

(NEW) MD - Early and EOY Attendance Collection

Overview

Summary, Scope, and Purpose

Since 1993, individual student attendance data has been reported to the Maryland State Department of Education by all LEAs. The information is collected as part of the Attendance Data Collections, and is used to calculate a variety of measures including percent attendance, average daily attendance, graduation rate, and dropout rate. The attendance file contains a record for each student in the LEA during the specified collection period. Each student record in the file contains the student's entry and exit information, number of days in attendance, as well as, demographic information on the student and applicable special service indicators.

The Early and End of Year Attendance Collections reports individual student attendance data such as school entry and exit information, the number of days in attendance, number of days absent and general demographic information. This information is then submitted to the Maryland Department of Education for use in attendance, graduation, and dropout rate analysis.

Report Type	Description
Early Attendance Collection	The Early Attendance Collection reports data on each student in pre-Kindergarten through grade 12 from the first day of school through the end of the MSA Post test collection for the specified school year.

End of Year Attendance Collection

The End of Year Attendance Collection reports data on each student in pre-Kindergarten through grade 12 from the first day of school through the last day of school for the specified school year.

Due Dates

Extract	Due
Early Attendance	March - May
End of Year Attendance	June - August

Functional Requirements

Reporting Population and Business Rules

#	Requirement	UI Location
R1	An extract exists that meets Maryland's requirements for the Early and End of Year Attendance	

<p>R1.BR1</p>	<p>Report all students enrolled with an enrollment from the first instructional/attendance day in the calendar through the extract editor end date.</p>	<ul style="list-style-type: none"> • Index>System Admin>Calendar> Calendar>Days> instructional and attendance • Index>Student Information>General> Enrollment>Start Date
<p>R1.BR2</p>	<p>Student's enrollment must meet the following criteria to report:</p> <ol style="list-style-type: none"> 1. Enrollment was active in the selected calendar for at least one day from first instructional and attendance day in calendar to the end date in extract editor. <ol style="list-style-type: none"> a. The one day must be marked for instructional day and attendance day 2. Enrollment type must be primary enrollment, partial ,or special ed services enrollment 	<ul style="list-style-type: none"> • Index>System Admin>Calendar> Calendar> Days • Enrollment > Service Type = P S or N • Index>System Admin>Calendar> Calendar>Days> Day Detail> School Day, Instructional Day, Attendance are all checked

<p>R2</p>	<p>Report a record for each primary, partial, or special ed enrollment if enrollments meet the above criteria unless the student meets requirements in R2.BR1.</p>	<p>Index> Student Information> General> Enrollment> Enrollment Type</p>
<p>R2.BR1</p>	<p>AOP Reporting Requirement (Appendix E)</p> <p>If a student has multiple enrollments in the district that meet the reporting criteria report a record for each enrollment.</p> <p>When enrollments in the selected calendar(s) have a value in the home school field, report the home school as the school.</p>	<p>Index> Student Information> General> Enrollment> Home School</p>

R3	<p>Report will obey all excludes</p> <ul style="list-style-type: none"> • Enrollment • Grade Level • Calendar 	<ul style="list-style-type: none"> • Index> Student Information> General> Enrollment> State Exclude • Index>System admin> Calendar>grade level>state exclude • Index>System admin> Calendar>Calendar> state exclude
R4	<p>Sort by local student number (DE 40) and entry date(DE 300)</p>	
R5	<p>File Name must be based on report type selected in extract editor</p> <p>Early Attendance: EarlyAttendance.ext</p> <p>End of Year: EoyAttendance.ext</p>	

Extract Editor Requirements

Early and End of Year Attendance Collections

The Early and End of Year Attendance Collections will report PK - 12 grade students from the first day of school through the effective date of report generation. The early attendance reports from the beginning of the school year through the MSA Post-test date. The end of year attendance reports from from the beginning of the school year through the last day of school. A break in a student's enrollment will result in separate records. Choose the State Format to get the state defined flat file format, otherwise choose one of the testing/debugging formats.

Extract Options

Report Type:

Start Date:

End Date:

Run Date:

EL Exempt Date:

Ad Hoc Filter:

Format:

Select school(s) to be included in the report

School Name

School Name

CTRL-click or SHIFT-click to select multiple

Show top tasks submitted between and

Batch Queue List			
Queued Time	Report Title	Status	Download

#	Editor Options	Field Type	Requirements
EE1	Report Type	Drop List	Early Attendance Collection and End of Year Attendance Collection formats will be in drop list

EE2	File Format	Drop list	<ul style="list-style-type: none"> • Fixed Width (State Format) • Comma Separated (CSV) • HTML
EE3	Calendar Selector	Multiple Calendar selector	<ul style="list-style-type: none"> • Defaults to the Calendar selected in the Campus Toolbar • At least one calendar is Required
EE4	Start Date	Date field	<ul style="list-style-type: none"> • Must be populated to generate report. • Default to min calendar start date
EE5	End Date	Date field	<p>End date for data collection.</p> <ul style="list-style-type: none"> • Required • Default to max calendar end date
EE6	Run Date	Date field	<p>Populates submission date field</p> <ul style="list-style-type: none"> • Default to system date
EE7	Ad Hoc Filter	Drop list	<p>Ad Hoc Data Type(s):</p> <ul style="list-style-type: none"> • Student
EE8	Generate Extract	Trigger button	Trigger the creation of the extract when selected
EE9	Submit to Batch Queue	Trigger button	Send extract to Batch Queue when selected

EE10	EL Exempt Date	Date Field	Required Used for Data Element 550 Default to System Date
EE11	Submit to Batch Queue	Trigger button	Send extract to Batch Queue when selected
EE12	Validate	Trigger button	

Report Data Elements

Note: The Data Elements highlighted in Blue will only be part of the EOY extract

	Data Element Label	Description / Business Rule	Data Source / Database Location	Format	Length	Start Position	End Position
1	LEA_Number	<p><i>The two-digit state designation of the local education agency.</i></p> <hr/> <p>Reports the State District Number from District Information</p>	District Information > State District Number	Numeric	2	1	2

2	School_Number	<p><i>The four-digit code assigned to the school building.</i></p> <hr/> <ul style="list-style-type: none"> • Reports from the Enrollment associated with the Calendar: <ol style="list-style-type: none"> a. If School Type = 99, report Providing School from Enrollment <ol style="list-style-type: none"> i. If Providing School is Null <ol style="list-style-type: none"> 1. Then report "0000" b. Else, report from the <i>first</i> populated field: <ol style="list-style-type: none"> i. Enrollment Home School ii. School State School Number 	School Information > School Type Enrollment > Home School Enrollment > Providing School School Information > State School Number	Numeric	4 Left pad with 0 if less than 4 digits	3	6
3	State_Assigned_Student_ID_SASID	<p><i>The valid State Assigned Student ID Number</i></p> <hr/> <p>Reports the Student State ID from Demographics</p>	Demographics > Student State ID	Numeric	10 Left pad with 0 if less than 10 digits	7	16

4	Local_Student_ID_Number	<p><i>The student number assigned by the local education agency</i></p> <hr/> <p>Reports the Local Student Number from Demographics</p>	Demographics > Student Number	Numeric	10 Left pad with 0 if less than 10 digits	17	26
5	Last_Name	<p><i>The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to twenty-five (25) characters long. Do not include punctuation.</i></p> <hr/> <p>Reports the student's Last Name</p>	Identities > Last Name	Alpha	25 Truncate on right if name is over 25 characters	27	51
6	First_Name	<p><i>The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen (15) characters long. Do not include punctuation.</i></p> <hr/> <p>Reports the student's First Name</p>	Identity > First Name	Alpha	15 Truncate on right if name is over 25 characters	52	66

7	Middle_Name	<p><i>The student's full legal middle name, if available, given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen (15) characters long. Do not include punctuation. Report as indicated as per official birth documentation.</i></p> <hr/> <p>Reports the student's Middle Name</p>	Identities > Middle Name	Alpha	15 Truncate on right if name is over 25 characters	67	81
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8	Generation_Code	<p><i>An appendage, if any, used to denote the student's generation in a family (e.g., Jr., Sr., III), appears on the evidence of birth document. Valid values include Jr, JR, II, III, IV, V. Data reported for this element should be alpha characters right justified with null values pre-filled to the left without punctuation. Use Roman numbering for standardization – 2nd should be II (ii), 3rd should be III (iii), 4th should be IV (iv), 5th should be V. Jr and II are unique occurrences and both are valid values.</i></p> <hr/> <p>Reports the Suffix</p> <p><i>Punctuation is removed (ex. Jr. → Jr)</i></p>	Census > Identities > Suffix	Alphanume ric	3	82	84
9	Preferred_Name	<p><i>An indication of the student's plans following their completion of high school.</i></p> <hr/> <p>Reports the Nickname</p>	Identities > Nickname	Alpha	15	85	99

1 0	Date_of_Birth	<p><i>The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2024, is 20240907)</i></p> <hr/> <p>Reports the Date of Birth</p>	Identities > Birth Date	Date (YYYYMMDD) Must be 0-padded (e.g. "8" would be "08")	8	100	107
1 1	Grade	<p><i>The two-digit number of the grade in which the student is placed.</i></p> <hr/> <p>Reports the State Grade Level Code associated with the Grade</p>	Enrollment > Grade	Alphanumeric	2	108	109
1 2	Gender	<p><i>The gender of the student</i></p> <hr/> <ul style="list-style-type: none"> • Reports Legal Gender if populated • Reports Gender in all other situation 	Identities > Legal Gender Identities > Gender	Alphanumeric	1	110	110

<p>1 3</p>	<p>Hispanic_or_Latino_Ethnicity</p>	<p><i>An indication that the person traces his/her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.</i></p> <hr/> <ul style="list-style-type: none"> • Reports Y when "Is the individual Hispanic/Latino?" dropdown is Y: Yes • Report N in all other situations 	<p>Race Ethnicity > Is the individual Hispanic/Latino?</p>	<p>Alpha</p>	<p>1</p>	<p>111</p>	<p>111</p>
<p>1 4</p>	<p>American_Indian_or_Alaska_Native</p>	<p><i>A person having origins in any of original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 1 when American Indian or Alaska Native is checked • Report 0 in all other situations 	<p>Race Ethnicity > American Indian or Alaska Native</p>	<p>Numeric</p>	<p>1</p>	<p>112</p>	<p>112</p>

1 5	<p>Asian</p>	<p><i>Indicates whether the person has origins in any of original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 2 when Asian is checked • Report 0 in all other situations 	<p>Race Ethnicity > Asian</p>	<p>Numeric</p>	<p>1</p>	<p>113</p>	<p>113</p>
1 6	<p>Black_or_African_American</p>	<p><i>Indicates whether the person has origins in any of the black racial groups of Africa.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 3 when Black or African American is checked • Report 0 in all other situations 	<p>Race Ethnicity > Black or African American</p>	<p>Numeric</p>	<p>1</p>	<p>114</p>	<p>114</p>

1 7	Native_Hawaiian_or_Other_Pacific_Islander	<p><i>Indicates whether the person has origins in any of original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 4 when Native Hawaiian or Other Pacific Islander is checked • Report 0 in all other situations 	Race Ethnicity > Native Hawaiian or Other Pacific Islander	Numeric	1	115	115
1 8	White	<p><i>Indicates whether the person has origins in any of the original peoples of Europe, Middle East, or North Africa.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 5 when White is checked • Report 0 in all other situations 	Race Ethnicity > White	Numeric	1	116	116

19	Homelessness_Status	<p><i>Indicates whether the student lacks a fixed, regular, and adequate nighttime residence.</i></p> <hr/> <ul style="list-style-type: none"> • Reports Y when Homeless is checked • Reports N in all other situations 	Enrollment > State Reporting Fields > Homeless	Alpha	1	117	117
20	Title_I_Indicator	<p><i>Indicates if the student is considered Title 1</i></p> <hr/> <p>See Appendix A for the reporting value</p>		Alpha	1	118	118

2 1	<p>Free_or_Reduced_Price_Meals</p>	<p><i>Indicates if the student's eligibility to receive Free or Reduced Price Meals under the National School Lunch Program.</i></p> <hr/> <ul style="list-style-type: none"> • Reports F when Migrant in Enrollment is Y • Reports the Value based on the Eligibility from FRAM record <table border="1" data-bbox="604 756 1115 1174"> <thead> <tr> <th>Eligibility</th> <th>Value to Report</th> </tr> </thead> <tbody> <tr> <td>Free</td> <td>F</td> </tr> <tr> <td>Reduced*</td> <td>R</td> </tr> <tr> <td>Non-reimbursable</td> <td>N</td> </tr> <tr> <td>Paid</td> <td>N</td> </tr> </tbody> </table> <p><i>*BCPS is a CEP District; no student should be marked as R: Reduced.*</i></p>	Eligibility	Value to Report	Free	F	Reduced*	R	Non-reimbursable	N	Paid	N	<p>FRAM > Application Processing > Eligibility</p>	<p>Alpha</p>	<p>1</p>	<p>119</p>	<p>119</p>
Eligibility	Value to Report																
Free	F																
Reduced*	R																
Non-reimbursable	N																
Paid	N																

2 2	Migrant	<i>Indicates whether the student is considered a migrant</i> <hr/> <ul style="list-style-type: none"> • Reports Y if Migrant is Yes • Reports N in all other situations 	Enrollment > State Reporting Fields > Migrant	Alpha	1	120	120
2 3	Foreign_Exchange_Student	<i>Indicates if the student is considered a foreign exchange student</i> <hr/> <ul style="list-style-type: none"> • Reports Y if Foreign Exchange is F1 or J1. • Reports N in all other situations 	Enrollment > State Reporting Fields > Foreign Exchange	Alpha	1	121	121
2 4	Special_Education	<i>Indicates the student's special education services</i> <hr/> <i>See Appendix B for reporting value</i>	Student Information > Special Ed > Special Ed Documents	Alphanumeric	1	122	122

2 5	Special_Ed_End_Date	<i>The Date on which special education services ended.</i>	Student Information > Special Ed > Special Ed Documents	Date (YYYYMM DD) Must be 0-padded (e.g. "8" would be "08")	8	123	130
		Reports the Special Ed Exit Date that is closest					

2 6	<p>Special_Ed_Certificate</p>	<p><i>Indicates whether the student is on track to receive a MD High School Certificate of Completion.</i></p> <hr/> <p>Reports Y :</p> <p>1. When the most recent IEP has Special Ed Start Date that is prior to or equal to report End Date and the latest IEP Closed Date is less or equal to the report Run Date AND meets one of the following:</p> <ul style="list-style-type: none"> a. Exit reason is null OR b. Exit reason is not Null and is not A OR c. Exit code is A or J AND Special Ed Exit date equal to or after the report End Date. <p>AND</p> <p>1. Certificate checkbox in that IEP is True</p>	<p>Student Information > Special Ed > Special Ed Documents</p>	Alpha	1	131	131
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	Otherwise, reports N					
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2 7	EL_Status	<p><i>A student who has a primary or home language other than English and who has been identified as qualifying for English language development (ELD) services based on the English language proficiency screener.</i></p> <hr/> <p>Look at the student's most recent IEP record where the identified date is on or before the report End Date on the extract editor</p> <p>Report based on the table,</p> <table border="1" data-bbox="604 925 1113 1442"> <thead> <tr> <th>LEP Status</th> <th>Reports</th> </tr> </thead> <tbody> <tr> <td>LEP</td> <td>Y - When Identified Date is on or before the End Date</td> </tr> <tr> <td>Exited LEP</td> <td>Y - When the LEP Exited Date is after the End Date</td> </tr> </tbody> </table>	LEP Status	Reports	LEP	Y - When Identified Date is on or before the End Date	Exited LEP	Y - When the LEP Exited Date is after the End Date	Program Participation > LEP	Alpha	1	132	132
LEP Status	Reports												
LEP	Y - When Identified Date is on or before the End Date												
Exited LEP	Y - When the LEP Exited Date is after the End Date												



		<table border="1"> <tr> <td>Exited LEP</td> <td>E - When LEP Exited Date is before the End Date</td> </tr> <tr> <td>Not LEP</td> <td>N</td> </tr> <tr> <td>Pending</td> <td>N</td> </tr> <tr> <td>No Record</td> <td>N</td> </tr> </table>	Exited LEP	E - When LEP Exited Date is before the End Date	Not LEP	N	Pending	N	No Record	N					
Exited LEP	E - When LEP Exited Date is before the End Date														
Not LEP	N														
Pending	N														
No Record	N														
28	EL_Entry_into_the_US_School_Date	<p><i>The eight-digit date (YYYYMMDD) when the student entered any U.S. school for the first time.</i></p> <ul style="list-style-type: none"> • Reports the Date Entered US School when EL Status is Y or E • Reports the Identified Date from the earliest LEP Record if Date Entered US School is NULL • Reports NULL in all other situation 	Demographics > Date Entered US School Program Participation > LEP > Identified Date	Date (YYYYMMDD) Must be 0-padded (e.g. "8" would be "08")	8	133	140								

29	EL_Begin_Date	<p><i>The eight-digit date (YYYYMMDD) a student classified as a English learner began receiving ELD services in any school in the U.S.</i></p> <hr/> <p>Reports Program Start Date when EL Status is E or Y</p> <p>Reports NULL in all other situations</p>	Program Participation > LEP > Program Start Date	Date (YYYYMMDD) Must be 0-padded (e.g. "8" would be "08")	8	141	148
30	EL_End_Date	<p><i>The eight-digit date (YYYYMMDD) a student classified as a English learner stopped receiving ELD services in any school in the U.S.</i></p> <hr/> <p>Reports Program Exit Date when EL Status is E</p> <p>Reports NULL in all other situations</p>	Program Participation > LEP > Program Exit Date	Date (YYYYMMDD) Must be 0-padded (e.g. "8" would be "08")	8	149	156

3 1	<p>EL_ELA_Asesment_Exempt_Status</p>	<p><i>Indicates if the student receiving ESOL services in their first year of enrollment in a U.S. school is exempt from the PARCC English/Language Arts assessment and may substitute the required state assessment with the English Language Proficiency Assessment (ACCESS for ELs 2.0).</i></p> <hr/> <p>Reports Y when EL Status is Y and the student is in their first year of enrollment in a U.S school.</p> <p>Reports N in all other situations</p> <p><i>*Enrollments in Puerto Rico are excluded from consideration as a U.S school</i></p>	<p>Program Participation > LEP > Program Status</p> <p>Demographics > Date Entered US School</p>	Alpha	1	157	157
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3 2	Foster_Care_Status	<p><i>Indicates if the student is in Foster Care</i></p> <hr/> <p>Reports Y when the student has an active Foster Care record</p> <p>Reports N, otherwise</p>	Program Participation > Foster Care	Alpha	1	158	158
3 3	Military_Connected_Indicator	<p><i>Indicates if the student has a parent or guardian in the military.</i></p> <hr/> <ul style="list-style-type: none"> • Reports Y when Military Connected Status is Yes • Report N when Military Connected Status is No • Reports U when Military Connected Status is Unknown • Reports NULL in all other situations 	Enrollments > Military Connected Status	Alpha	1	159	159

<p>3 4</p>	<p>Gifted_and_Talented_Student_Indicator</p>	<p><i>Indicates if the student has been identified as gifted or talented.</i></p> <hr/> <p>Reports Y when Gifted/Talented is Yes</p> <p>Reports N otherwise</p>	<p>Enrollments > Gifted/Talented</p>	<p>Alpha</p>	<p>1</p>	<p>160</p>	<p>160</p>
<p>3 5</p>	<p>New_Race_American_Indian_or_Alaska_Native</p>	<p><i>Individuals with origins in any of the original peoples of North, Central and South America, including, for example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, and Maya</i></p> <hr/> <ul style="list-style-type: none"> • Reports 1 when American Indian or Alaska Native is checked • Report 0 otherwise 	<p>Census > People > Demographics > Race/Ethnicity</p>	<p>Numeric</p>	<p>1</p>	<p>161</p>	<p>161</p>

3 6	New_Race_Asian	<p><i>Individuals with origins in any of the original peoples of Central or East Asia, Southeast Asia, or South Asia, including, for example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, and Japanese</i></p> <hr/> <ul style="list-style-type: none"> • Reports 2 when Asian is checked • Report 0 otherwise 	Census > People > Demographics > Race/Ethnicity	Numeric	1	162	162
3 7	New_Race_Black_or_African_American	<p><i>Individuals with origins in any of the Black racial groups of Africa, including, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, and Somali.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 3 when Black or African American is checked • Report 0 otherwise 	Census > People > Demographics > Race/Ethnicity	Numeric	1	163	163

4 0	New_Race_Hispanic_or_Latino	<p><i>This includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 6 when Hispanic or Latino is "Yes" • Report 0 otherwise 	Census > People > Demographics > Race/Ethnicity	Numeric	1	166	166
4 1	New_Race_Middle_Eastern_or_North_African	<p><i>Individuals with origins in any of the original peoples of the Middle East or North Africa, including, for example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, and Israeli.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 7 when Middle Eastern or North African is checked • Report 0 otherwise 	Census > People > Demographics > Race/Ethnicity	Numeric	1	167	167
4 2	Filler	<p><i>Filler</i></p> <hr/> <p>Reports NULL</p>			25	168	192

4 3	Submission_Date	<p><i>Eight-digit date (YYYYMMDD) when the file was submitted to MSDE</i></p> <hr/> <p>Reports Run Date</p>	<p>Extract Editor > Run Date</p>	<p>Date (YYYYMM DD)</p> <p>Must be 0-padded (e.g. "8" would be "08")</p>	8	193	200
4 4	Entry_Status	<p><i>Letter corresponding to the type of entry for the student</i></p> <hr/> <p>Reports the left-most justified alpha value from the Start Status Code</p>	<p>Enrollment > Start Status</p> <p>Dictionary > Enrollments > Start Status > Code</p>	Alpha	1	201	201

4 5	Entry_Code	<p><i>The student's last school affiliation prior to his/her entry into the current school.</i></p> <hr/> <p>Reports the 2nd and 3rd left justified positions in the Start Status Code</p>	Enrollment > Start Status	Numeric	2	202	203
4 6	Entry_Date	<p><i>Eight-digit date (YYYYMMDD) of entry for the student.</i></p> <hr/> <ul style="list-style-type: none"> • Reports the Start Date of the Enrollment • Reports the first Instructional Day in the Calendar if enrollment Start Date is prior 	Enrollment > Start Date	Date	8	204	211

4 7	Days_Attending	<p><i>Aggregate number of days the student was in attendance during the reporting period to the nearest half-day.</i></p> <hr/> <ul style="list-style-type: none"> • Reports 0000 when "No Show" checkbox is checked • Reports Calculation for Days Attending <p>Calculation: Campus subtracts the number of days absent as of the End Date selected on the extract editor from the number of days enrolled. The days enrolled are the number of instructional and attendance days a student is enrolled up to the End Date selected on the extract editor.</p>	Attendance	Numeric	4	212	215
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4 8	Days Absent	<p><i>Aggregate number of days student was absent during current school year, to the nearest half-day</i></p> <hr/> <ul style="list-style-type: none"> • Reports 0000 when No Show is checked • Otherwise, see Appendix C 	Attendance	Numeric	4	216	219
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4 9	Days_Not_Belonging	<p><i>For students with multiple records; The aggregate number of days not belonging prior to entry and/or following withdrawal during the current school year, to the nearest half-day</i></p> <hr/> <ul style="list-style-type: none"> • Reports the number of days marked as instructional and attendance from Enrollment Start Date to extract editor End Date when No Show is checked • Otherwise, reports the number of instructional days in the school's calendar to the Extract Editor End Date SUBTRACT days absent to the Extract Editor End Date AND days attending to the Extract Editor End Date 	Day > Instructional > Attendance > School Day	Numeric	4	220	223
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5 0	Unlawful_Days_Absent	<p><i>Aggregate number of days student was unlawfully absent during current school year, to the nearest half-day</i></p> <hr/> <ul style="list-style-type: none"> • Reports 0000 when No Show is checked • Otherwise, see Appendix D 	Attendance	Numeric	4	224	227
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5 1	Exit_Status	<p>Letter corresponding to the type of Exit for the student as defined in the Maryland Student Records System Manual.</p> <table border="1" data-bbox="604 472 1115 938"> <thead> <tr> <th>Code</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>Transferred</td> </tr> <tr> <td>W</td> <td>Terminated</td> </tr> <tr> <td>C</td> <td>Completed</td> </tr> <tr> <td>0</td> <td>Student has not exited (Exit status not applicable)</td> </tr> </tbody> </table> <ul data-bbox="604 1052 1115 1344" style="list-style-type: none"> • Reports the left-most justified alpha value from the Local End Status Code when enrollment End Date is within the Start Date and End Date in the extract editor inclusively • Otherwise, reports 0 	Code	Detail	T	Transferred	W	Terminated	C	Completed	0	Student has not exited (Exit status not applicable)	Student Information > Enrollment	Alpha	1	228	229
Code	Detail																
T	Transferred																
W	Terminated																
C	Completed																
0	Student has not exited (Exit status not applicable)																

<p>5 2</p>	<p>Exit_Code</p>	<p><i>Exit code defined in the Maryland Student Records System Manual that best describes the reason for exiting. If a student has multiple exits, a record is required for each exit code</i></p> <hr/> <p>1. If Enrollment End Date is null a. Then report 00</p> <p>2. If Enrollment end date is within report generation start and end dates a. Then report enrollment exit code from the 2nd and 3rd left justified positions End Status dictionary's > Code (Attribute dictionary > Enrollments > End Status > Code)</p> <p>3. For Early Attendance: If Enrollment end date is not null, and the enrollment end date is on or after the extract editor end date a. Then report 00.</p>	<p>Student Information > Enrollment</p>	<p>Alphanumeric</p>	<p>2</p>	<p>229</p>	<p>230</p>
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	<p>4. For End of Year Attendance: If Enrollment end date is within report generation start and end dates and the enrollment end date on or after the last day of school</p> <ul style="list-style-type: none">a. Then report 00 <p>5. Else</p> <ul style="list-style-type: none">a. Report 00 <p>**IF exit date is after the last attendance and instructional day in the calendar report 00.</p>					
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<p>5 3</p>	<p>Exit_Date</p>	<p><i>Eight-digit date (YYYYMMDD) of exit for the student. Exit Date should be zero filled (00000000) if not applicable</i></p> <hr/> <p>1. If enrollment end date = Null, a. Then report 00000000 for exit date</p> <p>2. If no show is selected a. Then report date from the end date on the extract editor.</p> <p>3. If Enrollment End Date is NOT null, AND No Show is NOT selected, AND the Enrollment End Date is before the extract editor end date a. Then report the next instructional day's date after the enrollment end date.</p> <p>4. For Early Attendance: If Enrollment end date is not null, and the enrollment end date is on or after the extract editor end date a. Then report 00000000.</p>	<p>Student Information > Enrollment</p>	<p>Date (YYYYMM DD) Must be 0-padded (e.g. "8" would be "08")</p>	<p>8</p>	<p>231</p>	<p>238</p>
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	<p>5. For End-of-Year Attendance: IF the enrollment end date is on or after the last attendance and instructional day in the calendar</p> <p>a. Then report 00000000.</p>				
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5 4	Promotion_Code	<p><i>Promotion code of the student. If a student record contains a transfer or termination code, the promotion code is not applicable and should be zero-filled.</i></p> <hr/> <p>Report 00 if student's enrollment is ended prior to the last instructional/attendance day in the calendar. *Exception made for graduated seniors.</p> <p>Report 01 when Enrollment End Date is on or after the last instructional/attendance day AND their Enrollment Promotion Status = P: Promoted</p> <p>OR</p> <p>Student is in Grade 12 AND their Enrollment Promotion Status = P: Promoted AND their Enrollment End Status includes a Completed code (C60, C62, or C70).</p>	Student Information > Enrollment	Numeric	2	239	240
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		Report 02 when Enrollment End Date is on or after the last instructional/attendance day AND their Enrollment Promotion Status = D: Demoted OR R: Retained					
5 5	TAS	<p>A “Y” or “N” indicator of whether the student is served by a Title I Targeted Assistance Program. Students should be classified based on the student’s status at any time during the reporting period identified within this record. If TAS is Y, Title I must be Y.</p> <hr/> <p>Reports Y when the School is marked as Title 1 Targeted Assistance Program (TGELGBTGPROG) AND the student has been flagged as Title 1 any time during the reporting period.</p> <p>Otherwise, reports N</p>	School Information	Alpha	1	241	241

5 6	Homeless_Primary_Nighttime_Residence	<p><i>Indicator of a homeless student's primary nighttime residence, determined at the initial identification as homeless. Required if Homeless = Y.</i></p> <hr/> <p>Reports Primary Nighttime Residence code</p> <p>Otherwise, reports NULL</p>	Student Information > Enrollments	Alpha	1	242	242
5 7	Homeless_Served_McKinney	<p><i>A "Y" or "N" indicator of whether the student is served with McKinney-Vento funds. Required if Homeless = Y.</i></p> <hr/> <p>Reports Y when Homeless Served McKinney is Yes</p> <p>Otherwise, reports N</p>	Student Information > Enrollments	Alpha	1	243	243

58	Homeless_Served_Other	<p>A "Y" or "N" indicator of whether the student is served with funds other than McKinney-Vento. Required if Homeless = Y.</p> <hr/> <p>Reports Y when Homeless Served Other is Yes</p> <p>Otherwise, reports N</p>	Student Information > Enrollments	Alpha	1	244	244
59	Homeless_Unaccompanied_Youth_Status	<p>A "Y" or "N" indicator for homeless youth who are not in the physical custody of a parent or guardian. Required if Homeless = Y.</p> <hr/> <p>Reports Y when Homeless Unaccompanied Youth is Yes</p> <p>Otherwise, reports N</p>	Student Information > Enrollments	Alpha	1	245	245

6 0	Immigrant	<p>A "Y" or "N" indicator of immigrant status.</p> <hr/> <p>Reports Y, when the following is met:</p> <ol style="list-style-type: none"> 1. When Date Entered US Schools is not Null: <ol style="list-style-type: none"> a. Date Entered US Schools is not Null (DE 280) or in the future b. Date Entered US Schools is less than 3 years from report end date (DE 280) c. Birth Country is not United States or Puerto Rico <p>OR</p> <ol style="list-style-type: none"> 1. When Date Entered US Schools is Null and Birth Country is not United States or Puerto Rico <ol style="list-style-type: none"> a. Use the Start Date of the first enrollment record for the student when Date Entered US Schools is Null 	Census > People > Demographi cs	Alpha	1	246	246
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		<p>b. Start Date of the first enrollment record for the student is less than 3 years from report end date</p> <p>Otherwise, reports N</p>					
6 1	Direct_Certification	<p><i>A "Y" or "N" indicator that the student's eligibility for the National School Lunch Program has been determined through direct certification.</i></p> <hr/> <p>1. Report Y if the Source, from the FRAM record determined in DE210, = 'Direct'</p> <p>2. Else, report N</p>	FRAM > Application Processing > Eligibility	Alpha	1	247	247

6 2	MSDE_Accountability_School	<p>The four-digit code assigned to the school building.</p> <hr/> <p>1. If the school tied to the student's enrollment is a type of 99 the report the school number from the Providing School field on the student's enrollment</p> <p>OR</p> <p>1. Report the Home School number from the student's enrollment.</p> <p>OR</p> <p>1. IF Home School is null report from the school number on the school table tied to the enrollment.</p> <p>If value is less than 4 digits right justify with left padded 0</p>	Student Information > Enrollments	Numeric	4	248	251
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6 3	Geolocation_ID	<p><i>A census block must be identified by: state/territory (2-digit code), county within a state (3-digit code), tract within a county (6-digit code), and a block within a tract (4-digit code)</i></p> <hr/> <p>Reports the concatenation of the information documented in the 'Tract' and 'Block' fields on a student's household address information screen.</p> <p>1. If the Tract code or the Block code is longer than 5 and 10 digits respectively, truncate them</p>	Household > Address	Numeric	15	252	266
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Appendix A

Title 1: Use the following to determine the value that must be populated in Data Element 200

#	Requirement	UI Path
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<p>AA.R1</p>	<p>If student has an active Title1 Flag with a state code of T1 and is marked as state reported as of the report End Date report Y</p> <p>Else move onto following requirements.</p>	<p>Index> Student Information>General>Flags</p>
<p>AA.R1.BR1</p>	<p>If student has a value in the home school field on their enrollment AND there is a school in the district with that state school code, then find the school record that falls as of the report End Date in the extract editor and report the value from the title 1 field on that school.</p>	<p>Index>student information>general> enrollment> state reporting> Home School</p> <p>Index> System Admin> Resources> School> School History Record</p>

AA. R1. BR2

Code in School	Description	Report
TGELGBNO PROG	Targeted Assistance Eligible - No Program	N
TGELGBTG PROG	Targeted Assistance Program	N
SWELIGTG PROG	School wide Eligible - Targeted Assistance	N
SWELIGNO PROG	School wide Eligible- No Program	N

Index> System Admin> Resources> School> School History Record

AND

Student Information>General> Flags >Title 1

Index>Program admin> flags> state code and state reported

	<table border="1"> <tr> <td>SWELIGS WPROG</td> <td>School wide Program</td> <td>Y</td> </tr> <tr> <td>NOTTITLE1 ELIG</td> <td>Not a Title I School</td> <td>N</td> </tr> </table> <p>Use the following table to determine how to report title 1</p>	SWELIGS WPROG	School wide Program	Y	NOTTITLE1 ELIG	Not a Title I School	N	
SWELIGS WPROG	School wide Program	Y						
NOTTITLE1 ELIG	Not a Title I School	N						
AA.R1.BR3	If all values are null report N							

Appendix B

Special Ed Status: Use the following to determine the value that must be populated in Data Element 24

1. Use the student's most recent IEP where print format is MD SPED Data as of the report end date to determine the following. IF student's most recent enrollment is end dated and the enrollment end date is prior to report end date, report the special ed. status as of the enrollment end date.
 - a. Hierarchy for reporting status Y, E, 3, 2, N

Reported Value in DE 24	Business Requirement	UI Path
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<p>Y</p>	<p>Report Y :</p> <ol style="list-style-type: none"> 1. When the most recent IEP has Special Ed Start Date that is prior to or equal to the report End Date and the latest IEP Closed Date is less or equal to the report Run Date AND meets one of the following: <ol style="list-style-type: none"> a. Exit reason is null <p>Or</p> b. Exit reason is not Null and is not A or J <p>Or</p> <ol style="list-style-type: none"> c. Exit code is A or J AND Special Ed Exit date equal to or after the report end date. 	<p>Index>Student Information>Special Ed>Documents>IEP> Print Format is MD SPED Date> Detail Editor> Start Date, IEP Closed Date, Exit Reason</p>
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<p>E</p>	<p>Report E:</p> <p>When student's most recent IEP has Special Ed Start Date that is prior to or equal to the report End Date and the latest IEP Closed Date is less than or equal to the report Run Date</p> <p>AND</p> <p>Exit code is A or J</p> <p>AND Special Ed Exit date is before the report end date.</p> <p>AND</p> <p>One of the following:</p> <ol style="list-style-type: none"> a. student has no 504 record b. Student has 504 record with a start date before the Special Ed Exit Date 	<p>Index>Student Information>Special Ed>Documents>IEP> Print Format is MD SPED Date> Detail Editor> Start Date, IEP Closed Date, Exit Code</p> <p>Index>Student Information>General> Flags> Flag with a state code of 504 and marked as state reported</p>
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<p>3</p>	<p>Report 3:</p> <p>Student has a 504 flag that meets all of the following</p> <ul style="list-style-type: none"> a. Active as of extract editor report End Date b. Start date is after special ed exit date <p>AND</p> <p>The most recent IEP meets ALL of the following</p> <ul style="list-style-type: none"> a. Special Ed Start Date that is prior to or equal to report End Date b. IEP Closed Date is less than or equal to the report Run Date d. Exit code is A or J e. Special Ed Exit date is before the report End Date 	<p>Index>Student Information>Special Ed>Documents>IEP> Print Format is MD SPED Date> Detail Editor> Start Date, IEP Closed Date, Exit Code</p> <p>Index>Student Information>General> Flags> Flag with a state code of 504 and marked as state reported</p>
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<p>2</p>	<p>Report 2:</p> <p>When student has an active 504 record with start date before the report End Date and one of the following:</p> <ol style="list-style-type: none"> 1. 504 end date is NULL OR 2. 504 End date is after the report End Date. AND 3. Student does not flag as E or 3 <p>NOTE: Student does NOT need an IEP prior in order to report 2. IF student has the 504 flag and does not meet any other status they should report 2.</p>	<p>Index>Student Information>General> Flags> Flag with a state code of 504 and marked as state reported</p>
<p>N</p>	<p>Report N:</p> <p>When student does not meet any of the above values of Y, E, 3, or 2</p>	

Appendix C

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
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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. 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

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 $\leq 50 < 90$ then the student gets an
absent value of .5 for the day
 - c. If percent absent is $\leq 90 \leq 100$ 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
$\leq 50 < 90$.5	.5



<=90<=100	1	0

Appendix D

Unlawful Days Calculation

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

Calculation	UI Path
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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. 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

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 $\leq 50 < 90$ then the student gets an
absent value of .5 for the day
 - c. If percent absent is $\leq 90 \leq 100$ 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. **Unlawful Absences** are defined by any attendance
code tied to a state code of 20 and 21

Percent Absent	Absent Value	Attendance Value
$0 < 50$	0	1
$\leq 50 < 90$.5	.5

<=90<=100	1	0

Appendix E

Reporting Data for AOP Students

Enrollment Data Elements

When students have multiple enrollments in the same school a record should report for each enrollment.

The following data elements report from the most recent enrollment in the calendar(s) selected in the extract editor.

Data Element Name
Grade Level
Migrant
Foreign Exchange Student
Entry Status
Entry Code
Entry Date

Days Attending
Days Absent
Days Not Belonging
Exit Status
Exit Code
Exit Date
Promotion Code
Homeless
Homeless primary Nighttime Residence
Homeless Served- McKinney
Homeless Unaccompanied Youth Status
Unlawful Days Absent

Appendix F

Summer Exits

This pertains to a student who was reported in September attendance and was later discovered to have exited prior to the first day of school. These students should have been reported as summer exits in September attendance. In order to

correct the error, the records have to be adjusted in Early and End of Year attendance reports. Early and End of Year Attendance reports do not allow summer exits so the record must be adjusted to match the reporting requirements for these collections. See the example below for how to correct the record. The table below is provided by MSDE. Comments in red indicate how Infinite Campus will report these students.

	Entry	Entry Date	Days Attending	Days Absent	Days not Belonging	Exit	Exit Date
Error Record: September Attendance	R02	2014/08/26	20.0	0.0	20.0	000	00000000
Correct Record: September Attendance	000	00000000	0.0	0.0	180.0 (school days open)	W50 (dropout) OR T14 (Transfer)	2014/07/01

<p>Adjusted Record to Fix Error Record: Early and EOY Attendance</p>	<p>R02 – Pull from Entry Status</p>	<p>2014/08/26 – Pull from start date</p>	<p>0.0 – If No Show is checked report 0.0</p>	<p>0.0 – If no show is checked report 0.0</p>	<p>180.0 – If no show checked report this – end date, report from instructional, attendance from end date.....</p>	<p>W50 – Report from Exit Reason-</p>	<p>The date the error was discovered. – set to end date in report extract editor</p>
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