MO - MOSIS Enrollment and Attendance - FRD

September
2025

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Version Control

Version	Date	Author(s)	Brief Description of Change
1.0	08/17/15	Caitlin Kukowski	Moved old pages to new layout
2.0	8/25/25	Michele Johnson	Moved to new layout/format

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Overview

Summary

Due Dates

Initially in August, and then in June.

Scope and Purpose

This extract is focused on identifying who is responsible for a student for reporting purposes, where they live, and where they attend school.

This is a student-focused report, and includes the students' name, DOB, local student id and state id.

All attendance calculations are based on a negative attendance paradigm, not positive attendance.

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	For the June cycle (regular school year)
R1. BR1	Report a single record for each enrollment in the calendar(s) selected in the extract editor, which is intended to report each time a student enters school, exits a school, changes grade, or changes residency status.
R1. BR2	If a student has multiple enrollments, a record will be reported for each enrollment.
R1. BR3	Report a record for enrollments flagged as 'No Show'
R2	For the August cycle (summer school)
R2. BR1	Report only a single record for each student attending summer school.
R2. BR2	Report enrollments only if within a calendar flagged as "Summer School".
R3	This extract will be run only two times during the school year, June for the main school year and August for summer school. Create a row for each enrollment. In order for a student to have two enrollments the first enrollment MUST have an End Date and End Status. Report all enrollments within the date range. Fields are either Required (R), Optional (O), Not Allowed (N) or Conditional (C) for a given reporting period-
R3. BR1	Required fields will always return
R3. BR2	Optional fields will only return if 'Optional Fields Allowed' is checked in the extract editor

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R3. BR3	Not Allowed fields will never return
R3. BR4	Conditional fields will always return if the conditions are met
R3. BR5	Calendar student instructional minutes are used to cap minutes reported
R4	Virtual Attendance calculation for Regular Hours attended: Minutes / 60 = Hours which are then multiplied by either .47 if no transcript entry or .94 if there is a transcript entry for that section.
R4. BR1	• Virtual attendance is calculated into the Regular Hours Attended (RegHrsAttended), field 95. 　○ Regular hours absent must NOT calculate absent hours for virtual classes. Absent calculation is not done for online courses. Even if there is an absence for the period do not calculate minutes out. 　○ Course must = Course>Online = Yes 　○ Course does not need to be marked for attendance 　○ Period does not have to be instructional 　　■ Non online courses must have attendance checked 　○ If student roster start date and end date are the same, (=) do NOT calculate hours 　○ If multiple online courses are skinnied into a period, count the full period for each course. Ex: 2 online courses skinnied into a period with 60 minutes, each course will calculate the 60 minutes. 　Calculation:
R4. BR2	First, use the current attendance calculation but exclude all course and sections marked Online = Yes, from the calculation.
R4. BR3	Once initial calculation is complete, look for Transcript entries during that year marked Online = Yes. If a Transcript entry exists, look for that course/section that the student was enrolled, calculate all hours of the course and add 94% of those hours to the first attendance calculation for Regular Hours Attended.
R4. BR4	Next, look for courses marked Online = Yes, if no transcript detail exists for the course, calculate all hours of the course/section and add 47% of those hours to the first attendance calculation for Regular Hours Attended. If Section > Section Student Detail's No credit = 'Y' for the student do not factor in any virtual minutes

R4. BR5	Regular hours attended cannot exceed Calendar Instructional minutes. Must report regular hours attended = calendar minutes if they exceed calendar instructional minutes, for the entire calculation. Calendar minutes calculation is from the Calendar>Student Day minutes.
R5	MOSIS Combine Enrollment Hours logic: Calendars MUST be selected for reporting
R5. BR1	The "P: Primary" enrollment as of the reporting date reports. When no active enrollment, the most recent enrollment as of the report generation date reports.
R5. BR2	When there is no P: Primary enrollment is active, then the S: Partial enrollment reports. When there is no S: Partial enrollment, N: Special Ed Services enrollment reports

R5. BR3	If a student has multiple enrollments (same school or different schools)
	
	    a. If the enrollment's Start Date and End Date are **WITHIN** the "P: Primary" enrollment dates
	        i. If an enrollment is "P: Primary"
	            1. Then a record reports for each primary enrollment
	        ii. If an enrollment is "S: Partial" or "N: Special Ed Service"
	            1. Then add these present and absent hours to the primary enrollment's present and absent record

R5. BR4	If one of the enrollment dates is **NOT WITHIN** the "P: Primary" enrollment dates

a. If an enrollments is "P: Primary"
- i. Then a record reports for each primary enrollment

b. If an enrollments is "S: Partial" or "N: Special Ed Service"
- i. Then a record reports for each "S: Partial" or "N: Special Ed Service"
    1. If the Start Date is **NOT WITHIN** the "P: Primary" enrollment dates
        a. Then Start Date reports the enrollment Start Date
    2. If the Start Date is **WITHIN** the "P: Primary" enrollment dates
        a. Then Start Date reports the day after "P: Primary" enrollment's End Date
    3. If the End Date is **NOT WITHIN** the "P: Primary" enrollment dates
        a. Then End Date reports the enrollment's End Date
    4. If the End Date is **WITHIN** the "P: Primary" enrollment's dates
        a. Then End Date reports the "P: Primary" enrollment's Start Date
    5. RegHrsAttended reports the sum of the present hours **NOT WITHIN** the "P: Primary" enrollment dates
    6. RegHrsAbsent reports the sum of the absent hours **NOT WITHIN** the "P: Primary" enrollment dates
    7. Present and Absent hours for dates within a "P: Primary" enrollment will be added to the "P: Primary" enrollment record

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Report Data Elements

Key:
(R)Required
(O)Optional
(N)Not Allowed
(C)Conditionally.

#	Data Element	Business Requirement/Business rules		Data Source/ Database Location	Format	Length
5	CollectionVersion	**Aug.**	**Jun.**		Text	50
		R	R			
		"YYYYMmm1.0StuEnrlAttnd" "YYYY" = Current School Year "Mmm" = CollectionPeriod Code StuEnrlAttnd = Extract Name Code example: 2007Jun1.0StuEnrlAttnd				
10	CurrentSchoolYear	**Aug.**	**Jun.**	System Administration > Calendar > School Year > End Year	Integer	4
		R	R			
		Use the End Year from the calendar being reported.				

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15	AttendingDistrictCode				Student Information > General > Enrollments > State Reporting Fields > Attending District	Text	6
		Aug.	**Jun.**				
		O	R		OR		
				1. Report the value saved in "Attending District" 2. If "Attending District" is NULL, report "State District Number"	System Administration > Resources > District Info > State District Number		

20	AttendingSchoolCode				Student Information > General > Enrollments > State Reporting Fields > Attending School	Text	4
		Aug.	**Jun.**				
		O	R		OR		
				1. Report the value saved in "Attending School" 2. If "Attending School" is NULL, report "State School Number"	System Administration > Resources > School > State School Number		

25	ReportingDistrictCode				System Administration > Resources > District Info > State District Number	Text	6
		Aug.	**Jun.**				
		R	R				
				1. Report the value saved in "State District Number"			

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30	ReportingSchoolCode	Aug.	Jun.			6
		R	R			

Field 30 — ReportingSchoolCode detail:

1. Reporting School, will report from Reporting School in state reporting fields when populated
   a. If null, look to Calendar > Calendar Type **code** = **AP** : Alternative Program School, when code = AP, all students in the calendar will report field 30, Reporting School, from Residing School in Enrollments > State Reporting fields.
      i. If Reporting School textbox blank and Calendar Type not AP, look to School Org Type (Resources > School) **code** = **AP** : Alternative Program School, all students in the school will report field 30, Reporting School, from Residing School in Enrollments > State Reporting fields.
         1. If Reporting School textbox blank and Calendar Type not AP and School Org Type (Resources > School) is not **AP** : Alternative Program School, report State School Number.

Field 30 — path/notes column:

1. Reporting School textbox in state reporting fields
2. Calendar > Calendar Type **code** = **AP** : Alternative Program School
3. School Org Type (Resources > School) **code** = **AP** : Alternative Program School
4. System Administration> Resources > School > State School Number
5. Report can show up to 6 digits but state will only accept 4 digits

35	ResidentDistrictCode	Aug.	Jun.		Text	6
		O	R			

Field 35 — ResidentDistrictCode detail:

1. Report the value saved in "Residing District"
2. If "Residing District" is NULL, report "State District Number"

Field 35 — path/notes column:

Student Information > General > Enrollments > State Reporting Fields > Residing District

OR

System Administration > Resources > District Info > State District Number

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40	ResidentSchoolCode			Student Information > General > Enrollments > State Reporting Fields > Residing School OR System Administration > Resources > School > State School Number	Text	4
		Aug. O	**Jun.** R			
		1. Report the value saved in "Residing School" 2. If "Residing School" is NULL, report "State School Number"				
45	StateID			Census > People > Demographics > Person Identifiers	Text	10
		Aug. R	**Jun.** R			
50	LocalStudentID			Census> People> Demographics> Person Identifiers	Text	20
		Aug. O	**Jun.** O			
55	LastName			Legal Last Name on the Identities > Protected Identity Information area for reporting Census > People> Demographics > Last Name	Text	60
		Aug. O	**Jun.** O			
		When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field when populated.				
60	FirstName			Legal First Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > First Name	Text	60
		Aug. O	**Jun.** O			
		When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field when populated.				

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65	MiddleName	Aug.	Jun.		Legal Middle Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > Middle Name	Text	60
		O	O				
		When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Middle Name field when populated.					
70	Suffix	Aug.	Jun.		Legal Suffix Name on the Identities > Protected Identity Information area for reporting Census > People > Demographics > Person Information > Suffix	Text	10
		O	O				
		When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Suffix field when populated.					
75	DateOfBirth	Aug.	Jun.		Census> People> Demographics> Person Information> Birth Date	Date	10
		R	R				
		MM/DD/YYYY					
80	StudentGradeLevel	Aug.	Jun.		Student Information> General> Enrollments> General Enrollment Info> Grade	Text	2
		R	R				
		For Grades <> 01-12 use Kindergarten Code.					

90	ResidencyStatus			Student Information> General> Enrollments> State Reporting Fields> State Aid	Text	2
		Aug.	**Jun.**			
		R	R			
		IF R1 THEN Reporting District Code, Resident District Code, Attending DistrictCode must be the same value. IF NR, DI or PT THEN Reporting District Code and Attending District Code must be the same value. IF R2 or HS THEN Reporting District Code and Resident District Code must be the same value.				
95	RegHrsAttended			Regular Logic: Student Information > General > Enrollments > Regular Hours Attended	Number Format = ####.### This must be reported in a whole number but calculated in minutes and then converted to hours.	9
		Aug.	**Jun.**			
		N	C			
		A. Regular Attendance Logic: **OVERRIDE: IF there is already a value in the RegHrsAttended Field on Enrollments, Report that value DO NOT calculate.** If calculated:		Calculated - Use similar calculations as found in the MO Attendance Extract Virtual Course Logic: Course or Section > Online Learning (Section acts as an override of Course, if they differ)		

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1. Instructional Minutes sum minus absent minutes within report start and end dates.
   a. Look at student's entire schedule and sum each scheduled day's instructional minutes within report start and end dates. Minus out absent minutes. Convert to hours for reporting.
      - Period must be instructional
      - Course much be checked for Attendance
      - Period Absent and Excuse = Excused, Unknown or Unexcused
   b. Compare the roster date to the term date. Look for the maximum start date between the term and the roster start date whichever is the latest. For example term date starts 9/1/08 and roster date starts 10/15/08 THEN start date should be 10/15/08 OR term date is 11/01/08 but roster start date is 8/15/08 THEN start date should be 11/01/08. Look for the minimum End Date of the Term Date and the Roster Date whichever comes first.
   c. Aggregate all the minutes attended for each term. Subtract absent minutes from sum of instructional minutes.
   d. Convert the minutes to hours and report them in the RegHrsAttended field of the extract.

- Must return '0' if the End Date and Start Date of the enrollment are both on the first day of the school year.
- Else must return > 0 if Grade Level <> 'PK'

B. Virtual Course logic:

- Course or section>Online Course = Yes
- When multiple online courses are skinnied with other online courses, sum all minutes for online courses in the skinnied period. (regular courses that are skinnied, only one courses is calculated) When online and regular courses ares skinnied, all online course minutes/hours are calculated and one of the regular courses is summed.

1. First, use the current attendance calculation but exclude all course and sections marked Online = Yes, from the calculation.

2. 94% Calculation : Once initial calculation is complete, look for Transcript entries during that year marked Online = Yes. If a Transcript entry exists, look for that course/section that the student was enrolled, calculate all hours of the course and add 94% of those hours to the first attendance calculation for Regular Hours Attended (Student Enrollment and Attendance report) or Present Hours (Attendance audit report)
   a. 47% calculation: Now, look for courses marked Online = Yes, if no transcript detail exists for the course, calculate all hours of the course/section and add 47% of those hours to the first attendance calculation for Regular Hours Attended.
   b. If student roster start date and end date are the same, (=) do NOT calculate hours
3. 95% Calculation: When Online Course > Program = 50: Missouri Virtual Instructional Program or 52 : MOCAP, find students where state reporting fields > A+ Student = Y: Yes. Once initial calculation is complete, look for Transcript entries during that year marked Online = Yes. If a Transcript entry exists, look for that course /section that the student was enrolled, calculate all hours of the course and add 95% of those hours to the first attendance calculation for Regular Hours Attended (Student Enrollment and Attendance report) or Present Hours (Attendance audit report)
   a. 47% calculation: Now, look for courses marked Online = Yes, if no transcript detail exists for the course, calculate all hours of the course/section and add 47% of those hours to the first attendance calculation for Regular Hours Attended.
   b. If student roster start date and end date are the same, (=) do NOT calculate hours
4. Regular hours attended cannot exceed Calendar Instructional minutes. Must report regular hours attended = calendar minutes if they exceed calendar instructional minutes, for the entire calculation. Hours will be removed from the virtual records to cap at calendar instructional minutes as of report generation date.
   a. If multiple online courses are skinnied into a period, count the full period for each course. Ex: 2 online courses skinnied into a period with 60 minutes, each course will calculate the 60 minutes.

5. Absent calculation is not done for online courses. Even if there is an absence for the period do not calculate minutes out. Just calculate all the hours and add to regular hours attended, either 94% of hours or 47% of hours depending on transcript detail entry. The regular hours absent field will need to change to not calculate absences in courses/sections marked Online
6. When Online Course/Section's

C. Competency Based Attendance Logic:

1. Sum minutes of Course/Section checked Competency Based within report generation dates
   a. Multiply by Prior year ADA% on District History (Sys Admin > Resources > District Info) record closest to report generation date but not greater than report generation end date.
   b. Add sum to calculations A and B above.

(Partial Week calc: our calculation appears to use sql datediff for weeks. This means that in this case, the week will be counted in term 3 but not in term 4. datediff essentially county week transitions (think crossovers from saturday to sunday)

 a term with the dates:

'01/07/2022', and '03/09/2022' counts weeks like this: SELECT CONVERT(DEC(7,1),DATEDIFF(WEEK, '01/07/2022', '03/09/2022')) = 9

a term with dates like this:

 '03/10/2022', and '05/25/2022' is like so: SELECT CONVERT(DEC(7,1), DATEDIFF(WEEK, '03/10/2022', '05/25/2022')) = 11.0

		The Regular Hours Attended value cannot exceed the **Duration** value on the Calendar Day editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the Calendar Details editor are used. Regular hours attended must equal calendar minutes when they exceed calendar instructional minutes for the entire calculation.			
100	RegHrsAbsent	**Aug.** / **Jun.** — N / C **OVERRIDE: IF there is already a value in the RegHrsAbsent Field on Enrollments, Report that value DO NOT calculate.** **Status = Absent and Excuse = Excused, Unknown or Unexcused** Must return '0' if the End Date and Start Date of the enrollment are both on the first day of the school year. This must be reported in a whole number but calculated in minutes and then converted to hours and rounded to the full hour. • Course much be checked for Attendance • Absences can have an excuse of Excused, Unknown or Unexcused • Regular Hours Absent does NOT calculate absent hours for virtual classes. An absent calculation is not done for online courses, even when there is an absence for the period. The Regular Hours Absent value cannot exceed the **Duration** value on the Calendar Day editor. When the Duration field is blank or set to zero, the **Student Day (instructional minutes)** value on the Calendar Details editor are used. Regular hours absent must equal calendar minutes when they exceed calendar instructional minutes for the entire calculation.	Student Information > General > Enrollments > Regular Hours Absent Calculated - Use similar calculations as found in the MO Attendance Extract	Number Format ####.###	9

105	RemHrsAttended	Aug.	Jun.		Student Information> General> Enrollments> State Reporting Fields> Remedial Hours	Number	9
		N	R				
		Remedial Hours Attendend must be reported as a number with 1 to 4 digits followed by an optional decimal point and 1 to 4 digits. 1. If Studentgradelevel equals PK, PKA, or PKP, then RemHrsAttended is not allowed. Report this field as blank.			Format = ####.####		
110	HrsInSession	Aug.	Jun.		Student Information > General > Enrollments > State Reporting Fields > Res 2 Hrs in Session	Number	9
		N	C				
		This is only reported if Resident Status is R2. All other status must report null. When No Show on enrollment is checked, report 1044. It may have 1 to 4 digits followed by an optional decimal point and 1 or 2 digits.			Format = ####.##		
115	SummerAttendance	Aug.	Jun.		Calculated - Use the same calculations as Reg Hrs Attended	Number	9
		R	N				
		Round to the nearest ten-thousandth SummerAttendance is not allowed in the June Core, Enrollment and Attendance Cycle Submission. SummerAttendance does not have a valid format. It may have 1 to 4 digits followed by an optional decimal point and 1 to 4 digits. Calculate for calendars that are marked as Summer School only.			Format = ####.####		

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120	SummerMembership			Count all of the calendar instructional hours from days of the student's enrollment dates	Number	9

Row 120 detail:

Aug.	Jun.
R	N

Count all of the calendar instructional hours from days of the student's enrollment dates

1. First look to the Calendar Day's Duration. When populated with a number other than 0, use that number for the day's total instructional minutes
2. When the Duration is 0 or blank, count from the period schedule's instructional minutes associated with that day

Round to the nearest ten-thousandth.
SummerMembership does not have a valid format. It may have 1 to 4 digits followed by an optional decimal point and 1 to 4 digits.

Format = ####.####

125	EntryDate			Student Information> General> Enrollments> General Enrollment Info> Start Date	Date Format = mm/dd /yyyy	10

Aug.	Jun.
R	R

130	EntryCode			Student Information> General> Enrollments> General Enrollment Info> Start Status	Text	4

Aug.	Jun.
N	R

135	ExitDate			Student Information> General> Enrollments> General Enrollment Info> End Date	Date	10

Aug.	Jun.
R	R

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140	ExitCode	Aug. / Jun.: N / R	Student Information> General> Enrollments> General Enrollment Info> End Status	Text	4
145	ExitDestDistrictCode	Aug. / Jun.: N / C Value is required if ExitCode ='T002', 'T001', 'T010' or T011', If other Exit Code it MUST be Null	Student Information> General> Enrollments> General Enrollment Info> Transfer To District	Text	6
150	ExitDestSchoolCode	Aug. / Jun.: N / C Value is required if ExitCode ='T002', 'T001', 'T010' or T011', If other Exit Code it MUST be Null	Student Information> General> Enrollments> General Enrollment Info> Transfer To School	Text	4
155	ExitDestComment	Aug. / Jun.: N / C Value is required if ExitCode = 'T003' or 'T004' or 'T005' or 'T006' or 'T007' or 'T008' 1. If there is a carriage return in the End Comments field of the extract, report the comments in the ExitDestComment only. Do not allow the extract to return an extra row.	Student Information> General> Enrollments> General Enrollment Info> End Comments	Text	150

156	SchoolChoice	<table><tr><td>**Aug.**</td><td>**Jun.**</td></tr><tr><td>N</td><td>➕ O</td></tr></table> Conditional: Children enrolled in a Title I school are eligible for school choice when their school is in the first and subsequent years of school improvement, corrective action, and restructuring. Any child attending such a school must be offered the option of transferring to a public school in the district not identified for school improvement, unless such an option is prohibited by state law. Valid Options: E: Eligible O: Offered A: Applied R: Received	Student Information> General> Enrolllments> State Reporting Fields> School Choice	Text	1
157	ExtSchlHours	<table><tr><td>**Aug.**</td><td>**Jun.**</td></tr><tr><td>R</td><td>N</td></tr></table> Required for all students in the August collection, not allowed in June. For August, if student does not have a value filled in the enrollment field, return the default of 0000.0000 For June, all students return null (not allowed).	Student Info> General> Enrollments> Special Ed Fields> Extended School Year Hours	Numeric	9

158	ChronicAbsent			Integer	3

Aug	Jun
N	R

This field is not on file in the August reporting period, per MO.

Report the number of days the student was absent for more than 50 percent of the school day between the begin date and end date. Include those absences whether excused or unexcused.

Sum the number of days, where the student's absent minutes are equal to or greater than 50% of that day's scheduled minutes within the report generation date range. Each day is a count of 1
Look for student attendance where attendance code Status = Absent and Excuse = Excused, Unknown or Unexcused, for the days within the report generation Date Range.

1. Sum the minutes of the absence for that day and subtract any Present Minutes from the absent minutes for the total absent minutes for the day.
2. Look to the student's schedule for that day and sum the minutes of the instructional periods into which the student is scheduled for that date.
3. When the day's absent minutes are = > the scheduled minutes of the day, count 1
4. Sum the days where the student was absent 50% or more in field 158

Report Design/layout

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Calculations or Logic

#		

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1	Regular Hours Attended	When Course or Section Online = Yes, use the virtual attendance calculation no matter if the student has a blended learning group or not. No absences are subtracted from present minutes.

When student in distance learning, the in-seat percentage will be applied to the sum of the distance learning minutes. No absences are subtracted from the distance learning present minutes.

When student is in-seat, absent minutes will be subtracted from the instructional minutes.

All calculations are done within date range of report generation.

Apply to MO MOSIS Extracts > Student Enrollment and Attendance report, field 095, Present Hours and the MO Attendance Audit reports of: Detail Report > Present Hours (F4), Summary Report > Present Hours (F3), Student Summary Report > Present Hours (F4).

1. When Course > Online = Yes or if Section > Online Learning (Override)= Yes, use the virtual attendance logic for the course's attendance minutes' calculation. This calculation will be used no matter what blended learning group the student is in or not. Calculate these records first.
   a. When student is not in any blended learning group, use the current MO attendance calculation for regular/on-site (OS) and online course sections (VI).
2. When student in in a blended learning group, find when the student is in-seat, count all the present instructional minutes, subtracting out absent minutes for a sum total (current calculations for non-online courses). Find the present percent for the student.
   a. Next, find the days when the student is not in-seat (distance learning DL). Count all the instructional minutes for courses that are not in-seat. Do not calculate course sections where Online = yes. Apply the in-seat present percent to the total distance learning minutes.
      i. Do not calculate absences when course is distance learning.
         • Ex: 950 possible instructional minutes. Student present for 840 minutes. 840/950 = 88%. That percentage is the percentage of minutes/hours that will be allowed for the distance minutes/hours. OS percentage is 88%. DL minutes = 320. 320 x .88 = 281.6 minutes, convert to hours and sum into the regular hours present fields.
      ii. When course or section Online = yes while distance learning, use the virtual attendance calculation for that course.

2	Virtual Course Attendance Calculation	Virtual Course Attendance calculates the student's attendance for those courses that are taught online. The Regular Hours Attendance calculation is used; once that value is found, it is multiplied by one of the following:
		
		• When the student does not have a transcript entry for the online course, the Regular Hours Attended value is multiplied by .47.
		• When the student has a transcript entry for the online course, the Regular Hours Attended value is multiplied by .94.
		• When the student has a transcript entry of the course AND the Online Course Program is as follows, AND the A+ Student field on the Enrollment record is set to Yes, the Regular Hours Attended value is multiplied by .95.
		    ○ 50: Missouri Virtual Instructional Program,
		    ○ 52: MOCAP, and the student's enrollment record has the A+ Student field set to Yes).
		
		The course must be an online course (the Online field on the Course editor is set to Yes).
		
		The course does not need to be marked for attendance; the period does not have to be marked as instructional.
		
		• When the student's roster start date and end date are the same, hours are not calculated.
		• When multiple online courses are skinnied with other online courses, all minutes for online courses are summed in the skinnied period (for regular courses that are skinnied, only one course is calculated).
		• When online and regular courses are skinnied, all online course minutes/hours are calculated and one of the regular courses is summed.
		
		The current attendance calculation is used, minus all courses and course sections marked as Online. Non-instructional minutes are not calculated.
		
		Once the initial calculation is complete, Transcript entries are reviewed.
		
		• During the selected year for a course marked as Online, when a Transcript entry exists, all hours for which the student was enrolled in that course/section are calculated. 94% of those hours are added to the first attendance calculation for the Regular Hours Attended value.
		• When there is no transcript entry for a course marked as Online, all hours of the course/section are calculated, and 47% of those hours are added to the first attendance calculation.

3	Quarantine, Distance and Blended Instruction attendance Calculation	The Quarantine, Distance and Blended Instruction attendance uses the Blended Learning Group rotation of the student to find when the student was physically on-site (in the school building) for instruction or distance learning for instruction (Note that the Blended Learning Group tools refer to *distance learning* as *virtual learning*). See the Blended Learning tools for more information on Blended Learning available in Campus:

- New Blended Learning Groups
- Adjust Blended Learning Groups
- Manage Blended Learning Groups

When the student has a combination of physically on-site and distance learning, the physically on-site attendance percentage applies to the distance learning minutes. When the physically on-site present percentage is 88%, then only 88% of the distance learning minutes can be counted/reported.

The Present Minute total cannot exceed the calendar instructional minutes for that student. When this occurs, minutes are removed from the virtual course/days to cap the Present Minute total at the calendar instructional minutes for the date range of the report.

Summary of Calculation

- When the Course editor or Section editor has the Online Learning field set to Yes, the Virtual Attendance calculation is used, regardless of the student being in a Blended Learning Group.
- When student is in distance learning, the in-seat percentage applies to the sum of the distance learning minutes. No absences are subtracted from the distance learning present minutes.
- When student is in-seat, absent minutes are subtracted from the instructional minutes.
- All calculations are done within date range of report generation.

Step 1. Calculate the attendance minutes for only courses using the regular (on-site) attendance and virtual attendance logic.

Step 2. For students in a blended learning group, find when the student is on-site (in-seat) and count all present instructional minutes, minus the absent minutes. Determine the percent of time the student is present

- Total Instructional Minutes - Absent Minutes = Total Present Minutes
- Total Present Minutes / Total Instructional Minutes = Percentage of Present

Step 3. Find the days when the student is in distance learning. Total the distance learning minutes. Apply the Percentage of Present to the Total Distance Learning minutes. This is the total number of hours the student is present. This value reports in the Present Hours and Regular Hours Attended fields.

Step 4. Apply the non-present percent of minutes to the Absent Hours field on the Attendance Reports

4	On-Site Instruction (OS)	On-Site Instructions uses the current attendance calculation for regular and virtual attendance. • A student does not need to be in a blended learning group. When Blended Learning Groups were assigned for all students in the building, regardless of being on-site or virtual, the On-Site Instruction Students would be in a Blended Learning Group where that group is not assigned to any attendance days and is considered always in school. • Course sections marked as Online calculate 95%, 94% and 47% of instructional minutes based on a transcript entry (see previous information on that calculation). On-site Instruction minutes are calculated first. When student is not in any blended learning group, use the current MO attendance calculation for regular/on-site (OS) and online course sections (VI).
5	Virtual Instruction (VI)	• Virtual Attendance is only applied when the Online Learning field on the Course editor or on the Section Editor is set to Yes. • 95, 94 and 47% of instructional minutes will be calculated based on a transcript entry.
6	Combination of On-Site and Distance Learning (DL)	• A student's Blended Learning Group on distance days indicates what days the student is not on-site. • First, the On-Site attendance minutes are calculated to find the Present Percent. This is the percentage of minutes allowed for Distance Learning minutes/hours.

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7	Competency-based attendance calculations	Competency-based attendance calculations are specific for those courses and sections marked as Competency Based. See the Missouri Scheduling Components article for additional information on this checkbox.
		
		The following is used to calculate competency-based attendance for reporting:
		
		1. Competency Based courses are identified:
		  • When a course is marked as Competency Based but the sections are not, all the sections are counted as Competency Based.
		  • When a course is NOT marked as Competency Based, all sections are checked for the Competency Based checkbox.
		2. When a student has a transcript entry for the course/section where Competency Based is marked, the sum instructional minutes of the section within the Date Range of report generation or student's enrollment dates are summed.
		  • Absences, present, or tardy minutes are not counted.
		  • When the student's Schedule entry associated with the Competency Based course/section has No Credit marked (Section > Roster Batch Edit), minutes are not counted.
		3. The sum of minutes is converted to hours (divided by 60) and multiplied by the Prior Year Average Attendance Percent (System Administration > Resources > District Information) to calculate present hours.
		4. The competency-based section's present levels are added to the Regular Hours Attended (field 095) on the MOSIS Student Enrollment and Attendance Report. See the Regular House Attended section above for more information.
		5. The competency-based section's hours are to the Present Hours on the MO Attendance Audit Report (Attendance > Reports > Missouri Attendance Audit Report).

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Appendix A - Data Setup

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