

## Half-Day vs. Full-Day

### School Calendar Data Collection vs.

### SIS Student Attendance Data Collection vs.

### ISBE Average Daily Attendance Reporting

#### Highlights:

- A district's calendar day of instruction should only be **1** for a full day or **0.5** for a half day.
- A student's attendance for a day may be of any value between 0.001 and 1.000. This applies to both full and half scheduled calendar days.
- ISBE will calculate Average Daily Attendance (ADA) Reporting.

#### Planning the School Calendar Data Collection:

Within a school calendar, a full day or half day is dependent on the number of instruction minutes that are **planned**. Detailed information about school calendars can be found in [Public School Calendar Guidelines](#).

A **full day** is a day for which the scheduled **instruction time** is at least 5 hours (300 minutes).

- **Special Consideration:**
  - Adverse weather conditions causing an interrupted day or delayed start to the day as well as a condition that occurs beyond the control of the school and poses a hazardous threat to health and safety of students does not prevent a school from recording a **full-day** of **instruction time** for students who were present; however, the school must provide at least 60 minutes of instruction.

A **half day** is a day in which the scheduled **instruction time** is:

- At least 3 hours (180 minutes),
- Followed by at least 2 hours (120 minutes) of activities (school improvement, P/T conferences, etc.).

**Instruction time** is defined as a period of time that students are expected to receive educational services under the direct supervision of:

- A certified teacher, or
- Non-teaching/volunteer personnel when engaging in non-teaching duties and supervising.

**Note: Instruction time does NOT include lunch, passing time, or recess.**

## Submitting Student Attendance for the SIS Data Collection

A student who attends the entire **planned** school day should have an attendance record of 1.

**Example 1** – A student who attends all of a scheduled **half day or full day** should get a “1” for that attendance day.

**Example 2** – A student who attends three out of five classes during a scheduled **half day or full day** should get a “0.6” for that attendance day.

**Example 3** – A student who attends half of a scheduled **half day or full day** should get a “0.5” for that attendance day.

**Special Considerations:** Half-day kindergarten students should have enrollments with a Percent Day Attended (PDA) of 0.5.

More details about student attendance records can be found on an [ISBE Student Attendance document](#).

## ISBE Average Daily Attendance Reporting

Business rules for determining district ADA from the school calendar and the Student Attendance record in the Student Information System (SIS) can be found [on the Calculating District Average Daily Attendance document](#).

Calculating a student’s actual attendance for ADA reporting starts by summing up a student’s days of attendance identified as In-Person Instruction, E-Learning, Remote Learning, and Medically Homebound. Lastly, this sum is then multiplied by the student’s PDA.

**Example** – If a student’s enrollment has a PDA of 0.5 and the student is present 20 days in a given month, their ADA calculation of attendance would be 10 for that month.