



# Attendance Snapshot FAQs

## Attendance Data Frequently Asked Questions

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### Generic Questions

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#### Attendance, Habitually Truant, Chronic Absenteeism Information

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#### Why isn't a student being pulled into the Attendance Snapshot?

There are certain requirements for students to meet to pull into the Attendance Snapshot.

For a SASID to be added to the snapshot it must:

- Be in both the Demographic and Student School Association file.
- Be error free in both those files.

Pull all error-free records from the Student School Association file that match the following criteria:

- School Code is a valid public school AND
- Pupil Attendance Information between 01 and 08 (students attending an educational program operated by the reporting district) AND
- Total Possible Attendance Days is greater than or equal 10.0 AND
- Grade Level between 004 and 120 (PK-12th) AND
- Entry Date is not the same as the Exit Withdraw Date AND
- Primary School = 1

Please make sure your Attendance fields are not zero-filled within your Student School Association File. The main reason we see students are excluded is due to their attendance fields within the SSA file not being populated: Total Days Attended, Total Days Excused, Total Days Unexcused, and Total Days Possible.

#### How is attendance data handled when a snow day happens?

Snow days are considered a non-instructional day, almost like a holiday. The day is not counted as total days possible, total days attended or absent.

#### How should districts handle students that are not attending? Should the district drop the students and how should the district continue attendance?

Districts have flexibility on how to track attendance and what to do when you drop a student. Generally, your district will adapt CDE's reporting requirements into a local attendance policy. Sometimes we will see a lack of attendance for 15+ days with letters sent and various steps taken to get in contact with the student and/or the student's family. We have specific coding patterns to indicate when a student is absent for 10+ days, 6+ weeks and then finally resorting to a dropout student.

Once you get to state reporting, the School Exit Date should be the last date a student attended a school in your district. Some districts wait to input an exit date until they've finished attempting all their truancy steps though. Then, they backdate the record to make it match the last date of attendance before they start doing Student End of Year & Attendance collections.

Many have heard of the 10 days situation. This is part of state mobility rules. When a student is absent 10 or more consecutive days, then you need to indicate an instance of mobility. This is why we have school exit type 25 and school entry type 25. This lets you end one enrollment, have the gap of 10 or more days, and then start a new enrollment for the student in the same school. Of course, this is assuming the student returns instead of just being gone.

Example:

- SSA Record 1
  - School Exit Date 01/10/2024
  - School Exit Type 25
- SSA Record 2 (student was gone 10 or more days but returned)
  - School Entry Date 01/31/2024
  - School Entry Type 25

There are implications to using the correct school exit date in the Attendance collection. If you don't show the exit date as the last date student attended in your district then you are potentially recording a whole bunch of days absent in a row, which will ultimately impact the attendance rate/chronically absent rate for this student. This collection uses the same school exit type definition as all other collections such as Student End of Year.

**At the student level, if a student exits and then returns to the district one or more times in the school year, is their total number of days determined by the last enrollment date only? Or is it a combination of all the enrollment windows that the student attended the district even if there was a break in enrollment?**

Each student record has their own Total Number of Days during that period they were enrolled at that school. For students that move around frequently, they could and would have multiple records for one district or school with two Total Number of Days (added together would be the student's total time spent at the district, even with the break of attendance). The Entry Date and Exit Date will reflect the time spent at each school.

**What year did CDE first start collecting student-level attendance information? Why did the Attendance Snapshot break off into its' own snapshot, rather than be included in, for instance, the Student End of Year collection?**

The Attendance Collection switched to a student-level collection starting the 2019-2020 school year. The timing plays a huge role in creating a separate collection for Attendance. The Student End of Year Collection does not finalize until December. It would be too late for attendance reporting for EdFacts as well as other legislative requirements, AEC Frameworks for example.

**Why do we report both Chronic Absenteeism and Habitually Truant?**

Chronic Absenteeism is required by Federal Law and Habitually Truant is required by State Law. Chronic Absenteeism includes all absences, excused and unexcused absences, while Habitually Truant only includes unexcused absences.

**What students are reported as Chronically Absent?**

Districts are expected to include all students in grades K-12 who were enrolled in the school for at least 10.0 school days at any time during the school year. Taking this group of students, CDE then calculates, for each student's record, if they were absent 10% or more of the school days in the school, they were enrolled in for that record. Students will only and should only be counted once at each school they attend. For example, a student is enrolled in school A for half the school year and school B for the other half of the school year. This student should be counted at both school A and B. However, will only be counted once at a district level.

**What age(s) are required for reporting Habitually Truant Status?**

A Habitually Truant student is one who is at least the age of six on or before August 1 of the year in question and under the age of seventeen years having four total days of Unexcused Absences from public school in

any one calendar Month or ten total days of Unexcused Absences from public school during the Reported School Year.

### **When are students considered absent?**

Students are absent when not physically on school grounds and were not participating in instruction or instruction-related activities at an approved off-ground location for at least half the school day.

### **What is the difference between excused absences vs. unexcused absences?**

Excused Absences occur when the student is absent for an acceptable reason as identified within the attendance policy set by local school board of education as declared in 22-33-104 (4)(a) C.R.S. which may include, but is not limited to, the following reasons: funeral, illness, injury, legal obligation, medical procedure, and religious observation. Local schools may require appropriate documentation to verify/prove excused absences. Suspension or expulsion of a child is considered an excused absence, 22-33-107 (3)(a) C.R.S., to calculate habitually truant students. Excused absences are also included in the Chronically Absenteeism calculation.

Unexcused Absences occur when the student is absent without a reason or for an unacceptable reason as identified within the attendance rules set by local school board of education policy as declared in 22-33-104 (4)(a) C.R.S. If authorized school officials determine that the parent's excuse is not valid or verified, the absence shall be unexcused. Unexcused absences are used to calculate truancy rates and are also included in the Chronically Absenteeism calculation.

### **Are there any state laws or CDE guidelines for best practices about how many times a day teachers need to take attendance for different grade levels (i.e. elementary vs middle vs high)?**

At a minimum, attendance should be recorded at least once a day. Each district should uphold a written local attendance policy for their own practices.

### **What age(s) are required for reporting Attendance information?**

We currently have an error check, AS020, that checks to see if a student was enrolled in Student October with PAI Code 01-08, then they should be included in the Attendance Collection. This check excludes students under 6 and students over 17 as described in 22-33-104 Compulsory School Attendance and other statutes (Enforcement of compulsory school attendance - definitions, 22-33-107(3), C.R.S.; Performance reports - contents - rules, 22-33-107, 22-11-503 (3)(c), C.R.S.; School Attendance Law of 1963 - 22-33-102(3.5)).

If a student was reported in enrollment and has 10 days or more possible, are between the ages of 6-17 as of August 1st, then they should have attendance collected. At a minimum, attendance should be recorded at least once a day. Each district should uphold a written local attendance policy for their own practices.

### **How is attendance handled for online schools/programs?**

Despite the variance in virtual schools, every online school must have consistent, authorizer-approved attendance and truancy policies and procedures that are communicated to parents, students, and teachers (per Colorado State Board Rules 1 CCR 301-78). It was determined that there is not a one-size-fits-all method that can be applied to all online schools. While there may be other methods to utilize, CDE has provided three potential methods for tracking attendance depending on the model of the virtual school: 1) Minimum login time requirements; 2) Specific task completion for a given time, or 3) Minimum lesson/unit completion requirements. None of these methods are meant to be mutually exclusive and a combination of these methods may be utilized to track and calculate attendance rates. These three methods can be found [in our Online Attendance Guide on the Attendance Website](#).

## Errors or Warnings

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### Errors

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#### AS018/AS019

These errors state, “Student has been identified as Migrant/Foster and therefore must be coded as Free Lunch Eligible (Free and Reduced Lunch = 01). Please update Free and Reduced Lunch status in your Demographic file and contact your nutrition office.” Per Nutrition regulations, once a student is certified they are eligible for the entire year and 30 days into the next regardless of if they are no longer foster.

#### AS020

This error states, “If a student was reported in Student October in grades K-12 with Pupil Attendance Information Code 01-08 they must have at least 1 record in Attendance.” This error was implemented to ensure that student’s records are not omitted from the Attendance Snapshot that pass the Student October Collection requirements. To clear this error, you must include a record of attendance for the student listed. If the student was misreported in Student October, an exception can be granted from the Attendance Collection Lead. For this error, we exclude students that are enrolled in a Non-School Program, Detention Center students, students who are enrolled in the Children’s Hospital and Concurrent Enrollment or Early College Students.

#### AS011/AS001/AS003/AS005

These errors state, “Total Days Attended by Student (Total Days Excused, Total Possible Attendance Days, Total Days Unexcused) must be a numeric value, cannot be blank and between 0.0 and 250.0.” These are format checks for these few fields. Please note that all attendance fields must have a decimal point and must have a tenths decimal place value even if it is 0. For example, 15.0, 145.0.

#### AS004

This error states, “The Total Possible Attendance Days must equal the sum of Total Days Attended + Total Days Excused + Total Days Unexcused per record.” For the example below, the Total Days Attended is 134.0, the Total Days Excused is 3.0 and the Total Days Unexcused is 0.0. These values added up together are 137.0. Since the Total Days Possible was reported as 141.0 and not 137.0, the AS004 error will flag. There is a 0.5 tolerance for this error. Some records will not flag if they lie within this tolerance.

$$\text{Total Days Attended} + \text{Total Days Excused} + \text{Total Days Unexcused} = \text{Total Days Possible}$$

$$134.0 + 3.0 + 0.0 = 137.0$$

(It is expecting 141.0)

Total Days Attended	Total Days Excused	Total Days Unexcused	Total Days Missed Suspension	Total Days Possible	Habitually Truant	Chronically Absent
134.0	3.0	0.0	0	141.0	0	N

**AS007**

This error states, “The truancy rate for this school is reported as 50% or higher. Truancy rate is calculated as the Total Days Unexcused Absences divided by the Total Days Possible per unique school code. If this truancy rate is correct for the school, please contact the Attendance Collection Lead for an exception.” This error flags when the truancy rate is 50% or higher. Please verify the truancy rate for this school. If the truancy rate is accurate, an exception from the Attendance Collection Lead will be needed.

**AS013**

This error states, “The Total Days Possible reported for this SASID exceeds 200 across all records included in the Attendance Snapshot. Please check for duplicate records in the Attendance Snapshot Records Report.” Please verify that your student’s attendance information is accurate. If the student is in a program that requires attendance of more than 200.0 Total Days Possible, an exception can be run from the Attendance Collection Lead.

**AS014**

This error states, “Total Days Possible cannot be greater than the number of days between Exit Withdraw Date and Entry Date.” For each student’s record, the Entry and Exit Dates are taken, and the Entry Date is subtracted from the Exit Date to calculate the potential total days in between. If the Total Days Possible is greater than that difference, the AS014 error flags.

**AS002**

This error states, “Total Days Missed Due to Out of School Suspension must be blank or numeric.” This is verifying that the Total Days Missed Due to Out of School Suspension field does not have anything inputted besides blank or a numeric value so invalid data is not entered.

## Warnings

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### AS010

This warning states, “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.” If you receive this warning, please verify this school’s data and make sure each student’s Total Days Attended, Total Days Excused and Total Days Unexcused are pulling correctly from your Student Information System. While warnings do not need to be cleared to submit snapshot data, they are there to serve as a validation process for your district.

### AS006

This warning states, “The Total Days Unexcused should not be greater than the Total Days Attended per record.” If you receive this warning, please verify this student’s record, and make sure the student’s attendance data is accurate. While warnings do not need to be cleared to submit snapshot data, they are there to serve as a validation process for your district.

### AS009

This warning states, “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.” If you receive this warning, please verify this school’s data and make sure your attendance data is pulling correctly for each student. While warnings do not need to be cleared to submit snapshot data, they are there to serve as a validation process for your district.