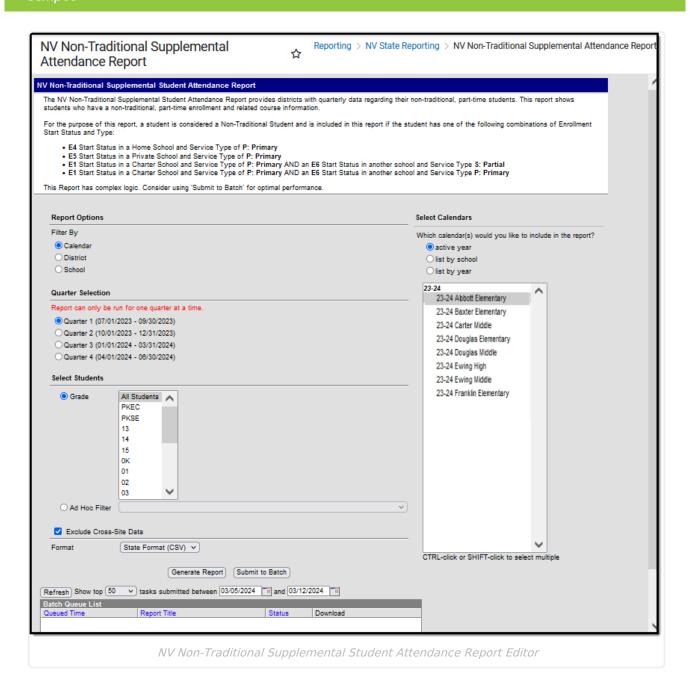# NV Non-Traditional Supplemental Student Attendance Report

Last Modified on 04/07/2025 12:42 pm CDT

Tool Search: Non-Traditional Student Attendance

The Non-Traditional Supplemental Student Attendance Report provides districts with quarterly data regarding their non-traditional, part-time students. The report identifies students who have non-traditional, part-time enrollments and related course information. To be considered for funding, a non-traditional student must be enrolled for at least one full semester, or half of a school year where the course falls within the quarter dates selected in the report. Reports are due to the Department of Education no later than October 1, January 1, April 1, and July 1 for the previous quarter. This report and its associated elements are reported as designated by the Nevada Department of Education.

NV Non-Traditional Supplemental Attendance Report

NV Non-Traditional Supplemental Student Attendance Report

The NV Non-Traditional Supplemental Student Attendance Report provides districts with quarterly data regarding their non-traditional, part-time students. This report shows students who have a non-traditional, part-time enrollment and related course information.

For the purpose of this report, a student is considered a Non-Traditional Student and is included in this report if the student has one of the following combinations of Enrollment Start Status and Type:

- E4 Start Status in a Home School and Service Type of **P: Primary**
- E5 Start Status in a Private School and Service Type of **P: Primary**
- E1 Start Status in a Charter School and Service Type of P: Primary AND an E6 Start Status in another school and Service Type **S: Partial**
- E1 Start Status in a Charter School and Service Type of P: Primary AND an E6 Start Status in another school and Service Type **P: Primary**

This Report has complex logic. Consider using 'Submit to Batch' for optimal performance.

Report Options

Filter By
- ● Calendar
- ○ District
- ○ School

Quarter Selection

Report can only be run for one quarter at a time.

- ● Quarter 1 (07/01/2023 - 09/30/2023)
- ○ Quarter 2 (10/01/2023 - 12/31/2023)
- ○ Quarter 3 (01/01/2024 - 03/31/2024)
- ○ Quarter 4 (04/01/2024 - 06/30/2024)

Select Students

● Grade

All Students
PKEC
PKSE
13
14
15
0K
01
02
03

○ Ad Hoc Filter

☑ Exclude Cross-Site Data

Format   State Format (CSV) ▾

Select Calendars

Which calendar(s) would you like to include in the report?
- ● active year
- ○ list by school
- ○ list by year

23-24
  23-24 Abbott Elementary
  23-24 Baxter Elementary
  23-24 Carter Middle
  23-24 Douglas Elementary
  23-24 Douglas Middle
  23-24 Ewing High
  23-24 Ewing Middle
  23-24 Franklin Elementary

CTRL-click or SHIFT-click to select multiple

Generate Report   Submit to Batch

Refresh Show top 50 ▾ tasks submitted between 03/05/2024 and 03/12/2024

Batch Queue List

Queued Time	Report Title	Status	Download

NV Non-Traditional Supplemental Student Attendance Report Editor

Report Logic

The report provides a list of students with Non-Traditional Enrollments and details course attendance for those enrollments per school:

- Student must have an active, non-traditional enrollment that overlaps the quarter selected for the report.
- Student is considered 'Non-Traditional' if they have one of the following combinations of Enrollment Start Status and Type:

Traditional Enrollment Start Status / Type	Non-Traditional Enrollment Start Status / Type
None	Home School **E4 / P**: Primary
None	Private School **E5 / P**: Primary
*Charter School **E1 / P**: Primary	Other School **E6 / S**: Partial
*Charter School **E1 / P**: Primary	Other School **E6 / P**: Primary

***Note:** Students with a Non-Traditional Enrollment Start Status of E6 **must** have a Primary enrollment in a Charter School. (School Information > School Detail > Type = C: Charter)*

- Non-Traditional enrollment cannot be:
    - In a Calendar or Grade Level that is excluded from state reporting (The Charter School Enrollment can be excluded and the student will still report.)
    - Marked as 'Exclude' or 'No Show'
- Student must be rostered into at least 1 course within their Non-Traditional Enrollment calendar during the quarter selected for the report. The course does NOT have to be instructional.
    - Course Start and End Dates must overlap some part of the quarter selected for the report. (See Eligible Course Use Case for detailed examples.)
    - Results in the report display in a new single line for each course belonging to an instructional period as related to the Student State ID.
        - Student State ID may repeat if more than one course is taken during the quarter chosen in the extract editor.
    - Courses assigned the SCED code '23-990' are filtered out and do not report.

The course record(s) associated with the enrollment only report when all of the following are true:

- Student's Section belongs to an instructional period on the Period Schedule (Non-Instructional checkbox is NOT marked)
- Homeroom is not marked on the student's Section or associated Course.
- Course Type does NOT have a Code with Standard Code = 9999
- Course > Activity does NOT have a Code with Standard Code = 9999

- When the student's section is marked as cross-site and the Enable Cross-Site Data checkbox
  is marked on the extract editor, the cross-site section does NOT count toward attendance.

- Only available in the District Edition.

- Available in State Format (CSV) and HTML formats.
  - Results display by Student ID, then by School Name, then by Course name.
    Each course related to the part-time, non-traditional enrollment displays in a separate line as associated with the State Student ID. (State Student ID may appear multiple times if the student is taking multiple classes)

- Generates with a custom file name:
  - File name format: *NV_NTAttendance_Q#_YYYY-YY.csv*
    # = Quarter Number
    YYYY = Start Year (e.g., 2022)
    YY = End Year (e.g., 23)
  - CSV File name includes state name, selected quarter, and quarter dates.
    - Example: *NV_NTAttendance_Q1_2022-23.csv*

Eligible Course Use Cases

For qualified students, the Non-Traditional Supplemental Student Attendance Report only displays courses that overlap the quarter selected in the extract editor.

Quarter Start and End Dates as determined by the Nevada Department of Education
- Quarter 1 = 7/1 – 9/30
- Quarter 2 = 10/1 – 12/31
- Quarter 3 = 1/1 – 3/31
- Quarter 4 = 4/1 – 6/30

Report displays courses related to a student's Non-Traditional Enrollment that occur during the quarter selected on the extract editor based on the course Start Date and End Date:

Include the course in the report for the quarter chosen if the course section Start Date equals the Start Date of the selected quarter chosen.
Example
Course Start Date is 4/1 → Q4 is selected in the extract editor = Course displays in the report

Include the course in the report for the Quarter selected if:
- Course section Start Date is less than or equal to the quarter Start Date, but not less than 7/1   AND
- Course section End Date is greater than or equal to the quarter Start Date, but not greater than 6/30

Include the course in the report if the course section Start Date (**not the student start date**) equals the quarter End Date for the quarter selected.
Example
Course Start Date is 9/30 → Q1 is selected in the extract editor = Course displays in the report for Q1

Include the course in the report for the selected quarter if the course section is in session *between* the Quarter Start and End Dates.
Example
Course Start Date is 9/15 → Course End Date is 6/5 → Any quarter is selected in the extract editor = Course displays in the report

Course sections associated with the SCED code '23-990' are filtered out and do not report.

> Student Name may display with blank Course Section information if the course falls outside the quarter selected in the extract editor.
> **Example**
> Art 1: Start Date 9/28 / End Date 6/15

Report Editor

The following defines the options available on the Non-Traditional Supplemental Student Attendance Report editor.

Field	Description
Filter By	Allows reports to be filtered by three selections. • **Calendar** – Allows you to identify specific calendars to be run. • **School** – Allows you to identify specific schools to be run. • **District** – Runs the report using all applicable schools in the district. Using District filtering does not allow individual calendars or schools to be selected on the right side of the screen. It is recommended that you filter by District instead of selecting all Schools or all Calendars for a given year.
Quarter Selection	Quarter Start and End Dates of courses that display in the report. See Eligible Course Use Case for related course logic. Quarters as determined by the Nevada Department of Education: • Quarter 1 = 7/1 – 9/30 • Quarter 2 = 10/1 – 12/31 • Quarter 3 = 1/1 – 3/31 • Quarter 4 = 4/1 – 6/30 Quarter date fields cannot be edited. The report can only be run for one quarter at a time. If students qualify for the report in other quarters but do not have a qualifying course for the selected quarter, they will not report for the selected quarter.
Grade	Allows you to select students by grade level to narrow results.
Ad Hoc Filter	Select an Ad hoc filter to limit report results to students that meet filter requirements.

Field	Description
Exclude Cross-Site Data	Cross-site section enrollment data is **not** included in the report when the box is checked. • Cross-site enrollment functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Format	Selection determines how the report generates. • CSV (State Format - default) • HTML
Calendar Selection	Selection indicates from which school and school year data is reported.
Report Generation	The report can be marked to generate immediately using the **Generate Extract** button or can be marked to generate at a later time using the **Submit to Batch** button. See the Batch Queue article for additional guidance. This report has complex logic. Using the 'Submit to Batch' option is suggested for optimal performance.

Example Reports

Non-Traditional Supplemental Student Attendance Report -CSV (State Format)

Non-Traditional Supplemental Student Attendance Report -HTML

Report Layout

Data Element Label	Description	Location
	The following data elements report from a student's Traditional enrollment or Primary enrollment if they do not have a Traditional Enrollment.	
Quarter	Report the quarter selected in the extract editor This report can be run one quarter at a time. *Alphanumeric, 2 characters (Q1, Q2, Q3, Q4)*	
Quarter Dates	Hard-coded dates as chosen in the extract editor: • Quarter 1 = 7/1 – 9/30 • Quarter 2 = 10/1 – 12/31 • Quarter 3 = 1/1 – 3/31 • Quarter 4 = 4/1 – 6/30 Use the school year chosen as the year to display in this field. *Date field, 16 digits* *(MM/DD/YYYY – MM/DD/YYYY*	
Student State ID	The student's state identification number. *Numeric, 10 digits*	Census > Demographics > Student State ID Person.studentStateID
Grade	Current grade level associated with the student's **Traditional** enrollment or **Primary** enrollment if the student does not have a Traditional Enrollment. *Alphanumeric, 2 characters*	Enrollments > Grade Enrollment.grade
Attendance District Name	Name of district where student is enrolled. *Alphanumeric, 40 characters*	District Information > Name District.name

Data Element Label	Description	Location
Attendance District Number	District Number where the student is enrolled. *Numeric, 2 digits*	District Information rmation> Master District Code
Resident District Number	School District Number associated with the 'Resident District' field of the student's **Traditional** enrollment or **Primary** enrollment if the student does not have a Traditional Enrollment. *Numeric, 2 digits*	Enrollment > State Reporting Fields > Resident District Number enrollment.residentDistrict
Resident District Name	School District Name associated with the 'Resident District' field of the student's **Traditional** enrollment or **Primary** enrollment if the student does not have a Traditional Enrollment. *Alphanumeric, 40 characters*	Enrollment > State Reporting Fields > Resident District Name enrollment.residentDistrict
Regularly Enrolled School Number	Reports: • 'Homeschool' when the student's enrollment has a Start Status of 'E4'. • 'Private School' when the student's enrollment has a Start Status of 'E5'. • The State School Number of the student's enrollment associated with the school type 'C: Charter' when the student's enrollment has a Start Status of 'E6'. School Number should be 5 or 6 digits. If School Number is only 3 digits, concatenate with the District Number appearing first. Example State School Number 901 + District Number 03 = 03901 *Alphanumeric*	School Information > State School Number District Information > Master District Code school.number

Data Element Label	Description	Location
Regularly Enrolled School Name	Reports: • 'Homeschool' when the student's enrollment has a Start Status of 'E4'. • 'Private School' when the student's enrollment has a Start Status of 'E5'. • The State School Number of the student's enrollment associated with the school type 'C: Charter' when the student's enrollment has a Start Status of 'E6'. *Alphanumeric, 40 characters*	School Information > Name school.name
	The following data elements report from a student's Non-Traditional Enrollment.	
Supplemental Enrollment School Number	School Number associated with the Non-Traditional Enrollment. School Number should be 5 or 6 digits. If School Number is only 3 digits, concatenate with the District Number appearing first. Example State School Number 901 + District Number 03 = 03901 *Numeric, 5 or 6 digits*	School Information > State School Number District Information > Master District Code School.number
Supplemental Enrollment School Name	School Name associated with the Non-Traditional Enrollment. *Alphanumeric*	District Information > Name school.name
Supplemental Enrollment Code	State Start Status associated with the Non-Traditional Enrollment *Alphanumeric, 2 characters*	School Information > School Detail > State Start Status enrollment.startStatus

Data Element Label	Description	Location
Course Number	Number of the course(s) the student is taking associated within the quarter selected in the extract editor for the Non-Traditional Enrollment. Each course displays in a single line. (See Eligible Courses Use Case for report course inclusion logic.) This column looks at Course Start and End Dates, not at student-specific Course Start and End Dates. *Alphanumeric*	Schedule > Course Number Course.courseNumber
Section Number	Section number of the course(s) the student is taking associated within the quarter selected in the extract editor for the Non-Traditional Enrollment. Each course displays in a single line. (See Eligible Courses Use Case for report course inclusion logic.) This column looks at Course Start and End Dates, not at student-specific Course Start and End Dates. *Alphanumeric*	Schedule > Course > Section Number courseSection.sectionNumber
Course	Name of the course(s) the student is taking associated within the quarter selected in the extract editor for the Non-Traditional Enrollment. Each course displays in a single line. (See Eligible Courses Use Case for report course inclusion logic.) This column looks at Course Start and End Dates, not at student-specific Course Start and End Dates. *Alphanumeric*	Schedule > Course Name Course.courseName

Data Element Label	Description	Location
Course Section Start Date	Display the Start Date of the course section the student is scheduled into for the quarters elected in the extract editor for the Non-Traditional Enrollment. This is **not** a student specific start date. *Date field, 6 digits (MM/DD/YY)*	Schedule > Course > Section Course / Section > Section > Section Schedule Placement > Period Name(s) Calendar > Periods Calendar > Days
Course Section End Date	Display the End Date of the course section the student is scheduled into for the quarters elected in the extract editor for the Non-Traditional Enrollment. This is **not** a student-specific end date. *Date field, 6 digits (MM/DD/YY)*	Student Information > General > Schedule > Course > Section Course / Section > Section > Section Schedule Placement > Period Name(s) Calendar > Periods Calendar > Days
Student Course Section Start Date	Student-specific roster start date of the course section the student is scheduled into for the quarter selected in the extract editor for the Non-Traditional Enrollment. If the start date is null, display course section Start Date. *Date field, 6 digits (MM/DD/YY)*	Schedule > Course > Section > Roster Start Date roster.startDate
Student Course Section End Date	Student-specific roster end date of the course section the student is scheduled into for the quarter selected in the extract editor for the Non-Traditional Enrollment. If the end date is null, display course section End Date. *Date field, 6 digits (MM/DD/YY)*	Schedule > Course > Section > Roster End Date roster.endDate

Data Element Label	Description	Location
Instructional Days in Session	Total number of days in session during the quarter. **Calculation:** Sum the total number of Instructional Days related to the Non-Traditional Enrollment during the quarter selected in the extract editor. Total number of days in session during that quarter → If the session is from July 1-September 30 and school started on August 29, they may have only 24 instructional days total. *Numeric, rounded to nearest whole number*	Section Schedule Placement > Period Calendar > Periods > Period Schedules > Period Schedule Info > Period Info > Name Calendar > Days Calculated
Class Days in Session	Total number of actual Instructional Days the course meets in a period schedule for the days scheduled, not necessarily meeting every day of the week nor meeting for the same number of minutes each day. This calculation is student-specific. If the student started the course after the session began or ended before the end of the session, those days outside of the days the student was on the course roster will not count. **Calculation:** Sum the total number of Instructional Days the Course Section, related to the **Non-Traditional Enrollment**, met during the quarter selected in the extract editor. *The report will not consider student attendance data. *Numeric, rounded to nearest whole number*	Student Information > General > Schedule > Course Name, Course Section, Roster Start Date, Roster End Date Course > Section > Section Schedule Placement > Period Calendar > Periods > Period Schedules > Period Schedule Info > Period Info > Name Calendar > Calendar > Days Calculated

Data Element Label	Description	Location
Class Minutes Total	Total number of actual minutes the course meets in a period schedule for the days scheduled, not necessarily meeting every day of the week nor meeting for the same number of minutes each day. This calculation **is** student specific. If the student started the course after the session began or ended prior to the end of the session class minutes outside of the days the student was in the course roster will not count. **Calculation:** Sum the actual number of minutes that a course section meets per Quarter selected in the Extract Editor while the student was in the course roster. • Take into account all period rotations in the calculation. • Exclude Non-Instructional Days and Lunch Time minutes on the Period Schedule. *The report will not consider student attendance data. *Numeric, rounded to nearest whole number*	Schedule > Course Name, Course Section Course > Section > Section Schedule Placement > Period Calendar > Periods > Period Schedules > Period Schedule Info > Period Info > Name > Minutes Calendar > Days Calculated