Whole-Day Half-Day Attendance (Kentucky)

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> The information available on this page is specific to users within the state of Kentucky.

The Kentucky Whole-Day / Half-Day (WDHD) attendance model provides attendance calculation data to meet state-mandated requirements for tracking and funding. This article contains information related to the logic used to calculate attendance reporting values for students in Kentucky.

> For information on the use of attendance tools, please refer to separate documentation.

The Kentucky attendance model is structured around the concept of whole-day/half-day attendance. Whole-day/half-day values (*i.e.*, 0, .5, 1.0) are assigned based on a daily percent of attendance (ADA) and KY state mandates. The whole-day/half-day attendance model allows attendance logic to properly calculate and report student data for the wide range of attendance scenarios applicable to students, including: varying period schedules, adjusted school start/end times, student enrollment types, applicable attendance groups, etc. There are two calculation modes for attendance values: Truancy and Funding.

The main component of Kentucky attendance calculations and reporting relies on values stored in the Summary table of the database. Data is pulled from this table, as needed.

Key Terms

The following terms are defined as related to Kentucky attendance:

Term	Definition
ABSENT MINUTES	**PATH:** *Student Information > General > Attendance > Attendance Event editor* This editor shows absent minutes for individual attendance events. The number of attendance minutes for a student where the status is "absent" and the excuse code is either "excused" or "unexcused." This total does not include attendance minutes with a status of "absent" and an excuse code of "unknown." If more than one absent minute code exists for a day, the last absent minute code of the day is used to represent all absent minutes of the day.
ADA	Average Daily Attendance. An aggregate number of student attendance days. ADA is a calculation used for both truancy and funding attendance purposes. A student's ADA value can not exceed a value of 1.0. Over-scheduled students are subject to a cap on minutes included in ADA calculations.
ADM	Average Daily Membership. An aggregate number of student membership days.
AVAILABLE ABSENT MINUTES	This value is the maximum number of minutes a student can be counted as absent. Absent minutes are capped for any student who is scheduled for more than a standard day.

Term	Definition
ENROLLED DAYS	**PATH:** *Student Information > General > Attendance > KY Daily Attendance editor* The total number of days a student is enrolled within the selected calendar year, based on the Start and End Date fields of the student's enrollment record.
NON-INSTRUCTIONAL TIME	**PATH:** *System Administration > Calendar > Calendar > Periods > Periods Schedule Info editor* Non-instructional minutes are designated in the Non-Instructional Time field of the Period Schedule Info editor. Time entered in these fields is included in the total number of Standard Day Minutes and in School Day Minutes. Time entered in these fields is subtracted from the total number of daily Instructional Minutes and generally includes lunch time and transition time between periods that exceeds five minutes. **NOTE:** Non-instructional minutes are NOT subtracted in attendance calculations.
NON-INSTRUCTIONAL PERIOD	**PATH:** *System Administration > Calendar > Calendar > Periods > Periods Schedule Info editor* Non-instructional periods are indicated by marking the Non-Instructional Period checkbox. A period marked as a Non-Instructional Period will not be included in Standard Day, School Day or Instructional Minute calculations. Non-Instructional Periods must fall outside of the set of contiguous Standard Day periods. Typically they exist as activity periods that occur at the start or end of the day.
PARTIAL MINUTES	**PATH:** *Student Information > General > Attendance Group > Attendance Group editor* An adjusted number of minutes for a student who is not expected to attend school full-time, according to his/her IEP. Partial Minutes are the total number of minutes that a student should be in attendance, per the duration of his/her PAR attendance. Partial Minutes include Non-Instructional Minutes, EXCEPT from periods marked entirely as non-instructional. When the Attendance Group field is set to a value of "PAR: Partial Day," the Avg Partial Minutes field displays the total number of minutes the student is expected to be in attendance.
POSSIBLE ADA	The maximum present-day percentage that a student can attend, given his/her schedule. For example, if a student is 50% partial day (e.g., scheduled for 200/400 minutes in a day), his/her maximum possible ADA is .50. Possible ADA is a funding-based value and is not used in truancy calculations.
PRESENT MINUTES	**PATH:** *Student Information > General > Attendance > Class/Period Detail editor* This editor shows present minutes as related to individual attendance events. The number of minutes a student is considered "present" within his/her scheduled courses.

Term	Definition
STANDARD DAY MINUTES	**PATH:** *System Administration > Calendar > Calendar > Periods* The total number of minutes associated with all contiguous periods specified as standard day periods. > To be included in Standard Day Minutes, a period must have the Standard Day checkbox flagged on the Periods tab. The Standard Day Minutes total includes Non-Instructional Minutes, EXCEPT from periods where the Non-Instructional checkbox is marked on the Period Schedule Info editor. A single period cannot have both the Non-Instructional and Standard Day checkboxes marked.
TARDY	In general, a student is considered "tardy" on days when his/her absent minutes are less than or equal to 35% of his/her Standard Day Minutes. Tardies and absent time are always assigned the last attendance code of the day (*e.g.*, If a student is unexcused absent for 10 minutes in the morning and excused absent for 30 minutes in the afternoon, his/her single tardy value for the day will be an excused tardy).

Attendance Entry Tools

The following table summarizes the main tools available for attendance tracking within the Campus interface:

> Please see the Kentucky page for more information on KY state-specific tools.

Tool Name	Location and Description
(KY) Attendance Wizard	**PATH:** *Attendance > Attendance Wizard* The Attendance Wizard is a tool customized for the state of Kentucky that allows attendance clerks and other staff to update attendance on multiple students at a time. Functionality includes: • The ability to check in/out a student multiple times each day. This ensures accurate present/absent minute totals per day. • The ability to mark student attendance individually or *en masse*. • The ability to overwrite student attendance individually or *en masse*.
Attendance Tab	**PATH:** *Student Information > General > Attendance* The Attendance Tab provides the ability to mark or update attendance for a single student. • The ability to check in/out a student multiple times each day. This ensures accurate present/absent minute totals per day. • The ability to enter exempt absences for a student (*e.g.*, EHO). • The ability to mark a student absent for a whole day. • The ability to edit all attendance marks for a single student.
Daily Attendance Tool	**PATH:** *Attendance > Daily Attendance* The Daily Attendance tool allows the review and update of attendance events for individual students who have a tardy/absence on the selected date.

Tool Name	Location and Description
Teacher Attendance	**PATH:** *Instruction > Attendance* The Instruction Attendance tool allows teachers to mark students as "Absent," "Present" or "Tardy." Attendance marked through this tool is considered "Unknown" (i.e., unofficial) and is NOT used in attendance reporting (but does display on informational grids in the Attendance Tab and Attendance Wizard).
Classroom Monitor	**PATH:** *Attendance > Classroom Monitor* The Classroom Monitor allows attendance clerks the ability to see whether or not attendance has been taken for a period. It displays the mark assigned by the teacher, allowing the attendance clerk to change the mark (but only to the same values of "Absent," "Present" or "Tardy"). Attendance marked through this tool is considered "Unknown" (i.e., unofficial) and is NOT used in attendance reporting (but does display on informational grids in the Attendance Tab and Attendance Wizard).

Use of the Schedule Wizard tool requires a rebuild the Attendance Summary table. Please contact Infinite Campus Support.

Attendance Architecture

The following tables provide the framework on which KY attendance calculations and reporting is based:

Table	Database Table Name	Use
Check-In/Check-Out	*CheckInCheckOut*	This table contains individual attendance transactions and specific check-in/out times. This is "raw" attendance data to which KY state-specific logic is applied.
Attendance Table	*kyAttendance*	This table contains attendance events that do not involve check-in/out transactions, including whole-day absences and teacher attendance. This is a "raw" attendance data to which KY state-specific logic is applied.
Summary Table / View	*kyAttDailySummary*	This is the main table for the KY attendance fields used in reporting and attendance functionality. This table is created from the raw attendance data in the *CheckInCheckOut* and *kyAttendance* tables, combined with logic based on KY state-mandated attendance policies.
Transferred Attendance View	*kyTransferredAttendance*	This table contains attendance data that has been received through a records transfer from another district in KY.

Calendar Setup

This section explains the features of Calendar tools as related to the setup and functionality of the Standard Day attendance method.

Calendar

PATH: *System Administration > Calendar > Calendar > Calendar*

The **Exclude** checkbox is used to exclude information (including student attendance) for the selected calendar from all funding reports. Some truancy reports (*e.g.*, Register Report, Attendance Profile report) still pull data from excluded calendars, as appropriate.
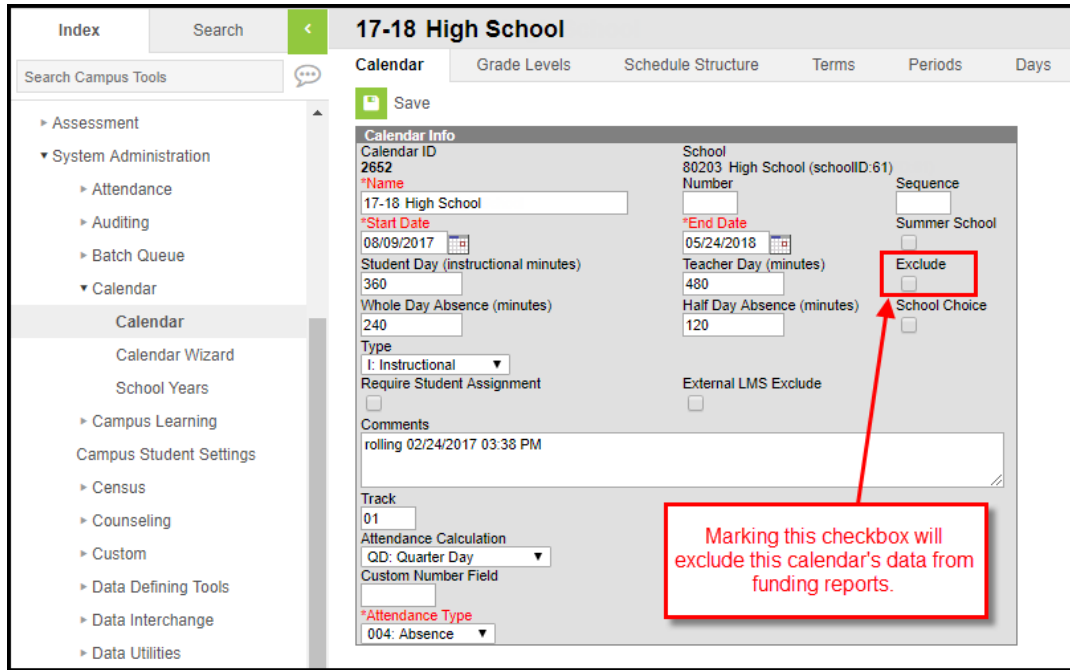

Image 1: Calendar Tab

> The **Student Day (Instructional Minutes)**, **Whole Day Absence (Minutes)** and **Half Day Absence (Minutes)** fields on the Calendar tool are purely for informational purposes and do not affect attendance functionality. The **Start Date** and **End Date** fields are related to fiscal year. Values entered in any of these fields WILL NOT affect attendance calculations.

Grade Levels

PATH: *System Administration > Calendar > Calendar > Grade Levels*

The local school grade levels must be mapped to state grade levels for the purpose of reporting. The **Name** field represents the local school code for the grade; the **State Grade Level Code** field indicates the accepted state grade level to which the local school grade relates.

The **Exclude from State Reporting** checkbox is used to exclude information (including student attendance) for the selected grade from all funding reports. Some truancy reports (*e.g.*, Register Report, Attendance Profile report) still pull data from excluded grades, as appropriate
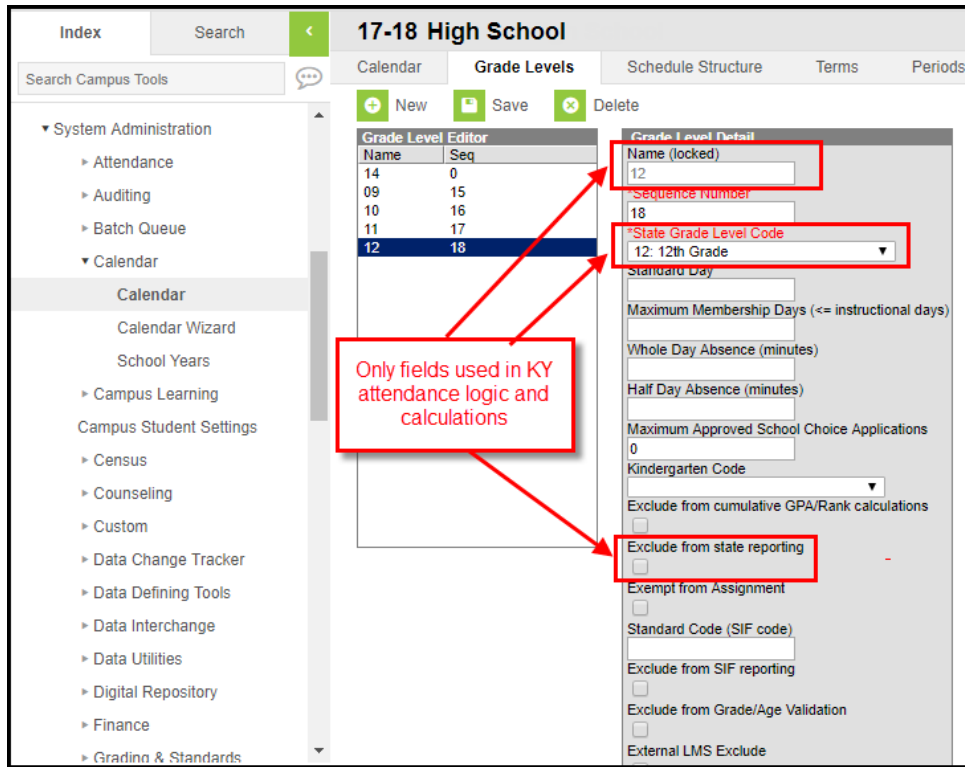
Image 2: Grade Levels Tab

The **Standard Day**, **Maximum Membership Days**, **Whole Day Absence (Minutes)** and **Half Day Absence (Minutes)** fields on the Grade Levels tool do not affect attendance functionality or calculations.

Periods

PATH: *System Administration > Calendar > Calendar > Periods*

Proper setup of the Periods tab is integral to attendance calculations, reporting and logic.

Period Info Editor

Information entered in the Period Info editor influences the totals shown in the PeriodSchedule Info editor.

Designating Standard-Day Periods
For a period to count towards the Standard Day Minutes total, two requirements must be met:

- The **Standard Day** checkbox MUST be flagged.
- The **Standard Day** period must be within a contiguous set of Standard Day periods. All periods marked as Standard Day must occur in a sequential set; this set of Standard Day periods is not allowed to be "interrupted" by non-Standard Day periods, or by non-instructional minutes (i.e., periods must NOT have gaps between them; therefore, if period 1 ends at 8:50, period 2 must begin at 8:50).

Image 3: Periods Tab

Non-Instructional Time Field

> Minutes entered in the **Non-Instructional Time** fields are NOT subtracted in attendance calculations.

This field is used to enter non-instructional minutes that go beyond the allowed 5 minute passing time between periods. The **Instructional Minutes** total of the Period Schedule editor does not include minutes entered in this field; however, the **School Day Minutes** field will include these minutes.

For example, in a school where nine minutes of passing time exists between periods 1 and 2, a value of "4" should be entered in this field (9 - 5 = 4). The number of minutes for non-instructional recess and lunch times should also be entered here.

Non-Instructional Periods Checkbox

This checkbox is for periods that are considered entirely non-instructional and should not be considered in attendance calculations or logic. All minutes of a **Non-Instructional Period** are designated as non-instructional; therefore, no minutes need to be entered in the **Non-Instructional Minutes** field. The **Non-Instructional Period** checkbox should be flagged only for periods that should not count as Instructional Minutes or Standard Day Minutes (e.g., before or after-school activity periods) or School Day Minutes. Non-Instructional Periods should be set up outside of the school day.

The **Non-Instructional Period** checkbox cannot be flagged if the **Standard Day** checkbox is (and vice versa). Non-instructional minutes entered in the **Non-Instructional Time** field will not decrease Standard Day Minutes.

PeriodSchedule Info Editor

The difference between the **Instructional Minutes** total and the **School Day Minutes** total will be the number of minutes entered in the **Non-Instructional Time** fields.
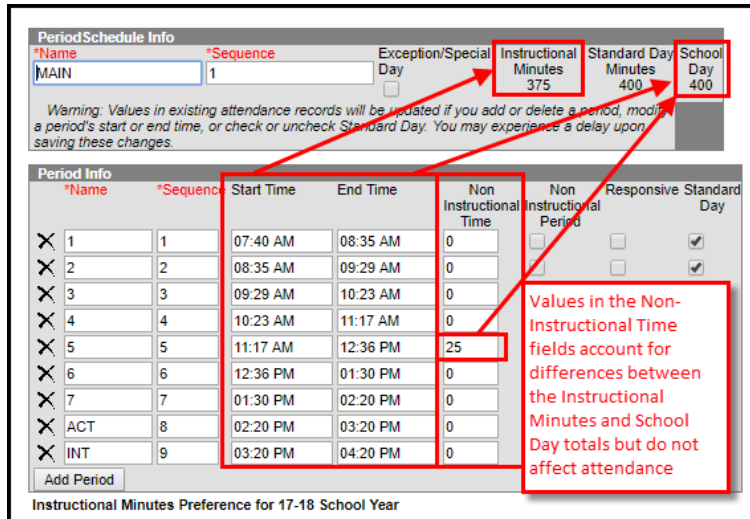
Image 4: PeriodSchedule Info Editor

Values entered/displayed in the **Instructional Minutes**, **School Day Minutes** and **Non-Instructional Time** are NOT used in attendance calculations.

Instructional Minutes Total

The **Instructional Minutes** total is merely a visual indication of the total number of minutes considered "instructional" for the entire period schedule. This total excludes minutes from periods flagged as **Non-Instructional Period(s)** and minutes entered in the **Non-Instructional Time** field. This total is not used in attendance calculations. Instructional Minutes are reported on the Calendar Report and may be viewed on the printed version of the calendar via the Days tab.

School Day Total

The **School Day** minutes total is merely a visual indication of the total number of minutes in the entire "school day," including minutes entered in the **Non-Instructional Time** field. This total excludes periods flagged as **Non-Instructional Period(s)**. This total is not used in attendance calculations.

Days

PATH: *System Administration > Calendar > Calendar > Days*

The Days tab should be used to adjust days that are shortened (*e.g.*, student breaks/holidays, unexpected closures). Attendance reports and features will honor any start/end times entered on the Day Detail editor. These fields specifically affect and relate to attendance calculations:

- **Start Time --** Adjusted day start time.
- **End Time --** Adjusted day end time.

- **Duration (Day Detail editor) --** This field is auto-filled based on the adjusted Start and/or End Time entered, as compared to the contiguous Standard Day periods on the period schedule.

> Infinite Campus does not recommend use of the **Duration** field of the Day Event editor.

- **Instructional Minutes --** Adjusted number of instructional minutes for shortened days. Minutes in this field are manually adjusted by a user to override the instructional time on the period schedule for a shortened day.
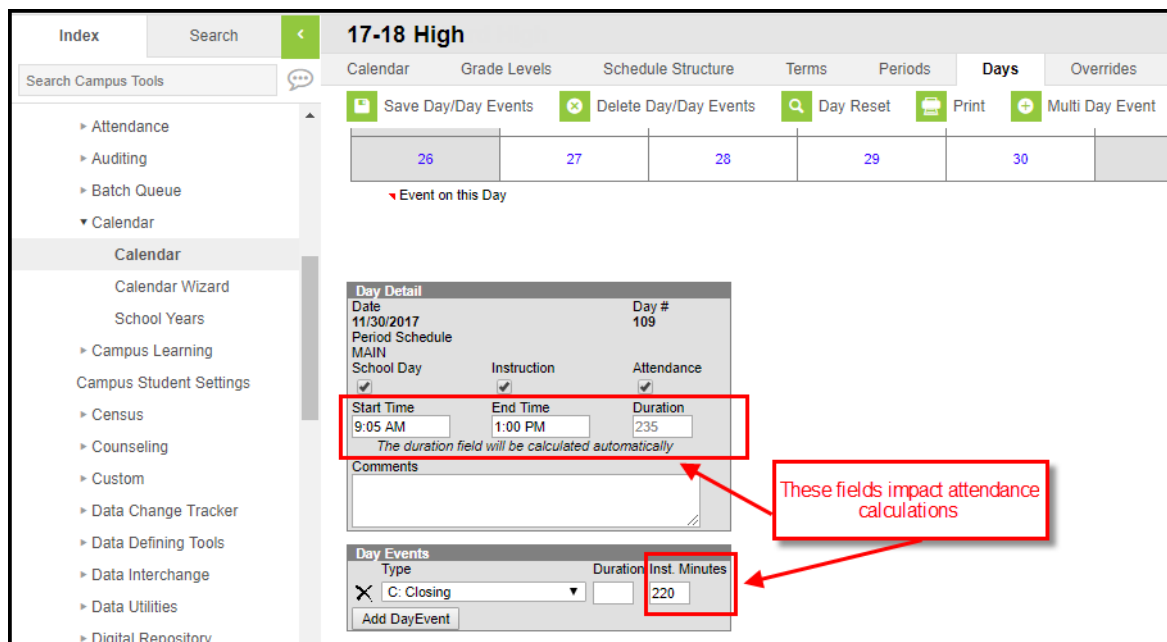
Image 5: Days Tab

Partial-Day (PAR) Attendance Students

When a student needs an adjusted attendance schedule, a PAR attendance group may be necessary to ensure accurate attendance reporting.

District-level system administrators will need to consider the appropriate type of setup for defining student partial-day setup based on school setup (multi-period day or one-period days).

Schools with One-Period Days

In schools that use one-period days or days where one period comprises the vast majority of school time (such as elementary schools), a PAR attendance group with start/end time is necessary.

Schools with Multiple-Period Days
- In most cases, the student's schedule can be used to establish partial-day (i.e., student can be scheduled for periods 1 and 2).
- Partial-day students should be assigned to a PAR attendance group.
- If the student must arrive/leave within a period (not at the period's standard start/end time), the PAR attendance group must reflect the proper start/end times.
- The student's percent of enrollment will be indicated on the PAR attendance group by auto-filling the Percent Enrolled field with a value based from the student's schedule and/or start and end times.

Assigning a PAR Attendance Group

PATH: *Student Information > General > Attendance Group*

The Attendance Group tab is where a PAR attendance group is assigned to a student. When adding a PAR attendance group, several sets of steps are necessary for complete setup.

For students who are PAR by schedule only: Setup a partial schedule for these students before creating a PAR attendance group for the student. Otherwise, validations on this screen will prevent the user from creating a PAR attendance group (because he/she is still fully scheduled).
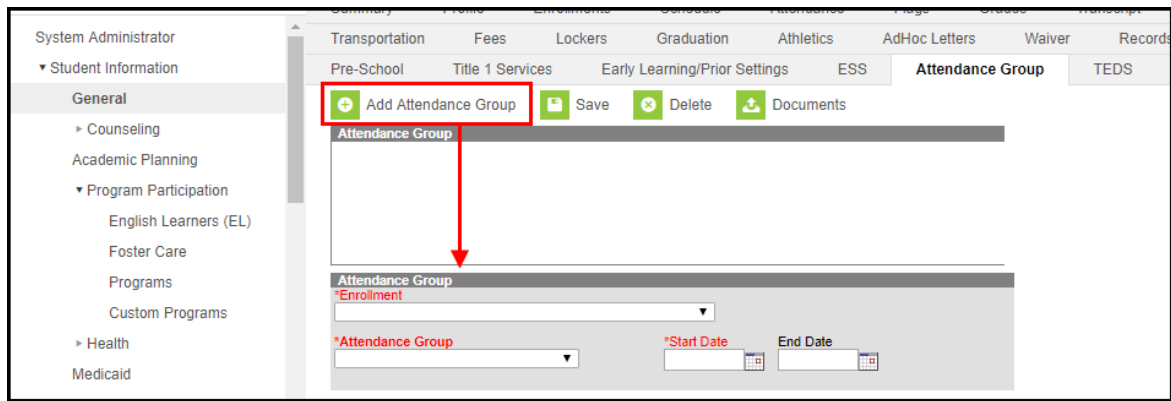
Image 6: Student Attendance Group Tab

If the student has an IEP, the student's PAR attendance group start/end times must match those entered on the IEP.

1. Click the **Add Attendance Group** icon from the action bar.
2. Select the applicable calendar from the **Enrollment** field.
3. Select "PAR: Partial Day" from the **Attendance Group** field. Two additional fields and screen text will display, as shown below:
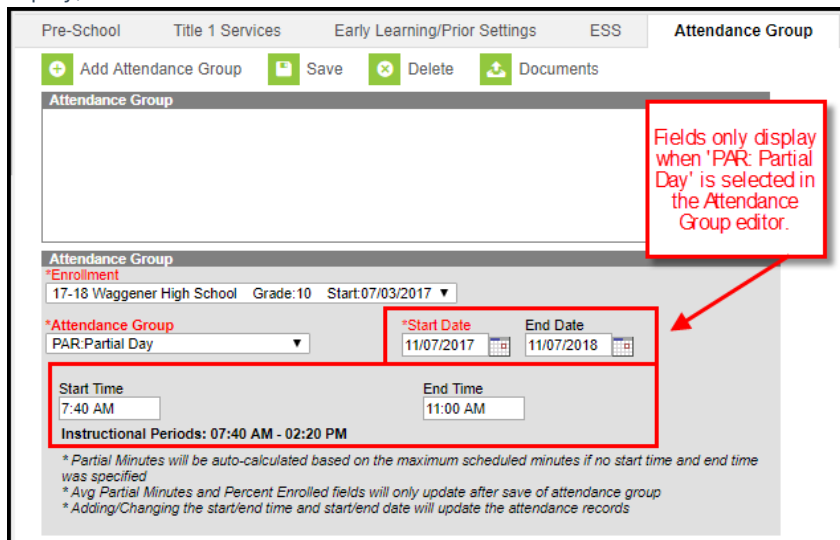
Image 7: Partial Day Attendance Group

4. Enter a **Start Date**. Enter an **End Date**, as necessary.
5. Enter a **Start Time/End Time**, as necessary.
6. Click the **Save** icon in the action bar to save these settings. After saving, two additional PAR attendance calculation fields will display, as shown below:
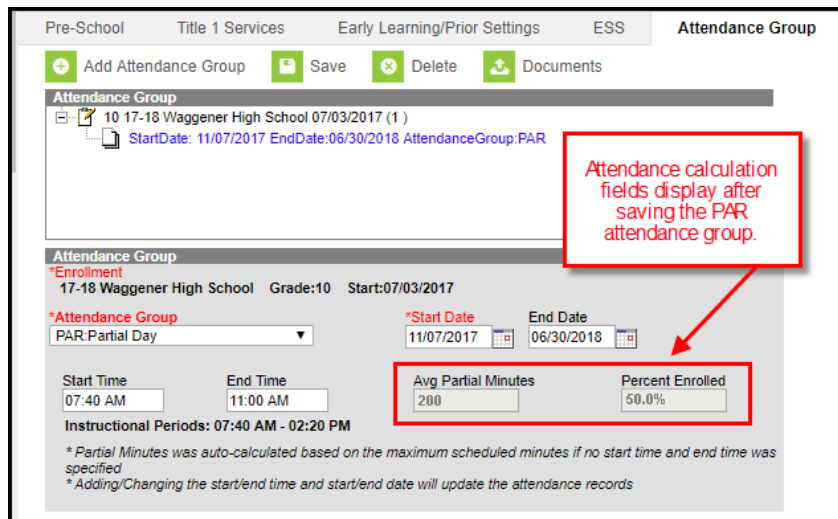
Image 8: Calculation of Saved PAR Attendance Group

The **Avg Partial Minutes** field is a minute value based on the sum of Partial Minutes within the PAR attendance group date range as divided by the student's total number of Scheduled Days. Days on which the student does not have any Scheduled Minutes are not counted in his/her Scheduled Days total.

The **Percent Enrolled** field calculation depends on whether the **Start Time / End Time** fields of this screen's Attendance Group editor:

- **If values HAVE been entered in the Start Time /End Time fields:** This field is based on the sum of Partial Minutes within the indicated date range as divided by the sum of possible Standard Day Minutes within the indicated date range. Standard Day Minutes will not be counted for days the student is not scheduled (to account for students who are scheduled on day patterns, such as "A" days but not "B" days).
- **If values HAVE NOT been entered in the Start Time / End Time fields (indicating that partial-day attendance is accounted for by the student's schedule):** This field is based on the sum of Scheduled Minutes within the indicated date range as divided by the sum of Standard Day Minutes within the indicated date range.

Attendance Elements Available in Ad Hoc Reporting

Four nodes of ad hoc reporting are available to Kentucky users, via the tools of the Ad Hoc Reporting module.

> Additional ad hoc attendance elements (besides the four listed in this section) are NOT approved for Kentucky attendance reporting purposes.

KY Official Attendance Summary

PATH (within the Ad hoc tool)**:** *Student > Attendance > KY Official Attendance Summary*

This collection of ad hoc elements pulls school-year level summaries of attendance data from the KY Official Attendance Detail view of the database ('v_kyOfficialAttendanceDetail'). These elements will pull data from all enrollments that take place during the selected calendar year.

Available Ad hoc Field	Logic / Source	Column(s) / Field(s) Used
calendarID	Core Caldendar ID field.	System Administration > Calendar > Calendar: *CalendarID*
personID	Core Census field.	Census > People > Demographics: *PersonID*
tardyCount	Tardy is defined as a day with a *truancyWDHDpresent* value of 1.0 and a *dailyAbsent* value > 0.0. Total for all enrollments in selected calendar. In general, a student is considered "tardy" on days when his/her absent minutes are less than or equal to 35% of his/her Standard Day Minutes. Tardies are always assigned the last attendance code of the day (e.g., If a student is unexcused absent for 10 minutes in the morning and excused absent for 30 minutes in the afternoon, his/her single tardy value for the day will be an excused tardy).	Summary Table: *DailyAbsent*
unexcusedCount	Total number of days on which either: • *truancyWDHDpresent* value = 1.0 and *dailyAbsent* > 0 and last attendance code of day is mapped to a state attendance code of "U", OR • *truancyWDHDpresent* < 1.0 and last attendance code of a day is mapped to state attendance code of "U" Whole number count of both absences and tardies. Total for all enrollments in selected calendar.	Summary Table: *stateCode* and *truancyWDHDpresent*
EnrolledDays	Includes multiple, non-overlapping enrollments. Raw number of enrolled days – includes days in which student is enrolled but not scheduled.	EnrollmentKY Table: *enrolledDays*

presentDaysStandard / fundingWDHDpresent	Total of *fundingWDHDpresent* for all enrollments in selected calendar.
	• Exclusion settings match SAAR R7:.
	  ○ Will not include data from state-excluded calendars, grades or enrollments.
	  ○ Will ignore age flags (includes data of over-aged and under-aged students).
	  ○ Will honor Perkins Only flag.
		Summary Table: *total of fundingWDHDpresent for all days*

Available Ad hoc Field	Logic / Source	Column(s) / Field(s) Used

absentDaysStandard / fundingWDHDabsent	Total of all derived *fundingWDHDabsent* days for all enrollments in selected calendar.
	• Exclusion settings match SAAR R7:
	  ○ Will not include data from state-excluded calendars, grades or enrollments.
	  ○ Will ignore age flags (includes data of over-aged and under-aged students).
	  ○ Will honor Perkins Only flag.
		Summary Table:
		total of fundingWDHDabsent for all days

percentInAttendanceStandard / FundingWDHDpercent	Percent in attendance: Total fundingWDHDpresent / (Total fundingWDHDpresent + Total WDHD Absent Days)
	• Exclusion settings match SAAR R7:
	  ○ Will not include data from state-excluded calendars, grades or enrollments.
	  ○ Will ignore age flags (includes data of over-aged and under-aged students).
	  ○ Will honor Perkins Only flag.
		Summary Table:
		derived from fundingWDHDpresent

presentDays	Truancy value (*e.g.,* Truancy ATT on ADA/ADM). Total of *truancyWDHDpresent* on Summary Table for all days.	Summary Table: *truancyWDHDpresent (total for all days)*
absentDays	Truancy value (Truancy Absent Days on ADA/ADM). Total of *truancyWDHDabsent* on Summary Table for all days.	Summary Table: *truancyWDHDabsent (total for all days)*
percentInAttendance	Truancy percent = Total of *truancyWDHDpresent* / (total *truancyWDHDpresent*) + total *truancyWDHDabsent*)	Summary Table: *truancyWDHDpresent*
daysAbsentExcused	Truancy value. *truancyWDHDabsent* total for days on which the *truancyWDHDabsent* value of "Excused" is assigned, per the last attendance code of the day.	Summary Table: *truancyWDHDpresent for "E" state code events only*
daysAbsentUnexcused	Truancy value. *truancyWDHDabsent* total for days on which the *truancyWDHDabsent* value of "Unexcused" is assigned, per the last attendance code of the day.	Summary Table: *truancyWDHDpresent for "U" state code events only*
tardiesExcused	This is truancy-only and will be a whole number count of Excused tardies for the day, based on the last attendance code of day. • *Truancy Calculations:* Tardy is defined as a day on which a present student has Absent Minutes that are greater than 0 but less than or equal to 35% of his/her Scheduled Minutes.	Summary Table: *truancyWDHDpresent* and *dailyAbsent*

Available Ad hoc Field	Logic / Source	Column(s) / Field(s) Used
tardiesUnexcused	This is truancy-only and will be a whole number count of Unexcused tardies for the day, based on the last attendance code of day. • *Truancy Calculations:* Tardy is defined as a day on which a present student has Absent Minutes that are greater than 0 but less than or equal to 35% of his/her Scheduled Minutes.	Complex calculation: *excuse* (truancy) *truancyWDHDpresent* (truancy) *scheduledMinutes* (truancy)
absentEvents	Truancy value. Whole number count of days on which at least one absence occurs. Does not include tardies.	Complex calculation: *excuse* (truancy) *truancyWDHDpresent* (truancy) *scheduledMinutes* (truancy)
absentEventsExcused	Truancy value. Whole number count of all days on which at least one absent non-exempt event with a status of Excused occurred. Maximum of 1 per day. Does not include tardies.	Summary Table: *Status*
absentEventsUnexcused	Whole number count of all days on which at least one absent non-exempt event with a status of Unexcused occurred. Maximum of 1 per day. Does not include tardies.	Summary Table: *Status*
EHO Days	Day value for all events with state code of EHO.	Summary Table: *stateCode* and *exemptMinutes*
AFD Days	Day value for all events with state code of AFD.	Summary Table: *stateCode* and *exemptMinutes*
AFR Days	Day value for all events with state code of AFR.	Summary Table: *stateCode* and *exemptMinutes*
ATA Days	Day value for all events with state code of ATA.	Summary Table: *stateCode* and *exemptMinutes*

KY Attendance Daily Summary

PATH (within the Ad hoc tool)**:** *Student > Attendance > KY Attendance Daily Summary*

This collection of ad hoc data elements pulls raw values from the KY Attendance Daily Summary view of the database ('v_KYAttDailySummary'). All columns of the Summary Table are included in ad hoc, plus *PresentMinutes*.

Available Ad hoc Field	Description / Logic	User Interface Location and Field Name
personID	Internal database identifier associated with the person.	*Student Information > General > Summary >* **PersonID**
calendarID	Internal database identifier associated with the calendar.	*System Administration > Calendar > Calendar > Calendar >* **Calendar ID**
structureID	Internal database identifier associated with schedule structures.	*System Administration > Calendar > Calendar > Schedule Structure >* **Structure ID**
grade	The local grade level, as it relates to the school.	*Student Information > General > Enrollments >* **Grade**
stateGrade	The accepted state grade level to which this local school grade level is mapped.	*System Administration > Calendar > Calendar > Grade Levels >* **State Grade Level Code**
enrollmentID	Internal database identifier associated with an enrollment.	*does not appear in user interface*
date	Date of attendance event.	*Student Information > General > Attendance >* **Date**
fullfunding	When this checkbox is flagged in the interface, it indicates the special education student receives full state funding and the database value is set to "true." Checkbox only appears in interface when a status is selected from the **Special Ed Status** field.	*Student Information > General > Enrollments > Special Ed Fields editor >* **Full Funding**

Available Ad hoc Field	Description / Logic	User Interface Location and Field Name
tCode	Transportation code associated with student for the current calendar of enrollment.	*Student Information > General > Transportation >* **Transportation Code**
localAbsentCode	The district absent code assigned to an absent event.	*System Administration > Attendance > Attendance Codes >* **Code**
stateAbsentCode	The state absent code assigned to an attendance event (to which the *localAbsentCode*/district code is mapped).	*System Administration > Attendance > Attendance Codes >* **State Code**
excuse	Possible excuse codes include: Excuse(Unknown(NULL), Excused(E), Exempt(X), Unexcused(U)). The data for this database field is generated from the *CheckInCheckOut* table.	*System Administration > Attendance > Attendance Codes >* **Excuse**
ageWaiver	When this checkbox is flagged in the interface, it indicates the student has an underage waiver applied, and the database value is set to "true."	*Student Information > General > Enrollment > State Reporting Fields >* **Underage Waiver**
ageFlag	Pulls from the *Census > People > Demographics > Birth Date* field to consider the following: • Underage 00 students are <= 5 years old as of October 1 of the enrolled calendar year. These students will have an age flag marked TRUE for the entire school year. • Underage 01 students are <= 6 years old as of October 1 of the enrolled calendar year. These students will have an age flag marked TRUE for the entire school year. • Overage students of any grade are >= 21 years of age. These students will have an age flag marked TRUE only for days on or after their 21st birthday.	*Does not appear in user interface*
perkinsOnly	When this checkbox is flagged in the interface, it indicates the student only receives Perkins funding and should not be counted in attendance calculations or reporting. When the interface checkbox is flagged, the database value is set to "true."	*Student Information > General > Enrollments > State Reporting Fields >* **Perkins Only**

Available Ad hoc Field	Description / Logic	User Interface Location and Field Name
stateExclude	There are several ways to exclude a student from state reporting. If the State Exclude (enrollment), Exclude from State Reporting (grade level) or Exclude (calendar) checkbox apply to a student because of his/her enrollment, grade level or calendar, he/she will be excluded from all state reporting, including attendance. If a student is both calendar-excluded and enrollment-excluded, the Summary Table will return a value of "3." State Exclude Flag possible values: • 0 or NULL = No Exclude (this is the default value) • 3 = Enrollment Exclude • 2 = Grade Exclude • 1 = Calendar Exclude	*Student Information > General > Enrollment > State Reporting Fields >* **State Exclude** *System Administration > Calendar > Calendar > Grade Levels >* **Exclude from State Reporting** *System Administration > Calendar > Calendar > Calendar >* **Exclude**
absentMinutes	Absent Minutes for specific attendance events.	*Student Information > General > Attendance > Attendance Event editor >* **Absent column**
exemptMinutes	Sum of all attendance events with codes mapped to the status of "Exempt."	*Does not appear in user interface*

detailAbsentTruancy	This is a truancy value that contains the percent of a day a student is absent for a specific local attendance code. Reports will total a student's *detailAbsentTruancy* values for a day and then calculate the percent of the day that he/she was absent, as compared to his/her Scheduled Minutes. This will is used for the FTE mode of Truancy Reports.
	• **Unexcused (UX) event:** *detailAbsentPercent* = AbsentMinutes / ScheduledMinutes = 100/400 = .25
	• **Excused (EX) event:** *detailAbsentPercent* = AbsentMinutes / ScheduledMinutes = 200/300 = .50
	
	For example, if a student is scheduled for 400 minutes and he/she has two attendance events in a day -- an unexcused absence of 100 minutes and an excused absence of 200 minutes -- the *detailAbsentTruancy* value would be as follows for each event:
	  ○ Unexcused (UX) event: 100/400 = .25
	  ○ Excused (EX) event: 200/300 = .50
		Does not appear in user interface

Available Ad hoc Field	Description / Logic	User Interface Location and Field Name
dailyAbsentMinutes	Daily total of non-exempt Absent Minutes.	*Does not appear in user interface*
stdDayMinutes	Standard Day Minutes value for the period schedule related to the day.	*System Administration > Calendar > Calendar > Periods >* ***Standard Day Minutes***
scheduledMinutes	A student's Scheduled Minutes total for the day.	*Student Information > General > Attendance >* ***Attendance Information editor***
presentMinutes	Calculation for all enrollments in the currently selected calendar, or, if run district-wide, total for all enrollments from selected calendar year. *Present Minutes = truancyWDHDpresent - detailAbsentTruancy*	*Does not appear in user interface*
possibleFundingADA	Maximum possible daily attendance value.	*Does not appear in user interface*

Available Ad hoc Field	Description / Logic	User Interface Location and Field Name

fundingWDHDpresent	Contains the whole-day / half-day present day value for the given day. This value is determined by calculating an FTE value for the student's present attendance on the given day and then converting to WDHD via the following cut points:
	• **If truancyADA < = .15**, then *fundingWDHDpresent* = (0 * possibleADA)
	• **If truancyADA > .15 but < .65**, then *fundingWDHDpresent* = (.50 * possibleADA)
	• **If truancyADA > = .65**, then *fundingWDHDpresent* = (1.00 * possibleADA)
	
	Over-scheduled students: The ADA for over-scheduled students does not use the *truancyADA*; instead, it reflects Present Minutes up to the equivalent of the Standard Day. The *fundingADA* calculation for over-scheduled students is not kept in the Summary Table but is part of interim calculations that determine the *fundingWDHDpresent* value. For overscheduled students:
	  ◦ **If Present Minutes > Standard Day Minutes**, then Present Minutes = Standard Day minutes for purposes of calculating *fundingADA*.
	  ◦ **If Present Minutes < Standard Day Minutes**, then raw Present Minutes for purposes of calculating *fundingADA*.
		Does not appear in user interface

truancyWDHDpresent	Contains the result of the WDHD conversion: • **If truancyADA < = .15**, then *truancyWDHDpresent* = 0 • **If truancyADA > .15 but < .65**, then *truancyWDHDpresent* = .50 • **If truancyADA > = .65**, then *truancyWDHDpresent* = 1.00	*Does not appear in user interface*
partialStartTime	The scheduled daily start time of a student who belongs to a partial-day (PAR) Attendance Group.	*Student Information > General > Attendance Group > **Start Time*** (when PAR Attendance Group exists)

Available Ad hoc Field	Description / Logic	User Interface Location and Field Name
partialEndTime	The scheduled daily end time of a student who belongs to a partial-day (PAR) Attendance Group.	*Student Information > General > Attendance Group >* **End Time** (when PAR Attendance Group exists)

KY Transferred Attendance Summary

PATH (within the Ad hoc tool)**:** *Student > Attendance > KY Transferred Attendance*

This collection of ad hoc data elements pulls only transferred attendance data. As transferred attendance is not attached to a specific calendar in Campus, this ad hoc query will pull all transferred attendance for a given student or group of students during the year selected in the toolbar.

These elements pull from the KY Transferred Attendance view of the database table (*KYTransferredAttendance*).

Available Ad hoc Field	Logic / Source	Database Field(s) Used
personID	Internal database identifier associated with the person.	(GUI) *Student Information > General > Summary >* **PersonI**
transferredDaysPresent	Day value equivalent to transferred attendance on profile.	_(calculated value)_ScheduledMinutes - DailyAbsent
transferredDaysAbsent	FTE value equivalent to transferred attendance on profile.	transferredDaysAbsent
transferredDaysAbsentExcused	FTE value equivalent to transferred attendance on profile.	transferredDaysAbsentExcused
transferredDaysUnexcused	FTE value equivalent to transferred attendance on profile.	transferredDaysAbsentUnexcuse
transferredTardyExcused	Whole number count equivalent to transferred attendance on profile.	transferredTardiesExcused
transferredTardyUnexcused	Whole number count equivalent to transferred attendance on profile.	transferredTardiesUnexcused
transferredAbsentEventsExcused	Whole number count equivalent to transferred attendance on profile.	transferredAbsentEventsExcuse
transferredAbsentEventsUnexcused	Whole number count equivalent to transferred attendance on profile.	transferredAbsentEventUnexcus

Available Ad hoc Field	Logic / Source	Database Field(s) Used
transferredAbsentEvents	Whole number count of total absent events. (Sum of *transferredAbsentEventsExcused* and *transferredAbsentEventsUnexcused*)	transferredAbsentEvents
transferredEHODays	FTE value for transferred EHO days	transferredEHODays
transferredAFDDays	FTE value for this state attendance code.	transferredAFDDays
transferredAFRDays	FTE value for this state attendance code.	transferredAFRDays
transferredATADays	FTE value for this state attendance code.	transferredATAdays

Check In/Check Out History

PATH (within the Ad hoc tool)**:** *Student > Attendance > Check In/Check Out History*

These elements pulls raw data values from the Attendance Check In/Out view of the database (*CheckInCheckOut*). It does NOT pull all-day absences or teacher attendance marks.

Available Ad hoc Field	Interface Location (when applicable) / Logic Details	Database Field(s) Used
personID	**PATH:** *Census > People > Demographics > PersonID field* Person ID of student tied to attendance event.	CheckInCheckOut Table: personID
calendarID	**PATH:** *System Administration > Calendar > Calendar > Calandar > Calendar ID field* Calendar ID in which attendance event occurred.	CheckInCheckOut Table: calendarID
status	**PATH:** *System Administration > Attendance > Attendance Codes > Status field* Local status for attendance event (e.g., indication of whether the student is absent, present, tardy or early release).	CheckInCheckOut Table: status
excuse	**PATH:** *System Administration > Attendance > Attendance Codes > Excuse field* Local excuse code related to the status of an attendance event (e.g., excused, unexcused, unknown, exempt).	CheckInCheckOut Table: excuse
comments	**PATH:** *Student Information > General > Attendance > Comments field* Comments entered by user on Attendance Tab Detail screen when creating or modifying the attendance event.	CheckInCheckOut Table: comments
description	**PATH:** *System Administration > Attendance > Attendance Codes > Description field* Local description related to the status of attendance event (e.g., absent unexcused, late unexcused).	CheckInCheckOut Table: description

Available Ad hoc Field	Interface Location (when applicable) / Logic Details	Database Field(s) Used
date	**PATH:** *Student Information > General > Attendance > Date field* Date of attendance event.	CheckInCheckOut Table: date
time	**PATH:** *Student Information > General > Attendance > Out or In field (Action column)* Timestamp of check-in/check-out action.	CheckInCheckOut Table: time
action	**PATH:** *Student Information > General > Attendance > Out or In field (Action column)* Action associated with attendance event and time (i.e., check-in or check-out).	CheckInCheckOut Table: action

WDHD Attendance Logic

The whole-day / half-day attendance model is designed to provide attendance values for reporting purposes. Attendance will be expressed as one of three values: whole-day present (1.0 present), half-day present (0.5 present) or not present (0.0 present).

This logic is based on ADA and Kentucky state mandates that define the acceptable values for whole-day, half-day attendance. The basic model for calculating whole-day / half-day attendance is as follows:

1. Calculate the FTE-based ADA for a day. Jump to the "Calculating ADA" section
2. Calculate FTE-based absent percentage for day. Jump to the "Calculating Percent Absent" section
3. Apply rounding adjustments based on ADA and absent percentage values. Jump to the "Applying Rounding Logic" section
4. Create the whole-day/half-day Present Days value for a day -- based on ADA and KY state-mandated cut points. Jump to the "Assigning WDHD Values" section

The Summary table (*KYAttDailySummary*) performs several complex calculations to determine student attendance values. The Summary table is a complex database table that houses all aggregated attendance reporting items and incorporates two underlying tables: *CheckInCheckOut* and *KYAttendance*. Please refer to the Attendance Summary Table section of this article for more information.

Reports will calculate the whole-day / half-day Absent Days value using a subtraction method.

Basic Attendance Elements

The following items are the basic elements used in more complex attendance calculations.

Attendance Element	Calculation
Absent Minutes	Calculated based on check-in / check-out times or whole-day values.
Absent Days	1.0 - *truancyWDHDpresent*

Attendance Element	Calculation
Partial Minutes	The total number of Standard Day Minutes for which a partial-day student is expected to be in attendance, based on his/her schedule and PAR group, including Non-Instructional Minutes. Partial Minutes only apply to students who have an active partial-day attendance group associated with a current enrollment. Please see the Partial-Day (PAR) Attendance Students section of this article for more information.
Present Minutes	Standard Day Minutes - Absent Minutes For partial-day students, the calculation is Partial Minutes - Absent Minutes.
Present Days	Sum of WDHD present fields.
Scheduled Minutes	The total minutes in which a student is scheduled to attend classes. This total includes time counted as Non-Instructional Minutes but not time from Non-Instructional Periods or non-attendance courses.
Standard Day Minutes	Total number of minutes for all Standard Day periods (as designated on the Periods schedule). Standard Day periods must be contiguous. Includes minutes entered in the Non-Instructional Time field.

Calculating ADA

A student's calculated ADA will not exceed a value of 1.0.

Truancy ADA Calculation

Students' *truancyADA* values are based on the following calculation logic:

TruancyADA values are used in determining *truancyWDHDpresent* and *fundingWDHDpresent* values. These values compare the *truancyADA* to KY state-mandated cut points to determine the WDHD attendance value for a student.

Student Enrollment Type	Truancy ADA Calculation
Primary (Grades 01-14)	Present Minutes / Scheduled Minutes
Over-scheduled (Grades 01-14)	Present Minutes / Scheduled Minutes
Partial-Day (Grades 01-14)	Present Minutes / Partial Minutes
Grade 00 Primary	Present Minutes / Scheduled Minutes
Grade 00 Partial-Day	Present Minutes / Partial Minutes

Funding ADA Calculation

Students' *fundingADA* values are based on the following calculation logic:

> Students' *fundingADA* values are the same as the *truancyADA* values.

Student Enrollment Type	Funding ADA Calculation
Primary (Grades 01-14)	(same as *truancyADA*) Present Minutes / Scheduled Minutes
Over-scheduled (Grades 01-14)	(same as *truancyADA*) Present Minutes* / Scheduled Minutes *If Present Minutes > Standard Day Minutes*, then Present Minutes = Standard Day Minutes *If Present Minutes < or = to Standard Day Minutes*, then Present Minutes = Present Minutes
Partial-Day (Grades 01-14)	(same as *truancyADA*) Present Minutes / Partial Minutes
Grade 00 Primary	(same as *truancyADA*) Present Minutes / Scheduled Minutes
Grade 00 Partial-Day	(same as *truancyADA*) Present Minutes / Partial Minutes

PossibleADA Calculation

Students' *possibleADA* value represents the maximum percentage of a day that a student can be present, based on his/her schedule. It is based on the following calculation logic:

> *PossibleADA* is a funding-based value and is not used in truancy calculations.

Student Enrollment Type	PossibleADA Calculation
Primary (Grades 01-14)	Scheduled Minutes / Standard Day Minutes
Over-scheduled (Grades 01-14)	Scheduled Minutes / Standard Day Minutes This value is capped at a maximum of 1.0 to prevent over-scheduled students' ADA from exceeding 1.0.

Student Enrollment Type	PossibleADA Calculation
Partial-Day (Grades 01-14)	Partial Minutes / Standard Day Minutes A partial-day student who does not have the Full Funding checkbox marked on his/her enrollment may have an ADA of less than 1.0.
Grade 00 Primary	The *possibleADA* value is always 1.0.
Grade 00 Partial-Day	The *possibleADA* value is always 1.0.

Dual-Enrolled Students

A student is considered "dual-enrolled" if he/she meets all of the following criteria:

- Has a primary enrollment with Service Type value of "P: Primary"
- Has a secondary enrollment with a Service Type value of "S: Partial"
- The first two items overlap by at least one day

Dual Enrollment Cap Logic

The student's primary enrollment is treated normally, but the secondary enrollment is capped as follows:

- **If the student is fully enrolled in the primary enrollment (100% of that school's standard day), the calculated Funding ADA and Possible ADA values for the secondary enrollment are capped at "0." This way, the Possible ADA value does not exceed "1.0."**
- **If the student is partially enrolled in the primary school (less than 100% of that school's standard day), then a cap is determined.**
  1. The *possibleADA* for School 1 (primary enrollment school) is determined by dividing the student's Scheduled Minutes by the primary school's Standard Day Minutes.
     1. School 1: Student's Scheduled Minutes = 315
        School 1: Standard Day Minutes = 420
        315 / 420 = .75
        Student's Possible ADA for School 1 = .75 (indicating partial enrollment)
  2. The *possibleADA* for School 1 is then subtracted from a value of "1" to determine the Dual Enrollment Capped Value.
     1. 1.0 - Possible ADA for School 1, or
        1.0 - .75 = .25
        Dual Enrollment Capped Value = .25
  3. The *possibleADA* for School 2 (secondary enrollment school) is determined by dividing the student's Scheduled Minutes by the secondary school's Standard Day Minutes.
     1. School 2: Student's Scheduled Minutes = 154
        School 2: Standard Day Minutes = 405
        154 / 405 = .38
        Student's Possible ADA for School 2 = .38, BUT
        1. If the student's *possibleADA* for School 2 exceeds the Dual Enrollment Capped Value, the Dual Enrollment Capped Value is used as the Possible ADA for School 2.
           1. Dual Enrollment Capped Value = .25
              .38 > .25, therefore Dual Enrollment Capped Value is used, making
              Student's Possible ADA for School 2 = .25 *Otherwise*,
        2. If the student's *possibleADA* for School 2 is less than the Dual Enrollment Capped Value, it remains the Possible ADA for School 2.

Virtual/Performance Students

Attendance for students in virtual/performance classes will not be included in reporting until a passing grade is posted to the grading task. At that point, students will receive 100% attendance for all enrolled days, assuming he/she receives a passing grade for the class.

Virtual/performance information is only reported on Record V of the SAAR report.

Cap Limit = 1.0 - possibleADA

The following logic relates to reporting Virtual/Performance information:

- **If the virtual/performance FTE Present Days value is < or = Cap Limit** , it will be reported.
- **If the virtual/performance FTE Present Days value is > Cap Limit** , the Cap Limit will be reported.
- **Virtual Minutes will be reported before Performance Minutes, if a cap is applied. If Virtual Minutes fill the cap before Performance Minutes can be applied, no Performance Minutes will be reported.**
- **No virtual/performance values will be reported for fully scheduled students** (these students *possibleADA* = 1.0 and Cap Limit = 0).

Calculating Percent Absent

Absent percentages are calculated as the *detailAbsentTruancy* value. This value is used in the FTE mode of truancy reports.

DetailAbsentTruancy Calculation

Students' whole-day / half-day *detailAbsentTruancy* values are based on the following calculation logic:

Student Enrollment Type	DetailAbsentTruancy Calculation
Primary (Grades 01-14)	Absent Minutes / Scheduled Minutes
Over-scheduled (Grades 01-14)	Absent Minutes / Scheduled Minutes
Partial-Day (Grades 01-14)	Absent Minutes / Partial Minutes
Grade 00 Primary	Absent Minutes / Scheduled Minutes
Grade 00 Partial-Day	Absent Minutes / Partial Minutes

Applying Rounding Logic

After the ADA and *detailAbsentTruancy* values have been calculated, rounding adjustments are applied to them. The purpose of the rounding adjustment logic is to ensure that the sum of the *detailAbsent* value and *truancyADA* value always equals 1.0. In addition, detail FTE fields on attendance reports will pull values from the *detailAbsent* field on the Summary table - allowing matching values across reports.

Basic Rounding Logic

Rounding adjustments are determined by the following method:

1. The *truancyADA* is subtracted from a value of 1.0 (**1.0 - *truancyADA***).
2. Each *detailAbsent* value listed in the day is then subtracted from the value calculated in Step 1.

3. When all *detailAbsent* values have been subtracted, the remaining value is compared to these standards:
   - If the remainder is **0**, no action is taken.
   - If the remainder is **> 0** (positive value, *e.g.*, 0.01), it will adjust the *truancyADA* accordingly (if the remainder value is 0.01, a *truancyADA* of .33 would become .34).
   - If the remainder is **< 0** (negative value, *e.g.*, -0.01) that remainder should adjust the last *detailAbsent* event of the day (if the remainder value is -0.01, the *detailAbsent* value of .11 would become .10).

These values must be recalculated every time a new attendance event is added on the given day; however, only the last *detailAbsent* value will ever be adjusted.

Assigning WDHD Values

ADA values are used in conjunction with the whole-day / half-day cut points mandated by KY state laws to assign a *fundingWDHDpresent* and *truancyWDHDpresent* value for each day. In addition, the *detailAbsentTruancy* value is calculated and used in attendance reports.

FundingWDHDPresent Value

The *fundingWDHDpresent* value considers a student's *truancyADA* value as compared to the WDHD cut points to determine attendance for a day. A student will have one of the following three values to represent his/her present attendance for a day:

- **1.0 -** Considered present for the whole day.
- **0.5 -** Considered present for half of the day (considered absent for half of the day).
- **0.0 -** Not counted as present for the day (considered absent for the whole day).

The logic for the *fundingWDHDpresent* value is as follows (for all students, all grades):

- If *fundingADA* **< or = to .15,** then *fundingWDHDpresent* = 0.0 (calculated by taking 0.0 * *possibleADA*)
- If *fundingADA* **> .15 but < .65,** then *fundingWDHDpresent* = (0.5 * *possibleADA*)

- If *fundingADA* **> or = .65,** then *fundingWDHDpresent* = (1.0 * *possibleADA*)

> After the initial WDHD value is determined, it is multiplied by the *possibleADA* to determine the final WDHD value. This ensures that the WDHD value of partial-day students is properly adjusted. For most students, the *possibleADA* value is 1.0.

TruancyWDHDPresent Value

The logic for the *truancyWDHDpresent* value is as follows (all students, all grades):

- If *truancyADA* **< or = .15,** then *truancyWDHDpresent* = 0.0
- If *truancyADA* **> .15 but < .65,** then *truancyWDHDpresent* = 0.50
- If *truancyADA* **> or = .65,** then *truancyWDHDpresent* = 1.0

Attendance Code of WDHD Value

The last non-exempt attendance code of the day is set as the defining attendance code for WDHD values.

> Tardies are always assigned the last attendance code of the day (*e.g.*, if a student is unexcused absent for 10 minutes in the morning and excused absent 30 minutes in the afternoon, his/her single tardy counted for the day will be an excused tardy).

Attendance Summary Table

The *KYAttDailySummary* table (referred to as the "Summary Table" in this article) is a complex database table that houses all aggregated attendance reporting items. It incorporates two underlying tables: *CheckInCheckOut* and *KYAttendance*.

Viewing Entries in the Summary Table

The Summary Table organizes attendance by student, by day and by local attendance code. A student will have a record every day they are enrolled to establish both Present Minutes and Absent Minutes for that day, as well as total for all enrolled days. Each attendance event with a unique local code will trigger a new line in the table. In addition, each attendance event with a previously used local code (within the same day) will overwrite the previous line for that attendance code and summarize all data for it.

Person ID	Calendar ID	Enrollment ID	State Grade	Grade	Date	PeriodSchedule ID	Full Funding	T-Code	Local Code	State Code	Excuse	Status	Age Waiver
54864318	27	276356	5	5	04/18/2009	3	1	NT	EX	E	Excused	Absent	0
54864318	27	276356	5	5	04/18/2009	3	1	NT	EU	U	Unexcused	Absent	0

Age Flag	State Exclude	Absent Minutes	detailAbsentTruancy	Exempt Minutes	Daily Absent	Standard Day Min	Scheduled Min	Partial Start Time	Partial End Time	Truancy ADA	truancyWDHDpresent	fundingWDHDpresent	Possible ADA
NULL	NULL	200	.67	NULL	230	400	400	08:00	11:00	.77	1.0	.75	.75
NULL	NULL	30	.10	NULL	230	400	400	08:00	11:00	.77	1.0	.75	.75

Image 9: Summary Table

> Only PAR attendance groups are captured in the Summary Table. Other attendance group data is pulled from the *AttendanceGroupsKY* table.

Data in the table below indicates all database fields of the Summary Table and the definitions, as they relate to the Summary Table. When an interface field exists for the database field, its location and name are indicated.

Summary Table Field Name	Description and Logic	User Interface Location and Field Name
personID	Internal database identifier associated with the person.	*Student Information > General > Summary >* **PersonID**
calendarID	Internal database identifier associated with the calendar.	*System Administration > Calendar > Calendar > Calendar >* **Calendar ID**

Summary Table Field Name	Description and Logic	User Interface Location and Field Name
enrollmentID	Internal database identifier associated with an enrollment.	*Does not appear in user interface*
stateGrade	The accepted state grade level to which this local school grade level is mapped.	*System Administration > Calendar > Calendar > Grade Levels >* **State Grade Level Code**
grade	The local grade level, as it relates to the school.	*Student Information > General > Enrollments >* **Grade**
date	Date of attendance event.	*Student Information > General > Attendance >* **Date**
periodScheduleID	Internal database identifier associated with the period schedule.	*Does not appear in user interface*
fullfunding	When this checkbox is flagged in the interface, it indicates the special education student receives full state funding and the database value is set to "true." Checkbox only appears in interface when a status is selected from the Special Ed Status field.	*Student Information > General > Enrollments > Special Ed Fields editor >* **Full Funding**
tCode	Transportation code associated with student for the current calendar of enrollment.	*Student Information > General > Transportation >* **Transportation Code**
localCode	The local district code for an attendance event. The data for this database field is generated from the *CheckInCheckOut* table.	*System Administration > Attendance > Attendance Codes >* **Code**
stateCode	The state code to which the local district code is mapped.	*System Administration > Attendance > Attendance Codes >* **State Code**

Summary Table Field Name	Description and Logic	User Interface Location and Field Name
excuse	Possible excuse codes include: Excuse(Unknown(NULL), Excused(E), Exempt(X), Unexcused(U)). The data for this database field is generated from the *CheckInCheckOut* table.	*System Administration > Attendance > Attendance Codes >* **Excuse**
status	The Summary Table is only concerned with attendance events that relate to Absent and Present statuses. The data for this database field is generated from the Checkin/Checkout Table.	*System Administration > Attendance > Attendance Codes >* **Status**
ageWaiver	When this checkbox is flagged in the interface, it indicates the student has an underage waiver applied, and the database value is set to "true."	*Student Information > General > Enrollment > State Reporting Fields >* ***Underage Waiver***
ageFlag	Pulls from the *Census > People > Demographics > Birth Date* field to consider the following: • Underage 00 students are <= 5 years old as of October 1 of the enrolled calendar year. These students will have an age flag marked TRUE for the entire school year. • Underage 01 students are <= 6 years old as of October 1 of the enrolled calendar year. These students will have an age flag marked TRUE for the entire school year. • Overage students of any grade are >= 21 years of age. These students will have an age flag marked TRUE only for days on or after their 21st birthday.	*Does not appear in user interface*

Summary Table Field Name	Description and Logic	User Interface Location and Field Name
stateExclude	There are several ways to exclude a student from state reporting. If the State Exclude (enrollment), Exclude from State Reporting (grade level) or Exclude (calendar) checkbox apply to a student because of his/her enrollment, grade level or calendar, he/she will be excluded from all state reporting, including attendance. State Exclude Flag possible values: • 0 or NULL = No Exclude (this is the default value) • 3 = Enrollment Exclude • 2 = Grade Exclude • 1 = Calendar Exclude The code of exclude will show for a student. If he/she is both calendar excluded and enrollment excluded, the summary table will return 3, as the enrollment level is the lowest level.	*Student Information > General > Enrollment > State Reporting Fields >* **State Exclude** *System Administration > Calendar > Calendar > Grade Levels >* **Exclude from State Reporting** *System Administration > Calendar > Calendar > Calendar >* **Exclude**
absentMinutes	Absent Minutes for specific attendance events.	*Student Information > General > Attendance > Attendance Event editor >* **Absent column**

detailAbsentTruancy	This is a truancy value that contains the percent of a day a student is absent for a specific local attendance code. Reports will total a student's *detailAbsentTruancy* values for a day and then calculate the percent of the day that he/she was absent, as compared to his/her Scheduled Minutes. This will is used for the FTE mode of Truancy Reports.
	• **Unexcused (UX) event:** *detailAbsentPercent* = AbsentMinutes / ScheduledMinutes = 100/400 = .25
	• **Excused (EX) event:** *detailAbsentPercentT* = AbsentMinutes / ScheduledMinutes = 200/300 = .50
	
	For example, if a student is scheduled for 400 minutes and he/she has two attendance events in a day -- an unexcused absence of 100 minutes and an excused absence of 200 minutes -- the *detailAbsentTruancy* value would be as follows for each event:
	  ○ Unexcused (UX) event: 100/400 = .25
	  ○ Excused (EX) event: 200/300 = .50
		Does not appear in user interface

exemptMinutes	Sum of all attendance events with codes mapped to the status of "Exempt."	*Does not appear in user interface*

Summary Table Field Name	Description and Logic	User Interface Location and Field Name
dailyAbsent	Daily total of non-exempt Absent Minutes.	*Does not appear in user interface*
stdDayMinutes	Standard Day Minutes value for the period schedule related to the day.	*System Administration > Calendar > Calendar > Periods >* ***Standard Day Minutes***
scheduledMinutes	A student's Scheduled Minutes total for the day.	*Student Information > General > Attendance >* ***Attendance Information editor***
partialStartTime	The scheduled daily start time of a student who belongs to a partial-day (PAR) Attendance Group.	*Student Information > General > Attendance Group >* ***Start Time*** (when PAR Attendance Group exists)
partialEndTime	The scheduled daily end time of a student who belongs to a partial-day (PAR) Attendance Group.	*Student Information > General > Attendance Group >* ***End Time*** (when PAR Attendance Group exists)
truancyADA	The Truancy ADA value.	*Does not appear in user interface*

Summary Table Field Name	Description and Logic	User Interface Location and Field Name
fundingWDHDpresent	Contains the whole-day / half-day present days value for the given day. This value is determined by calculating an FTE value for the student's present attendance on the given day and then converting to WDHD via the following cut points: • **If truancyADA < = .15**, then *fundingWDHDpresent* = (0 * possibleADA) • **If truancyADA > .15 but < .65**, then *fundingWDHDpresent* = (.50 * possibleADA) • **If truancyADA > = .65**, then *fundingWDHDpresent* = (1.00 * possibleADA) **Over-scheduled students:** The ADA for over-scheduled students does not use the *truancyADA*; instead, it reflects Present Minutes up to the equivalent of the Standard Day. The *fundingADA* calculation for over-scheduled students is not kept in the Summary Table but is part of interim calculations that determine the *fundingWDHDpresent* value. For overscheduled students: • **If Present Minutes > Standard Day Minutes**, then Present Minutes = Standard Day minutes for purposes of calculating *fundingADA*. • **If Present Minutes < Standard Day Minutes**, then raw Present Minutes for purposes of calculating *fundingADA*.	*Does not appear in user interface*
truancyWDHDpresent	Contains the result of the WDHD conversion: • **If truancyADA < = .15**, then *truancyWDHDpresent* = 0 • **If truancyADA > .15 but < .65**, then *truancyWDHDpresent* = .50 • **If truancyADA > = .65**, then *truancyWDHDpresent* = 1.00	*Does not appear in user interface*
possibleADA	The Possible ADA value. This database field is used to avoid converting minute values to day values on aggregate absent days fields such as SAAR. It is a funding based value and it eliminates rounding discrepancies.	*Does not appear in user interface*

Calculation Method of Tools/Reports

The following table lists available attendance reports, features and tools, indicating the type of calculation used. Locations and other notes are listed, as applicable.

Report / Tool / Feature Name	Truancy	Funding	User Interface Location	Notes
Ad hoc Attendance Data Elements	x		*Ad hoc Reporting > Filter Designer > Data Element Selection*	Truancy and funding elements are available. Please see the Attendance Elements Available in Ad Hoc Reporting section for more information.
Attendance Recalculation Procedure			*Does not appear in user interface*	Recalculation cleans up raw attendance data.
Attendance Tab	X		*Student Information > General > Attendance*	Truancy calculations are used for attendance actions on the student Attendance tab.
Attendance Profile	X		*Student Information > General > Attendance*	Truancy calculations are used on student attendance profiles of the Attendance tab.
Attendance Wizard	X		*Attendance > Attendance Wizard*	Truancy calculations are used in the Attendance Wizard.
ADA/ADM Report - (Funding mode)		X	*Attendance > Reports > ADA/ADM (Radio button for Funding)*	Funding calculations are used when the ADA/ADM report is run in "Funding" mode.
ADA/ADM Truancy- (Truancy mode)	X		*Attendance > Reports > ADA/ADM (Radio button for Truancy)*	Truancy calculations are used when the ADA/ADM report is run in "Truancy" mode.
Cumulative Labels Report	X		*Grading & Standards > Reports > Cumulative Labels*	Truancy calculations are used on cumulative labels printing transcript data.
Day Count Report	X		*Attendance > Reports > Day Count KY*	Truancy calculations are used on the Day Count report.
Daily Attendance Tool	X		*Attendance > Daily Attendance*	Truancy calculations are used in the Daily Attendance tool.
Dual Enrollment Cap Summary Report			*KY State Reporting > Dual Enrollment Cap Summary*	List of students and enrollments included in Dual Enrollment Cap Summary report. No truancy or funding logic used.
Growth Factor Report		X	*KY State Reporting > Growth Factor Report*	Funding calculations are used in the Growth Factor report.
Nonacademic Report	X		*STATE EDITION > Student > General > Enrollment STATE EDITION > KY State Reporting > Non-Academic Report*	Truancy calculations are used in the Nonacademic report. Attendance data used by this report is the result of resynching the *UpdateKYAttendance* data element (see last entry of this table).
Portal Attendance	X		*Portal > Attendance*	Truancy calculations are used to display attendance information to guardians and students on the Portal.

Report / Tool / Feature Name	Truancy	Funding	User Interface Location	Notes
Register Report	X		*Attendance > Reports > Register*	Truancy calculations are used in the Register report.
Report Cards	X		*Grading & Standard > Reports > Report Card*	Truancy calculations are used to display attendance information on student report cards.
SAAR		X	*KY State Reporting > SAAR*	Funding calculations are used in the SAAR report.
Safe Schools (Warning WA01)	X		*KY State Reporting > Safe Schools*	Truancy calculations are used Safe Schools report.
Transcript Attendance	X		*Grading & Standards > Transcripts > Transcript Batch*	Truancy calculations are used in the attendance summary shown on student transcripts.
UpdateKYAttendance	X		*System Administration > Data Utilities > Resync State Data > Checkbox for "AttendanceKYMinute"*	Truancy calculation data is sent when information is synched or re-synched to the state level.