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Student Daily Attendance Template

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

**Data Submission Schedule:**

* **K5P,**
* **EOY,** for all students that have had one or more absences due to Cultural or Religious Observance. Do not report K5P students.

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

**Load Sequence Dependencies**

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

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**Template Description**

Report each instance of absence at the student level.

In the **K5P** submission, report days attended and days absent for students that were in the K5 Plus program. This data is essential to K5P funding.

In the **EOY** submission, report absences due to Cultural or Religious Observance.

**CHANGES** –

* No Changes

**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.**  |  | **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 K5P, report attendance or absence dates for each day of enrollment in the program.** **For EOY, report date of student absence for Cultural or Religious Observance reporting.** | **All dates must be entered in ISO format****This date must fall within the start and end dates specified for the school’s approved K-5 Plus program.** | **Example:****YYYY-10-04** |
| 5-7 | 37 | 38 | 2 | Not Collected |
| **8** | **85** | **92** | **8** | **C** | **ATTENDANCE CODE** **LONG** | **R** | **K\*** | **For K5P, report ATTD or ABS for each day the student attends 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.** | **K5P** ATTD = AttendedABS = Absent**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 (2019-07-01 through 2020-06-30 for SY19-20) will be attributed to the current school year. As an example, K5P 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.****YYYY-06-30** | **Example:****2018-06-30** |
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**FAQs**

**1. How is K5 Plus funding eligibility determined?**

Eligibility for K5P funding is based on Student Attendance on July 17th.

Student Assessment data will also be used to verify Student Attendance.

K5P Student Daily Attendance will be compared against 40D Student Course Enrollment.