data Validation Details Report Layout

Field	Description	Location
Detail Type	Always reports Period Minutes By Date and Attendance Code.	N/A
Student ID	Reports the State ID from Demographics. <i>Numeric, 9 digits</i>	Census > People > Demographics > Person Identifiers > State ID Person.stateID
SAP ID	Reports the Local Student Number from Demographics. <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Last Name	Reports Legal Last Name from Identity if extract editor's Report Protected Identities is marked and the Legal Last Name is populated on the person's active Identity record. Otherwise, reports First Name from Identity. <i>Alphanumeric, 30 characters</i>	Census > People > Identities > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
First Name	Reports Legal First Name from Identity if extract editor's Report Protected Identities is marked and the Legal First Name is populated on the person's active Identity record. Otherwise reports First Name from Identity. <i>Alphanumeric, 30 characters</i>	Census > People > Person Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Birth Date	Reports the Birth Date from Identity.	Census > People > Identities > Identity Information > Birth Date

Field	Description	Location
	Date Field, 10 characters (MM/DD/YYYY)	Identity Information > Birth Date Identity.birthDate
Date	Reports the date of attendance where the student may have an attendance record.	
Enrollment Service Type	Lists the enrollment service type of either Primary, Partial or Special Education. <i>Alphanumeric, 1 character</i>	Student Information > General > Enrollments > General Enrollment Information > Service Type Enrollment.serviceType
Grade	Reports the student's grade level of enrollment for the entered dates. <i>Alphanumeric, 2 characters</i>	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade
Home Bound	Indicates the attendance record is assigned a State Attendance Code of either DMH: Days Medically Homebound or HOS: Days Hospitalized. Reports a value of 1 when marked, or 0 (zero) when not marked. <i>Numeric, 1 digit</i>	Attendance Office > Settings > Attendance Code Setup > State Code AttendanceExcude.statecode
Regular Period Schedule	Indicates whether the calendar day reported was for a regular period schedule or a special/exception period schedule. Reports a value of 1 when the regular period schedule is used. <i>Numeric, 1 digit</i>	Calendar Information > Calendar > Days Days.periodScheduleID PeriodSchedule.name
District Attendance Code	Lists the assigned Attendance Code for a particular day. <i>Alphanumeric, 2 characters</i>	Student Information > General > Attendance Attendance.status Attendance.excuse
State Attendance Code	Reports the assigned attendance code associated with the District Attendance Code. <i>Alphanumeric, 2 characters</i>	Attendance > Attendance Codes > State Code Attendance.stateCode

Scheduled Field Period	Description	Calendar Information > Calendar > Periods > Period
Minutes	<p>Reports the total number of instructional minutes for which the student is scheduled for the day per excuse reason.</p> <p>When a student has an attendance entry, multiple rows report for that day.</p> <p><i>Numeric, 3 digits</i></p>	<p>Info</p> <p>Period.nonInstructional Period.periodMinutes</p> <hr/> <p>Student Information > General > Attendance > Attendance Information</p> <p>Attendance.status Attendance.presentMinutes</p>
Attendance Record Minutes Present	<p>Reports the total number of minutes for which the student is present.</p> <p>This field only populates when the Minutes Present value is populated on the Student Attendance record.</p> <p><i>Numeric, 3 digits</i></p>	<p>Student Information > General > Attendance > Attendance Information</p> <p>Attendance.status Attendance.presentMinutes</p>