

#### Student Attendance

# Attendance data should be added/updated monthly for Pre-K - Grade 12 students 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
- 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 Percent of Day Attended (PDA) in the Enrollment field. 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 (batch) can include multiple past months for the student
- 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 is Due mid July annually; reference SIS key dates on the <u>ISBE</u>
   <u>Key Dates webpage</u>





- ISBE uses the PDA in Average Daily Attendance (ADA) to determine the percent of day for each of the Attendance Types.
- Districts should report 1.000 Absence for a full day missed and 0.500 Absence for a half-day missed
- If the student is enrolled with a PDA of 0.50 and the district reports 0.500 in the Total Days Present, ISBE will calculate that the student was present for a quarter of the day
- 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
  - Please do not provide Attendance Days with 0.000 or blanks unless you are deleting an existing record





To add or update Student Attendance data via batch, provided data must match to 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
- School Year
- Enrollment Date





#### Month of Attendance: The month of student attendance reporting

- 01 January
- 02 February
- 03 March
- 04 April
- 05 May
- 06 June
- 07 July
- 08 August
- 09 September
- 10 October
- 11 November
- 12 December





#### **Attendance Type Code:**

- 01 In Person Instruction
- 02 Absent Excused
- 03 Absent Unexcused
- 04 Medically Homebound
- 05 Hospitalized
- 06 E-Learning
- 07 Remote Learning
- 08 Mental Health
- 09 Detention Center





- In Person Instruction: If the student is receiving educational services in-classroom, then that would count as In Person Instruction
- Absent Excused: The student was absent with cause (excused absence)
- Absent Unexcused: The student was absent without a cause
- **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 Wellness Department's "Home/hospital instruction for students" document for additional information.
- Hospitalized: An absence where a student was hospitalized because of medical emergencies or
  procedures 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



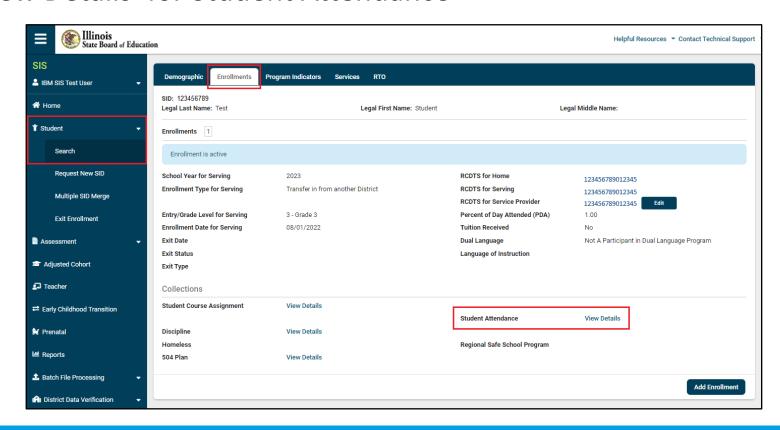


- **E-Learning:** Pursuant to state law, a school district may adopt an E-learning program. In order to adopt an E-learning program, a district must draft and adopt an E-Learning program within the specifications of Section 10-20.56 of the School Code
- Remote Learning: If the Governor has declared a disaster due to a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, the State Superintendent of Education may declare a requirement to use remote learning days or blended remote learning days for a school district, multiple school districts, a region, or the entire State
- 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
- Detention Center: Student is enrolled at a detention center and district attendance data is not available





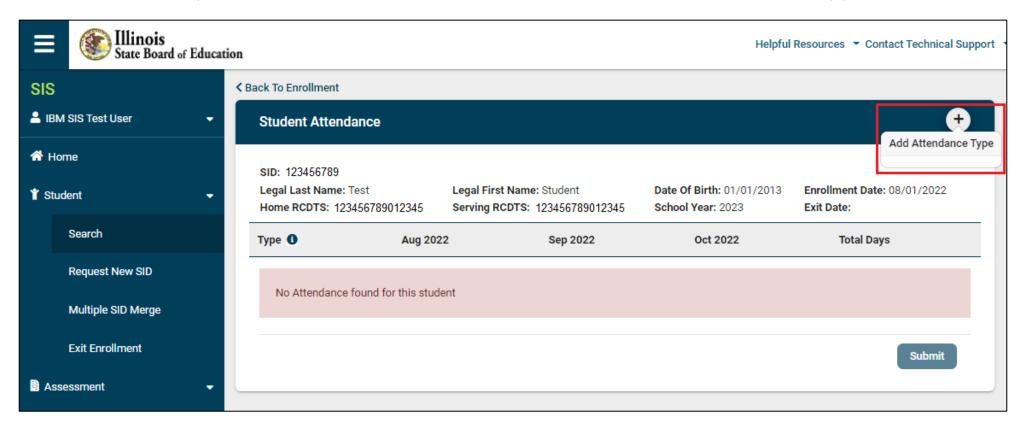
To update attendance: search by student – Enrollments tab – select 'View Details' for Student Attendance







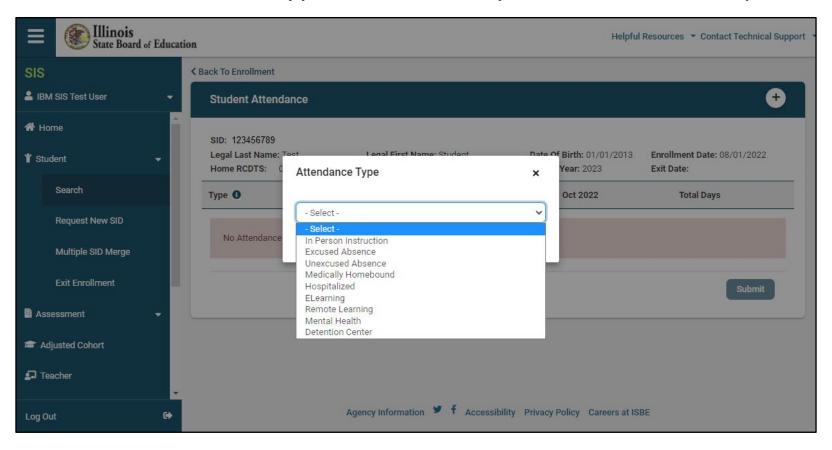
#### To update attendance: select '+' to Add Attendance Type







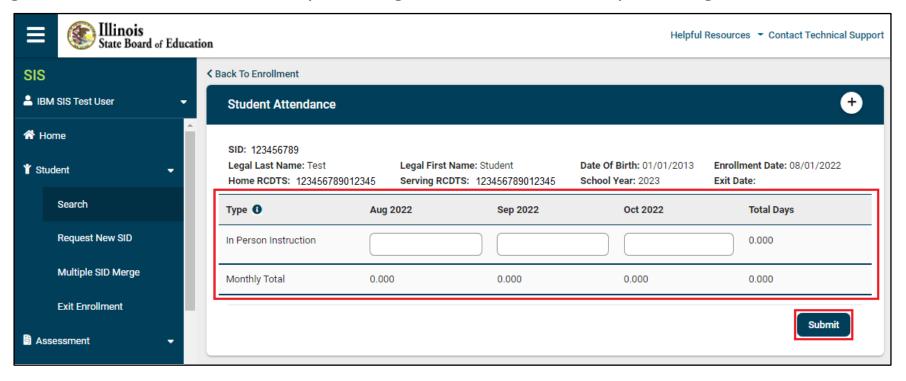
#### Select the Attendance Type needed to update from the drop down







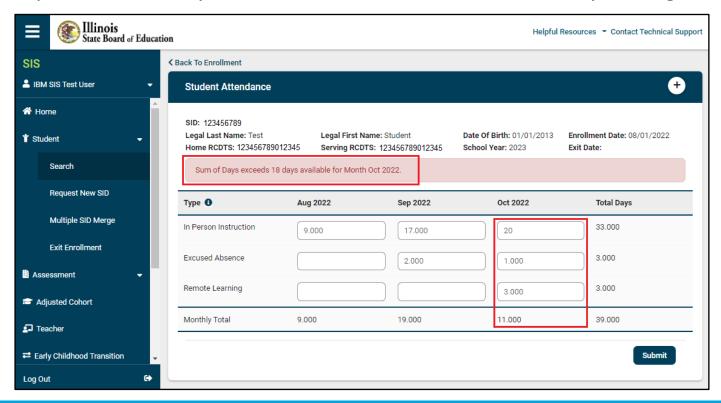
- Update attendance by Month for attendance type
- Full days or partial days can be shown up to 3 decimal points
- Total days for all Attendance Types cannot exceed days enrolled in that month
- · Existing Attendance can be deleted by entering a '0' or overwritten by entering a new value and click 'Submit'







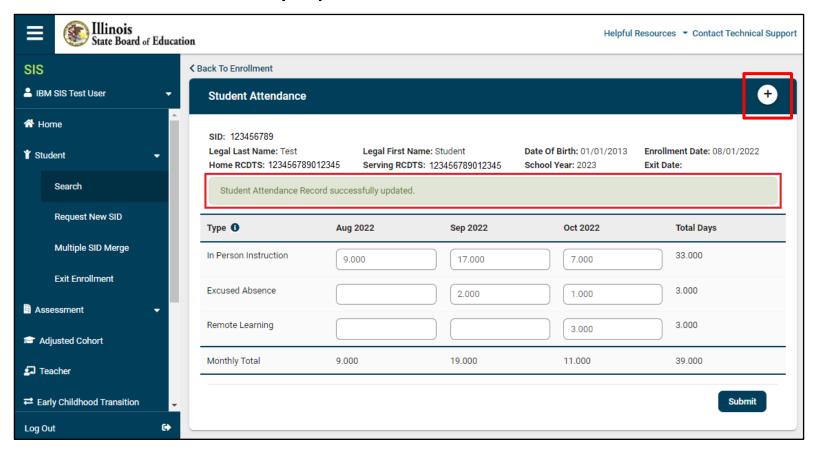
- Error Messages may occur Verify and correct data and then re-Submit
- Student must be enrolled at least one day during the month of attendance reported
- Cannot provide more days of attendance than the enrollment days for a given month







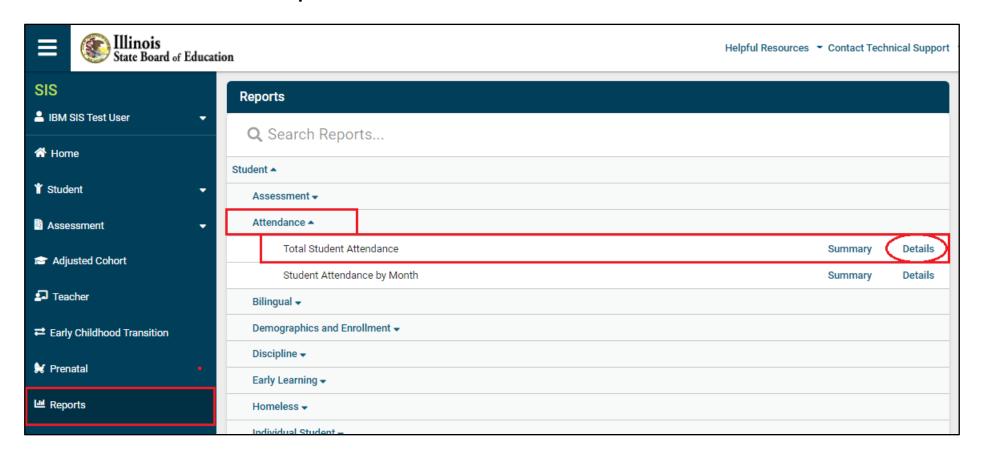
#### Student Attendance successfully updated – select '+' to add more Attendance Types







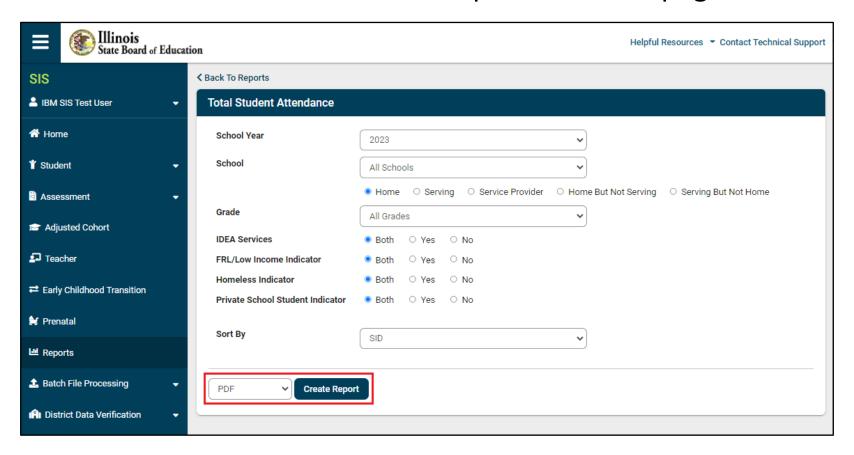
#### Attendance Reports – Total Student Attendance - Details







#### Total Student Attendance Report – Criteria page







#### **Total Student Attendance Detail Report**

#### Illinois State Board of Education Student Information System

2023 Total Student Attendance (Detail)

SIS Home District: 12345678901 ISBE Test District

Selection Criteria: Sorted By: Student ID

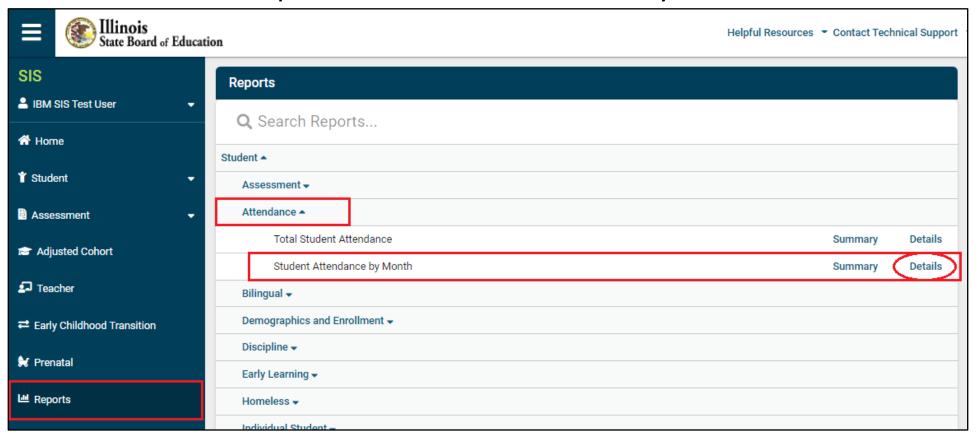
Columns	A	Grade Level	D	E-Learning	G	Absent - Unexcused	J	Mental Health
	В	PDA	E	Remote Instruction	Н	Medically Homebound	K	Detention Center
	C	In Person Instruction	F	Absent - Excused	I	Hospitalized	L	Total Attendance/Absences

Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	Start Date	End Date	A	В	С	D	E	F	G	Н	I	J	K	L
123456789	Test, Student	07/22/2005	123456789012345	123456789012345	7/1/22	8/1/22	12	1.00	10.000									10.000
123456789	Test, Student 2	09/29/2011	123456789012345	123456789012345	8/1/22		5	1.00										0.000
123456789	Test, Student 3	07/16/2005	123456789012345	123456789012345	8/1/22	9/30/22	12	1.00										0.000





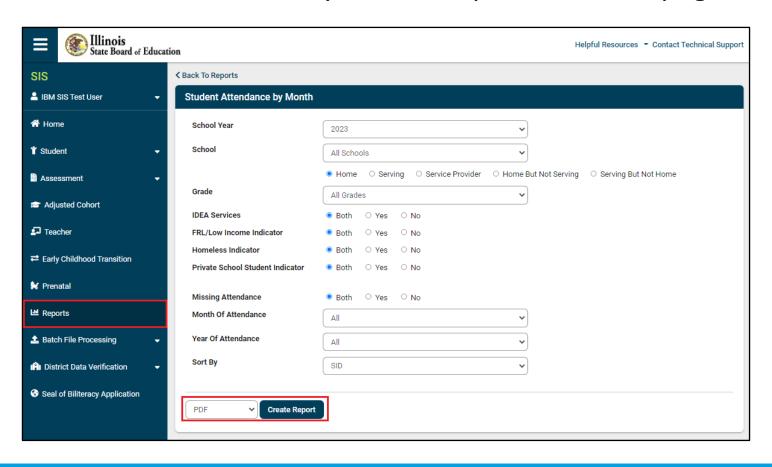
#### Attendance Reports – Student Attendance by Month - Details







#### Student Attendance by Month Report – Criteria page







#### Student Attendance by Month Detail Report

#### Illinois State Board of Education **Student Information System** 2023 Student Attendance By Month (Detail) SIS Home District: 12345678901 ISBE Test District Selection Criteria: Sorted By: Student ID A Grade Level C Month of Attendance E In Person Instruction H Absent - Excused K Hospitalized B PDA D Year of Attendance F E-Learning I Absent - Unexcused L Mental Health G Remote Instruction J Medically Homebound M Detention Center Student Name: Test, Student Birth Date: 07/22/2005 Student ID: 123456789 Serving RCDTS Home RCDTS Start Date 123456789012345 7/1/22 10.000 123456789012345 123456789012345 123456789012345 7/1/22 8/1/22 Total Attendance / Absences: 10.000 Student ID: 123456789 Student Name: Test, Student 2 Birth Date: 09/29/2011 Home RCDTS Serving RCDTS Start Date 123456789012345 123456789012345 8/1/22 0.000 123456789012345 123456789012345 123456789012345 123456789012345 Total Attendance / Absences: 0.000



