

CEDAR/COGNOS Report Guide

Attendance Snapshot



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Overview

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have need for such data.

Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

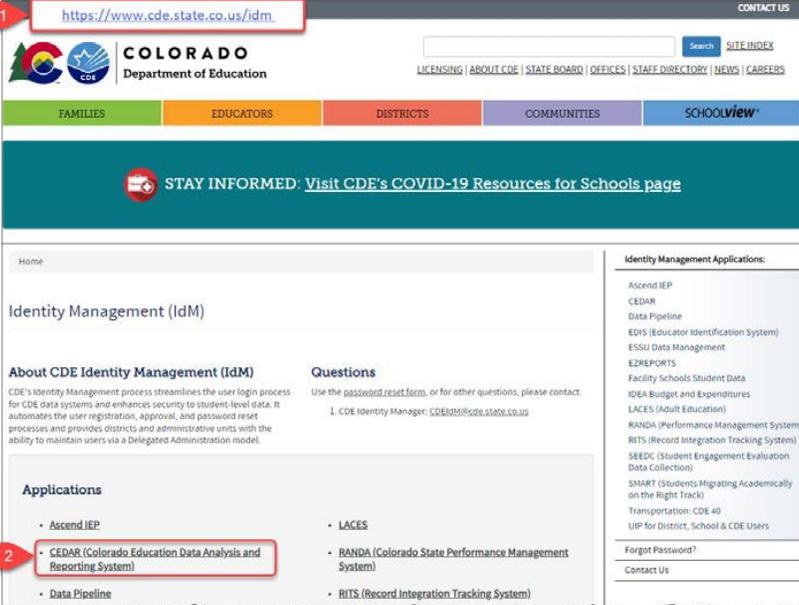
Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections. (i.e., attendance)

Attendance CEDAR/COGNOS reports are focused on the information needed to accurately report student's attendance information throughout the entire school year for each school.

Access via Identity Management (IdM) webpage

Note: Google Chrome is the preferred browser when working with CEDAR/COGNOS reports.

1. Go to the IdM webpage: <https://www.cde.state.co.us/idm>
2. Select the CEDAR application link.
3. Select the 'Log in to CEDAR' button



1 <https://www.cde.state.co.us/idm>

COLORADO
Department of Education

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Home

Identity Management (IdM)

About CDE Identity Management (IdM)
CDE's Identity Management process streamlines the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.

Questions
Use the [password reset form](#), or for other questions, please contact:
1. CDE Identity Manager: CDEIdM@cde.state.co.us

Applications

- Ascend IEP
- CEDAR (Colorado Education Data Analysis and Reporting System)
- Data Pipeline
- LACES
- RANDA (Colorado State Performance Management System)
- RITS (Record Integration Tracking System)

Identity Management Applications:

- Ascend IEP
- CEDAR
- Data Pipeline
- EDIS (Educator Identification System)
- ESSU Data Management
- EZREPORTS
- Facility Schools Student Data
- IDEA Budget and Expenditures
- LACES (Adult Education)
- RANDA (Performance Management System)
- RITS (Record Integration Tracking System)
- SEEDC (Student Engagement Evaluation Data Collection)
- SMART (Students Migrating Academically on the Right Track)
- Transportation: CDE 40
- UIP for District, School & CDE Users

Forgot Password?
Contact Us

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About CEDAR

CEDAR, or Colorado Education Data Analysis and Reporting, is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have a need for such data.

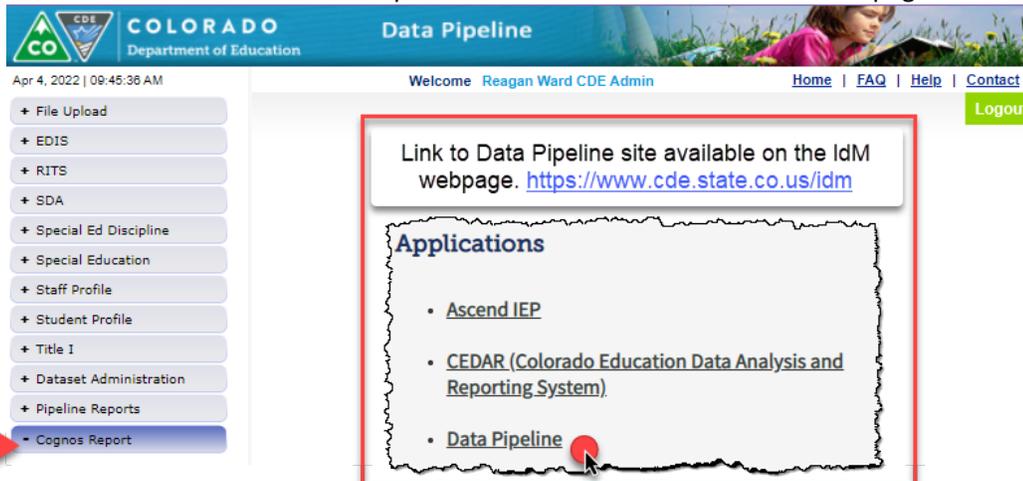
For permission to access to the student-level data for your school or district, please contact your local school district's Local Access Manager (LAM) and request access to CDE's CEDAR system. CDE does not grant access to this system to either district- or school-level users directly - districts must add, administer, and remove users themselves.

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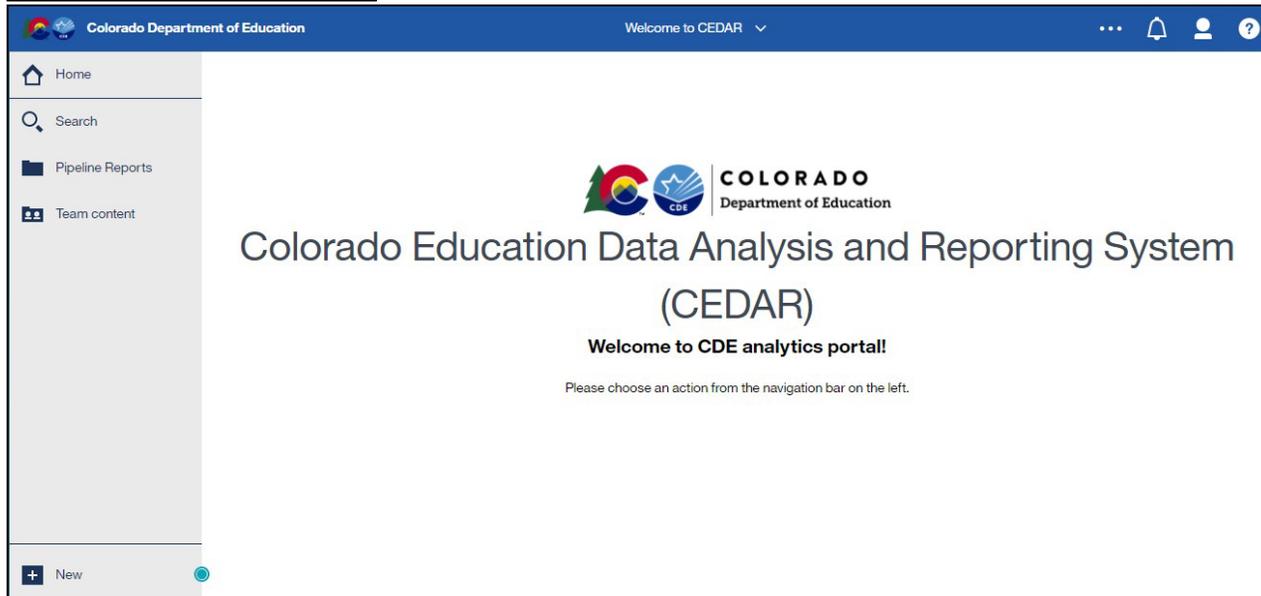
Log in to CEDAR

Access via link in Data Pipeline

1. From the Data Pipeline site, select the 'COGNOS Report' button.
 - a. Note: Link to Data Pipeline site also available on the IdM webpage.



CEDAR/COGNOS Home Screen:



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Navigating CEDAR/COGNOS

Pipeline reports folder:

Select this folder to view available report categories (files)

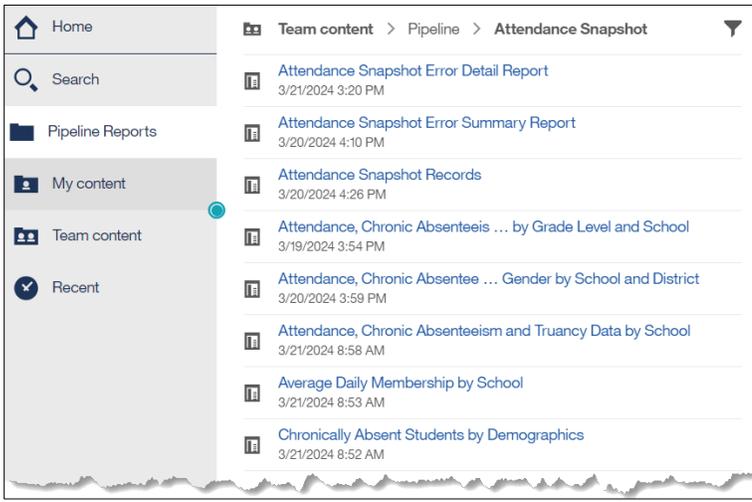
 Pipeline Reports

Reports category file:

Reports are organized based upon a user's access permissions in IdM. Each file represents reports connected to a specific data collection/IdM user role. Attendance data respondents should have access to the Student Profile and Attendance report categories.

Report:

Within each report category file is a list of all available reports. Select the desired report from the list.

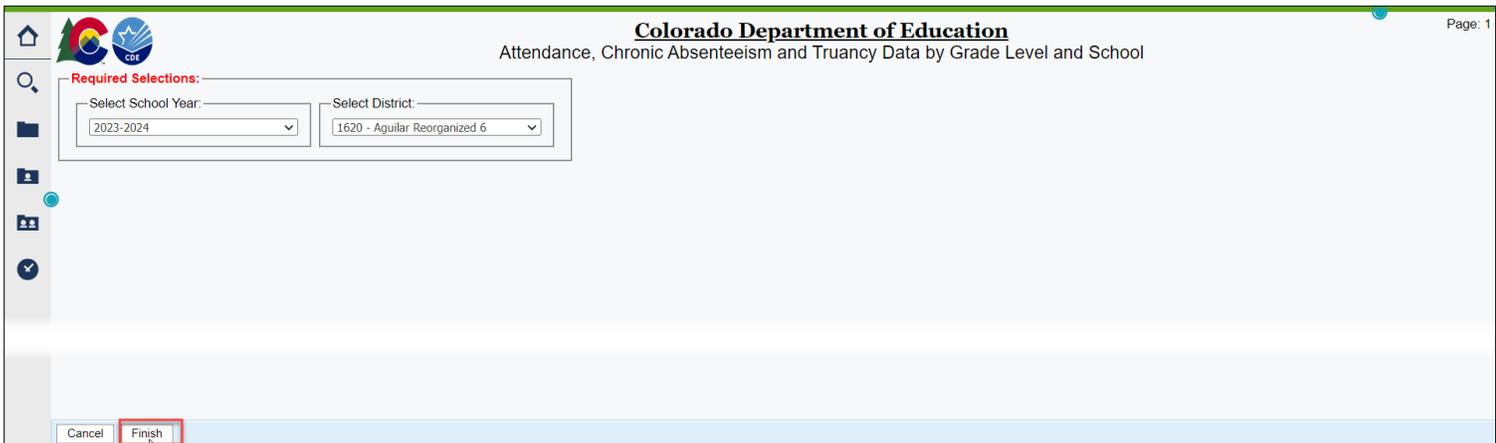


The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes 'Home', 'Search', 'Pipeline Reports', 'My content', 'Team content', and 'Recent'. The main content area displays a breadcrumb trail: 'Team content > Pipeline > Attendance Snapshot'. Below the breadcrumb, there is a list of reports, each with a document icon, a title, and a timestamp. The reports listed are:

- Attendance Snapshot Error Detail Report (3/21/2024 3:20 PM)
- Attendance Snapshot Error Summary Report (3/20/2024 4:10 PM)
- Attendance Snapshot Records (3/20/2024 4:26 PM)
- Attendance, Chronic Absentees ... by Grade Level and School (3/19/2024 3:54 PM)
- Attendance, Chronic Absentee ... Gender by School and District (3/20/2024 3:59 PM)
- Attendance, Chronic Absenteeism and Truancy Data by School (3/21/2024 8:58 AM)
- Average Daily Membership by School (3/21/2024 8:53 AM)
- Chronically Absent Students by Demographics (3/21/2024 8:52 AM)

Sample Report Screen:

Report screens will vary slightly based upon report. Complete the required selection dropdown menus and any desired optional selection areas. Select 'Finish' to review the report.



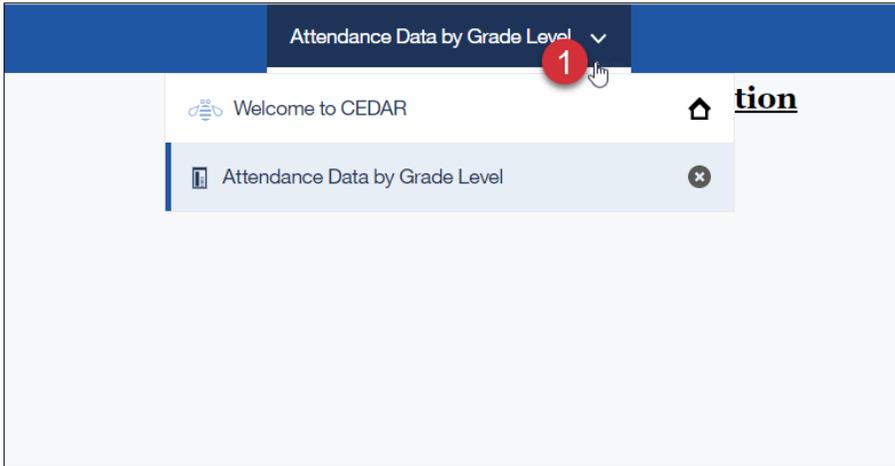
The screenshot shows the report configuration screen for 'Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School'. The page title is 'Colorado Department of Education' and the page number is 'Page: 1'. The main content area is titled 'Required Selections:' and contains two dropdown menus: 'Select School Year:' with '2023-2024' selected, and 'Select District:' with '1620 - Aguilar Reorganized 6' selected. At the bottom of the screen, there are two buttons: 'Cancel' and 'Finish', with the 'Finish' button highlighted by a red box.

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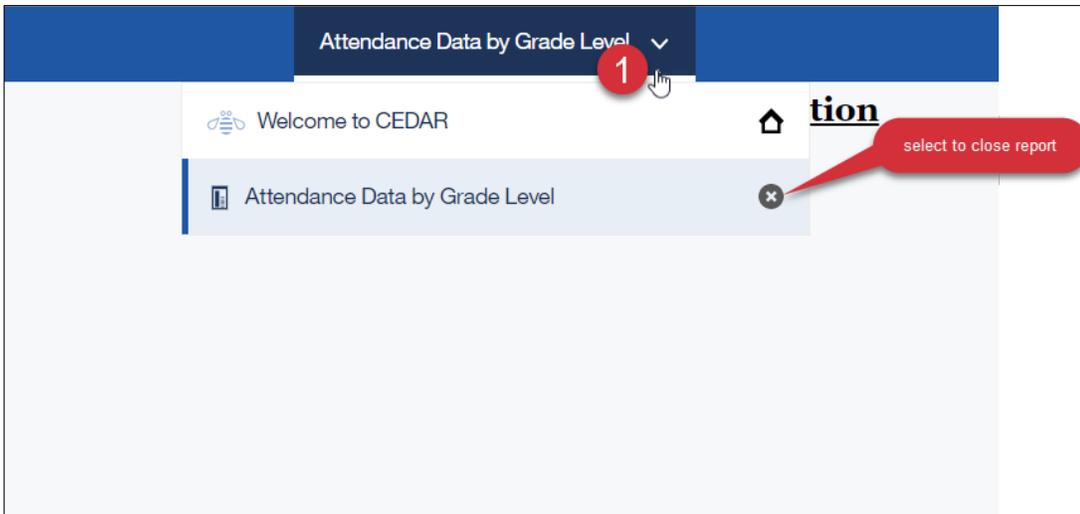
Toggle between reports:

Select a recent report from the dropdown list at the top center of your screen.



Close an open report:

Select the x button in the recent report dropdown list at the top center of your screen. This resets the report parameters if you wish to run the report again with different parameters.



Reports with multiple pages:

Often a report will contain multiple pages of information. Use the navigation arrows at the bottom of the screen to move through report pages.



Extracting an Excel File

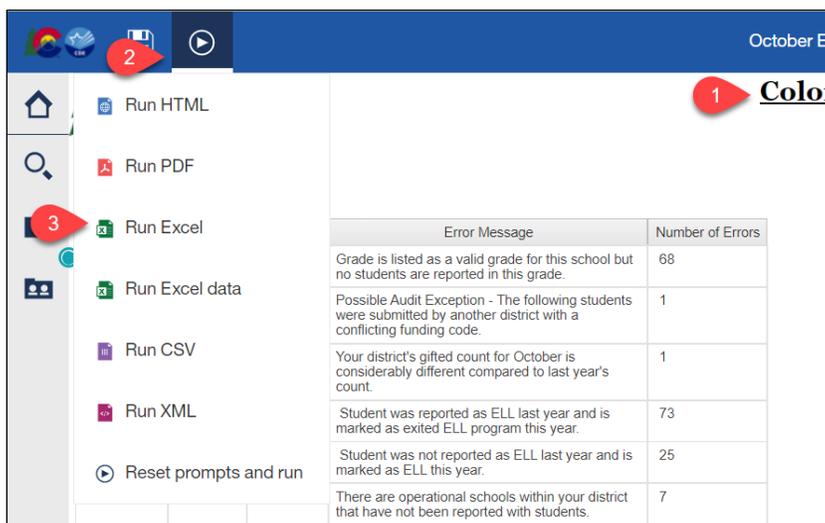
It is often helpful to save a report as an excel file on your computer. This is especially beneficial when reviewing reports with many pages of data or if you wish to filter a report on a specific field. Since many of these reports are only available to data respondents, there may be times where a respondent may wish to save a copy of a report to share with other district employees who need access to this information. (For example, Attendance colleagues may wish to review the 'Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School' report for their school to cross

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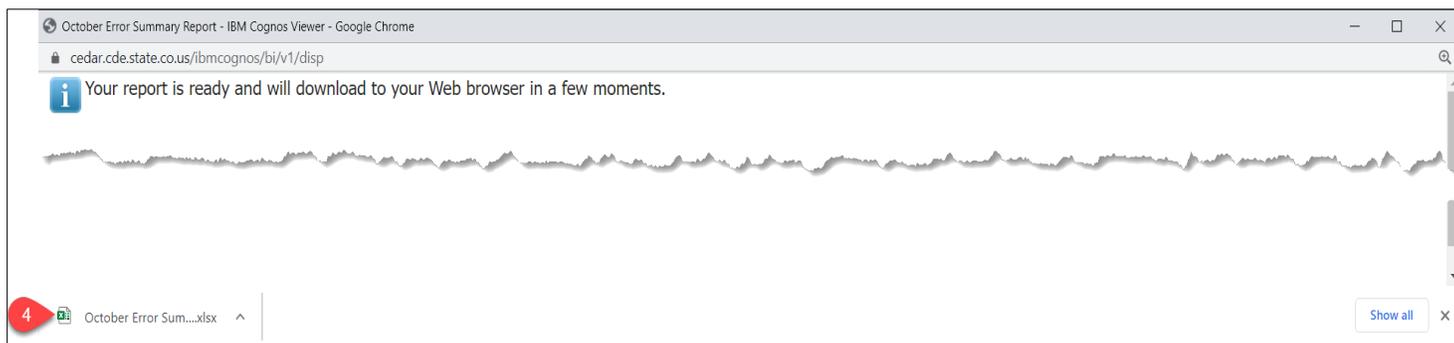
reference attendance information). Please remember to use your district's secure file sharing process when sharing personally identifiable information. As a reminder, email is not a secure method of sharing personally identifiable information (PII).

1. Open the desired report.
2. Select the 'Run as'  button at the top of the screen.
3. Select 'Run Excel' from the dropdown menu.
 - a. Note: If using Google Chrome, a new window will pop-up (shown below). Open the file once it completes downloading.
4. Save the downloaded file to your computer for future use.



The screenshot shows the COGNOS/IBMCognos interface. At the top right, it says "October E". A red callout "1" points to the "Run as" button. A dropdown menu is open, showing options: Run HTML, Run PDF, Run Excel (highlighted with a red callout "3"), Run Excel data, Run CSV, Run XML, and Reset prompts and run. Below the menu is a table with error messages and counts.

Error Message	Number of Errors
Grade is listed as a valid grade for this school but no students are reported in this grade.	68
Possible Audit Exception - The following students were submitted by another district with a conflicting funding code.	1
Your district's gifted count for October is considerably different compared to last year's count.	1
Student was reported as ELL last year and is marked as exited ELL program this year.	73
Student was not reported as ELL last year and is marked as ELL this year.	25
There are operational schools within your district that have not been reported with students.	7



The screenshot shows a Google Chrome browser window. The address bar shows "cedar.cde.state.co.us/ibmcognos/bi/v1/disp". A notification says "Your report is ready and will download to your Web browser in a few moments." At the bottom, a download bar shows a file named "October Error Sum....xlsx" with a red callout "4".

Student Profile Reports (Student Interchange)

Student October data respondents have access to the 'student profile' report file in COGNOS/CEDAR. These reports are connected to data provided through the Student Interchange files (Student Demographics, Student School Association, and Graduation Guidelines). They are operational reports in nature, assisting districts with reporting accurate data on these files and providing historical information when helpful.

Student Demographic

Student Demographics Error Summary Report

This report shows a list of the business rules triggered during a Student file upload (Student Demographic file). It matches the Data Pipeline Error report for the Student file.

Student Demographics Error Detail Report

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Page 1

3 **Colorado Department of Education**
English Learner Historical Reporting for Multiple SASIDs
District: 1040 Academy 20
School Year: 2021-2022

GRP	SASID	School Year	Grade	District Code	Language Background	Language Proficiency	Bilingual	ESL	Language Program	Update Date	Tag Code	Error Indicator
Stu Oct	SASID 1	2018	007									
Stu Oct		2019	010									
Stu Oct		2020	020									
Now		2021	030									N
Stu Oct		2021	030									
Stu Oct	SASID 2	2019	006									
Stu Oct		2020	010									
Now		2021	020									N
Stu Oct		2021	020									

Reporting district

Reported EL status
- language background
- language proficiency
- language program

Date represents the Fall semester 2020-2021 school year shown as '2020'

Homeless Detail Report

List of students by district who have been indicated as Homeless, both accompanied and unaccompanied, along with their primary nighttime residence.

SASID	Last Name	First Name	School Code	School Name	Entry Grade Level	School Entry Date	School Exit Date	Accompanied	Unaccompanied	In Shelters	Doubled Up	Unsheltered	Hotels/Motels
Accompanied - student is in custody of a parent/guardian Unaccompanied - student is not in the custody of a parent/guardian										Primary Nighttime Residence			

Migrant Student List

List of students by district who have been identified as Migrant students by CDE's Office of Migrant Education. More information can be found on the [Office of Migrant Education's website](#).

SASID	Last Name	First Name	Birth Date	School Code	Migrant Arrival Date	Migrant End Date
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Student Profile and IEP Comparison

This report will display the Student Interchange information and Special Education IEP Interchange information for the current year. To view the information in this report, the district must have the Student Interchange files uploaded as well as the IEP Interchange uploaded. The report will pull and display all students that are on an IEP along with information reported in both interchanges alongside one another. This information should be the same in most cases and should be verified to make sure student information is accurate across collections.

Colorado Department of Education
Student Profile and IEP Comparison
School Year: 2023-24
Tag: All

SASID	Student Profile District Code	IEP District of Attendance	Student Profile First Name	IEP First Name	Student Profile Middle Name	IEP Middle Name	Student Profile Last Name	IEP Last Name	Student Profile Gender	IEP Gender	Student Profile Birth Date	IEP Birth Date	Student Profile Ethnicity	IEP Ethnicity	Student Profile American Indian	IEP American Indian	Student Profile Asian	IEP Asian	Student Profile Black	IEP Black	Student Profile White	IEP White	Student Profile Native Hawaiian	IEP Native Hawaiian	Student Profile Entry Grade Level	IEP Grade Level	Student Profile Primary Disability	IEP Primary Disability	Student Profile ELL Status	IEP ELL Status
													1	1	0	0	0	0	0	0	1	1	0	0	120	120	06	06	N	Y
													0	0	0	0	1	1	1	1	0	0	0	0	050	050	13	10	N	N
													1	1	0	0	0	0	0	0	1	1	0	0	050	050	04	04	N	Y
													0	0	0	0	0	0	0	0	1	1	0	0	060	060	16	04	N	N
													0	0	0	0	0	0	0	0	1	1	0	0	004	004	00	08	N	N
													0	0	0	0	1	1	0	0	0	0	0	0	110	110	00	13	N	N
													0	0	0	0	0	0	0	0	1	1	0	0	070	070	03	04	N	N

Students Missing from IEP Interchange

This report shows the students who are listed as having a primary disability other than '00' but are not in the IEP interchange. If your district has not loaded data into the IEP interchange or uploaded incomplete records into the IEP interchange this report will return those students.

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Colorado Department of Education

Students Missing from IEP Interchange

School Year: 2023-24

SASID	District Code Key	First Name	Middle Name	Last Name	Gender	Birth Date	ESL Status	Ethnicity	Race American Indian	Race Asian	Race Black	Race White	Race Hawaiian	Entry Grade Level	Primary Disability	School Exit Date
							0		0	0	0	1	0	040	15	00000000
							0		0	0	0	1	0	070	10	00000000
							1		1	0	0	1	0	020	13	00000000
							0		0	0	0	1	0	070	04	00000000
							0		0	0	0	1	0	100	03	00000000
							0		0	0	0	1	0	010	08	00000000

Special Education Transition Historical Reporting

This report will display Student October information, Student End of Year information, and Special Education End of Year information for the current year. To view the information in this report, the district must have the Student October Snapshot and the Student End of Year Snapshot in place for the year prompted. The report will pull and display all students indicated as Special Education Transition along with information reported from the various collections. The information pulled is described below to verify the Special Education Transition students are coded correctly:

Student School Association File Columns:

- District Code
- School Code
- School Name
- SASID
- School Year

Student October Snapshot Columns:

- District Code
- Grade Level
- Primary Disability Code
- Primary Disability Name
- Special Education Transition
- Pupil Attendance Information
- Non-School Program

Student End of Year Snapshot Columns:

- District Code
- Grade Level
- Special Education Transition
- School Entry Date
- School Entry Type
- School Exit Date
- School Exit Type
- Retention Code
- Non-School Program

Special Education End of Year Snapshot Columns:

- Special Education Exit Date
- Special Education Basis of Exit

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Colorado Department of Education
Special Education Transition Historical Reporting

School Year: 2023-2024

SSA District Code	SSA School Code	SSA School Name	SASID	School Year	OCT District Code	OCT Grade Level	OCT Primary Disability Code	OCT Primary Disability Name	OCT SPED Transition	OCT Pupil Attendance Information	OCT Non-School Program	SEY District Code	SEY Grade Level	SEY SPED Transition	SEY School Entry Date	SEY School Entry Type	SEY School Exit Date	SEY School Exit Type	SEY Retention Code	SEY Non-School Program	SPED EOY: SPED Exit Date	SPED EOY: SPED Basis of Exit
					120		16	Other Health Impairment	1	02	00	1040	120		1	08152022	90	05252023	27	3	00	
					120		13	Autism Spectrum Disorder	1	02	00	1040	120			08162021	90	05242022	27	3	00	
					120		13	Autism Spectrum Disorder	2	02	00	1040	120		2	08152022	90	05252023	27	3	00	
					120		13	Autism Spectrum Disorder	1	02	00	1040	120			08162021	90	05242022	27	3	00	
					120		13	Autism Spectrum Disorder	2	02	00	1040	120		2	08152022	90	05252023	27	3	00	
					120		10	Multiple Disabilities	1	02	00	1040	120			08162021	90	05242022	27	3	00	
					120		10	Multiple Disabilities	2	02	00	1040	120		2	08152022	90	05252023	27	3	00	
					120		10	Multiple Disabilities	1	02	00	1040	120		1	08152022	90	05252023	27	3	00	
					120		13	Autism Spectrum Disorder	1	02	00	1040	120			08162021	90	05242022	27	3	00	
					120		13	Autism Spectrum Disorder	2	02	00	1040	120		2	08152022	90	05252023	27	3	00	

Title VI American Indian/Native Alaskan

This report provides a list of self-identified American Indian/Alaska Native students. This list may be used as a “trigger” for the Title VI ED 506 Indian Student eligibility certification form. If you have questions about American Indian/Native Alaskan services through Title VI please reach out to [CDE’s Title VI office](#).

SASID	First Name	Middle Name	Last Name	Date of Birth	Grade Level	District Code	District Name	School Code	School Name	Federal Race	Amer Indian or Alaskan	Hispanic/Latino Ethnicity	White	Pacific Islander	Black	Asian	Most Recent Update
-------	------------	-------------	-----------	---------------	-------------	---------------	---------------	-------------	-------------	--------------	------------------------	---------------------------	-------	------------------	-------	-------	--------------------

Student School Association

Student School Association Error Summary Report

This report shows a list of the business rules triggered during a Student School Association file upload. It matches the Data Pipeline Error report for the Student School Association file.

Student School Association Error Detail Report

This report shows a detailed list of student records and the corresponding triggered business rule during a Student School Association file upload. It matches the detailed Data Pipeline Error report for the Student School Association file.

Foster Care Student List

This is a list of students who have been identified as in Foster Care by the Colorado Department of Education using data provided by the Colorado Department of Human Services. This information is confidential and should not be shared with unauthorized individuals.

SASID	First Name	Last Name	Date of Birth	Grade Level	School Code	School Name	FRL Eligibility
-------	------------	-----------	---------------	-------------	-------------	-------------	-----------------

Home Based Students

This report shows a district’s list of students with Student School Association record that indicates they are Home Based Education = Yes (1).

SASID	First Name	Last Name	Birth Date	School Code	School Name	Entry Grade Level	School Entry Date	School Exit Date	Home Based Education
-------	------------	-----------	------------	-------------	-------------	-------------------	-------------------	------------------	----------------------

Students with an assigned Anticipated Year of Graduation

This list of students reflects students on your SSA file who have an assigned Anticipated Year of Graduation (AYG). It is based upon the prior year’s student end of year reporting and does not update until this year’s student end of year reporting is finalized. To review current AYG cohorts as updated by the creation of a new student end of year snapshot, please see the ‘EOY Student List – Students from Current AYG’ report in the Student End of Year COGNOS reporting category file.

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Attendance Snapshot



SASID	First Name	Last Name	Gender	Date of Birth	Entry Grade Level	School Entry Date	School Exit Date	School Exit Type	Anticipated Year of Graduation	Last Year Reported	Starting Grade for AYG	Starting Year for AYG	Starting District for AYG
Current year data based upon SSA files.										Prior year data from the Student End of Year collection.			
					110				2023	2021	090	2020	1110
									2023	2021	090	2020	1040

AYG, Last Reported Year, and Starting Year for AYG represent the Spring semester of the school year. For example, school year 2020-2021 is shown as '2021' in these data fields.

Graduation Guidelines

Student Graduation Guidelines Error Summary Report

This report shows a list of the business rules triggered during a Graduation Guidelines file upload. It matches the Data Pipeline Error report for the Graduation Guidelines file.

Student Graduation Guidelines Error Detail Report

This report shows a detailed list of student records and the corresponding triggered business rule during a Graduation Guidelines file upload. It matches the detailed Data Pipeline Error report for Graduation Guidelines file.

Graduation Guidelines Student History Report

This report shows all Graduation Guidelines measures reported for a given SASID across all districts and years. It is designed to assist districts in looking up reported measures for transfer students. This report is limited by the available information. Districts are encouraged to report any Graduation Guidelines measure completed by all students throughout the year but are only required to report measures for graduating students. Some districts choose to only report the minimum required information and others report all available information.

District/BOCES Code	Student's State ID (SASID)	School Code	Student's First Name	Student's Last Name	Student's Gender	Student's Date of Birth	Guideline Type	Guideline Name	Guideline Score	School Year of Completion	IEP Accommodation	EL Accommodation	GT Accommodation	District of Completion
Reporting district											These fields will be removed in the 2022-2023 school year. During the 2020-2021 and 2021-2022 school years it is permitted to 'zero fill' this information.			

Graduation Guidelines: Student Completion List

This report shows all reported Graduation Guidelines measure for any student listed on your district's current SSA file. If a student is not on this list that means no measures have been reported for their SASID, even if they are in a grade level where information may be anticipated. This report is limited by the available information in Data Pipeline. Districts are encouraged to report any Graduation Guidelines measure completed by all students throughout the year but are only required to report measures for graduating students. Some districts choose to only report the minimum required information and others report all available information.

Current School Code	Current School Name	SASID	First Name	Last Name	Current Grade Level	Guideline Type	Guideline Name	Guideline Score	Met Benchmark Y/N	Reporting District Code	School Year of Completion
Student information based upon current SSA file.										0130	20202021
Calculated based upon the benchmark scores for the specific guideline type, name and score.										0040	20202021
Any available Graduation Guidelines records for the matching SASID across all districts and school years.										0040	20192020
						Math	QAS	253	Yes	0040	20192020
						English	CAP	1	Yes	0470	20202021

Graduation Guidelines: List of Students - Summary

This report shows all reported Graduation Guidelines measure for any student listed on your district's current SSA file and whether they have met their English Measure and Math Measure. This report is limited by the available

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0	Student was not habitually truant
1	Truant Four or More Days in a Month – The student had four total days of Unexcused Absences from a public school in any one calendar month: calculated by the sum of unexcused absences converted to days and fractions of days.
2	Truant Ten or More Days in a School Year – The student had ten or more total days of Unexcused Absences, but never accumulated four or more total days of unexcused absences from that public school in any one calendar month: calculated by the sum of unexcused absences converted to days and fractions of days.
3	Truant for Both Conditions – The student had both four (or more) total days of Unexcused Absences from the reporting public school in any one calendar month and ten or more total days unexcused absences from the same public school during the reported school year; calculated by the sum of unexcused absences converted to days and fractions of days.

Chronically Absent

A student absent 10% or more of the days enrolled during the school year is considered chronically absent. For the chronically absent calculation, all absences are included – unexcused, excused and suspensions. The rate is the percentage of students enrolled that are indicated as chronically absent. A student is considered absent if the student is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students only include our K-12 population. For the Attendance Snapshot, chronically absent is an internal flag that utilizes information from other data elements to flag. This is, again, calculated using the sum of Total Days Unexcused and Total Days Excused divided by the Total Days Possible. If this comes out 10% or greater, then the student is indicated as 'Y' (Yes), if less than 10% then 'N' (No).

$$\frac{(Total\ Days\ Unexcused + Total\ Days\ Excused)}{Total\ Days\ Possible} > 10\%$$

Reports

Attendance, Chronic Absenteeism and Truancy Data by School

This report contains a school summary of attendance data. The Average Daily Membership (ADM) is calculated by taking the sum of the Total Number of Days Attended divided by Average Length of School Year for each school. The Student Total Days Attended, Student Total Days Excused, Student Total Days Unexcused and Student Total Days Possible are summed for all students in that school. The Count of Habitually Truant Students (4 or more days in 1 Month), Count of Habitually Truant Students (10 or more days in 1 Year), Count of Habitually Truant Students (met both conditions) and Number of Students with Chronic Absenteeism only count students once per school. For example, if a student met the threshold for Chronic Absenteeism twice while attending the school throughout the year, the student will only be counted once in that column.

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Attendance, Chronic Absenteeism and Truancy Data by School

Colorado Department of Education
Attendance, Chronic Absenteeism and Truancy Data by School
Summary of Attendance Data

School Year: 2023-2024

School Code/Name	Pupil Enrollment (from October Count)	Average Daily Membership (ADM)	Average Total Days Possible	Student Total Days Attended	Student Total Days Excused	Student Total Days Unexcused	Student Total Days Possible	Attendance Rate	Truancy Rate	Count of Habitually Truant Students (4 or more days in 1 Month)	Count of Habitually Truant Students (10 or more days in 1 Year)	Count of Habitually Truant Students (met both conditions)	Number of Students with Chronic Absenteeism
	72	55.5	10.0	555.0	1.0	14.0	570.0	97.37%	2.46%	0	0	0	7
	45	39.6	10.0	395.5	13.5	11.0	420.0	94.17%	2.62%	0	0	0	14
District - Averages	117	1.0	495.0	950.5	14.5	25.0	990.0	96.01%	2.53%	0	0	0	21

Calculated by taking the Sum of the Total Number of Days Attended divided by Average Length of School Year for Each School.

Calculated using the sum of Total Days Unexcused and Total Days Excused divided by the Total Days Possible per record. If 10% or greater, then 'Yes', if less than 10% then 'No'.

Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School

The Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School report has each schools' attendance data aggregated by grade level. This report is like the Attendance, Chronic Absenteeism and Truancy Data by School, above. This report will also provide the school's overall total attendance data in the blue row at the bottom of each school's grade level data.

Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School

Colorado Department of Education
Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School

School Year: 2023-2024

School Code/Name	Grade	Student Total Days Attended	Student Total Days Excused	Student Total Days Unexcused	Student Total Days Possible	Attendance Rate	Truancy Rate	Count of Habitually Truant Students (4 or more days in 1 Month)	Count of Habitually Truant Students (10 or more days in 1 school year)	Count of Habitually Truant Students (met both conditions)	Number of Students with Chronic Absenteeism	
	004	113	1	6	120	94.20%	5.00%	0	0	0	0	
	007	39	0	1	40	97.50%	2.50%	0	0	0	1	
	010	109	0	1	110	99.10%	0.90%	0	0	0	1	
	020	69	0	1	70	98.60%	1.40%	0	0	0	1	
	030	108	0	2	110	98.20%	1.80%	0	0	0	2	
	040	37	0	3	40	92.50%	7.50%	0	0	0	2	
	050	80	0	0	80	100.00%	0.00%	0	0	0	0	
			555	1	14	570	97.37%	2.46%	0	0	0	7
	060	57	2	1	60	95.00%	1.70%	0	0	0	2	
	070	73.5	3.5	3	80	91.90%	3.80%	0	0	0	5	
	080	50	0	0	50	100.00%	0.00%	0	0	0	0	
	090	28.5	1	0.5	30	95.00%	1.70%	0	0	0	1	
100	44.5	3	2.5	50	89.00%	5.00%	0	0	0	2		
110	77.5	1	1.5	80	96.90%	1.90%	0	0	0	2		
120	64.5	3	2.5	70	92.10%	3.60%	0	0	0	2		
High		395.5	13.5	11	420	94.17%	2.62%	0	0	0	14	
Overall - Total		950.5	14.5	25	990	96.01%	2.53%	0	0	0	21	

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Attendance, Chronic Absenteeism and Truancy Data by Race/Ethnicity and Gender by School and District

The Attendance, Chronic Absenteeism and Truancy Data by Race/Ethnicity and Gender by School and District report aggregates each schools' attendance data by Race/Ethnicity and then by Gender. This report is like the Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School, above. All calculations are computed the same.

CEDAR/COGNOS Report Guide

Attendance Snapshot

Attendance, Chronic Absenteeism and Truancy Data by Race/Ethnicity and Gender by School and District

School Year: 2023-2024

School Code Name	Federal Race / Ethnicity	Gender	Student Total Days Attended	Student Total Days Excused	Student Total Days Unexcused	Student Total Days Possible	Attendance Rate	Truancy Rate	Count of Habitually Truant Students (4 or more days in 1 Month)	Count of Habitually Truant Students (10 or more days in 1 school year)	Count of Habitually Truant Students (met both conditions)	Number of Students with Chronic Absenteeism
02 - Asian	01 - Female		150.0	0.0	0.0	150.0	100.00%	0.00%	0	0	0	0
	02 - Male		300.0	0.0	0.0	300.0	100.00%	0.00%	0	0	0	0
03 - Black	01 - Female		900.0	0.0	0.0	900.0	100.00%	0.00%	0	0	0	0
	02 - Male		300.0	0.0	0.0	300.0	100.00%	0.00%	0	0	0	0
04 - Hispanic	01 - Female		11,250.0	0.0	0.0	11,250.0	100.00%	0.00%	0	0	0	0
	02 - Male		10,950.0	0.0	0.0	10,950.0	100.00%	0.00%	0	0	0	0
05 - White	01 - Female		2,100.0	0.0	0.0	2,100.0	100.00%	0.00%	0	0	0	0
	02 - Male		3,000.0	0.0	0.0	3,000.0	100.00%	0.00%	0	0	0	0
07 - Two or More Races	02 - Male		300.0	0.0	0.0	300.0	100.00%	0.00%	0	0	0	0
			29,250	0	0	29,250	100.00%	0.00%	0	0	0	0
01 - American Indian or Alaska Native	02 - Male		150.0	0.0	0.0	150.0	100.00%	0.00%	0	0	0	0
02 - Asian	01 - Female		750.0	0.0	0.0	750.0	100.00%	0.00%	0	0	0	0
	02 - Male		750.0	0.0	0.0	750.0	100.00%	0.00%	0	0	0	0
03 - Black	01 - Female		1,800.0	0.0	0.0	1,800.0	100.00%	0.00%	0	0	0	0
	02 - Male		450.0	0.0	0.0	450.0	100.00%	0.00%	0	0	0	0
04 - Hispanic	01 - Female		27,300.0	0.0	0.0	27,300.0	100.00%	0.00%	0	0	0	0
	02 - Male		22,800.0	0.0	0.0	22,800.0	100.00%	0.00%	0	0	0	0
05 - White	01 - Female		4,500.0	0.0	0.0	4,500.0	100.00%	0.00%	0	0	0	0
	02 - Male		4,800.0	0.0	0.0	4,800.0	100.00%	0.00%	0	0	0	0

Attendance Snapshot Error Detail Report

The Attendance Snapshot Error Detail Report allows you to view the errors and warnings that are flagging for the Attendance Snapshot. Upon running the report, you have the option to select particular errors or warnings to view more information about them or select them all. The report will list all errors and warnings, their corresponding Error Code, and Error Message. The student's information that is flagging this error or warning will also be listed.

Attendance Snapshot Error Detail Report

School Year: 2021-2022

Important information regarding the attendance errors/warnings that are flagging for students

Detail Level Errors:

District Code	Error Type	Error Code	Error Message	SASID	LASID	Last Name Student	First Name Student	Middle Name Student	Birth Date Student	Gender Student	Federal Race Student	Section 504	Migrant	Homeless	Free Reduced Lunch	Sped Student	ELL YN	Foster	School Code	Grade Level	School Entry Date	School Exit Date	Total Days Attended	Total Days Excused	Total Days Unexcused	Total Missus
W		AS006	The Total Days Unexcused should not be greater than the Total Days Attended per record.							02	04	0	0	0	01	0	0	0	100	11182021	05032022	36.0	2.0	50.0	2.0	
W		AS006	The Total Days Unexcused should not be greater than the Total Days Attended per record.							01	04	0	0	0	01	1	1	0	080	09132021	03032022	25.0	10.0	62.0	0	
W		AS006	The Total Days Unexcused should not be greater than the Total Days Attended per record.							01	04	0	0	0	00	0	0	0	120	09142021	05242022	64.0	20.0	66.0	0	
W		AS006	The Total Days Unexcused should not be greater than the Total Days Attended per record.							02	04	0	0	0	00	0	0	0	100	07032021	11012021	20.0	0	27.0	0	

Attendance Snapshot Error Summary Report

The Attendance Snapshot Error Summary Report allows you to view the errors and warnings that are flagging for the Attendance Snapshot. Upon running the report, you have the option to select errors or warnings to view more information about them or select them all. This report will give you the list of errors and warnings and the number of students this error or warning is flagging for. If the error or warning is flagging for an entire school, the Number of

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Attendance Snapshot



Errors would indicate 1.

Attendance Snapshot Error Summary Report

Colorado Department of Education
Attendance Snapshot Error Summary Report
School Year: 2021-2022

District Code	Error Type	Code	Message	Number of Errors
	W	AS006	The Total Days Unexcused should not be greater than the Total Days Attended per record.	3793
	W	AS009	The truancy rate for this school is reported as 25% or higher. Truancy rate is calculated as the Total Days Unexcused Absences divided by the Total Days Possible per unique school code.	1
	W	AS010	Over 50% of the students in this school are reported as chronically absent. Please ensure the total days attended, total days excused, total days unexcused are accurately reported.	1

Indicates the number of students the error or warning is flagging for. If the error or warning is flagging for an entire school, the Number of Errors would indicate 1.

Attendance Snapshot Records

The Attendance Snapshot Records report lists all students that are being included in your Attendance data. Please note that if a student is not appearing in this report, they are being excluded from your Attendance snapshot. This exclusion can occur for several reasons: not included in your interchange files, errors at the interchange level, Total Days Possible is not greater than 10 days, Pupil Attendance Information code is not 01-08, etc. Please use this report to verify all students are being included in your data. Note that students may have more than one record in this report, but will not be counted more than once for Chronically Absent and Habitually Truant in terms of reporting.

Attendance Snapshot Records

Colorado Department of Education
Attendance Snapshot Records
School Year: 2021-2022

District Code	SASID	LASID	Last Name Student	First Name Student	Middle Name Student	Birth Date Student	Gender Student	Federal Race Student	Section 504	Migrant	Homeless	Free Reduced Lunch	Sped Student	ELL YN	Foster	School Code	Grade Level	Entry Date	Exit Withdraw Date	Total Days Attended	Total Days Excused	Total Days Unexcused	Total Days Missed Suspension	Total Days Possible	Habitually Truant	Chr A
01	01	0	0	0	0	00	0	0	0	0	00	0	0	0	060	03182022	00000000	41.0	6.0	0.0	0.0	47.0	0	Y		
01	04	0	0	0	0	01	0	0	0	0	01	0	0	0	010	09072021	00000000	154.0	6.0	5.0	0.0	165.0	0	N		
01	05	0	0	0	0	00	0	0	0	0	00	0	0	0	010	08022021	00000000	136.0	19.0	3.0	0.0	158.0	0	Y		
01	04	0	0	0	0	00	0	0	0	0	00	0	0	0	030	09072021	00000000	160.0	5.0	0.0	0.0	165.0	0	N		
01	04	0	0	0	0	00	0	0	0	0	00	0	0	0	060	09072021	00000000	163.0	3.5	0.0	0.0	166.5	0	N		
01	05	0	0	0	0	00	0	0	0	0	00	0	0	0	010	09072021	00000000	140.5	23.5	1.0	0.0	165.0	0	Y		
01	05	0	0	0	0	00	0	0	0	0	00	0	0	0	050	09072021	00000000	158.0	7.0	2.0	0.0	167.0	0	N		
02	01	0	0	0	0	00	0	0	0	0	00	0	0	0	120	09072021	06032022	98.5	0.0	2.5	0.0	101.0	0	N		
01	04	0	0	0	0	01	0	0	0	0	01	0	1	0	030	09072021	00000000	150.0	8.0	7.0	0.0	165.0	1	N		
01	05	0	0	0	0	00	0	0	0	0	00	0	0	0	070	09072021	00000000	155.5	9.0	2.0	0.0	166.5	0	N		
02	04	0	0	0	0	00	0	0	0	0	00	0	0	0	110	09072021	00000000	147.5	17.5	2.0	0.0	167.0	0	Y		
01	01	0	0	0	0	01	0	0	0	0	01	0	0	0	070	09072021	00000000	153.5	9.0	4.5	0.0	167.0	0	N		
01	05	1	0	0	0	00	1	0	0	0	00	1	0	0	080	08022021	11052021	34.0	0.0	2.0	0.0	36.0	0	N		
02	05	0	0	0	0	00	1	0	0	0	00	1	0	0	030	08022021	00000000	141.0	11.0	6.0	0.0	158.0	0	Y		
01	04	0	0	0	0	01	0	0	0	0	01	0	1	0	020	09072021	00000000	149.5	5.5	10.0	0.0	165.0	3	N		
01	05	0	0	0	0	00	0	0	0	0	00	0	0	0	090	09072021	00000000	160.0	7.0	0.0	0.0	167.0	0	N		
01	05	0	0	0	0	00	1	0	0	0	00	1	0	0	120	09072021	06042022	168.0	0.0	0.0	0.0	168.0	0	N		
02	04	0	0	0	0	00	0	0	0	0	00	0	0	0	110	09072021	00000000	153.5	11.5	1.0	0.0	166.0	0	N		
01	05	0	0	0	0	00	0	0	0	0	00	0	0	0	120	09072021	06042022	157.5	9.5	1.0	0.0	168.0	0	N		
01	04	0	0	0	0	00	0	0	0	0	00	0	0	0	007	09072021	00000000	147.0	13.0	5.0	0.0	165.0	1	Y		

Average Daily Membership by School

The Average Daily Membership by School Report computes the ADM for each school within the district. The Average Daily Membership represents the number of students attending school on average each day. The calculated number should be similar to the Pupil Enrollment reported during our Student October data collection. The calculated number is Total Days Attended/Length of School Year.

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Attendance Snapshot

Calculated by taking the Sum of the Total Number of Days Attended divided by Average Total Days Possible

Average Daily Membership by School

Colorado Department of Education
Average Daily Membership by School

School Year: 2020-2021

School Code/Name	Pupil Enrollment (from October Count)	Average Daily Membership (ADM)	Average Days Possible
	197	0.94	160.00
	330	0.97	145.00

*Average Daily Membership represents the number of students attending school on average each day. The calculated number should be similar to the Pupil Enrollment reported. The calculated number (Total Days Attended/Length of School Year) should be similar to the Pupil Enrollment reported.

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Chronically Absent Students by Demographics

This report pulls all students within the Attendance Snapshot and computes the percentage for chronic absenteeism indication. This is calculated using the sum of Total Days Unexcused and Total Days Excused divided by the Total Days Possible per record. If this value is 10% or greater, then a student is indicated as 'Yes', if less than 10%, then 'No'. This report will help see which students are close to that 10% threshold. Note that students may have more than one record in this report but will not be counted more than once for Chronically Absent in terms of reporting.

Chronically Absent Students by Demographics

Colorado Department of Education
Chronically Absent Students by Demographics
Summary of Attendance Data

School Year: 2020-2021

Calculated using the sum of Total Days Unexcused and Total Days Excused divided by the Total Days Possible per record. If 10% or greater, then 'Yes', if less than 10% then 'No'

School Code / Name	SASID	Last Name Student	First Name Student	Grade Level	Federal Race Student	Gender Student	Section 504	Migrant	Homeless	Free Reduced Lunch	Sped Student	ELL YN	Foster	Total Days Attended	Total Days Excused	Total Days Unexcused	Total Days Possible	Chronically Absent Percentage
				020	07	02	0	0	0	01	0	0	0	100	19	2	121	17.36%
				030	04	02	0	0	0	00	0	1	0	150	5	5	160	6.25%
				010	05	02	0	0	0	00	0	0	0	200	8	13	121	17.36%
				030	05	02	0	0	0	00	0	0	0	100	10	0	110	9.09%
				010	05	01	0	0	0	00	0	0	0	100	8	13	121.5	17.28%
				110	05	01	0	0	0	00	0	0	0	100	5	10	111	13.51%
				040	05	02	0	0	0	00	0	0	0	100	8	13	121	17.36%