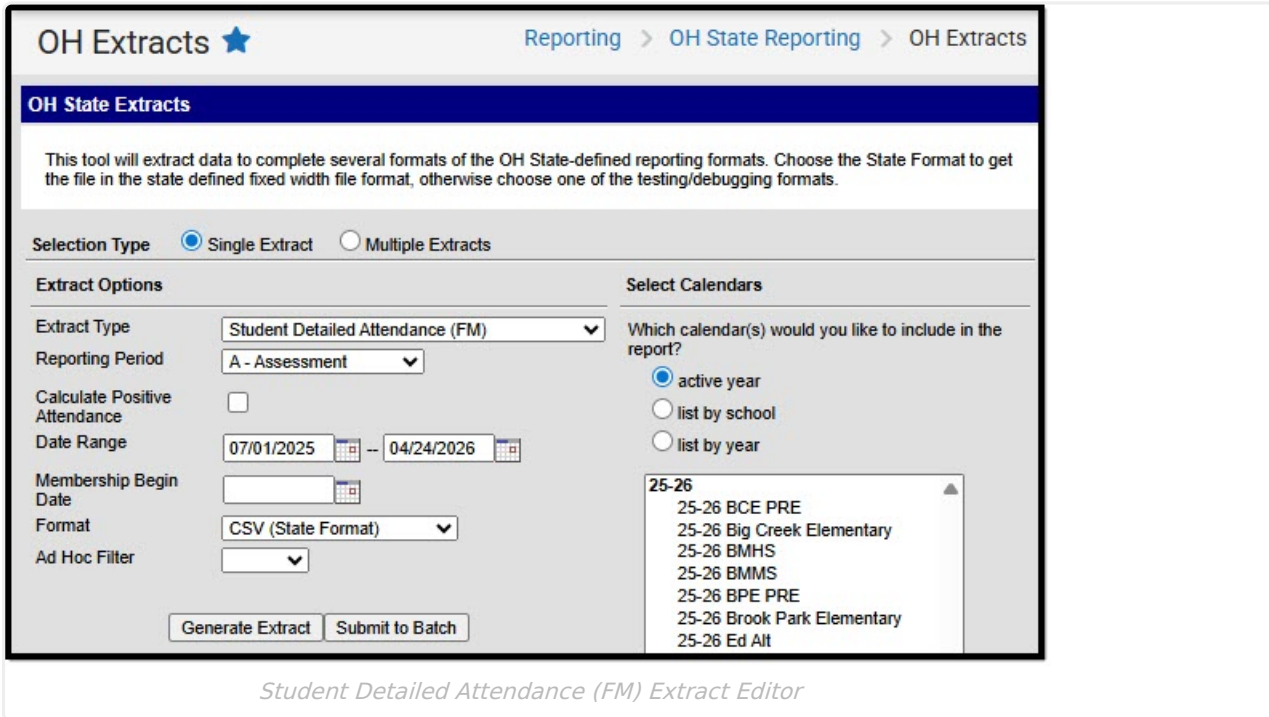


# Student Detail Attendance (FM) (Ohio Extracts)

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Tool Search: Ohio Extracts

The Student Detail Attendance (FM) extract reports student attendance data for funding purposes: present hours, unexcused absent hours, and excused absent hours.



*Student Detailed Attendance (FM) Extract Editor*

## Report Population and Business Rules

Reports three records per student enrollment returning calculated: present hours, unexcused absent hours, and excused absent hours to the hundredth in the selected reporting range. Should a student have more than one active enrollment in the reporting range, multiples of three records report.

There must be at least one Student Detailed Attendance (FM) Record for each Student Standing (FS) Record reported for a student.

- When within the date range of a Student Standing (FS) Record, a student has hours in attendance, excused absence hours, and unexcused absence hours, there must be at least three Student Detailed Attendance (FM) Records reported. In addition, a student should have at least one FM Record that includes each day in that student’s calendar for which attendance is expected. Although these records are minimums, a district can break down the date ranges into smaller groupings, as long as there are no overlapping dates between Student Detailed Attendance (FM) Records with the same attendance type and detail values.
- The start and end dates on each Student Detailed Attendance (FM) Record must be between the start and end dates of a single Student Standing (FS) Record. A single Student Standing

(FS) Record can span the dates of multiple Student Detailed Attendance (FM) Records. As long as a student has at least one FM Record reported for each FS Record date span that includes required attendance days for a student based on their calendar, then it is not necessary to report every combination of Attendance Type and Attendance Detail unless the total Attendance Hours for that combination and date range is greater than zero.

Reports one record per student's enrollment, per Attendance Type in the reporting range.

- When the student is enrolled in multiple calendar enrollments in the reporting range, multiple three-record sets reports.
- When the student DROPS then re-enrolls in the reporting range, (6 records may report one per attendance type multiplied by 2 enrollments) (i.e. Record SET):
  - Three records report per consecutive enrollment in the reporting range:
    - An "AT" record reporting calculated total present hours (Student's Absence maps to ABSENT EXEMPT - or - the student is NOT MARKED ABSENT).
      - When the student was not Present during the reporting range - reports as 0000.00 (assumes CSV format).
    - An "EX" record reporting calculated total hours in which the student's absence maps to ABSENT EXCUSED.
      - When the student was not Absent Excused at any time in the reporting range - reports as 0000.00 (assumes CSV format).
    - An UN record reporting calculated total hours in which the student's absence maps to ABSENT UNEXCUSED
      - When the student was not Absent Unexcused at any time in the reporting range - reports as 0000.00 (assumes CSV format).

When the FS reporting population matches:

- When a student has multiple consecutive or concurrent (Service Type P or N) enrollments within the reporting range, multiple records report.
- When a student has an enrollment where Service Type = S: Partial and no other enrollments in the reporting range, no record reports.
- When a student is dual enrolled (2 concurrent enrollments) where 1 enrollment is flagged as P: Primary or N: Special Ed Service AND the second enrollment is flagged as S: Partial, one record reports to the Primary Enrollment Building IRN returning calculated attendance hours from both calendars.

The report can be run against a district's active year and any prior year.

The report can be run in District Editions.

The report can be generated in CSV (State Format) formats and a human-readable format (HTML).

File Name/Format: StudentDetailAttendanceFM\_MMDDYYYY\_MMDDYYYY.csv (when the first date is the Start Date selected on the extract editor, and the second date is the End Date selected on the extract editor).

## Extract Editor Fields

Field	Description
<b>Extract Type</b>	The type of extract being generated. In this case, select <b>Student Detailed Attendance (FM)</b> .
<b>Reporting Period</b>	Indicates when the report is being submitted. Options are: <ul style="list-style-type: none"> <li>• A: Assessment</li> <li>• C: Calendar</li> <li>• G: Graduate</li> <li>• K: October</li> <li>• L: Staff/Course</li> <li>• N: Yearend</li> <li>• R: Grad Requirement</li> <li>• S: Student</li> </ul>
<b>Calculate Positive Attendance</b>	Includes positive attendance in the report calculations.
<b>Date Range</b>	The dates that determine which student enrollments are included in the report, based on the Start and End Dates of enrollments within the selected calendar(s).
<b>Membership Being Date</b>	Limits the report to those students with a specific Membership Begin Date.
<b>Format</b>	The format in which the report will generate. Options are CSV (State Format) and HTML.
<b>Ad hoc Filter</b>	Allows a previously created Ad hoc Filter to be selected, which limits which students appear in the report. Filters are created in the <a href="#">Filter Designer</a> .
<b>Select Calendars</b>	Students enrolled in the selected calendar(s) are reported.
<b>Generate Extract</b> or <b>Submit to Batch</b>	Click <b>Generate Extract</b> to generate the report immediately, or click <b>Submit to Batch</b> . This process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <a href="#">Batch Queue</a> article.

## Extract Layout

CSV Header example: SortType, FiscalYear, DataSet, DistrictIRN, EMISstudentIDNumber, EffectiveStartDate, AttendanceType, AttendanceDetail, EffectiveEndDate, AttendanceHours

Data Element Label	Description	Location
<b>Sort Type</b>	Always reports as FM.  <i>Alphanumeric, 2 characters</i>	N/A

Data Element Label	Description	Location
<b>Fiscal Year</b>	Reports the calendar End Year in CCYY format.  <i>Date field, 4 digits (CCYY)</i>	Calendar Information > End Date
<b>Data Set</b>	Reports the Reporting Period code selected on the extract editor at the time of report generation.  <i>Alphanumeric, 1 character</i>	Extract Editor > Reporting Period
<b>District IRN</b>	The value entered in the District IRN Override field on the School Information tool. Otherwise, the State District Number reports.  <i>Numeric</i>	School Information > District IRN Override  District Information > State District Number
<b>EMIS Student ID Number</b>	The student number.	Demographics > Person Identifiers > Student Number

Data Element Label	Description	Location
<p><b>Effective Start Date</b></p>	<p><b>First Reported FM Record Per Student:</b></p> <ol style="list-style-type: none"> <li>1. When Membership Begin Date = NOT NULL AND:               <ul style="list-style-type: none"> <li>◦ District Entry Reason = 7, reports Membership Begin Date.</li> <li>◦ District Entry Reason = NULL or not 7, and Start Status = 7, reports Membership Begin Date.</li> <li>◦ District Entry Reason = NULL or not 7, and Start Status = not 7, reports Enrollment Start Date.</li> </ul> </li> <li>2. When Membership Begin Date = NULL,               <ul style="list-style-type: none"> <li>◦ Reports Enrollment Start Date.</li> </ul> </li> </ol> <p><b>All Other Records:</b>            Reports the Enrollment Start Date.            One record per student's enrollment where the Start Date falls within the Reporting Date Range reports.</p> <p><i>Date field, CCYYMMDD, CCYY/MM/DD, or MM/DD/CCYY are accepted state formats</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Membership Begin Date</p> <p>Enrollments &gt; Start Date</p>

Data Element Label	Description	Location
<b>Attendance Type</b>	<ol style="list-style-type: none"> <li>1. Reports as AT (In Attendance) when the student's attendance hours record reports calculated total Present Hours present (Not Marked Absent) on/between the Effective Start Date and the Effective End Date selected on the extract editor.</li> <li>2. Reports as EX (Excused Absence) when the attendance hours record reports calculated total Excused Absence hours (Attendance Mark maps to Absent Excused) on/between the Effective Start Date and the Effective End Date selected on the extract editor</li> <li>3. Reports as UN (Unexcused Absence) when the attendance hours record reports calculated total Excused Absence hours (Attendance Mark maps to Absent Unexcused) on/between the Effective Start Date and the Effective End Date selected on the extract editor</li> </ol> <p><i>Alphanumeric, 2 characters</i></p>	Calculated
<b>Attendance Detail</b>	Reports based on the Attendance Type: <ol style="list-style-type: none"> <li>1. When AT, reports as AT.</li> <li>2. Else, reports as AB (both EX: excused and UN: unexcused records).</li> </ol> <p><i>Alphanumeric, 2 characters</i></p>	N/A

Data Element Label	Description	Location
<b>Effective End Date</b>	<p>Reports the End Date per student enrollment record reported.</p> <ul style="list-style-type: none"> <li>The date MUST fall within the reporting range to report.</li> <li>This does NOT report future dates.</li> </ul> <p>When null, reports as blank.</p> <p><i>Date field, CCYYMMDD, CCYY/MM/DD, or MM/DD/CCYY are accepted state formats</i></p>	Enrollment > End Date
<b>Attendance Hours</b>	<p>The actual number of hours the student was (AT, EX, or UN) from the enrollment of record on or between the reporting range selected on the extract editor. Reported hours are inclusive &amp; encompass the first and last days of the student's enrollment/reporting range. When the student drops and then re-enrolls during the reporting range, multiple records are reported.</p> <p>AT (present hours) records calculate per date in the reporting range as follows (Student's Possible minutes of attendance) - ( Student's minutes marked Absent Unexcused) + (Student's minutes marked Absent Excused) )</p> <ul style="list-style-type: none"> <li>Total present minutes for all dates in the reporting range / 60 = reported hours to the hundredth (Example: a whole number 700 reports as 0700.00, if 1555 then reports as 1555.00).             <ul style="list-style-type: none"> <li>Normal rounding rules apply</li> <li>When present min total = 0 report as 0000.00</li> </ul> </li> </ul> <p>EX (Absent excused) records calculate as follows:</p> <ul style="list-style-type: none"> <li>(Total minutes student is marked as Absent Excused (all dates) in the reporting range) / 60 =</li> </ul>	Calculated

Data Element Label	Description	Location
	<p>reported hours to the hundredth</p> <ul style="list-style-type: none"> <li>◦ Normal rounding rules apply</li> <li>◦ When grand total minutes = 0, reports as 0000.00</li> </ul> <p>UN (Absent Unexcused) records calculate as follows:</p> <ul style="list-style-type: none"> <li>• (Total minutes student is marked Absent Unexcused (all dates) in the reporting range) /60 = reported hours to the hundredth               <ul style="list-style-type: none"> <li>◦ Normal rounding rules apply</li> <li>◦ When grand total mins = 0, report as 0000.00</li> </ul> </li> </ul> <p><b>Additional Logic</b></p> <p>Numeric fields must be right-justified and filled with leading zeroes in <b>fixed-length</b> files.</p> <p>Fields in CSV files <b>do not require leading or trailing spaces.</b></p> <ul style="list-style-type: none"> <li>• When a decimal point is included in a numeric field in a CSV file, it will be loaded as-reported into the EMIS system.</li> <li>• When a decimal point is not included, an implied decimal is listed for the field, and the value is right-justified with leading zeros; then the implied decimal is added. For example, reporting “001” in a CSV with 2 implied decimal places will become “0.01” in the EMIS submission.</li> <li>• When a whole number is reported in a CSV field without leading zeros, then the value will be loaded into EMIS as a whole number, even if the field has implied decimals. For example, in a CSV field with one implied decimal, “10” would be loaded as “10”, “01” would be loaded as “0.1”, and “1” would be loaded as “1”.</li> </ul> <p><i>Numeric, 0000.00 to 1800.00</i></p>	

