Calendar and Attendance Audit (Idaho)

Last Modified on 01/26/2026 3:38 pm CST

Tool Search: Calendar and Attendance Audit

[Report Logic](#) | [Report Editor](#) | [Generate the Extract](#) | [Report Layouts](#)

Districts can use the Idaho Calendar and Attendance Audit to verify the calendar and attendance data reported to the state in the ISEE District Calendar and ISEE Student Attendance extracts. The Audit is not submitted to the state but only for data review and verification.

Calendar and Attendance Audit Editor
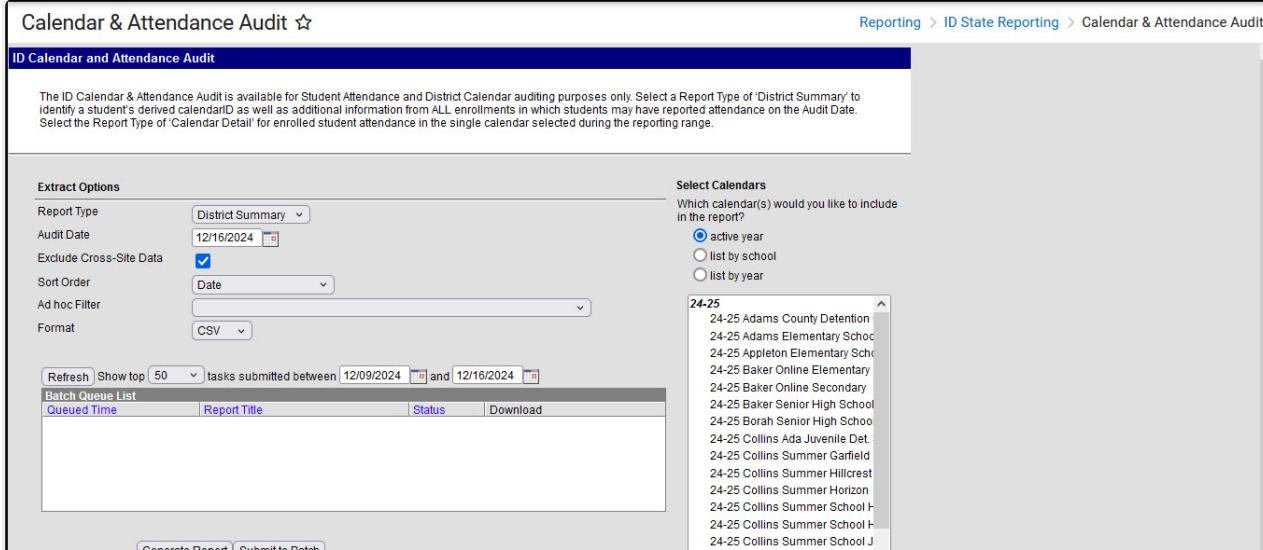
Read - Generate the report.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

Report Logic

Report logic differs based on the Record Type selected:

District Summary

This record type identifies a student's derived calendarID on the Audit Date selected. It also reports additional information from all of the student's enrollments that may contain reported attendance.

Students report when their School of Primary Responsibility is active on the Audit Date and is at least one of the calendars selected. Create/select an Ad Hoc Filter to delimit the audit to a specific student or group of students with reportable attendance.

Reports one record per Audit Date selected. When delimiting the file to a specific student, it is recommended to select All Calendars to ensure the student's School of Primary Responsibility is selected.

To report, students must have a State ID and be enrolled in a grade level mapped to a State Grade Level Code of PK, KG, or 01-12.

Calendar Detail

This record type aggregates enrolled student attendance in the single calendar selected.

Note this report does NOT return a student's aggregated district-level attendance as reported in the ISEE Student Attendance state submission. Its availability is intended
to assist in determining single calendar-level attendance per date for students with multiple cross-calendar enrollments.

Reports one record per calendar, per schedule structure, per student with an enrollment active at some point during the audit date range, per M-F day in the date range. Create/select an Ad Hoc Filter to delimit the audit to a specific student or group of students with reportable attendance. This audit can only be generated for one calendar at a time.

School of Primary Responsibility

The School of Primary Responsibility is the school that receives funding for a student, compared to other schools where the student may have partial enrollments. To determine the student's School of Primary Responsibility, all primary enrollments active at the same time are considered.

- When only one enrollment is flagged as Primary on a given date, that enrollment identifies the School of Primary Responsibility.
- When more than one enrollment is flagged as Primary on a given date, the School of Primary Responsibility reports from the calendar that has the highest calendarID.
- When the student has no primary enrollments on a given date, the School of Primary Responsibility is the one of the secondary enrollment whose calendar has the highest calendarID.

Report Editor

Field	Description

Field	Description
Report Type	Determines which audit report generates - the District Summary or the Calendar Detail.
Audit Date	District Summary Report only Indicates the date the District Summary Report was generated.
Exclude Cross-Site Data	Cross-site section enrollment data is **<u>not</u>** included in the report when checked. • <u>Cross-site enrollment</u> functionality must be enabled at the district level for the checkbox to display. • Defaults to checked.
Start Date, End Date	Calendar Detail Report only Indicates the start and end date range of the Calendar Detail Report.
Sort Order	Indicates how the reports are sorted. • For the District Summary Report, options are Date, Calendar ID, Base Calendar Name, or Student Last Name. • For the Calendar Detail Report, options are Date, Student Last Name, or Schedule Structure.
Ad hoc Filter	When chosen, only students included in the selected ad hoc filter are reported in the extract when they meet the extract's requirements.
Format	Determines the layout of the report. Choose either CSV or HTML.
Calendar Selection	Select at least one calendar from which to report student discipline information.
Report Generation	Use the **Generate Extract** button to display the extract's results immediately. When a larger data set is being reported, use the **Submit to Batch** option to choose when the extract generates (after or before school hours, etc.). See the <u>Batch Queue</u> article for more information.

Generate the Extract

1. Select a **Record Type** of *District Summary* or *Calendar Detail*.
2. When generating the District Summary, enter an **Audit Date**.
3. If <u>cross-site enrollment</u> functionality is enabled at the district level, the **Exclude Cross-Site Data** checkbox will display (defaults to checked). Deselect if you want cross-site data included in the report.to display.
4. When generating the Calendar Detail, enter a **Start** and **End Date**.
5. Select a **Sort Order** to indicate how results should be sorted in the extract.
6. Select an **Ad hoc Filter** to limit results to a pre-defined filter.
7. Select a **Format** for the extract.

8. Select a **Calendar** from the list.
9. Click the **Generate Extract** button to generate the report in the indicated format or **Submit to Batch** to schedule when the report generates.

District Summary Report - Date Sort Order, CSV Format

Calendar Detail Report - Last Name Sort Order, HTML Format

Report Layouts

District Summary | Calendar Detail

District Summary

Name	Description	Location
Date	Reports the date on which the audit was generated, as entered on the report editor in the Audit Date field. *Date field, 10 characters (MM/DD/YYYY)*	N/A
SSID	Reports the student's State ID number. *Numeric, 9 digits*	Demographics > Person Identifiers > Student State ID Person.stateID
Last Name	Reports the student's last name from the record active on the Audit Date. *Alphanumeric, 35 characters*	Demographics > Last Name Identity.lastName

Name	Description	Location
First Name	Reports the student's first name from the record active on the Audit Date. *Alphanumeric, 35 characters*	Demographics > First Name Identity.firstName
Calendar ID	Reports the calendarID of the student's School of Primary Responsibility. Reports a record for each School of Primary Responsibility. *Numeric, 15 digits*	Data not stored
Base Calendar Name	Reports the name of the calendar of the student's School of Primary Responsibility. *Alphanumeric, 30 characters*	Calendar Information > Name Calendar.name
Base Schedule Structure	Reports the name of the schedule in the calendar of the student's School of Primary Responsibility. *Alphanumeric, 20 characters*	Schedule Structure Setup > Schedule Structure > Name ScheduleStructure.name
Reported Grade Level	Reports the state grade level mapped to the grade level of the student's enrollment in the School of Primary Responsibility. *Alphanumeric, 2 digits*	Enrollments > General Enrollment Information > Grade Enrollment.grade Grade Level Setup > State Grade Level Code GradeLevel.stateCode
Kindergarten Code	Reports the Kindergarten Code of the student's State Grade Level. • When the student's grade is not mapped to a State Grade Level code of KG, reports as null. • When the student's grade level is mapped to a state grade level of KG and Kindergarten Code is entered, reports the code selected. • When state grade level is KG but no Kindergarten Code is selected, reports as NO CODE SELECTED. *Alphanumeric, 2 digits*	Grade Level Setup > Kindergarten Code GradeLevel.kindergartenCode

Name	Description	Location
NonPublic	Reports as Y when Alternative Attendance is marked on the student's enrollment. Otherwise reports as N. *Alphanumeric, 1 character (Y or N)*	Enrollments > State Reporting Fields > Alternative Attendance Enrollment.alternativeAttendance
All Calendars	Reports the names of all calendars in which the student is actively enrolled, separated by commas. *Alphanumeric, 30 characters*	Calendar Information > Name Calendar.name
All Grades	Reports the mapped State Grade Level Code of all grade levels in which the student is actively enrolled, separated by commas. Alphanumeric, 2 characters	Grade Level Setup > State Grade Level Code GradeLevel.stateCode
NO Primary Enrollment	Reports as Y when the student has no active enrollments with a Service Type of Primary. Otherwise, reports as N. *Alphanumeric, 1 character*	Student Information > General > Enrollments > Service Type Enrollment.serviceType
Multiple Primary Enrollments	Reports as Y when the student has more than one active enrollment with a Service Type of Primary. Otherwise, reports as N. *Alphanumeric, 1 character*	Student Information > General > Enrollments > Service Type Enrollment.serviceType
Attendance Day	Reports as Y when the Audit Date is flagged as a School Day, Instruction, and Attendance. Otherwise, reports as N.	Day Setup > Day Detail > Attendance Day.attendance
Base Period Minutes	Reports the possible minutes of attendance from the calendar of the student's School of Primary Responsibility. When there is not a Day Event of EC or SD, reports the total of all minutes in attendance taking periods. *Numeric, 3 digits*	Calendar Information > Student Day Minutes Calendar.studentDay

Name	Description	Location
Base Day Event Inst Minutes	Reports the day event instructional minutes from the calendar of the student's School of Primary Responsibility. When the day has a Day Event of EC or SD and the student's enrollment is mapped to a state grade level of PK, KG (with Kindergarten Code that is not 1 or 2), or 01-12, reports the Total Instructional Minutes from all EC/SD day events on the Audit Date. When the enrollment is mapped to a state grade level of KG and Kindergarten Code is 1 or 2, reports based on the Start and End Times of the day (or as Total Instructional Minutes from all EC/SD day events when Times are null). *Numeric, 3 digits*	Day Setup > Day Detail > Instruction Day.instruction
District Absent Minutes	Reports the total number of minutes the student was marked as Absent on the Audit Date for all attendance taking periods in the Schedule Structure. *Numeric, 3 digits*	Attendance > Date/Period > Code Attendance.status

Calendar Detail

Field Name	Description	Location
Date	Reports the day for which the record is generated. *Date field, 10 characters (MM/DD/YYYY)*	N/A
SSID	Reports the student's State ID number. *Numeric, 9 digits*	Demographics > Person Identifiers > Student State ID Person.stateID

Field Name	Description	Location
Student Number	Reports the student's local Student Number. *Numeric, 30 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
Last Name	Reports the student's last name. *Alphanumeric, 35 characters*	Demographics > Last Name Identity.lastName
First Name	Reports the student's first name. *Alphanumeric, 35 characters*	Demographics > First Name Identity.firstName
Middle Name	Reports the student's middle name. *Alphanumeric, 30 characters*	Demographics > Middle Name Identity.middleName
Calendar	Reports the calendar name. *Alphanumeric, 30 characters*	Calendar Information > Name Calendar.name
Is Student Base Calendar	Reports as Y when the calendar is the calendar of record of the student's School of Primary Responsibility. Otherwise, reports as N. *Alphanumeric, 1 character*	Data not stored
Calendar Type	Reports the Type of the calendar. *Alphanumeric, 10 characters*	Calendar Information > Type Calendar.type
Is Summer School	Reports as Y when Summer School is marked for the calendar. Otherwise reports as N. *Alphanumeric, 1 character*	Calendar Information > Summer School Calendar.summerSchool
Schedule Structure Name	Reports the name of the Schedule Structure. *Alphanumeric, 20 characters*	Schedule Structure Setup > Name ScheduleStructure.name

Field Name	Description	Location
State Grade	Reports the state grade level mapped to the grade level of the student's enrollment in the School of Primary Responsibility. *Alphanumeric, 2 digits*	Enrollments > General Enrollment Information > Grade Enrollment.grade --- Grade Level Setup > State Grade Level Code GradeLevel.stateCode
Kindergarten Code	Reports the Kindergarten Code of the student's State Grade Level. • When the student's grade is not mapped to a State Grade Level code of KG, reports as null. • When the student's grade level is mapped to a state grade level of KG and Kindergarten Code is entered, reports the code selected. • When state grade level is KG but no Kindergarten Code is selected, reports as NO CODE SELECTED. *Alphanumeric, 3 digits*	Grade Level Setup > Kindergarten Code GradeLevel.kindergartenCode
AltAttendanceFlag	Reports as Y when the Alternative Attendance is marked on the student's enrollment. Otherwise, reports as N. *Alphanumeric, 1 character (Y or N)*	Enrollments > State Reporting Fields > Alternative Attendance Enrollment.alternativeAttendance
Is Attendance Day	Reports a value of Y when School Day, Instruction, and Attendance are marked on the calendar day. Otherwise, reports a value of N. *Alphanumeric, 1 character (Y or N)*	Day Setup > Day Detail > School Day, Instruction, Attendance Day.schoolDay Day.instruction Day.attendance

Field Name	Description	Location
Period Minutes Scheduled	Reports the total minutes for which the student is scheduled for the calendar, schedule structure, and date being reported. • Reports as 0 (zero) when the day is NOT an attendance day. • This does NOT include scheduled minutes from classes that are NOT marked as attendance taking or are NOT scheduled during attendance taking periods in the reported calendar. *Numeric, 3 digits*	Calculated
Day Events	Reports a concatenated code(s) ONLY when the Attendance Day field reports as Y AND code(s) selected in Type are EC or SD separated by a comma. • When this Day record has two EC events and three SD events, the value reports as EC,EC,SD,SD,SD *(or any combination thereof).* Otherwise, reports as NULL. *Alphanumeric, 10 characters*	Day Setup > Day Day Events > Type DayEvent.type
Inst Minutes On Day Events	When the Attendance Day field reports as Y AND the current enrollment is NOT mapped to a state grade code of KG with Kindergarten Session Code of 1 or 2 (half day), reports the total instructional minutes from all events where Type is EC: Emergency Closure or SD: Staff Development on this date. Reports as 0 (zero) when there are NO day events of EC or SD are present, AND the current enrollment is mapped to a state grade code of KG with Kindergarten Session Code is 1 or 2 (half day), AND the start	Day Setup > Day Day Events > Instructional Minutes DayEvent.instructionalMinutes Day Setup > Day Day Events > Type DayEvent.type

Field Name	Description	Location
	and end times are NOT entered on the day event. Reports the total Instructional Minutes from all events where Type is EC or SD on this date. Reports as 0 (zero) when NO day events of EC or SD are present, AND the start and end times ARE entered on the day event. The number of day minutes is calculated based on the student's schedule and reports the number of EC or SD event minutes that overlap the student's schedule. Example: *the student attends AM KG from 8am to 12 noon. (240 min) and an EC day event is entered on this date with start time 11:40 am and end time 3pm. The reported Inst Minutes on Day Event = 220 minutes (8-11:40)* Reports as 0 (zero) when NO day events of EC or SD are present. When IsAttendanceDay reports as N, this field reports as null. *Numeric, 3 digits*	
Max Possible Attendance Minutes	Reports either the Scheduled Day Minutes OR Instructional Minutes on the Day Event, whichever is LESS. *Numeric, 3 digits*	Calculated
Absent Minutes	Reports the total number of minutes the student was marked as absent on this date for all attendance taking classes/periods. *Numeric, 3 digits*	Calculated