

AT (Attendance Report) (Indiana)

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Classic View: IN State Reporting > AT

The purpose of this data collection is to gather student attendance information. This attendance information is utilized for several purposes, including calculations of Adequate Yearly Progress (AYP).

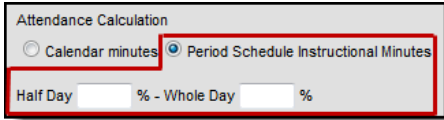
Attendance Report Editor

Report Logic

- Students in grades KG-13 are reported who attended at any time during the academic year. Pre-Kindergarten and Post High School students will appear in the report if selected, but these grades are not counted in the attendance rate.
- Classes that have the Attendance checkbox marked are included.
- Any period marked as Non-Instructional is not included.
- Summer school attendance is not reported.
- All days are reported as either whole (1) or half (.5) day.
- If a student is physically present, then Campus assumes they are IA:03 and they do not need a code listed in Campus.
- The following State Codes for Attendance were added in System Administration > Attendance > Attendance Codes for the 20-21 school year because of COVID-19. Preferred setup for these codes is provided in the table below.

Code	Status	Excuse	Possible Local Code
01: Virtual	Present	Excused	VIR
02: Virtual Due to Covid	Present	Excused	VCVD
03: In Attendance	Present	Excused	IA
04: Excused Absence	Absent	Excused	N/A
05: Unexcused Absence	Absent	Unexcused	N/A
06: Exempt	Absent or Present	Exempt	N/A
07: Suspended	N/A	N/A	N/A
08: Expelled	N/A	N/A	N/A

Report Editor Details

Field	Description
Start Date	The earliest date from which data is pulled for the report.
End Date	The latest date from which data is pulled for the report.
Attendance Calculation	<ul style="list-style-type: none"> The Calendar Minutes option uses the whole day and half day minute thresholds on the Calendar to calculate days Absent and days Attended for all school days. The Period Schedule Instructional Minutes option allows you to enter a Whole Day % and Half Day % for the thresholds and uses those values to calculate the minutes for the Period schedule assigned to each school day. 
Choose Grades	The student grade levels that will be reported in the extract.
Ad Hoc Filter	Selecting a filter limits the results to only those included in the filter.
Format	The format in which the report will generate. Options include the following: <ul style="list-style-type: none"> Comma Separated HTML XML CSV Detail Report HTML Detail Report
Calendars	The calendar(s) from which data is pulled for the report. Can be set to display only the active year's calendars, or be sorted by school or by year.
Generate Extract/ Submit to Batch	Users have the option of submitting a report request to the batch queue by clicking Submit to Batch instead of immediately generating the report by clicking Generate Extract . The batch process allows larger reports to generate in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the Batch Queue article.

Attendance Report Layout

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
School Number	State-assigned school ID	Numeric, 4 digits	School.number	System Administration > Resources > School > State School Number
Student Test Number	Official student test number (State ID)	Numeric, 9 digits	Person.stateID	Census > People > Demographic > Person Identifiers > State ID
First Name	HTML Only The student's first name.	Alphanumeric	Identity.firstName	Census > People > Demographic > Person Information > First Name
Last Name	HTML Only The student's last name.	Alphanumeric	Identity.lastName	Census > People > Demographic > Person Information > Last Name
Beginning Date	The first day of school or the date of latest enrollment if it is after the start of the school year for this student. In the case of multiple enrollments, both start dates are recorded.	Date field, 8 characters MMDDYYYY	Enrollment.startDate	Student Information > General > Enrollments > Start Date
Ending Date	The last day of school or the date of withdrawal for this student if it is prior to the end of the school year. In the case of multiple enrollments, both end dates are recorded.	Date field, 8 characters MMDDYYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date
Days Attended	The total number of days the student attended. <ul style="list-style-type: none"> Campus counts instructional, attendance, and school days on which the student is in attendance using the start and end dates on the student's enrollment record. If an absent code for a student is named ISS or OSS, the status is absent, and the excuse is exempt, the day is NOT included in the total. 	Alphanumeric, 5 digits NNN.D	Calculated, not dynamically stored	Calculated, not dynamically stored

Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
	Calendar Minutes	<p>Whole day/half day attendance is based off settings in System Administration > Calendar > Calendar > Calendar > Whole Day Absence/Half Day Absence. If applicable, student attendance between a half day and a whole day is rounded to a half day.</p>			

Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
	<p>Period Schedule Instructional minutes</p>	<p>Campus uses the values entered in the Half Day % and Whole Day % fields to calculate the absence thresholds.</p> <ul style="list-style-type: none"> • Calculates based on the Period schedule assigned to the Day • Campus uses the Instructional Minutes X the Half Day % - 1 as the threshold for a day absent (0 days added to Days Attended) • Campus use the Instructional Minutes X the Half Day % - Whole Day % as the 			
<p>Excused Days Absence</p>	<p>The total number of Excused Days Absence for the student.</p> <ul style="list-style-type: none"> • Campus counts instructional attendance, and school days on which the student is absent using the start and end dates on the student's enrollment record. • Campus counts days/absences that have an absence code of A and a status of Excused. Absences that are Unknown or Exempt are NOT included. 	<p>the threshold for a half day (.5 days added to Days Attended)</p> <ul style="list-style-type: none"> • Campus uses the Instructional Minutes X the Whole Day % - 100 as the threshold for a whole day (1.0 days added to Days Attended) 	<p>Alphanumeric, 5 digits</p> <p>NNN.D</p>	<p>Calculated, not dynamically stored</p>	<p>Calculated, not dynamically stored</p>
	<p>Attendance Calculation</p>	<p>Logic</p>			
		<p>threshold for a whole day (1.0 days added to Days Attended)</p>			

Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
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Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
	<p>Period Schedule Instructional minutes</p>	<p>Campus uses the values entered in the Half Day % and Whole Day % fields to calculate the absence thresholds.</p> <ul style="list-style-type: none"> Calculates based on 			
<p>Unexcused Days Absence</p>	<p>The total days of unexcused absences.</p> <ul style="list-style-type: none"> Campus counts instructional, attendance, and school days on which the student is in attendance using the start and end dates on the student's enrollment record. Campus counts days/absences that have an absence code of A and a status of Unexcused. Absences that are Unknown or Exempt are NOT included. 	<p>the Period schedule assigned to the Day</p> <ul style="list-style-type: none"> Campus uses the Instructional Minutes X the Half Day % - 1 as the threshold for a day absent (1.0 days added to Days Absent) Campus use 	<p>Alphanumeric, 5 digits</p> <p>NNN.D</p>	<p>Calculated, not dynamically stored</p>	<p>Calculated, not dynamically stored.</p>
	<p>Attendance Calculation</p>	<p>Logic</p> <ul style="list-style-type: none"> Campus use 			
	<p>Calendar Minutes</p>	<p>the Whole Day/half day attendance is based on the Instructional Minutes X the Half Day % - Whole Day % as the threshold for a half day (5 days added to Days Absent) Half Day Absence. If applicable, student uses the attendance between a half day and a whole day is rounded to a half day. % - 100 as the threshold for a whole day (0 days added to Days Absent)</p>			

Element Name	Attendance Calculation	Logic	Type, Format and Length	Campus Database	Campus Application
	<p>Period Schedule Instructional minutes</p>	<p>Campus uses the values entered in the Half Day % and Whole Day % fields to calculate the absence thresholds.</p> <ul style="list-style-type: none"> • Calculates based on the Period schedule assigned to the Day • Campus uses the Instructional Minutes X the Half Day % - 1 as the threshold for a day absent (1.0 days added to Days Absent) • Campus use the Instructional Minutes X the Half Day % - Whole Day % as the threshold for a half day (.5 days added to Days Absent) • Campus uses the Instructional Minutes X the Whole Day % - 100 as the threshold for a whole day (1.0 days added to Days Absent) 			
<p>Grade Level</p>	<p>Student's grade level, from options set in System Administration > Calendar > Calendar > Grade Levels > State Grade Level. If multiple enrollments exist that indicate that the student has been promoted a grade, data from both enrollments should be reported.</p>	<p>the Whole Day % - 100 as the threshold for a whole day (1.0 days added to Days Absent)</p>	<p>Numeric, 2 digits</p>	<p>Enrollment.gradeLevel</p>	<p>Student Information > General > Enrollments > Grade Level</p>

Element Name	Description	Type, Format and Length	Campus Database	Campus Application
School for Accountability	This field reports the Accountable School on the student's enrollment(s) that are pulled onto the report. If the Accountable School is blank, the field reports the State ID of the School for the calendar in which the student is enrolled.	Numeric, 4 digits	Not dynamically stored	Not dynamically stored