

Day Count KY Report (Kentucky)

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Tool Search: Day Count KY Report

The Day Count KY Report allows districts to select from a complex range of criteria to pull reports of students based on attendance activity. Kentucky districts actively use this report daily in the day-to-day management of schools, including perfect attendance awards, identification of students with poor attendance, and numerous other purposes.

This report is only available for District-edition users and is NOT submitted to the state.

Day Count KY Report ☆

Attendance Office > Reports > Day Count KY Report

Attendance Day Count Report

This report calculates attendance based off Kentucky's customized attendance calculation, and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade

00
01
02
03
3

☐ Ad Hoc Filter

☐ Active Students Only

Choose the scope of attendance data to be included in the report for the selected students:

☒ Calendar Only ☐ District-Wide

Start Date

End Date

Absent Calculation: ☒ FTE ☐ Absent Events

☒ Having at least Absent Days

Having at most Absent Days

☒ AND ☐ OR

Having at least Tardy Events

Having at most Tardy Events

☐ Having at least Total Events including Tardies

Having at most Total Events including Tardies

Exclude Enrollment Type ☐ S: Partial ☐ N: Special Ed Service

Attendance Options ☐ Unexcused ☐ Excused ☒ Both

Suspended Options ☒ Include Suspension Days ☐ Exclude Suspension Days

Sort Options ☒ Name ☐ Grade & Name ☐ Absent Days ☐ Absent Events ☐ Tardy Events

Generate Report

Day Count KY Report Extract Editor

Report Logic

Report Occurrence: Continuous (Daily)

Scope: The Day Count can report a list of students from a single calendar. However, users have the option of running the report in “District Mode.” This causes the report to check for an individual student’s attendance across an entire district, but does not pull students other than those on the calendar selected in the toolbar.

Selection Criteria

Student Selection

- All students from the calendar selected in the Campus toolbar report by default. No-show students are excluded.
- When a schedule structure is selected, students only report from the selected schedule structure.
- Suspension Days can be excluded from consideration.
- Grade level and Ad hoc selection options are available. When these options are used, the district and calendar options still apply to the scope of attendance for the students selected via these methods.
- When no students qualify for the report based on the criteria entered in the Day Count editor, the report reports as “No Data.”
- When a student is not enrolled in the calendar selected in the toolbar during the date range entered by the user on the Day Count extract editor, that student does not report on the Day Count, even when their enrollment takes place entirely prior to or after the date range.
 - This is true even when that same student has active enrollment somewhere else in the district. The calendar in the toolbar completely drives the selection criteria for the student list.
- When a grade is specified in the extract editor and the calendar only checkbox is marked, students report ONLY when their most recent primary enrollment in the selected calendar corresponds to one of the selected grades.
- When a grade is specified in the extract editor and the district-wide checkbox is marked, students report ONLY when their most recent primary enrollment in the district corresponds to one of the selected grades.
- Students with only an enrollment service type of N: Special Ed Services DO NOT report. The report does not distinguish between service types when reporting students.

Scope of Attendance

- The scope of attendance is determined by the “District” vs “Calendar” options in the Day Count editor. Calendar is the default. Regardless of which of these options is selected, the report only pulls the students who correspond to the calendar/schedule structure in the toolbar (or the selected grade or Ad hoc value).
- When Calendar is selected, the Day Count reports only the attendance for the student from the calendar selected in the toolbar.
- When District is selected, the Day Count reports attendance from any school the student has

attended in the district.

- Even when a grade is specified in the extract editor, all attendance for the entire year report for the student, regardless of grade.
- The report does not distinguish between enrollment service types when pulling attendance for a student.

Extract Editor

The Day Count editor provides extensive options for selecting types of absences and absent/tardy values that determine which students report. Some of these options interact or have specific logic, identified below:

Section	Field	Description
Which students would you like to include in the report?	Grade	Narrows the report results by grade.
	Ad hoc Filter	Narrows the report results by a pre-made Ad hoc filter.
	Active Students Only	Narrows the report to only active students.
Choose the scope of attendance data to be included in the report for the selected students:	Calendar Only or District-Wide	See the Scope of Attendance section above for a full description of how these options work.
Date Range	Start Date	The first day on which the report pulls data.
	End Date	The last day on which the report pulls data.

Section	Field	Description
Absence Calculations	FTE or Absent Events	<p>The FTE calculation allows the report to trigger based on the Kentucky Truancy WDHD calculation (eg, .5 day absent).</p> <p>The Absent Events calculation allows the report to trigger based on the number of days the student was absent (Multiple absences in a single day count as one absence).</p> <p>There is no FTE option for tardies because tardies are always treated as “events” in the Kentucky attendance model.</p> <p>The tardy value fields can be used in concert with the absence value fields. For example:</p> <ul style="list-style-type: none"> A user enters “Having at least 3.5 absent days AND 2 tardies.” <p>Any text box left blank in this section is disregarded. For example:</p> <ul style="list-style-type: none"> The user enters “Having at most 3.5 absent days” and leaves all other criteria blank. The report returns results based only on the absent days criteria. <p>The absent days textbox allows users to enter values greater than .1. However, only days on which the student has enough absent minutes to exceed a tardy report.</p>
	Having at least [X] Absent Days Having at most [X] Absent Days	Input the number of absent days to narrow the number of reported students.
Absence and Tardy Sections		

Section	Field	Description
	AND/OR	<p>AND is the default option. When a user enters criteria for both absent days and tardies, the report pulls students who meet both sets of criteria. For example, “At least 3 Absent Days” AND “At least 2 Tardies” report only students who have both 3 Absent Days and 2 Tardies. Students who have 3 Absent Days and no Tardies will not be pulled.</p> <p>OR: When chosen, reports students who meet EITHER the absent criteria OR the tardy criteria. For example, “At least 3 Absent Days” OR “At least 2 Tardies” reports students who have either three Absent Days or students who have two Tardies. Students who have three Absent Days and no Tardies report. Students who have two Tardies and one Absent Day will report. Students who have three Absent Days and two Tardies also report.</p>
	Having at least [X] Tardy Events Having at most [X] Tardy Events	Input the number of tardy events to narrow the number of reported students.
	Having at least [X] Total Events including Tardies Having at most [X] Total Events including Tardies	This section only calculates on an event basis and counts absences and tardies equally.
Exclude Enrollment Type	S: Partial or N: Special Ed Services	This section allows users to select whether they wish to exclude students who only have partial enrollment, special ed services enrollment, or both in the day count report.
Attendance Options	Unexcused or Excused or Both	This section applies to both tardy and absent days. The report cannot be run with mixed options (unexcused tardies and excused absences, for example).
Suspended Options	Include Suspension Days or Exclude Suspension Days	This section will by default exclude all suspension attendance from consideration.

Section	Field	Description
Sort Options	Name or Grade & Name or Absent Days or Absent Events or Tardy Events	The report presents all of these columns: Name, Grade & Name, Absent Days, Absent Events, and Tardy Events. This section allows the user to determine which column should provide the primary sort.

Report Layout

Header Logic

Some items in the header appear conditionally. Logic related to these header items is as follows:

- When either Tardy Events or Absent Days is left blank in the Day Count Editor, the header still shows the label “Absent Days:” and “Tardy Events:” followed by a blank space.
- When “at least” is blank while “at most” has a value, “at least” is assumed to be 0, and 0 should show for the first value in the header.
- When “at most” is blank while “at least” has a value, “at most” displays as blank.
- To the right of the section that shows “All Grades,” the start date and end date entered in the extract editor display (XX/XX/XXXX - XX/XX/XXXX).
- When the “Active Students Only” checkbox is checked in the extract editor, the phrase “Active Students Only” to the right of “Sort By XXX” displays.
- “Include Suspension Days” or “Exclude Suspension Days” are included depending on selection in extract editor, to the far right of the bottom line.
- When an Ad hoc filter is chosen, the Ad hoc filter is included in the header.
- The “And” or “Or” radio button selection is represented in the header in the space between the Absent and Tardy criteria ranges in the header (eg, Absent Days: .5 - 10 OR Tardy Events: 3-20).
- When the bottom “Total Events” section radio button is chosen, in the same place as the “Absent Days: 2-20” would have been, the range for the Total Events is included. Regardless of whether a range is chosen, though, the phrase “Total Events” always displays here when the Total Events section is selected.

Report Data Elements

Data Element	Description	Location
Student	The student's last name, first name, and middle initial. <i>Alphanumeric</i>	Census > People > Demographcis identity.lastName identity.firstName
Student#	The local student number (not State ID). <i>Alphanumeric</i>	Census > Local Student Number

Data Element	Description	Location
Grade	<p>The local grade (not State Grade).</p> <p>Grade Level Reported is the most recent primary enrollment. When the Calendar Only radio button is selected, it reports the most recent primary enrollment within the calendar selected. When the District-Wide radio button is selected, it reports the most recent primary enrollment within the district. When no primary enrollment exists, it uses the grade level tied to the most recent enrollment.</p> <p><i>Alphanumeric</i></p>	Enrollment > Grade
Absent Days	<p>The WDHD Truancy value for total absent days that take place during the time frame.</p> <p><i>Numeric, NN.N</i></p>	Attendance Summary Table
Absent Events	<p>Counts once for each day on which a student is Absent more than 35% of the scheduled day. Truancy value.</p> <p><i>Whole Number</i></p>	Attendance Summary Table
Tardy Events	<p>Counts once for each day on which a student is absent less than or equal to 35% of the scheduled day. Truancy value.</p> <p><i>Whole Number</i></p>	Attendance Summary Table