ISBE Monthly Attendance Extract

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The ISBE Monthly Attendance Extract reports attendance data for all students enrolled in the selected calendar within the selected school months.

Users can generate the Monthly Attendance Layout or an Attendance Data Validation Details Layout, which is used to validate attendance data for each student included in the extract.

In the Campus.2104 Release (January 2021), the ISBE Student Attendance Extract was released, which reports the same information as the Monthly Attendance Extract, but includes calculations for E-Learning, Remote Learning and In-Person Instruction.

At this time, both extracts can be submitted.

ISBE Monthly Attendance Extract

Report Logic

One record for each month reports for each student enrolled and scheduled into instructional periods. Enrollments with Service Types of Primary, Partial and Special Ed (reported in that order when a student has multiple enrollments with different service types) are included. See the Enrollment Type section below for specific calculation details.

Attendance reports by month. If three months are selected, a student has three records reported, one for each month).

Students are not included when:

- A student is not scheduled into instructional periods.
- Enrollment record is marked as State Exclude or No Show.
- Grade Level of enrollment is marked as Exclude from State Reporting.
- Calendar of enrollment is marked as State Exclude.

Attendance Logic

▸ Click here to expand...

Report Editor

The following fields are available for selection.

Field	Description
Extract Type	Selection determines the extract that is generated. For this instance, select the **Monthly Attendance V2** option.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Students without State IDs	When marked, the report returns students who do not have state IDs assigned.
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks are not removed.
Use Whole/Half Day	When marked, a day of attendance is counted if the student is scheduled for that day for the Days Absent field. FTE or minutes attended are not considered. Based on the student's scheduled instructional minutes for the day: • If the student missed all scheduled instructional minutes, a full day of absence is reported as a value of 1 in the Days Absent field. • If the student missed half of the scheduled instructional minutes up to one minute less than the full instructional minutes, a value of .5 reports. • If the student missed less than half of the scheduled instructional minutes, the student is considered present for the day. The Excused Absence, Unexcused Absence, Days Medically Homebound and Days Hospitalized fields are not included when this option is selected. See the Report Logic section for details on the calculation.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.

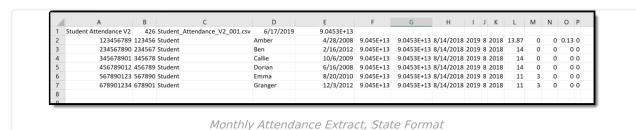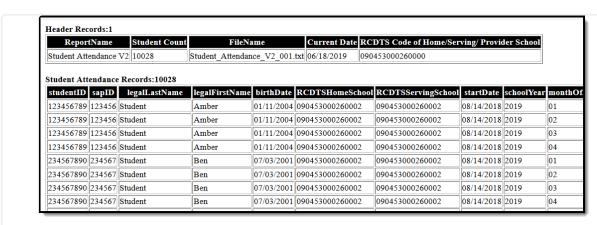| Field	Description
Show Data Validation Details	This field is used when generating the Attendance Validation Details Layout. When marked, an Attendance Validation report generates, instead of the Monthly Attendance Layout, that can be used by districts to validate attendance data. When this is marked, the Validation Data Start and End Date fields must be populated.
Validation Data Start Date	This field is used when generating the Attendance Validation Details Layout. Indicates the start date used in the validation report. Attendance records from this date to the Validation Data End Date (limited to 30 days) are included in the validation report. When the Show Data Validation Details checkbox is not marked, the entered date is ignored.
Validation Data End Date	This field is used when generating the Attendance Validation Details Layout. Indicates the end date used in the validation report. Attendance records from the Validation Data Start Date to this date (limited to 30 days) are included in the validation report. When the Show Data Validation Details checkbox is not marked, the entered date is ignored.
Format	Determines how the report generates. Use the **State Format (Comma Delimited)** when submitting the report to the state. Use the **HTML** or **Tab Delimited** option when reviewing data prior to state submission.
Ad hoc	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter are returned on the report if they meet the reporting requirements.
Select School Months	Select which school months to include in the report. More than one can be selected. Student attendance data displays by the month.
Choose Grades	Choose which grades to include in the report. Select individual grades or choose All Grades.
Report Generation	The report can be generated immediately using the **Generate Extract** button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the **Submit to Batch** button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Monthly Attendance V2 Extract

The Monthly Attendance Layout reports student attendance for the selected calendar and school month. One record for each school month reports for enrolled students.

Generate the Monthly Attendance V2 Report

A year and calendar must be selected in the Campus toolbar in order to generate the report.

1. Select the **Monthly Attendance V2** from the **Extract Type** dropdown list.
2. Enter a **File Identifier**.
3. Mark the **Students w/o stateIDs** checkbox, if desired, to include students without assigned state IDs within the report.
4. Mark the **Strip Apostrophes** checkbox, if desired.
5. Determine if actual attendance calculations are used, or if whole day/half day calculations are used. If whole day/half day, mark the **Use Whole/Half Day** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Select the desired **Format** of the extract.
8. Select an **Ad hoc** filter, if desired, to only return those students included in the filter.
9. Select the **School Months** to include in the report.
10. Select the **Grade Levels** to include in the report.
11. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

Monthly Attendance Extract, State Format

Monthly Attendance Extract, HTML Format

Monthly Attendance Extract, Tab Delimited

ISBE Monthly Attendance Extract Layout

Header layout

Element	Description	Location
Report Name	The name of the extract being generated. Reports a value of Student Attendance V2.	N/A
Student Count	The total amount of records generated.	N/A
File Name	EN + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., Student_Attendance_V2_001.txt)	N/A
File Date	The date the extract was generated.	N/A
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number District.districtID District.county District.region School.number

Extract Layout

Element	Description	Location

Element	Description	Location
Student ID	Reports the State ID from Demographics. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
SAP ID	Reports the Local Student Number from Demographics. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Legal Last Name	Reports Legal Last Name from Identity if extract editor's Report Protected Identities = true and legalFirstName is not null on the person's active Identity record. Otherwise, reports First Name from Identity. *Alphanumeric, 30 characters*	Census > People > Identities > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Legal First Name	Reports Legal First Name from Identity if extract editor's Report Protected Identities = true and legalFirstName is not null on the person's active Identity record. Otherwise reports First Name from Identity. *Alphanumeric, 30 characters*	Census > People > Person Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Birth Date	Reports the Birth Date from Identity. *Numeric, 10 digits (MM/DD/YYYY)*	Census > People > Identities > Identity Information > Birth Date Identity.birthDate

Element	Description	Location
RCDTS for Home School	The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services. The Region-County-District-Type-School code that uniquely identifies the school/program the student attends or would attend if not placed/transferred to another school/program to receive needed services. When the Home School and Home District field is populated on the student's Enrollment record, the values are concatenated. When the Home School field is not populated but the Serving School field is, the Region, County, District, Type values report, and include the Serving School value from the Enrollment record. *Numeric, 15 digits*	System Administration > Resources > District Information > State District Number, Type, Region Number, County District.districtID District.county District.region System Administration > Resources > School > School Editor > State School Number School.number Student Information > General > Enrollments > State Reporting Fields > Home School, Home District Enrollment.residentSchool Enrollment.residentDistrict

Element	Description	Location
RCDTS for Serving School	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated. When the Serving School field is populated on the student's Enrollment record, the Serving District and Serving School values are concatenated. When the Serving District field is not populated but the Serving School field is, the Region, County, District, Type values report, and include the Serving School value from the Enrollment record. *Numeric, 15 digits*	System Administration > Resources > District Information > State District Number, Type, Region Number, County District.districtID District.county District.region System Administration > Resources > School > School Editor > State School Number School.number Student Information > General > Enrollments > State Reporting Fields > Serving School, Serving District Enrollment.servingSchool
Start Date	Reports the start date of each student enrollment within the selected school month dates chosen on the extract editor. *Date field, 10 characters (MM/DD/YYYY)*	Student Information > General > Enrollment > General Enrollment Information > Start Date Enrollment.startDate
School Year	Reports the calendar end year selected in the Campus toolbar. *Numeric, 4 digits* (*YYYY*)	System Administration > Calendar > Calendar > End Date Calendar.endDate

Element	Description	Location
Month of Attendance	Reports the code associated with the selected school month, as follows: | 01 - January	07 - July
02 - February	08 - August
03 - March	09 - September
04 - April	10 - October
05 - May	11 - November
06 - June	12 - December | This value is based on the **Select School Months** selection on the Extract Editor. *Numeric, 2 digits*	Data not stored
Year of Attendance	Reports the year associated with the Month of Attendance reporting. October 2018 reports 2018, January 2019 reports 2019, etc. This value is based on the **Select School Months** selection on the Extract Editor. *Numeric, 4 digits (YYYY)*	Data not stored

Element	Description	Location
Days Present	Reports the student's total present days associated with the selected month. This field reports the aggregate number of attendance days (see the Report Logic), Pre-K and Kindergarten students are counted as a full day even if they attend a half day. • When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Claimable Days rounded to two decimals. • When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Present Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. *Decimal, 4 digits (XX.XX)*	System Administration > Calendar > Calendar > Day Day.instructional Day.attendance System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes
Excused Absences	Reports the student's total excused absence days associated with the selected month. This field reports the aggregate number of excused absences (see the Report Logic), Pre-K and Kindergarten students are counted as a full day even if they attend a half day. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of absences rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent Excused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. *Decimal, 4 digits (XX.XX)*	System Administration > Calendar > Calendar > Day Day.instructional Day.attendance System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.excuse Attendance.presentMinutes

Element	Description	Location
Unexcused Absences	Reports the student's total unexcused absence days associated with the selected month. This field reports the aggregate number of unexcused absences (see the Report Logic), Pre-K and Kindergarten students are counted as a full day even if they attend a half day. Only attendance records with an **Attendance Status** of **Absent** and an **Excuse of Unknown** or **Unexcused Absence** are counted. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Absent Unexcused Days rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. *Decimal, 4 digits (XX.XX)*	System Administration > Calendar > Calendar > Day Day.instructional Day.attendance System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.excuse Attendance.presentMinutes

Element	Description	Location
Days Medically Homebound	Reports the student's total attendance days recorded with the State Attendance Code of HOS. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Absent Unexcused Days rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. Only Attendance Codes assigned the State Code of **DMH: Medically Homebound** are included. The value reported in this field: • Is deducted from the Days Present total. • Is not included in the Excused or Unexcused total. *Decimal, 4 digits (XX.XX)*	Student Information > General > Attendance > Attendance Information System Administration > Attendance > Attendance Codes

Element	Description	Location
Days Hospitalized	Reports the student's total attendance days recorded with the State Attendance Code of DMH. When the **Use Whole/Half Day** checkbox **is** marked, reports the sum of Absent Unexcused Days rounded to two decimals. When the **Use Whole/Half Day** checkbox **is NOT** marked, reports the sum of Absent Unexcused Days rounded to two decimals. If the student has no Scheduled Days, a null value reports. Only Attendance Codes assigned the State Code of **HOS: Days Hospitalized** are included. The value reported in this field: • Is deducted from the Days Present total. • Is not included in the Excused or Unexcused total. *Decimal, 4 digits (XX.XX)*	Student Information > General > Attendance > Attendance Information System Administration > Attendance > Attendance Codes

Attendance Data Validation Details

The Attendance Data Validation Details report returns a total count of period minutes by date and attendance code for students in the selected grade levels. This report can be used to validate a student's attendance minutes prior to submitting the Monthly Attendance Layout or the Student Attendance Layout to the state.

Refer to the Attendance Logic for additional guidance.

Use this Validation report to assist with troubleshooting attendance calculations you feel are in error. Comparing the results of the Monthly Attendance Extract and/or Student Attendance Extract with the results of the Validation report, attendance issues can be corrected before submitting information to the state.

If there are concerns with the results, contact Campus Support and include the CSV output.

A record reports for each school day included in the validation, meaning one student displays multiple times on the report - one for each school day in which they were enrolled.

A school month does not need to be selected; only the **Validation Start and End Date** fields need to be populated, along with the selection of the **Show Data Validation Details**. A range of dates can be added, up to a total of 30 days; or, enter the same date in the Start Date and End fields to see data for just that one day. Any range of dates can be entered - March 1 to March 31, or April 15 to May 14, etc., as long as it is no more than 30 days.

Attendance Data Validation Details Fields

Generate the Data Validation Details Report

A year and calendar must be selected in the Campus toolbar in order to generate the report.

1. Select the **Monthly Attendance V2** from the **Extract Type** dropdown list.
2. Enter a **File Identifier**.

3. Mark the **Show Data Validation Details** checkbox.
4. Enter a **Validation Data Start Date**.
5. Enter a **Validation Data End Date**.
6. Select the desired **Format** of the extract.
7. Select an **Ad hoc** filter, if desired, to only return those students included in the filter.
8. Select the **Grade Levels** to include in the report.
9. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

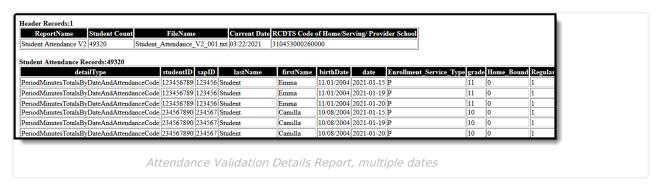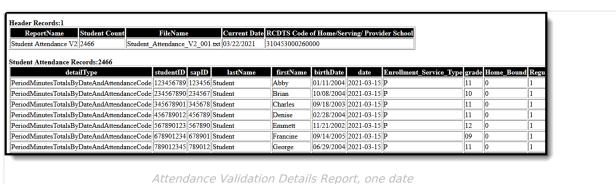| Header Records:1 | | | | |
| ReportName | Student Count | FileName | Current Date | RCDTS Code of Home/Serving/ Provider School |
| Student Attendance V2 | 49320 | Student_Attendance_V2_001.txt | 03/22/2021 | 310453000260000 |

Student Attendance Records:49320

detailType	studentID	sapID	lastName	firstName	birthDate	date	Enrollment_Service_Type	grade	Home_Bound	Regular
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-15	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-19	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Emma	11/01/2004	2021-01-20	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-15	P	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-19	P	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Camilla	10/08/2004	2021-01-20	P	10	0	1

Attendance Validation Details Report, multiple dates

Header Records:1				
ReportName	Student Count	FileName	Current Date	RCDTS Code of Home/Serving/ Provider School
Student Attendance V2	2466	Student_Attendance_V2_001.txt	03/22/2021	310453000260000

Student Attendance Records:2466

detailType	studentID	sapID	lastName	firstName	birthDate	date	Enrollment_Service_Type	grade	Home_Bound	Regu
PeriodMinutesTotalsByDateAndAttendanceCode	123456789	123456	Student	Abby	01/11/2004	2021-03-15	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890	234567	Student	Brian	10/08/2004	2021-03-15	P	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	345678901	345678	Student	Charles	09/18/2003	2021-03-15	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	456789012	456789	Student	Denise	02/28/2004	2021-03-15	P	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	567890123	567890	Student	Emmett	11/21/2002	2021-03-15	P	12	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	678901234	678901	Student	Francine	09/14/2005	2021-03-15	P	09	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	789012345	789012	Student	George	06/29/2004	2021-03-15	P	11	0	1

Attendance Validation Details Report, one date

Data Validation Details Report Layout

Field	Description	Location
Detail Type	Always reports **Period Minutes By Date and Attendance Code.**	N/A
Student ID	Reports the State ID from Demographics. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > State ID Person.stateID
SAP ID	Reports the Local Student Number from Demographics. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber

Field	Description	Location
Last Name	Reports Legal Last Name from Identity if extract editor's Report Protected Identities is marked and the Legal Last Name is populated on the person's active Identity record. Otherwise, reports First Name from Identity. *Alphanumeric, 30 characters*	Census > People > Identities > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
First Name	Reports Legal First Name from Identity if extract editor's Report Protected Identities is marked and the Legal First Name is populated on the person's active Identity record. Otherwise reports First Name from Identity. *Alphanumeric, 30 characters*	Census > People > Person Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Birth Date	Reports the Birth Date from Identity. *Date Field, 10 characters (MM/DD/YYYY)*	Census > People > Identities > Identity Information > Birth Date Identity.birthDate
Date	Reports the date of attendance where the student may have an attendance record.	
Enrollment Service Type	Lists the enrollment service type of either Primary, Partial or Special Education. *Alphanumeric, 1 character*	Student Information > General > Enrollments > General Enrollment Information > Service Type Enrollment.serviceType
Grade	Reports the student's grade level of enrollment for the entered dates. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade

Field	Description	Location
Home Bound	Indicates the attendance record is assigned a State Attendance Code of either DMH: Days Medically Homebound or HOS: Days Hospitalized. Reports a value of 1 when marked, or 0 (zero) when not marked. *Numeric, 1 digit*	System Administration > Attendance > Attendance Codes > State Code AttendanceExcude.statecode
Regular Period Schedule	Indicates whether the calendar day reported was for a regular period schedule or a special/exception period schedule. Reports a value of 1 when the regular period schedule is used. *Numeric, 1 digit*	System Administration > Calendar > Calendar > Days Days.periodScheduleID PeriodSchedule.name
District Attendance Code	Lists the assigned Attendance Code for a particular day. *Alphanumeric, 2 characters*	Student Information > General > Attendance Attendance.status Attendance.excuse
State Attendance Code	Reports the assigned attendance code associated with the District Attendance Code. *Alphanumeric, 2 characters*	System Administration > Attendance > Attendance Codes > State Code Attendance.stateCode
Scheduled Period Minutes	Reports the total number of instructional minutes for which the student is scheduled for the day per excuse reason. When a student has an attendance entry, multiple rows report for that day. *Numeric, 3 digits*	System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes

Field	Description	Location
Attendance Record Minutes Present	Reports the total number of minutes for which the student is present. This field only populates when the Minutes Present value is populated on the Student Attendance record. *Numeric, 3 digits*	Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes