

EMIS MANUAL

Section 2.25: Student Detailed Attendance (FM) Record

Version 1.0

August 21, 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 blue text for additions and red text with strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
1.0	08-21-25	FY26	26-67	Section first posted.

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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2.25 STUDENT DETAILED ATTENDANCE (FM) RECORD

Required Collections

The Student Detailed Attendance (FM) Record is reported during the Beginning of Year, Midyear, and End of Year Student (S) Collections and the SOES Beginning of Year and End of Year Student (S) Collections.

Reporting the Student Attendance (FM) Record is optional. If a district does not submit this record for all students who should have attendance reported, then attendance data must still be reported on the Student Standing (FS) Record. If a district chooses to report the Student Attendance (FM) Record, then all attendance elements on the Student Standing (FS) Record should be reported with zero hours. In other words, a district can not combine attendance reporting between the FS and FM Records within a single EMIS submission. However, a district can switch the record used for reporting attendance between any two submissions.

General Guidelines

In the appropriate student collections, a district will submit one or more records to report attendance for each student. There must be at least one Student Detailed Attendance (FM) Record for each Student Standing (FS) Record reported for a student. If within the date range of a Student Standing (FS) Record a student has hours in attendance, excused absence hours, and unexcused absence hours, there must be at least three Student Detailed Attendance (FM) Records reported. In addition, a student should have at least one FM Record that includes each day in that student’s calendar for which attendance is expected. Although these records are minimums, a district can break down the date ranges into smaller groupings, as long as there are no overlapping dates between Student Detailed Attendance (FM) Records with the same attendance type and detail values.

The start and end dates on each Student Detailed Attendance (FM) Record must be between the start and end dates of a single Student Standing (FS) Record. A single Student Standing (FS) Record can span the dates of multiple Student Detailed Attendance (FM) Records.

As long as a student has at least one FM Record reported for each FS Record date span that includes required attendance days for a student based on their calendar, then it is not necessary to report every combination of Attendance Type and Attendance Detail unless the total Attendance Hours for that combination and date range is greater than zero.

Unless specifically noted otherwise in this section, all general information on reporting student attendance included in other sections of the EMIS Manual also applies to reporting information on the Student Detailed Attendance (FM) Record.

☀ Attendance Detail

Record Field Number	FM080
Definition	Additional context to further define the attendance type for this record.

Valid Options

- AT In attendance
- AB Absent

Reporting Instructions. Report the appropriate option for the Attendance Type reported on each record. The following table shows which Attendance Detail option to report for each Attendance Type.

Attendance Type	Valid Attendance Detail Option
AT	AT
EX	AB
UN	AB

Attendance Hours

Record Field Number	FM100
Definition	The actual number of hours a student was in attendance or absent for the combination of Attendance Type and Attendance Detail between the effective dates on this record, inclusive.

Valid Options

0000.00–1800.00

Reporting Instructions. Only time when all students are required to be in attendance is included when determining Attendance Hours. If only certain students are required to attend, e.g., to make up time, then the time does not count toward Attendance Hours.

Attendance Hours for a student are defined as the actual number of hours the student was in attendance or absent from the district during the time span of the record being submitted. These hours must encompass the first and last days of the student’s enrollment during the time span of the record being submitted.

If multiple Student Standing (FS) Records were reported for a student by the same district during the year, then there should also be multiple Student Detailed Attendance (FM) Records reported for the student. Attendance Hours shall be the count of the student’s hours of attendance or absence from the Effective Start Date to the Effective End Date, inclusive, of that specific record.

See EMIS Manual Section 1.2 for additional information on how to format numeric values and how decimals are treated in a CSV file.

Attendance Type

Record Field Number	FM070
Definition	Indicates what type of attendance is reflected by the hours on this record.

Valid Options

AT In attendance
EX Excused absence
UN Unexcused absence

Reporting Instructions. Report the appropriate value for the type of attendance hours reported on each record.

☀ **Effective End Date Element**

Record Field Number	FM090
Definition	The last day, inclusive, that the set of all other values on this record are valid.

Valid Options

CCYYMMDD	Year, Month, Day
CCYY/MM/DD	Year, Month, Day
MM/DD/CCYY	Month, Day, Year

Reporting Instructions. The effective end date represents the end of the date range of attendance or absence hours being reported on the record. Note that attendance values should never be projected into the future; therefore, there is no such thing as an “open” FM Record without an actual end date. For each submission of FM Records, the end date of the most recent record should reflect the most recently included attendance or absence information.

☀ **Effective Start Date Element**

Record Field Number	FM060
Definition	The first day, inclusive, that the set of all other values on this record are valid.

Valid Options

CCYYMMDD	Year, Month, Day
CCYY/MM/DD	Year, Month, Day
MM/DD/CCYY	Month, Day, Year

Reporting Instructions. An Effective Start Date must be reported on all records. Students will have a new FM Record with a new Effective Start Date in the following two situations.

- When a student has a new FS Record since an FM Record cannot span two FS Records
- When a student has a new combination of Attendance Type and Attendance Detail to report

Students can have multiple FM Records for the same Attendance Type and Attendance Detail combinations as long as the dates included in the FM Record do not overlap.

☀ **EMIS Student ID Number Element**

Record Field Number	FM050
Definition	See GI050.

Valid Options

See GI050 for Valid Options

Reporting Instructions. See GI050 on the Student Demographic (GI) Record (EMIS Manual Section 2.2) for reporting guidance.

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 Detailed Attendance (FM) Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FM050
Effective Start Date	FM060
Attendance Type	FM070
Attendance Detail	FM080

2.25 STUDENT DETAILED ATTENDANCE (FM) RECORD CSV FILE LAYOUT

Number	Name	PIC/Size
FM010	Sort Type	PIC X(2)
	Always "FM"	
FM020	Fiscal Year, e.g., 2026 (CCYY)	PIC X(4)
FM030	Data Set	PIC X
	S – Student	
FM040	District IRN	PIC X(6)
FM050	EMIS Student ID Number	PIC X(9)
FM060	Effective Start Date (size assumes no "/" included; otherwise 10)	PIC 9(8)
FM070	Attendance Type	PIC X(2)
FM080	Attendance Detail	PIC X(2)
FM090	Effective End Date (size assumes no "/" included; otherwise 10)	PIC 9(8)
FM100	Attendance Hours	PIC 9(4)V99