

EMIS MANUAL

Section 2.22: Student Truancy and Excessive Absence (FT) Record

Version 3.1

July 1, 2025

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<u>3.1</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
3.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
2.3	7/1/23	FY24	NA	Posted for FY24.
2.2	7/1/22	FY23	NA	Posted for FY23.
2.1	7/1/21	FY22	NA	Posted for FY22.
2.0	7/1/20	FY21	NA	Posted for FY21.
1.2	6/30/20	FY20	NA	Posted for FY20.
1.2	6/30/20	FY19		Removed X Collection; no longer being implemented.
1.1	7/5/18	FY19	NA	Posted for FY19.
1.0	6/28/18	FY18	52743	Initial document

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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2.22 STUDENT TRUANCY AND EXCESSIVE ABSENCE (FT) RECORD

Required Collection Requests

The Student Truancy and Excessive Absence (FT) Record is reported for the Midyear and End of Year Student (S) Collections and the SOES End of Year Student (S) Collection.

General Guidelines

A Student Truancy and Excessive Absence (FT) Record is to be reported for students each time an event outlined in House Bill 410 (131st General Assembly, 2016) occurs.

The record is reported by all EMIS reporting entities that provide education to students in grades kindergarten and above.

Events should be reported as they occur in the Midyear and End of Year Student (S) Collections and the SOES End of Year Student (S) Collection.

Dates are reported for the following events:

- Parent notified of excessive absences
- Student becomes habitually truant
- Habitually truant student violates court order
- Absence intervention plan implemented

Student Truancy and Excessive Absence (FT) Record Data Elements

The following portion of this section discusses each of the data elements within the Student Truancy and Excessive Absence (FT) Record. The elements are organized alphabetically.

Date Element

Record Field Number	FT060
Definition	Date on which an event occurred.

Valid Options

YYYYMMDD Year, Month, Day.

Reporting Instructions. Report the date when the event reflected by the FT070 Event Element occurred.

Event Element

Record Field Number	FT070
Definition	Used to indicate the type of event

Valid Options

A Parent Notified of Excessive Absences

The date on which the district notifies a parent that a student has excessive absences. A student is considered to have excessive absences when the student is absent for 38 or more hours in one school month with or without a legitimate excuse or for 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent, the district is required to notify the student’s parents in writing within seven days of the absence that caused the student to become excessively absent.

B Student becomes Habitually Truant

The date on which the student becomes habitually truant. A student becomes habitually truant when the student has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.

C Habitual Truant Violates Court Order

The date on which a student, who has been adjudicated an unruly child for being a habitual truant, violates the court order regarding that adjudication.

D Absence Intervention Plan Implemented

The date on which an absence intervention plan has been implemented for a child.

Reporting Instructions. Districts are to report a valid option listed above the first time one of these events occurs. The trigger for becoming excessively absent or habitually truant is determined based on absences at all educating entities that report attendance through EMIS for state accountability. In cases where a student is concurrently enrolled in a program outside of his or her home district (i.e., a resident student who also attends a career-technical program at a JVSD), both entities must report the events described in HB 410.

Additional information can be found on the Department’s website.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Student Truancy and Excessive Absence (FT) Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FT010
Date	FT020
Event	FT030

2.22 STUDENT TRUANCY AND EXCESSIVE ABSENCE (FT) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FT010	9-10	Sort Type	PIC X(2)
		Always "FT"	
	11	Filler	PIC X
FT020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
FT030	16	Data Set	PIC X
		S – Student	
FT040	17-22	District IRN	PIC X(6)
FT050	23-31	EMIS Student ID	PIC X(9)
FT060	32-39	Date (format CCYYMMDD)	PIC X(8)
FT070	40	Event	PIC X