

## 2016-2017 Attendance Rate Calculation

### Introduction

Ohio's attendance rate calculation is outlined in the Ohio Administrative Code. OCA Chapter 3301-18-01 says:

*(A) "Student attendance rate" means the ratio of the number of enrolled students actually in attendance during the course of a school year to the number of enrolled students that school year.*

*(B) Enrolled student is defined as per division (C) of section [3317.03](#) of the Revised Code.*

*(C) "Instructional services" means alternative experiences or activities which are provided in accordance with board policy or an individualized education program (IEP) to meet the unique needs of the student. In designing such services, modifications may be made to provisions relating to instructional time, teaching credentials, and courses of study. For students with disabilities, such modifications must be made through the IEP team.*

*(D) The student attendance rate will be calculated by multiplying the sum of the total aggregate days of attendance times one hundred and then dividing that product by the sum of the total aggregate days of membership plus the total aggregate days of unexcused absences.*

*(E) The total aggregate days of membership is the sum of the the total aggregate days of attendance plus the total aggregate days of excused absence.*

*(F) Total aggregate days (of membership, attendance, excused absence, and unexcused absence) are the sum of the days for the school district for all students in grades kindergarten through twelfth grade, including those students who the district is instructing and students who are residents of the district and are attending an educational service center, joint vocational school district (JVSD) or a post secondary institution.*

*(G) Attendance days for a student are defined as the actual number of days the student was in attendance in the district for the entire year.*

*(1) Attendance days shall include in-school suspensions, school sponsored field trips and the number of days a student received instructional services from the school district while expelled or while serving an out-of-school suspension.*

*(2) Pupils absent due to personal illness, legal excuse, religious holiday, illness in the home, truancy, or any other reason should not be counted as in attendance.*

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*(3) No pupils shall be counted as in attendance prior to the actual date of entry in the school. Any pupil permanently withdrawn from school shall not be counted in attendance after the date of such withdrawal.*

*(4) To have a day counted as an attendance day, a student must be enrolled and be in attendance during the year or be on expulsion or suspension status and receiving instructional services from the school district.*

*(5) The daily attendance for a student who is attending school less than full-time may not exceed that portion of the day in which he is scheduled to attend. Fractional days (to two decimal places) are permitted. This would include students receiving instructional services for less than full-time while expelled or during an out-of-school suspension.*

*(H) Excused absence days for a student are defined as the number of days the student was absent for excused reasons in the district for the entire year.*

*(1) An excuse for absence from school may be approved in accordance with one or more of the conditions specified in paragraph (B)(2) of rule [3301-69-02](#) of the Administrative Code.*

*(2) No pupils shall be counted as absent prior to the actual date of entry in the school.*

*(3) To have a day counted as an excused absence, a student must be enrolled and have been in attendance during the year.*

*(4) Any pupil permanently withdrawn from school shall not be counted as absent after the date of such withdrawal.*

*(5) The daily excused absence for a student who is attending school less than full-time may not exceed that portion of the day in which he is scheduled to attend. Fractional days (to two decimal places) are permitted.*

*(I) Unexcused absence days for a student are defined as the number of days the student was absent in the district for the entire year for any reasons not listed as excused in rule [3301-69-02](#) of the Administrative Code, including truancy.*

*(1) Absences due to out-of-school suspensions are considered an unexcused absence if the district is not providing instructional services.*

*(2) No pupils shall be counted as absent prior to the actual date of entry in the school.*

*(3) To have a day counted as an unexcused absence, a student must be enrolled and have been in attendance during the year.*

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(4) Any pupil permanently withdrawn from school shall not be counted as absent after the date of such withdrawal.

(5) The daily unexcused absence for a student who is attending school less than full-time may not exceed that portion of the day in which he is scheduled to attend. Fractional days (to two decimal places) are permitted. This would include students not receiving instructional services for less than full-time during an out-of-school suspension.

(J) Students who are expelled and not receiving instructional services are to be withdrawn from the district during the term of the expulsion.

When operationalizing the calculation, the following rules are used.

<b>2016-2017 Attendance Rate Calculation</b>	
Definition:	<p>“Student Attendance Rate” means the ratio of the number of enrolled students actually in attendance (Aggregate Attendance) for a Full Academic Year to the number of enrolled students (Aggregate Membership) for that school year. <b>(OAC 3301-18-01)</b>. This number is expressed as a percentage.</p> <p><b>Student attendance is not included in the AMO calculation beginning with the 2013-14 school year and beyond, but it is calculated and displayed for each of the 10 student groups on the report card and on the AMO download file.</b></p>
Calculation:	$\text{Student Attendance Rate} = \left( \frac{\text{Sum of total attendance hours for students enrolled in the district for a full academic year}}{\text{Sum total of student attendance + excused absence hours + unexcused absence hours for students enrolled in the district for a full academic year}} \right) \times 100$
Data Elements:	<p>STATE EQUIVALENT GRADE LEVEL            HOW RECEIVED AND SENT REASON ELEMENTS            HOW RECEIVED IRN ELEMENT            STUDENT PERCENT OF TIME            SENT TO PERCENT OF TIME            TUITION TYPE ELEMENT            SCHOOL YEAR ATTENDANCE HOURS            SCHOOL YEAR EXCUSED ABSENCE HOURS            SCHOOL YEAR UNEXCUSED ABSENCE HOURS            MAJORITY OF ATTENDANCE IRN            ACCOUNTABILITY IRN            ATTENDING BUILDING IRN</p>
Filter(s):	<p>Includes students who meet the following criteria:</p> <ul style="list-style-type: none"> <li>• How Received Element = “*”, “3”, “7”, “8”, “9”, “A”, “C”, “K”, “M”, “S”, “U”, “W” and “Y”; <b>AND</b> Student Percent of Time &gt; 0.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Sent Reason Element = “JV,” “CT”, “PS,” “MR,” “ES,” “OS” or “CR”.</li> </ul>

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<b>2016-2017 Attendance Rate Calculation</b>	
	<p>OR</p> <ul style="list-style-type: none"> <li>• Students that your district sent to a special education cooperative program at another district. These students will be included in your district's calculation based upon the data reported by the district educating the student. The educating district would report the students with How Received Element = "B".</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Tuition Type Element = "D" and "T"</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• Student is enrolled in the district for a full academic year as reported in the MAJORITY OF ATTENDANCE IRN element.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• State Equivalent grade level = "KG", "1-12", "13" or "23"</li> </ul> <p>AND</p> <p>Excludes students with LEP = "L" and LEP = "S" students and foreign exchange students who have been in US schools for fewer than 360 days unless the student plans to graduate from an Ohio high school.</p>
Data Source:	Reported by district through EMIS in FY2017 for all reporting windows

## 2016-2017 Attendance Rate Calculation

<b>Attendance Rate – Aggregate Membership</b>	
Definition:	<p>This is the denominator for the attendance rate. Aggregate Membership is the sum of the total attendance hours (hours that students were actually in attendance), excused absence hours and unexcused absence hours for all students the meet the criteria listed in the “Filter(s)” section of this calculation, who were in enrolled in the district or school for a “full academic year”.</p> <p>The aggregate membership (denominator) is calculated and reported for the “All Students” group as well as for each student subgroup that has at least 30 students for the purpose of reporting on the AMO download file. All calculations are performed using the data elements defined below.</p>
Calculation:	$\text{Aggregate Membership} = \frac{\text{Aggregate Attendance} + \text{Excused Absence Hours}}{\text{Absence Hours} + \text{Unexcused Absence Hours}}$
Data elements:	<p><i>STATE EQUIVALENT GRADE LEVEL</i>  <i>HOW RECEIVED AND SENT REASON ELEMENTS</i>  <i>HOW RECEIVED IRN ELEMENT</i>  <i>STUDENT PERCENT OF TIME</i>  <i>SENT TO PERCENT OF TIME</i>  <i>TUITION TYPE ELEMENT</i>  <i>SCHOOL YEAR ATTENDANCE HOURS</i>  <i>SCHOOL YEAR EXCUSED ABSENCE HOURS</i>  <i>SCHOOL YEAR UNEXCUSED ABSENCE HOURS</i>  <i>MAJORITY OF ATTENDANCE IRN</i>  <i>ACCOUNTABILITY IRN</i>  <i>ATTENDING BUILDING IRN</i></p>
Filter(s):	<p>Includes students who meet the following criteria:</p> <ul style="list-style-type: none"> <li>• How Received Element = “*”, “3”, “7”, “8”, “9”, “A”, “C”, “K”, “M”, “S”, “U”, “W” and “Y”; <b>AND</b> Student Percent of Time &gt; 0.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Sent Reason Element = “JV,” “CT”, “PS,” “MR”, “ES”, “OS” or “CR”.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Students that your district sent to a special education cooperative program at another district. These students will be included in your district’s calculation based upon the data reported by the district educating the student. The educating district would report the students with How Received Element = “B”.</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>• Tuition Type Element = “D” and “T”</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>• Student is enrolled in the district for a full academic year as reported in the Majority of Attendance IRN element. Refer to “Full Academic Year” definition for additional details.</li> </ul>

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<b>Attendance Rate – Aggregate Membership</b>	
	<p>AND</p> <ul style="list-style-type: none"><li>• State Equivalent grade level = “KG”, “1-12”, “13” or “23”</li></ul> <p>AND</p> <p>Excludes students with LEP = “L” and LEP = “S” and foreign exchange students who have been in US schools for fewer than 360 days unless the student plans to graduate from an Ohio high school.</p>
Data Source:	Reported by district through EMIS in FY2017 through all reporting windows