Student Attendance V4

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
					• Attendance data can be added/updated throughout a Pre-K thru 12 grade student's enrollment and after exiting with the following considerations:	
					- The Enrollment record Home RCDTS is responsible for providing attendance data	
					- The Enrollment record Serving RCDTS may optionally provide attendance data	
					- Optionally, the student enrollment Service Provider RCDTS may provide attendance data (when IDEA=Yes)	
					- Attendance data (days) cannot exceed the number of days the student was enrolled with the district	
					- Attendance days cannot exceed days enrolled in that month (or partial month)	
					- The Attendance Months display based on the months the student is enrolled/exited.	
					- Click the + (Add) button and select an Attendance Type (that Attendance Type becomes available for all months)	
					- Values represent Days (see PDA note below)	
					- Entering a new value (and submitting) overwrites the existing value	
					- To delete an existing value, enter 0 (0.000). Press Submit to delete the value	
					Use the following method to report the Attendance Day calculation for each day.	
					- Full day, report 1.000	
					- Half-day, report 0.500	
					- Quarter day, report 0.250	
					- Etc.	
					• Using the student enrollment **PDA**, ISBE will do the calculation for final reporting purposes.	
					• Report Student Attendance for **Regular School Year enrollments ONLY!** Summer school and ESY attendance should not be reported.	
					• Attendance data is not accepted for Birth to 3 or Evaluation enrollments.	
					• Attendance data is not accepted for an enrollment that was exited erroneously.	
					• Attendance data is optional for Private School Students**.**	
					• Attendance data (batch) <u>can include multiple past months</u> for the student.	
					• To add or update Student Attendance data via batch, provided data must match with an enrollment record in SIS:	
					- SID	
					- First Name and Last Name of student	
					- Birth Date of student	
					- Home RCDTS and Serving RCDTS of the Student Attendance File must match a SIS Enrollment Home RCDTS, Serving RCDTS, and Service Provider RCDTS.	
					- Enrollment Date	
					- School Year	
Month of Attendance	Mandatory	Char(2)		The month of student attendance reporting.		Students must be enrolled at least one day during the month of attendance reported. Cannot provide more days of attendance than the enrollment days for a given month.
			01	January		
			02	February		
			03	March		

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			04	April		
			05	May		
			06	June		
			07	July		
			08	August		
			09	September		
			10	October		
			11	November		
			12	December		
Year of Attendance	Mandatory	Char(4)	nnnn		The calendar school year for attendance reporting. **Note**: May differ from School Year. Ex. Reporting attendance for October 10, 2018. Use 2018 for the year of submitted attendance, NOT the School year, 2019.	
Attendance Type	Mandatory	Char(2)			Identify the type of attendance in which the student participated	
			01	In Person Instruction	The student is receiving educational services in-classroom.	
			02	Absent - Excused	The student was absent with cause. "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, student mental health day, civic event per PA 102-981, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.	
			03	Absent - Unexcused	The student was absent without a cause.	
			04	Medically Homebound	A student who is **receiving** home/hospital instructional services, provided by the district, in accordance with 105 ILCS 5/14-13.01. These students are considered present for purposes of attendance as it pertains to funding. Please see https://www.isbe.net/Documents/Home-Hospital_QA.pdf for additional information on the	

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					provision of homebound services, and when medically homebound status can apply. A student who is homebound but not receiving home/hospital instructional services is considered as absent, either excused or unexcused according to district policy. No amount of time can be coded as both present, and medically homebound. A day can be broken into portions, such as half day present, half day medically homebound, but if the time is marked medically homebound, it should **NOT** also be included in either the excused or unexcused absence totals	
			05	Hospitalized	An absence where a student was hospitalized because of medical emergencies or procedures (e.g., because of a motor vehicle or other type of accident, surgery, severe illness, psychiatric emergency) or was participating in residential programs that provide psychological treatment or treatment for drug or alcohol abuse, **but was not receiving home/hospital instructional services**, in accordance with 105 ILCS 5/14-13.01. No amount of time can be coded as both present, and hospitalized. A day can be broken into portions, such as half day present, half day hospitalized, but if the time is marked hospitalized, it should **NOT** also be included in either the excused or unexcused absence totals.	

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Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
			06	E-Learning	The number of full or partial days represented as a decimal that a student was present remotely and was using the district's Approved E-Learning Plan (105 ILCS 5/10-20.56). Includes, but not limited to, Governor declared disaster days. Districts may not exceed number of emergency days in the approved school calendar and must be verified by the regional office of education or intermediate service center for the school district on or before September 1st annually to ensure access for all students. During a Governor declared disaster outlined in Section 7 of the Illinois Emergency Management Agency Act, a district may use E-Learning Days without limit (105 ILCS 5/10-30).	
			07	Remote Learning	The number of full or partial days represented as a decimal that a student was present remotely. Under current law, Remote Learning Days may only be used in the following two situations: 1. Any school district may establish a Remote Educational Program policy by resolution of its board. Districts that adopt such a policy can allow a student to participate in a Remote Educational Program when there is a determination by the school district and the parent/guardian that the program will best serve the student's individual learning needs and the student meets the criteria for participation defined in the policy. In this case, an individual student who is participating in a Remote Educational Program may meet the requirement of a remote learning day in several ways, provided that 5 hours of instruction and schoolwork are administered. ISBE strongly recommends that 2.5 hours of the 5 hours be synchronous instruction (105 ILCS 5/10-29). Special Note: A school district that places a student with an IEP into a Remote Educational	

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					Program authorized under Section 10-29 of the School Code shall ensure that the educational programming and related services as specified in the child's IEP are provided to the student. The placement of the student in a remote educational program does not relieve the school district of the responsibility for ensuring that the student will receive all programming and related services required by the IEP, whether from one source or from multiple sources. Each local school district shall be responsible for monitoring the performance of the remote educational program to ensure that the implementation of each IEP conforms to the applicable requirements of 23 Ill. Admin. Code Part 226. 2. During a Governor declared disaster outlined in Section 7 of the Illinois Emergency Management Agency Act, a district may use Remote Learning days If they do not have an Approved E-Learning Plan. In this case, a district may meet the requirement of a remote learning day in several ways, provided that 5 hours of instruction and schoolwork are administered. ISBE strongly recommends that 2.5 hours of the 5 hours be synchronous instruction (105 ILCS 5/10-30).	
			08	Mental Health	The student was absent with cause (excused absence) "Valid cause" for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, student mental health day, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.	

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Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
			09	Detention Center	Student is enrolled at a detention center therefore specific district attendance data is not available.	
Attendance Days	Mandatory	Numeric (5)	nn.nnn		The sum for the Attendance Type of a full days or partial days represented as decimals that the student accumulated for the month. The precision will be 3 decimal points	Sum of days (for all Attendance Types) must be equal to or less than the number of days in that month (includes weekends). Existing Attendance Day values can be deleted (enter a 0) or overwritten (enter a new value) and click submit.

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