

MOSIS Student Enrollment and Attendance (Missouri) [.2223 - .2307]

Last Modified on 08/29/2023 9:34 am CDT

You are viewing a previous version of this article. See [MOSIS Student Enrollment and Attendance \(Missouri\)](#) for the most current information.

[Report Logic](#) | [Report Editor](#) | [Generate the Student Enrollment and Attendance Extract](#) | [Report Layout](#)

Classic View: MO State Reporting > MOSIS Extracts > Student Enrollment and Attendance

Search Terms: MOSIS Extracts

The Student Enrollment and Attendance extract is generated two times during the school year, once in June for the main school year data and once in August for the summer school year data. A single record is reported for each enrollment in the selected calendar(s) when the student begins enrollment at a school, ends enrollment at a school, changes a grade level or changes residency status.

MOSIS Extracts

This tool will extract data to complete several types of the MOSIS Phase III reporting collections. Choose the State Format to get the file in the state defined comma separated file format, otherwise choose one of the testing/debugging formats. Please be aware of the date range selection, it is recommended to report from the first calendar day to the current day.

Extract Options

Extract Type Student Enrollment and Attendance

Reporting Period ▼

Report Protected Identities

Report State Excluded Students

Combine Enrollments

Optional Fields Allowed

Date Range -- 04/20/2022

Ad Hoc Filter ▼

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

21-22

- 21-22 Belair Elementary School
- 21-22 Callaway Hills Elementar
- 21-22 Capital City High School
- 21-22 Cedar Hill Elementary Sc
- 21-22 Central Office
- 21-22 Discovery Center
- 21-22 Early Childhood SPED
- 21-22 East Elementary School
- 21-22 ECSE Evaluation Calendar
- 21-22 ECSE Itinerant
- 21-22 Elem Gifted
- 21-22 First Steps Evaluation
- 21-22 JCAC ASP
- 21-22 JCAC Middle
- 21-22 Jefferson City Academic
- 21-22 Jefferson City High Scho
- 21-22 LAUNCH Elementary
- 21-22 Lawson Elementary School
- 21-22 Lewis & Clark Middle Sch
- 21-22 MO Options
- 21-22 Moreau Heights Elementar
- 21-22 Nichols Career Center
- 21-22 North Elementary School
- 21-22 Pioneer Trail Elementary
- 21-22 PK Callaway Hills Elemen
- 21-22 Pre-Enrollment
- 21-22 Preferred Family
- 21-22 Prenger
- 21-22 Private Services Elem

CTRL-click or SHIFT-click to select multiple

Student Enrollment and Attendance Extract Editor

Report Logic

Attendance calculation for this extract is as follows:

- All instructional minutes for which a student was marked absent during a report period are summed.
- All instructional minutes for which a student was marked present during a report period are summed.
- This minutes total is converted into total hours absent/present and rounded to the nearest ten-thousandth.

For the June cycle:

- A single record reports for each enrollment in the calendar(s) selected in the extract editor, which is intended to report each time a student enters school, exits a school, changes grade, or changes residency status.
- Enrollments marked as No Show report.

For the August cycle (summer school):

- A single record is reported for each student attending summer school.
- Enrollments are only reported if the calendar is marked as a Summer School calendar.

Combine Enrollment Hours Logic:

- Calendars must be selected for reporting.
- The P: Primary enrollment as of the reporting date reports. If no active enrollment, the most recent enrollment as of the report generation date reports.
- If there is no P: Primary enrollment is active, then the S: Partial enrollment reports. If there is no S: Partial enrollment, N: Special Ed Services enrollment reports.
- If multiple enrollments exist in the same school where the enrollment dates are within the primary enrollment date:
 - if each enrollment is P: Primary, a separate record reports for each.
 - if a S: Partial or N: Special Ed Services enrollment falls within the primary enrollment dates, a record is NOT reported for each. The student's present and absent hours for the S: Partial and/or N: Special Ed enrollment are added to the P: Primary enrollment's reporting record.
- If multiple enrollments exist in different schools where the enrollment dates are within the P: Primary enrollment dates:
 - if each enrollment is P: Primary, a separate record reports for each.
 - if a S: Partial or N: Special Ed Services enrollment falls within the primary enrollment dates, a record is NOT reported for each. The student's present and absent hours for the S: Partial and/or N: Special Ed enrollment are added to the P: Primary enrollment's reporting record.
 - if only one school is selected during report generation, all data associated with the enrollment reports.
- If multiple enrollments exist in the same school where the enrollment dates are NOT within the P: Primary enrollment dates:
 - if each enrollment is P: Primary, a separate record reports for each.
 - if a S: Partial and/or N: Special Ed Services enrollment date does NOT fall within the primary enrollment date, a separate record reports for the S: Partial and/or N: Special Ed Services enrollment for the dates that are not within the primary enrollment record's dates.
 - The Start Date reports as the enrollment Start Date if it is NOT within the P: Primary enrollment dates.
 - The Start Date reports as the day after the P: Primary enrollment's End Date if the enrollment's Start Date is within the P: Primary enrollments dates but its End Date is after the P: Primary enrollment's End Date.
 - The End Date reports as the enrollment End Date if it is NOT within the P: Primary enrollment's dates.
 - The End Date reports as the P: Primary enrollments Start Date if it is within the P: Primary enrollment dates.
 - the student's present and absent hours will sum for dates NOT within the P: Primary enrollment dates.
 - the student's present and absent hours for dates within a P: Primary enrollment will be added into the P: Primary enrollment record.
- If multiple enrollments exist in different schools where the enrollments dates are NOT within

the P: Primary enrollments dates:

- if each enrollment is P: Primary, a separate record reports for each.
- if a S: Partial and/or N: Special Ed Services enrollment date does NOT fall within the primary enrollment date, a separate record reports for the S: Partial and/or N: Special Ed Services enrollment for the dates that are not within the primary enrollment record's dates, when each school of enrollment is selected during report generation.
 - The Start Date reports as the enrollment Start Date if it is NOT within the P: Primary enrollment dates.
 - The Start Date reports as the day after the P: Primary enrollment's End Date if the enrollment's Start Date is within the P: Primary enrollments dates but its End Date is after the P: Primary enrollment's End Date.
 - The End Date reports as the enrollment End Date if it is NOT within the P: Primary enrollment's dates.
 - The End Date reports as the P: Primary enrollments Start Date if it is within the P: Primary enrollment dates.
- the students present and absent hours will sum for dates NOT within the P: Primary enrollment dates.
 - the student's present and absent hours for dates within a P: Primary enrollment will be added into the P: Primary enrollment record.

Attendance Calculations

For attendance reporting used in MOSIS Extracts, the following calculations are used to determine a student's total hours attended for a selected calendar.

Different calculations are used when the student is scheduled into a virtual course. Additional calculations are used when a school or district adjusts learning options for students because of quarantine restrictions, Blended Learning accommodations and Distance Learning structures.

Regular Hours Attended and Regular Hours Absent are reported on the [MOSIS Student Enrollment and Attendance Extract](#) and the [Attendance Audit Report](#).

The value reported in the Present hours, Regular Hours Absent and Remedial Hours Attended fields on the Attendance Audit Report should match the values returned on the Student Enrollment and Attendance Extract:

- The **Present Hours** value on the Attendance Audit Summary must equal the sum of the **Regular Hours Attended** value and the **Remedial Hours Attended** value on the MOSIS Student Enrollment and Attendance report.
- The **Absent Hours** value on the Attendance Audit must equal the **Regular Hours Absent** value on the MOSIS Student Enrollment and Attendance > Regular Hours Absent.
- The **Membership Hours** value must equal Present and Absent hours on the Attendance Audit report.
- The **Membership Hours** value on the Attendance Audit Report must equal **Regular Hours Attended, Regular Hours Absent** and the **Remedial Hours Attended** values on the MOSIS Student Enrollment and Attendance report.

The State Reporting Enrollment editor contains a **Regular Hours Attended** field and a **Regular Hours Absent** field, which indicates the number of hours the student has spent in attendance or being absent in the district. The value entered into these fields reports **ONLY** when there is no actual attendance or absent hours to calculate for the student.

Enrollment Fields for Regular Hours Attended, Regular Hours Absent

Regular Hours Attended

▶ [Click here to expand...](#)

This value uses a calculation of the sum of Instructional Minutes for each course into which the student is enrolled minus the absent minutes recorded for the student within the Date Range of the report. The student's entire schedule is used and each scheduled day's instructional minutes are included, and reports as a whole number.

- The Calendar Period must be marked as Instructional (System Administration > Calendar > Calendar > Period).
- The Course must be marked to record attendance (Scheduling > Courses > Course > Attendance).
- Absences can have an excuse of Excused, Unknown or Unexcused.

The Regular Hours Attended value cannot exceed the **Duration** value on the [Calendar Day](#) editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the [Calendar Details](#) editor are used. Regular hours attended must equal calendar minutes

when they exceed calendar instructional minutes for the entire calculation.

Day Setup ☆
Scheduling & Courses > Calendar Setup > Day Setup

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print Print Rotation Multi Day Event

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03 RS	04 RS	05 RS	06 RS	07 RS	08
09	10 RS	11 RS	12 RS	13 RS	14 RS	15
16	17 RS	18 RS	19 RS	20 RS	21 RS	22
23	24 S2 Finals Day 1	25 S2 Finals Day 2	26	27	28	29
30	31					

Event on this Day

Day Detail

Date: 05/18/2021 Day #: 170

Period Schedule: RS

School Day: Instruction: Attendance:

Start Time: End Time: Duration: 240

Comments:

Day Duration Value

Calendar Information ☆
Scheduling & Courses > Calendar Setup > Calendar Information

Save Mark for Deletion

Calendar Info

Calendar ID: 570 School: 1050 High School (schoolID:5)

*Name: 20-21 High School Number: Sequence: 1

*Start Date: 06/26/2020 *End Date: 06/24/2021 Summer School:

Student Day (instructional minutes): 396 Teacher Day (minutes): Exclude:

Whole Day Absence (minutes): 396 Half Day Absence (minutes): 198 School Choice:

Career Center:

Type: t: Instructional

Require Student Assignment: External LMS Exclude:

Comments: rolling 10/07/2019 03:34 PM

OLR Exclude:

GPA Scale: 4: 4 Point

Student Day Value

The roster date (student's start date in the course section) is compared to the term date, using the maximum start date between the term and the roster start date, whichever is the latest date. The minimum end date of the term date and the roster date is used, whichever comes first.

Additional Information:

- When the end date and start date of the enrollment are both on the first day of the school

year, a value of zero reports.

- A value greater than zero reports when the grade level of enrollment is something other than PK.
- The periods into which the student is scheduled for the day is the cap of instructional minutes for the day.

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
The report is generated from November 1 to November 13, a total of 10 school days.	360 instructional minutes x 10 school days = 3600 total instructional minutes
The student has two excused full absent days during that time.	360 instructional minutes per day x 2 total days absent = 720 absent minutes
	3600 minutes - 720 absent minutes = 2880 minutes 2880 minutes / 60 minutes per hour = 48 hours The student's Regular Hours Attended is 48 hours for 10 days.

Regular Hours Absent

▶ [Click here to expand...](#)

This value is the total number of hours a student has been marked absent based on the student's schedule by day. It uses a calculation of the sum of Instructional Minutes for each course into which the student is enrolled minus the absent minutes recorded for the student within the Date Range of the report.

- The Calendar Period must be marked as Instructional (System Administration > Calendar > Calendar > Period).
- The Course must be marked to record attendance (Scheduling > Courses > Course > Attendance).
- Absences can have an excuse of Excused, Unknown or Unexcused.
- Regular Hours Absent does NOT calculate absent hours for virtual classes. An absent calculation is not done for online courses, even when there is an absence for the period.
- The periods into which the student is scheduled for the day is the cap of instructional minutes for the day.

The Regular Hours Absent value cannot exceed the **Duration** value on the [Calendar Day](#) editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the [Calendar Details](#) editor are used. Regular hours absent must equal calendar minutes when

they exceed calendar instructional minutes for the entire calculation.

Day Setup ☆

Scheduling & Courses > Calendar Setup > Day Setup

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print Print Rotation Multi Day Event

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03 RS	04 RS	05 RS	06 RS	07 RS	08
09	10 RS	11 RS	12 RS	13 RS	14 RS	15
16	17 RS	18 RS	19 RS	20 RS	21 RS	22
23	24 S2 Finals Day 1	25 S2 Finals Day 2	26	27	28	29
30	31					

Event on this Day

Day Detail

Date: 05/18/2021 Day #: 170

Period Schedule: RS

School Day: Instruction: Attendance:

Start Time: End Time: Duration: 240

Comments:

Day Duration Value

Calendar Information ☆

Scheduling & Courses > Calendar Setup > Calendar Information

Save Mark for Deletion

Calendar Info

Calendar ID: 570 School: 1050 High School (schoolID:5)

*Name: 20-21 High School Number: Sequence: 1

*Start Date: 06/26/2020 *End Date: 06/24/2021 Summer School:

Student Day (instructional minutes): 396 Teacher Day (minutes): Exclude:

Whole Day Absence (minutes): 396 Half Day Absence (minutes): 198 School Choice:

Career Center:

Type: t: Instructional

Require Student Assignment: External LMS Exclude:

Comments: rolling 10/07/2019 03:34 PM

OLR Exclude:

GPA Scale: 4: 4 Point

Student Day Value

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	60 minute periods x 6 course = 360 instructional minutes per day
The student has two excused full absent days during the date range of the report.	360 instructional minutes per day x 2 total days absent = 720 absent minutes
	720 absent minutes / 60 minutes per hour = 12 absent hours The student's Regular Hours Absent is 12 hours for 10 days.

Virtual Course Attendance Calculation

▶ [Click here to expand...](#)

Virtual Course Attendance calculates the student's attendance for those courses that are taught online. The Regular Hours Attendance calculation is used; once that value is found, it is multiplied by one of the following:

- When the student does not have a transcript entry for the online course, .47.
- When the student has a transcript entry for the online course, .94.
- When the student has a transcript entry of the course AND the Online Course Program is as follows, AND the A+ Student field on the Enrollment record is set to Yes, .95.
 - 50: Missouri Virtual Instructional Program,
 - 52: MOCAP, and the student's enrollment record has the A+ Student field set to Yes).

The course must be an online course (the Online field on the Course editor is set to Yes).

The course does not need to be marked for attendance; the period does not have to be marked as instructional.

- When the student's roster start date and end date are the same, hours are not calculated.
- When multiple online courses are skinnied with other online courses, all minutes for online courses are summed in the skinnied period (for regular courses that are skinnied, only one course is calculated).
- When online and regular courses are skinnied, all online course minutes/hours are calculated and one of the regular courses is summed.

The current attendance calculation is used, minus all courses and course sections marked as Online. Non-instructional minutes are not calculated.

Once the initial calculation is complete, Transcript entries are reviewed.

- During the selected year for a course marked as Online, when a Transcript entry exists, all hours for which the student was enrolled in that course/section are calculated. 94% of those hours are added to the first attendance calculation for the Regular Hours Attended value.

- When there is no transcript entry for a course marked as Online, all hours of the course/section are calculated, and 47% of those hours are added to the first attendance calculation.

Attendance minutes in a virtual course are NOT included in the calculation when the No Credit checkbox is marked on the Roster Batch Edit tool OR the student's Schedule tool for the course. Otherwise, the 95, 94, 47% attendance calculation is used.

Scenario

Details	Calculation
A student is scheduled into 6 courses, each meeting for 60 minutes and each in Instructional period.	$60 \text{ minute periods} \times 6 \text{ course} = 360 \text{ instructional minutes per day}$
Out of those six courses, one course is an online course.	$1 \text{ course period} \times 60 \text{ minutes} = 60 \text{ online instruction minutes}$
	$60 \text{ minute periods} \times 5 \text{ non-online courses} = 300 \text{ instructional minutes per day}$
The report is generated from November 1 to November 13, a total of 10 school days.	$360 \text{ instructional minutes} \times 10 \text{ school days} = 3600 \text{ total instructional minutes}$
The student has two excused full absent days during that time, which are counted for the Regular Attendance value but not for the Online Course value.	$360 \text{ instructional minutes per day} \times 2 \text{ total days absent} = 720 \text{ absent minutes}$
	120 minutes of those 720 are for the online course, which means the student's overall absent minutes is 600.
	$3600 \text{ minutes} - 600 \text{ absent minutes} = 3000 \text{ minutes}$
	$3000 \text{ total instructional minutes} - 60 \text{ online instruction minutes} = 2940 \text{ instructional minutes}$
	$2940 \text{ minutes} / 60 \text{ minutes per hour} = 49 \text{ hours}$
Option 1: The student does not have a transcript entry for the course.	$49 \text{ hours} \times .47 = 23.03$ rounded to the nearest whole number = 23
Option 2: The student has a transcript entry for the course.	$49 \text{ hours} \times .94 = 46.06$ rounded to the nearest whole number = 46

Details	Calculation
Option 3: The student has a transcript entry of the course, and the Online Course Program for the Online Course is set to 50, and the the A+ Student field on the Enrollment record is set to Yes.	49 hours x .94 = 46.55 rounded to the nearest whole number = 47

Quarantine, Distance and Blended Learning Attendance Calculation

▶ [Click here to expand...](#)

The Quarantine, Distance and Blended Instruction attendance uses the Blended Learning Group rotation of the student to find when the student was physically on-site (in the school building) for instruction or distance learning for instruction (Note that the Blended Learning Group tools refer to *distance learning as virtual learning*).

See the Blended Learning tools for more information on Blended Learning available in Campus:

- [New Blended Learning Groups](#)
- [Adjust Blended Learning Groups](#)
- [Manage Blended Learning Groups](#)

When the student has a combination of physically on-site and distance learning, the physically on-site attendance percentage applies to the distance learning minutes. When the physically on-site present percentage is 88%, then only 88% of the distance learning minutes can be counted/reported.

The Present Minute total cannot exceed the calendar instructional minutes for that student. When this occurs, minutes are removed from the virtual course/days to cap the Present Minute total at the calendar instructional minutes for the date range of the report.

Summary of Calculation

- When the Course editor or Section editor has the Online Learning field set to Yes, the Virtual Attendance calculation is used, regardless of the student being in a Blended Learning Group.
- When student is in distance learning, the in-seat percentage applies to the sum of the distance learning minutes. No absences are subtracted from the distance learning present minutes.
- When student is in-seat, absent minutes are subtracted from the instructional minutes.
- All calculations are done within date range of report generation.

Step 1. Calculate the attendance minutes for only courses using the regular (on-site) attendance and virtual attendance logic.

Step 2. For students in a blended learning group, find when the student is on-site (in-seat) and count all present instructional minutes, minus the absent minutes. Determine the percent of time the student is present

- Total Instructional Minutes - Absent Minutes = Total Present Minutes
- Total Present Minutes / Total Instructional Minutes = Percentage of Present

Step 3. Find the days when the student is in distance learning. Total the distance learning minutes. Apply the Percentage of Present to the Total Distance Learning minutes. This is the total number of hours the student is present. This value reports in the Present Hours and Regular Hours Attended fields.

Step 4. Apply the non-present percent of minutes to the Absent Hours field on the Attendance Reports.

On-Site Instruction (OS):

On-Site Instructions uses the current attendance calculation for regular and virtual attendance.

- A student does not need to be in a blended learning group. When Blended Learning Groups were assigned for all students in the building, regardless of being on-site or virtual, the On-Site Instruction Students would be in a Blended Learning Group where that group is not assigned to any attendance days and is considered always in school.
- Course sections marked as Online calculate 95%, 94% and 47% of instructional minutes based on a transcript entry (see previous information on that calculation).

On-site Instruction minutes are calculated first.

When student is not in any blended learning group, use the current MO attendance calculation for regular/on-site (OS) and online course sections (VI).

Virtual Instruction (VI)

- Virtual Attendance is only applied when the Online Learning field on the Course editor or on the Section Editor is set to Yes.
- 95, 94 and 47% of instructional minutes will be calculated based on a transcript entry.

Intermittent Blended Instruction (IBI), Fixed Blended Instruction (FB), and Instruction during Quarantine (QI)

This is a combination of On-Site and Distance Learning (DL).

- A student's Blended Learning Group on distance days indicates what days the student is not on-site.
- First, the On-Site attendance minutes are calculated to find the Present Percent. This is the percentage of minutes allowed for Distance Learning minutes/hours.

Competency Based Attendance Calculations

▶ [Click here to expand...](#)

Competency-based attendance calculations are specific for those courses and sections marked as Competency Based. See the [Missouri Scheduling Components](#) article for additional information on this checkbox.

The following is used to calculate competency-based attendance for reporting:

1. Competency Based courses are identified:
 - When a course is marked as Competency Based but the sections are not, all the sections are counted as Competency Based.
 - When a course is NOT marked as Competency Based, all sections are checked for the Competency Based checkbox.
2. When a student has a transcript entry for the course/section where Competency Based is marked, the sum instructional minutes of the section within the Date Range of report generation or student's enrollment dates are summed.
 - Absences, present, or tardy minutes are not counted.
 - When the student's Schedule entry associated with the Competency Based course/section has No Credit marked (Section > Roster Batch Edit), minutes are not counted.
3. The sum of minutes is converted to hours (divided by 60) and multiplied by the Prior Year Average Attendance Percent (System Administration > Resources > District Information) to calculate present hours.
4. The competency based section's present levels are added to the Regular Hours Attended (field 095) on the MOSIS Student Enrollment and Attendance Report. See the [Regular House Attended](#) section above for more information.
5. The competency based section's hours are added to the Present Hours on the MO Attendance Audit Report (Attendance > Reports > Missouri Attendance Audit Report).

Report Editor

Different options are available for entry on the Extract editor depending on the chosen Reporting Period. The following defines the available Extract Options, noting the different fields.

Extract Option	Description
Extract Type	Determines the extract that generates. Selection should be Student Enrollment and Attendance.
Reporting Period	Indicates the section of the school year for which student data is being reported. Each selection contains the same layout, but certain fields may be required in certain extracts, and optional in others.
Report Protected Identities	When selected, optional fields are included in the extract. These optional fields may be blank depending on the available student data.

Extract Option	Description
Report State Excluded Students	<p>When marked, students who meet the report population requirements but their enrollment record is marked as State Exclude report along with all other records.</p> <p>When not marked, students marked as State Exclude on their enrollment record are excluded from the report.</p>
Combine Enrollments	<p>When marked, the report combines the Regular Hours Attended and Regular Hours Absent for the student when the student has multiple enrollments that are primary and/or secondary in calendars selected for reporting.</p> <p>This only displays with the Report Period = June.</p>
Optional Fields Allowed	<p>When selected, optional fields are included in the extract. These optional fields may be blank depending on the available student data.</p>
Date Range	<p>Entered dates are used to return students enrolled during that time frame. Enter dates in <i>mmdyy</i> format or use the calendar icon to choose a date.</p>
Ad hoc Filter	<p>Selection includes only those students included in the filter.</p>
Format	<p>Determines how the extract generates. Use the State Format (CSV) when submitting the final data to MOSIS. Use the other available formats (HTML, Tab Delimited, XML) for data review and testing.</p>
Calendar	<p>Selected calendar indicates which students are included in the report. Multiple calendars can be selected at one time; it is recommended that all calendars in a district not be selected as this increases the amount of time it takes to generate the extract. The calendar chosen in the Campus toolbar is already selected.</p>
Generate Extract	<p>Displays the selected calendar information and extract immediately for data review and printing purposes in one of the selected formats.</p>
Submit to Batch	<p>Delays the generation of the extract for data review and printing purposes for a designated time. See the Batch Queue documentation for more information.</p>

Generate the Student Enrollment and Attendance Extract

1. Select the **Student Enrollment and Attendance** report.
2. Select the **Reporting Period**.
3. Mark the **Report Protected Identities** checkbox, if desired.
4. Mark the **Report State Excluded Students** checkbox, if desired.
5. Mark the **Combine Enrollment** checkbox, if desired.

6. Mark the **Optional Fields Allowed** checkbox, if applicable.
7. Enter the **Date Range** for the selected reporting period.
8. Select any applicable **Ad hoc Filters**.
9. Select the **Format** of the extract.
10. Select which **Calendar(s)** to include within the extract.
11. Click the **Generate Extract** button or the **Submit to Batch** button.

	A	B	C	D	E	F	G	H	I	J
1	CollectionVersion	CurrentSch	Attendingf	AttendingSc	ReportingC	ReportingS	ResidentC	ResidentS	StateID	LocalStu
2	2012Aug1.0StuEnrAttn	2012			96091	1075			1234567890	
3	2012Aug1.0StuEnrAttn	2012			96091	1075			2345678901	
4	2012Aug1.0StuEnrAttn	2012			96091	1075			3456789012	
5	2012Aug1.0StuEnrAttn	2012			96091	1075			4567890123	
6	2012Aug1.0StuEnrAttn	2012			96091	1075			5678901234	
7	2012Aug1.0StuEnrAttn	2012			96091	1075			6789012345	
8	2012Aug1.0StuEnrAttn	2012			96091	1075			7890123456	
9	2012Aug1.0StuEnrAttn	2012			96091	1075			8901234567	
10	2012Aug1.0StuEnrAttn	2012			96091	1075			9012345678	
11	2012Aug1.0StuEnrAttn	2012			96091	1075			9876543210	
12	2012Aug1.0StuEnrAttn	2012			96091	1075			8765432109	
13	2012Aug1.0StuEnrAttn	2012			96091	1075			7654321098	
14	2012Aug1.0StuEnrAttn	2012			96091	1075			6543210987	
15	2012Aug1.0StuEnrAttn	2012			96091	1075			5432109876	
16	2012Aug1.0StuEnrAttn	2012			96091	1075			4321098765	
17	2012Aug1.0StuEnrAttn	2012			96091	1075			3210987654	
18	2012Aug1.0StuEnrAttn	2012			96091	1075			2109876543	
19	2012Aug1.0StuEnrAttn	2012			96091	1075			1098765432	

August Student Enrollment and Attendance - State Format (CSV)

Enrollment and Attendance Extract Records:2111					
CollectionVersion	CurrentSchoolYear	AttendingDistrictCode	AttendingSchoolCode	ReportingDistrictCode	Reportin
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075
2012Jun1.0StuEnrAttn	2012	096091	1075	096091	1075

June Student Enrollment and Attendance - HTML Format

CollectionVersion	CurrentSchoolYear	AttendingDistrictCode	AttendingSchoolCode	ReportingDistrictCode	ReportingSchoolCode
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075
2012Jun1.0StuEnrIAttnd	2012	096091	1075	096091	1075

June Student Enrollment and Attendance - Tab Delimited Format

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      LocalStudentID="00000" StateID="00000" ResidentSchoolCode="1075" ResidentDistrictCode="096091" ReportingDistrictCode="096091"
      AttendingSchoolCode="1075" AttendingDistrictCode="096091" CurrentSchoolYear="2012" CollectionVersion="2012Aug1.0StuEnrIAttnd"/>
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      LocalStudentID="00000" StateID="00000" ResidentSchoolCode="1080" ResidentDistrictCode="096091" ReportingDistrictCode="096091"
      AttendingSchoolCode="1075" AttendingDistrictCode="096091" CurrentSchoolYear="2012" CollectionVersion="2012Aug1.0StuEnrIAttnd"/>
    <record ExtSchlHours="0000.0000" SchoolChoice="" ExitDestComment="" ExitDestSchoolCode="" ExitDestDistrictCode="" ExitCode=""
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      SSN="000000000" StudentGradeLevel="09" DateOfBirth="03/31/1997" Suffix="" MiddleName="" FirstName="" LastName=""
      LocalStudentID="00000" StateID="00000" ResidentSchoolCode="1080" ResidentDistrictCode="096091" ReportingDistrictCode="096091"
      AttendingSchoolCode="1075" AttendingDistrictCode="096091" CurrentSchoolYear="2012" CollectionVersion="2012Aug1.0StuEnrIAttnd"/>
  </Extract>
</EnrollmentAttendanceExtracts>
```

August Student Enrollment and Attendance - XML Format

Report Layout

For each reporting period, the elements in this extract are labeled as follows:

- R = Required
- C = Conditional
- O = Optional
- N = Not Allowed

Element Name	Description	Location
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Element Name	Description	Location
Collection Version	<p>Reports the submission type of the cycle in which it occurs and the current school year. YYYYMmm1.0StuEnrAttnd</p> <ul style="list-style-type: none"> • YYYY = Current school year • Mmm = Collection Period Code • StuEnrAttnd = Extract Name Code <p>Reporting Period: June (R) August (R)</p> <p><i>Text, 50 characters</i></p>	<p>Data not stored</p>
Current School Year	<p>The ending year of the current school year (i.e., 2012 for the 2011-2012 school year).</p> <p>Reporting Period: June (R) August (R)</p> <p><i>Numeric, 4 digits</i></p>	<p>System Administration > Calendar > School Years > School Year Editor > School Year Detail > End Year</p> <p>Calendar.endYear</p>
Attending District Code	<p>DESE-assigned 6-digit county district code for the district of attendance.</p> <p>Reporting Period: June (R) August (O)</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Attending District</p> <p>District.number</p>
Attending School Code	<p>DESE-assigned 4-digit school code for the school of attendance.</p> <p>Reporting Period: June (R) August (O)</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Attending School</p> <p>School.number</p>

Element Name	Description	Location
Reporting District Code	<p>DESE-assigned 6-digit county district code for the reporting district.</p> <p>Reporting Period: June (R) August (R)</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>System Administration > Resources > District Information > State District Number</p> <p>District.number</p>
Reporting School Code	<p>DESE-assigned 6-digit school code for the reporting school.</p> <p>Reports the selected code entered on the State Reporting Fields Enrollment editor, if populated.</p> <ul style="list-style-type: none"> If not populated, the Calendar Type is used to determine the reported value. If the Calendar Type Code is AP: Alternative Program School, all students enrolled in that calendar report the value entered in the Residing School field on the State Reporting Enrollment editor. If the Reporting School field is not populated and the Calendar Type is not AP, the School Organization Type is used. When the School Organization Type Code is AP: Alternative Program School, all students enrolled in that school report the value entered in the Residing School field on the State Reporting Enrollment editor. If the Reporting School field is not populated and the Calendar Type is not AP and the School Organization Type is not AP, the Reporting School reports from the State School Number . <p>Reporting Period: June (R) August (R)</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Reporting School; Residing School</p> <p>Enrollment.reportingSchool Enrollment.residingSchool</p> <hr/> <p>System Administration > Calendar > Calendar > Calendar > Type</p> <p>Calendar.type</p> <hr/> <p>System Administration > Resources > School > School Org Type; State School Number</p> <p>School.type School.number</p>

Element Name	Description	Location
Resident District Code	DESE-assigned 6-digit county district code for the district of residence. Reporting Period: June (R) August (O) <i>Alphanumeric, 6 characters</i>	Student Information > General > Enrollments > State Reporting Fields > Residing District District.number
Resident School Code	DESE-assigned 4-digit school code from where the student is being reported. Reporting Period: June (R) August (O) <i>Alphanumeric, 4 characters</i>	System Administration > Resources > School > State School Number School.number
State ID	State-assigned student identification number. Reporting Period: June (R) August (R) <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State ID Person.stateID
Local Student ID	Local student ID maintained by the district. Reporting Period: June (O) August (O) <i>Alphanumeric, 60 characters</i>	Census > People > Demographics > Person Identifiers > Local Student ID Person.student Number

Element Name	Description	Location
<p>Last Name</p>	<p>Legal last name as appears on the birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated.</p> <p>Reporting Period: June (O) August (O)</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Census > People > Demographics > Person Information > Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal Last Name</p> <p>Identity.legalLastName</p>
<p>First Name</p>	<p>Legal first name as appears on the birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated.</p> <p>Reporting Period: June (O) August (O)</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Census > People > Demographics > Person Information > First Name</p> <p>Identity.firstName</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>
<p>Middle Name</p>	<p>Legal middle name as appears on the birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Middle Name field if populated.</p> <p>Reporting Period: June (O) August (O)</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Census > People > Demographics > Person Information > Middle Name</p> <p>Identity.middle Name</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal Middle Name</p> <p>Identity.legalMiddleName</p>

Element Name	Description	Location
Suffix	<p>Legal name indication of being a generational name.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Suffix field if populated.</p> <p>Reporting Period: June (O) August (O)</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Census > People > Demographics > Person Information > Suffix</p> <p>Identity.suffix</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal Suffix</p> <p>Identity.legalSuffix</p>
Date of Birth	<p>Student's birth date.</p> <p>Reporting Period: June (R) August (R)</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Census > People > Demographics > Person Information > Date of Birth</p> <p>Identity.birthDate</p>
Student Grade Level	<p>Student's grade level of enrollment at the time data is being submitted.</p> <p>Reporting Period: June (R) August (R)</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > Grade</p> <p>Enrollment.grade</p>

Element Name	Description	Location
Residency Status	<p>DESE-assigned residency status code for the reported student.</p> <ul style="list-style-type: none"> • If R1, Reporting District Code, Resident District Code and Attending District Code must be the same value. • If NR, DI or PT, Reporting District Code and Attending District Code must be the same value. • If R2 or HS, Reporting District Code and Resident District Code must be the same value. <p>Reporting Period: June (R) August (R)</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > State Aid</p> <p>Enrollment.stateAid</p>
Regular Hours Attended	<p>Number of full-time and part-time hours the student spent in attendance at the attending district in whole numbers.</p> <p>See the Attendance Calculations section for information.</p> <p>If there is no data to calculate, data in the Regular Hours Absent field reports. If there is no data to calculate or entered into the field, a blank value reports.</p> <p>Reports a value of 0 (zero) when the End Date and Start Date of the Enrollment are both on the first of the school year.</p> <p>Reporting Period: June (C) August (N)</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Regular Hours Attended</p> <p>Calculated, data not stored</p>

Element Name	Description	Location
<p>Regular Hours Absent</p>	<p>Number of hours the student was absent at the attending district in whole numbers. This is an actual count of absent hours. If the end date and start date of the enrollment are both on the first day of the school year, zero reports.</p> <p>See the Attendance Calculations section for information</p> <p>Data in the Regular Hours Attended field is summed into the current calculation. If there is no data to calculate, data in the Regular Hours Absent field reports. If there is no data to calculate or entered into the field, a blank value reports.</p> <p>Reporting Period: June (C) August (N)</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Regular Hours Absent</p> <p>Calculated, data not stored</p>
<p>Remedial Hours Attendance</p>	<p>Number of remedial hours outside of the normal school day.</p> <p>Reporting Period: June (R) August (N)</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Remedial Hours</p> <p>EnrollmentMO.remedialHours</p>

Element Name	Description	Location
Hours In Session	<p>Total number of actual hours the student could have attended the attending school. This number reports from the Res 2 Hrs in Session field where the student's State Aid is R2: Resident II.</p> <p>For the June reporting period, when a student's enrollment is marked as No Show and has a State Aid selection of R2: Resident II, this field reports a value of 1044.</p> <p>Reporting Period: June (C) August (N)</p> <p><i>Numeric, 6 digits (XXXX,XX)</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > Res 2 Hrs in Session</p> <p>EnrollmentMO.hrsInSession</p>
Summer Attendance	<p>Total number of actual hours the student attended summer term. Reported value rounds to the nearest ten-thousandth place (four decimals).</p> <p>Reporting Period: June (N) August (R)</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, data not stored</p>
Summer Membership	<p>Total number of instructional hours the student could have attended during the summer session from the student's enrollment dates. Reported value rounds to the nearest ten-thousandth place (four decimals).</p> <p>Reporting Period: June (N) August (R)</p> <p><i>Numeric, 9 digits</i></p>	<p>Calculated, data not stored</p>

Element Name	Description	Location
Entry Date	Date the student entered the attending school. Reporting Period: June (R) August (R) <i>Date field, 10 characters (MM/DD/YYYY)</i>	Student Information > General > Enrollments > General Enrollment Information > Start Date Enrollment.startDate
Entry Code	Type of entry code corresponding to the date the student entered the attending school. Reporting Period: June (R) August (N) <i>Alphanumeric, 4 characters</i>	Student Information > General > Enrollments > General Enrollment Information > Start Status Enrollment.startStatus
Exit Date	Date the student ended enrollment at the attending school. Reporting Period: June (R) August (R) <i>Date field, 10 characters (MM/DD/YYYY)</i>	Student Information > General > Enrollments > General Enrollment Information > End Date Enrollment.endDate
Exit Code	Type of exit code corresponding to the date the student exited the attending school. Reporting Period: June (R) August (N) <i>Alphanumeric, 4 characters</i>	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus

Element Name	Description	Location
Exit Dest District Code	<p>DESE-assigned 6-digit county district code of the district to where the student was confirmed to be transferred. If this field is blank, the exit destination comment must be provided.</p> <p>Reporting Period: June (C) August (N)</p> <p><i>Numeric, 6 digits</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > Transfer to District</p> <p>Enrollment.transferToDistrict</p>
Exit Dest. School Code	<p>DESE-assigned 4-digit school code of the school to where the student was confirmed to be transferred. If this field is blank, the exit destination comment must be provided.</p> <p>Reporting Period: June (C) August (N)</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > Transfer to School</p> <p>Enrollment.transferToSchool</p>
Exit Dest. Comment	<p>Detailed comment describing the student's exit from the school or district. Value is required if the Exit Code is:</p> <ul style="list-style-type: none"> • T003 • T004 • T005 • T006 • T007 • T008 <p>Reporting Period: June (C) August (N)</p> <p><i>Alphanumeric, 150 characters</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > End Comments</p> <p>Enrollment.endComments</p>

Element Name	Description	Location
<p>School Choice</p>	<p>Identifies if a student is eligible, has been offered, applied for or received School Choice.</p> <p>Students enrolled in a Title 1 school are eligible for school choice when their school is in the first and subsequent years of school improvement, corrective action and restructuring. Any child attending such a school must be offered the option of transferring to a public school in the district not identified for school improvement, unless prohibited by law.</p> <p>Valid options:</p> <ul style="list-style-type: none"> • E - Eligible • O - Offered • A - Applied • R - Received <p>Reporting Period: June (O) August (N)</p> <p><i>Alphabetic, 1 character</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > School Choice</p> <p>Enrollment.schoolChoice</p>
<p>Extended School Hours</p>	<p>Number of extended school year hours of special education and related services provided to a child with a disability. These hours are beyond the normal school year of the public agency, are in accordance with the child's IEP, are at no cost to the parents of the child and meet the standards of the State Education Agency.</p> <p>If a value is not populated, field reports 0000.0000.</p> <p>Reporting Period: June (N) August (R)</p> <p><i>Numeric, 9 digits</i></p>	<p>Student Information > General > > Enrollments > Special Education Fields > School Year Hours</p> <p>Enrollment.schoolYearHrs</p>

Element Name	Description	Location
<p>Chronic Absent</p>	<p>Reports the number of days that student was absent for more than 50% of the school day between the begin date and the end date. This includes absences marked as excused and unexcused (does not include tardies or exempt absences).</p> <p>This field reports the same number that is reported on the Federal Chronic Absenteeism Report.</p> <p>Reporting Period: June (R) August (N)</p> <p><i>Numeric, 3 digits</i></p>	<p>Calculated value, data not stored.</p>