Habitually Truant (Wisconsin)

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The SPR Habitually Truant type reports students in grades K through 12 who are absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester. This information is submitted to the state and distributed for parents and other stakeholders to analyze via an online report card.

All district files need to be submitted to DPI by June 30 and can be submitted throughout the year.

Habitually Truant Extract Editor

Report Logic

The Habitually Truant Extract reports the number of habitual truants (unduplicated total number of different students who meet the definition) by grade level (K-12) and then by race/ethnicity/gender category. Each student is counted once in each category, regardless of the number of times the student is declared habitually truant.

Students report only for the most recent grade in a given school, including the chosen School Override. Truancy is determined by all valid enrollments in that district.

Student Age

Students are reported when they are under 18 years of age. If a student is age 18 on a report date, the student reports when:

- The student turns 18 during Semester 2 and is habitually truant during Semester 2.
- The student turns 18 during Semester 1 and is habitually truant during Semester 1.
- The student turns 18 during the summer prior to Semester 1 (after the last instructional day of the previous school year, but before the first instructional day of the current school year) and is habitually truant during Semester 1. If the student is not enrolled in the previous school year, the prior year's calendar for the current school is used.

If a student is age 18 on the report date, they are not counted when:

- The student turns 18 during Semester 1 and is habitually truant during Semester 2.
- The student meets none of the criteria in the bulleted section above.

Semesters are defined by the value entered in the Second Term Date field on the extract editor.

State Exclude

Students who meet the above criteria do not report when:

- The enrollment record is marked as state exclude or as No Show.
- The grade level of enrollment is marked as State Exclude.
- The calendar is marked as State Exclude.

Report Editor

The following table defines the available options on the report editor.

Data Element	Description
Extract Type	Indicates which SPR Extract is being generated. For this instance, choose the **Habitually Truant** option.
Second Semester Start Date	Entered date determines the start date of the second semester. Dates can be entered in *mmddyy* format or can be chosen by using the calendar icon.
Unexcused Minutes for Truancy	Indicates the number of minutes a student is considered truant.
Format	Determines how the report is generated. Options are: - State Format (CSV) (see Image 2) - HTML (see Image 3) - Detail Format (CSV) - Detail Format (PDF)

Data Element	Description
Calendar	Indicates which school and year is being reported. Calendars can be selected by active year, school name or by year.
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.
Report Generation	Use the **Generate Extract** option to immediately produce the report. Or, use the **Submit to Batch** option to choose when the report should generate. This option is helpful when the amount of data being returned is large and could tax the server. Choosing a time after normal school hours may be best. See the Batch Queue article for more information.

Generate the School Performance Reports

1. Select the **Habitually Truant** option from the **Extract Type** dropdown list.
2. Enter the **Second Semester Start Date**.
3. Enter the **Unexcused Minutes for Truancy** value.
4. Select the **Format** in which to generate the report.
5. Select the **Calendars** to include in the report.
6. Select the students to include in the report by choosing either a **Grade** level or an **Ad hoc Filter.**
7. Click the **Generate Extract** button to display the report immediately, or use the **Submit to Batch** button to determine when the report should generate. The report displays in the selected format.

Sample images of each format type are included in the Report Layout sections.

HTML and State Format Report Layout

The HTML and State Formats meet the reporting needs as defined by DPI. The State Format is the only format that should be submitted to the state, and does not include any column headers.

For the CSV format, students appear once for each absent day.

Habitually Truant - State Format (CSV)

School Performance Report - Habitually Truant Records:25

schoolNumber	raceGender	grade	students
0120	HF	09	6
0120	HF	10	5
0120	HF	12	8
0120	HM	09	6
0120	HM	10	8
0120	HM	12	7
0120	IF	09	3
0120	IF	10	1
0120	IM	10	1
0120	AF	09	2
0120	AF	10	1

Habitually Truant - HTML Format

Data Element	Description	Location

Data Element	Description	Location
School Number	District-assigned school number for the calendar selected in the extract editor where the student qualified as habitually truant. If the School Override field is populated on the student's enrollment record, that school number displays on the report. *Numeric, 4 digits*	System Administration > Resources > School > Number School.number --- Student Information > General > Enrollments > State Reporting Fields > School Override
Race Ethnicity/ Gender	Indicates the reported students as being Pacific Islander, Asian, Black, White or Hispanic and notes if the student was male or female. Values report as follows: • IM - American Indian or Alaskan Native Male • IF - American Indian or Alaskan Native Female • AM - Asian Male • AF - Asian Female • BM - Black Male • BF - Black Female • WM - White Male • WF - White Female • PM - Hawaiian/Pacific Islander Male • PF - Hawaiian/Pacific Islander Female • HM - Hispanic Male • HF - Hispanic Female • TM - Two or more races Male • TF - Two or more races Female *(R/E) Alphanumeric, 2 characters* *(G) Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Race/Ethnicity Identity.raceEthnicity --- Census > People > Demographics > Gender Identity.gender
Grade	Reports the most recent (based on the Start Date of the enrollment record) grade level of enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade GradeLevel.stateGrade

Data Element	Description	Location
Count	Total count of students in that race/Ethnicity/Gender group who are considered habitually truant. *Numeric, 3 digits*	Calculated value, data not stored

Detail CSV Format Report Layout

This detail format is for data analysis and troubleshooting; it is NOT submitted to the state. Reported students are those who are included in Count column of the State and HTML and Formats described above. Data is sorted in the following order:

1. Last Name
2. First Name
3. School Number
4. Absent Date

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School #	School Name	Last Name	First Name	Middle Name	Student #	Person ID	Race Code	Gender	Birth Date	Grade	School Override	Absent Date	TruancySemester
2	180	East High School	Student	Austin	Joseph	1234567890	12345	H	M	4/10/1998	11		9/10/2014	1
3	180	East High School	Student	Austin	Joseph	2345678901	23456	H	M	4/10/1998	11		10/21/2014	1
4	180	East High School	Student	Austin	Joseph	3456789012	34567	H	M	4/10/1998	11		10/27/2014	1
5	180	East High School	Student	Austin	Joseph	4567890123	45678	H	M	4/10/1998	11		11/14/2014	1
6	180	East High School	Student	Austin	Joseph	5678901234	56789	H	M	4/10/1998	11		11/26/2014	1
7	180	East High School	Student	Mariela	Lucero	6789012345	67890	H	F	11/28/1999	9		10/21/2014	1
8	180	East High School	Student	Mariela	Lucero	7890123456	78901	H	F	11/28/1999	9		11/10/2014	1

Habitually Truant - Detail CSV Format

Data Element	Description	Location
School Number	District-assigned school number for the school where the absence occurred. If the School Override field is populated on the student's enrollment record, that school number displays on the report. *Numeric, 4 digits*	System Administration > Resources > School > Number School.number Student Information > General > Enrollments > State Reporting Fields > School Override
School Name	Displays the name of the school. If the School Override number does not correspond to a number in the district, a blank value reports for the school name. *Alphanumeric, 40 characters*	System Administration > Resources > School > Name School.name

Data Element	Description	Location
Last Name	Reports the student's last name. *Alphanumeric, 40 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	Reports the student's first name. *Alphanumeric, 35 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Name	Reports the student's middle name. *Alphanumeric, 30 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName
Student Number	Displays the assigned state ID for the student. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
Person ID	Displays the Campus assigned person ID for the student. *Numeric, 10 digits*	Census > People > Demographics > Person Information > Person ID Identity.personID
Race Code	Reports the student's race/ethnicity code as follows: • I = American Indian or Alaskan Native • A = Asian • B = Black • W = White • H = Hispanic • T = Two or More Races *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity
Gender	Reports the student's gender as either M(ale) or F(emale). *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Gender Identity.gender

Data Element	Description	Location
Birth Date	Reports the student's birth date. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Date of Birth Identity.birthDate
Grade	Reports the student's most recent grade level of enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade
School Override	Reports the School Override Number, if populated. If it is not populated, a blank value reports. *Numeric, 4 digits*	Student Information > General > Enrollments > State Reporting Fields > School Override Enrollment.schoolOverride
Absent Date	Reports the date the student was marked absent. This requires the Status of the attendance entry to be Absent and the Excuse to be Unexcused. *Date field, 10 characters (MM/DD/YYYY)*	Student Information > General > Attendance Absent.date
Truancy Semester	Indicates if the Absent Date falls before or after the value entered in the **Second Semester Start Date** field. • Reports a value of 1 for absent dates before the date entered in the editor. • Reports a value of 2 for absent dates after the date entered in the editor. *Numeric, 1 digits*	Calculated value

Detail PDF Format Report Layout

This detail format is for data analysis and troubleshooting; it is NOT submitted to the state. Reported students are those who are included in Count column of the State and HTML and Formats described above. Data is sorted by the student's last name. The name of the school associated with the student's unexcused absence reports.

Students who have an active school override are marked with an asterisk next to their name.

Habitually Truant - Detail PDF Format

Data Element	Description	Location
Student Name	Reports the student's Last Name, First Name and Middle Initial *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
Student Number	Displays the assigned state ID for the student. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
Person ID	Displays the Campus assigned person ID for the student. *Numeric, 10 digits*	Census > People > Demographics > Person Information > Person ID Identity.personID

Data Element	Description	Location
Grade	Reports the student's most recent grade level of enrollment. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade
Race Code	Reports the student's race/ethnicity code as follows: • I = American Indian or Alaskan Native • A = Asian • B - Black • W = White • H = Hispanic • T = Two or More Races *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity
Gender	Reports the student's gender as either M(ale) or F(emale). *Alphanumeric, 1 character*	Census > People > Demographics > Person Information > Gender Identity.gender
Birth Date	Reports the student's birth date. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Date of Birth Identity.birthDate
Absent Date	Reports the date the student was marked absent. This requires the Status of the attendance entry to be Absent and the Excuse to be Unexcused. *Date field, 10 characters (MM/DD/YYYY)*	Student Information > General > Attendance Attendanc.date

Data Element	Description	Location
Truancy Semester	Indicates if the Absent Date falls before or after the value entered in the **Second Semester Start Date** field. • Reports a value of 1 for absent dates before the date entered in the editor. • Reports a value of 2 for absent dates after the date entered in the editor. *Numeric, 1 digits*	Calculated value