Attendance Profile (Kentucky) [.2132 - 2215]

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> You are viewing a previous version of this article. See Attendance Profile (Kentucky) for the most current information.

[Attendance Profile Layout](#)

> This information is specific to Kentucky districts.

PATH: *Student Information > General > Attendance > Attendance Profile*

Search Term: *Attendance*

The Student Attendance Profile has been modified to fit Kentucky standards and includes detailed attendance information, including check in and check out times, summaries of in-district and out-of-district transferred attendance, and enrollment information. The Profile is used by Kentucky districts as both a reference for school staff and as a legal document to be presented in truancy-related court proceedings.
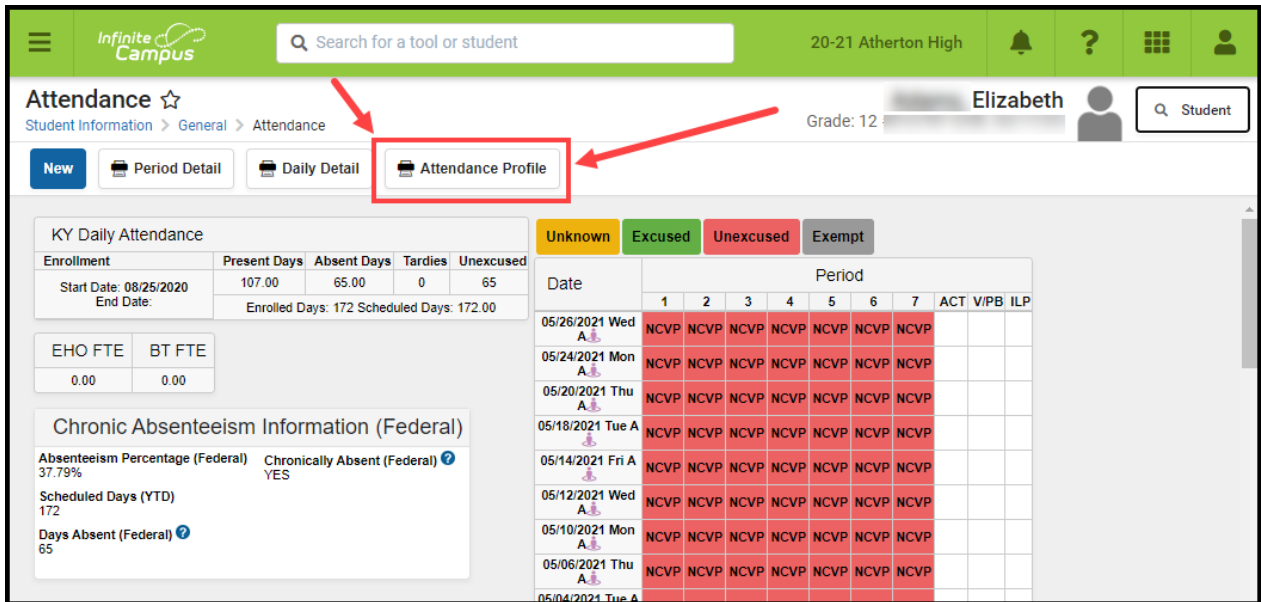

Image 1: Student Attendance Tab

To generate this report, select **Attendance Profile** from a student's Attendance tab. The report will generate in PDF format.

Image 2: Kentucky Attendance Profile

Attendance Profile Layout

The following tables detail each section of the Attendance Profile.

Header, Student Information and Enrollments

Header			
Field Name	**Description**	**Format**	**Campus Location**
Year	Current school year, as indicated on the Campus toolbar.	e.g. 2009-2010	Campus toolbar
Student Name	Student's full name. Reports in First Name, Middle Name, Last Name format.	Alphanumeric	Census > People > Demographics > First Name, Middle Name, Last Name

Header			
Student Address	The address of the student.	Alphanumeric	Census > People > Households > Address Fields
Phone Number	Phone number of the student.	(###)###-###	Census > People > Demographics > Personal Contact Info > Other Phone
ID#	The student's state ID number	Numeric	Census > People > Demographics > Person Identifiers > Student State ID
Grade	The grade level of the student's enrollment.	Alphanumeric	Student Information > General > Enrollments > Grade
Date of Birth	The student's birth date.	MM/DD/YYYY	Census > People > Demographics > Birth Date
Student Information			
Student Homeroom	The room number of the student's most recent homeroom section.	###	Scheduling > Courses > Section > Homeroom AND Student Information > General > Schedule
Homeroom Teacher	The student's homeroom teacher.	Alphanumeric	Scheduling > Courses > Section > Primary Teacher AND Student Information > General > Schedule
Student Guardian Name	The name of the guardian from the student's primary household. If more than one guardian exists, the name of the first guardian created within Campus will appear.	Alphanumeric	Census > People > Relationships > Guardian and Name

Header			
Student Race/Ethnicity	The description of the student's race/ethnicity corresponding to the following codes: 1. Hispanic/Latino 2. American Indian or Alaska Native 3. Asian 4. Black or African American 5. Native Hawaiian or Other Pacific Islander 6. White 7. 2 or more Races	Alphanumeric	Census > People > Demographics > Race/Ethnicity
Student Gender	The gender of the student.	M or F	Census > People > Demographics > Gender
Enrollments			
District Name	The name of the district in which the student is enrolled.	Alpha, 30 characters	System Administration > Resources > District Information > Name
School Name	The full name of the school in which the student is enrolled.	Alphanumeric	System Administration > Resources > School > Name
School #	The identification number of the school.	###	System Administration > Resources > School > Number
Schedule Structure	The name of the schedule structure tied to the student's enrollment. This is based on the student's enrollments. If the student has enrollments that are outside of the current district the structure name is NOT populated for those out of district enrollments ONLY.	Alpha (First 15 characters)	Student Information > General > Enrollments >
Type	The type of enrollment.	Alpha, 1 character	Student Information > General > Enrollments > Type
Start Date	The start date of the student's enrollment.	Date field, MM/DD/YYYY	Student Information > General > Enrollments > Start Date

Header			
End Date	The end date of the student's enrollment.	Date field, MM/DD/YYYY	Student Information > General > Enrollments > End Date

If the student has multiple enrollments, they will be listed starting with the most recent. Selected transfer enrollments will also appear on the Profile.

Accumulative Attendance Detail

The Accumulative Attendance Detail sections of the Attendance Profile reports totals for various types of attendance events. This section comes in two parts, one for all enrollments of that student in the district and one sorted by each school into which the student is enrolled.

Field Name	Description	Format
Accumulative Days Present	The total number of days present during the school year. If students are enrolled in multiple schedule structures for the same school only 1 Day Present can count per date.	###.##
Accumulative Days Absent	The total number of days absent during the school year. If students are enrolled in multiple schedule structures for the same school only 1 Whole Day absence can count per date.	###.##
Days Absent Excused	The total number of excused absences during the school year. If students are enrolled in multiple schedule structures for the same school only 1 Whole Day absence can count per date.	###.##
Days Absent Unexcused	The total number of unexcused absences during the school year. If students are enrolled in multiple schedule structures for the same school only 1 Whole Day absence can count per date.	###.##
Distinct Days Present	Total distinct present days. Count of distinct days present. If there are overlapping enrollments for the same date, and both enrollments have the day as a Present Day, it is only counted once.	NNN.NN
Distinct Days Absent	Total distinct absent days. Count of distinct absent days. If there are overlapping enrollments for the same date, and both enrollments have the day as an Absent Day, it is only counted once.	NNN.NN
Total Tardies	The whole number total of tardies during the school year.	###

Field Name	Description	Format
Total Tardies Excused	The whole number total of excused tardies during the school year.	###
Total Tardies Unexcused	The whole number total of unexcused tardies during the school year.	###
Absent Events	The whole number total of attendance events which were absences. If students are enrolled in multiple schedule structures for the same school only 1 absent event can count per date.	###
Absent Events Excused	The whole number total of attendance events which were excused absences. The last event code of the day determines if the absence is excused or unexcused. If students are enrolled in multiple schedule structures for the same school only 1 absent event can count per day.	###
Absent Event Unexcused	The whole number total of attendance events which were unexcused absences. The last event code of the day determines if the absence is excused or unexcused. If students are enrolled in multiple schedule structures for the same school only 1 absent event can count per day.	###
EHO	The total number of attendance events marked with the state code of EHO, which indicates an Educational Enhancement Opportunity (Limit 10 FTE days in a calendar, as enforced on the Attendance tab). If students are enrolled in multiple schedule structures for the same school only 1 Whole Day EHO absence can count per date.	##.##
BT	The total number of attendance events marked with the state code of BT, which indicates a Basic Training day (Limit 10 FTE days in a calendar, as enforced on the Attendance tab). If students are enrolled in multiple schedule structures for the same school only 1 Whole Day BT absence can count per date.	##.##
AFD	The total number of attendance events marked with the state code of AFD, which indicates an Armed Forces Day (Limit 2 FTE days in a calendar, as enforced on the Attendance tab). If students are enrolled in multiple schedule structures for the same school only 1 Whole Day AFD absence can count per date.	#.##

Field Name	Description	Format
AFR	The total number of attendance events marked with the state code of AFR, which indicates an Armed Forces Recuperation day (Limit 10 FTE days in a calendar, as enforced on the Attendance tab). If students are enrolled in multiple schedule structures for the same school only 1 Whole Day AFR absence can count per date.	##.##
ATA	The total number of attendance events marked with the state code of ATA, which indicates an Athletic Tournament Attendance day (Limit 2 FTE days in a calendar, as enforced on the Attendance tab). If students are enrolled in multiple schedule structures for the same school only 1 Whole Day ATA absence can count per date.	#.##

Student Attendance Profile Detail

This section of the Kentucky Attendance Profile provides details for each individual attendance event.

Field Name	Description	Format
School #	The location number of the school assigned by the state. Pulls school number assigned in Resources > Schools.	XXX
Term	The term number of the term in which the attendance event took place. If multiple term schedules exist: • Report once for Primary Term only • Duplicate reporting of attendance event for each term if a Primary Term has not been selected.	#
Date	The date on which the attendance event took place.	MM/DD/YYYY
Day	Abbreviation of the day of the week on which the attendance event took place.	e.g. Mon, Thur
Action Code	The status of the attendance event, such as absent, tardy, etc.	Alphanumeric
Check Out	The time at which the student checked out	HH:MM AM/PM
Check In	The time at which the student checked back in.	HH:MM AM/PM

Field Name	Description	Format
% FTE Absent	The amount of time of the attendance event expressed as a percentage of a full day.	###
WDHD Day Absent	The amount of time of the attendance event in whole days/half days expressed as a percentage (100, 50 or 0).	###
Status	The status of the attendance event as (E)excused, (U)unexcused or (X)exempt.	E, U or X
Attendance Code	The locally-defined attendance code.	Alphanumeric