

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).

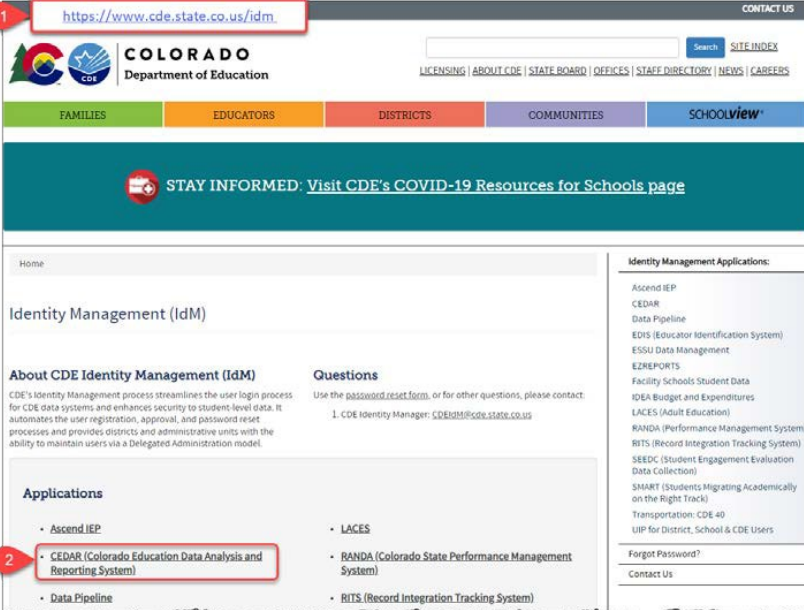
Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data 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> CONTACT US

COLORADO
Department of Education

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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.

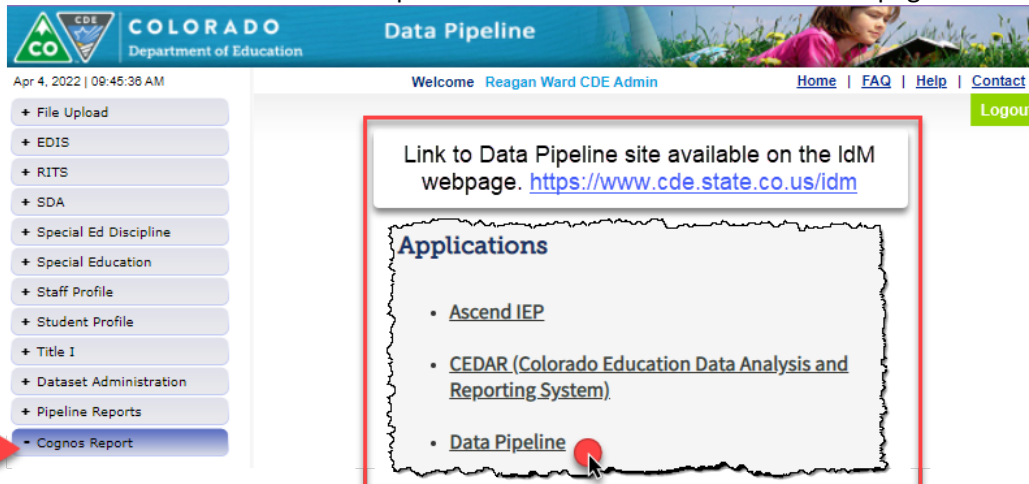
For permission to access to the student-level data for your school or district, please contact your local school district's Local Access Manager (LAM) and request access to CDE's CEDAR system. CDE does not grant access to this system to either district- or school-level users directly - districts must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

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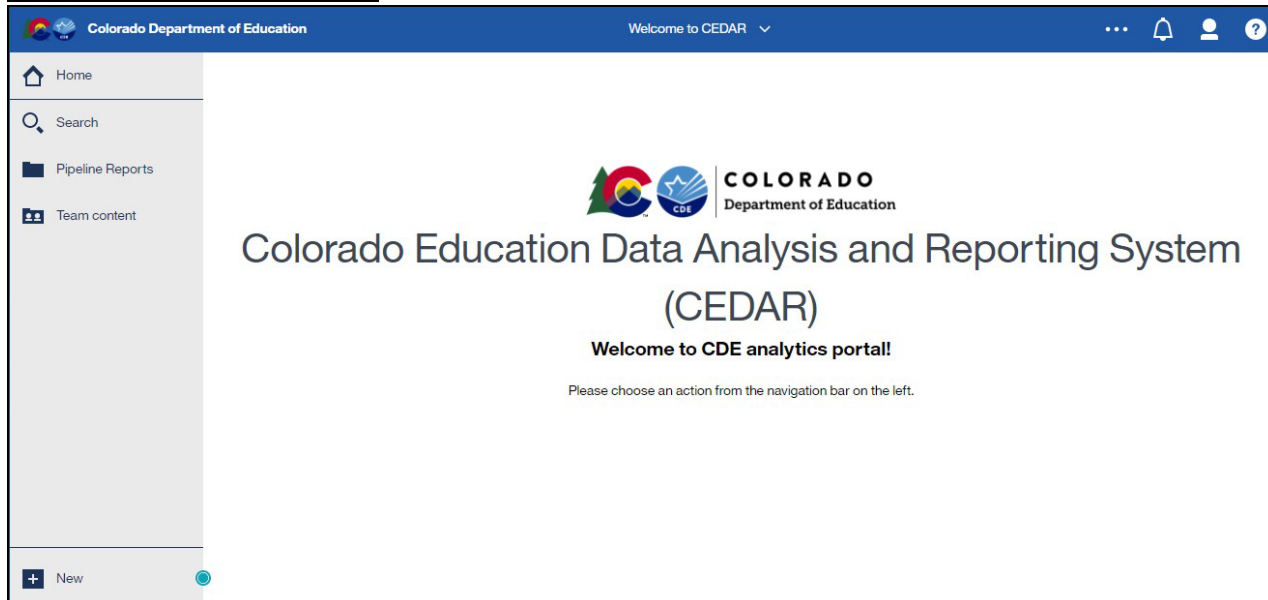
Log in to CEDAR

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)

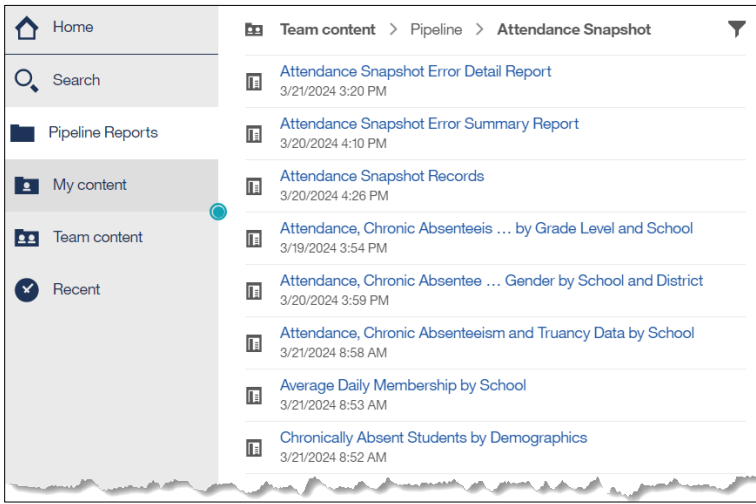
 Pipeline Reports

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.

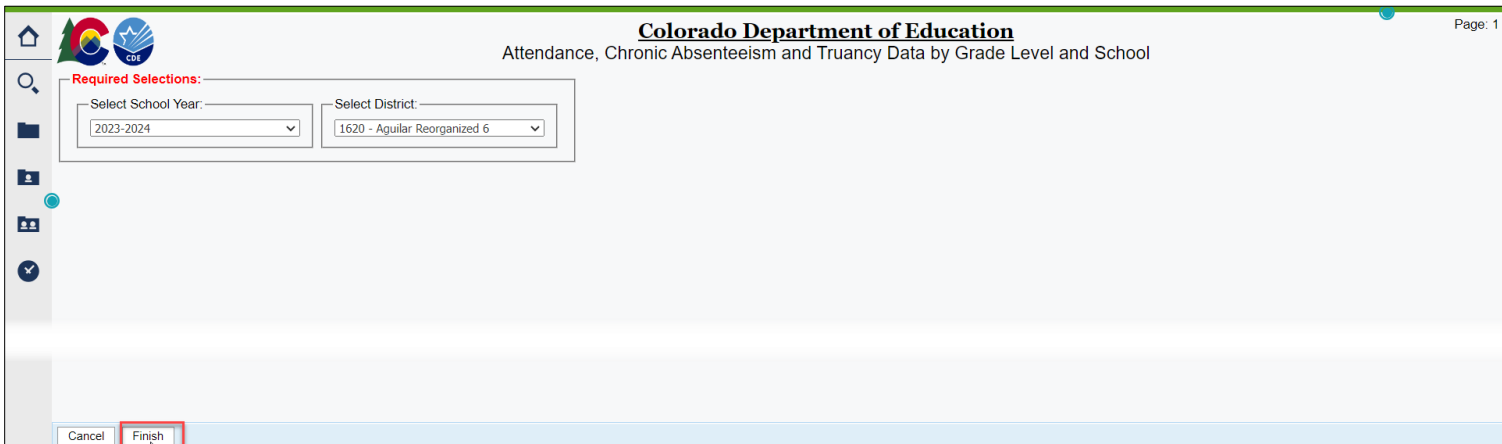


The screenshot shows a navigation pane on the left with 'Recent' selected. The main content area displays a breadcrumb trail: 'Team content > Pipeline > Attendance Snapshot'. Below this, a list of reports is shown, each with a file icon and a timestamp:

- 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.



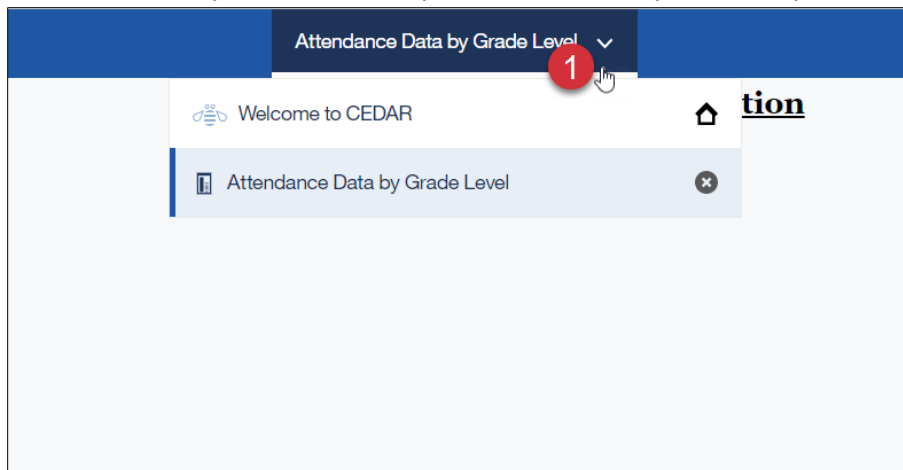
The screenshot shows the report configuration screen for 'Attendance, Chronic Absenteeism and Truancy Data by Grade Level and School'. The Colorado Department of Education logo is in the top left, and the page number 'Page: 1' is in the top right. A 'Required Selections:' section contains two dropdown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

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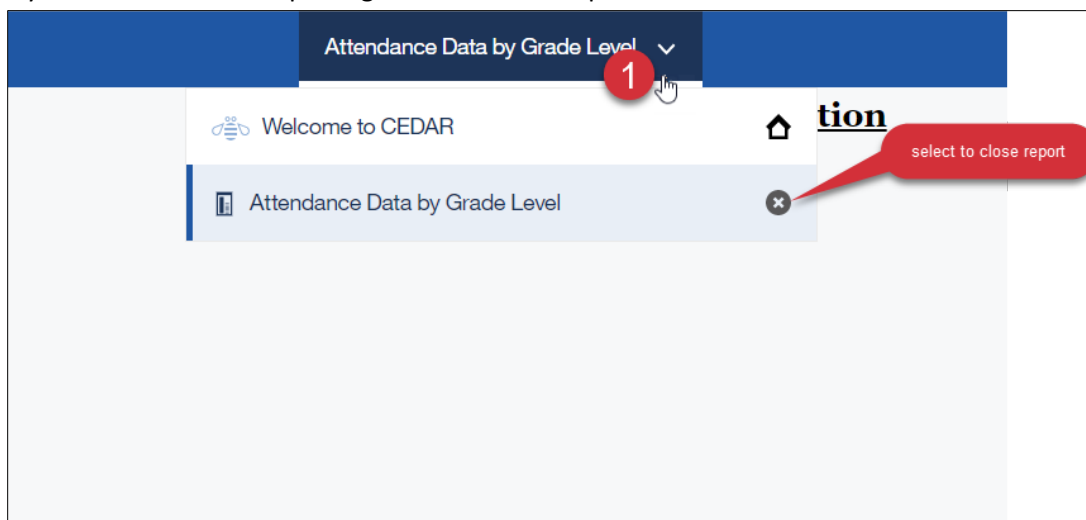
Toggle between reports:

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



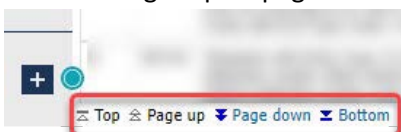
Close an open report:

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

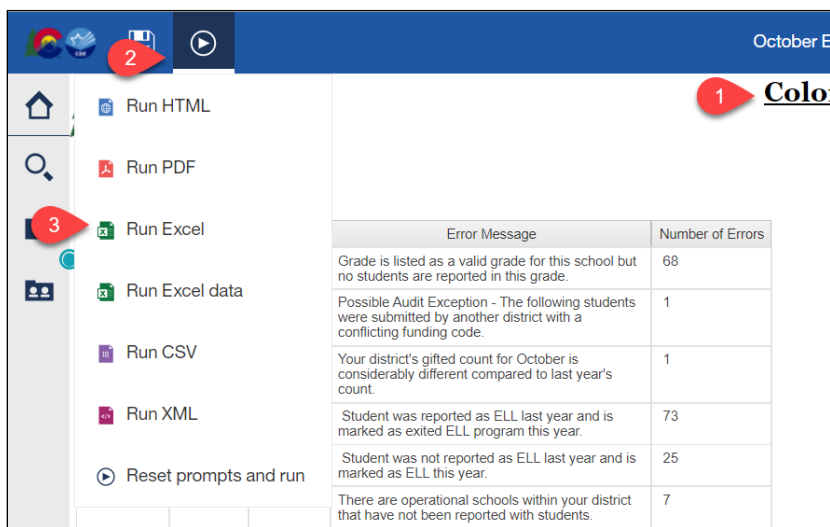
It is often helpful to save a report as an excel file on your computer. This is especially beneficial when reviewing reports with many pages of data or if you wish to filter a report on a specific field. Since many of these reports are only available to data respondents, there may be times where a respondent 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/CEAR interface. At the top right, the text 'October E' is visible. 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 the following data:

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 with the address bar displaying 'cedar.cde.state.co.us/ibmcognos/bi/v1/disp'. A notification banner at the top reads: 'Your report is ready and will download to your Web browser in a few moments.' At the bottom left, a red callout '4' points to the downloaded file 'October Error Sum....xlsx' in the taskbar.

Student Profile Reports (Student Interchange)

Student October data respondents have access to the 'student profile' report file in COGNOS/CEAR. 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 Detail and Summary Report

This report shows a detailed list of student records and the corresponding triggered business rule during a Student file upload (Student Demographics file). This report also 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.

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English Learner Historical Reporting SASID Lookup | English Learner Historical Reporting by District

These two reports provide historical information regarding the historical English Learner status of a student. The first allows a respondent to lookup an individual student's history by SASID and the second an entire list by the reporting district.

Note: The 'School Year' column in these reports shows the Fall semester of the given year. For example, the 2021-2022 school year is shown as '2021' on these reports since it is reflecting the Student October data collection that takes place during the fall semester.

1

Colorado Department of Education
English Learner Historical Reporting SASID Lookup

School Year: 2023-2024

GRP	SASID	School Year	Grade	District Code	Language Background	Language Proficiency	Bilingual	ESL	Language Program	Update Date	Tag Code	Error Indicator
Stu Oct		2012-2013	004	1110	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2013-2014	007	1110	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2014-2015	010	1110	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2015-2016	020	1110	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2016-2017	030	1110	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2017-2018	040	1110	eng	Not Applicable (0)			Not Applicable (00)			
Stu Oct		2018-2019	050	1110	eng	Not Applicable (0)			Not Applicable (00)			
Stu Oct		2022-2023	090	1110	eng	Not Applicable (0)			Not Applicable (00)			
Now		2023-2024	100	1040	eng	Not Applicable (0)			Not Applicable (00)	0419024		N
Now		2023-2024	100	1110	eng	Not Applicable (0)			Not Applicable (00)	0419024		N
Stu Oct		2023-2024	100	1040	eng	Not Applicable (0)			Not Applicable (00)			
Stu Oct		2012-2013	004	1000	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2013-2014	007	1000	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2014-2015	010	1000	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2015-2016	020	1000	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				
Stu Oct		2016-2017	030	1000	eng	Not Applicable (0)	Not Applicable (0)	Not Applicable (0)				

2

Colorado Department of Education
English Learner Historical Reporting by District

School Year: 2023-2024

SASID	Last Name	First Name	Date of Birth	District	School	Current Year				Prior Year				
						Language Background	Language Proficiency	Language Instruction Program	Error Indicator	OCT District	OCT School	OCT Language Background	OCT Language Proficiency	OCT Language Instruction Program
						spa	LEP (2)	ESL or ELD (01)		1040	1615	spa	NEP (1)	ESL or ELD (01)
						kor	PHLOTE (4)	Not Applicable (00)		1040	0019	kor	PHLOTE (4)	Not Applicable (00)
						tel	PHLOTE (4)	Not Applicable (00)		1040	0076	tel	PHLOTE (4)	Not Applicable (00)
						rus	PHLOTE (4)	Not Applicable (00)		1040	1615	rus	PHLOTE (4)	Not Applicable (00)
						spa	FELL (5)	Not Applicable (00)	E	1040	3985	spa	FEP - Exit Year 2	Not Applicable (00)
						ara	PHLOTE (4)	Not Applicable (00)		1040	6937	ara	PHLOTE (4)	Not Applicable (00)
						rus	FELL (5)	Not Applicable (00)		1040	7240	rus	FELL (5)	Not Applicable (00)

Page: 1

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
-------	------------	-----------	---------------	-------------	-------------	-------------	-----------------

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				
										<p>Accompanied - student is in custody of a parent/guardian Unaccompanied - student is not in the custody of a parent/guardian</p>				<p>Primary Nighttime Residence</p>			

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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
-------	-----------	------------	------------	-------------	----------------------	------------------

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

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

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- School Exit Type
- Retention Code
- Non-School Program

Special Education End of Year Snapshot Columns:

- Special Education Exit Date
- Special Education Basis of Exit

Colorado Department of Education Special Education Transition Historical Reporting																						Page: 1
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 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	05252023	27	3	00			
					120		13	Autism Spectrum Disorder	1	02	00	1040	120		08162021	05242022	27	3	00			
					120		13	Autism Spectrum Disorder	2	02	00	1040	120	2	08152022	05252023	27	3	00			
					120		13	Autism Spectrum Disorder	1	02	00	1040	120		08162021	05242022	27	3	00			
					120		13	Autism Spectrum Disorder	2	02	00	1040	120	2	08152022	05252023	27	3	00			
					120		10	Multiple Disabilities	1	02	00	1040	120		08162021	05242022	27	3	00			
					120		10	Multiple Disabilities	2	02	00	1040	120	2	08152022	05252023	27	3	00			
					120		10	Multiple Disabilities	1	02	00	1040	120	1	08152022	05252023	27	3	00			
					120		13	Autism Spectrum Disorder	1	02	00	1040	120		08162021	05242022	27	3	00			
					120		13	Autism Spectrum Disorder	2	02	00	1040	120	2	08152022	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 Detail and Summary Report

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

Date First Enrolled in US Report

This report allows a respondent to look up the date on record with CDE that a student was first enrolled in a US school by SASID. This is based upon records reported in the data pipeline system.

Report Tip: If you don’t input a SASID in the prompt screen and select ‘Finish’, the report will pull the entire district list.

SASID	School Code	LASID	First Name	Last Name	Date of Birth	Current Entry Grade Level	Current Date First Enrolled in SSA File	Calculated Date First Enrolled in US	Calculated Date First Enrolled Entry Type	Calculated Grade First Enrolled in CO
-------	-------------	-------	------------	-----------	---------------	---------------------------	---	--------------------------------------	---	---------------------------------------

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

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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.

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.

Gifted and Talented SASID Lookup

This report allows a lookup by SASID for historical gifted and talented information for a student. The Gifted and Talented SASID Lookup can lookup one to multiple SASIDs. Once the report is run, the students will be listed on the left-hand side along with their SASID, Last Name, First Name and Date of Birth. Current Year information and Prior Year information are then displayed for each student. Each record will have a District Code, School Code and all 14 gifted fields listed within that year's information. For example, if 2023-2024 is run for the report, Student School Association information for 2023-2024 is listed in the Current Year and 2022-2023 Student October information is listed in the Prior Year row.

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Colorado Department of Education Gifted and Talented SASID Lookup School Year: 2023-2024																					
SASID	Last Name	First Name	Date of Birth		District Code	School Code	Gifted General Intellect Ability	Gifted Creativity or Productive Thinking	Gifted Leadership Abilities	Gifted Reading	Gifted Writing	Gifted Math	Gifted Science	Gifted Social Studies	Gifted World Language	Gifted Visual Arts	Gifted Performing Arts	Gifted Musical	Gifted Dance	Gifted Psychomotor	
Student A				Current Year	1040	6937	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
				Prior Year	1110	2908	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Student B				Current Year	1040	0110	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				Prior Year	1000	3110	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0

Current Year: Year that the report was run for. Example 2023-2024

Prior Year: Prior year Student October information. Example 2022-2023

Attendance Operational Reports

Definitions

Total Days Attended, Total Days Excused, Total Days Unexcused, Total Possible Days

Total Days Attended is the aggregate number of days the student attended school. If the student attended for at least half of a day, it should be counted as a full day of attendance. Total Days Excused is the aggregate number of days the student had excused absences (out of school). Absence due to a suspension is excused. A student that is tardy is not considered to be absent. If the student missed more than half a day, the student would be considered as full day absence. Total Days Unexcused is the aggregate number of days the student was absent (out of school), without being excused by a parent/guardian. Again, a student who is tardy is not considered to be absent. If the student missed more than half a day, the student would be considered absent the full day. Total Possible Days is the aggregate number of days the student would have attended school if there had been no absences. Expelled students are included until the

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date of expulsion. This total must equal the sum of Total Days Attended, Total Days Excused and Total Days Unexcused.

Habitually Truant

Truancy is defined as an unexcused absence. The rate is calculated by dividing the reported Total Student Days Unexcused Absences by the Total Student Days Possible. A student is counted as habitually truant if the student has four unexcused absences in one month and/or 10 unexcused absences in one school year. There are three separate codes and criteria for habitually truant students:

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.

CEDAR/COGNOS Report Guide

Attendance Snapshot

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	

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	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	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	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	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	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	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	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	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 Mis
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						01	01	0	0	0	00	0	0	0	060	03182022	00000000	41.0	6.0	0.0	0.0	47.0	0	Y	
01	04						01	04	0	0	0	01	0	0	0	010	09072021	00000000	154.0	6.0	5.0	0.0	165.0	0	N	
01	05						01	05	0	0	0	00	0	0	0	010	08022021	00000000	136.0	19.0	3.0	0.0	158.0	0	Y	
01	04						01	04	0	0	0	00	0	0	0	030	09072021	00000000	160.0	5.0	0.0	0.0	165.0	0	N	
01	04						01	04	0	0	0	00	0	0	0	060	09072021	00000000	163.0	3.5	0.0	0.0	166.5	0	N	
01	05						01	05	0	0	0	00	0	0	0	010	09072021	00000000	140.5	23.5	1.0	0.0	165.0	0	Y	
01	05						01	05	0	0	0	00	0	0	0	050	09072021	00000000	158.0	7.0	2.0	0.0	167.0	0	N	
02	01						02	01	0	0	0	00	0	0	0	120	09072021	06032022	98.5	0.0	2.5	0.0	101.0	0	N	
01	04						01	04	0	0	0	01	0	1	0	030	09072021	00000000	150.0	8.0	7.0	0.0	165.0	1	N	
01	05						01	05	0	0	0	00	0	0	0	070	09072021	00000000	155.5	9.0	2.0	0.0	166.5	0	N	
02	04						02	04	0	0	0	00	0	0	0	110	09072021	00000000	147.5	17.5	2.0	0.0	167.0	0	Y	
01	01						01	01	0	0	0	01	0	0	0	070	09072021	00000000	153.5	9.0	4.5	0.0	167.0	0	N	
01	05						01	05	1	0	0	00	1	0	0	080	08022021	11052021	34.0	0.0	2.0	0.0	36.0	0	N	
02	05						02	05	0	0	0	00	1	0	0	030	08022021	00000000	141.0	11.0	6.0	0.0	158.0	0	Y	
01	04						01	04	0	0	0	01	0	1	0	020	09072021	00000000	149.5	5.5	10.0	0.0	165.0	3	N	
01	05						01	05	0	0	0	00	0	0	0	090	09072021	00000000	160.0	7.0	0.0	0.0	167.0	0	N	
01	05						01	05	0	0	0	00	1	0	0	120	09072021	06042022	168.0	0.0	0.0	0.0	168.0	0	N	
02	04						02	04	0	0	0	00	0	0	0	110	09072021	00000000	153.5	11.5	1.0	0.0	166.0	0	N	
01	05						01	05	0	0	0	00	0	0	0	120	09072021	06042022	157.5	9.5	1.0	0.0	168.0	0	N	
01	04						01	04	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.

CEDAR/COGNOS Report Guide

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%