Student Truancy (Iowa)

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Tool Search: IA Student Truancy

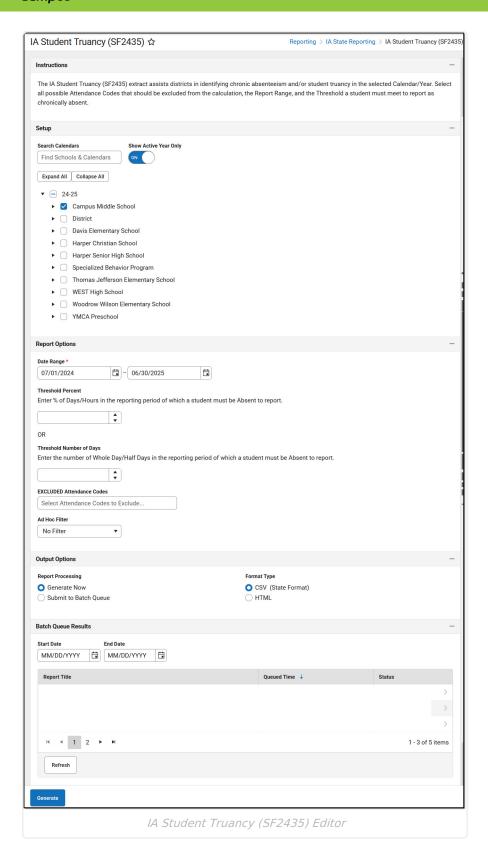[Report Logic](#) | [Report Editor](#) | [Report Layout](#) | [Example Report](#)

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.
- **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.

IA Student Truancy (SF2435) ☆

Instructions

The IA Student Truancy (SF2435) extract assists districts in identifying chronic absenteeism and/or student truancy in the selected Calendar/Year. Select all possible Attendance Codes that should be excluded from the calculation, the Report Range, and the Threshold a student must meet to report as chronically absent.

Setup

Search Calendars   Show Active Year Only

Find Schools & Calendars   [ON]

[Expand All] [Collapse All]

▼ ⊟ 24-25
  ▶ ☑ Campus Middle School
  ▶ ◯ District
  ▶ ◯ Davis Elementary School
  ▶ ◯ Harper Christian School
  ▶ ◯ Harper Senior High School
  ▶ ◯ Specialized Behavior Program
  ▶ ◯ Thomas Jefferson Elementary School
  ▶ ◯ WEST High School
  ▶ ◯ Woodrow Wilson Elementary School
  ▶ ◯ YMCA Preschool

Report Options

Date Range *

07/01/2024 📅 – 06/30/2025 📅

Threshold Percent
Enter % of Days/Hours in the reporting period of which a student must be Absent to report.

[   ] ▲▼

OR

Threshold Number of Days
Enter the number of Whole Day/Half Days in the reporting period of which a student must be Absent to report.

[   ] ▲▼

EXCLUDED Attendance Codes

Select Attendance Codes to Exclude...

Ad Hoc Filter

No Filter ▼

Output Options

Report Processing   Format Type
◉ Generate Now   ◉ CSV (State Format)
◯ Submit to Batch Queue   ◯ HTML

Batch Queue Results

Start Date   End Date
MM/DD/YYYY 📅   MM/DD/YYYY 📅

Report Title	Queued Time ↓	Status
		❯
		❯
		❯

|◀ ◀ **1** 2 ▶ ▶| 1 - 3 of 5 items

[Refresh]

[Generate]

IA Student Truancy (SF2435) Editor

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. When set to OFF, all calendars from all school years are available for selection based on the user's tool rights.
Report Options	
Date Range *(required)*	Only records within this date range report. Date Range defaults: - First Date Field: First instructional day in the Calendar selected. - Second Date Field: Today's date or the last instructional day in the Calendar selected, whichever comes first.
Threshold Percent	Enter the percentage of days/hours in the reporting period a student must be absent to report. This option is not available if data is entered for *Threshold Number of Days*.
Threshold Number of Days	Enter the number of whole days/half days in the reporting period a student must be absent to report. This option is not available if data is entered for *Threshold Percent*.

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.
Output Options	
Report Processing	**Generate Now:** Select to generate the report immediately, **Submit to Batch:** 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	Determines in which format the report is generated. • CSV (State Format) • HTML

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 enrollment.grade
CAThreshold	Reports the threshold value entered on the extract editor: - Number of Days - report as "value entered Days" - Percent - report as "value entered Percent"	Value is entered in the extract editor but is not stored.

Data Element Label	Description	Location

CAIndicator	Reports the calculated Total.
	
	IF field 12 reports as Percent
	  ○ Determine Calculated percent absent:
	
	1. Count the number of instructional attendance minutes the student is scheduled during the reporting range.
	2. Count the number of instructional attendance minutes the student is marked absent during the reporting range.
	3. Divide the total Absent Minutes by the total Scheduled Minutes
	
	  ▪ Multiply the result by 100 - then round to the nearest whole number between 1 and 100.
	  ▪ Report calculated value - (Normal Rounding Rules apply).
	
	IF the student has more than one enrollment:
	  ● Only one record should report per student per calendar.
	    1. IF the student has more than one enrollment in a calendar:
	      ▪ Combine enrollments and report the CAIndicator sum
	    2. IF the student has more than one enrollment within different calendars, the current logic remains
		Scheduling & Courses > Calendar Setup > Calendar Information > Half Day Absence (minutes)
		
		Calculated not stored

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

IA Student Truancy (SF2435)-CSV Format