

# Attendance: Deep Dive

Jeff Perry  
DPI Customer Services Team  
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WISCONSIN DEPARTMENT OF  
**Public Instruction**  
Jill K. Underly, PhD, State Superintendent

# Today we will...

- Look at attendance-related data elements
- Cover common reporting scenarios
- Verify data in WISEdata Portal and WISEdash For Districts
- Talk about common errors
- Answer your questions

# What is “Attendance”?

## What Is “Attendance”?

Attendance is contact between a student and a teacher during which district-supervised educational services are provided. Attendance policies are set by the school district, and the schools in the district must adhere to these attendance policies. Each district may have a slightly different policy, which may differ further based on whether the class takes place in the school building or a remote/virtual classroom. Regardless of local policy, Actual Days of Attendance and Possible Days of Attendance must both be recorded.

# Attendance: uses

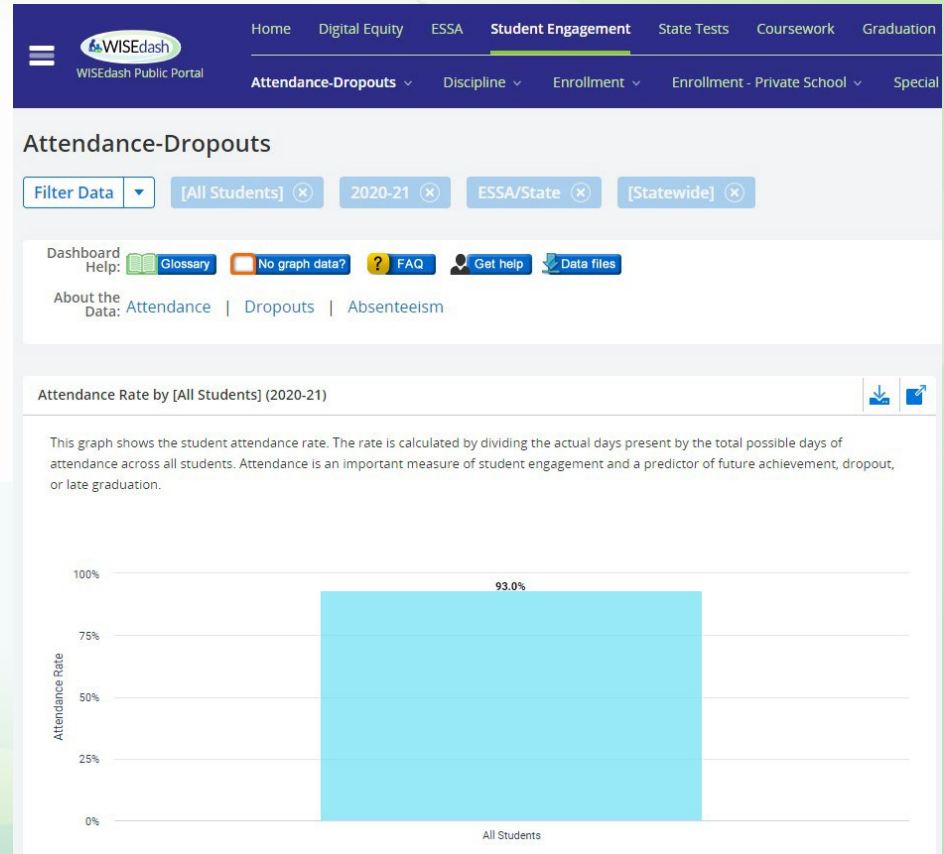
## Uses

Attendance is an important measure of student engagement and a predictor of student success. As such, attendance data is used for multiple reporting and accountability purposes, including, but not limited to:

- Public reporting via the WISEdash Public Portal (attendance and absenteeism rates)
- School Report Cards (attendance and absenteeism rates)
- District Report Cards (attendance and absenteeism rates)
- Federal reporting of Chronic Absenteeism to EDFacts and the Civil Rights Data Collection

# Attendance: WISEdash

## WISEdash Public Example



# Absenteeism: WISEdash

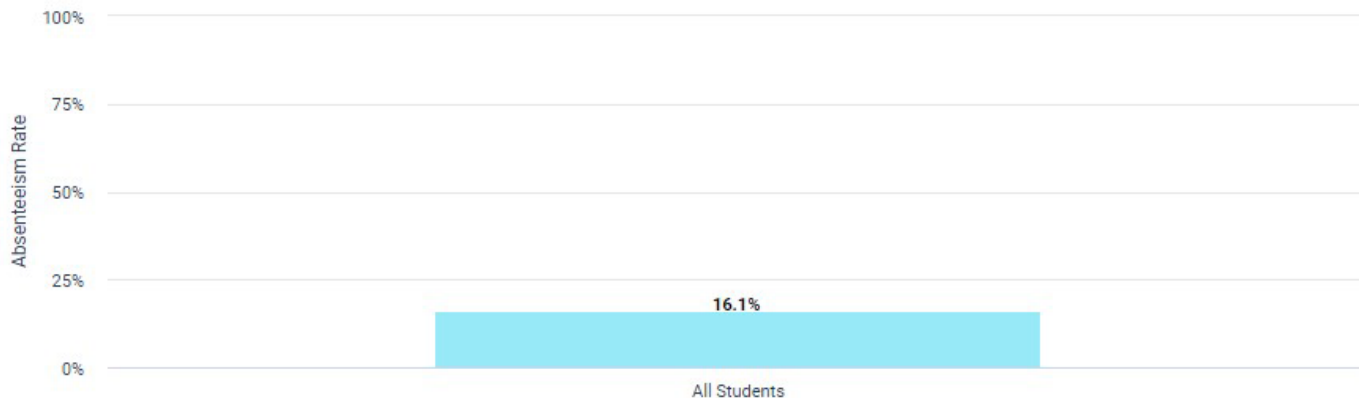
## WISEdash Public Example

Absenteeism Rate by [All Students] (2020-21)



### ESSA/State Definition of Chronic Absenteeism

Absenteeism rates are reported as annual events for grades KG through 12. The ESSA definition of chronic absenteeism considers a student chronically absent if the student was enrolled for at least 90 days and attended less than 90% of the days during which they were enrolled. The absenteeism rate is the rate of students who were chronically absent out of the total number of students who were enrolled for at least 90 days. The equivalent thresholds under the state definition are 45 days and 84% or less of days. **Note:** Beginning with 2018-19 data, State determinations have aligned with the ESSA determination. Please use "ESSA/State" Absentee Measure to view both measures for 2018-19



# Data Elements: Possible Days of Attendance

The total number of days that could occur for a specific student in the school term. This is reported to the one-half day.

- If a student is enrolled for less than the entire school term, possible days of attendance should reflect that reduction.
- If a student can be present for one-half day or less, then the possible days of attendance should reflect that. For example, certain K4 or KG programs may be half day programs.

# Data Elements: Actual Days of Attendance

The actual number of days of attendance during a school term. This is reported to the one-half day.

- Students who receive at least 66% of district-supervised educational services for the day have accrued a full day (1.0) of actual attendance for that day.
- Students who receive at least 33% and less than 66% of district-supervised educational services for the day have accrued a half day (0.5) of actual attendance for that day.
- Students who receive less than 33% of district-supervised educational services for the day have accrued no (0) actual attendance for that day.
- If a student can be present for one-half day or less, then the actual days of attendance should be reported as 0.5. For example, certain K4 or KG programs may be half day programs.



# Important to know!

Numerous factors create uncommon situations in attendance reporting. We'll cover:

- Attendance recording interval
- Partial day or week schedule
- Excused absences
- Quarantine/Illness
- Transportation issues
- Virtual online/blended
- Homework
- Field trips
- Services off school grounds
- Study hall and recess
- Summer
- Runaways
- Discipline
- In school suspension
- Out of school suspension
- Temporary expulsion
- Permanent expulsion

# Attendance Recording Interval

- School district policy determines the interval that is best for recording attendance, such as hours or periods.
- For reporting to WISEdata, the district should report for each school day:
  - absent = 0 (under 33%)
  - present for half day = 0.5 (33% - 66%)
  - present for whole day = 1.0 (66% or greater)

# Partial Day or Week Schedule

- Very young students may receive limited educational services (such as speech and language) with possible attendance less than one hour per day. In these situations, possible days should be counted as 0.5, and, if students are present for that time period, then actual days should be counted as 0.5.

# Excused Absences

WISEdata Attendance reporting does not differentiate between “excused” and “unexcused” absences.

- Any absence during a school day in which a student is expected to attend should result in a decrease in the percent of the district supervised educational services used to calculate ‘Actual Days of Attendance’.
- This includes medical and dental appointments.

However...

# Students in Quarantine or Unable to Attend In-Person Due to Illness

- Districts may code student attendance as “present” if the student is quarantined due to possible exposure **and is completing work while in quarantine**, even if enrolled in an in-person learning environment.
- Districts may code student attendance as “present” if the student is ill and unable to attend in-person instruction **and is completing work**.
- Local policy determines what and how much counts as completing work.
- If local policy dictates that students in quarantine are submitted as absent, this absence **will not** contribute to truancy. It will, however, negatively affect the overall attendance and absenteeism rate of the district.
- Guidelines are detailed on the [Attendance data elements](#) page.

# Students Who Cannot Attend Due to Transportation Issues

- If a district does not have enough bus drivers and is unable to transport a student, and if that **student learns from home and is completing work**, they should be considered present **if they meet the criteria listed for students in quarantine.**

# Virtual Online and Blended Learning Students

- Students taking classes online through a virtual school should follow district attendance policy.

# Homework

- Under typical circumstances, homework sent home to a temporarily absent student, such as during a family vacation, is not counted as actual attendance time.
- However, in light of COVID-19, if a school provides homework and learning materials to a student in quarantine or unable to attend in-person due to illness, the district could count this as actual attendance time **if they meet the criteria listed for students in quarantine.**



# Field Trips

- Time spent on a **district-supervised field trip** is counted as actual attendance time.

# Services Off School Grounds

- Time spent receiving **district-supervised educational services** off school grounds (e.g., at a library, hospital, county correctional facility, college, home, etc.) is counted as actual attendance time.

# Study Hall/Recess vs Afterschool Activities

- Time during the regular school day for study hall or recess when the student is expected to be present is counted as actual attendance time.
- Athletic or academic clubs outside the regular school day are not counted as attendance time.

# Summer Classes

- There is no summer enrollment or attendance data sent to WISEdata. Normally attendance during summer classes is not counted in Actual Days of Attendance or Possible Days of Attendance because these classes are operated after the end of the school term. DPI only wants enrollment and attendance for the regular school year.
- Exception: summer classes may be operated during the school term of a year-round school, and attendance for these classes should be included in the counts of Actual and Possible Days.

# Runaways

- A student who has run away from home, is not attending school, and has an unknown location, should have their enrollment managed according to school board policy.
- If the local policy does NOT withdraw the student from school, the days that the student was missing must be reported to WISEdata as included in the Possible Days of Attendance count and excluded from the Actual Days of Attendance count.

# Discipline Related Scenarios

- Sometimes it is confusing to determine how to report attendance for students who are serving discipline actions.

# In School Suspension

- Time when students are present for instruction after placement in an in-school suspension room is counted as actual attendance time.
- Mark the student as present in your attendance records.

# Out of School Suspension

- If a student subject to out-of-school **suspension receives district-supervised educational services**, submit possible attendance days as time when services are offered or scheduled, whether the student is present to receive these services or not.
- However, suspended days do not count towards the student's actual attendance and should be marked as absences.
- Example: a student had perfect attendance other than a two-day suspension in a school with 180 instructional days. Report for the student 180 Possible Days of Attendance, and 178 Actual Days of Attendance.



# Temporary Expulsion

- If a student is expelled temporarily but still receiving district-supervised services off school grounds, then you must maintain attendance records for this student.
- All expelled with services days would still count as Possible Days of Attendance, but for Days of Actual Attendance, you would submit a zero (0) for all days the student is absent.
- For a temporary expulsion without services, the student should be exited with an Exit Date and Exit Type, at which point attendance data is no longer collected.

# Permanent Expulsion

- For expelled students who continue in enrollment status but who are not receiving educational services, submit zero (0) for the Actual and Possible Days of Attendance.
- Permanently expelled students without services have exit dates, so no attendance data is collected.

# Some Common Validations



# Warning 6471

## **Actual or Possible Days of Attendance exceeds 200 days across multiple schools of enrollment.**

- Long Text: The total Actual or Possible Days of Attendance exceeds 200 days across multiple schools of enrollment. Do not include days of summer session attendance.
- This is total attendance summed across multiple districts or agencies, if applicable.
- This warning often displays for PPP students. Public schools should send a value of zero (0) for attendance for choice PPP students.
- Summer school attendance should not be reported.
- Check for accidental overlapping of enrollments that may be driving up the total days of attendance

# Warning 6473

**Actual or Possible Days of Attendance exceeds 366 days across multiple schools of enrollment.**

- Long Text: Days of Attendance may not exceed the number of days in the calendar year.
- This is total attendance summed across multiple districts or agencies, if applicable.
- Summer school attendance should not be reported.
- Check for accidental overlapping of enrollments that may be driving up the total days of attendance.

# Error 6464

## Actual Attendance and Possible Attendance are missing

- Long Text: Actual Attendance and Possible Attendance are missing. If the student has no actual or possible days of attendance, then submit 0. If attendance exists in your local SIS but isn't displaying in WISEdata, then contact your vendor to determine how to submit attendance via the Wisconsin extension of the Student API resource.
- This error throws when either Possible or Actual Days are null.
- This error is not thrown when attendance resources are submitted as 0, only when null.
- This error is not thrown for PPP students.

# Error 6476

## Invalid Actual Days of Attendance

- Long Text: Invalid Actual Days of Attendance. Actual Days of Attendance must be equal to or less than the Possible Days of Attendance. This error throws when either Possible or Actual Days are null.
- Sometimes the two totals are accidentally reversed.

# Warning 6474

## **Actual or Possible days of attendance for this school are zero**

- Long Text: Actual or Possible days of attendance for this school are zero. For schools that are open, it is expected there will be enrollments and Actual or Possible days of attendance. Verify that enrollment and attendance are submitted to DPI.
- This is a school-level warning, and throws when no attendance data has been reported for an entire school.



# Warning 7107

## **100 percent attendance is submitted for every student in a school**

- Long Text: 100 percent attendance is submitted for every student in a school. Acknowledge the warning if attendance is reported correctly. If the reported data is incorrect, then revise the student attendance (Actual Days of Attendance and/or Possible Days of Attendance) and submit to WISEdata.
- This is a school-level warning, and throws when 100 percent attendance is submitted for every student in a school.
- It's unlikely that every student will have 100% attendance for a school year, so this warning is a prompt to review the attendance reporting and ensure that it's accurate.
- If attendance is reported accurately, acknowledge the warning. Otherwise, correct the attendance and resubmit.

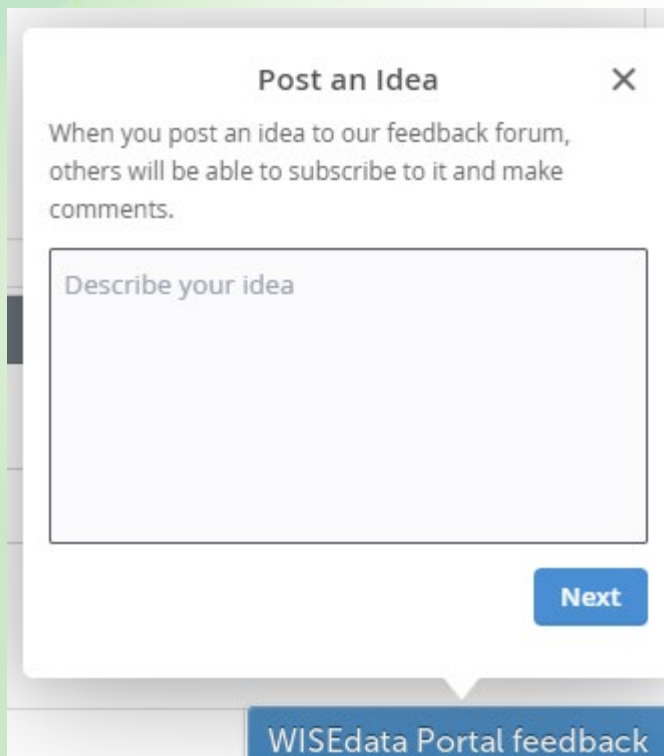
# Helpful Resources <sub>1</sub>

- [Answers to Frequently Asked Compulsory School Attendance Questions](#)
- [Attendance Data Elements Page](#)
- [Reporting Uncommon WISEdata Situations](#)

# Helpful Resources <sub>2</sub>

- [WISEdata Help](#): links to WISE help pages and useful resources
- [Data Elements](#): list of links to all WISEdata data elements and their descriptions, uses, and codes
- [Knowledge Base articles](#): useful articles on validations and other related topics
- [Info for Schools](#): basics of getting started with WISEid
- [Google+ Community](#): WISEdata community to view and post questions and comments to fellow users
- [WISEdata Events Calendar](#): View deadlines, trainings, webinars, etc.

# Giving Feedback



The screenshot shows a web form titled "Post an Idea" with a close button (X) in the top right corner. Below the title is a short paragraph: "When you post an idea to our feedback forum, others will be able to subscribe to it and make comments." Underneath this is a large text input area with the placeholder text "Describe your idea". At the bottom right of the form is a blue button labeled "Next". At the bottom of the entire page, there is a blue banner with the text "WISEdata Portal feedback".

- Within most DPI applications you can provide feedback directly, enter a new suggestion, and vote on suggestions made by other people.

<https://feedback.dpi.wi.gov/>

**Questions?**



**Thank you!**