Student Summary Attendance Template

**Target Table: STUD\_ATT\_SUM**

 **Data Submission Schedule: 40D, 80D, 120D, EOY**

**Grain:**  One record per district / location / school year / attendance period

**Load Sequence/Dependencies**

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

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**Template Description**

This template will be used to track student attendance data. **Only students active as of each reporting period should be included in this template. If a student exited prior to the reporting period, NO student summary attendance records for that student should be recorded for the reporting period.** Only students submitted in the Student Snapshot for *each* respective reporting period should be submitted in the complementary Student Summary Attendance template for that period.

This template must be submitted incrementally at each reporting period rather than cumulatively. **For example, the 80D submission should only include attendance since 40D.**

**CHANGES**

**Submission schedule now required at EOY.**

**Field 10 NEW - DAYS ABSENT WITHOUT AN EXCUSE –** Report the number of days a student was absent without an excuse within the reporting period.

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**Student Summary 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: 014** |
| **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 enrolled at the following special locations:****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: 100** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format:** **YYYY-MM-DD.**  | **All dates must be entered in ISO format** | **Example:** **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State-issued student identification number.**  |  | **Example: 123456789** |
| **5** | **37** | **46** | **10** | **D** | **PERIOD START DATE** | **R** | **K,M** | **Attendance period start date. See valid values.** | **All dates must be entered in ISO format (YYYY-MM-DD).** | **Valid values:****YYYY-08-01 = 40D****YYYY-10-02 = 80D****YYYY-12-16 = 120D** |
| **6** | **47** | **56** | **10** | **D** | **PERIOD END DATE** | **R** | **K,M** | **Attendance period end date. See valid values.** | **All dates must be entered in ISO format (YYYY-MM-DD).** | **Valid values:****YYYY-10-01 = 40D****YYYY-12-15 = 80D****YYYY-03-01 = 120D** |
| **7** | **57** | **62** | **6** | **N(1)** | **DAYS PRESENT** | **R** | **U** | **Provide the total number of days within the Reporting Period that the student was marked as Present at the location. Half days can also be recorded.**  |  | **Example:** **38.5** |
| 8 | 63 | 68 | 6 | Not Collected |
| **9** | **69** | **74** | **6** | **N(1)** | **DAYS ENROLLED** | **R** | **U** | **Provide the total number of days within the Reporting Period that the student was counted as Enrolled at the location. Half days can be recorded.** |  | **Example:** **40** |
| **10** | **75** | **80** | **6** | **N(1)** | **DAYS ABSENT WITHOUT AN EXCUSE** | **R** | **U** | **Provide the total number of days within the Reporting Period that the student was absent without an excuse.** |  | **Example:** **.5** |
| 11-14 | 81 | 99 |  | Not Collected |

**FAQs**

1. **What is the definition for Attendance?**

If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day.

1. **Who is a “habitual truant” student?**

A habitual truant student is a student who has accumulated the equivalent of ten or more full-day unexcused absences within a school year.

1. **What is an unexcused absence?**

Each district locally defines what a full- and half-day unexcused absence is.

1. **Why do schools have to report unexcused absences?**

This data will be used to calculate annual habitual truancy rates.