AZ Ed-Fi Suite v7.1, Data Standard v5.0: Student School Attendance Events (SY 24-25)

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Summary

This event entity represents the recording of whether a student is in attendance on a daily basis at their school.

Object Triggering Logic

Required Resources (Upstream)

The following resources must be sent prior to this resource:

- Schools (Pre-populated)
- Sessions
- Students

Dependent Resources (Downstream)

The following resources are dependent on this resource (must be sent after this resource):

- N/A

Error Log

The following are potential Tier 1 (Ed-Fi API generated) or custom (Campus generated) errors you may receive when posting, updating, or deleting this resource. Please keep in mind that the "Error Message" below may not match your exact error message.

Error Message	Possible Causes / How to Fix

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Arizona Online Instruction (AOI) Positive Attendance
Object Triggering Logic

Action	Business Rule(s)

Post	Reports a record when the student has an Enrollment Local Service Type of *T: AOI* **AND** Calendar Attendance Type **or** Enrollment Attendance Type is *017: Positive* **AND** Attendance is entered in the Positive Attendance module.
	
	• Do not report a record if the any of the following exclusions are present:
	  ○ Student has 0 instructional minutes for the day
	  ○ Enrollment State Exclude
	  ○ Enrollment No Show
	  ○ Enrollment Grade Exclude from State Reporting
	  ○ Course does not have Positive Attendance checked.
	  ○ Calendar Exclude
	  ○ School Exclude
	• Reports attendance for each school the student has a Student School Association record for.
	• The Attendance date must fall on or between enrollment start and end dates to report.
	• A record will send for each distinct Date and Attendance State Code.
	• Positive Attendance must be turned on for this type of Attendance to be recorded and reported. This can be turned on in Positive Attendance Preferences.
	• Students reporting a Positive Attendance record should **NOT** be reporting a Negative Attendance record. You can only report one or the other even though the logic is set-up to accommodate both. This will cause errors when validating your data with the state if both are sent.
	  ○ Same for AOI and Non-AOI Attendance; Only one type should be sent for a given student.
	• If a student is reporting AOI Positive Attendance, all other attendance types will be ignored and **NOT** reported.
	• Positive Attendance will use the Duration calculated from the Time In / Time Out data entered into the SIS, even when this Duration exceeds the Course time. Ensure accurate data is being entered.

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Delete /Post
 	
Put
	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.
	
	• When any of the following information on a student's Positive Attendance changes:
	
	    ○ Time In
	    ○ Time Out
	    ○ Duration
	    ○ Course
	• When any of the following information on the Enrollment changes:
	
	    ○ Start Date
	    ○ End Date
	    ○ State Exclude
	    ○ No Show

Delete	• When an enrollment is deleted. • When the positive attendance data is removed for the day. • When the student is now excluded in some way.

Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

• The Mandatory / Conditional / Optional column indicates what the state requires for each data element.

Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)

1	**attendanceEventCategoryDescriptor** (*string*)	*A code describing the attendance event, for example: Present Unexcused absence Excused absence Tardy.* • Reports **3** (In Attendance).	M	N/A	N/A	❌
2	**eventDate** (*date*)	*Date for this attendance event.* Reports the **Date** being reported.	M	Attendance	Attendance . date	✅
3	**schoolReference** (*reference*)	*A reference to the Schools resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Schools resource. • educationOrganizationId = **Ed-Fi School ID**	M	School Information	School .entityID	✅
4	**sessionReference** (*reference*)	*A reference to the Sessions resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Sessions resource.	M	N/A	N/A	✅

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5	**studentReference** (*reference*)	A reference to the Students resource associated with the Student School Attendance Events being reported. Reports the fields that are part of the Natural Key for the Students resource.	M	N/A	N/A	✅
6	instructionalMinutes (*number*)	*The amount of time, in minutes, that the student received instruction during the reported attendance period and the 'In Attendance' code is used* Reports the sum of all Positive Attendance minutes entered for the student for the day reporting.	M	Positive Attendance	AttendanceUnit.startTime AttendanceUnit.endTime	EXT
7	arrivalTime	This is optional, does not report.	O	N/A	N/A	N/A
8	attendanceEventReason	This is optional, does not report.	O	N/A	N/A	N/A
9	departureTime	This is optional, does not report.	O	N/A	N/A	N/A
10	educationalEnvironmentDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
11	eventDuration	This is optional, does not report.	O	N/A	N/A	N/A
12	learningModalities	This is optional, does not report.	O	N/A	N/A	N/A
13	schoolAttendanceDuration	This is optional, does not report.	O	N/A	N/A	N/A

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Non-AOI Positive Attendance
Object Triggering Logic

Action	Business Rule(s)

Post	Reports a record when the student has an Enrollment Local Service Type of something **OTHER THAN** *T: AOI* **AND** Calendar Attendance Type **or** Enrollment Attendance Type is *017: Positive* **AND** Attendance is entered in the Positive Attendance module.
	
	• Do not report a record if the any of the following exclusions are present:
	  ◦ Student has 0 instructional minutes for the day
	  ◦ Enrollment State Exclude
	  ◦ Enrollment No Show
	  ◦ Enrollment Grade Exclude from State Reporting
	  ◦ Course does not have Positive Attendance checked.
	  ◦ Calendar Exclude
	  ◦ School Exclude
	• Reports attendance for each school the student has a Student School Association record for.
	• The Attendance date must fall on or between enrollment start and end dates to report.
	• A record will send for each distinct Date and Attendance State Code.
	• Positive Attendance must be turned on for this type of Attendance to be recorded and reported. This can be turned on in Positive Attendance Preferences.
	• Students reporting a Positive Attendance record should **NOT** be reporting a Negative Attendance record. You can only report one or the other even though the logic is set-up to accommodate both. This will cause errors when validating your data with the state if both are sent.
	  ◦ Same for AOI vs. Non-AOI Attendance; Only one type should be sent for a given student.
	• If a student is reporting Non-AOI Positive Attendance, all other attendance types will be ignored and **NOT** reported.
	• Positive Attendance will use the Duration calculated from the Time In / Time Out data entered into the SIS, even when this Duration exceeds the Course time. Ensure accurate data is being entered.

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Delete /Post
 	
Put
	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.
	
	• When any of the following information on a student's Positive Attendance changes:
	
	    ○ Time In
	    ○ Time Out
	    ○ Duration
	    ○ Course
	
	• When any of the following information on the Enrollment changes:
	
	    ○ Start Date
	    ○ End Date
	    ○ State Exclude
	    ○ No Show

Delete	• When an enrollment is deleted. • When the positive attendance data is removed for the day. • When the student is now excluded in some way.

Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

• The Mandatory / Conditional / Optional column indicates what the state requires for each data element.

Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)

1	**attendanceEventCategoryDescriptor** (*string*)	*A code describing the attendance event, for example: Present Unexcused absence Excused absence Tardy.* • Reports **3** (In Attendance).	M	N/A	N/A	❌
2	**eventDate** (*date*)	*Date for this attendance event.* Reports the **Date** being reported.	M	Attendance	Attendance . date	✅
3	**schoolReference** (*reference*)	*A reference to the Schools resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Schools resource. • educationOrganizationId = **Ed-Fi School ID**	M	School Information	School .entityID	✅
4	**sessionReference** (*reference*)	*A reference to the Sessions resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Sessions resource.	M	N/A	N/A	✅

5	**studentReference** (*reference*)	*A reference to the Students resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Students resource.	M	N/A	N/A	✅
6	instructionalMinutes (*number*)	*The amount of time, in minutes, that the student received instruction during the reported attendance period and the 'In Attendance' code is used* Reports the sum of all Positive Attendance minutes entered for the student for the day reporting.	M	Positive Attendance	AttendanceUnit .startTime AttendanceUnit .endTime	EXT
7	arrivalTime	This is optional, does not report.	O	N/A	N/A	N/A
8	attendanceEventReason	This is optional, does not report.	O	N/A	N/A	N/A
9	departureTime	This is optional, does not report.	O	N/A	N/A	N/A
10	educationalEnvironmentDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
11	eventDuration	This is optional, does not report.	O	N/A	N/A	N/A
12	learningModalities	This is optional, does not report.	O	N/A	N/A	N/A
13	schoolAttendanceDuration	This is optional, does not report.	O	N/A	N/A	N/A

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Learning Modality Attendance (Virtual or Hybrid Learners - Blended Learning Groups)
Object Triggering Logic

Action	Business Rule(s)
Post	Reports a record when the student is assigned to a Blended Learning Group that is added to the day **OR** Reports a record when the student is reporting a day that has the *Virtual Override* Day Event code attached to it **OR** Reports a record when the student is given Attendance data where the Local Attendance Code is mapped to a State Code of *DLA: Distance Learning Absent* or *DLP: Distance Learning Present*. - Do not report a record if the any of the following exclusions are present: - Enrollment State Exclude - Enrollment No Show - Enrollment Grade Exclude from State Reporting - Enrollment Local Service Type is *T: AOI* - Enrollment Attendance Type is *017: Positive* - Calendar Attendance Type is *017: Positive* - Calendar Exclude - School Exclude - Reports attendance for each school the student has a Student School Association record for. - The Attendance date must fall on or between enrollment start and end dates to report. - A record will send for each distinct Date and Attendance State Code. - Local Attendance Codes **must** be mapped to a State Code in *Attendance Office > Attendance Code Setup* to be eligible for state reporting. - Learning Modality Attendance is **NOT** reported on days where the student was in person the full day. - The student must be remote for some part of the day to report a Learning Modality Attendance record.

Delete /Post
 	
Put
	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.
	
	• When any of the following information is changed on a Day:
	   ○ Day Events
	   ○ Blended Learning Groups
	• When any of the following information on a student's Attendance changes:
	
	   ○ Code
	   ○ Present Minutes
	• When any of the following information on the Enrollment changes:
	
	   ○ Start Date
	   ○ End Date
	   ○ State Exclude
	   ○ No Show
	• When the student is assigned to a Blended Learning Group
	• Changes to the scheduled time of a period **do not trigger**. A manual resync will need to be performed if the scheduled period times are changes.

Delete	• When an enrollment is deleted. • When the attendance data is removed for the day. • When the student is now excluded in some way.

Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

• The Mandatory / Conditional / Optional column indicates what the state requires for each data element.

	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)
1	**attendanceEventCategoryDescriptor** (*string*)	*A code describing the attendance event, for example: Present Unexcused absence Excused absence Tardy.* • Reports **4** (Positive Attendance for Distance Learning) when the student was present virtually during the day. • Reports **5** (Negative Attendance for Distance Learning) when the student was absent when they were supposed to be virtual during the day.	M	N/A	N/A	❌
2	**eventDate** (*date*)	*Date for this attendance event.* Reports the **Date** being reported.	M	Attendance	Attendance .date	✅
3	**schoolReference** (*reference*)	*A reference to the Schools resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Schools resource. • educationOrganizationId = **Ed-Fi School ID**	M	School Information	School . entityID	✅

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4	**sessionReference** (*reference*)	A reference to the Sessions resource associated with the Student School Attendance Events being reported. Reports the fields that are part of the Natural Key for the Sessions resource.	M	N/A	N/A	✅
5	**studentReference** (*reference*)	A reference to the Students resource associated with the Student School Attendance Events being reported. Reports the fields that are part of the Natural Key for the Students resource.	M	N/A	N/A	✅

6	learningModalities (*array*)	An unordered collection of studentSchoolAttendance EventLearningModalities. Details of Learning Modality.
		
		 Reports the following data elements in an array:
		
		 • modalityTimeTypeDescriptor
		  ○ Reports **Percentage**.
		 • modalityTypeDescriptor
		  ○ Reports **Remote**.
		 • modalityTime
		  ○ Reports 0.25, 0.50, 0.75, or 1 based on the student's FTE, scheduled minutes, and absent minutes. See the Learning Modality Appendix for more information on the calculation.
			M			❌

7	arrivalTime	This is optional, does not report.	O	N/A	N/A	N/A

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8	attendanceEventReason	This is optional, does not report.	O	N/A	N/A	N/A
9	departureTime	This is optional, does not report.	O	N/A	N/A	N/A
10	educationalEnvironmentDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
11	eventDuration	This is optional, does not report.	O	N/A	N/A	N/A
12	schoolAttendanceDuration	This is optional, does not report.	O	N/A	N/A	N/A
13	instructionalMinutes	This is optional, does not report.	O	N/A	N/A	N/A - EXT

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Negative Attendance
Object Triggering Logic

Action	Business Rule(s)

Post	Reports a record when the student was assigned an Attendance Code that is mapped to a State Code.
	
	• Do not report a record if the any of the following exclusions are present:
	  ○ Enrollment State Exclude
	  ○ Enrollment No Show
	  ○ Enrollment Grade Exclude from State Reporting
	  ○ Calendar Exclude
	  ○ School Exclude
	• Reports attendance for each school the student has a Student School Association record for.
	• The Attendance date must fall on or between enrollment start and end dates to report.
	• A record will send for each distinct Date and Attendance State Code.
	• Local Attendance Codes **must** be mapped to a State Code in *Attendance Office > Attendance Code Setup* to be eligible for state reporting.

Delete /Post
 	
Put
	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.
	
	• When any of the following information on a student's Attendance changes:
	
	  ○ Code
	  ○ Present Minutes
	• When any of the following information on the Enrollment changes:
	
	  ○ Start Date
	  ○ End Date
	  ○ State Exclude
	  ○ No Show
	• Changes to the scheduled time of a period **do not trigger**. A manual resync will need to be performed if the scheduled period times are changes.

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Delete	- When an enrollment is deleted. - When the attendance data is removed for the day. - When the student is now excluded in some way.

Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

- The Mandatory / Conditional / Optional column indicates what the state requires for each data element.

	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)
1	**attendanceEventCategoryDescriptor** (*string*)	*A code describing the attendance event, for example: Present Unexcused absence Excused absence Tardy.* - Reports **2** (Unexcused) if the student has any Unexcused Minutes for the day. ○ Unexcused Minutes are defined as Attendance Codes where the status is 'Absent' and the Excuse is 'Unexcused.' - Reports **1** (Excused) in all other situations.	M	N/A	N/A	❌

2	**eventDate** (*date*)	*Date for this attendance event.* Reports the **Date** being reported.	M	Attendance	Attendance .date	✅
3	**schoolReference** (*reference*)	*A reference to the Schools resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Schools resource. • educationOrganizationId = **Ed-Fi School ID**	M	School Information	School . entityID	✅
4	**sessionReference** (*reference*)	*A reference to the Sessions resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Sessions resource.	M	N/A	N/A	✅
5	**studentReference** (*reference*)	*A reference to the Students resource associated with the Student School Attendance Events being reported.* Reports the fields that are part of the Natural Key for the Students resource.	M	N/A	N/A	✅

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6	eventDuration (*decimal*)	*The amount of time for the event as recognized by the school: 1 day = 1, 1/2 day = 0.5, 1/3 day = 0.33.* Reports 0.25, 0.50, 0.75, or 1 based on the student's FTE, scheduled minutes, and absent minutes. See the Negative Attendance Appendix for more information on the calculation.	M	N/A	N/A	⊗
7	arrivalTime	This is optional, does not report.	O	N/A	N/A	N/A
8	attendanceEventReason	This is optional, does not report.	O	N/A	N/A	N/A
9	departureTime	This is optional, does not report.	O	N/A	N/A	N/A
10	educationalEnvironmentDescriptor	This is optional, does not report.	O	N/A	N/A	N/A
11	learningModalities	This is optional, does not report.	O	N/A	N/A	N/A
12	schoolAttendanceDuration	This is optional, does not report.	O	N/A	N/A	N/A
13	instructionalMinutes	This is optional, does not report.	O	N/A	N/A	N/A - EXT

Appendix

Basic Setups and Calculations Used Across Attendance Types

- Calendar Attendance Calculation must have a value
- Attendance Type must be populated with '004' or '004A' on either Calendar, Enrollment, or Default Value (on the attribute) to report
  - 004A: Negative Method 1
    - This method should be used when the student's attendance is based on their **courses** rather than their instructional time.
    - This method only impacts the reporting of students in Grades 9-12.
    - The following act as excludes for 004A:
      - Course State Report Exclude
      - Period Non-Instructional
      - Roster Start Date After Attendance Date
      - Roster End Date Before Attendance Date
      - Term Start Date After Attendance Date
      - Term End Date Before Attendance Date
    - **CALCULATION:** $FTE * (1 - (NUMBER\ OF\ CLASSES\ ATTENDED\ /\ NUMBER\ OF\ CLASSES\ SCHEDULED))$
      - This results in the **Percent Absent**.
      - Present Minutes are ignored in this calculation. If the period has an absence code, it is treated as if the class was **NOT** attended.
      - The reported value is the result of the calculation rounded up to the nearest quarter value (0, 0.25, 0.5, 0.75, or 1).
        - A "0" represents that a record is not reported.

  - 004: Negative Method 2
    - This method should be used when the student's attendance is based on their **instructional time** rather than their courses.
    - This method only impacts the reporting of students in Grades 9-12.
    - **CALCULATION:** $(EXPECTED\ MINUTES - ATTENDED\ MINUTES)\ /\ EXPECTED\ MINUTES$
      - This results in the **Percent Absent**.
      - **Expected Minutes** is assumed to be: $FTE * 60 * 4$
        - 60 represents the minutes of a single course.
        - 4 represent the expected courses for a "full time" 100% FTE student.
        - Expected Minutes is replaced by Scheduled Minutes (student's total instructional time) if Scheduled Minutes is less than 240.
      - **Attended Minutes** is assumed to be:
        - Time associated to a period with no absence code.
        - Time associated to Present Minutes on a period with an absence code.

- A course that is between 55 to 60 minutes of instructional time is considered as 60 minutes for the calculation.

- Grades K-8
  - The Attendance Type selected is not applicable to students in Grades UE and K-8. These students use the following:
  - **CALCULATION:** `1 - ((SCHEDULED MINUTES - ABSENT MINUTES) / (SCHEDULED MINUTES * FTE))`
    - This results in the **Percent Absent**.
    - **Scheduled Minutes** is assumed to be the sum of all period minutes (including lunch time).
    - **Absent Minutes** uses the AZ attendance view for all periods with an attendance status of "A", summing `PERIOD MINUTES + LUNCH TIME - PRESENT MINUTES`

- FTE Values (Enrollment.percentEnrolled)
  - If **FTE** is populated with a value, use that value for FTE.
  - If **FTE** is 0%, do not report.
  - If **FTE** is NULL, use the default value for FTE.
    - If the default value is NULL, use **1.00** (100%) for FTE.

Negative Attendance

- **All Students**
  - Items from Basic Setups and Calculations Used Across Attendance Types apply to Negative Attendance in addition to the below.
  - Attendance Values - Excluded from Calculations
    - Attendance Code Excuse cannot be NULL or 'X' (Exempt)
    - Attendance Code Status must be 'A' (Absent) or 'T' (Tardy)
      - All other Attendance Code Statuses are excluded
    - Present Minutes are subtracted from the total minutes absent

  - The following act as Excludes:
    - Enrollment State Exclude
    - Enrollment No Show
    - Grade Level Exclude
    - Calendar Exclude
    - School Exclude
    - Cross Site Section Exclude
    - Student State ID must have a value (NULL = Exclude)
    - Student included in a Homebound program on the Attendance Date (These students should report AOI or Non-AOI Positive Attendance instead)

- Attendance Date must be between or on the Enrollment Start Date and End Date to report
- Attendance Date must be between or on the Primary Term Start Date and End Date to report
  - We only look at the Primary Term Schedule

- **Half Day KG: Kindergarten or UE: Ungraded Elementary (Excluding Homebound Students)**
  - Kindergarten Schedule must be *A: Half Day Every Day*.
    - This is located in the Grade Level Setup
  - Calculation can be found [here](#).

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Absent	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**
0.74 or greater	0.50	0.74 or greater	0.50	0.74 or greater	0.50	0.74 or greater	0.25
Less than 0.74	Does not report	Less than 0.74	Does not report	Less than 0.74	Does not report	Less than 0.74	Does not report

- **Full Day KG: Kindergarten or UE: Ungraded Elementary (Excluding Homebound Students)**
  - Kindergarten Schedule must be a value **other than** *A: Half Day Every Day*.
    - This is located in the Grade Level Setup
  - Calculation can be found [here](#).

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Absent	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**
0.51 or greater	1.00	0.51 or greater	0.75	0.51 or greater	0.50	0.51 or greater	0.25
Less than 0.51	Does not report	Less than 0.51	Does not report	Less than 0.51	Does not report	Less than 0.51	Does not report

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- **Grades 1-8 (Excluding Homebound Students)**
  - Calculation can be found here.
  - Attendance Calculation of **QD: Quarter Day**:

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Absent	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**
Greater than 0.75	1.00	0.68 or greater	0.75	0.51 or greater	0.50	0.25 or greater	0.25
0.50 < Percent Absent =< 0.75	0.75	0.35 =< Percent Absent < 0.68	0.50	0.25 =< Percent Absent < 0.51	0.25	Less than 0.25	Does not report
0.25 < Percent Absent =< 0.50	0.50	0.25 =< Percent Absent < 0.35	0.25	Less than 0.25	Does not report		
0.25	0.25	Less than 0.25	Does not report				
Less than 0.25	Does not report						

  - Attendance Calculation of **HW: Half Day/Whole Day**:

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Absent	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**
Greater than 0.50	1.00	Greater than 0.50	0.75	Greater than 0.50	0.50	Greater than 0.50	0.25
0.25 < Percent Absent <= 0.50	0.50	0.25 < Percent Absent <= 0.50	0.25	0.25 < Percent Absent <= 0.50	0.25	Less than or Equal to 0.50	Does not report

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0.25 or less	Does not report		0.25 or less	Does not report		0.25 or less	Does not report	

- **Grades 9-12 (Excluding Homebound Students)**
  - Calculation used depends on the Attendance Type selected for the student on either their enrollment or calendar. The calculations for these options can be found [here](#).
    - 004A: Negative Method 1 should be used when attendance is based on **courses**.
    - 004: Negative Method 2 should be used when attendance is based on **instructional time**.
  - The below table is only references when the 004: Negative Method 2 is being used. If 004A: Negative Method 1 is being used, it simply rounds up to the nearest quarter and reports that value.
    - Attendance Calculation of **QD: Quarter Day**:

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Absent	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**	**Percent Absent**	**Absence Reported**
0.76 or greater	1.00	0.68 or greater	0.75	0.51 or greater	0.50	0.01 or greater	0.25
0.51 <= Percent Absent < 0.76	0.75	0.35 <= Percent Absent < 0.68	0.50	0.01 <= Percent Absent < 0.51	0.25	Less than 0.01	Does not report
0.26 <= Percent Absent < 0.51	0.50	0.01 <= Percent Absent < 0.35	0.25	Less than 0.01	Does not report		
0.01 <= Percent Absent < 0.26	0.25	Less than 0.01	Does not report.				
Less than 0.01	Does not report.						

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Learning Modality Attendance

1. **Student is 100% virtual for a day** - If student is in a blended learning group (BLG) and the BLG has a day event on the calendar (marking the day as virtual) OR there is a 'Virtual Code Override' day event on the calendar
   a. When reporting attendanceEventReason of 'In Attendance - DL'
      i. Use calculation for Event Duration and grade to determine percent of time in attendance.
         1. If grade is KG or UE and Kindergarten Code is 'A: Half Day Every Day'

100%/75%/50% FTE		25% FTE	
,			
Absent Calculation	**'In Attendance - DL' to report**	**Absent Calculation**	**'In Attendance - DL' to report**
.5	Do not report	.25	Do not report
0	50	0	25

1. Else

100% FTE		75% FTE		50% FTE		25% FTE	
Absent Calculation	**'In Attendance - DL' to report**	**Absent Calculation**	**'In Attendance - DL' to report**	**Absent Calculation**	**'In Attendance - DL' to report**	**Absent Calculation**	**'In Attendance - DL' to report**
1	Do not report	1	Do not report	1	Do not report	1	Do not report
.75	25	.75	Do not report	.75	Do not report	.75	Do not report
.5	50	.5	25	.5	Do not report	.5	Do not report

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.25	75		.25	50		.25	25		.25	Do not report
0	100		0	75		0	50		0	25

  a. Note: Value cannot exceed student's FTE. For example, if a student is 75% FTE and present all day, only 75 should report, not 100.
  ii. When reporting attendanceEventReason of 'Absence - DL'
   1. Use calculation for Event Duration to determine percent of time absent
 b. **Student is virtual for part of the day** - If student has an attendance code with a State Code of 'DLA' or 'DLP' on a given day
  i. **If student is in Grades 9-12**
   1. **Example Calculations:**

   Example 1

   a. Student is 75% FTE
    i. Period 1 - 28 minutes (Distance Learning Present)
     1. Period 2 - 33 minutes (Distance Learning Present)
     2. Period 3 - 38 minutes (Distance Learning Present)
     3. Period 4 - 33 minutes (Distance Learning Absent)
     4. Period 5 - 33 (In Person Present)
     5. Period 6 - 33 (In Person Present)
     6. Period 7 - 32 (In Person Present)
     7. In Person attended hours calculation:
      a. Attended 1 hour
       i. (Period 5 + Period 6 + Period 7) / 60 = 1.63 (Round down to nearest whole number, which is 1)
      b. 1 (calculated attended hour) is not >= 3 (expected hour count for 75% FTE)
     8. Total remaining hours calculation:
      a. 2 remaining hours
       i. FTE hours expected (3) - In Person Hours attended (1) = 2
     9. Total attended minutes calculation:
      a. Attended 197 minutes
       i. (Period 1 + Period 2 + Period 3 + Period 5 + Period 6 + Period 7) = 197
       ii. 197 / 60 = 3.28 (Round down to nearest whole number, which is 3)
       iii. 3 (attended hours) = 3 (expected hour count for 75% FTE)
     10. Total attended distance learning calculation:
      a. **In Attendance - DL should report as 50**
       i. Total remaining hours (2) * 25 = 50

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Example 2

a. Student is 100% FTE
    i. Period 1 - 28 minutes (Distance Learning Present)
        1. Period 2 - 33 minutes (Distance Learning Present)
        2. Period 3 - 38 minutes (Distance Learning Present)
        3. Period 4 - 33 minutes (Distance Learning Present)
        4. Period 5 - 33 (In Person Present)
        5. Period 6 - 33 (In Person Present)
        6. Period 7 - 32 (In Person Present)
        7. In Person attended hours calculation:
            a. Attended 1 hour
                i. (Period 5 + Period 6 + Period 7) / 60 = 1.63 (Round down to nearest whole number, which is 1)
            b. 1 (calculated attended hour) < 4 (expected hour count for 100% FTE)
        8. Total remaining hours calculation:
            a. 3 remaining hours
                i. FTE hours expected (4) - In Person Hours attended (1) = 3
        9. Total attended minutes calculation:
            a. Attended 230 minutes
                i. Period 1 (28) + Period 2 (33) + Period 3 (38) + Period 4 (33) + Period 5 (33) + Period 6 (33) + Period 7 (32) = 230
                ii. 230/ 60 = 3.83 (Round down to nearest whole number, which is 3)
                iii. 3 < 4 (expected hour count for 100% FTE)
        10. Distance Learning attended minutes:
            a. Attended 132 minutes
                i. Period 1 (28) + Period 2 (33) + Period 3 (38) + Period 4 (33) = 132
        11. Total scheduled minutes
            a. 230 minutes
                i. Period 1 (28) + Period 2 (33) + Period 3 (38) + Period 4 (33) + Period 5 (33) + Period 6 (33) + Period 7 (32) = 230
        12. Total scheduled hours
            a. 3.83 hours
                i. 230 / 60 = 3.83
                    1. 3.83 < Expected FTE (4), so scheduled minutes is 230
        13. Total attended distance learning calculation
            a. **In Attendance - DL should report as 50**
                i. Distance Learning attended minutes (132) / Total scheduled minutes (230) = .57
                ii. .57 is between .50-.74 so should report as 50
        14. Total attended minutes (230) = Total scheduled minutes (230), **so do nothing further**

Example 3

a. Student is 100% FTE
   i. Period 1 - 55 minutes (In Person present)
      1. Period 2 - 60 minutes (In Person present)
      2. Period 3 - 55 minutes (Distance Learning present)
      3. Period 4 - 60 minutes (Distance Learning absent)
      4. In Person attended hours calculation:
         a. Attended 2 hours
            i. 60 + 60 = 120 / 60 = 2
            ii. 2 < 4 (expected hour count for 100% FTE)
      5. Total remaining hours calculation:
         a. 2 remaining hours
            i. FTE hours expected (4) - In Person Hours attended (2) = 2
      6. Total attended minutes calculation:
         a. Attended 180 minutes
            i. Period 1 (60) + Period 2 (60) + Period 3 (60) = 180
            ii. 180 / 60 = 3
            iii. 3 < 4 (expected hour count for 100% FTE)
      7. Distance Learning attended minutes:
         a. Attended 60 minutes (Period 3 is between 55-60 minutes so it counts as 60 minutes)
      8. Total scheduled minutes
         a. 240 minutes
            i. Period 1 (60) + Period 2 (60) + Period 3 (60) + Period 4 (60) = 240
      9. Total scheduled hours
         a. 4 hours
            i. 240 / 60 = 4
               1. 4 = Expected FTE (4), so scheduled minutes is 240
               2. Total attended minutes (180) < Total scheduled minutes (240)
      10. Total attended distance learning calculation
         a. **In Attendance - DL should report as 25**
            i. Distance Learning attended minutes (60) / Total Scheduled minutes (240) = .25
            ii. .25 is between .25-.49 so should report as 25
      11. In Person Absent minutes calculation:
         a. 0 minutes (no in person absent periods)
      12. Distance Learning Absent minutes calculation:
         a. 60 minutes (Period 4 is between 55-60 minutes so it counts as 60 minutes)
      13. Percent attended

      a. Total attended minutes (180) / Total scheduled minutes (240) = .75

   14. 'Absence - DL' reporting

      a. **Absence - DL should report as 25**

         i. Percent attended (.75) is between .75-.99 so should report as 25

Example 4

  a. Student is 100% FTE

    i. Period 1 - 55 minutes (In Person present)

    ii. Period 2 - 60 minutes (In Person present)

    iii. Period 3 - 55 minutes (Distance Learning present)

    iv. Period 4 - 60 minutes (Distance Learning absent)

    v. Period 5 - 60 minutes (Distance Learning absent)

    vi. In Person attended hours calculation:

      1. Attended 2 hours

        a. 60 + 60 = 120 / 60 = 2

        b. 2 < 4 (expected hour count for 100% FTE)

    vii. Total remaining hours calculation:

      1. 2 remaining hours

        a. FTE hours expected (4) - In Person Hours attended (2) = 2

    viii. Total attended minutes calculation:

      1. Attended 180 minutes

        a. Period 1 (60) + Period 2 (60) + Period 3 (60) = 180

        b. 180 / 60 = 3

        c. 3 < 4 (expected hour count for 100% FTE)

    ix. Distance Learning attended minutes

      1. Attended 60 minutes (Period 3 is between 55-60 minutes so it counts as 60 minutes)

    x. Total scheduled minutes

      1. 300 minutes

        a. Period 1 (60) + Period 2 (60) + Period 3 (60) + Period 4 (60) + Period 5 (60) = 300

    xi. Total scheduled hours

      1. 5 hours

        a. 300 / 60 = 5

          i. 5 > Expected FTE (4)

    xii. Total scheduled minutes

      1. 240 minutes

        a. Expected FTE hours (4) * 60 = 240

        b. Total attended minutes (180) < Total scheduled minutes (240)

    xiii. Total attended distance learning calculation

1. **In Attendance - DL should report as 25**
   a. Distance Learning attended minutes (60) / Total Scheduled minutes (240) = .25
   b. .25 is between .25-.49 so should report as 25
   xiv. In Person Absent minutes calculation:
   1. 0 minutes (no in person absent periods)
   xv. Distance Learning Absent minutes calculation:
   1. 120 minutes (Period 4-5 are both between 55-60 minutes so each counts as 60 minutes)
   xvi. Percent attended
   1. Total attended minutes (180) / Total scheduled minutes (240) = .75
   xvii. 'Absence - DL' reporting
   1. **Absence - DL should report as 25**
      a. Percent attended (.75) is between .75-.99 so should report as 25

Example 5

a. Student is 100% FTE
   i. Period 1 – 55 minutes (In Person Present)
   1. Period 2 – 55 minutes (In Person Absent)
   2. Period 3 – 60 minutes (In Person Absent)
   3. Period 4 – 60 minutes (DL Absent)
   4. Period 5 – 55 minutes (DL Present)
   5. Period 6 – 55 minutes (DL Present)
   6. In Person attended hours calculation
      a. Attended 1 hour (Period 1 is between 55-60 minutes so counts as 60 minutes or 1 hour)
         i. 1 < 4 (Expected FTE)
   7. Total remaining hours calculation
      a. 3 remaining hours
         i. FTE hours expected (4) - In Person Hours attended (1) = 3
   8. Total attended minutes calculation
      a. Attended 180 minutes
         i. Period 1 (60) + Period 5 (60) + Period 6 (60) =180
         ii. 180 / 60 = 3
         iii. 3 < 4 (expected hour count for 100% FTE)
   ii. Distance Learning attended minutes calculation
   1. Attended 120 minutes
      a. Period 5 (60) + Period 6 (60) = 120
   iii. Total scheduled minutes
   1. 360 minutes
      a. Period 1 (60) + Period 2 (60) + Period 3 (60) + Period 4 (60) + Period 5 (60) + Period 6 (60) = 360

      iv. Total scheduled hours
          1. 6 hours
              a. 360 / 60 = 6
                  i. 6 > Expected FTE (4)
      v. Total scheduled minutes
          1. 240 minutes
              a. Expected FTE hours (4) * 60 = 240
              b. Total attended minutes (180) < Total scheduled minutes (240)
      vi. Total attended distance learning calculation
          1. **In Attendance - DL should report as 50**
              a. Distance Learning attended minutes (120) / Total Scheduled minutes (240) = .5
              b. .5 is between .5-.74 so should report as 50
      vii. In Person Absent minutes calculation:
          1. 120 minutes
              a. Period 2 (60) + Period 3 (60) = 120
      viii. Distance Learning Absent minutes calculation:
          1. 60 minutes (Period 4 is between 55-60 minutes so is counted as 60 minutes)
      ix. Percent attended
          1. Total attended minutes (180) / Total scheduled minutes (240) = .75
      x. In Person absent percent
          1. In Person absent minutes (120) / Total scheduled minutes (240) = .5
      xi. **Report nothing further**
          1. In Person absent percent (.5) + percent attended (.75) = 1.25
          2. 1.25 > 1

Example 6

  a. Student is 100% FTE
      i. Period 1 – 55 minutes (In Person Present)
          1. Period 2 – 55 minutes (In Person Absent)
          2. Period 3 – 60 minutes (DL Absent)
          3. Period 4 – 55 minutes (DL Present)
          4. In Person attended hours calculation
              a. Attended 1 hour (Period 1 is between 55-60 minutes so counts as 60 minutes or 1 hour)
                  i. 1 < 4 (Expected FTE)
          5. Total remaining hours calculation
              a. 3 remaining hours
                  i. FTE hours expected (4) - In Person Hours attended (1) = 3
          6. Total attended minutes calculation

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        a. Attended 120 minutes
- i. Period 1 (60) + Period 4 (60) = 120
- ii. 120 / 60 = 2
- iii. 2 < 4 (Expected FTE hours)

    7. Distance Learning attended minutes calculation
        a. 60 minutes (Period 4 is between 55-60 minutes so counts as 60 minutes)

ii. Total scheduled minutes
    1. 240 minutes
        a. Period 1 (60) + Period 2 (60) + Period 3 (60) + Period 4 (60) = 240

iii. Total scheduled hours
    1. 4 hours
        a. 240 / 60 = 4
- i. 4 = Expected FTE (4), so scheduled minutes is 240
- ii. Total attended minutes (120) < Total scheduled minutes (240)

iv. Total attended distance learning calculation
    1. **In Attendance - DL should report as 25**
        a. Distance Learning attended minutes (60) / Total Scheduled minutes (240) = .25
        b. .25 is between .25-.49 so should report as 25

v. In Person Absent minutes calculation:
    1. 60 minutes (Period 2 is between 55-60 minutes so counts as 60 minutes)

vi. Distance Learning Absent minutes calculation:
    1. 60 minutes (Period 3 is between 55-60 minutes so counts as 60 minutes)

vii. Percent attended
    1. Total attended minutes (120) / Total scheduled minutes (240) = .5
        a. In person absent percent
- i. In Person absent minutes (60) / Total scheduled minutes (240) = .25
        1. Percent attended (.5) + In person absent percent (.25) = .75
        2. .75 < 1
        b. Distance learning percent
- i. 1 - In person absent percent (.25) - Percent attended (.5) = .25
- ii. **Absence - DL should report as 25**
        1. Distance learning percent (.25) is between 0-.25, so should report as 25

Example 7

a. Student is 75% FTE
- i. Period 1 – 55 minutes (In Person Present)
- ii. Period 2 – 55 minutes (In Person Absent)
- iii. Period 3 – 60 minutes (DL Absent)

1. In Person attended hours calculation
   a. Attended 1 hour (Period 1 is between 55-60 minutes so counts as 60 minutes or 1 hour)
   b. 1 < 3
2. Total remaining hours calculation
   a. 2 remaining hours
      i. FTE hours expected (3) - In Person Hours attended (1) = 2
3. Total attended minutes calculation
   a. Attended 60 minutes
      i. Period 1 (60)
         1. 60 / 60 = 1
            a. 1 < 3 (Expected FTE hours)
4. Distance Learning attended minutes calculation
   a. Attended 0 minutes
5. Total scheduled minutes
   a. 180 minutes
      i. Period 1 (60) + Period 2 (60) + Period 3 (60) = 180
6. Total scheduled hours
   a. 3 hours
      i. 180 / 60 = 3
         1. 3 = Expected FTE (3) so total scheduled minutes remains at 180
         2. Total attended minutes (60) < Total scheduled minutes (180)
7. Total attended distance learning calculation
   a. **In Attendance - DL should NOT report**
      i. Distance Learning attended minutes (0) / Total Scheduled minutes (180) = 0
         1. Student has no DL attended minutes so should not report
8. In Person Absent minutes calculation:
   a. 60 minutes (Period 2 is between 55-60 minutes so counts as 60 minutes)
9. Distance Learning Absent minutes calculation:
   a. 60 minutes
      i. Period 3 (60)
10. Percent attended
    a. Total attended minutes (60) / Total scheduled minutes (180) = .33
11. In person absent percent
    a. In Person absent minutes (60) / Total scheduled minutes (180) = .33
       i. Percent attended (.33) + In person absent percent (.33) = .66
          1. .66 < 1
12. Distance learning percent
    a. 1 - In person absent percent (.33) - Percent attended (.33) = .33

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        i. **Absence - DL should report as 25**

           1. Distance learning percent (.33) is between 0-.33, so should report as 25

a. **Sum total in person attended minutes and store this value**

    i. An in person attended period is a period that has no attendance code or has an attendance code with an Absent Status that is NOT 'Absent' and the state code is NOT 'DLA' or 'DLP'

    ii. If a period has an attendance code with an Absent Status of 'Absent', the state code is NOT 'DLA' or 'DLP' and present minutes are entered, the present minutes should be included

    iii. If a period is between 55-60 minutes, then it should count as 60 minutes in the sum

b. **Calculate the number of in person hours a student has attended by dividing total in person attended minutes by 60**

    i. **If in person attended hour count is >= FTE hours, do not report resource at all**

        1. **Stop processing here as resource should not report**

        2. If the student has 100% FTE, the student is expected for 4 hours

        3. If the student has 75% FTE, the student is expected for 3 hours

        4. If the student has 50% FTE, the student is expected for 2 hours

        5. If the student has 25% FTE, the student is expected for 1 hours

        6. If the student has 00% FTE, the student is not expected for any hours

    ii. **If in person attended hour count is < FTE hours, complete the following**

        1. **Calculate the total remaining hours student needs to attend by subtracting the in person attended hours (rounded down to nearest whole number) from the FTE expected hour count. Store this number for future use**

        2. **Calculate the total attended minutes for the student using the Negative Method 2 calculation**

           a. **If total attended minutes divided by 60 is >= FTE hours, then multiply the total remaining hours student needs to attend by 25. Report this value as 'In Attendance - DL'**

               i. **Stop processing here as 'In Attendance - DL' should only report**

           b. **If total attended hours is < FTE**

               i. **Sum total distance learning attended minutes**

                   1. A distance learning attended period is a period that has an attendance code with a state code of 'DLP'

                   2. If a period has an attendance code with a state code of 'DLA' and present minutes are entered, the present minutes should be included

                   3. If a period is between 55-60 minutes, then it should count as 60 minutes in the sum

               ii. **Sum total scheduled minutes for the day**

                   1. Note: If a period is between 55-60 minutes, then it should count as 60 minutes in the sum

               iii. **Calculate total scheduled hours by dividing total scheduled minutes by 60**

                   1. Note: Do NOT round this value

               iv. **If total scheduled hours is > expected FTE hours, then set scheduled minutes to expected FTE hours multiplied by 60. Else, leave scheduled minutes as the original calculation**

v. **Report 'In Attendance - DL' by completing the following**
  1. **Divide total distance learning attended minutes by total scheduled minutes and round to the second decimal place using normal rounding**
  2. **Report 'In Attendance- DL' value based on the table below using percent attended and student's FTE**

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Attended	'In Attendance - DL' Reported	Percent Attended	'In Attendance - DL' Reported	Percent Attended	'In Attendance - DL' Reported	Percent Attended	'In Attendance - DL' Reported
1	100	1	75	1	50	1	25
.75-.99	75	.66-.99	50	.50-.99	25	.0-.99	Nothing reported
.50-.74	50	.33-.65	25	0-.49	Nothing reported		
.25-.49	25	0-.32	Nothing reported				
0-.24	Nothing reported						

  1. **Continue processing to determine what, if anything for 'Absence DL' should report**
ii. **If total attended minutes is >= total scheduled minutes, do nothing further**
  1. **Stop processing here as no 'Absence - DL' record should report**
iii. **If total attended minutes is < total scheduled minutes, do the following**
  1. **Calculate the number of in person absent and distance learning absent minutes a student has and store each value**
    a. In person absent minutes are when a student has an attendance code with an Absent Status of 'Absent' and the state code is NOT 'DLA'
      i. If there are present minutes entered, then subtract the present minutes from the total period minutes and use that value in the sum

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b. Distance learning absent minutes are when a student has an attendance code with a state code of 'DLA'
   i. If there are present minutes entered, then subtract the present minutes from the total period minutes and use that value in the sum
2. **If distance learning absent minutes = 0, then do nothing**
   a. **Stop processing here as no 'Absence - DL' record should report**
3. **Calculate percent attended by dividing total attended minutes by total scheduled minutes. Round to the second decimal place using normal rounding. Store this value**
4. **If in person absent minutes = 0, then do the following**
   a. **Report 'Absence - DL' value based on the table below using percent attended and student's FTE (Note, this value should match what was reported in Event Duration * 100)**

100% FTE		75% FTE		50% FTE		25% FTE	
Percent Attended	**'Absence - DL' Reported**	**Percent Attended**	**'Absence - DL' Reported**	**Percent Attended**	**'Absence - DL' Reported**	**Percent Attended**	**'Absence - DL' Reported**
1	Nothing reported	1	Nothing reported	1	Nothing reported	1	Nothing reported
.75-.99	25	.66-.99	25	.50-.99	25	.0-.99	25
.50-.74	50	.33-.65	50	0-.49	50		
.25-.49	75	0-.32	75				
0-.24	100						

   i. **Stop processing here as all values have reported**
   b. **If both distance learning absent minutes and in person absent minutes are > 0, then do the following**

    i. **Calculate in person percent absent by dividing in person absent minutes by total scheduled minutes**

    ii. **If in person percent absent + percent attended is >= 1, then do nothing**

        i. **Stop processing here as no 'Absence - DL' record should report**

    iii. **If in person percent absent + percent attended is < 1, then do the following**

        i. **Calculate distance learning percent absent by subtracting both in person percent absent and percent attended from 1**

        ii. **Report 'Absence - DL' based on the table for the student's FTE**

100% FTE		75% FTE		50% FTE		25% FTE	
DL Percent Absent	**'Absence - DL' Reported**	**DL Percent Absent**	**'Absence - DL' Reported**	**DL Percent Absent**	**'Absence - DL' Reported**	**DL Percent Absent**	**'Absence - DL' Reported**
0	Nothing reported	0	Nothing reported	0	Nothing reported	0	Nothing reported
.01-.25	25	.01-.33	25	.01-.49	25	.01-1	25
.26-.5	50	.34-.65	50	.50-1	50		
.51-.75	75	.66-1	75				
.76-1	100						

    ii. **If Student is in Grades KG, UE, or 1-8**

      1. a. **Sum total scheduled minutes and multiply by student's FTE. Store this value**

         b. **Sum total in person attended minutes. Store this value**

           i. An in person attended period is a period that has no attendance code or has an attendance code with an Absent Status that is NOT 'Absent' and the state code is NOT 'DLA' or 'DLP'

           ii. If a period has an attendance code with an Absent Status of 'Absent', the state code is NOT 'DLA' or 'DLP' and present minutes are entered, the present minutes should be included

      iii. Use the Negative Method attendance definition of a period

  c. **If In Person Attended Minutes is >= Total Scheduled Minutes, do not report resource at all**

      i. **Stop processing here as resource should not report**

  d. **If In Person Attended Minutes is < Total Scheduled Minutes**

      i. **Sum total distance learning attended minutes. Store this value**

         1. A distance learning attended period is a period that has an attendance code with a state code of 'DLP'

         2. If a period has an attendance code with a state code of 'DLA' and present minutes are entered, the present minutes should be included

      ii. **Determine total attended minutes by summing Distance Learning Attended Minutes and In Person Attended Minutes. Store this value**

      iii. **If Total Attended Minutes >= Total Scheduled Minutes**

         1. **Calculate remaining minutes needed by subtracting In Person Attended Minutes from Total Scheduled Minutes. Store this value**

         2. **Divide Remaining Minutes Needed by Total Scheduled Minutes and round to two digits using normal rounding rules. Store this value as DL Percent Attended**

      iv. **If Total Attended Minutes < Total Scheduled Minutes**

         1. **Divide Distance Learning Attended Minutes by Total Scheduled Minutes, round to two digits using normal rounding rules. Store this value as DL Percent Attended**

      v. **Report 'In Attendance - DL' based on the tables below using DL Percent Attended, a student's FTE, grade, and attendance reporting type**

         1. **If grade is KG or UE**

            a. **If Kindergarten code is A: Half Day Every Day**

DL Percent Attended	'In Attendance - DL' Reported
26% or more	• 100% FTE: 100 • 75% FTE: 75 • 50% FTE: 50 • 25% FTE: 25
0-25%	Nothing reported

           b. **If Kindergarten code is one of the following:**

              i. B: Full Day Every Other Day

              ii. C: Full Day 3 Days a week

              iii. D: Full Day Every Day Spring-Only

              iv. E: Full Day Every Day

              v. F: Full Day Every Day Title 1

DL Percent Attended	'In Attendance - DL' Reported

51% or more	• 100% FTE: 100 • 75% FTE: 75 • 50% FTE: 50 • 25% FTE: 25
0-50%	Nothing reported

2. **If grade is 1-8**
   a. **If Attendance Calculation is QD: Quarter Day**

100% FTE		**75% FTE**		**50% FTE**		**25% FTE**	
DL Percent Attended	**'In Attendance - DL' Reported**	**DL Percent Attended**	**'In Attendance - DL' Reported**	**DL Percent Attended**	**'In Attendance - DL' Reported**	**DL Percent Attended**	**'In Attendance - DL' Reported**
1 or greater	100	1 or greater	75	1 or greater	50	1 or greater	25
.75-.99	75	.66-.99	50	.5-.99	25	0-.99	Nothing reported
.50-.74	50	.33-.65	25	0-.49	Nothing reported		
.25-.49	25	0-.32	Nothing reported				
0-.24	Nothing reported						

   a. **If Attendance Calculation is HW: Half Day/Whole Day**
      i. **If In Person Attended Minutes is > 0**

100% FTE		**75% FTE**		**50% FTE**		**25% FTE**	

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DL Percent Attended	'In Attendance - DL' Reported
1 or greater	100
.75-.99	75
.50-.74	50
.25-.49	25
0-.24	Nothing reported

DL Percent Attended	'In Attendance - DL' Reported
.75-1 or greater	75
.50-.74	50
.25-.49	25
0-.24	Nothing reported

DL Percent Attended	'In Attendance - DL' Reported
.75-1 or greater	50
.25-.74	25
0-.24	Nothing reported

DL Percent Attended	'In Attendance - DL' Reported
.25-1 or greater	25
0-.24	Nothing reported

i. **If In Person Attended Minutes = 0**

100% FTE		75% FTE		50% FTE		25% FTE	

DL Percent Attended	'In Attendance - DL' Reported
.75-1 or greater	100
.25-.74	50
0-.24	Nothing reported

DL Percent Attended	'In Attendance - DL' Reported
.75-1 or greater	75
.25-.74	25
0-.24	Nothing reported

DL Percent Attended	'In Attendance - DL' Reported
.75-1 or greater	50
.25-.74	25
0-.24	Nothing reported

DL Percent Attended	'In Attendance - DL' Reported
.25-1 or greater	25
0-.24	Nothing reported

i. **Calculate total percent attended buy dividing Total Attended Minutes by Total Scheduled Minutes. Store this value**

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ii. **Calculate the number of in person absent and distance learning absent minutes a student has and store each value**
1. In person absent minutes are when a student has an attendance code with an Absent Status of 'Absent' and the state code is NOT 'DLA'
   a. If there are present minutes entered, then subtract the present minutes from the total period minutes and use that value in the sum
2. Distance learning absent minutes are when a student has an attendance code with a state code of 'DLA'
   a. If there are present minutes entered, then subtract the present minutes from the total period minutes and use that value in the sum

iii. **If Distance Learning Absent Minutes = 0, do nothing**
1. **Stop processing here as no 'Absence - DL' should report**

iv. **If In Person Absent Minutes = 0,**
1. **Report 'Absence - DL' value based on the tables below using Total Percent Attended (rounded to two digits using normal rounding rules), student's FTE, and student's grade (Note, this value should match what was reported in Event Duration * 100)**
   a. **If grade is KG or UE**
      i. **If Kindergarten code is A: Half Day Every Day**

Total Percent Attended	'Absence - DL' Reported
26% or more	Nothing reported
0-25%	• 100/75/50% FTE: 50 • 25% FTE: 25

      ii. **If Kindergarten code is one of the following:**
      1. B: Full Day Every Other Day
      2. C: Full Day 3 Days a week
      3. D: Full Day Every Day Spring-Only
      4. E: Full Day Every Day
      5. F: Full Day Every Day Title 1

Total Percent Attended	'Absence - DL' Reported
51% or more	Nothing reported
0-50%	• 100% FTE: 100 • 75% FTE: 75 • 50% FTE: 50 • 25% FTE: 25

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b. **If grade is 1-8**
   i. **If Attendance Calculation is QD: Quarter Day**

100% FTE		75% FTE		50% FTE		25% FTE	
Total Percent Attended	**'Absence - DL' Reported**	**Total Percent Attended**	**'Absence - DL' Reported**	**Total Percent Attended**	**'Absence - DL' Reported**	**Total Percent Attended**	**'Absence - DL' Reported**
1 or greater	Nothing reported	1 or greater	Nothing reported	1 or greater	Nothing reported	1 or greater	Nothing reported
.75-.99	25	.66-.99	25	.5-.99	25	0-.99	25
.50-.74	50	.33-.65	50	0-.49	50		
.25-.49	75	0-.32	75				
0-.24	100						

   i. **If Attendance Calculation is HW: Half Day/Whole Day**

100% FTE		75% FTE		50% FTE		25% FTE	
Total Percent Attended	**'Absence - DL' Reported**	**Total Percent Attended**	**'Absence - DL' Reported**	**Total Percent Attended**	**Total 'Absence - DL' Reported**	**Total Percent Attended**	**'Absence - DL' Reported**
.75-1 or greater	Nothing reported	.75-1 or greater	Nothing reported	.75-1 or greater	Nothing reported	.25-1 or greater	Nothing reported
.25-.74	50	.25-.74	25	.25-.74	25	0-.24	25
0-.24	100						

		0-.24	75	0-.24	50

      a. **Stop processing here as all values have reported**

  ii. **If In Person Absent Minutes and Distance Learning Absent Minutes are both > 0**

    1. **Calculate in person percent absent by dividing in person absent minutes by total scheduled minutes**

      a. **If in person percent absent + total percent attended is >= 1, then do nothing**

        i. **Stop processing here as no 'Absence - DL' record should report**

      b. **If in person percent absent + total percent attended is < 1, then do the following**

        i. **Calculate distance learning percent absent by subtracting both in person percent absent and total percent attended from 1 and round to two digits using normal rounding rules**

        ii. **Report 'Absence - DL' value based on the tables below using distance learning percent absent, student's FTE, and student's grade**

          1. **If grade is 1-8**

            a. **If Attendance Calculation is QD: Quarter Day**

100% FTE		**75% FTE**		**50% FTE**	
DL Percent Absent	**'Absence - DL' Reported**	**DL Percent Absent**	**'Absence - DL' Reported**	**DL Percent Absent**	**'Absence - DL' Reported**
.51-.75	75	.34-.65	50	.01-.5	25
.26-.50	50	.01-.33	25		
.01-.25	25				

            a. **If Attendance Calculation is HW: Half Day/Whole Day**

100% FTE		**75% FTE**		**50% FTE**	
DL Percent Absent	**'Absence - DL' Reported**				

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.75-.87	75
.5-.74	50
.25-.49	25

DL Percent Absent	'Absence - DL' Reported
.75-.87	50
.25-.74	25

DL Percent Absent	'Absence - DL' Reported
.25-.74	25

c. **Student is in person or is AOI** - If student is not in a BLG, there is no 'Virtual Code Override' day event on the calendar, the student/calendar has an attendance type of 017, or the student has a local service type of T:AOI

    i. Do not report

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