



# Attendance Fields End of Year



Recorded February 2023



# Attendance Fields - SSA File

## 2022-2023 Student Interchange – Student School Association

Changes from 2021-2022 are highlighted in yellow.

CSI clarifications and additions are in green text

### Purpose:

The purpose of the Student School Association (SSA) file is to capture the school(s) in which a student attends in your district throughout the currently selected school year for funding and accountability purposes.

### Dependencies:

Student has been assigned a SASID and has been updated in the RITS system.

A record for the SASID/student exists in the Student Interchange-Student Demographic file.

**\*Important!** If there is not a record in the Demographic file, then the record will not be included in the snapshot.

### Record Expectation:

In the Student Interchange-Student School Association File the LEA should submit any incident of mobility (entry, exit, grade change, etc.) for each school within the LEA at any point in the currently selected school year. Since the SSA file contains funding information, a district is required to have a record at this level. For this file, a student must have at least one record and may have multiple records at the school level.

### Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):

[Student October](#), [Student End of Year](#), [Special Education End of Year](#), [Special Education Discipline](#), [Student Biographical Data \(SBD\) ACCESS](#), [SBD SAT](#), [SBD CMAS](#), [SBD DLM](#), [READ](#), [Attendance](#)




- Indicates Primary Key

Please note the requires field/digit length for each entry to prevent Level 1 Errors in advance.

### SCHOOL ASSOCIATION FILE

**\* Indicates required (ZERO-FILL ALL NON-APPLICABLE FIELDS)**  
**Be sure there are preceding 0s where required (ex: date fields and gender)**  
**First row should be a header row; otherwise, the first row becomes a header row**

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School District/BOCES Code* 	4	1	4	1	A2	0000	8001 for CSI schools.

Attendance data is captured in the SSA student interchange for the EOY collection. See the [SSA file layout](#) for valid coding and field definitions.



# Attendance Fields - SSA File

All CSI schools required to report attendance data

## **Six attendance related fields:**

- Total Days Attended
- Total Days Excused
- Total Days Unexcused
- Total Possible Days (based on school calendars, not 365 days)
- Habitually Truant Status
- Total Days Missed for Out of School Suspensions





# Attendance Fields - SSA File

## First Four Related Fields:

- Total Days Attended
- Total Days Excused
- Total Days Unexcused
- Total Possible Days

Each requires a decimal value (max of 5 characters)

- Examples 0.0, 000.0 or 175.3

Can be zero filled if that is an accurate value for a student  
Count as a full day:

- If student attended at least a half day
- If student missed more than a half day

The first three fields must add up to the last field

- Attended + Excused + Unexcused = Total Possible Days





# Total Possible Days Field

- Should be total number of days a student is scheduled to attend school
- Based on school calendars, not 365 days
- Can vary by student type and calendar/bell schedule
  - For example, onsite attend more days than homeschool





# Attendance Practices

**Federal suggested practice:** Present  $\geq 50\%$  Absent  $\geq 51\%$

Schools can opt to follow their attendance policy, but must roll up or down for these Attendance fields in the SSA

## Total Days Attended

Count as a full day:

If student attended at least a half day

## Total Days Excused and Unexcused

Count as a full day:

If student missed more than a half day

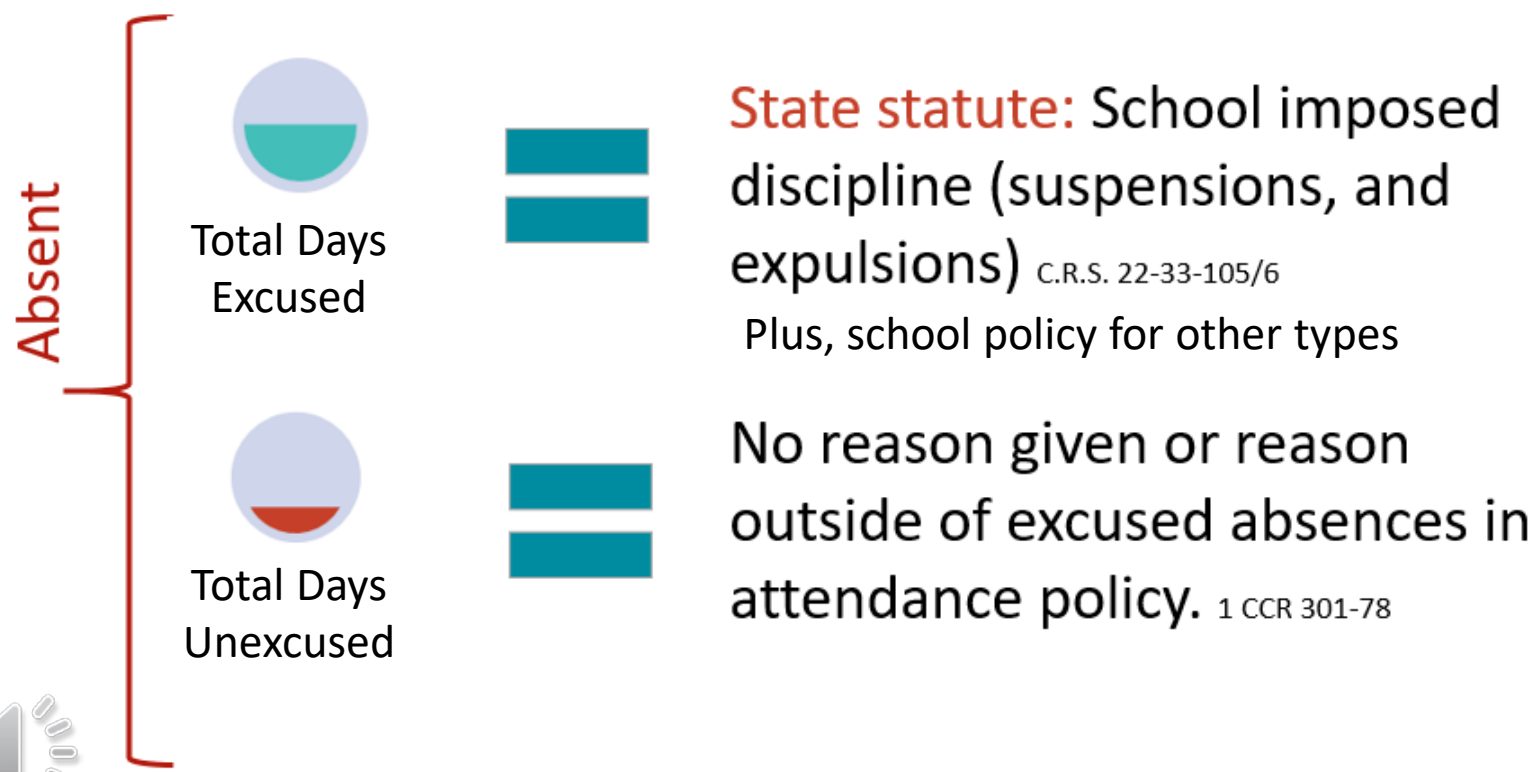




# Excused / Unexcused

School policy must clearly define what qualifies as an excused and unexcused absence. *C.R.S. 22-33-104(4); 1 CCR 301-78*

See the [Attendance Policy Guidance](#) on the CSI Legal and Policy webpage





# Habitually Truant Status

Required by State Law

Truant = Unexcused

1 =	Unexcused/truant for 4+ days in one <i>calendar</i> month.
2 =	Unexcused/truant for 10+ days in the <i>school year</i> .
3 =	Both 1 & 2

Use code 0 if none of the above apply.







# Total Days Missed Due to Out Of School Suspensions

- Total number school days missed by a student due to out-of-state suspensions (OSS)
- Half days do not need to be rounded up to full days
- Be sure to count in school and out of school suspensions as **excused** absences





# Attendance Snapshot

- SSA file attendance data compiled with other data into the “Attendance Snapshot”
- Few Level 1 errors - mainly Level 2 errors
- Used in the:
  - School Discipline collection for truancy rates and chronic absenteeism
  - CDE SchoolView Dashboard
  - Public research and media reports
- Reported to the US Department of Education for federal reports and the Civil Rights Data Collection





# SIS Attendance Set-Up

## Calculated Values

- Total Days Attended
- Total Days Excused
- Total Days Unexcused

Calculated from student **Attendance** record.

- Total Days Possible
- Habitually Truant

- Total Days Missed Due to OSS

Calculated from student **Behavior** record.





# SIS Attendance Set-Up

Infinite Campus: Campus Community > Knowledge Base > Search 'Attendance Set-up' > [Attendance Set-up for Administrators](#)

PowerSchool: PowerSchool SIS Colorado > State Reporting Set-up > [Attendance Setup](#)





# Data Validation

Use the Record Checker Tool - [CSI EOY Webpage](#)

**Attendance**  
**Attendance:** Check that perfect attendance count is correct. Check that the truant data is correct. **Note:** Attendance data must be accurate as it is used for both School Discipline and Civil Rights Data collections.

**Attendance by demographic:** This table is new for the 21-22 school year and includes data used in the Equity Reports CSI releases to schools annually. Given that the Equity Report pulls in data from the prior year's attendance reporting, schools are welcome to use this data summary as part of their overall review practices to identify potential inaccuracies as well as areas for support and intervention regarding disproportionality in unexcused absences and truancy across subgroups in the current school year.

Attendance (data from SSA file)	
Students with perfect attendance (0 missed days)	2070
Truant Four or More Days in a Month (1)	0
Truant Ten or More Days in a School Year (2)	0
Truant for Both Conditions (3)	0
Student w. attendance reporting issues of 0 Days Attended and 0 Possible Attn'd. Days (one-day entry/exits excluded).	2

Attendance by Demographic							
Population	# of students with unexcused absences	Total days of unexcused absences	Average Days Unexcused Absences	Truant 4 or more days a month	Truant 10 or more days a school year	Truant both conditions	Days missed for out of school suspension (OSS)
604	51	201	3.94	1	1	0	0
SWD	89	582.5	6.54	3	1	0	21
MKV	14	95.5	6.82	1	1	1	0
EL	169	862.5	5.1	1	1	1	38





# Data Validation

## Record Checker Tool

- Check that any students with 0 days missed do indeed have perfect attendance
- Check that 'Total Days Possible' is correct for student calendar and enrollment duration
- Check that 'Total Days Attended' plus excused/unexcused absences equal the 'Total Possible Attendance Days' based on student calendar and enrollment duration
- Review that students marked with a 1 in the Habitually Truant Status column have **unexcused** absences of either 4+ in one month or 10+ during the year. Remember, **truant = unexcused**
- Missed Due to OSS should be included with other excused absences





# Other Tips

- If a school appears to have missing attendance for some courses that should be counted
  - Check your SIS to make sure you do not have the course checked as exclude from state reporting





# Other Tips

SIS Roll  
Over  
Time



EOY Collection Deadline	EOY Collection Task
3/7/2023	Initial File Submissions Due (SD and SSA)
6/8/2023	Schools must have all Level 1 errors <b><u>cleared</u></b>
7/12/2023	Schools must have all Level 2 errors <b><u>cleared</u></b>
08/29/2023	Initial Summary Certification Approval Email Due to CSI
11/01/2023	Final Signed Summary Certification Due to CSI

- Difficult to correct attendance data after the SIS is rolled over to the next school year
- Please plan to have all attendance errors and issues cleared prior to your school roll over







Send questions to:  
[submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us)

Thank you

