

WISE Attendance Audit

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The WISE Attendance Audit Report allows districts to generate a flat file with student actual days of attendance and possible days of attendance using the same calculation that is used in the Student School Association Wisconsin Extension Resource.

WISE Attenda	ance Au	dit ☆			
WISE Attendance Audit	Report				
This tool will extract da	ata using the A	ttendance Calculation for \	WISEdata/ Ed-Fi Atte	ndance reporting.	
Extract Options			Se	elect Calendars	
Report Type	Summary Re	port v		/hich calendar(s) would you like to inc e report?	lude in
File Format		arated(CSV) V		 active year 	
Start Date				O list by school	
End Date				◯ list by year	
Grade	All Students	<u> </u>		21-22	^
	E3			21-22 Bull Early Education Cen	
	E4			21-22 Case High School	
	К2			21-22 Case High School 1	
	K4			21-22 Census School	
	KG			21-22 Community Partner 4K	
	PK			21-22 Dr Jones Elementary	
	01			21-22 Fratt Elementary	
	02			21-22 Gifford	
	03	v		21-22 Gilmore Fine Arts School	
0.000			~	21-22 Goodland Montessori	
O Ad Hoc Filter			¥	21-22 Horlick High School	
				21-22 Janes Elementary	
	Generate Extra	ct Submit to Batch		21-22 Jefferson Lighthouse Ele	

Report Logic

All enrollments are included in a regular school calendar, except the following:

- Enrollments marked as State Exclude, No Show or WISE Exclude
- Enrollments in grade levels marked as State Exclude
- · Enrollments in calendars marked as State Exclude
- Summer School enrollments

Students who have primary enrollments and attendance data in the selected calendar report. Courses marked as Attendance are included, but periods marked as non-instructional are not included.

For the Summary report, a record reports for each applicable enrollment; for the detail report, a record for each instructional, school, attendance date captured by the student's enrollment reports.



Report Editor

Field	Description
Report Type	Indicates which report generates - the Summary or the Detail.
File Format	The extract can be generated in either Comma Separated (CSV) or HTML.
Start Date	Indicates the first date used when calculating attendance. Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
End Date	Indicates the last date used when calculating attendance. Dates can be entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
Student Selection	 Select students to include on the report by choosing either a Grade level of enrollment for the students or an Ad hoc Filter. To include students in all grade levels, choose All Students in the Grade Level options. Selecting an existing ad hoc filter reports only those students or courses included in those filters, if they meet the reporting requirements of the report. These options only display when the Extract Type is set to Student.
Calendar Selection	At least one calendar needs to be selected in order to generate the extract. Multiple calendars can be chosen by using the CTRL and SHIFT keys. It is advised that not all calendars be chosen at once due to the amount of data that is returned in the extracts. Calendars can be selected by active year, by school or by year. This option only displays when the Extract Type is set to Student.
Report Generation	Use the Generate Extract button to immediately display the results of the selected extract type/period. For a larger data set, use the Submit to Batch button. This allows the selection of a specific time in which the extract generates (after school hours). See the Batch Queue article for more information.

Generate the Attendance Audit Report

- 1. Select the desired **Report Type**.
- 2. Select the desired File Format.
- 3. Enter the appropriate **Start Date** and **End Date**.
- 4. Select students to include by choosing Grade Levels or an Ad hoc Filter.
- 5. Select the appropriate **Calendars**.
- 6. Click the Generate Extract or Submit to Batch. The report generates in the selected format.

				-								
- 2	A	В	C	D	E	F	G	н	1	J	K	
1	personID	StateSchoolNumber	StudentEdFiNumber	FirstName	LastName	StateEnrol	ll EnrollmentStartDate	EnrollmentEndDate	InstructionalDayCount	ActualDaysAttendance	PossibleDaysAttendance	StudentSchedule
2	123456	6 491	1234567890	Anna	Student	Ρ	9/3/2019	9/30/2019	20	10	10	Partial schedule di
3	234567	491	2345678901	Benson	Student	Ρ	10/1/2019		45	22.5	22.5	Partial schedule d
- 4	345678	3 491	3456789012	Caroline	Student	P	9/3/2019		65	65	65	Full Schedule
5	456789	9 491	4567890123	Dennis	Student	Ρ	9/3/2019		65	61.5	65	Full Schedule
6	5678901	L 491	5678901234	Erika	Student	P	9/3/2019	9/13/2019	9	4.5	4.5	Partial schedule di
7												

Attendance Audit Report - Summary Type, CSV Format



	StudentEdFiNumber	/	LastName				The second se	-		ActualDaysAttendanceReported	n o anno a statut
234	123456789	Anna		09/03/2019		A	96	0	96	0.000	1.0
234	123456789	Anna	Student	09/04/2019	Р	В	376	376	0	1.000	1.0
234	123456789	Anna	Student	09/05/2019	Р	A ADV	108	108	0	1.000	1.0
234	123456789	Anna	Student	09/06/2019	Р	В	376	376	0	1.000	1.0
234	123456789	Anna	Student	09/09/2019	Р	A ADV	108	108	0	1.000	1.0
234	123456789	Anna	Student	09/10/2019	Р	В	376	0	376	0.000	1.0
234	123456789	Anna	Student	09/11/2019	Р	Α	96	96	0	1.000	1.0
234	123456789	Anna	Student	09/12/2019	Р	B ADV	373	0	373	0.000	1.0
0.0.4	100464780	la	Condinate and the second secon	000020000	n	a	loc	lac	6	1.000	ميا

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Attendance Audit Report - Detail Type, HTML Format

Report Layout

Summary Report Type

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Local Person ID	Reports the Campus- assigned identification number of the staff or student.	Numeric, 50 digits	Person.personID	Census > People > Identities > Person Information > PersonID
State School Number	Reports the State School Number.	Numeric, 4 digits	School.number	System Administration > Resources > School > State School Number
Student Ed Fi Number	Reports the student's Ed-Fi Number	Numeric, 10 digits	Person.edFild	Census > People > Demographics > Ed-Fi ID



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
First Name	Reports the student's or staff person's legal first name from the current identity record. • First name reports first from the Protected Identity Information fields. • If all legal name fields are blank, this reports from the First Name field. • Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character.	Alphanumeric, 50 characters	Identity.legalFirstName Identity.firstName	Census > People > Identities > Protected Identity Information > Legal First Name Census > People > Identities > Identity Information > First Name



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Last Name	 Reports the student's or staff person's legal last name from the current identity record. Last name reports first from the Protected Identity Information fields. If all legal name fields are blank, this reports from the Last Name field. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. 	Alphanumeric, 50 characters	Identity.legalLastName Identity.lastName	Census > People > Identities > Protected Identity Information > Legal Last Name Census > People > Identities > Identity Information > Last Name
Gender	Reports the student's Gender from the current Identity record.	Alphanumeric, 1 character	Identity.gender	Census > People > Identities > Identity Information > Gender
Grade	Reports the student's Grade level of enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade
State Enrollment Type	Reports the assigned State Enrollment Type.	Alphanumeric, 1 character	Enrollment.enrollment Type	Student Information > General > Enrollments > State Reporting Fields > Stat Enrollment Type
Enrollment Start Date	Indicates the student's first day of enrollment in the selected calendar.	Date field, 10 characters MM/DD/YYYY	Enrollment.startDate	Student Information > General > Enrollments > General Enrollment Information > Start Date



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Enrollment End Date	Indicates the student's last day of enrollment in the selected calendar.	Date field, 10 characters MM/DD/YYYY	Enrollment.endDate	Student Information > General > Enrollments > General Enrollment Information > End Date
Instructional Day Count	Reports the total number of Instructional Days, School Days and Attendance Days between the student's enrollment start date and enrollment end date.	Numeric, 3 digits	Data not stored	System Administration > Calendar > Calendar > Days > Day Detail > Instruction/School/Attendanc
Actual Days Attendance	Reports the student's total count of days of attendance from all enrollments in the school that have the same start date. This value reports when the State Enrollment Type is Primary; if not Primary, this field reports blank. This field is calculated based on the Start Date and End Date populated in the Extract Editor. Total of all actual days of attendance is calculated from the beginning of the enrollment to the current date. The count reports first from the Attendance Override field on the Enrollmentrs. When the Attendance Override field is not populated on all reporting enrollments, the	Numeric, 5 digits	Data not stored	Student Information > General > Enrollment > Attendance Override System Administration > Calendar > Calendar > Gradu Level > Standard Day System Administration > Calendar > Calendar > Days System Administration > Calendar > Calendar > Periods Student Information > General > Schedule Student Information > General > Attendance



Data Element	following calculation is used: • The Standard	Type, Format and Length	Campus Database	Campus Interface
	Day minutes	-		
	entered on the			
	Grade Level are			
	used. If the			
	student'			
	enrollment			
	determining the			
	record has a			
	grade level			
	where the			
	Standard Day is			
	0.5, the student			
	is considered			
	Partially Schodulod and			
	Scheduled and the Partially			
	Scheduled			
	Students			
	calculation			
	should be used			
	to determine			
	their			
	Attendance. If			
	the Grade Level			
	does NOT have			
	Standard Day of			
	0.5, determine			
	which			
	calculation to			
	use based on			
	the student's			
	Percent			
	Enrolled.			
	 Percent Enrolled entered on the 			
	Enrollment is			
	used to			
	determine the			
	calculation. If a			
	student's			
	enrollment			
	determining the			
	record has			
	Percent Enrolled			
	of 51 -100, or			
	the field is not			
	populated, the			
	student is			
	considered a			
	Full Schedule			
	student. If a			
	student's			
	enrollment			
	determining the			



Data Element	record has Description Percent Enrolled of 50 or less the student is	Type, Format and Length	Campus Database	Campus Interface
	considered a Partially Scheduled student.			
	Full Schedule Students			
	Calculation			
	For each			
	instructional, attendance, school			
	date where the			
	student has a			
	schedule, the			
	student's attendance is determined as follows:			
	 If the student has no 			
	attendance			
	marks, a value			
	of 1 is added to			
	actual days of			
	attendance for that date.			
	 If the student 			
	has attendance			
	marks of Absent			
	Excused or			
	Absent			
	Unexcused,			
	calculate the total number of			
	scheduled			
	minutes for the			
	student and the			
	total minutes			
	present for the			
	student on that			
	day. ∘ If the			
	student's			
	present			
	minutes			
	are 66% or			
	more of			
	the calculated			
	minutes			
	scheduled,			
	a value of			
	1 is added			
	to the			



Data	Description	Туре,	Campus Database	Campus Interface
Element	01	Format and		
	attendance for that	Length		
	date.			
	◦ If the			
	student's			
	present			
	minutes			
	are 33% or			
	more but			
	less than			
	66% time			
	present, a			
	half day			
	value (0.5)			
	is added to			
	the actual			
	days of			
	attendance			
	for that			
	date.			
	∘ If the			
	student's			
	present minutes			
	are less			
	than 33%			
	time			
	present, no			
	additional			
	values are			
	added to			
	the actual			
	days of			
	attendance			
	for that			
	date.			
	• Calendar			
	Day Events			
	that are			
	99: Health			
	Emergency are ignored			
	in the			
	calculation.			
	Partially Schoolwlood			
	Scheduled			
	Students calculation			
	For each			
	instructional,			
	attendance, school			
	date where the			
	student has a			



Element	schedule, the Description student's attendance is determined as follows:	Type, Format and Length	Campus Database	Campus Interface
	 If the student has no attendance marks, a value of 0.5 is added to the actual days of attendance for that date. If the student has attendance marks of Absent Unexcused or Absent Excused or Absent Unexcused but is present 1 or more minutes, a value of 0.5 is added to the actual days of attendance for that date. If the student has attendance for the entire day with 0 minutes present, no additional values are added to the actual days of attendance for that date. Calendar Day Events that are 99: Health Emergency are ignored in the calculation. 			
Possible Days	date range provided. Reports the student's total count of	Numeric, 6 digits	Data not stored	Student Information > General > Enrollment >



	attendance from all			Student Information
Data	attendance from all Description enrollments in the	Туре,	Campus Database	Student Information > Campus Interface > General > Schedule
Element	school that have the	Format and		General > Schedule
	same start date. This	Length		System Administration >
	value reports when			Calendar > Calendar > Grad
	the State Enrollment			Level > Standard Day
	Type is Primary; if			,
	not Primary, this field			System Administration >
	reports blank.			Calendar > Calendar > Days
	This field is			System Administration >
	calculated based on			Calendar > Calendar >
	the Start Date and			Periods
	End Date populated			
	in the Extract Editor.			
	Total of passible			
	Total of possible days of attendance is			
	calculated from the			
	beginning of the			
	enrollment to the			
	current date.			
	The count reports			
	first from the			
	Membership			
	Override field on the			
	Enrollment record if			
	that field is			
	populated on any of the enrollments.			
	the enrollments.			
	When the			
	Membership			
	Override field is not			
	populated on all			
	reporting			
	enrollments, the			
	following calculation			
	is used:			
	The Standard			
	Day minutes entered on the			
	Grade Level are			
	used. If the			
	student'			
	enrollment			
	determining the			
	record has a			
	grade level			
	where the			
	Standard Day is			
	0.5, the student			
	is considered			
	Partially Schodulod and			
	Scheduled and the Partially			
	ule ratually			



Scheduled Description Students calculation	Format and Length	Campus Interface
should be used		
to determine		
their Attendance. If		
the Grade Level		
does NOT have		
Standard Day of		
0.5, determine		
which		
calculation to		
use based on		
the student's		
Percent		
Enrolled.		
Percent Enrolled		
entered on the		
Enrollment is		
used to		
determine the		
calculation. If a		
student's		
enrollment		
determining the		
record has		
Percent Enrolled		
of 51 -100, or		
the field is not		
populated, the		
student is considered a		
Full Schedule		
student. If a		
student's		
enrollment		
determining the		
record has		
Percent Enrolled		
of 50 or less the		
student is		
considered a		
Partially		
Scheduled		
student.		
Full Schedule		
Students		
Calculation		
For each enrollment		
included in the		
record calculation		
from the enrollment		
start date to the		
current date, the		
unique days of		



Data	enrollment in each Description calendar for the days	Туре,	Campus Database	Campus Interface
Element		Format and	campus butubuse	
	marked Instruction,	Length		
	School, and			
	Attendance is counted.			
	 If the student is 			
	not scheduled			
	on that date, no			
	possible days of			
	attendance are			
	counted for that			
	date.			
	 If the student is 			
	scheduled into			
	attendance			
	taking courses,			
	a value of 1 is			
	added to the			
	possible days of attendance.			
	Calendar Day			
	Events that are			
	99: Health			
	Emergency are			
	ignored in the			
	calculation.			
	Partially			
	Scheduled			
	Students			
	calculation			
	For each enrollment			
	included in the			
	record calculation			
	from the enrollment			
	start date to the current date, the			
	unique days of			
	enrollment in each			
	calendar for the days			
	marked Instruction,			
	School, and			
	Attendance are			
	counted.			
	If the student is			
	not scheduled			
	on that date, no			
	possible days of			
	attendance are counted for that			
	date.			
	 If the student is 			
	scheduled into			
	attendance			



Data Element	taking courses, Description a value of 0.5 is added to the possible days of	Type, Format and Length	Campus Database	Campus Interface
	attendance. • Calendar Day Events that are 99: Health Emergency are ignored in the calculation. Report the total of all possible days of attendance for the			
Attendance Percentage	date range provided. Reports the percentage of Actual Days Attendance divided by the Possible Days of Attendance.	Numeric, 4 digits XX.XX	Data not stored	Student Information > General > Enrollment > Membership Override Student Information > General > Schedule System Administration > Calendar > Calendar > Gradu Level > Standard Day System Administration > Calendar > Calendar > Days System Administration > Calendar > Calendar > Pays



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Student Schedule	 Reports whether the student is a Partial Schedule or a Full Schedule. When the student has a Percent Enrolled value that is under 50, a value of <i>Partial Schedule due to Enrollment Percent</i> reports. When the student is enrolled in a grade level where the Standard Day is 0.5, a value of <i>Partial Schedule due to Grade Level</i> reports. Otherwise, a value of <i>Full Schedule</i> reports. 	Alphanumeric, 50 characters	Data not stored	Student Information > General > Enrollment > Percent Enrolled System Administrator > Calendar > Calendar > Grades > Standard Day

Detail Report Type

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
State School Number	Reports the State School Number.	Numeric, 4 digits	School.number	System Administration > Resources > School > State School Number
Student Ed Fi Number	Reports the student's Ed-Fi Number	Numeric, 10 digits	Person.edFild	Census > People > Demographics > Ed-Fi ID



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
First Name	 Reports the student's or staff person's legal first name from the current identity record. First name reports first from the Protected Identity Information fields. If all legal name fields are blank, this reports from the First Name field. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special character is removed with the equivalent non-accented character. 	Alphanumeric, 50 characters	Identity.legalFirstName Identity.firstName	Census > People > Identities > Protected Identity Information > Legal First Name Census > People > Identities > Identity Information > First Name
Last Name	 Reports the student's or staff person's legal last name from the current identity record. Last name reports first from the Protected Identity Information fields. If all legal name fields are blank, this reports from the Last Name field. Only allowable characters report (A-Z, hyphens, apostrophes, periods, spaces). If special characters are used, the accented character is removed with the equivalent non-accented character. 	Alphanumeric, 50 characters	Identity.legalLastName Identity.lastName	Census > People > Identities > Protected Identity Information > Legal Last Name Census > People > Identities > Identity Information > Last Name



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Gender	Reports the student's Legal Gender from the current Identity record. If the Legal Gender field is blank, reports from the Gender field on the current Identity record.	Alphabetic, 1 character	Identity.legalGender Identity.gender	Census > People > Identities > Protected Identity Information > Legal Gender Census > People > Identities > Identity Information > Gender
Grade	Reports the student's Grade level of enrollment.	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollments > General Enrollment Information > Grade
Date	Reports the date for each unique Instructional, School, Attendance date between the Enrollment Start Date and Enrollment End Date for each student.	Date field, 10 characters MM/DD/YYYY	Cal.date	Student Information > General > Enrollments > General Enrollment Information > Start Date, End Date System Administration > Calendar > Calendar > Days > Instructional, School, Attendance
Enrollment Service Type	Reports the Service Type of the student's enrollment - P, N or S.	Alphabetic, 1 character	Enrollment.enrollment Type	Student Information > General > Enrollment > General Enrollment Information > Service Type



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Period Schedule	Reports the name of the Period Schedule assigned to the Calendar Day.	Alphanumeric, 15 characters	PeriodSchedule.name	System Administration > Calendar > Calendar > Day > Period Schedule
Instructional Minutes	Reports the total instructional minutes for the Calendar Day.	Numeric, 3 digits	Calendar.studentDay DayEvent.instructional Minutes	System Administration > Calendar > Calendar > Instructional Minutes System Administration > Calendar > Calendar > Days
Attendance Minutes	For the reported day, the total number of Minutes Present for the student reports. If there is no attendance recorded, the full period is added to the attendance minutes for that day.	Numeric, 3 digits	Data not stored	System Administration > Calendar > Day System Administration > Calendar > Calendar > Period Schedule Student Information > General > Attendance



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Absence Minutes	For the day reported, report the total number of Minutes with an absence code of A (Absent) and a status of Excused for the Student. Subtract any Minutes Present for the period marked Absent	Numeric, 3 digits	Data not stored	System Administration > Calendar > Calendar > Day System Administration > Calendar > Calendar > Period Schedule Student Information > General > Attendance
Actual days Attendance Reported	Reports an aggregate from all enrollments in the school that have the same start date. This value reports when the State Enrollment Type is Primary; if not Primary, this field reports blank. This field is calculated based on the Start Date and End Date populated in the Extract Editor. The count reports first from the Membership Override field on the Enrollment record if that field is populated on any of the enrollments. When the Membership Override field is not populated on all reporting enrollments, the following calculation is used: • The Standard Day minutes entered on the Grade Level are used. If the student' enrollment determining the record has a grade level where the Standard Day is 0.5, the student is considered Partially Scheduled and the Partially Scheduled Students calculation should be used to	Numeric, 4 digits	Data not stored	System Administration > Calendar > Day System Administration > Calendar > Calendar > Period Schedule Student Information > General > Attendance



Data Element	determine their Description Attendance. If the Grade Level does NOT have	Type, Format and Length	Campus Database	Campus Interface
	Standard Day of 0.5, determine which calculation to use based on the student's Percent Enrolled. Percent Enrolled entered on the Enrollment is used to determine the calculation. If a student's enrollment determining the record has Percent Enrolled of 51 -100, or the field is not populated, the student is considered a Full Schedule student. If a student's enrollment determining the record has Percent Enrolled of 50 or less the student is considered a Partially Scheduled student.			
	 Full Schedule Students Calculation For each enrollment included in the record calculation from the start date to the end date in the extract editor, the unique days of enrollment in each calendar for the days marked Instruction, School, and Attendance is counted. If the student is not scheduled on that date, no possible days of attendance are counted for that date. If the student is scheduled into attendance taking courses, a value of 1 is added to the possible days of attendance. Calendar Day Events that are 99: Health Emergency are ignored in the calculation. 			
	Partially Scheduled Students calculation For each enrollment included in the record calculation from the start date to the end date in the extract editor, the			



Data Element	unique days of enrollment in Description each calendar for the days marked Instruction, School, and Attendance are counted.	Type, Format and Length	Campus Database	Campus Interface
	 If the student is not scheduled on that date, no possible days of attendance are counted for that date. If the student is scheduled into attendance taking courses, a value of 0.5 is added to the possible days of attendance. Calendar Day Events that are 99: Health Emergency are ignored in the calculation. 			
Possible Days Attendance Reported	 For each enrollment included in the record calculation from the start date to the end date in the extract editor: If the student has an active enrollment determine their schedule and a Percent Enrolled value that is under 50 is entered on the student's enrollment record, a value of 0.5 reports. If the student is enrolled in a grade level where the Standard Day is .5, a value of 0.5 reports. Otherwise, a value of 1 reports. 	Numeric, 3 digits 0.00	Data not stored	System Administration > Calendar > Calendar > Day System Administration > Calendar > Calendar > Period Schedule Student Information > General > Schedule



Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Attendance Percentage	Reports the percentage of the Actual Days Attendance Reported value divided by the Possible Days of Attendance Reported value.	Numeric,4 digits XX.XX	Data not stored	Student Information > General > Enrollment > Membership Override Student Information > General > Schedule System Administration > Calendar > Grade Level > Standard Day System Administration > Calendar > Calendar > Days System Administration > Calendar > Days System Administration > Calendar > Days