

# Student Truancy (lowa)

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#### Tool Search: IA Student Truancy

The Iowa Student Truancy (SF2435) tool assists districts in following Iowa's state legislation by identifying chronic absenteeism and/or student truancy in the selected Calendar/Year.

### **State Definitions**

- A student is **Absent** if they are not physically on school grounds or are not participating in an expected and school-directed activity under the educational staff's direction, supervision, or instructional guidance at an approved off-grounds location for at least half the school day.
  - Whole Day Absence (minutes) and Half Day Absence (minutes) are defined on the Calendar. If BOTH fields are blank, 240 whole-day and 120 half-day are assumed.

Calendar Information ☆								
Save S Mark for Deletion								
Calendar ID Parent Calendar ID 287 266 Name 24-25 Campus School 'Start Date 07/01/2024 D300 Student Day (instructional minutes) 380 Whole Day Absence (minutes)	School 0432 Campus School Schoo Number "End Date 05/29/2025 Teacher Day (minutes) Half Day Absence (minutes)	I (schoolD:14) Sequence Summer School Exclude School Choice						
I ype [: Instructional v Require Student Assignment ] Ignore Master Push Comments rolling 03/25/2024 10:07 AM	External LMS Exclude							

- **Chronically Absent** means any absence from school for more than ten percent of the days or hours in the grading period established by a public school.
- **Truant** is defined as any child of compulsory attendance age who does not qualify for the specified exemptions listed in Senate File 2435, fails to follow the school board's attendance policy, lacks a reasonable excuse for their absence, and has been absent from school for at least 20% of the days or hours in the grading period.



A Student Truancy (SF2435) ☆	Reporting > IA Stat	te Reporting > IA Student Truancy (SF243
Instructions		-
The IA Student Truancy (SF2435) extract assists districts in identifying all possible Attendance Codes that should be excluded from the calcu chronically absent.	g chronic absenteeism and/or student truar Jlation, the Report Range, and the Threshold	icy in the selected Calendar/Year. Select a student must meet to report as
Setup		_
Search Calendars Show Active Year Only Find Schools & Calendars C Expand All Collapse All		
Report Options		-
07/01/2024       06/30/2025         Threshold Percent         Enter % of Days/Hours in the reporting period of which a student must         0R         Threshold Number of Days         Enter the number of Whole Day/Half Days in the reporting period of which a student must         •         EXCLUDED Attendance Codes         Select Attendance Codes to Exclude         Ad Hoc Filter         No Filter         •         Output Options         © Generate Now         Submit to Batch Queue	t be Absent to report. hich a student must be Absent to report. hich a student must be Absent to report. CSV (State Format) HTML	-
Start Date End Date           MM/DD/YYYY         Immodel		_
Report Title	Queued Time 🗼	Status
H 4 1 2 M H		1 - 3 of 5 items

# **Report Logic**

One record per reportable student that meets the Chronic Absenteeism Threshold as selected on the Extract Editor on/between the reporting range selected.



#### **Reportable Student**

- Student State ID must NOT be null.
- Student is NOT marked No Show or State Excluded on the calendar or State Excluded on the mapped State Grade Level Code.

#### **Chronic Absenteeism**

- Student's reportable absence MUST be marked with an Absence code NOT selected on the extract editor as EXCLUDED to count.
- Student's calculated number of days or percent chronically absent in the reporting range meets or exceeds the THRESHOLD selected on the extract editor to report a record.

### **Report Editor**

Data Element	Description
Set Up	
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.
Show Active Year Only	Only calendars for the active school year are available for selection when set to ON.
	selection based on the user's tool rights.
<b>Report Options</b>	
<b>Date Range</b> (required)	<ul> <li>Only records within this date range report.</li> <li>Date Range defaults: <ul> <li>First Date Field: First instructional day in the Calendar selected.</li> <li>Second Date Field: Today's date or the last instructional day in the Calendar selected, whichever comes first.</li> </ul> </li> </ul>
Threshold Percent	<ul> <li>Enter the percentage of days/hours in the reporting period a student must be absent to report.</li> <li>This option is not available if data is entered for <i>Threshold Number of Days</i>.</li> </ul>
Threshold Number of Days	<ul><li>Enter the number of whole days/half days in the reporting period a student must be absent to report.</li><li>This option is not available if data is entered for <i>Threshold Percent</i>.</li></ul>



Data Element	Description
EXCLUDED Attendance Codes	Extract considers all attendance codes NOT selected in this drop list into the Chronic Absenteeism calculation. See Attendance Code Setup for more information.
Ad Hoc Filter	Allows for the selection of a previously created filter. Only students included in the selected filter return on the report.
<b>Output Options</b>	
Report Processing	<b>Generate Now:</b> Select to generate the report immediately, <b>Submit to Batch:</b> Select when you want to determine when the report is generated. Submit to Batch is useful when generating reports for several calendars or larger amounts of reported data. See the Batch Queue article for more information.
Format Type	<ul><li>Determines in which format the report is generated.</li><li>CSV (State Format)</li><li>HTML</li></ul>

# **Report Layout**

Data Element Label	Description	Location		
Year	End Year	Scheduling & Courses > Calendar Setup > School Year Setup > End Year cal.endYear		
DistrictNumber	State District Number	District Information > District Detail > State District Number District.number		
SchoolNumber	State School Number	School & District Settings > Schools > School Information > State School Number School.number		
CalendarName	Calendar Name	Scheduling & Courses > Calendar Setup > Calendar Information > Name cal.name		



Data Element Label	Description	Location		
StudentStateID	Student State ID	Census > People > Demographics > Student State ID		
		Person.stateID		
StudentNumber	Student Number	Census > People > Demographics > Local Student Number		
		student.studentNumber		
LastName	Student's Last Name from the identity active on the report generation date.	Census > People > Identities > Last Name		
		ident.lastName		
FirstName	Student's First Name from the identity active on the report generation date.	Census > People > Identities > First Name		
		ident.firstName		
DOB	Student's Date of Birth in MM/DD/YYYY format.	Census > People > Demographics > Birth Date		
		ident.birthdate		
Age	Student's calculated age as of report generation date based on DOB.	Calculated, not stored.		
GradeLevel	Student's local grade level at the time of report generation	Enrollment > Grade Level		
CAThreeheld	Departs the threshold value entered			
CATTIFESHOID	<ul> <li>Number of Days - report as "value entered Days"</li> <li>Percent - report as "value entered Percent"</li> </ul>	editor but is not stored.		
CAIndicator	Based on the Threshold selected on the Extract Editor, reports the calculated absenteeism from the student's enrollment start date to the student's enrollment end date or the date of report generation (whichever comes first).	Scheduling & Courses > Calendar Setup > Calendar Information > Half Day Absence (minutes) Calculated not stored		
	IF field 12 reports as Number of Days:			



Data Element	Determine Whole Day/Half Day     Absence per Date in the	Location
Label	reporting range:	
	<ul> <li>Consider Half-Day Absent</li> </ul>	
	Minutes marked on the	
	Calendar:	
	<ul> <li>If a value is entered</li> </ul>	
	use this value as	
	the half-day minutes	
	the nan-day minutes	
	<ul> <li>If Hall Day</li> </ul>	
	Minutes on the	
	Calendar Is	
	BLANK, use 120	
	minutes as the	
	1/2 day	
	threshold.	
	<ul> <li>Consider Whole Day Absent</li> </ul>	
	Minutes marked on the	
	Calendar:	
	<ul> <li>If a value is entered,</li> </ul>	
	use this value as	
	the whole-day minutes	
	threshold in the	
	calculation.	
	<ul> <li>If Half Day</li> </ul>	
	Minutes on the	
	Calendar is	
	BLANK, use 240	
	minutes as the	
	whole day	
	threshold.	
<ul> <li>Calculation:</li> </ul>		
1. IF the calculated		
	minutes of their	
	scheduled	
	instructional	
	attendance time that	
	the student is	
	marked <u>absent</u> meets	
	the (whole-day absent	
minutes threshold).		
	count the day as 1.0	
	(full day) absent.	
	2. IF calculated minutes	
	of their scheduled	
	instructional	



Data Element	Description	attendance time that	Location			
Label	the student is mar					
		absent meets the				
	(half-day absent					
		minutes threshold),				
		count the day as .5				
		(half day) absent.				
	3.	IF calculated minutes				
		of the student's				
		scheduled				
		instructional				
		attendance time that				
		the student is				
		marked absent does				
		NOT meet the half-day				
		absent minutes				
		threshold, do not				
		count the student as				
		absent on that date				
	4	Reports the calculated				
		Total				
	• IF field 1	2 reports as Percent				
	IF field 12 reports as Percent     Optermine Calculated					
	per	cent absent:				
	1	Count the number of				
	±.	instructional				
		attendance minutes				
		the student is				
		scheduled during the				
		reporting range				
	2	Count the number of				
	۷.	instructional				
		attendance minutes				
		the student is marked				
		absent during the				
		reporting range				
	2	Divide the total Abcent				
	J.	Minutes hy the total				
		Scheduled Minutes				
		<ul> <li>Multiply the result</li> </ul>				
		hy 100 - then				
		round to the				
		nearest whole				
		number between				
		1 and 100				
		Report calculated				
		Rounding Rules				



Data Element

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Description
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Location

Label

# **Example Report**

Year	DistrictNumber	SchoolNumber	CalendarName	StudentStateID	StudentNumber	LastName	FirstName	DOB	Age	GradeLevel	CAThreshold	CAIndicator
2025	1234	4321	24-25 Adams Middle School	1234567890	123456	Student	Anne	1/6/2010	14	09	5 Percent	5
2025	1234	4321	24-25 Adams Middle School	1234567891	123457	Student	Brian	5/29/2009	15	09	5 Percent	10
2025	1234	4321	24-25 Adams Middle School	1234567892	123458	Student	Carter	8/17/2010	14	09	5 Percent	46
2025	1234	4321	24-25 Adams Middle School	1234567893	123459	Student	David	2/17/2010	14	09	5 Percent	97
2025	1234	4321	24-25 Adams Middle School	1234567894	123460	Student	Eric	6/25/2009	15	09	5 Percent	9
2025	1234	4321	24-25 Adams Middle School	1234567895	123461	Student	Francis	11/9/2009	15	09	5 Percent	100
2025	1234	4321	24-25 Adams Middle School	1234567896	123462	Student	George	10/28/2009	15	09	5 Percent	5
2025	1234	4321	24-25 Adams Middle School	1234567897	123463	Student	Hannah	12/18/2009	14	09	5 Percent	62
2025	1234	4321	24-25 Adams Middle School	1234567898	123464	Student	Iris	8/8/2009	15	10	5 Percent	10
2025	1234	4321	24-25 Adams Middle School	1234567899	123465	Student	Jack	6/25/2009	15	10	5 Percent	7
2025	1234	4321	24-25 Adams Middle School	1234567890	123466	Student	Kyle	4/29/2009	15	10	5 Percent	6

apply).

IA Student Truancy (SF2435)-CSV Format