MD - At-Risk for Chronic Absence

Overview

Summary, Scope, and Purpose

The fundamental purpose of collecting data on students at risk for chronic absence is to empower both LEAs and MSDE to identify attendance challenges at the earliest possible stage in the academic year. Through systematic monthly data collection, MSDE can monitor attendance patterns statewide, identify emerging trends, and partner with LEAs to design and implement evidence-based interventions for students experiencing obstacles to consistent school attendance.

MSDE is dedicated to closely monitoring the attendance data of students who are at risk of chronic absence. This focus is on students who missed 10% or more of school days during the current school year. By identifying these at-risk students early, MSDE can strategically assist LEAs in developing and implementing targeted support initiatives aimed at improving attendance rates, enhancing academic engagement, and promoting better overall educational outcomes.

Due Dates

End of Reporting Month Date	Due Date for Chronic Absence Date Submission
September 30, 2025	October 7, 2025
October 31, 2025	November 7, 2025
November 28, 2025	December 5, 2025
December 31, 2025	January 7, 2025
January 30, 2026	February 6, 2026
February 27, 2026	March 5, 2026
March 31, 2026	April 7, 2026
April 30, 2026	May 7, 2026
May 29, 2026	June 5, 2026
June 30, 2026	July 7, 2026

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	Count all students who are enrolled in any of the schools in the district for at least one day during the reporting period and are currently enrolled as of the reporting date
R1.BR1	Students are enrolled at least one day by the Effective Date entered on the Extract Editor
R1.BR2	Students who are are no longer enrolled by the Effective Date on the extract editor are excluded from the count
R1.BR3	Only report records count for Attendance Dates that fall goes up to the Effective Date
R1.BR4	Do not include any records that match the following exclusions: • Enrollment No Show • Enrollment State Exclude • Enrollment Grade Level Exclude • Calendar Exclude • School Exclude
R2	Calculation method for 10% absent count (Appendix A)
R2.BR1	Calculation: (Total Days Absent / Total Days Enrolled) X 100 Students reaching or exceeding 10% should be included in the count
R2.BR2	Both excused and unexcused absences are included when calculating the 10% threshold
R3	The report can be run against a district's active year as well as any prior year.
R4	The report can be run in District Editions.
R5	The report will be generated in CSV format as well as a human-readable format (HTML). The CSV format is the State Format.

R6	The file name that is generated will be titled: ARCA_LL_YYYYMMDD.xlsx
	Where:
	- ARCA: Indicates an At Risk for Chronic Absence file
	- LL: The two-digit LEA number
	- YYYYMMDD: The date of submission
	- .xlsx: The file extension
	Example: ARCA_04_20251007.csv

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Extract Editor Requirements

Path:

	Editor Options	Field Type	Requirements
1	Start Date	Date field	
2	End Date	Date field	
3	Ad Hoc Filter	Drop list	
4	Generate Report	Trigger button	Trigger the creation of the extract when selected
5	Submit to Batch	Trigger button	Send extract to Batch Queue when selected
6	Report Format	Drop list	Drop list will contain: - Comma Separated (CSV) - HTML

Report Data Elements

The numbers below represent the sequence the fields should appear in.

	Data Element Label	Description / Business Rules	Required	Data Source GUI Path	Database Field(s)	Format
1	schoolYear	*The four-digit school year for at-risk chronic absence being reported.* Reports the **School Year** Ex. Reports 2026 when school year is 2025-2026	Y	Calendar setup > School Year Setup		Numeric
2	schoolMonth	*Reporting School Month in two-digit format MM.* Report the **Month** of the End Date in extract editor Ex. September reports 09	Y	Extract Editor		Numeric
3	leaNumber	*The two-digit state designation of the local school system.* Reports the **LEA Number**	Y	District > District information > State District Number	Enrollment .outOfDistrictSchool School .number	Numeric
4	allStudentEnrollment	*Total student count with the cumulative "as of" date.* Reports the total **number** of students enrolled in the LEA.	Y			Numeric
5	greaterThanOrEqualTo10PercentAbsentCount	*The school year-to-date count of students absent 10% or more days enrolled (Total days absent / Total days enrolled x 100. Students reaching or exceeding 10% should be included in this count.)* Reports the **number** of students who are absent for 10% or more of the days enrolled.	Y			Numeric
6	femaleStudentEnrollment	*Total female student count with the cumulative "as of" date.* Reports the total **number** of students whose Gender is Male.	Y	Census > People > Demographics > Gender	Identity.gender	Numeric
7	female10PercentAbsentCount	*The school year-to-date count of female students absent 10% or more days enrolled.* Reports the **number** of female students who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Gender	Identity,gender	Numeric
8	maleStudentEnrollment	*Total male student count with the cumulative "as of" date.* Reports the total **number** of students whose Gender is Male.	Y	Census > People > Demographics > Gender	Identity,gender	Numeric
9	male10PercentAbsentCount	*The school year-to-day count of male students absent 10% or more days enrolled.* Reports the **number** of male students who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Gender	Identity,gender	Numeric
10	nonBinaryStudentEnrollment	*Total non-binary student count with the cumulative "as of" date.* Reports the total **number** of students whose Gender is Non-Binary	Y	Census > People > Demographics > Gender	Identity,gender	Numeric

11	**nonBinary10PercentAbsentCount**	*The school year-to-date count of non-binary students absent 10% or more days enrolled.* Reports the **number** of non-binary students who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Gender	Identity.gender	Numeric
12	hispanicLatinoStudentEnrollment	*Total Hispanic/Latino Student count with the cumulative "as of" date.* Reports the **number** of students who are Hispanic/Latino.	Y	Census > People > Demographics > Race/Ethnicity	Identity.hispanicEthnicity	Numeric
13	hispanicLatino10PercentAbsentCount	*The school year-to-date count of Hispanic/Latino students absent 10% or more days enrolled.* Reports the **number** of Hispanic/Latino students who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Race/Ethnicity	Identity.hispanicEthnicity	Numeric
14	americanIndianAlaskanNativeStudentEnrollment	*Total American Indian/Alaskan Native student count with the cumulative "as of" date.* Reports the **number** of students who are American Indian or Alaska Native	Y	Census > People > Demographics > Race/Ethnicity		Numeric
15	americanIndianAlaskanNative10PercentAbsentCount	*The school year-to-date count of American Indian/Alaskan Native students absent 10% or more days enrolled.* Reports the **number** of American Indian or Alaskan Native students who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
16	asianStudentEnrollment	*Total Asian student count with the cumulative "as of" date.* Reports the **number** of students who have only Asian checked	Y	Census > People > Demographics > Race/Ethnicity		Numeric
17	asian10PercentAbsentCount	*The school year-to-date count of Asian students absent 10% or more days enrolled.* Reports the **number** of Asian students who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
18	blackOrAfricanAmericanStudentEnrollment	*Total Black or African American student count with the cumulative "as of" date.* Reports the **number** of students who has only Black or African American checked.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
19	blackOrAfricanAmerican10PercentAbsentCount	*The school year-to-date count of Black or African American students absent 10% or more days enrolled.* Reports the **number** of Black or African American who are absent for 10% or more of the days enrolled.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
20	nativeHawaiianOrOtherPacificIslanderEnrollment	*Total Native Hawaiian or Other Pacific Islander student count with the cumulative "as of" date.* Reports the **number** of students who have Native Hawaiian or Other Pacific Islander checked.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
21	nativeHawaiianOrOtherPacificIslander10PercentAbsentCount	*The school year-to-date count of Native Hawaiian or Other Pacific Islander students absent 10% or more days enrolled.*	Y	Census > People > Demographics > Race/Ethnicity		Numeric

		Reports the **number** of Hawaiian or Other Pacific Islander students who are absent for 10% or more of the days enrolled.				
22	twoOrMoreRacesStudentEnrollment	*Total two or more races student count with the cumulative "as of" date* Reports the **number** of students who have two or more of the following races/ethnicities checked. • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White	Y	Census > People > Demographics > Race/Ethnicity		Numeric
23	twoOrMoreRaces10PercentAbsentCount	*The school year-to-date count of two or more races students absent 10% or more days enrolled.* Reports the **number** of students who have two or more of the following races/ethnicities checked and absent for 10% or more days enrolled. • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White	Y	Census > People > Demographics > Race/Ethnicity		Numeric
24	whiteStudentEnrollment	*Total White student count with the cumulative "as of" date.* Reports the **number** students who have White checked.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
25	white10PercentAbsentCount	*The school year-to-date count of White students absent 10% or more days enrolled.* Reports the **number** of White students who are absent for 10% or more days enrolled.	Y	Census > People > Demographics > Race/Ethnicity		Numeric
26	economicallyDisadvantagedStudentEnrollment	*Total economically disadvantaged student count with the cumulative "as of" date.* Reports the **number** of students who identified with any of the following: • Eligible for Free Meals • Foster Child • SNAP • TANF	Y	Eligibility Detail > Eligibility State Program > Foster Care		Numeric
27	economicallyDisadvantaged10PercentAbsentCount	*The school year-to-date count of economically disadvantaged students absent 10% or more days enrolled.* Reports the **number** of economically disadvantaged who are absent for 10% or more days enrolled.	Y	Eligibility Detail > Eligibility State Program > Foster Care		Numeric
28	multilingualLearnerStudentEnrollment	*Total multilingual learner student count with the cumulative "as of" date* Report the **number** of students who have an active EL record	Y	Student Information > Program Participation > LEP > Program Status	English Learner (EL). programStatus	Numeric
29	multilingualLearner10PercentAbsentCount	*The school year-to-date count of multilingual leaner student absent 10% or more days enrolled.*	Y	Student Information > Program Participation > LEP > Program Status	English Learner (EL). programStatus	Numeric

		Reports the **number** of multilingual students who were absent 10% or more of the days enrolled.				
30	studentsWithDisabilitiesStudentEnrollment	*Total students with disabilities count of learner students absent 10% or more days enrolled.* Reports the **number** of students who have an active IEP or 504 program	Y	Student Information > Special Ed > Documents > IEP Student Information>General> Flags> Flag with a state code of 504 and marked as state reported		Numeric
31	studentsWithDisabilities10PercentAbsentCount	*The school year-to-date count of students with disabilities absent10% or more days enrolled.* Reports the **number** of students who have an active IEP or 504 program and were absent 10% or more of the days enrolled.	Y	Student Information > Special Ed > Documents > IEP		Numeric
32	newRaceAmericanIndianAlaskanNativeStudentEnrollment	*Total American Indian/Alaskan Native student count with the cumulative "as of" date.* Reports the **number** of student who have American Indian or Alaskan Native checked.	N	Census > People > Demographics > Race/Ethnicity		Numeric
33	newRaceAmericanIndianAlaskanNative10PercentAbsentCount	*The school year-to-date count of American Indian/Alaskan Native students absent 10% or more days enrolled.* Reports the **number** of American Indian or Alaskan Native students who were absent 10% or more of the days enrolled.	N	Census > People > Demographics > Race/Ethnicity		Numeric
34	newRaceAsianStudentEnrollment	*Total Asian student count with the cumulative "as of" date.* Reports the **number** of students who have Asian checked.	N	Census > People > Demographics > Race/Ethnicity		Numeric
35	newRaceAsian10PercentAbsentCount	*The school year-to-date count of Asian students absent 10% or more days enrolled.* Reports the **number** of Asian students who were absent for 10% or more of the days enrolled.	N	Census > People > Demographics > Race/Ethnicity		Numeric
36	newRaceBlackOrAfricanAmericanStudentEnrollment	*Total Black or African American student count with the cumulative "as of" date.* Reports the **number** of student who have Black or African American checked.	N	Census > People > Demographics > Race/Ethnicity		Numeric
37	newRaceBlackOrAfricanAmerican10PercentAbsentCount	*The school year-to-date count of Black or African American students absent 10% or more days enrolled.* Reports the **number** of Blacks or African American students who were absent 10% or more of the days enrolled.	N	Census > People > Demographics > Race/Ethnicity		Numeric
38	newRaceNativeHawaiianOrOtherPacificIslanderEnrollment	*Total Native Hawaiian or Other Pacific Islander student count with the cumulative "as of" date.* Reports the **number** of students who have Native Hawaiian or Other Pacific Islander checked.	N	Census > People > Demographics > Race/Ethnicity		Numeric
39	newRaceNativeHawaiianOrOtherPacificIslander10PercentAbsentCount	*The school year-to-date count of Native Hawaiian or Other Pacific Islander students absent 10% or more days enrolled.*	N	Census > People > Demographics > Race/Ethnicity		Numeric

		Reports the **number** of Native Hawaiian or Other Pacific Islander who were absent 10% or more of the days enrolled.				
40	newRaceWhiteStudentEnrollment	*Total White student count with the cumulative "as of" date.* Reports the **number** of students who have White checked.	N	Census > People > Demographics > Race/Ethnicity		Numeric
41	newRaceWhite10PercentAbsentCount	*The school year-to-date count of White students absent 10% or more days enrolled.* Reports of **number** of White students who were absent 10% or more of the days enrolled.	N	Census > People > Demographics > Race/Ethnicity		Numeric
42	newRaceHispanicOrLatinoStudentEnrollment	*Total Hispanic/Latino student count with the cumulative "as of" date.* Reports the **number** of students who have Y for the Hispanic/Latino question.	N	Census > People > Demographics > Race/Ethnicity	Identity.hispanicEthnicity	Numeric
43	newRaceHispanicOrLatino10PercentAbsentCount	*Total school year-to-date count of Hispanic/Latino students absent 10% or more days enrolled.* Reports the **number** of Hispanic/Latino students who were absent 10% or more of the days enrolled.	N	Census > People > Demographics > Race/Ethnicity	Identity.hispanicEthnicity	Numeric
44	newRaceMiddleEasternOrNorthAfricanStudentEnrollment	*Total Middle Eastern or North African student count with the cumulative "as of" date.* Reports the **number** of students who have Middle Easter or North African checked.	N	Census > People > Demographics > Race/Ethnicity		Numeric
45	newRaceMiddleEasternOrNorthAfrican10PercentAbsentCount	*The school year-to-date count of Middle Eastern or North African students absent 10% or more days enrolled.* Reports the **number** of Middle Eastern or North African who were absent 10% or more of the days enrolled.	N	Census > People > Demographics > Race/Ethnicity		Numeric
46	newRaceTwoOrMoreRacesEthnicitiesStudentEnrollment	*Total two or more races/ethnicities student count with the cumulative "as of" date.* Reports the **number** of students who have two or more of the following race/ethnicity selected. • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Hispanic or Latino • Middle Eastern or North African	N	Census > People > Demographics > Race/Ethnicity		Numeric
47	newRaceTwoOrMoreRacesEthnicities10PercentAbsentCount	*The school year-to-date count of two or more races/ethnicities students absent 10% or more days enrolled.* Reports the **number** of students who have two or more of the following race/ethnicity selected and were absent 10% or more of the days enrolled. • American Indian or Alaska Native • Asian • Black or African American	N	Census > People > Demographics > Race/Ethnicity		Numeric

		Native Hawaiian or Other Pacific Islander • White • Hispanic or Latino • Middle Eastern or North African				

Appendix A: Absent Calculation

** For all calculations below complete only for the days between the start date and end date on the extract editor.

Calculation	UI Path

1. When FTE override field on the enrollment is between 0 and 1 (not inclusive), then
   a. Instructional Minutes = FTE override field * Instructional Minutes from Period Schedule or Days Event
      i. Use instructional minutes from Days Event when non-zero
      ii. Otherwise, use instructional minutes from Period Schedule
   b. Whole Day Absent minutes = Instructional Minutes * .9
   c. Half Day Absent minutes = Instructional Minutes * .5
2. When FTE override field on enrollment is 0, 1, or NULL, then
   a. If Day Setup > Day Events > Instr Mins != 0
      i. Instr Mins = the instructional minutes for that day (Day Event)
      ii. Whole Day absent minutes = Instructional Minutes in Day Event * .9
      iii. Half Day absent minutes = Instructional Minutes in Day Event *.5
   b. Else,
      i. Calculate the total number of absences for the reporting period based on the instructional minutes in Period Schedule
         1. Instr Mins = the instructional minutes for that day (Period Schedule)
         2. Whole Day absent minutes = Instructional Minutes in Period Schedule * .9
         3. Half Day absent minutes = Instructional Minutes in Period Schedule * .5
3. Calculate attendance based on the Instructional Minutes, Whole Day Absent minutes, Half Day Absent minutes
   a. If percent absent is 0<50 then the student gets a absent value of 0 for the day
   b. If percent absent is <=50<90 then the student gets an absent value of .5 for the day
   c. If percent absent is <=90<=100 then the student gets an absent value of 1 for the day
   d. Add up all the absent value for the reporting period to get the total absent value
   e. Absences are defined by any attendance code tied to a state code of 1-21

Percent Absent	Absent Value	Attendance Value
0<50	0	1
<=50<90	.5	.5
<=90<=100	1	0

1. Student Information > General > Enrollments > State Reporting Fields > FTE
2. Scheduling & Courses > Calendar Setup > Period Setup > Instructional Minutes
3. Scheduling & Courses > Calendar Setup > Day Setup > Day Events > Inst Minutes