Student Detail Attendance (FM) (Ohio Extracts)

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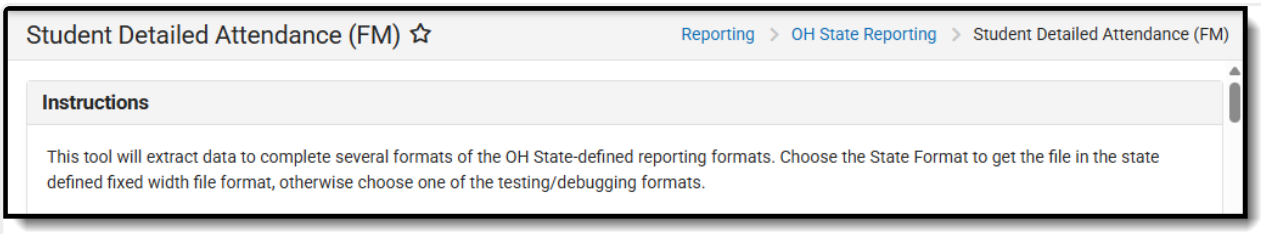
Path: Reporting > OH State Reporting > Student Detail Attendance (FM)

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) Instructions Section

Report Population and Business Rules

May report up to 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 where the Service Type is Primary (P) or Special Ed Services (N).

- When the student is enrolled in multiple calendar enrollments in the reporting range, multiple three-record sets reports.

- A record does NOT report when a student has an enrollment where the Service Type is Partial (S) with no other enrollment in the reporting range.
- When a student is dual enrolled (has two concurrent enrollments) where the first enrollment is Primary (P) or Special Ed Services (N), and the second enrollment is Partial (S), only one record reports to the Primary Enrollment Building IRN, returning calculated attendance hours from both calendars.
- When the student DROPS then re-enrolls within the reporting range, one SET record per consecutive enrollment in the reporting range reports.
    - 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 a student is identified as having a disability (the student has a locked plan as of the attendance date, where disability is not null), and when the student has a Homebound tutoring state program record as of the attendance date:

- When the minutes are greater than or equal to 60, and the override field is NOT blank, the override minutes in the present record (AT) for that student date of record and absent records report as 0.
- When the minutes are greater than or equal to 60, and the override field is blank, the full calculated possible minutes of attendance on that date in the present time (AT) report and absent records report as 0.
- When the minutes are less than 60, the attendance reports using the normal calculation for reporting for the date specified.

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) format and a human-readable format (HTML).

File Name/Format: StudentDetailAttendanceFM_MMDDYYYY_MMDDYYYY.csv (where 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).

Attendance Hours Calculations

Type of Calculation	Logic	Location

School Year Attendance Hours
 	
This calculation is used to calculate the total possible minutes minus the total absent minutes to report present minutes.
	1. Reports the total number of Attendance Hours within the date range of the extract editor.
	    1. Includes all enrollment records based on the Date Range entered in the Extract Editor.
	    2. Attendance calculates per Date flagged School/Instruction/Attendance in the reporting range, then totaled. This includes the Start and End Dates selected on the Extract Editor.
	2. Calculation is based on Instructional Membership Hours minus Excused and Unexcused Absence Hours.
	3. Calculated total attendance hours per enrollment MUST be multiplied by the Enrollment Multiplier.
	
	The summed total hours across all enrollments are then multiplied by the calculated District Percent of Time.
	
	Determine District Percent of Time
	1. Calculated District Percent of Time = Sent To Percent of Time 1 + Sent To Percent of Time 2
	    ◦ a. Sent To Percent of Time 1 should only be added if Sent Reason 1 is = PS, MR, NP, or TC. Any other saved value should be treated as 0.
	    ◦ b. Sent To Percent of Time 2 should only be added if Sent Reason 2 is = PS, MR, NP, or TC. Any other saved value should be treated as 0.
	    ◦ Note: Calculated Percent of Time must be <= 100. If the SUM is > 100, sets calculated value = 100.
	
	Example: If the student attended 180 hours and the Student Percent of Time is set to 50, the calculation would be 180 X
		Student Information > General > Attendance > Instruction Days AND Excused AND Unexcused

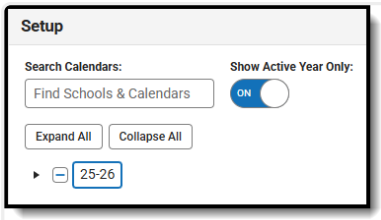
Type of Calculation	Logic	Location
	50 = 90. This would be reported in the extract as 09000.	
	When a Day Event entered on the calendar is mapped to C_HRSLNGTH, it applies to the Grade Level of the student, the student is scheduled into an attendance-taking class on their last scheduled instructional period of the day, and the student is NOT marked absent: • AT record - find difference between Inst Minutes Entered on the Day Event (minus) the Instructional Minutes on the Calendar with an C_HRSLNGTH day event on the date of record. Add those minutes to the student's calculated Present minutes for that Date. Divide by 60 - resulting value is for that date's AT record.	
School Year Excused Absence Hours	Report total number of Excused Hours (see attendance calculation) within the date range of the extract editor. Includes all enrollment records based on the Date Range entered in the Extract Editor. Attendance is calculated through the End Date entered of the extract editor. Includes absent code AE. The total attendance hours per enrollment should be multiplied by the Enrollment Multiplier. The summed total hours across all enrollments are then multiplied by the calculated District Percent of Time. **Determine District Percent of Time** 1. Calculated District Percent of Time = District Percent of Time + Sent To Percent of Time 1 + Sent To Percent of Time 2 ◦ a. Sent To Percent of Time 1 should only be added if Sent Reason 1 is = PS, MR, NP, or TC. Any other saved value should be treated as 0. ◦ b. Sent To Percent of Time 2	Student Information > General > Attendance > Excused Days Student Information > General > Enrollments > State Reporting Fields > Student Percent of Time

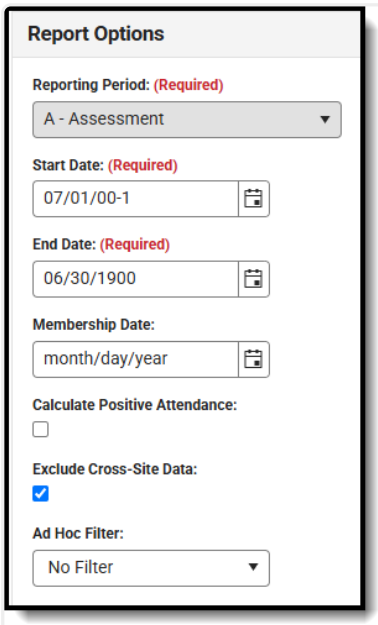
Type of Calculation	Logic	Location
	should only be added if Sent Reason 1 is = PS, MR, NP, or TC. Any other saved value should be treated as 0. ◦ Note: Calculated Percent of Time must be <= 100. If the SUM is > 100, sets calculated value = 100. **Example:** If the student attended 180 hours and the Student Percent of Time is set to 50, the calculation would be 180 X .50 = 90. This would be reported in the extract as 09000. *The number of days the enrolled student was absent for excused reasons in the district for the current school year and between the effective dates on the record, inclusive.* When a Day Event entered on the calendar is mapped to C_HRSLNGTH, it applies to the Grade Level of the student, the student is scheduled into an attendance-taking class on their last scheduled instructional period of the day, and the student is marked absent to a code of Absent Excused: • EX record - find the difference between the Instructional Minutes Entered on the Day Event (minus) the Instructional Minutes on the Calendar with a C_HRSLNGTH day event on the date of record. Add those minutes to the student's calculated Absent Excused minutes. • Divide by 60 - resulting value is for that date's EX record.	
School Year Unexcused Absence Hours	Report total number of Unexcused Hours (see attendance calculation) within the date range of the extract editor. Includes all enrollment records based on the Date Range entered in the Extract Editor. Attendance is calculated through the End Date entered of the extract editor. Includes absent codes AU and A.	Student Information > General > Attendance > Unexcused Periods Student Information > General > Enrollments > State Reporting Fields > District Percent of Time, Building Percent of Time

Type of Calculation	Logic	Location
	The total attendance hours per enrollment should be multiplied by the Enrollment Multiplier. The summed total hours across all enrollments are then multiplied by the calculated District Percent of Time. **Determine District Percent of Time** 1. Calculated District Percent of Time = District Percent of Time + Sent To Percent of Time 1 + Sent To Percent of Time 2 ◦ a. Sent To Percent of Time 1 should only be added if Sent Reason 1 is = PS, MR, PI, or NP or TC. Any other saved value should be treated as 0. ◦ b. Sent To Percent of Time 2 should only be added if Sent Reason 1 is = PS, MR, PI, or NP or TC. Any other saved value should be treated as 0. ◦ Note: Calculated Percent of Time must be <= 100. If the SUM is > 100, sets calculated value = 100. **Example:** If the student attended 180 hours and the Student Percent of Time is set to 50, the calculation would be 180 X .50 = 90. This would be reported in the extract as 09000. *The number of days the student was absent in the district during the current school year and between the effective dates on the record, inclusive, for any reasons not listed as excused, including truancy.* When a Day Event entered on the calendar is mapped to C_HRSLNGTH, it applies to the Grade Level of the student, the student is scheduled into an attendance-taking class on their last scheduled instructional period of the day, and the student is marked absent to a code of Absent Unexcused: • UN record - find difference between	

Type of Calculation	Logic	Location
	Inst Minutes Entered on the Day Event (minus) the Instructional Minutes on the Calendar with an C_HRSLNGTH day event on the date of record. Add those minutes to the student's calculated Absent Unexcused minutes. • Divide by 60 - resulting value is for that date's UN record.	

Extract Editor Fields

Field	Description	Image Click to enlarge
Instructions		
This tool will extract data to complete several formats of the OH State-defined reporting formats. Choose the State Format to get the file in the state-defined fixed-width file format; otherwise, choose one of the testing/debugging formats.		
Setup *At least one calendar must be selected to report.*		
Search Calendars	Enter text to narrow search results for calendar and school selection. Results dynamically change as each character is entered.	 *Calendar Selection section of FM extract editor*
Show Active Year Only	When toggled on, only the active year calendars display. Otherwise, all calendars from all schools display based on tool rights access.	
Expand All **Collapse All**	Opens or closes all available calendars and structures. The calendar selected in the Campus toolbar is automatically marked.	
Report Options		

Field	Description	Image Click to enlarge
Reporting Period *Required*	Indicates when the report is being submitted. Options are: • A: Assessment • C: Calendar • G: Graduate • K: October • L: Staff/Course • N: Yearend • R: Grad Requirement • S: Student	 *Report Options section of the FM extract editor*
Start Date *Required*	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).	
End Date *Required*		
Membership Being Date	Limits the report to those students with a specific Membership Begin Date.	
Calculate Positive Attendance	Includes positive attendance in the report calculations.	
Exclude Cross-Sit Data	When marked, cross-site data is excluded from the extract options.	
Ad hoc Filter	The selection of a pre-existing filter narrows report results to only students within that filter. Filters are created in the Filter Designer.	
Output Options		

Field	Description	Image Click to enlarge
Report Processing	Choose when to generate the report. The options are **Generate Now** or **Submit to Batch Queue.** Additional **Queue Options** display when Submit to Batch Queue is selected. Submit to Batch Queue is useful when generating reports for several calendars or larger amounts of reported data. When selected, users can view report generation progress in the Batch Queue Results section. For more information about submitting a report to the batch queue, see the Batch Queue article.	 *Output Options section of the FM extract editor*
Format Type	The format in which the report will generate. Options are CSV (State Format) and HTML.	

Extract Layout

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

Data Element Label	Description	Location
Sort Type	Always reports as FM. *Alphanumeric, 2 characters*	N/A
Fiscal Year	Reports the calendar End Year in CCYY format. *Date field, 4 digits (CCYY)*	Calendar Information > End Date
Data Set	Reports the Reporting Period code selected on the extract editor at the time of report generation. *Alphanumeric, 1 character*	Extract Editor > Reporting Period

Data Element Label	Description	Location
District IRN	The value entered in the District IRN Override field on the School Information tool. Otherwise, the State District Number reports. *Numeric*	School Information > District IRN Override District Information > State District Number
EMIS Student ID Number	The student number.	Demographics > Person Identifiers > Student State ID
Student Name	The student's first and last name. Does NOT report on the CSV format. Reports as student first name_student last name. *Alphanumeric*	Demographics > Person Identifiers > First Name and Last Name

Data Element Label	Description	Location

Effective Start Date	ONLY IF THE DATE VALUE FALLS ON OR AFTER THE START DATE SELECTED ON THE EXTRACT EDITOR:
	1. IF Membership Begin Date = NOT NULL **AND**:
	  1. District Entry Reason = 7:
	  1. Report Membership Begin Date
	  2. District Entry Reason = NULL or not 7, and Start Status = 7:
	  1. Report Membership Begin Date
	  3. District Entry Reason = NULL or not 7, and Start Status = not 7:
	  1. Report Enrollment Start Date.
	2. IF Membership Begin Date = NULL,
	  1. Report Enrollment Start Date.
	3. **All Other Records**
	  1. Report Enrollment Start Date.
	
	ELSE REPORT START DATE SELECTED ON THE EXTRACT EDITOR
	
	One record per student's enrollment where the Start Date falls within the Reporting Date Range reports.
	
	Date field, CCYYMMDD, CCYY/MM/DD, or MM/DD/CCYY are accepted state formats
		Enrollments > State Reporting Fields > Membership Begin Date
		
		Enrollments > Start Date

Data Element Label	Description	Location
Attendance Type	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. 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 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 *Alphanumeric, 2 characters*	Calculated
Attendance Detail	Reports based on the Attendance Type: 1. When AT, reports as AT. 2. Else, reports as AB (both EX: excused and UN: unexcused records). *Alphanumeric, 2 characters*	N/A

Data Element Label	Description	Location
Effective End Date	Reports the End Date per student enrollment record reported. • The date MUST fall within the reporting range to report. • This does NOT report future dates. When null, reports the End Date selected on the extract editor at the time of report generation. *Date field, CCYYMMDD, CCYY/MM/DD, or MM/DD/CCYY are accepted state formats*	Enrollment > End Date
Attendance Hours	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 Attendance may increase or decrease based on the presence of specific Calendar DAY EVENT setup on/between the reporting range. Please see "Appendix A: increased or decreased reported student attendance based on Calendar Day Event set up" for details. Reported hours are inclusive & 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. 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)) • Total present minutes for all dates in the reporting range / 60 = reported hours to the	Calculated

Data Element Label	Description	Location
	hundredth (Example: a whole number 700 reports as 0700.00, if 1555 then reports as 1555.00). ◦ Normal rounding rules apply ◦ When present min total = 0 report as 0000.00 EX (Absent excused) records calculate as follows: • (Total minutes student is marked as Absent Excused (all dates) in the reporting range) / 60 = reported hours to the hundredth ◦ Normal rounding rules apply ◦ When grand total minutes = 0, reports as 0000.00 UN (Absent Unexcused) records calculate as follows: • (Total minutes student is marked Absent Unexcused (all dates) in the reporting range) /60 = reported hours to the hundredth ◦ Normal rounding rules apply ◦ When grand total mins = 0, report as 0000.00 **Additional Logic** Numeric fields must be right-justified and filled with leading zeroes in **fixed-length** files. Fields in CSV files **do not require leading or trailing spaces.** • When a decimal point is included in a numeric field in a CSV file, it will be loaded as-reported into the EMIS system. • 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. • When a whole number is reported in a CSV field without	

Data Element Label	Description	Location
	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”. *Numeric, 0000.00 to 1800.00*	

Appendix A: increased or decreased reported student attendance based on Calendar Day Event set up

1. Attendance calculations are adjusted based on the presence of specific Day Events on the Calendar.
2. All steps of the Data Set up below must be present for Day Events to reflect in a student’s attendance calculation.

Data Set Up

Type selected on the Calendar > Day Event must have or start with one of the following codes entered in the value field on the attribute dictionary to increase or decrease calculated student attendance (Scheduling & Courses > Calendar Setup > Day Setup > Day Events > Type):

1. C_DCMTYTKN
2. C_DPLANNED
3. C_DNOTPLAN
4. C_HSHRTNOP
5. C_HSHRTPLN
6. C_HSHRTWEA
7. C_HRSLNGTH
8. C_KGSTGSTR

When the value field on the day event attribute = C_DCMTYTKN, C_DPLANNED, C_DNOTPLAN, C_HSHRTNOP, C_HSHRTPLN, C_HSHRTWEA, or C_HRSLNGTH; the calculation adjustment may apply to all grade levels on the calendar.

When the value field on the day event attribute = C_KGSTGSTR the calculation adjustment may apply to ONLY those grade levels that map to State Grade Level code = KG (Scheduling & Courses > Calendar Setup > Grade Level Setup > Grade Level Editor > Grade Level Detail > *State Grade Level Code).

When a Day Event applies to only one local grade level, the following pattern is entered in the value field on the Day Event Attribute Dictionary: (10-digit valid code) + (Local Grade Level) + (Attendance Pattern)

- For example: C_HRSLNGTH07** - where C_HRSLNGTH is the 10-digit valid code, 07 is the

local grade for which the day event is applied, and ** is the attendance pattern
    - Local Grade Levels and Attendance Patterns are district-defined.
    - Scheduling & Courses > Calendar Setup > Grade Level Setup > Grade Level Editor > Grade Level Detail > Name

When the Day Event applies to a single local grade level, the Attendance Pattern as defined on the Day Event attribute MUST match the Attendance Pattern selected on the student's Enrollment for the calculation adjustment to apply (Student Information > General > Enrollments > Enrollment Editor > State Reporting Fields > Attendance Pattern).

When Day Event Type code is or starts with	Logic

1. **C_DCMTYTKN**
    1. *Full day taken for calamity situations on specified date*
2. **C_DPLANNED**
    1. *Full planned day when group is not in session; these days will include holidays, breaks, professional days, and parent-teacher conference days*
3. **C_DNOTPLAN**
    1. *Full unplanned day when group was expected to be in session but was not, excluding calamity days*
	Campus recommends NOT marking the day as Attendance on Calendar. (*Scheduling & Courses > Calendar Set Up > Day Setup > Day Detail > Attendance)*
	• If the day, period, and class is marked as attendance-taking AND the Data Set Up is present: the student's attendance on the date of the Day Event will count as 0

1. **C_HSHRTNOP**
    1. *Hours in session when group's day shortened for unplanned reason other than weather, examples: early dismissals, late starts, mid-day interruptions*
2. **C_HSHRTPLN**
    1. *Hours in session when day shortened for planned reason other than weather; include teacher professional days and days for parent-teacher conferences where both staff & students expected to attend*
3. **C_HSHRTWEA**
    1. *Hours in session when group's day was interrupted by weather*
	Calendar Day is marked School, Instruction, and Attendance. Mark possible attendance using the Start Time and End Time entered on Day Detail.
	1. Both Start and End Times are entered on the Day Event Editor, then
	    1. Standard period schedule is limited to the calculated hours from Start Time and End Time on that Date for ALL STUDENTS with reportable attendance on that date in that calendar.
	        1. Should Start Time = End Time, 0 attendance reports
	2. Only a Start Time is entered on the Day Event Editor, then
	    1. Standard period schedule is limited to the calculated hours from the Start Time on the Day Event - to the (End Time) entered on the PERIOD SCHEDULE
	        1. On that Date for ALL STUDENTS with reportable attendance on that date in that calendar.
	3. Only an End Time is entered on the Day Event Editor, then
	    1. Standard period schedule is limited to the calculated hours from the (Start Time) on the PERIOD SCHEDULE - to the End Time entered on the Day Event
	        1. On that Date for ALL STUDENTS with reportable attendance on that date in that calendar.
	
	Scheduling & Courses > Calendar Set Up > Day Setup > Day Detail > Start Time, End Time

1. **C_HRSLNGTH**
    1. *Can be used for a calamity makeup day added to a scheduled day, or for other reasons.*
	Calendar Day is marked School, Instruction, and Attendance. Mark full (extended) possible attendance using the Inst Minutes field on the Day Events Editor.
	1. *Scheduling & Courses > Calendar Set Up > Day Setup > Day Events > Inst. Minutes*
	    1. The value entered in Inst. Minutes will be compared to the Student Day (instructional minutes) on the calendar. The difference or extended minutes for the day will be added to the reported attendance hours for the student:
	        1. *i.e. Calendar Information > Student Day (Instructional Minutes) are subtracted from the Day Event > Inst. Minutes to derive the number of minutes added to the student's attendance minutes.*
	    2. When the student is present in the last instructional attendance-taking class on the Day Event Date, calculated extended minutes will be added to the student's AT (Present hours) record.
	    3. When the student is marked Unexcused Absent in the last instructional attendance-taking class on the Day Event Date, calculated extended minutes will be added to the student's UN (Absent Unexcused hours) record.
	    4. When the student is marked Excused Absent in the last instructional attendance-taking class on the Day Event date, calculated extended minutes will be added to the student's EX (Absent Excused hours) record.
	
	Attendance Code Setup > Attendance Excuses Editor > Attendance Excuse Detail > Status and Excuse fields

1. **C_KGSTGSTR**	Calendar Day is marked School, Instruction, and Attendance. 1. When C_KGSTGSTR is entered in the value field on the Day Event Attribute: 1. ALL students in a local grade level that is mapped to State Grade Level code = KG, report total possible attendance on the Day Event date as 0. 2. When C_KGSTGSTRxxnn (*where xx = local grade level name AND where nn = the Attendance Pattern on the student's enrollment*) is entered in the value field on the Day Event Attribute: 1. ONLY those Kindergarten students that are in the defined local grade level, report total possible attendance on the Day Event date as 0. 2. All local Kindergarten Grade Level groupings must be mapped to State Grade Level = KG

Appendix B: Homebound Tutoring Log may increase or decrease a student's calculated attendance

When a student is identified as having a disability (the student has a locked plan as of the attendance date, where disability is not null), and when the student has a Homebound Tutoring Log state program record on one or more attendance date/s in the reporting range:

- When Tutoring Minutes Per Day are greater than or equal to 60, and the override field is NOT blank;
  - The override minutes entered in the Tutoring Attendance Override field count as the calculated attendance per attendance date on/between the Homebound Tutoring Log Start Date and End Date. i.e., Tutoring Attendance Override minutes count on the Homebound Tutoring date regardless of whether or not the student was marked absent.
- When Tutoring Minutes Per Day are greater than or equal to 60, and the override field is blank;
  - Full possible minutes of attendance are calculated based on the student's schedule per attendance date that falls on/between the Homebound Tutoring Log Start Date and End Date count. i.e., Full possible minutes count on the Homebound Tutoring date regardless of whether or not the student was marked absent.
- When the minutes are less than 60,
  - The student's attendance per Homebound Tutoring date counts as 0.