ISBE Student Attendance

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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.

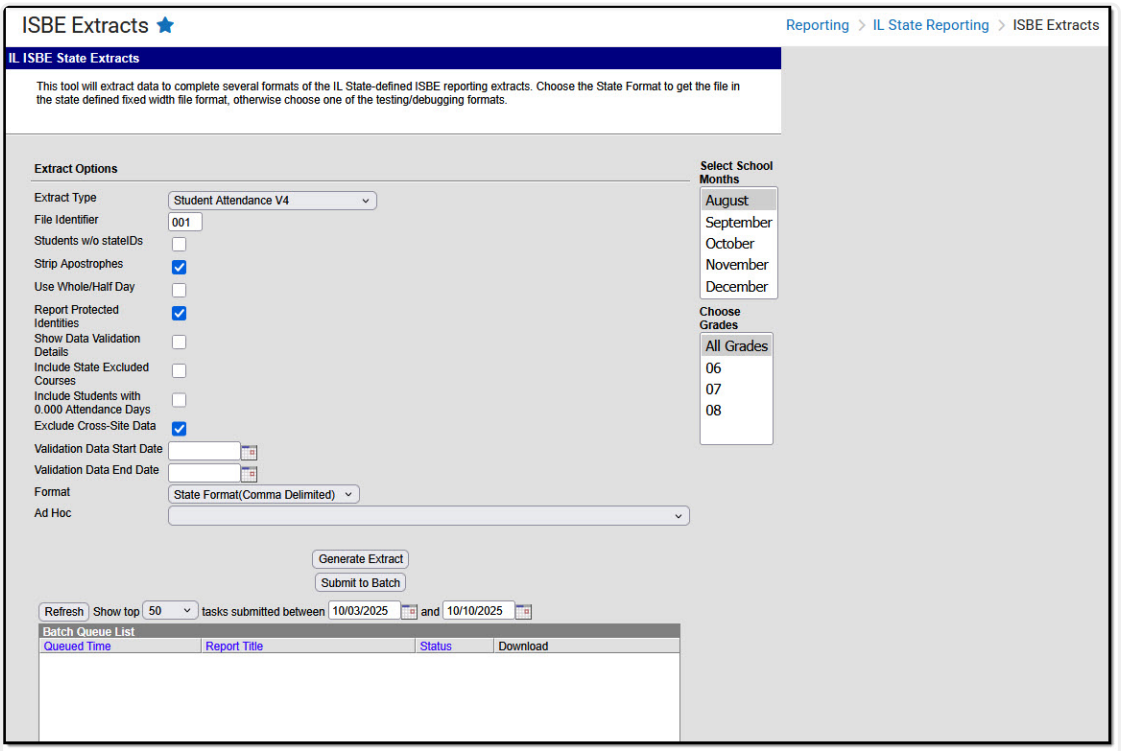
This article includes reporting logic/layouts for both versions of the Student Attendance extract:

- **Student Attendance V4**
- **Student Attendance 21-22 and Prior**

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.

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 Student Attendance

Report Logic

A student must be enrolled in the calendar selected in the Campus toolbar and scheduled into courses in instructional calendar periods 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 are reported first, followed by Partial enrollments, and then 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 the:

- 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 which extract is generated. • **Student Attendance V4** • **Student Attendance 21-22 and Prior**
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 identifies students without a state-issued ID.

Field	Description
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks remain.
Use Whole/Half Day	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. Based on the student's scheduled instructional minutes for the day: • 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, they are considered present for the day. When this option is selected, the Excused Absence, Unexcused Absence, Days Medically Homebound, and Days Hospitalized fields are not included. When marked, the sum of Present Days is rounded to the half or whole day. When not marked, the sum of the Present Days reports is rounded to two decimal places. See the Report Logic section for details on the calculation.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Show Data Validation Details	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. When this is marked, the Validation Data Start and End Date fields must be populated.
Include State Excluded Courses	When marked, courses marked as State Exclude are included in the attendance calculation.

Field	Description
Include Students with 0.000 Attendance Days	Defaults to unmarked. When selected, student records with 0.000 attendance days are included in the report. Students with attendance greater than 0.000 are always included, regardless of this checkbox.
Exclude Cross-Site Data	Cross-site section enrollment data is **not** included in the report when checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
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 selected, the entered date is ignored. Use **August 1st** as the start date to generate the Student Attendance V4 extract for the month of August.
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 is generated. 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 students who meet the reporting requirements and are included in the filter are included in the report.
Select School Months	Select which school months to include in the report. More than one can be selected. Student attendance data is displayed by the month.
Choose Grades	Choose which grades to include in the report. Select individual grades or choose All Grades.

Field	Description
Report Generation	The report can be generated immediately using the **Generate Extract** button. When a larger amount of data is selected (several calendars, a large date range, etc.), use the **Submit to Batch** button, which lets the user 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-excluded 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.

ISBE Student Attendance Layout

Header Layout

Element	Description	Campus Application
Report Name	The name of the extract being generated. • Report 'Student Attendance'	N/A

Element	Description	Campus Application
Student Count	The total number of records generated.	N/A

File Name	The name of the file.
	• Student Attendance
	  ◦ SA_RCDTSCode_MMDDYYYY_001.csv
	• Student Attendance 21-22 and prior
	  ◦ SA2021_17064005026_04242026_001.csv
		N/A

File Date	The date the extract was generated.	N/A
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	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	Reports the State ID from Demographics. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
SAP ID	Reports the Local Student Number from Demographics. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Legal Last Name	Reports Legal Last Name from Identity if extract editor's	Census > People > Identities > Identity Information > Last Name

Element	Description	Location
	Report Protected Identities = true and legalFirstName is not null on the person's active Identity record. Otherwise, reports First Name from Identity. *Alphanumeric, 30 characters*	Identity.lastName 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. *Alphanumeric, 30 characters*	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. *Date Field, 10 characters (MM/DD/YYYY)*	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-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. When the Home School and Home District field is populated on the student's Enrollment record, the values are	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 Student Information > General > Enrollments > State Reporting Fields > Home School, Home District Enrollment.residentSchool Enrollment.residentDistrict

Element	Description	Location
	concatenated. 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. *Numeric, 15 digits*	
RCDTS for Serving School	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated. When the Serving School field is populated on the student's Enrollment record, the Serving District and Serving School values are concatenated. 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. *Numeric, 15 digits*	School & District Settings > District > District Information > State District Number, Type, Region Number, County District.districtID District.county District.region School & District Settings > Schools > Shcool Information > State School Number School.number Student Information > General > Enrollments > State Reporting Fields > Serving School, Serving District Enrollment.servingSchool
Enrollment Date	Reports the start date of each student enrollment within the selected school month dates chosen on the extract editor. *Date field, 10 characters (MM/DD/YYYY)*	Student Information > General > Enrollment > General Enrollment Information > Start Date Enrollment.startDate
School Year	Reports the calendar end year selected in the Campus toolbar. *Numeric, 4 digits (YYYY)*	Calendar Information > Calendar > End Date Calendar.endDate
Month of	Reports the code associated	Data not stored

<table>
<tr><th>Attendance Element</th><th>Description</th><th>Location</th></tr>
<tr><td></td><td>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.

Numeric, 2 digits</td><td></td></tr>
<tr><td>Year of Attendance</td><td>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.

Numeric, 4 digits (YYYY)</td><td>Data not stored</td></tr>
<tr><td colspan="3"><h1>Fields in Student Attendance V4 Extract</h1></td></tr>
<tr><td>Attendance Type</td><td>Reports the code and description of the attendance type being reported.</td><td>See Attendance Type table</td></tr>
<tr><td>Attendance Days</td><td>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</td><td></td></tr>
</table>

Element	Description	Location
	◦ 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 • To calculate absent excused/unexcused: Calendar Info > Student Day, and then divide it by the number of minutes missed. *Decimal*	
Fields in Student Attendance 21-22 and Prior Extract		
In Person Instruction	Reports the aggregate number (full day or partial days) of attendance days in which the student was receiving educational services through in-person instruction. Pre-K and Kindergarten students are counted as full-day. This field does NOT include E-Learning or Remote Learning days. *Decimal, 5 digits*	Attendance > Physical Attendance.status
Excused Absences	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). Pre-K and Kindergarten	Calendar Information > Calendar > Day Day.instructional Day.attendance Calendar Information > Calendar > Periods > Period Info

Element	Description	Location
	Students are counted as a full day even if they attend a half day. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Present Days rounded to half/whole days. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Present Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. *Decimal, 5 digits*	Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.excuse Attendance.presentMinutes
Unexcused Absences	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). Pre-K and Kindergarten students are counted as a full day even if they attend a half day. Only attendance records with an **Attendance Status** of **Absent** and an **Excuse of Unknown** or **Unexcused Absence** are counted. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Absent Unexcused Days rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent	Calendar Information > Calendar > Day Day.instructional Day.attendance Calendar Information > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.excuse Attendance.presentMinutes

Element	Description	Location
	Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. *Decimal, 5 digits*	
Days Medically Homebound	Reports the student's total attendance days recorded with the State Attendance Code of HOS. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Absent Unexcused Days rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. Only Attendance Codes assigned the State Code of **DMH: Medically Homebound** are included. The value reported in this field: • Is deducted from the Days Present total. • Is not included in the Excused or Unexcused total. *Decimal, 5 digits*	Student Information > General > Attendance > Attendance Information Attendance Office > Settings > Attendance Code Setup
Days Hospitalized	Reports the student's total attendance days recorded with the State Attendance Code of DMH. When the **Use Whole/Half Day** checkbox **is** marked	Student Information > General > Attendance > Attendance Information Attendance Office > Settings > Attendance Code Setup

Element	Description	Location
	Day checkbox **is** marked, reports the sum of Absent Unexcused Days rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. Only Attendance Codes assigned the State Code of **HOS: Days Hospitalized** are included. The value reported in this field: • Is deducted from the Days Present total. • Is not included in the Excused or Unexcused total. *Decimal, 5 digits*	
E-Learning	Reports the aggregate number (full day or partial days) of attendance days in which the student was receiving educational services online through E-learning. Pre-K and Kindergarten students are counted as full day. NOTE: The E-Learning Participation Type needs to be turned on in the Attribute Dictionary (StudentVirtualParticipation > Participation Type). *Decimal, 5 digits*	Attendance > Virtual Participation Type > E-learning StudentVirtualParticipation.participationType
Remote Learning	Reports the aggregate number (full day or partial days) of	Attendance > Virtual Participation Type > Remote Learning

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

Attendance Logic

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
120-159	.5
80-119	1/3

Minutes Present	Attendance/Membership
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, which is 20 days, the calculation would look at each 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	1	0
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 *Instructional Period* scheduled.
Minutes Scheduled	The sum of the minutes the student has scheduled in *Instruction Periods* minus **Lunch Minutes** within a *Scheduled Day.*
Minutes Absent	The difference of *Minutes Scheduled* minus the sum of all *Instructional Periods* where attendance **Status** = Absent less **Present Minutes.**
Minutes Present	The difference of *Minutes Scheduled* minus *Minutes Absent.*
Minutes Absent Excused	The difference of *Minutes Scheduled* minutes the sum of all *Instructional Periods* where attendance **Status** =Absent AND **Excuse** = Excused less **Present Minutes.**
Minutes Absent Unexcused	The difference of *Minutes Scheduled* minutes the sum of all *Instructional Periods* where attendance **Status** =Absent AND **Excuse** = Unexcused less **Present Minutes.**
Present Day	The quotient of *Minutes Present* divided by *Minutes Scheduled.*
Absent Excused Day	The quotient of *Minutes Absent Excused* divided by *Minutes Scheduled.*
Absent Unexcused Day	The quotient of *Minutes Absent Unexcused* divided by *Minutes Scheduled.*

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 total number of full or partial days accumulated by the student for a specific **Attendance Type** within a month.

Codes 02-09 are subtracted from code 01

- A student missed 117 minutes, which is equivalent to 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

Student Attendance, regardless of the Attendance Days value, is entered by using the following codes, which are placed in the Attendance Type Code field.

Attendance Type	Description
01: In-Person Instruction	Attendance > Physical 1. If the student is actively enrolled in the selected calendar during the reporting window, and has no attendance marked for a day 2. Enrollment is NOT marked as a detention center 3. Participation type is NOT E-Learning or Remote ◦ (A normal enrollment)
02: Absent Excused	Attendance Status = Absent, Excuse = Excused or Exempt If the student is actively enrolled in the calendar during the reporting window, and has an attendance mark with a state code of 02 • Count pre-K and kindergarten students as full-day even if they attend a half-day for that is their regular full day • Round the number to the nearest .1 (tenth)
03: Absent Unexcused	Attendance Status = Absent, Excuse = Unexcused Absence Count pre-K and kindergarten students as full-day, even if they attend a half day for that is their regular full day • Round the number to the nearest .1 (tenth)
04: Medically Homebound	Attendance code where State Attendance Code = **DMH** Count pre-K and kindergarten students as full-day even if they attend a half-day for that is their regular full day • Round the number to the nearest .1 (tenth)
05: Hospitalized	Attendance code where State Attendance Code = **HOS** Count pre-K and kindergarten students as full-day even if they attend a half-day for that is their regular full day • Round the number to the nearest .1 (tenth)
06: E-Learning	Attendance > Virtual > Participation Type > **E-Learning** Count pre-K and kindergarten students as full-day even if they attend a half-day for that is their regular full day • Round the number to the nearest .1 (tenth)
07: Remote Learning	Attendance > Virtual > Participation Type > **Remote Learning** Count pre-K and kindergarten students as full-day even if they attend a half-day for that is their regular full day • Round the number to the nearest .1 (tenth)

Attendance Type	Description
08: Absent Excused - Mental Health	Attendance Status = Absent and Excuse = Excused or Exempt • If student is actively enrolled in calendar during reporting window, and has an attendance mark with a state code of 08 • ***State Code = MTL***
09: Detention Center	One of the following is true 1. The student has enrollment that is marked as "Detention Center" ◦ Student Information > General > State Reporting Fields > "Detention Center" checkbox 2. The student has an attendance code mapped to ***State Code = DTN*** **To ensure that this attendance type reports correctly, do not enter present minutes when recording attendance for a student with an enrollment marked Detention**.

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.

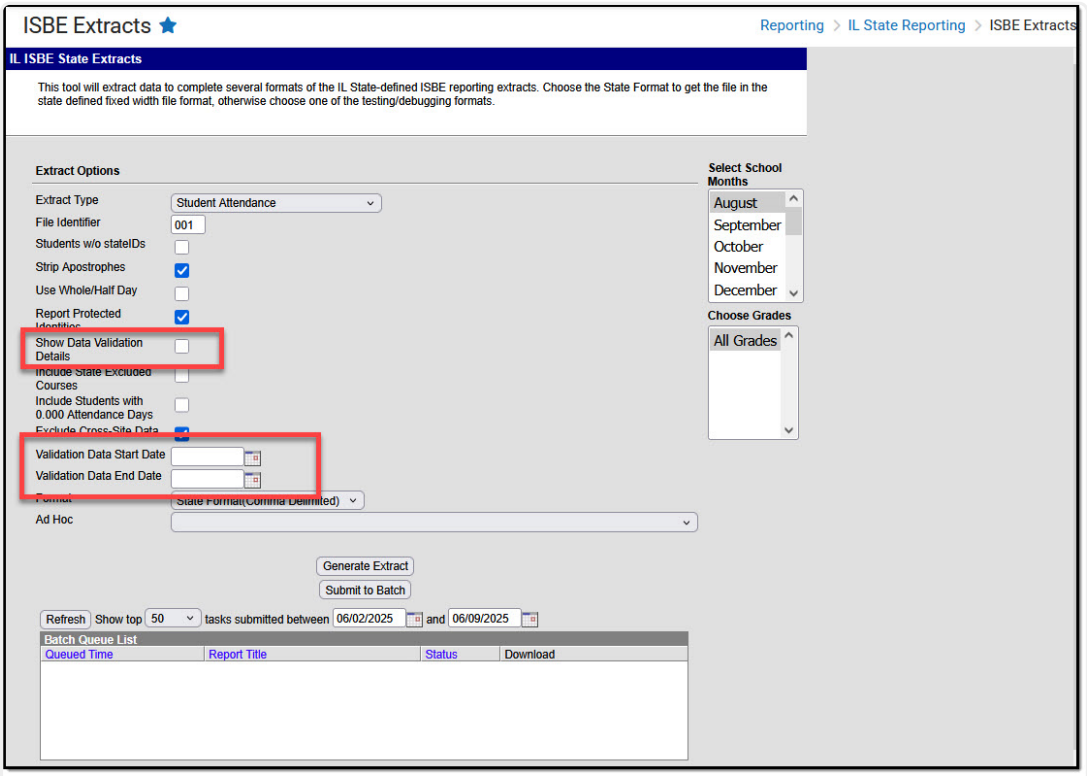
Use this Validation report to assist with troubleshooting attendance calculations you feel are in error. Comparing the results of the Monthly Attendance Extract and/or Student Attendance Extract with the results of the Validation report, attendance issues can be corrected before submitting information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

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. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
SAP ID	Reports the Local Student Number from Demographics. *Alphanumeric, 50 characters*	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. *Alphanumeric, 30 characters*	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 the 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. *Alphanumeric, 30 characters*	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. *Date Field, 10 characters (MM/DD/YYYY)*	Census > People > Identities > Identity Information > Birth Date Identity.birthDate
Date	Reports the date of attendance where the student may have an attendance record.	

Field	Description	Location
Enrollment Service Type	Lists the enrollment service type of either Primary, Partial or Special Education. *Alphanumeric, 1 character*	Student Information > General > Enrollments > General Enrollment Information > Service Type Enrollment.serviceType
Grade	Reports the student's grade level of enrollment for the entered dates. *Alphanumeric, 2 characters*	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. *Numeric, 1 digit*	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. *Numeric, 1 digit*	Calendar Information > Calendar > Days Days.periodScheduleID PeriodSchedule.name
District Attendance Code	Lists the assigned Attendance Code for a particular day. *Alphanumeric, 2 characters*	Student Information > General > Attendance Attendance.status Attendance.excuse
State Attendance Code	Reports the assigned attendance code associated with the District Attendance Code. *Alphanumeric, 2 characters*	Attendance > Attendance Codes > State Code Attendance.stateCode
Scheduled Period Minutes	Reports the total number of instructional minutes for which the student is scheduled for the day per excuse reason. When a student has an attendance entry, multiple rows report for that day.	Calendar Information > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes

Field	Description	Location
	Numeric, 3 digits	Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes
Attendance Record Minutes Present	Reports the total number of minutes for which the student is present. This field only populates when the Minutes Present value is populated on the Student Attendance record. *Numeric, 3 digits*	Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes