

Student Attendance List Report Data Interpretation Guide (DIG)

AT.002.00-A – Student Attendance List

School: All Schools Gender: F, M Disability: N, Y
 School Year: 2015-2016 Ethnicity: WH, IN, HL, BL, AS, PI, TR
 Grade Level: PK, KG, 01, 02, 03, 04, 05, LEP: N, Y
 06, 07, 08, 09, 10, 11, 12

Chronic = Absent 10% or more of enrolled days
Warning = Absent 5% or more but less than 10% of enrolled days
Good = Absent less than 5% of enrolled days

IMPORTANT: Districts must sync their data in Infinite Campus for this report to display accurate attendance information.

Student Name	State ID	Grade	Gender	Race / Ethnicity	LEP	Disability	Enrolled Days	Absent Days	Average Daily Attendance Rate	Attendance Status
Student Count: 4949							449,051	4,567	98.75%	
Student 1	111111111	11	Male	Hispanic	N	Y	125	16.00	87.20 %	Chronic
Student 2	222222222	12	Male	White	N	N	174	2.00	98.85 %	Good
Student 3	333333333	11	Female	White	N	N	174	1.00	99.43 %	Good
Student 4	444444444	09	Female	Mixed Race	N	N	174	4.00	97.70 %	Good
Student 5	555555555	09	Male	White	N	N	174	1.30	99.25 %	Good
Student 6	666666666	05	Female	White	N	N	174	3.30	98.10 %	Good
Student 7	777777777	06	Female	White	N	N	174	3.30	98.10 %	Good
Student 8	888888888	KG	Male	White	N	N	174	3.00	98.28 %	Good
Student 9	999999999	04	Male	Black or African American	N	N	174	15.00	91.38 %	Warning
Student 10	101010101	03	Female	White	Y	N	174	0.00	100.00 %	Good
Student 11	111111110	06	Male	White	N	N	174	2.00	98.85 %	Good
Student 12	121212121	03	Male	White	N	N	174	2.00	98.85 %	Good
Student 13	131313131	KG	Male	White	N	N	174	2.00	98.85 %	Good
Student 14	141414141	04	Female	White	N	Y	60	2.00	96.67 %	Warning
Student 15	151515151	09	Female	White	N	N	174	10.30	94.08 %	Warning
Student 16	161616161	03	Female	American Indian or Alaskan Native	N	N	174	17.00	90.23 %	Warning

Quick Reference

This document provides a quick reference for the **Student Attendance List (AT.002.00-A)**. The report provides a comprehensive and filterable list of students enrolled in a school with their attendance. It is filterable by School Year, District, School, and Category (Disability, LEP, Gender, Grade, Race).

The report is found under **ATTENDANCE REPORTS** in the **REPORTS** tab within SD-STARS.

Questions the report will Help Answer

- What are the attendance rates of my current students? Male students who are in special education?
- What students are at risk of chronic absenteeism? What students are already chronically absent? What students are below 94% attendance?

Intended Audience

Principals; Administrative Staff; Superintendents; Classroom Teachers

Data Details

This report is a student list with attendance information. The attendance calculation is based on the Absent Days field on the State Reporting area on the Infinite Campus Enrollment tab. This field only updates when the district syncs the data in Infinite Campus. The data can be analyzed by subgroups and over years and will match the aggregated data for the same group of students in the Attendance Demographics report.

IMPORTANT:

Districts must sync their data in Infinite Campus for this report to display accurate attendance information.

Common Misunderstandings

The attendance in this report is **NOT** the same as the attendance in the Accountability Report Card. While the Report Card calculates attendance for every student that has been enrolled at the school at any point during the year, the Student Attendance List report only shows attendance for students currently enrolled in the school. Additionally, the attendance used in the Report Card does not calculate the average attendance of students but rather the percentage of students who have an attendance rate of at least 94%.

This report relies on districts to sync their data in Infinite Campus. If the district syncs today, the report in SD-STARS will update overnight.

WARNING

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Instructions

Generating Report

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School Year	<input type="text" value="2015-2016"/>	District	<input type="text" value="<Select a Value>"/>	VIEW REPORT
School	<input type="text"/>	Disability	<input type="text"/>	
Ethnicity/Race	<input type="text"/>	Gender	<input type="text"/>	
Grade Level	<input type="text"/>	LEP	<input type="text"/>	

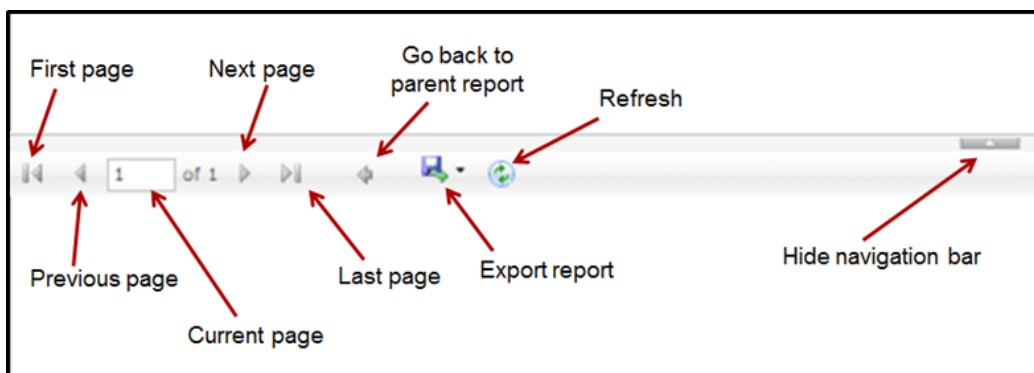
- **School Year:** Select the latest year you want to display. For current students, select this school year.
- **District:** Select district name. What districts display in the drop down depends on your permissions. Most district and school users will only see one district in the drop down.
- **School:** Select school name. What schools display in the drop down depends on your permissions. Most school users will only see one school in the drop down. There is an 'All School' option for users with multiple schools.
- **Disability:** Select yes, no, or both to filter for students with a disability.
- **Ethnicity/Race:** Select all races or any combination of races.
- **Gender:** Select male, female, or both to view gender specific lists.
- **Grade Level:** Select the appropriate grade level(s) you wish to examine. You may select multiple grade levels by clicking a checkbox if you are responsible for more than one grade.
- **LEP:** Select yes, no, or both to filter by Limited English Proficient (LEP).
- **View Report:** Select to generate a report.



REPORT TIP: You can sort on the columns in the report. Simply click the arrows to the right of the column to sort.

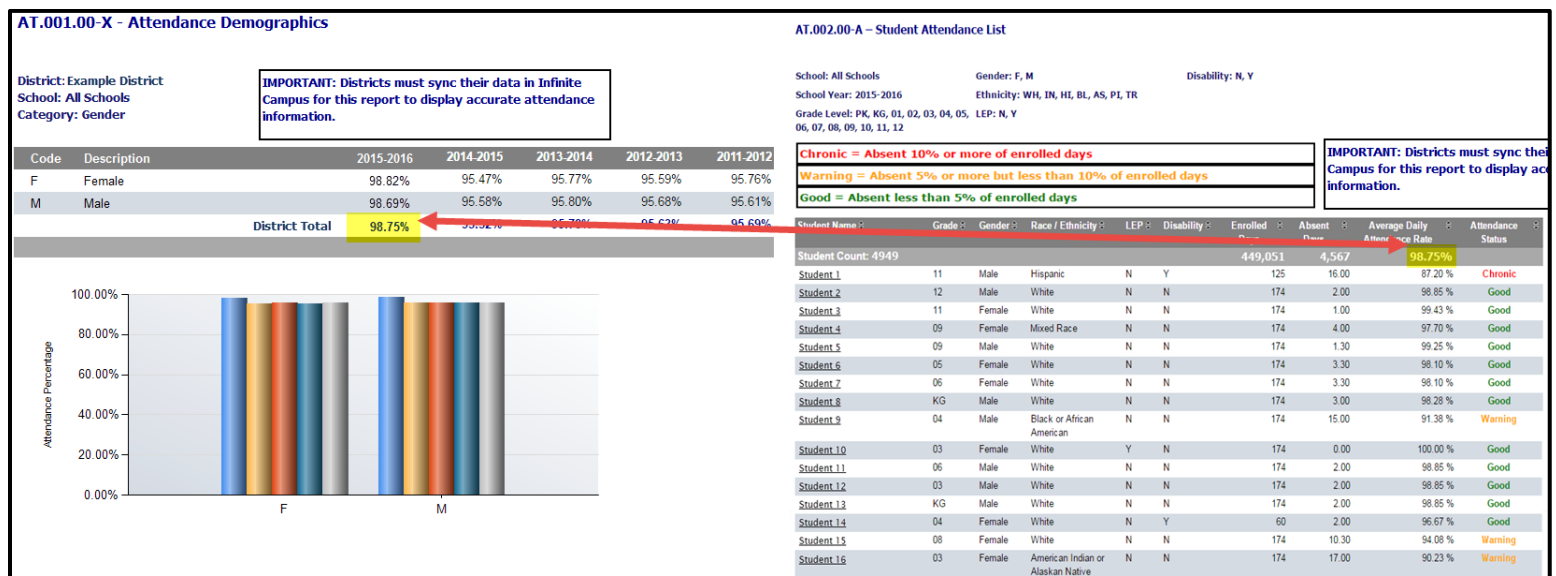
Reading Report

Use the **navigation bar** to navigate the report. This report often contains many pages of students, so the navigation bar is necessary to move to other pages.



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The Student Attendance List report is a complement to the Attendance Demographics report. The difference is that this report provides a list of students and their attendance while the Attendance Demographics report shows aggregate attendance. Therefore, taking the average daily attendance rate for a group of students in the Student Attendance List report will result in the attendance rates shown for the same group of students in the Attendance Demographics Report. For example, the below picture shows the attendance rate for a district on the Attendance Demographic Report and on the Student Attendance List. Both show the same average daily attendance rates.



Once generated, the report lists students on each line with their current grade and basic demographic information. The last three columns show attendance for the students.

Enrolled days are how many days the student has been at the school. If the student moved to the district part-way into the year, the days will be different. In the example report shown on the next page, we see that students 1 and 14 have fewer days than the others, so this is likely the case for them.

Absent days is a calculation of the sum of the number of days the students were not present at school when they could have been. This includes when the student is noted as unexcused absence, excused absence, or unknown absence. The report looks at the Absent Days on the State Reporting area on the Enrollment tab. This field only updates when the district syncs the data with state edition. In other words, the school may have absences on the Attendance Tab, but the Absent Day field on the Enrollment Tab does not update until the sync is done. If your district syncs the data on a chosen day, the data would show in SD-STARS the next day.

Finally, the **Attendance Rate** provides the students' average attendance. This is calculated by subtracting the absent days from the enrolled days (this is then the total days a student is present) and dividing by the enrollment days.

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$$\frac{\text{Enrolled Days} - \text{Absent Days}}{\text{Enrolled Days}} = \text{Attendance Rate}$$

At the beginning of each page of the report is a **total line**. This shows the total number of students in the report as well as the total enrolled and absent days and the average daily attendance rate for all the students.

Student Name	State ID	Grade	Gender	Race / Ethnicity	LEP	Disability	Enrolled Days	Absent Days	Average Daily Attendance Rate	Attendance Status
Student Count: 4949							449,051	4,567	98.75%	
Student 1	111111111	11	Male	Hispanic	N	Y	125	16.00	87.20 %	Chronic
Student 2	222222222	12	Male	White	N	N	174	2.00	98.85 %	Good
Student 3				White	N	N	174	1.00	99.43 %	Good
Student 4				Mixed Race	N	N	174	4.00		Good
Student 5				White	N	N	174	1.30		Good
Student 6				White	N	N	174	3.30		Good
Student 7	777777777	06	Female	White	N	N	174	3.30	98.10 %	Good
Student 8	888888888	KG	Male	White	N	N	174	3.00	98.28 %	Good
Student 9	999999999	04	Male	Black or African American	N	N	174	15.00	91.38 %	Warning

Drill through capability is available in this report. Clicking on any student name navigates to that student in the EN.003.01-A Student Profile report. The Student Profile report shows demographic, enrollment, attendance, assessment, and special education information on a student all in one place. If you drill through to the Student Profile report and want to return back to the Student Attendance List report, click on the blue arrow in the navigation bar of the Student Profile report. This button returns you to the “parent” report.

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Attendance Status Column and Flags

Chronic = Absent 10% or more of enrolled days

Warning = Absent 5% or more but less than 10% of enrolled days

Good = Absent less than 5% of enrolled days

Near the top of the report, an **Attendance Status Key** explains the color-coding in the **Attendance Status Column** (the column on the far right of the report). The three categories are:

- **Chronic:** If a student is absent 10% or more of total enrolled days, he/she displays as being chronically absent.
- **Warning:** If a student is absent 5% or more, but hasn't reached the 10% level, he/she is considered at-risk of being chronically absent.
- **Good:** If a student is absent less than 5%, he/she is considered to be in good attendance status.

This is based on national research. For more information go to www.attendanceworks.org.

Average Daily Attendance Rate	Attendance Status
98.75%	
87.20 %	Chronic
98.85 %	Good
99.43 %	Good
97.70 %	Good
99.25 %	Good
98.10 %	Good
98.10 %	Good
98.28 %	Good
91.38 %	Warning
100.00 %	Good
98.85 %	Good
98.85 %	Good
98.85 %	Good
96.67 %	Good
94.08 %	Warning
90.23 %	Warning

Essential Questions

What are the attendance rates of my current students? Male students who are in special education?

By viewing the report, you can see the attendance days and rate for all current students in your class, school, or district. With the **total bar** at the top of every report, you can find the average daily attendance rate for any group of students. Simply use the parameters to select the group of students you are interested in and look at the total bar. The data can be sliced into male students in special education, 4th grade female students, and many other groups.

The students who actually show up on the report depend on your permissions. For example, a classroom teacher will only see students enrolled in his/her class for the current school year. On the other hand, a superintendent will see every student enrolled.

What students are at risk of Chronic Absenteeism? What students are already Chronically Absent? What students are below 94% attendance?

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The average daily attendance rate column provides the attendance for each student. This makes it easy to not only see which students have perfect attendance but also which students are below 94% attendance. This is important because only the students with higher than 94% attendance are included in the accountability attendance rate.

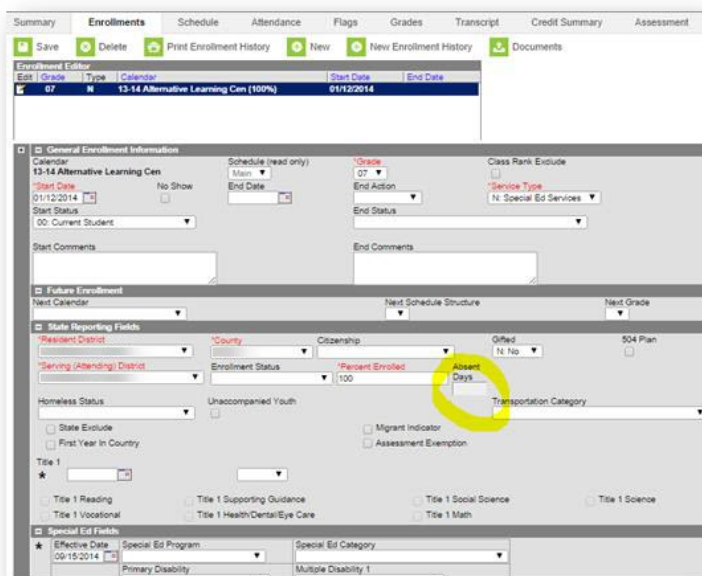
For chronic absenteeism, the attendance status column identifies students in the following manner:

- When the **Average Daily Attendance Rate Column** for a student is between 90% and 95% of the time, the student will also have a “Warning” description in the **Attendance Status Column**.
- When the **Average Daily Attendance Rate Column** for a student is 90% or less of the time, the student will also have a “Chronic” description in the **Attendance Status Column**.

Frequently Asked Questions

Q: How are the attendance rates in the Student Attendance List report different from the rates in the Accountability Report Card?

The rates found in this report will differ from the Accountability Report Card in two important ways. First, the Report Card calculates attendance for every student that has been enrolled at the school at any point during the year while the Student Attendance List report only shows attendance for students **currently** enrolled in the school. Secondly, the attendance used in the Report Card does not calculate the average daily attendance of students but rather the percentage of students who have an average attendance of at least 94%.



The screenshot shows the 'Enrollments' tab in the SD-STARS system. The 'General Enrollment Information' section is expanded, showing details for a student enrolled in '13-14 Alternative Learning Cen'. The 'Absent Days' field is circled in yellow, indicating its importance in the report. Other fields visible include 'Start Date', 'End Date', 'Enrollment Status', and 'Transportation Category'.

Q: Why doesn't SD-STARS match Infinite Campus?

This report looks at the Absent Days in the State Reporting area on the Enrollment tab in Infinite Campus (see image). This field **only** updates when the district syncs the data with the state. This means that a student may have absences noted on the Attendance Tab that the Absent Days field on the Enrollment tab hasn't captured yet. **Therefore, this report relies on districts to sync their data in Infinite Campus.** If the district syncs today, the report in SD-STARS will update overnight. Contact your district's Main Infinite Campus Contact for assistance.

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Q: What value does this report have for my classroom/school/district?

The Student Attendance List allows administrators and teachers to examine the attendance and characteristics of students at the classroom and building level. Knowing the makeup of a class and school, the teacher or administrator can take action on the information.

Q: What counts as an absence for this report?

This report counts by minutes for the periods the student is marked as unexcused absence, excused absence, or unknown absence. For more information about how to correctly enter attendance into Infinite Campus, go to the check out the Student Data Collection Desk Guide at <http://doe.sd.gov/ofm/sims.aspx> or contact Teri Jung (teri.jung@state.sd.us).

Q: What is the importance of tracking students with a less than 90% attendance rate?

According to research, students who miss 10 percent or more of school days in excused and unexcused absences are at higher risk for academic growth issues and for dropping out of school. By the ninth grade, chronic absenteeism is better dropout indicator than eighth grade test scores. For more information about chronic absenteeism, please visit <http://www.attendanceworks.org/>.

History

Report Details

The Student Attendance List report was originally developed and released in December, 2015 at the request of districts. In order to identify students who have chronic absenteeism or those who are at-risk of being chronically absent, the Attendance Status column was added with color-coded descriptions, in August 2016. At the same time, a color-coded key was placed near the top of the report. Subsequent versions of this report will contain release notes complete with changes to the report.

Report Responsiveness

The report loads, on average, in **03** seconds.

Problems?

SDDOE validated the data to the best of its ability in December, 2015. If districts find errors in the data, please contact STARS Support at STARSHelp@state.sd.us.

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Security

Roles with Report Access

- District: Assessment
- District: Attendance
- District: Management
- District: Superintendent
- School: Management
- School: Principal
- School: Teacher

Security Consideration

The report provides attendance data for the selected school or district for the current and historical years. Remember that if there are errors with the data, you should look at your SIS first to check for data quality. You may also want to sync Infinite Campus with the state to update the absent counts.