

Business Rules

Calculating District Average Daily Attendance

Business rules for determining district Average Daily Attendance (ADA) from the school calendar and the Student Attendance record in the Student Information System (SIS) are provided in this document.

1. ADA will be calculated for every public school district except the one operated by the Illinois Department of Juvenile Justice.
2. The state charter districts are calculated separately and manually added into the resident district.
3. Private school students are excluded.
4. An attendance record is collected for each month for each student enrolled for at least a day during the month.
5. A record of attendance consists of number of days during the month that the student was:
 - a. In-Person Instruction
 - b. E-Learning
 - c. Remote Learning
 - d. Days Absent – Unexcused
 - e. Days Absent – Excused
 - f. Medically Homebound
 - g. Hospitalized
 - h. Mental Health – Excused
 - i. Detention Center
6. There are nine ADA periods.
 - a. Period 1 is from the first day of class to the end of September.
 - b. Period 2 to 8 are the months from October through April.
 - c. Period 9 is from May 1 through the last day of school.
 - d. No attendance is collected for summer school.
 - i. Exclude July attendance data except for Thomasboro CCSD 130 because it has non-summer school attendance in July.
7. A student's days of attendance is the sum of the In-Person Instruction, E-Learning, Remote Learning, and Medically Homebound.
8. The actual attendance is the sum calculated above times the percent time of day.
 - a. If the student is present 50% of the day and was present 20 school days during the month the attendance is $20 \times .50 = 10$.
9. The students being served in a state-funded school are not included in the calculation. The state-funded schools are:
 - a. 190000000636302- Philip J. Rock Center and School
 - b. 651089000803001 - Illinois School for the Deaf
 - c. 651089000803002 - Illinois School for the Visually Impaired
 - d. 651089000803003 - Illinois Center for Rehabilitation and Education
10. The days of attendance are split into claimable and non-claimable counts based on the student/enrollment.
11. The students must be enrolled in kindergarten through 12th grade.
12. Pre-K student enrollments with I-Star approval are claimable in their resident district. (If the enrollment exit date is null, the current date is used for comparison.)
 - a. The begin date of the approval record is on or before the enrollment begin date.
 - b. The exit date of the approval record is on or after the enrollment exit date.
13. Pre-K general education student enrollments (not included in 12) are counted as non-claimable in their resident district.

14. A non-claimable student/enrollment is one that:
 - a. The student is a special education youth in care (YIC) student.
 - i. The attendance is non-claimable in the resident district.
 - b. The parent pays tuition for the student to attend a district outside their residence.
 - i. The attendance is non-claimable in the district serving the student.
 - c. The student is a YIC in general education and living in a group home.
 - i. The attendance is non-claimable in the resident district.
 - d. The resident school of the student is deactivated.
 - i. The attendance is counted as claimable in the resident district.
 - ii. The attendance is counted as non-claimable in the serving district.
15. A claimable student/enrollment are all students in their resident district that are not marked as non-claimable by the rules above.
16. The list of state authorized charter schools and their split percentages will be provided by the School Business Services Department.

Report Logic:

17. The claimable days for a period are the sum of the days of attendance for the associated month for all claimable students for the month.
18. The non-claimable days for a period are the sum of the days of attendance for the associated month for all non-claimable students for the month.
19. The days in session for a period are calculated from the school calendar.
 - a. A school attendance day is a day coded with a school calendar code as noted in the table attached below.
20. The claimable ADA for a period is the claimable days of attendance divided by the number of days in session.
21. The non-claimable ADA for a period is the non-claimable days of attendance divided by the number of days in session.
22. The claimable, non-claimable and days in session are the sum of all periods.
23. The claimable ADA total is the total claimable for the year divided by the total days in session for the school year.
24. The non-claimable ADA total is the total non-claimable for the year/total days in session.
25. The ADA for the resident pupils for whom tuition is paid to another Local Education Agency is calculated as: Sum of the claimable days for students where the serving district is not their resident district divided by total days in session for the school year. Examples where the serving district is different from the resident district are:
 - a. The student is attending a Career Technical Center.
 - b. The student is being served by a special education co-op.
 - c. The student is being served by a private facility.
 - d. The student is being served by a co-op high school. There are currently two: Paris High School and Bismarck-Henning High School.
 - e. The student is being served by another public school district.

ADA Calculation

26. The nine-month ADA calculation is the total claimable ADA – Students whose tuition is paid to another district plus the total non-claimable ADA.

27. The districts best three-month ADA is the sum of the Claimable Days of attendance for the highest three-month ADA divided by the sum of the days in session for those months.

School Calendar Codes			
Id	School Calendar Code	School Calendar Code Desc	Counts as a School Day
1	X	Pupil Attendance Day	Yes
2	XHI	Half-Day In-service	Yes
3	XHPT	Half-Day Parent/Teacher Conference	Yes
23	ED	Emergency Day	No
4	XID	Interrupted Day	Yes
5	XDS	Delayed Start Day	Yes
6	XHS	Half-Day School Improvement Program	Yes
7	XHSW	Half-Day School Improvement Program Waiver	Yes
8	XH	Pupil Attendance Holiday Waiver	Yes
9	XED	Emergency Day-Proposed	No
10	XHIH	Half-Day In-service Holiday Waiver	Yes
11	XHPH	Half-Day Parent/Teacher Conf. Holiday Waiver	Yes
12	FI	Full-Day In-service	No
13	FPT	Full-Day Parent/Teacher Conference	No
14	PI	Parent Institute	No
15	TI	Teacher Institute/Workshop	No
16	AOG	Act of God Day	No
17	WFI	Full-Day In-service Waiver	No
18	WFPT	Full-Day Parent/Teacher Conference Waiver	No
19	WFS	Full-Day School Improvement Program Waiver	No
20	FIH	Full-Day In-service Holiday Waiver	No
21	FPTH	Full-Day Parent/Teacher Conf. Holiday Waiver	No
22	TIH	Teacher Institute/Workshop Holiday Waiver	No
24	HOL	Holiday	No
25	NIA	Not in Attendance	No
26	WFSH	Full-Day School Improvement Holiday Waiver	No
27	XHSH	Half-Day School Improvement Holiday Waiver	Yes
28	XHPW	Half-Day Parent/Teacher Conference Waiver	Yes
29	XELD	E-Learning Day	Yes