

ODE EMIS MANUAL

Section 8.8: Student Attendance Summary Record (FK)



Version 1.0
March 7, 2013

REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

8.8 STUDENT ATTENDANCE SUMMARY RECORD (FK)

Required Reporting Periods

The Student Attendance Summary Record (FK) and the relevant elements are to be reported for the E-Transcript (E) and Student Record Exchange (X) collection requests.

General Guidelines

The Student Attendance Summary data elements are reported for the E-Transcript (E) and Student Record Exchange (X) collection requests only. Attendance information is reported on a yearly basis. Multiple records could be reported to include previous years. The elements appear in alphabetical order.

☀ School Year Element

Record Field Number	FK060
Definition	The LEA's school year for which this information applies.

Valid Options

YYYY Four digit year

☀ Total Attendance Days Element

Record Field Number	FK070
Definition	The actual total number of days the student is in attendance during the school year.

Valid Options

000.01 – 366.00
000.00 default

Reporting Instructions. The attendance days must encompass the first and last days of the student's enrollment at the district for the year being reported.

☀ Total Excused Absence Days Element

Record Field Number	FK080
Definition	The total number of days the student was absent during the school year for excused reasons.

Valid Options

000.01 – 366.00
000.00 default

Reporting Instructions. The excused absence days must encompass the first and last days of the student's enrollment at the district for the year being reported.

☀ Total Unexcused Absence Days Element

Record Field Number	FK090
Definition	The total number of days the student was absent during the school year for any reasons not listed as excused, including truancy.

Valid Options

000.01 – 366.00
000.00 default

Reporting Instructions. The total unexcused absence days must encompass the first and last days of the student’s enrollment at the district for the year being reported.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported. For the Student Attendance Summary Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID Number	FK050
School Year	FK060

8.8 STUDENT ATTENDANCE SUMMARY RECORD (FK) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FK010	9-10	Sort Type	PIC X(2)
		Always "FK"	
	11	Filler	PIC X
FK020	12-15	Fiscal Year	PIC X(4)
FK030	16	Reporting Period	PIC X
		E – E-Transcript X – Student Record Exchange	
FK040	17-22	District IRN	PIC X(6)
FK050	23-31	EMIS Student ID Number	PIC X(9)
FK060	32-35	School Year	PIC X(4)
FK070	36-40	Total Attendance Days	PIC 999V99
FK080	41-45	Total Excused Absence Days	PIC 999V99
FK090	46-50	Total Unexcused Absence Days	PIC 999V99