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Student Daily Attendance Template

**Target Table: STUD\_ATTEND\_DAY**

**Data Submission Schedule: K3P, EOY**

**Grain:** One record per district / location / student / attendance date

**Load Sequence Dependencies**

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| --- | --- | --- |
| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

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**Template Description**

Report to this template each instance of absence at the student level. The data is used to calculate funded students for the K3 Plus program. It is also used to understand the occurrences of absence due to Cultural or Religious Observance.

**CHANGES** – Only Required for -

* K3 Plus students in the K3 Plus Reporting Period and
* Students who had absences (excused or unexcused) for Cultural or Religious Observance at the EOY snapshot.

 No longer required for other snapshots or students.

**Student Daily Attendance Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code. Use the following Location Codes for special education students not enrolled at an actual district location:****993 = Students who are hospitalized****997 = Students who are enrolled in a private school** **998 = Students who are homebound****999 = Students who are home schooled** |  | **Example: 010** |
| **3** | **15** | **26** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State-issued student identification number.**  |  | **Example: 100000009** |
| **4** | **27** | **36** | **10** | **C** | **ATTENDANCE** **DATE** | **R** | **K,M** | **For K3P, report attendance or absence for each day of enrollment.****For EOY, report date of student absence for Cultural or Religious Observance reporting.** | **All dates must be entered in ISO format** | **Example:****YYYY-10-04** |
| 5-7 | 37 | 38 | 2 | Not Collected |
| **8** | **85** | **92** | **8** | **C** | **ATTENDANCE CODE** **LONG** | **R** | **K\*** | **For K3P, report ATTD or ABS for each day the student is enrolled in the program.****For EOY reporting, provide the Attendance Code that indicates the absence status for the snapshot time period. Only submit records for students that have a recorded absence for Cultural or Religious Observance.** | **The value used should be the code only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values for K3P Reporting:**ATTD = AttendedABS = Absent**Valid Values for Reporting: EOY** UNHDCO = Unexcused Half Day Absence Religious or Cultural ObservanceUNFDCO = Unexcused Full Day Absence Religious or Cultural ObservanceEHDCO = Excused Half Day Absence Religious or Cultural ObservanceEFDCO = Excused Full Day Absence Religious or Cultural Observance |
| **9** | **93** | **102** | **10** | **C** | **SCHOOL YEAR DATE** | **R** | **Z** | **School Year Date is used to ensure that dates that fall outside the defined school year (2016-07-01 through 2017-06-30 for SY16-17) will be attributed to the current school year. As an example, K3P programs typically start within the defined dates of the previous school year. Adding the school year date will allow the record to be submitted to the STARS in the proper school year.**  | **All dates must be entered in ISO format.****Use the current school year date.****XXXX-06-30** | **Example:****2018-06-30** |
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**FAQs**

1. **How is K3 Plus funding eligibility determinded?**

Eligibility for K3P funding is determined by a student’s number of days attendance (must be 10 or more) AND enrollment on the fifteenth day of the session.