

ISBE Student Attendance

Last Modified on 10/22/2022 10:18 am CDT

Report Logic | Report Editor | Student Attendance Extract | Attendance Data Validation Details

Classic View: IL State Reporting > ISBE Extracts > Student Attendance

Search Terms: ISBE Extracts

The ISBE Student Attendance Extract reports attendance for each student enrolled in the selected calendar within the selected school month dates.

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

This extract reports the same information as the ISBE Monthly Attendance Extract, but includes calculations for E-Learning, Remote Learning and In-Person Instruction.

At this time, both extracts can be submitted.

Infinite Campus								
SBE Extracts ☆ eporting > IL State Reporting > ISBE Extracts								
SBE State Extracts								
This tool will extract data to con Format to get the file in the state	plete several formats of the IL State-de defined fixed width file format, otherw	fined ISBE repor ise choose one (ting extracts. Choose the State of the testing/debugging formats.					
Extract Options		_	Select School Months					
Extract Type	Student Attendance		August					
File Identifier	001		October					
Students w/o stateIDs			November					
Strip Apostrophes			December V					
Use Whole/Half Day			Choose Grades					
Report Protected Identities								
Show Data Validation Details			All Grades					
Include State Excluded Courses								
Validation Data Start Date								
Validation Data End Date								
Format	State Format(Comma Delimited) V		· · · ·					
Ad Hoc								
Gen	erate Extract							
Sul	omit to Batch							
Refresh Show top 50 V	tasks submitted between 07/20/202	and 07/2	7/2021					
Batch Queue List								
Queued Time	Report Title	Status	Download					

Report Logic

Infinite 🤭

A student much be enrolled in the calendar selected in the Campus toolbar and be scheduled into courses in instructional calendar periods in order to be included.

All Enrollment types are report (Primary, Partial and Special Education). If a student has multiple active enrollments with different enrollment types, Primary enrollments report first, followed by Partial enrollments, followed by Special Education enrollments.

Courses marked as State Excluded are not part of the attendance calculation, unless the **Include State Excluded Courses** checkbox is marked on the report editor.

One record for each selected school month reports for students enrolled during that school 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 indicates what extract generated. For this extract, choose Student Attendance.
File Identifier	A numeric field that notes the number of times the report has been generated. This field is used in the File Naming Convention of the extract to be used when submitting the extract in the State Format (EC + RCDT or District Name + + MMDDYYY_File Identifier).
Students without State IDs	When marked, the report returned 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.



Field	Description
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. When marked, the sum of Present Days reports rounded to the half or whole day. When not marked, the sum of Present Days reports rounded to two decimal places.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
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.
Include State Excluded Courses	When marked, courses marked as State Exclude are included in the attendance calculation.
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.



Field	Description
Validation Data End	This field is used when generating the Attendance Validation Details Layout.
Date	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 will be 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.

Student Attendance Extract

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

Generate the Student Attendance Report

- 1. Select the Student Attendance option 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. Mark the Show Data Validation Details, if applicable.
- 8. Determine if courses marked as state exclude should be included. If yes, mark the Include



State Excluded Courses checkbox.

- 9. Enter the Validation Data Start Date and Validation Data End Date values.
- 10. Select the desired **Format** of the extract.
- 11. Select an **Ad hoc** filter, if desired, to only return those students included in the filter.
- 12. Select the **School Months** to include in the report.
- 13. Select the **Grade Levels** to include in the report.
- 14. Click the **Generate Extract** button or the **Submit to Batch** button. The extract appears in a separate window in the designated format.

Header Rec	leader Records:1										
ReportName Student Count FileName Current Date RCDTS Code of Home/Serving/ Provider School											
Student_Attendance 22 Student_Attendance_001.txt 01/11/2021 310453000260000											
Student Atte	student Attendance Records:22										
studentID	sapID legalLastNam	legalFirstName	birthDate	RCDTSHomeSchool	RCDTSServingSchool	startDate s	choolYear	monthOfAttendance	yearOfAttendance	daysPrese	
	123456 Student	Abby	12/12/2005	310453000260002	310453000260002	08/17/2020 2	2021	08	2020	11.00	
4	234567 Student	Ben	10/23/2006	310453000260002	310453000260002	08/17/2020 2	2021	08	2020	10.50	
1	345678 Student	Callie	09/05/2005	310453000260002	310453000260002	08/17/2020 2	2021	08	2020	11.00	
4	456789 Student	Davis	04/12/2006	310453000260002	310453000260002	08/17/2020 2	2021	08	2020	11.00	
4-	567890 Student	Emily	12/12/2006	310453000260002	310453000260002	08/17/2020 2	2021	08	2020	10.50	
	678901 Student	Franklin	10/14/2003	310453000260002	310453000260002	08/17/2020 2	2021	08	2020	11.00	

ISBE Student Attendance - HTML Format

	А	В	С	D	E	F	G	н	I.	J	K	L	м	N
1	Student Attendance	2482	Student	A1 ########	3.10453E+14									
2	123456789	123456	Student	Abby	1/11/2004	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
3	234567890	234567	Student	Benjamin	10/8/2004	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
4	345678901	345678	Student	Callie	9/18/2003	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
5	456789012	456789	Student	Davis	2/28/2004	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
6	567890123	567890	Student	Emily	11/21/2002	310453000260002	310453000260002	8/17/2020	2021	8	2020	11	0	
7	678901234	678901	Student	Franklin	9/14/2005	310453000260002	310453000260002	8/17/2020	2021	8	2020	10.75	0	
8														
9														

ISBE Student Attendance - CSV Format

Student Attendance 248 Student_Attendance_001.txt 01/11/2021 3104530002560000 startDate schoolYear studentID sapID legalLastName legalFirstName birthDate RCDTSHomeSchool startDate schoolYear 123456789 123456 Student Abby 01/11/2004 310453000260002 08/17/2020 2021 08 2020 234567890 123456 Student Ben 10/08/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 345678901 345678 Student Callie 09/18/2003 310453000260002 310453000260002 08/17/2020 2021 08 2020 345678901 345678 Student Davis 02/28/2004 310453000260002 310473000260002 08/17/2020 2021 08 2020 3657890123 567890 Student Emily 11/21/2002 310453000260002 3104753000260002 08/17/2020 2021 08 2020 367890123 567890 <	Student Attendance 2482 Student_Attendance_001.txt 01/11/2021 310453000260000 studentID sapID legalLastName legalFirstName birthDate RCDTSHomeSchool startDate schoolYear 123456789 123456 Student Abby 01/11/2004 310453000260002 310453000260002 2021 08 2020 32356789 234567 Student Ben 10/08/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 345678901 345678 Student Callie 09/18/2003 310453000260002 310453000260002 08/17/2020 2021 08 2020 156789012 456789 Student Davis 02/28/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 156789012 567890 Student Emily 11/21/2002 310453000260002 310453000260002 08/17/2020 2021 08 2020 7689012 Student Emily 11/21/2005 3104	ReportName	Student	Count	FileName	e Cur	rent	Date	RCDTS	5 Code of	Home/Serv	ing/ Provi	der Sch	nool					
studentID sapID legalLastName legalFirstName birthDate RCDTSHomeSchool RCDTSHomeSchool startDate schoolYear 123456789 12345 Student Abby 01/11/2004 310453000260002 304/17/2020 2021 08 2020 23456789 234567 Student Ben 10/08/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 345678901 345678 Student Callie 09/18/2003 310453000260002 310453000260002 08/17/2020 2021 08 2020 456789012 456789 Student Davis 02/28/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 567890123 Stodent Emily 11/21/2005 310453000260002 310453000260002 08/17/2020 2021 08 2020 5678901234 678901 Student Franklin 09/14/2005 310453000260002 310453000260002 08/17/2020 2021 08 2020	trudentD sqlD legalLastName legalFirstName birthDate RCDTSHomeSchool startDate schoolYear 12345 Student Abby 01/11/2004 310453000260002 310453000260002 80/17/2020 2021 08 2020 1234567890 234567 Student Ben 10/08/2004 310453000260002 310453000260002 80/17/2020 2021 08 2020 123567890 345678 Student Callie 09/18/2003 310453000260002 310453000260002 08/17/2020 2021 08 2020 1265789012 345678 Student Davis 02/28/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 1267890123 567890 Student Davis 02/28/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 1267890123 567890 Student Emily 11/21/2003 310453000260002 310453000260002 08/17/2020 2021 08 2020	Student Attenda	nce	2482	Student_	Attendance	_001.	txt	01/11	1/2021	3104530	00 <u>2</u> 60000							- I
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456789012 456789 Student Davis 02/28/2004 310453000260002 310453000260002 08/17/2020 2021 08 2020 567890123 567890 Student Emily 11/21/2002 310453000260002 310453000260002 08/17/2020 2021 08 2020 5678901524 678901 Student Franklin 09/14/2005 310453000260002 310453000260002 08/17/2020 2021 08 2020	StorBen12 456789 Student Davis 62/28/2004 310453000260002 310453000260002 88/17/2020 2021 08 2020 67890123 56780 Student Emily 11/21/2002 310453000260002 310453000260002 80/17/2020 2021 08 2020 7890123 678901 Student Franklin 09/14/2005 310453000260002 30453000260002 80/17/2020 2021 08 2020	345678901	345678	Student		Callie		09/18/2	003	31045	3000260002	310453000	260002	08/17/	2020	2021	08	2020	
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678901234 678901 Student Franklin 09/14/2005 310453000260002 310453000260002 08/17/2020 2021 08 2020	78901234 678901 Student Franklin 09/14/2005 310453000260002 310453000260002 08/17/2020 2021 08 2020	67890123	567890	Student		Emily		11/21/2	002	31045	3000260002	310453000	260002	08/17/	2020	2021	08	2020	
		578901234	678901	Student		Franklin		29/14/2	005	31045	3000260002	310453000	260002	08/17/	2020	2021	08	2020	

ISBE Student Attendance - Tab Delimited Format

ISBE Student Attendance Layout

Header layout



Element	Description	Campus Application
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. <i>RRCCCDDDDDTTSSSS, 15 characters</i>	System Administration > Resources > District Information > State District Number, Type, Region Number, County District.districtID District.county District.region System Administration > Resources > School > State School Number
		School.number

Extract Layout

Element	Description	Campus Application
Student ID	Reports the State ID from Demographics.	Census > People > Demographics > Person Identifiers > State ID
	Numeric, 9 digits	Person.stateID
SAP ID	Reports the Local Student Number from Demographics.	Census > People > Demographics > Person Identifiers > Student Number
	Alphanumenc, 50 characters	reison.studentivumber
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	Census > People > Identities > Identity Information > Last Name Identity.lastName



Element	Identity record. Description	Compus Application entities > Protected
	Otherwise, reports First Name from Identity.	Identity Information > Legal Last Name Identity.legalLastName
	Alphanumeric, 30 characters	
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	Census > People > Person Information > First Name Identity.firstName
	Identity record. Otherwise reports First Name from Identity. <i>Alphanumeric, 30 characters</i>	Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Birth Date	Reports the Birth Date from Identity. <i>Date Field, 10 characters</i> <i>(MM/DD/YYYY)</i>	Census > People > Identities > Identity Information > Birth Date Identity.birthDate
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	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
	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	Student Information > General > Enrollments > State Reporting Fields > Home School, Home District Enrollment.residentSchool Enrollment.residentDistrict



Element	not populated but the Serving Description School field is, the Region,	Campus Application
	County, District, Type values report, and include the Serving School value from the Enrollment record. <i>Numeric, 15 digits</i>	
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.	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 > EnrolIments > State Reporting Fields > Serving School, Serving District EnrolIment.servingSchool
Enrollment Date	Reports the start date of each student enrollment within the selected school month dates chosen on the extract editor. <i>Date field, 10 characters</i> <i>(MM/DD/YYYY)</i>	Student Information > General > Enrollment > General Enrollment Information > Start Date Enrollment.startDate
School Year	Reports the calendar end year selected in the Campus toolbar. <i>Numeric, 4 digits</i> (<i>YYYY</i>)	System Administration > Calendar > Calendar > End Date Calendar.endDate
Month of Attendance	Reports the code associated with the selected school month, as follows:	Data not stored



Element	Description	07 - July	Campus Application
	02 -	08 - August	
	February		
	03 - March	09 - September	
	04 - April	10 - October	
	05 - May	11 - November	
	06 - June 12 - December		
	This value is ba Select Schoo l selection on th <i>Numeric, 2 dig</i>	ased on the I Months e Extract Editor. <i>its</i>	
Year of Attendance	Reports the ye with the Month reporting. Octo 2018, January 2019, etc. This value is ba Select Schoo	ar associated of Attendance ober 2018 reports 2019 reports ased on the I Months	Data not stored
	selection on th Numeric, 4 dig	e Extract Editor. <i>its (YYYY)</i>	
In Person Instruction	Reports the ag (full day or par attendance day student was re	gregate number tial days) of ys in which the ceiving	Attendance > Physical Attendance.status
	Pre-K and Kind students are co day.	ergarten ounted as full	
	This field does Learning or Re days.	NOT include E- mote Learning	
	Decimal, 5 dig	its	
Excused	Reports the stu	udent's total	System Administration > Calendar >



Alesn enes	Asserting to be a selected with the selected	Camples Application		
	associated with the selected month. This field reports the aggregate number of excused absences (see the Report	Day.instructional Day.attendance		
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 Present Days rounded to half/whole days. When the Use Whole/Half		System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes		
		Student Information > General > Attendance > Attendance Information Attendance.status Attendance.excuse Attendance.presentMinutes		
	reports the sum of Present Days rounded to two decimals. If the student has no Scheduled Days, a null value reports.			
	Decimal, 5 digits			
UnexcusedReports the student's total unexcused absence days associated with the selected month. This field reports the aggregate number of unexcused absences (see the		System Administration > Calendar > Calendar > Day Day.instructional Day.attendance		
Report Logic Pre-K and Ki students are day even if t day.	Report Logic). Pre-K and Kindergarten students are counted as a full day even if they attend a half day.	System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes		
Only attendance records with an Attendance Status of Absent and an Excuse of Unknown or Unexcused Absence are counted.		Student Information > General > Attendance > Attendance Information Attendance.status Attendance.excuse Attendance presentMinutes		
	When the Use Whole/Half			



Element	Beychipthon is marked,	Campus Application
	 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, 5 digits 	
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.	Student Information > General > Attendance > Attendance Information System Administration > Attendance > Attendance Codes



Element	Decimal, 5 digits Description	Campus Application
Days	Reports the student's total	Student Information > General >
Hospitalized	attendance days recorded with	Attendance > Attendance Information
	the State Attendance Code of	
	ОМН.	System Administration > Attendance > Attendance >
	When the Use Whole/Half	
	Day checkbox is marked,	
	reports the sum of Absent	
	Unexcused Days rounded to	
	two decimais.	
	When the Use Whole/Half	
	Day checkbox is NOT marked,	
	reports the sum of Absent	
	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 Upexcused	
	total.	
	Decimal, 5 digits	
E-Learning	Reports the aggregate number	Attendance > Virtual Participation Type > 5
L-Learning	(full day or partial days) of	learning
	attendance days in which the	5
	student was receiving	${\tt StudentVirtualParticipation.participationType}$
	educational services online	
	Pre-K and Kindergarten	
	students are counted as full	
	day.	
	NOTE: The E-Learning	
	Participation Type needs to be	



Element	turned on in the Attribute Description Dictionary	Campus Application
	(StudentVirtualParticipation > Participation Type). Decimal, 5 digits	
Remote Learning	Reports the aggregate number (full day or partial days) of attendance days in which the student was receiving educational services online through Remote Learning. Pre-K and Kindergarten students are counted as full day. NOTE: The Remote Learning Participation Type needs to be turned on in the Attribute Dictionary (StudentVirtualParticipation > Participation Type). Decimal, 5 digits	Attendance > Virtual Participation Type > Remote Learning StudentVirtualParticipation.participationType

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 Student 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.

E Infinite Campus					
ISBE Extracts 公 Reporting 〉 IL State Reporting 〉 ISBE Extracts					
IL ISBE State Extracts This tool will extract data to complete several formats of the IL State-defined ISBE reporting extracts. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.					
Extract Options Extract Type Student Attendance File Identifier 001 Students w/o stateIDs	Select School Months September October November December December No Choose Grades All Grades 08 07 09 10				
Refresh Show top 50 tasks submitted between 03/18/2021 and 0 Batch Queue List Queued Time Report Title Status	Bownload				
ISBE Student Attendance - Attendance Dat	a Validation 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 Student Attendance 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	310453000260	000					
Student Attendance Records:49320									
detailType	studentID sap	D lastName	firstName	birthDate	date	Enrollment_Service_Type	grade	Home_Bound	Regular
PeriodMinutesTotalsByDateAndAttendanceCode	123456789 123	56 Student	Emma	11/01/2004	2021-01-15	Р	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	123456789 123	56 Student	Emma	11/01/2004	2021-01-19	Р	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	123456789 123	56 Student	Emma	11/01/2004	2021-01-20	Р	11	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890 234	67 Student	Camilla	10/08/2004	2021-01-15	Р	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890 234	67 Student	Camilla	10/08/2004	2021-01-19	Р	10	0	1
PeriodMinutesTotalsByDateAndAttendanceCode	234567890 234	667 Student	Camilla	10/08/2004	2021-01-20	Р	10	0	1

Attendance Validation Details Report, multiple dates

Header Records:1						
ReportName Student Count FileNam	e Current Date 1	RCDTS Code	of Home/Serving/ Provider School			
Student Attendance V2 2466 Student_Attendance	e_V2_001.txt 03/22/2021	310453000260	000			- 1
Student Attendance Records:2466						
detailType studentID	sapID lastName	firstName	birthDate date Enrollme	nt_Service_Type grade	Home_Bound Re	gu
PeriodMinutesTotalsByDateAndAttendanceCode 12345678	9 123456 Student	Abby	01/11/2004 2021-03-15 P	11	0 1	
PeriodMinutesTotalsByDateAndAttendanceCode 234567890	0 234567 Student	Brian	10/08/2004 2021-03-15 P	10	0 1	
PeriodMinutesTotalsByDateAndAttendanceCode 34567890	1 345678 Student	Charles	09/18/2003 2021-03-15 P	11	0 1	
PeriodMinutesTotalsByDateAndAttendanceCode 456789012	2 456789 Student	Denise	02/28/2004 2021-03-15 P	11	0 1	
PeriodMinutesTotalsByDateAndAttendanceCode 56789012	3 567890 Student	Emmett	11/21/2002 2021-03-15 P	12	0 1	
PeriodMinutesTotalsByDateAndAttendanceCode 678901234	4 678901 Student	Francine	09/14/2005 2021-03-15 P	09	0 1	
PeriodMinutesTotalsByDateAndAttendanceCode 78901234	5 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. <i>Numeric, 9 digits</i>	Census > People > Demographics > Person Identifiers > State ID Person.stateID
SAP ID	Reports the Local Student Number from Demographics. <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Last NameReports 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.		Census > People > Identities > Identity Information > Last Name Identity.lastName
	Alnhanumeric 30 characters	Census > People > Identities

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Field	Description	Porationed Identity
		Information > Legal Last Name
		Identity.legalLastName
First Name	Reports Legal First Name from Identity if	Census > People > Person
	extract editor's Report Protected Identities is marked and the Legal First Name is	Information > First Name
	populated on the person's active Identity	Identity.firstName
	record.	
	Otherwise reports First Name from Identity.	Census > People > Identities
		> Protected Identity
	Alphanumeric, 30 characters	Information > Legal First
		Nume
		Identity.legalFirstName
Birth Date	Reports the Birth Date from Identity.	Census > People > Identities
	Date Field 10 characters (MM/DD/YYYY)	> Identity Information > Birth
		Dute
		Identity.birthDate
Date	Reports the date of attendance where the	
	student may have an attendance record.	
Enrollment	Lists the enrollment service type of either	Student Information >
Service Type	Primary, Partial or Special Education.	General > Enrollments > General Enrollment
	Alphanumeric, 1 character	Information > Service Type
		Faxellasent conside Truce
		Enroliment.serviceType
Grade	Reports the student's grade level of	Student Information >
	enforment for the entered dates.	General Enrollment
	Alphanumeric, 2 characters	Information > Grade
		Enrollment grade
Home Bernel	Indicator the attendance record is preferred a	Cuctom Administration
ноше вound	State Attendance Code of either DMH: Davs	Attendance > Attendance
	Medically Homebound or HOS: Days	Codes > State Code
	Hospitalized.	AttendanceEvoude statecode
	Reports a value of 1 when marked, or 0 (zero)	
	when not marked	
	when not marked.	



Regular	Rescription ether the calendar day reported	System Administration >				
Period Schedule	 was for a regular period schedule or a special/exception period schedule. Reports a value of 1 when the regular period schedule is used. <i>Numeric, 1 digit</i> 	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. <i>Alphanumeric, 2 characters</i>	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. <i>Numeric, 3 digits</i>	System Administration > Calendar > Calendar > Periods > Period Info Period.nonInstructional Period.periodMinutes Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes				
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. <i>Numeric, 3 digits</i>	Student Information > General > Attendance > Attendance Information Attendance.status Attendance.presentMinutes				