



# Illinois State Board of Education

## Student Attendance

# Attendance Updates

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## **Attendance data should be added/updated monthly for Pre-K - Grade 12 students with the following considerations:**

- The Enrollment record Home RCDS is responsible for providing attendance data
- The Enrollment record Serving RCDS may optionally provide attendance data
- Optionally, the student enrollment Service Provider RCDS 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



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- 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 [ISBE Key Dates webpage](#)**



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- 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



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**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



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**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



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## **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



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- **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





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- **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



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

The screenshot displays the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options such as 'Home', 'Student', 'Request New SID', and 'Assessment'. The 'Student' menu is expanded, and the 'Search' option is highlighted. The main content area shows the 'Enrollments' tab selected, displaying student information (SID: 123456789, Legal Last Name: Test, Legal First Name: Student) and a list of enrollment details. The 'Student Attendance' link is highlighted with a red box, and the 'View Details' link next to it is also highlighted. Other enrollment details include School Year for Serving (2023), Enrollment Type for Serving (Transfer in from another District), and various RCDTS and PDA values.

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

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Search, Request New SID, Multiple SID Merge, Exit Enrollment, and Assessment. The main content area is titled 'Student Attendance' and includes a 'Back To Enrollment' link. A red box highlights a '+' icon with the text 'Add Attendance Type' below it. Below this, student information is displayed: SID: 123456789, Legal Last Name: Test, Legal First Name: Student, Date Of Birth: 01/01/2013, Enrollment Date: 08/01/2022, Home RCDTS: 123456789012345, Serving RCDTS: 123456789012345, School Year: 2023, and Exit Date. A table shows attendance data for Aug 2022, Sep 2022, and Oct 2022, with a 'Total Days' column. A message states 'No Attendance found for this student'. A 'Submit' button is located at the bottom right.

Type ⓘ	Aug 2022	Sep 2022	Oct 2022	Total Days
No Attendance found for this student				

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Select the Attendance Type needed to update from the drop down

The screenshot displays the Illinois State Board of Education (ISBE) SIS interface. The main content area is titled 'Student Attendance' and shows a form for a student with SID 123456789. The form includes fields for 'Legal Last Name', 'Legal First Name', 'Date Of Birth', 'Enrollment Date', 'Home RCDTS', 'Year', and 'Exit Date'. A table below the form shows 'Type' and 'Total Days' for the month of 'Oct 2022'. The 'Type' dropdown menu is open, showing a list of attendance types: '- Select -', 'In Person Instruction', 'Excused Absence', 'Unexcused Absence', 'Medically Homebound', 'Hospitalized', 'ELearning', 'Remote Learning', 'Mental Health', and 'Detention Center'. A 'Submit' button is visible at the bottom right of the form.

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- 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'

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Helpful Resources ▾ Contact Technical Support

SIS

IBM SIS Test User ▾

Home

Student ▾

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment ▾

< Back To Enrollment

### Student Attendance

SID: 123456789  
Legal Last Name: Test      Legal First Name: Student      Date Of Birth: 01/01/2013      Enrollment Date: 08/01/2022  
Home RCDTS: 123456789012345      Serving RCDTS: 123456789012345      School Year: 2023      Exit Date:

Type ⓘ	Aug 2022	Sep 2022	Oct 2022	Total Days
In Person Instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.000
Monthly Total	0.000	0.000	0.000	0.000

Submit

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- 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

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Helpful Resources Contact Technical Support

SIS

IBM SIS Test User

Home

Student

Search

Request New SID

Multiple SID Merge

Exit Enrollment

Assessment

Adjusted Cohort

Teacher

Early Childhood Transition

Log Out

Back To Enrollment

### Student Attendance

SID: 123456789  
Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2013 Enrollment Date: 08/01/2022  
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Sum of Days exceeds 18 days available for Month Oct 2022.

Type	Aug 2022	Sep 2022	Oct 2022	Total Days
In Person Instruction	9,000	17,000	20	33,000
Excused Absence		2,000	1,000	3,000
Remote Learning			3,000	3,000
Monthly Total	9,000	19,000	11,000	39,000

Submit

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Student Attendance successfully updated – select ‘+’ to add more Attendance Types

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Helpful Resources ▾ Contact Technical Support

SIS

< Back To Enrollment

Student Attendance +

SID: 123456789  
Legal Last Name: Test Legal First Name: Student Date Of Birth: 01/01/2013 Enrollment Date: 08/01/2022  
Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 School Year: 2023 Exit Date:

Student Attendance Record successfully updated.

Type ⓘ	Aug 2022	Sep 2022	Oct 2022	Total Days
In Person Instruction	<input type="text" value="9.000"/>	<input type="text" value="17.000"/>	<input type="text" value="7.000"/>	33.000
Excused Absence	<input type="text"/>	<input type="text" value="2.000"/>	<input type="text" value="1.000"/>	3.000
Remote Learning	<input type="text"/>	<input type="text"/>	<input type="text" value="3.000"/>	3.000
Monthly Total	9.000	19.000	11.000	39.000

Submit

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## Attendance Reports – Total Student Attendance - Details

The screenshot shows the SIS Reports interface. The left sidebar contains a menu with 'Reports' highlighted in red. The main content area shows a search bar and a list of report categories. Under the 'Attendance' category, 'Total Student Attendance' is selected, and its 'Details' link is highlighted in red. Other categories include Assessment, Bilingual, Demographics and Enrollment, Discipline, Early Learning, Homeless, and Individual Student.

Report Category	Report Name	Summary	Details
Attendance	Total Student Attendance	Summary	Details
Attendance	Student Attendance by Month	Summary	Details



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## Total Student Attendance Report – Criteria page

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, and District Data Verification. The main content area is titled 'Total Student Attendance' and includes a 'Back To Reports' link. The criteria section contains the following fields:

- School Year: 2023
- School: All Schools
- Grade: All Grades
- IDEA Services: Both (selected), Yes, No
- FRL/Low Income Indicator: Both (selected), Yes, No
- Homeless Indicator: Both (selected), Yes, No
- Private School Student Indicator: Both (selected), Yes, No
- Sort By: SID

At the bottom, there is a 'PDF' dropdown menu and a 'Create Report' button, both highlighted with a red border.

# Attendance Updates

## 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	<b>A</b> Grade Level	<b>D</b> E-Learning	<b>G</b> Absent - Unexcused	<b>J</b> Mental Health
	<b>B</b> PDA	<b>E</b> Remote Instruction	<b>H</b> Medically Homebound	<b>K</b> Detention Center
	<b>C</b> In Person Instruction	<b>F</b> Absent - Excused	<b>I</b> Hospitalized	<b>L</b> Total Attendance/Absences

Student ID	Student Name	Birth Date	Home RCDTS	Serving RCDTS	Start Date	End Date	A	B	C	D	E	F	G	H	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



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## Attendance Reports – Student Attendance by Month - Details

The screenshot shows the SIS Reports interface. On the left, the 'Reports' menu item is highlighted with a red box. In the main content area, the 'Attendance' category is expanded and highlighted with a red box. Under 'Attendance', the 'Student Attendance by Month' report is selected, and its 'Details' link is highlighted with a red box. The 'Summary' link for this report is also visible.

Report Name	Summary	Details
Total Student Attendance	Summary	Details
Student Attendance by Month	Summary	Details

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## Student Attendance by Month Report – Criteria page

The screenshot shows the SIS interface for the Illinois State Board of Education. The left sidebar contains navigation options: Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Student Attendance by Month' and includes a 'Back To Reports' link. The criteria section contains the following fields:

- School Year: 2023
- School: All Schools
- Grade: All Grades
- IDEA Services:  Both  Yes  No
- FRL/Low Income Indicator:  Both  Yes  No
- Homeless Indicator:  Both  Yes  No
- Private School Student Indicator:  Both  Yes  No
- Missing Attendance:  Both  Yes  No
- Month Of Attendance: All
- Year Of Attendance: All
- Sort By: SID

At the bottom, there is a dropdown menu set to 'PDF' and a 'Create Report' button, both highlighted with a red box.

# Attendance Updates

## 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																										
Columns	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 ID: 123456789			Student Name: Test, Student					Birth Date: 07/22/2005																		
Home RCDTS	Serving RCDTS	Start Date	End Date	A	B	C	D	E	F	G	H	I	J	K	L	M	Total									
123456789012345	123456789012345	7/1/22	8/1/22	12	1.00	07	2022	10.000	-	-	-	-	-	-	-	-	10.000									
123456789012345	123456789012345	7/1/22	8/1/22	12	1.00	08	2022	-	-	-	-	-	-	-	-	-	0.000									
<b>Total Attendance / Absences: 10.000</b>																										
Student ID: 123456789			Student Name: Test, Student 2					Birth Date: 09/29/2011																		
Home RCDTS	Serving RCDTS	Start Date	End Date	A	B	C	D	E	F	G	H	I	J	K	L	M	Total									
123456789012345	123456789012345	8/1/22	-	5	1.00	08	2022	-	-	-	-	-	-	-	-	-	0.000									
123456789012345	123456789012345	8/1/22	-	5	1.00	09	2022	-	-	-	-	-	-	-	-	-	0.000									
123456789012345	123456789012345	8/1/22	-	5	1.00	10	2022	-	-	-	-	-	-	-	-	-	0.000									
<b>Total Attendance / Absences: 0.000</b>																										