

Student Attendance

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
					<ul style="list-style-type: none"> To add or update attendance data, student has a valid district enrollment in SIS by following: <ul style="list-style-type: none"> - Enrollment record Home RCDTS matches attendance Home RCDTS - Enrollment record Serving RCDTS matches attendance Serving RCDTS - SIS Enrollment Date matches the Enrollment Date in the Student Attendance file - Enrollment School Year matches the School Year in the Student Attendance file To add or update Student Attendance data via batch, provided data must match to an enrollment record in SIS: <ul style="list-style-type: none"> - 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 Student Attendance, regardless of the PDA value, is entered in the following fields: In Person Instruction, E-Learning, Remote Learning, Absent Unexcused, Absent Excused, Medically Homebound, and Hospitalized. Use the following method to report the calculation each day. <ul style="list-style-type: none"> - Full day, report 1.000 - Half-day, report 0.500 - Quarter day, report 0.250 - Etc. Medically Homebound should be used, when a student is receiving home/hospital instructional services, provided by the district, in accordance with 105 ILCS 5/14-13.01. Hospitalized should be used, only when a student was hospitalized or was participating in residential programs, but was NOT receiving home/hospital instructional services, in accordance with 105 ILCS 5/14-13.01. If the student is receiving educational services in-classroom, then that would count as In Person Instruction. If the student is receiving educational services online then that would count as E-Learning/Remote Learning. Only use Medically Homebound and/or Hospitalized in place of counting a student as Absent - Excused or Unexcused. This way ISBE can exclude those students from state reporting so the student is not dinged for an excused/unexcused absence. From the 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. Monthly attendance data must be provided for Pre-K and K-12 enrollments where your district is the Home, Serving, or Service Provider. Data may be provided at any time. For a partial month of enrollment, total days cannot exceed days enrolled in that month. 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 cannot be provided for enrollments prior to July 1, 2018. 	

Student Attendance

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
Month of Attendance	Mandatory	Char(2)			The month of student attendance reporting.	<ul style="list-style-type: none"> Student must be enrolled at least one day during the month of attendance reported. Cannot provide more days of attendance than the enrollment days.
			01	January		
			02	February		
			03	March		
			04	April		
			05	May		
			06	June		
			07	July		
			08	August		
			09	September		
			10	October		
			11	November		
			12	December		
Year of Attendance	Mandatory	Char(4)	xxxx	The calendar school year of attendance reporting. Note: This is not necessarily the same as School Year. Ex. Reporting attendance for October 10, 2018. Use 2018 for the year of submitted attendance, NOT the School year, 2019.		
In Person Instruction	Mandatory	Numeric (5)	xx.xxx	The full day or partial days represented as a decimal that the student was present. The precision will be 3 decimal points.	<ul style="list-style-type: none"> Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). 0's are valid data within any attendance field for counting purposes. 	
E-Learning	Mandatory	Numeric (5)	xx.xxx	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. Additionally, the E-Learning plan must	<ul style="list-style-type: none"> Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). 	

Student Attendance

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
					be verified by the applicable regional office of education or intermediate service center. As originally composed, the E-Learning law allowed districts to use an E-Learning day in lieu of an emergency day—and the number of E-learning days used cannot exceed the number of proposed emergency days on a district’s school calendar. However, amendatory language due to the pandemic allows a district with an E-Learning plan to use E-Learning days as its form of remote instruction if operating schools remotely. In such cases, there is not a limit to the number of E-Learning Days that may be used, provided they are being used due to the public health emergency.	<ul style="list-style-type: none"> • 0’s are valid data within any attendance field for counting purposes.
Remote Learning	Mandatory	Numeric (5)	xx.xxx		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. During remote learning days, schools shall conduct instruction remotely. A district may meet the requirement of a remote learning day in a number of ways, provided 5 hours of instruction and school work are provided. Further, ISBE strongly recommends that 2.5 hours of the 5 hours be synchronous instruction. See 105 ILCS 5/10-30.	<ul style="list-style-type: none"> • Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). • 0’s are valid data within any attendance field for counting purposes.
Absent - Excused	Mandatory	Numeric (5)	xx.xxx		The number of days or partial days represented as a decimal that the student was absent with cause (excused absence) by month. The precision will be 3 decimal points. "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.	<ul style="list-style-type: none"> • Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). • 0’s are valid data within any attendance field for counting purposes.

Student Attendance

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
Absent - Unexcused	Mandatory	Numeric (5)	xx.xxx		The number of days or partial days represented as a decimal that the student was absent without a cause by month. The precision will be 3 decimal points.	<ul style="list-style-type: none"> Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). 0's are valid data within any attendance field for counting purposes.
Medically Homebound	Mandatory	Numeric (5)	xx.xxx		<p>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 provision of homebound services, and when medically homebound status can apply.</p> <p>A student who is homebound but not receiving home/hospital instructional services is considered as absent, either excused or unexcused according to district policy.</p>	<ul style="list-style-type: none"> Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). 0's are valid data within any attendance field for counting purposes. 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.
Hospitalized	Mandatory	Numeric (5)	xx.xxx		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.	<ul style="list-style-type: none"> Sum of In Person Instruction, E-Learning, Remote Learning, Absent – Excused, Absent – Unexcused, Medically Homebound, and Hospitalized must be equal to or less than the number of days in that month (includes weekends). 0's are valid data within any attendance field for counting purposes. 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.

Student Attendance