**Purpose:**

The purpose of the Attendance snapshot collection is to capture and report the student level attendance information for each school. The data reported in this collection is also used to pre-populate the Civil Rights Data Collection (CRDC) for LEAs.

# Dependencies:

* Student has a record in the Student Interchange - Student Demographic file
* Student has a record in the Student Interchange - Student School Association file.
* Also, extracts students from the Title I interchange (if applicable to your LEA).

# Record Expectation:

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

* Be in both the Student Demographic and Student School Association file.
* Be error free in 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 LEA) **AND**
* Total Possible Attendance Days is greater than or equal to 10.0.
* Grade Level between 004 and 120 (PK-12th)
* Entry Date is not the same as the Exit Withdraw Date
* Primary School = 1

The records selected will be joined with data from Student Interchange using District Code, School Year, and SASID.

key  indicates primary key

**Field List:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Field** | **Field Length** | **Source Interchange** | **Source File** | **Remarks** |
| District Code | 4 | Student Interchange | Student Demographic |  |
| Student’s State ID (SASID) | 10 | Student Interchange | Student Demographic |  |
| Local ID (LASID) | 10 | Student Interchange | Student Demographic |  |
| Student’s Last Name | 30 | Student Interchange | Student Demographic |  |
| Student’s First Name | 30 | Student Interchange | Student Demographic |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Field** | **Field Length** | **Source Interchange** | **Source File** | **Remarks** |
| Student’s Middle Name | 30 | Student Interchange | Student Demographic |  |
| Student’s Date of Birth | 8 | Student Interchange | Student Demographic | Format is MMDDYYY |
| Student’s Gender | 2 | Student Interchange | Student Demographic |  |
| Federal Race Student | 2 | Internal Flag |  | Calculated value based on ethnicity and race. More information below. |
| Section 504 Having a Disability | 1 | Student Interchange | Student Demographic |  |
| Migrant | 1 | Internal Flag |  | Student’s migrant status. More information below. |
| Homeless | 1 | Student Interchange | Student Demographic |  |
| Free/Reduced Lunch Price Eligible | 2 | Student Interchange | Student Demographic |  |
| Home Based Education | 1 | Student Interchange | Student School  Association |  |
| Special Education Student | 1 | Internal Flag |  | Pipeline will calculate this based on if a student is in  the SPED interchange. More information below. |
| ELL | 1 | Internal Flag |  | ELL status for the student. More information below. |
| Foster | 1 | Internal Flag |  | Foster status of a student. More information below. |
| School Code | 4 | Student Interchange | Student School Association |  |
| Grade Level | 3 | Student Interchange | Student School  Association |  |
| School Entry Date | 8 | Student Interchange | Student School  Association |  |
| School Exit Withdraw Date | 8 | Student Interchange | Student School  Association |  |
| Total Days Attended | 5 | Student Interchange | Student School  Association |  |
| Total Days Excused | 5 | Student Interchange | Student School Association |  |
| Total Days Unexcused | 5 | Student Interchange | Student School  Association |  |
| Total Days Missed Due to Out of School Suspensions | 5 | Student Interchange | Student School Association |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Field** | **Field Length** | **Source Interchange** | **Source File** | **Remarks** |
| Total Possible Attendance Days | 5 | Student Interchange | Student School  Association |  |
| Habitually Truant Status | 1 | Student Interchange | Student School Association |  |
| Chronically Absent Status | 1 | Internal Flag |  | Calculated using the sum of Total Days Unexcused and Total Days Excused divided by the Total Days Possible. If 10% or greater, then ‘Y’, if less than 10%,  then ‘N’. More information below. |
| Gifted and Talented | 1 | Internal Flag |  | Gifted Status of a student. More information below. |
| Non-School Program | 2 | Student Interchange | Student School  Association |  |
| Title I Student | 1 | Internal Flag |  | More information below. |

**Field Descriptions:**

# Federal Race Student

The single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting LEA by the student (or their parent/guardian) or staff member.

|  |  |
| --- | --- |
| **Code** | **Description** |
| 01 | American Indian or Alaska Native |
| 02 | Asian |
| 03 | Black or African American |
| 04 | Hispanic or Latino |
| 05 | White |
| 06 | Native Hawaiian or Other Pacific Islander |
| 07 | Two or More Races |

# Migrant

The student has been identified as a Migrant student by CDE’s Office of Migrant Education. Students who have been identified should be coded as eligible to receive free lunch. If your LEA does not agree with this designation please contact your Migrant Education Region’s support staff, contact information can be found on [the Office of Migrant Education’s website.](https://www.cde.state.co.us/migrant)

|  |  |
| --- | --- |
| **Code** | **Description** |
| 0 | No |
| 1 | Yes |

# Special Education Student

Internal flag indicating whether the student is special education or not. The default value for this flag will be ‘0’ (No). A student will indicate a ‘1’ (Yes) value when their SASID is within the Special Education Interchange as eligible for services (Participation File) and the LEA of attendance matches on both files.

|  |  |
| --- | --- |
| **Code** | **Description** |
| 0 | No |
| 1 | Yes |

# ELL

The English Learner (ELL) status for the student record. If the student’s Language Background is not ‘eng’ and Language Proficiency = 1, 2, 6, or 7 (NEP, LEP, FEP Monitor Year 1, or FEP Monitor Year 2) then the ELL status is ‘1’ (Yes). Students with Language Proficiency = 0, 4, 5, 8, 9 (N/A, PHLOTE, FELL, FEP Exit Year 1, or FEP Exit Year 2) are indicated as ‘0’ (No).

|  |  |
| --- | --- |
| **Code** | **Description** |
| 0 | No |
| 1 | Yes |

# Foster

Internal flag where SASID was identified as a student in foster care as reported to CDE by the Colorado Department of Human Services (CDHS). Students are matched based upon SASID.

Per C.R.S. 19-1-103 (66) "Foster care" means the placement of a child or youth into the legal custody or legal authority of a county department of human or social services for physical placement of the child or youth in a kinship care placement; supervised independent living placement, as defined in section 19-7-302; or certified or licensed facility, or the physical placement of a juvenile committed to the custody of the state department of human services into a community placement.

|  |  |
| --- | --- |
| **Code** | **Description** |
| 0 | No |
| 1 | Yes |

# Chronically Absent Status

Indicator if the student was absent 10% or more of the days enrolled in the public-school year during the school year. A student is 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 include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused. This count would include students in grades K-12.

Calculated using the sum of Total Days Unexcused and Total Days Excused divided by the Total Days Possible. If 10% or greater, then ‘Y’, if less than 10% then ‘N’.

|  |  |
| --- | --- |
| **Code** | **Description** |
| N | No |
| Y | Yes |

# Gifted and Talented

Student has been identified as Gifted and Talented (marked Yes - 1) in one or more of the 14 Gifted Fields in the Student School Association file.

|  |  |
| --- | --- |
| **Code** | **Description** |
| 0 | No |
| 9 | Yes |

# Title I Student

A student's Title I status is flagged based on a supporting file from the Federal Programs Office for Schoolwide programs or flagged based on the Title I Interchange (Targeted Assistance) file uploaded by LEAs.

Schoolwide (SW) – Schoolwide (SW) reform provides opportunities for all children to meet the states’ proficient and advanced levels of a student academic achievement. All students enrolled within the grade span served in Title I Schoolwide program are flagged as Title I students (code ‘2’).

Targeted Assistance (TA) – All students participating in Title I services within a school that implements a Targeted Assistance program (as reported in the Title I Interchange) are flagged as Title I students (code ‘3’).

For more information regarding the Title I Interchange, please visit [the Title I Interchange website](https://www.cde.state.co.us/datapipeline/inter_titlei). For more information on Title I program, please visit [the Title](https://www.cde.state.co.us/fedprograms/ti/a) [I, Part A: Improving the Academic Achievement of the Disadvantages website.](https://www.cde.state.co.us/fedprograms/ti/a)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** |  |  | **Description** |  |
| 0 | | No | | |
| 2 | | Yes, Schoolwide | | |
| 3 | | Yes, Targeted Assistance | | |

**Document Changes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description of Change** | **Reason for Change** | **Element(s) Affected** |
| 1/18/2024 | Updated “district” to “LEA” throughout  document | Will better include BOCES and CSI in definitions |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description of Change** | **Reason for Change** | **Element(s) Affected** |
| 2/12/2024 | File Format update | Document accessibility |  |
| 2/12/2024 | Added Gifted Flag | Helpful to track attendance data for gifted students. Gifted already collected in Student  Interchange. | Gifted and Talented Flag |
| 12/11/2024 | Added Non-School Program Field | Helpful to verify if attendance data is required or not for our 100% non-school program students. | Non-School Program Field |
| 12/11/2024 | Added Title I Student Flag | Helpful to track attendance for our title I students. Title I Interchange already uploaded  this time of year. | Title I Student Flag |