

# NJSLEDS SID Management Attendance Details

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Tool Search: NJSLEDS Extracts

Attendance data validation tools are available to review student attendance data prior to generating the [NJSLEDS SID Management](#) extract. Two options are available:

- **NJSLEDS SID Management Attendance Period Details** - Generates a list of attendance data for each student in a seven-day range (start and end date must be no more than a range of 7 days) for each period of the day, and includes a total number of present and absent minutes for both in-classroom attendance and virtual attendance.
- **NJSLEDS SID Management Attendance Day Details** - Generates a list of attendance data for each student for each day in a 31-day range (start and end date must be no more than a range of 31 days) and includes a total number of present and absent minutes for both in-classroom attendance and virtual attendance.

Use these Validation reports to assist with troubleshooting attendance calculations you feel are in error. By comparing the results of the [NJSLEDS SID Management](#) extract with the validation reports, attendance issues can be corrected before submitting information to the state.

If you have concerns about the results, please submit a case to Support and include the CSV output.

NJSLEDS Extracts ☆

Reporting > NJ State Reporting > NJSLEDS Extracts

NJSLEDS File Extract

This tool will extract data to complete the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) reporting extract for October and December or EOY. Choose the State Format (CSV) to get the file in the state-defined CSV file format, otherwise choose HTML or PDF for testing/debugging. Each extract contains a 1 line header.

Snapshot Date can be obtained by entering the same date for the Reporting Period Start Date and Reporting Period End Date.

Extract Options

Select Calendar

Extract Type

NJSLEDS State Submission

Reporting Period Start Date

NJSLEDS State Submission

Reporting Period End Date

NJSLEDS Special Ed Submission

Students w/o stateIDs

NJSLEDS SID Management

Use Enrollment Programs

NJSLEDS SID Management Attendance Period Details

State Exclude

NJSLEDS SID Management Attendance Day Details

Ad Hoc Filter

NJSLEDS Staff Course Data

Format

NJSLEDS Student Course Data

State Format(CSV w/ header)

NJSLEDS CTE Submission

active year

list by school

list by year

25-26

25-26 Adams High School

25-26 Carter Middle School

25-26 Franklin School

25-26 Hoover School

25-26 Jefferson School

25-26 Lincoln School

Generate Extract

Submit to Batch

*SID Management Attendance Validation Extracts*

## Report Editor

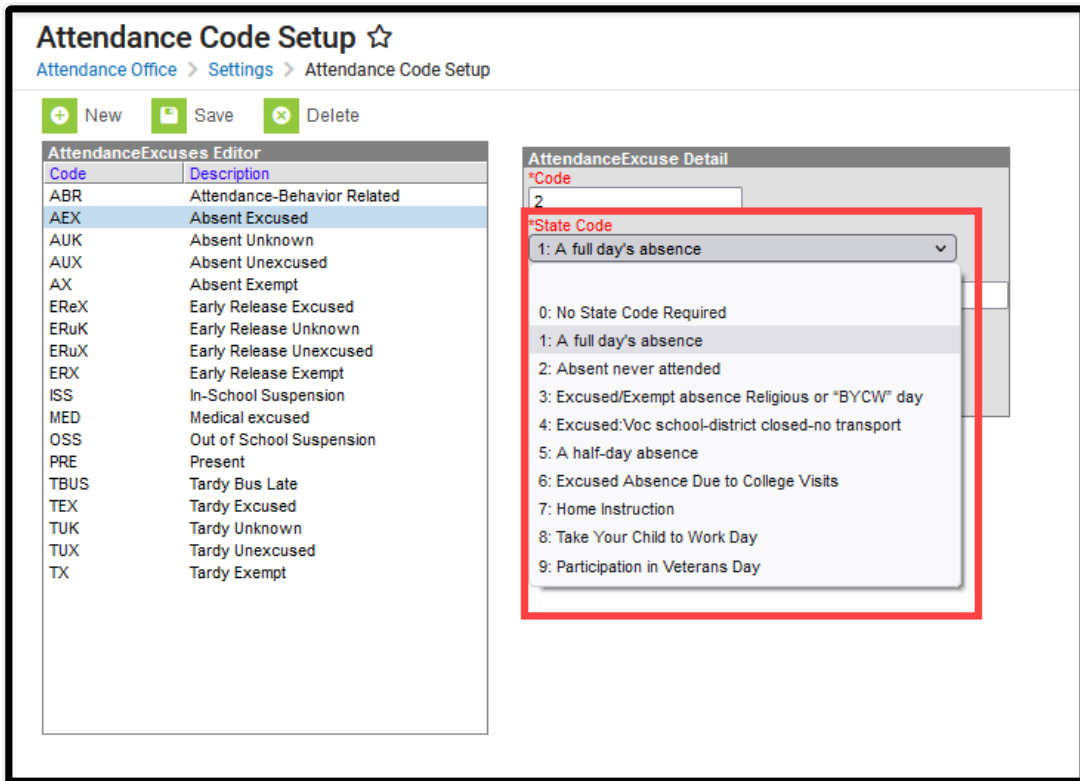
Field	Description
<b>Extract Type</b>	Selection determines which extract is generated. <ul style="list-style-type: none"> <li>• <b>NJSLEDS SID Management Attendance Period Details</b></li> <li>• <b>NJSLEDS SID Management Attendance Day Details</b></li> </ul>
<b>Reporting Period Start Date</b>	The entered date determines the time frame of the extract, which reports only student data as of that date. Dates are entered in mmddyy format or can be chosen using the calendar icon.
<b>Reporting Period End Date</b>	The entered date determines the time frame of the extract, reporting only that student data as of that date. Dates are entered in mmddyy format or can be chosen by using the calendar icon. The end date field is auto-populated with the current date.
<b>Students without state IDs</b>	When marked, students who have not been assigned a state ID will be returned, along with those who have been assigned a state ID.
<b>State Exclude</b>	Droplist options include: <ul style="list-style-type: none"> <li>• Exclude State Exclude Enrollments <i>(default)</i></li> <li>• Include State Exclude Enrollments</li> <li>• Only State Exclude Enrollments</li> </ul>
<b>Ad Hoc Filter</b>	When selected, only those students in the filter will be included in the selected NJSLEDS extract.
<b>Format</b>	Indicates how the report generates: <ul style="list-style-type: none"> <li>• HTML</li> <li>• CSV format (state format)</li> </ul>
<b>Calendar Selection</b>	Selection indicates from where the data is pulled.
<b>Generate Report</b>	Generate the results immediately in the selected format.
<b>Submit to Batch</b>	Sends the extract to the <a href="#">Batch Queue</a> . Batch Queue functionality enables you to schedule when the report is generated, thereby reducing the impact on system performance.

## Attendance Codes

Each attendance record counted in the validation reports uses the assigned State Code. For ease of calculation, only one attendance code is used per student per day, with the code corresponding to the most minutes assigned taking precedence.

For example, if a student is marked as Absent/Excused for periods 2, 3, 4, and 5 using an attendance code associated with State Code 3 with a total of 240 minutes of absence, and marked as Absent/Unknown for period 1 using an attendance code associated with State Code 5 with a total of 60 minutes of absence, the primary state attendance code for that day would be 3 (not 5). State Code 5, Half-Day Attendance, does not impact how the day is processed and does not

prevent the student from being marked as having a full day of absence.



**Attendance Code Setup** ☆

Attendance Office > Settings > Attendance Code Setup

+ New    Save    Delete

Code	Description
ABR	Attendance-Behavior Related
AEX	Absent Excused
AUK	Absent Unknown
AUX	Absent Unexcused
AX	Absent Exempt
EReX	Early Release Excused
ERuK	Early Release Unknown
ERuX	Early Release Unexcused
ERX	Early Release Exempt
ISS	In-School Suspension
MED	Medical excused
OSS	Out of School Suspension
PRE	Present
TBUS	Tardy Bus Late
TEX	Tardy Excused
TUK	Tardy Unknown
TUX	Tardy Unexcused
TX	Tardy Exempt

**AttendanceExcuse Detail**

\*Code  
2

\*State Code  
1: A full day's absence

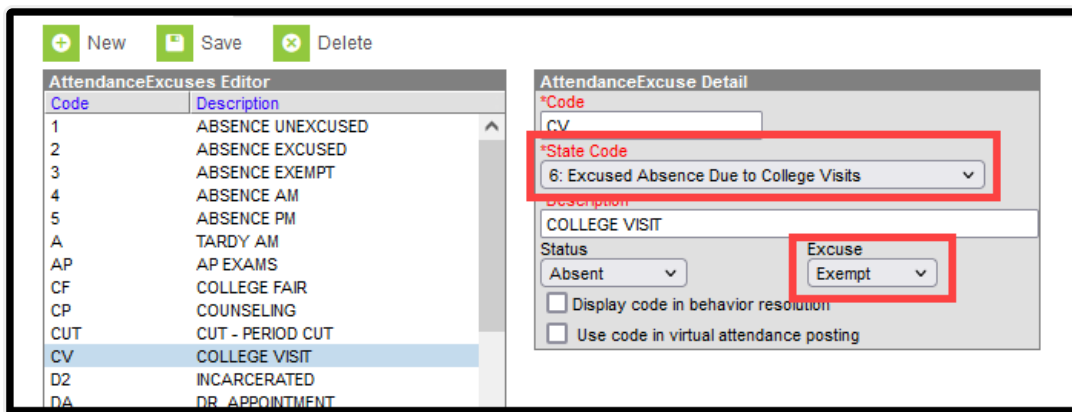
0: No State Code Required  
1: A full day's absence  
2: Absent never attended  
3: Excused/Exempt absence Religious or "BYCW" day  
4: Excused/Voc school-district closed-no transport  
5: A half-day absence  
6: Excused Absence Due to College Visits  
7: Home Instruction  
8: Take Your Child to Work Day  
9: Participation in Veterans Day

*State Codes for Attendance Statuses*

Acceptable **Attendance Codes** for a State Excused Day must have one of the following State Codes selected:

- 3: Excused/Exempt absence, Religious or BYCW day
- 4: Excused Vocational School, District closed no transport
- 6: Excused Absence Due to College Visits
- 8: Take Your Child to Work Day
- 9: Participation in Veterans' Day

Acceptable **Excuse Codes** for a State Excused Day must have an Excuse value of Exempt.



*Attendance Code Setup for Excused Day*

**Attendance entries with a State Code of 5: Half-Day Absence take precedence over every other state code assignment.**

The following table lists the State Code and Excuse Codes used to determine whether Present Minutes, Absent Minutes, and Excused Minutes are calculated for an attendance entry.

Excuse Code	Present Minutes	Absent Minutes	Excused Minutes
<b>Attendance entry with a State Code of 3, 4, 6, 8, or 9:</b>			
U: Unknown	No	Yes	No
E: Excused	No	Yes	No
X: Exempt	No	No	Yes
<b>Attendance entry with a State Code that is NOT 3, 4, 6, 8, or 9:</b>			
U: Unknown	No	Yes	No
E: Excused	No	Yes	No
X: Exempt	No	Yes	No

## Attendance Period Details Validation

The Period Details Validation generates a list of attendance data for each student within a seven-day range (with start and end dates that must be no more than 7 days apart) for each period of the day, and includes the total number of present and absent minutes for both in-classroom and virtual attendance.

## Calculation for Attendance Period Details Validation

The following details the steps used to calculate attendance period minutes. Click on the image to display a larger view.

## Step 1. Assign Minutes to Presence or Absence

For each attendance record, a status of Present or Absent is assigned. When students attend in-person classes, an attendance record most often indicates a student was absent. When students attend virtual classes, an attendance record typically indicates that a student was present.

In the image below, a student who was marked absent from in-person classes has a total of 55 minutes absent, while a student who was marked as present for virtual classes has a total of 55 minutes present.

Internal Status	Displayed as on Detail Data Report	Date	Start Time	End Time	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present
PA	Physical Absent	1/9/2021	8:00	8:55	55	55	0	0	0
PP	Physical Present	1/9/2021	9:00	9:55	55	0	55	0	0
VN	Remote Absent	1/9/2021	10:00	10:55	55	55	0	55	0
VP	Remote Present	1/9/2021	11:00	11:55	55	0	55	0	55

*Attendance Minutes for Present or Absent*

## Step 2. Adjust based on State Codes 3, 4, 6, 8, 9, and Excuse = Exempt

That 55 minutes of absent/present is adjusted for the state code assigned to the attendance record, as well as the Exempt excuse. Absent minutes for State Code 5 are not adjusted in this step. A state code of 3, 4, 6, 8, or 9 counts those 55 minutes as excused.

Internal Status	Displayed as on Detail Data Report	Excuse Category	State Code	Minutes Present from Absence Record	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes
PA	Physical Absent	Exempt(X)	NOT( 3,4,6,8,9 )	10	55	55	0	0	0	0
PP	Physical Present				55	0	55	0	0	0
VN	Remote Absent	Exempt(X)	3,4,6,8,9	10	55	0	0	0	0	55
VP	Remote Present				55	0	55	0	0	0

*Attendance Entry for Exempt Records*

## Step 3. Adjust for Minutes Present from Absent Record with Absent Minutes Greater than Zero

The total number of minutes the student is marked as Present is subtracted from the total period minutes. The result is reported as the student's total absent minutes for that period (the value should be greater than zero).

Internal Status	Displayed as on Detail Data Report	Excuse Category	State Code	Minutes Present from Absence Record	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes
Records with Non-Exempt Absent Minutes										
PA	Physical Absent	Exempt(X)	NOT( 3,4,6,8,9 )	10	55	45	10	0	0	0
PP	Physical Present				55	0	55	0	0	0
VN	Remote Absent	Unknown or Unexcused(U)	Any State Code		10	55	45	10	10	0
VP	Remote Present	Excused (E)			55	0	55	0	0	0
Records with State Excused Minutes										
PA	Physical Absent	Exempt(X)	3,4,6,8,9	10	55	0	10	0	0	45
PP	Physical Present				55	0	55	0	0	0
VN	Remote Absent	Exempt(X)	3,4,6,8,9	10	55	0	10	0	10	45
VP	Remote Present				55	0	55	0	0	0

*Absent Minutes Greater Than Zero*

## Generate the Attendance Period Details Validation Report

1. Select **NJSLEDS SID Management Attendance Period Details** from the **Extract Type** dropdown list.
2. Enter a **Reporting Period Start Date**.

3. Enter a **Reporting Period End Date**. Note that the Start and End Date ranges cannot exceed seven days.
4. Mark the **Student w/o stateIDs** if those students should appear in the report.
5. Indicate the **Format** in which the report should be generated.
6. Click the **Generate Extract** button to generate the report in the desired format.  
Alternatively, use the Submit to Batch button (if applicable) to choose when the extract is generated.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y		
1	DetailRepo	Calendar	VirtualPart	WholeDay	StateID	LastName	FirstName	MiddleName	Date	ShareTime	StartTime	EndTime	Scheduled	Attended	SI	district	Atter	Excus	Statx	Acce	Mini	Present	Absent	Min	RemotePre	RemoteAb	StateExcus
2	Attendance 21-22	Berg Disabled		240	123456789	Student	Andrew	James	#####	N	8:54 AM	9:44 AM	50	Physical	Present							50	0	0	0	0	
3	Attendance 21-22	Berg Disabled		240	123456789	Student	Andrew	James	#####	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
4	Attendance 21-22	Berg Disabled		240	123456789	Student	Andrew	James	#####	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
5	Attendance 21-22	Berg Disabled		240	123456789	Student	Andrew	James	#####	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
6	Attendance 21-22	Berg Disabled		240	123456789	Student	Andrew	James	8/2/2021	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
7	Attendance 21-22	Berg Disabled		240	123456789	Student	Andrew	James	8/3/2021	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
8	Attendance 21-22	Berg Disabled		240	234567890	Student	Gavin		#####	N	8:00 AM	8:50 AM	50	Physical	Present								50	0	0	0	0
9	Attendance 21-22	Berg Disabled		240	234567890	Student	Gavin		#####	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
10	Attendance 21-22	Berg Disabled		240	234567890	Student	Gavin		#####	N	8:00 AM	8:50 AM	50	Physical	Present								50	0	0	0	0
11	Attendance 21-22	Berg Disabled		240	234567890	Student	Gavin		#####	N	8:54 AM	9:44 AM	50	Physical	Present								50	0	0	0	0
12	Attendance 21-22	Berg Disabled		240	234567890	Student	Gavin		#####	N	8:00 AM	8:50 AM	50	Physical	Present								50	0	0	0	0

SID Management Attendance Period Details

## Attendance Period Details Validation Report Layout

Field	Description	Location
<b>Detail Report Type</b>	Indicates which validation report displays. Reports <b>Attendance Data by Period</b> for all students.	N/A
<b>Calendar</b>	Lists from which calendar the data was pulled. This is the name of the calendar selected in the Report editor.	Calendar > Calendar > Name Calendar.name
<b>Virtual Participation Preference</b>	Indicates whether Virtual Attendance Preferences have been enabled for the selected district.  When the Enable Virtual Attendance checkbox is marked on the <b>Virtual Attendance Preferences</b> tool, it displays a value of Enabled. When it is NOT marked, it displays a value of Disabled.	Attendance > Virtual Attendance Preferences > Enable Virtual Attendance
<b>Whole Day Absence</b>	Indicates the total number of minutes that is considered a full day of absence. This is the value entered in the Whole Day Absence field on the Calendar Detail tool.	Calendar > Calendar > Whole Day Absence Calendar.wholeDayAbsence

Field	Description	Location
<b>State ID</b>	Reports the student's assigned State ID number.	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	Reports the last name of the student.	Census > People > Demographics > Person Information > Last Name  Identity.lastName
<b>First Name</b>	Reports the first name of the student.	Census > People > Demographics > Person Information > First Name  Identity.firstName
<b>Middle Name</b>	Reports the middle name of the student.	Census > People > Demographics > Person Information > Middle Name  Identity.middleName
<b>Date</b>	Reports the date of the student's attendance entry.	
<b>Share Time Enrollment</b>	Indicates whether the student is full-time enrolled in the selected calendar or shares time with enrollment in another calendar.	Student Information > General > Enrollments > State Reporting Fields > Shared Time
<b>Start Time</b>	Lists the start time of the first period in which the student is enrolled.	Calendar > Calendar > Periods > Period Selection > Start Time
<b>End Time</b>	Lists the end time of the first period in which the student is enrolled.	Calendar > Calendar > Periods > Period Selection > End Time
<b>Scheduled Period Minutes</b>	Reports the total number of minutes in that scheduled period.	Calendar > Calendar > Periods > Period Selection > Period Info
<b>Attended Status</b>	Lists the student's status for the day.	Student Information > General > Attendance > Attendance Record > Status

Field	Description	Location
<b>District Attendance Code</b>	Lists the attendance code assigned for the attendance entry for that day.	Student Information > General > Attendance > Attendance Record > Code
<b>Excuse Category</b>	Indicates whether the attendance excuse is Unexcused, Unknown, or Excused.	Student Information > General > Attendance > Attendance Record > Excuse
<b>State Attendance Code</b>	Reports the State Code assigned to the attendance code.	Attendance > Attendance Code > Attendance Excuse Detail > State Code
<b>Acceptable Attendance Code for State Excused Days</b>	Indicates whether the attendance state code (3, 4, 6, 8, or 9) is valid for the excused days recognized by the state. Reports Yes or No.	Attendance > Attendance Code > Attendance Excuse Detail > State Code
<b>Acceptable Excuse Code for State Excused Days</b>	Indicates whether the excuse reason (Exempt) is valid for the excused days recognized by the state. Reports Yes or No.	Attendance > Attendance Code > Attendance Excuse Detail > Excuse
<b>Minutes Present on Absence Record</b>	Reports the total number of minutes the student was considered present for a period when the attendance record indicates an absence.	Student Information > General > Attendance > Attendance Record > Present Minutes
<b>Present Minutes</b>	Lists the total number of minutes for which the student was marked present for the entire period.	Student Information > General > Attendance > Attendance Record > Present Minutes
<b>Absent Minutes</b>	Lists the total number of minutes for which the student was marked absent.  Unless noted otherwise, a student is considered absent for the entire period.	Student Information > General > Attendance > Attendance Record
<b>Remote Present Minutes</b>	Lists the total number of minutes for which the student was marked present for remote (virtual) learning.	Student Information > General > Attendance > Attendance Record > Present Minutes
<b>Remote Absent Minutes</b>	Lists the total number of minutes for which the student was marked absent for remote (virtual) learning.	Student Information > General > Attendance > Attendance Record



Field	Description	Location
<b>State Excused Minutes</b>	Lists the total number of minutes the student was marked as excused and approved by the state.	Attendance > Attendance Code > Attendance Excuse Detail > State Code, Excuse
<b>Days Open</b>	Reports the total number of calendar days in the selected calendar.	Calendar > Calendar > Days > Start Date, End Date

## Attendance Day Details Validation

Generates a list of attendance data for each student for each day within a 31-day range (with start and end dates that must be no more than 31 days apart), including the total number of present and absent minutes for both in-classroom and virtual attendance.

### Calculation for Attendance Day Details Validation

The following details the steps used to calculate attendance day minutes and provides information on how multiple state codes and excused codes are processed in a single day. Click on the image to display a larger view.

#### Step 1. Determine Primary Attendance Code

Out of the eight periods in one day, three periods have a State Code assigned - two with State Code 3, one with State Code 5. The number of period minutes covered by State Code 3 is 100; the number of period minutes covered by State Code 5 is 50. **The primary state attendance code for the day is 3.**

Periods to Summarize	Whole Day Absence	Shared Time Enrollment	State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes
1	240	No	5	50	40	10	0	0	0
2	240	No		50	0	50	0	0	0
3	240	No		50	40	10	40	10	0
4	240	No		50	0	50	0	0	0
5	240	No	3	50	0	10	0	0	40
6	240	No		50	0	50	0	0	0
7	240	No	3	50	0	10	0	10	40
8	240	No		50	0	50	0	0	0

*Primary Attendance Code for the Day*

#### Step 2. Summarize the Minutes

8 periods in a day x 50 minutes = 400 total minutes of a day.

A whole day of absence is 240. Of those 400 minutes, the student was physically absent for 80, virtually absent for 40, physically present for 240, and virtually present for 20, with 80 minutes considered excused based on the assigned state code.

Whole Day Absence	Shared Time Enrollment	Primary State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes
240	No	3	400	80	240	40	20	80

Summary of Day Minutes

### Step 3. Calculate Day Absent

When Physically Absent Minutes are greater than the Calendar minutes minus Whole Day Absence, the student has 1 day of absence.

Whole Day Absence	Shared Time Enrollment	Primary State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes	Days Absent	Days Present	Remote Days Absent	Remote Days Present
240	No	5	400	300	100	0	0	0	1	0	0	0
240	No	5	400	300	0	300	0	100	1	0	1	0
240	No	0	400	300	100	300	100	0	1	0	1	0
240	No	1	400	50	350	50	350	0	0	1	0	1
240	No	5	400	400	0	400	0	0	1	0	1	0
240	No	3	400	0	0	0	400	0	0	1	0	0
240	No	3	400	50	50	50	50	300	0	1	0	1
240	Yes	4	250	150	100	150	100	0	0	1	0	1
240	Yes		250	0	250	0	250	0	0	1	0	1
240	Yes		250	250	0	250	0	0	1	0	1	0

Days Absent Calculation

### Step 4. Shared Time = 1 Absent Day

When the student has a Shared Time Enrollment and the Absent Minutes are greater than the Whole Day Absence are divided by 2, the student has 1 day of absence.

Whole Day Absence	Shared Time Enrollment	Primary State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes	Days Absent	Days Present	Remote Days Absent	Remote Days Present
240	No	5	400	300	100	0	0	0	0	1	0	0
240	No	5	400	300	0	300	0	100	1	0	1	0
240	No	0	400	300	100	300	100	0	1	0	1	0
240	No	1	400	50	350	50	350	0	0	1	0	1
240	No	5	400	400	0	400	0	0	0	1	0	1
240	No	5	400	0	0	0	400	0	0	1	0	0
240	No	5	400	50	50	50	50	300	0	1	0	1
240	Yes	4	250	150	100	150	100	0	1	0	1	0
240	Yes		250	0	250	0	250	0	0	1	0	1
240	Yes		250	250	0	250	0	0	1	0	1	0
240	Yes	5	250	250	0	250	0	0	1	0	1	0

Calculation for Shared Time Enrollments

### Step 5. Shared Time = Half Day

When the student has a Shared Time Enrollment, and the Absent Days and Days Present are divided by 2, the student has a half day of absence.

Whole Day Absence	Shared Time Enrollment	Primary State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes	Days Absent	Days Present	Remote Days Absent	Remote Days Present
240	No	5	400	300	100	0	0	0	0	1	0	0
240	No	5	400	300	0	300	0	100	1	0	1	0
240	No	0	400	300	100	300	100	0	1	0	1	0
240	No	1	400	50	350	50	350	0	0	1	0	1
240	No	5	400	400	0	400	0	0	0	1	0	1
240	No	3	400	0	0	0	400	0	0	1	0	0
240	No	3	400	50	50	50	50	300	0	1	0	1
240	Yes	4	150	150	0	150	0	0	0.5	0	0.5	0
240	Yes		150	0	150	0	150	0	0	0.5	0	0.5
240	Yes		150	150	0	0	0	0	0.5	0	0	0
240	Yes		150	90	60	90	60	0	0	0.5	0	0.5

Calculation for Shared Time Enrollments for Half Day Absence

### Step 6. Process Primary State Code 5

Attendance Records for days with a primary State Code of 5 do not use absent minutes to determine the daily attendance. These records are treated as half-day absences, and a student is

counted as having a full day of attendance, except if the student is a Shared Time student, in which case the student receives a half day (.5) of absence.

Whole Day Absence	Shared Time Enrollment	Primary State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes	Days Absent	Days Present	Remote Days Absent	Remote Days Present
240	No	5	400	300	100	0	0	0	0	1	0	0
240	No	5	400	300	0	300	0	100	1	0	1	0
240	No	0	400	300	100	300	100	0	1	0	1	0
240	No	1	400	50	350	50	350	0	0	1	0	1
240	No	5	400	400	0	400	0	0	0	1	0	1
240	No	3	400	0	0	0	0	400	0	1	0	0
240	No	3	400	50	50	50	50	300	0	1	0	1
240	Yes	4	150	150	0	150	0	0	0.5	0	0.5	0
240	Yes		150	0	150	0	150	0	0	0.5	0	0.5
240	Yes		150	150	0	0	0	0	0.5	0	0	0
240	Yes	5	150	90	60	90	60	0	0.5**	0	0.5	0

\*\* missing a half day when you are there only a half day student = absent

Attendance State Code 5

## Step 7. Process Days with All State Excused Minutes

When the total Period Minutes for the day are less than or equal to the Period Minutes State Excused by an Exempt State Code, Days Present and Days Absent equals 0 and Days Excused equals 1.

Whole Day Absence	Shared Time Enrollment	Primary State Code	Period Minutes	Physical Absent	Physical Present	Remote Absent	Remote Present	State Excused Minutes	Days Absent	Days Present	Remote Days Absent	Remote Days Present	State Excused Days
240	No	5	400	300	100	0	0	0	0	1	0	0	0
240	No	5	400	300	0	300	0	100	1	0	1	0	0
240	No	0	400	300	100	300	100	0	1	0	1	0	0
240	No	1	400	50	350	50	350	0	0	1	0	1	1
240	No	5	400	400	0	400	0	0	0	1	0	1	1
240	No	3	400	0	0	0	0	400	0	0	0	0	1
240	No	3	400	50	50	50	50	300	0	1	0	1	1
240	Yes	4	150	0	0	0	0	150	0	0	0	0	0.5
240	Yes		150	0	1	0	0	149	0	0.5	0	0	0
240	Yes		150	150	0	0	0	0	0.5	0	0	0	0

State Excused Minutes

## Generate the Attendance Day Details Validation Report

1. Select **NJSLEDS SID Management Attendance Day Details** from the **Extract Type** dropdown list.
2. Enter a **Reporting Period Start Date**.
3. Enter a **Reporting Period End Date**. Note that the Start and End Date ranges cannot exceed seven days.
4. Mark the **Student w/o stateIDs** if those students should appear in the report.
5. Indicate the Format in which the report should be generated.
6. Click the **Generate Extract** button to generate the report in the desired format.  
Alternatively, use the Submit to Batch button (if applicable) to choose when the extract is generated.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	DetailRepo	WholeDay	VirtualPart	StateID	LastName	FirstName	MiddleName	Date	ShareTime	PeriodMini	Prim	Accepi	PresentM	AbsentMini	RemotePre	RemoteAb	StateExcus	PresentDay	AbsentDay	RemotePre	RemoteAb	StateExcus	DaysOpen
2	Attendance	240	Disabled	345678901	Student	Amber				50			50	0	0	0	0	1	0	0	0	0	24
3	Attendance	240	Disabled	345678901	Student	Amber				50			50	0	0	0	0	1	0	0	0	0	24
4	Attendance	240	Disabled	345678901	Student	Amber				50			50	0	0	0	0	1	0	0	0	0	24
5	Attendance	240	Disabled	345678901	Student	Amber				50			50	0	0	0	0	1	0	0	0	0	24
6	Attendance	240	Disabled	345678901	Student	Amber		8/2/2021	N	50			50	0	0	0	0	1	0	0	0	0	24
7	Attendance	240	Disabled	345678901	Student	Amber		8/3/2021	N	50			50	0	0	0	0	1	0	0	0	0	24
8	Attendance	240	Disabled	456789012	Student	Ben				50			50	0	0	0	0	1	0	0	0	0	24
9	Attendance	240	Disabled	456789012	Student	Ben				50			50	0	0	0	0	1	0	0	0	0	24
10	Attendance	240	Disabled	456789012	Student	Ben				50			50	0	0	0	0	1	0	0	0	0	24
11	Attendance	240	Disabled	456789012	Student	Ben				50			50	0	0	0	0	1	0	0	0	0	24
12	Attendance	240	Disabled	456789012	Student	Ben		8/2/2021	N	50			50	0	0	0	0	1	0	0	0	0	24
13	Attendance	240	Disabled	456789012	Student	Ben		8/3/2021	N	50			50	0	0	0	0	1	0	0	0	0	24

SID Management Attendance Day Details

# Attendance Day Details Validation Report Layout

Field	Description	Location
<b>Detail Report Type</b>	Indicates which validation report displays. Reports <b>Attendance Data by Day</b> for all students.	N/A
<b>Whole Day Absence</b>	Indicates the total number of minutes that is considered a full day of absence. This is the value entered in the Whole Day Absence field on the Calendar Detail tool.	Calendar > Calendar > Calendar > Whole Day Absence  Calendar.wholeDayAbsence
<b>Virtual Participation Preference</b>	Indicates whether Virtual Attendance Preferences have been enabled for the selected district.  When the Enable Virtual Attendance checkbox is marked on the <b>Virtual Attendance Preferences</b> tool, displays a value of Enabled. When the Enable Virtual Attendance checkbox is NOT marked, displays a value of Disabled.	Attendance > Virtual Attendance Preferences > Enable Virtual Attendance
<b>State ID</b>	Reports the student's assigned State ID number.	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	Reports the last name of the student.	Census > People > Demographics > Person Information > Last Name  Identity.lastName
<b>First Name</b>	Reports the first name of the student.	Census > People > Demographics > Person Information > First Name  Identity.firstName
<b>Middle Name</b>	Reports the middle name of the student.	Census > People > Demographics > Person Information > Middle Name  Identity.middleName

Field	Description	Location
<b>Date</b>	Reports the date of the student's attendance entry.	Student Information > General > Attendance  Attendance.date
<b>Share Time Enrollment</b>	Indicates whether the student is full-time enrolled in the selected calendar or shares time with enrollment in another calendar.	Student Information > General > Enrollments > State Reporting Fields > Shared Time
<b>Period Minutes for the Day</b>	Reports the total number of instructional period minutes for the entire school day. This is usually the same as the Student Day minutes on the Calendar Detail.	Calendar > Calendar > Period > Period Schedule Info > Instructional Minutes  Calendar > Calendar > Student Day (Instructional Minutes)
<b>Primary State Code</b>	Reports the State Code assigned to the attendance code.	Attendance > Attendance Code > Attendance Excuse Detail > State Code
<b>Acceptable Attendance Code for State Excused Days</b>	Indicates whether the attendance state (3, 4, 6, 8 or 9) code is valid for the excused days recognized by the state. Reports Yes or No.	Attendance > Attendance Code > Attendance Excuse Detail > State Code
<b>Present Minutes</b>	Lists the total number of minutes for which the student was marked present for the selected day.	Student Information > General > Attendance > Attendance Record > Present Minutes
<b>Absent Minutes</b>	Lists the total number of minutes for which the student was marked absent for the selected day.	Student Information > General > Attendance > Attendance Record
<b>Remote Present Minutes</b>	Lists the total number of minutes for which the student was marked present for remote (virtual) learning.	Student Information > General > Attendance > Attendance Record > Present Minutes
<b>Remote Absent Minutes</b>	Lists the total number of minutes for which the student was marked absent for remote (virtual) learning.	Student Information > General > Attendance > Attendance Record
<b>State Excused Minutes</b>	Lists the total number of minutes the student was marked as excused and approved by the state.	Attendance > Attendance Code > Attendance Excuse Detail > State Code, Excuse

Field	Description	Location
<b>Present Days</b>	Reports the total number of days the student was considered present. One day reports as 1.0; less than one day reports as 0.5.	Student Information > General > Attendance > Attendance Record
<b>Absent Days</b>	Reports the total number of days the student was considered absent. One day reports as 1.0; less than one day reports as 0.5.	Student Information > General > Attendance > Attendance Record
<b>Remote Present Days</b>	Reports the total number of days the student was considered present. One day reports as 1.0; less than one day reports as 0.5.	Student Information > General > Attendance > Attendance Record
<b>Remote Absent Days</b>	Reports the total number of days the student was considered absent. One day reports as 1.0; less than one day reports as 0.5.	Student Information > General > Attendance > Attendance Record
<b>State Excused Days</b>	Lists in numeric form whether that day of absence is considered exempt by the state and does not count as a day of absence. One day reports as 1.0; less than one day reports as 0.5.	Student Information > General > Attendance > Attendance Record
<b>Days Open</b>	Reports the total number of calendar days in the selected calendar.	Calendar > Days > Start Date, End Date