



Chronic Absenteeism Data as Required by the Federal Every Student Succeeds Act (ESSA).

December 2017

This document is provided by the OPI AIM staff to notify the districts and Student Information System (SIS) vendors about the new ESSA Chronic Absenteeism for federal reporting starting in the 2017-18 school Year.

A) General Notes:

- 1) Starting in the 2017-18 school year, there will be a new annual OPI AIM Data Collection called 'ESSA Chronic Absenteeism', which will be due at the end of the school year as required by the federal Every Student Succeeds Act (ESSA).
- 2) The OPI AIM staff is in communication with and has updated other Student Information System vendors such as PowerSchool, School Master, Q and Lumen.
- 3) There will be a new field on the student enrollment screen inside AIM/Infinite Campus called 'ESSA # Days Absent'. It will be located to the right of 'ADA - #Days Enrolled.'
- 4) This 'ESSA # Days Absent' field will hold one value per each student' enrollment record and will equal the total number of days absent during that enrollment.
- 5) The current data included in AIM/Infinite Campus 'ADA #Days Enrolled' and 'ADA #Days Present' field values in **cannot** be used to calculate 'ESSA # Days Absent.' This is due to the calculation of 'ADA Days Present' being in decimal format and the 'ESSA # Days Absent' is calculated as a whole number (not decimals).
- 6) There will be a new 'ESSA Chronic Absenteeism Calculation' **report** inside Infinite Campus provided in time for the end of year 2017-18 state reporting. It will list students who are determined as 'Chronically Absent.' This will be determined by if the student is enrolled for at least 10 days and has a total value for 'ESSA Days Absent' that is for 10 percent or more of their total days enrolled at a school.
Note: This calculation is based on the total days enrolled and total ESSA days absent for all the students' enrollments at a school, within a school year.

B) For districts using MT Edition of Infinite Campus who upload their data:

- 1) For those districts that upload their data into the MT Edition of Infinite Campus, there will be a new upload process and template to replace the end of year 'Average Daily Attendance' upload. It will be called 'End of Year Attendance Totals'.

- 2) The new 'End of Year Attendance Totals' upload template will include the 'ESSA # Days Absent' field which will populate one whole number value per student enrollment.
- 3) The new 'End of Year Attendance Totals' upload file specifications (for the new template) has been provided by Infinite Campus and the template has been shared by the OPI AIM staff with the SIS vendors and districts.
- 4) The new 'ESSA # Days Absent' upload process is being developed by Infinite Campus and will be available for the districts when the OPI takes the 1801 Infinite Campus version update which is scheduled for 04/29/18.

C) Values of 'ESSA # Days Absent' and Calculation of 'ESSA Chronically Absent':

The following notes/guidance contains some excerpts from the ***EDFacts Federal Reporting file specification guide*** for C195 – Chronic Absenteeism file specifications. (The states refer to this EDFacts file specification document when submitting EDFacts files to the U.S. Department of Education.) *Here is a link to the [EDFacts Website](#). Look for the C195 document.*

- 1) This will replace the Chronically Absence data reporting that the districts do for the Office of Civil Rights in the annual CRDC report.
- 2) EDFacts C195 Definition of Chronically Absent: The unduplicated number of students absent 10% or more school days during the school year.
- 3) Information from the OPI:
 - a) This C195 definition is referring to the number of students per school, so if a student has multiple enrollments in a school in a year:
 - » The number of days enrolled on each enrollment record should be added to get the total number of days enrolled at that school in the school year.
 - » The number of days absent during each enrollment record should be added together to get the total number of days absent at that school in the school year.
 - » The above two calculations should be done prior to calculating if the student was absent for 10% or more of the total (at least 10) days enrolled at that school.
 - b) The OPI staff has gotten confirmation from the Office of Civil Rights (OCR) that the definition of an absence does ***not*** include school/instruction related activities.
 - c) As noted below in the EDFacts C195 reference, a full day of an absence is calculated by identifying those students who are gone for at least half (.5) of a day. Absence value is either 0 or 1. (Therefore the current 'ADA #Days Enrolled' and 'ADA #Days Present' field values inside AIM/Infinite Campus ***cannot*** be used to calculate 'ESSA # Days Absent.')

d) As noted below in the ED Facts C195 reference, the definition of a student who is chronically absent is a student who is enrolled for at least 10 days in a school and is absent for 10% or more of those days enrolled at that school.

4) Excerpts from the Federal ED Facts C195 File Specification:

a) Guidance:

What students should be reported?

Include all students grade Kindergarten through grade 12 who meet the definition of Chronic Absenteeism.

What days are included in the 10%?

Include students who were enrolled in the school for at least 10 school days at any time during the school year, and who missed 10% of the school days in which they were enrolled in the school.

What is meant by unduplicated number of students?

Students should be counted once at each school he/she attends. For example, a student is enrolled in school A for half the school year and school B for the other half of the school year. This student should be counted at both school A and B.

Is there a minimum number of days a student has to be enrolled before they are counted as chronically absent?

Students should be counted in the chronic absenteeism data once they have been enrolled in a school for a minimum of 10 school days.

Do students who are late arriving at school ("tardies") count as absences?

Only students who miss 50% or more of a school day should be counted as absent. The definition of "tardy" is defined in section 1.2 – Definitions.

b) Definitions:

Absenteeism – In accordance with the Office for Civil Rights' guidance, a student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. Chronically absent students include students who are absent for any reason (e.g., illness, suspension, the need to care for a family member), regardless of whether absences are excused or unexcused.

Tardies – A student who is absent for less than 50 percent of the school day.

D) Additional Notes provided to Student Information System (SIS) vendors for development, to help districts verify their data:

- 1) A field is needed in each SIS for each student's enrollment to contain the number of ESSA days absent.
- 2) A calculation process is needed in each SIS to calculate the number of ESSA days absent per enrollment based on a students' daily attendance.
- 3) An extract process is needed in each SIS, for the districts to then upload this data into the Montana Edition of Infinite Campus (This excludes Infinite Campus District Edition). The format of this extract will match the new 'End of Year Attendance Totals' file upload template provided by the OPI AIM staff.
- 4) Optionally, a report can be created in each SIS that lists those students who are chronically absent according to the ESSA calculation, by school. (A report will be developed in Infinite Campus for all districts.)