FLORIDA DEPARTMENT OF EDUCATION

COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM

AUTOMATED STUDENT ATTENDANCE
RECORDKEEPING SYSTEM
HANDBOOK

2011-12

SUMMARY OF CHANGES

Outlined below is a summary of the changes made in this document from the 2010-11 Edition.

Page Number	Description of Change
	ATTENDANCE TERMS AND DEFINITIONS
6	Virtual Schools: Added virtual charter schools and virtual course offerings.
	Year Round School: Added "or the equivalent number of hours."
ALL PAGES	Updated Revised Date.
	Updated Effective Date.
	Updated Page Numbers.
AS NEEDED	Updated web links.

FLORIDA DEPARTMENT OF EDUCATION
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM

TABLE OF CONTENTS

TABLE OF CONTENTS (Continued)

Section III

SECTION I

ATTENDANCE PROCEDURES

ATTENDANCE PROCEDURES

INTRODUCTION

In accordance with both *Florida Statutes* and *State Board of Education Rule*, school districts maintain automated student attendance records for all students in grades PK through 12 in classes that generate funding. The implementation required of districts is described in this document.

Section 1003.23, *Florida Statutes*, requires districts to "keep all records" and "submit promptly all reports that may be required by law and by rules of the State Board of Education and district school boards." To be included in these reports is "a register of enrollment and attendance." The statute further requires that the enrollment register "show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education." The school year is defined as the regular 180 day school year plus its associated summer session(s). That is, the period of time from the first day of the regular 180 day school year to the day immediately preceding the first day of the next regular 180 day school year constitutes the school year.

The automated attendance system described in this document is the approved Florida Department of Education Automated Student Attendance Recordkeeping System. All automated systems must conform to the standards outlined in this document and in Rule 6A-1.044(3), FAC.

Traditionally, attendance records have been collected on paper forms and verified with hand-written signatures. However, the increasing demand for electronic recordkeeping on desktop computers has necessitated that standards be developed so that these systems will comply with the requirements of Rule 6A-1.044(3), FAC. These standards are outlined in the "Electronic Recordkeeping Procedures" section.

GENERAL INFORMATION/PURPOSE

The purpose of this document is to explain the attendance recordkeeping requirements for all students enrolled in Florida public school districts. It defines attendance elements as they relate to both entry and reentry of students into public schools and their withdrawal from schools. It further meets audit trail requirements in the form of how students are entered, reentered, and withdrawn, and defines output report requirements that must be provided upon request for audit purposes.

Each district shall maintain attendance, absence, and withdrawal information on students enrolled in the district and be able to prepare, upon request, a record of each student's entry, reentry, and withdrawal dates as well as that student's days present and absent.

The student attendance recordkeeping system has three basic purposes:

1. To meet the requirements of Section 1003.23, *Florida Statutes*, which requires the attendance or absence of students be checked on a daily basis;

2. To provide documentary evidence of students' eligibility for inclusion in the FTE membership survey or surveys;

    NOTE: FTE audits are based on a fiscal year, not on a school year. For example, if an FTE audit is performed on 2006-07 data, a district must provide automated attendance records for the entire fiscal year running July 1, 2006 - June 30, 2007; and

3. To comply with the Florida Department of Education Information Data Base Requirements.

ATTENDANCE PROCEDURES

ATTENDANCE TERMS AND DEFINITIONS

When used in this document, the following terms and definitions apply. These terms meet statutory definitions, DOE Information Data Base Requirements, or general district usage.

ABSENCE: Absence is the nonattendance of a student at scheduled times when attendance is to be taken on days school is in session. Under Rule 6A-1.044, FAC any student must be counted absent who is not physically present at school or at a school activity during the prescribed count time as defined under the compulsory attendance law. In the administration of the daily compulsory attendance law and local school system policies, a student's absence in grade levels PK-12 may be considered as "excused" or "unexcused" and appropriately identified. In all cases, however, the student who is not present is counted absent. In addition, beginning with the 2006-07 school year, section 1003.02(1)(b), F. S. included the following provision: "District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences."

AGGREGATE DAYS ABSENT: The sum of all days absent for all students in membership.

AGGREGATE DAYS ABSENT – UNEXCUSED NOT RELATED TO DISCIPLINE: For all students in membership, the sum of all days absent that are coded as unexcused (based upon district policy) and are not related to discipline.

AGGREGATE DAYS ATTENDANCE: The sum of days present for all students in membership while school was in session.

AGGREGATE DAYS MEMBERSHIP: The sum of aggregate days attendance and aggregate days absent of students for days school was in session.

ATTENDANCE: Attendance is the presence of a student during the prescribed count time on days school is in session. The student must be actually at the school or schools to which he or she has been assigned or present at an educational activity which constitutes part of the approved school program for that student.

AVERAGE DAILY ATTENDANCE (ADA): The average number of students present each day school was in session. Average daily attendance equals aggregate days attendance divided by the total days school was in session. Typically, average daily attendance is calculated for the 180 day school year. However, these calculations may be for other periods of time.

AVERAGE DAILY MEMBERSHIP (ADM): The average number of students on the current roll of the school each day school was in session. Average daily membership equals aggregate days membership divided by the total number of days school was in session. Typically, average daily membership is calculated for the 180 day school year. However, these calculations may be for other periods of time.

DNE: A withdrawal code (Did Not Enter) for those students in grades PK–12 who are expected to enroll at the beginning of the school year and who do not return to begin the year. The district should carry the student on the class rosters with the student marked absent for up to a period of ten (10) school days.

ATTENDANCE PROCEDURES

If the student has not enrolled, the district must remove the student from the roll as of the first day of the 180 day school year by entering the withdrawal code DNE, recording the withdrawal date as of the first day of school, and by deleting any attendance records and course schedule associated with the student. The withdrawal record must be maintained for reporting to the Florida Department of Education.

If at any time during the year a determination is made that the student has withdrawn for reasons other than DNE, the appropriate change must be made on the student's record. If a student enrolls in the district prior to day 11, the entry code on day 1 of the 180 day school year and any attendance information must be deleted and the appropriate entry code must be entered on the day the student enrolls. If a student enrolls in the district at a later time, the DNE code must be deleted and the appropriate entry code must be indicated on the first day the student enters the district.

If the student enters school in another school district, as indicated by another school system requesting the student's record, the DNE withdrawal code must be replaced by the appropriate withdrawal code. The district must enter the withdrawal code on the first day of the current school year.

ENTRY: Entry is the date (and associated code) on which the student is entered in a Florida public school district. An entry code is required for PK-12 students each time they enroll in a Florida public school during a school year. For a list of PK-12 Entry Codes, please reference the following link: http://www.fldoe.org/eias/dataweb/database_1112/appenda.pdf.

INTERSESSIONS: When Intersessions occur in a school that is open year-round, students must not be withdrawn from the year-round school except at the end of the 180 day school year. However, for those students attending Intersessions the student must be assigned a reentry code on the first day of each Intersession and must be withdrawn on the day following the last day of each Intersession.

If a student withdraws from an Intersession prior to its completion, the appropriate withdrawal code must be shown on the day following the student's last day of membership. If the student does not return to the year-round school for the regular school year, the appropriate withdrawal code must also be entered on the day after the student's last day of membership during the 180 day school year.

MEMBERSHIP: Membership is the assignment by a school district of a student to a grade or program in which regular attendance is taken.

PERCENT OF ATTENDANCE: Percent of attendance is a comparison of the number of students present with the number of students on the membership rolls. For example, a school/district whose ADA is 933 and ADM is 1,000 has a 93.3 Percent of Attendance.

REENTRY: Reentry is the date the student returns to enroll in a school (and associated code) which tracks the movement of a student within the same district, school, or reporting unit in the same school year. A student must have already been enrolled in the district during the school year in order to be identified as having a Reentry, and there must not have been any intervening educational experience prior to re-enrollment. Please reference http://www.fldoe.org/eias/dataweb/database_1112/appenda.pdf for PK-12 Reentry Codes.

Students who reenter school after having been withdrawn must be reentered on the date they return. This requirement also covers the student returning to summer school. Students taking classes during a Summer Session or Intersession must be coded as having a reentry on the first day they attend the Summer Session or Intersession and must be withdrawn on the day after the last day of the Summer Session or Intersession. Students are not withdrawn from the regular 180 day school year when they attend an Intersession. Attendance must be maintained for a student attending classes during an Intersession or Summer Session. The attendance becomes part of the student's summer school

attendance when indicating days present and days absent on the permanent record and to the state as part of Survey 5 reporting.

ATTENDANCE PROCEDURES

SCHOOL YEAR: The school year is the period during which the schools are regularly in session for the minimum number of 180 days of instruction or the hourly equivalent of 180 days, including its associated summer session(s). That is, the period of time from the first day of the regular 180 day school year to the day preceding the first day of the next regular 180 day school year constitutes the school year. The school year for Department of Juvenile Justice facilities as defined in Section 1003.01(11), *Florida Statutes,* may be as long as 250 days of instruction distributed over 12 months, although, at the request of the provider, a district school board may decrease the minimum number of days of instruction by up to 10 days for teacher planning for residential programs and up to 20 days for teacher planning for nonresidential programs, subject to the approval of the Department of Juvenile Justice and the Department of Education.

TARDY: Tardy is the absence of a student at the time attendance is taken provided the student meets the definition for being present before the close of the day.

WITHDRAWAL: Withdrawal is the date (and associated code) on which a student is removed from a Florida public school attendance recordkeeping unit (class, grade, or school). Please reference http://www.fldoe.org/eias/dataweb/database_1112/appenda.pdf for PK-12 Withdrawal Codes. The appropriate withdrawal code and the date should be entered for the student upon that student's official withdrawal from school. If a student withdraws from school prior to the end of the school year, enter the withdrawal code and date as follows:

- If a student withdraws from school on a day the student is in attendance, the appropriate withdrawal code must be recorded on the day following the last day of the student's membership.

- If a student is withdrawn while absent, record the withdrawal code on the day following the day the student was officially withdrawn from school.

(**NOTE:** If the "day following" falls on a Saturday, record the code on the date of the following Monday.)

A withdrawal is official when one or more of the following occurs:

1. A parent or legal guardian notifies the school that the child is permanently leaving the school to enroll in another school or in home education;

2. A request for the student's school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll;

3. The student has been transferred within the school or district by school officials;

4. The student has been promoted, graduated, has earned a certificate of completion or special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Section 1003.21(3), *Florida Statutes*,

5. The student has died; or

6. A student formally terminates school enrollment and the school satisfies the requirements of section 1003.21(1)(c), Florida Statutes. (This should include information to the student related to driving privileges, CINS/FINS (Child-in-Need-of-Services/Families-in-Need-of-Services) providers, and the Learnfare Program; **or** a school documents that the requirements of sections 1003.26 and 1003.27, Florida Statutes, have been attempted in good faith and that the student left school voluntarily with no intention of returning.

ATTENDANCE PROCEDURES

A school is not authorized to withdraw a student from enrollment due to nonattendance as long as the student attends school, even if the student attends sporadically. A student may only be withdrawn from school due to nonattendance (W15) after all procedures outlined in sections 1003.26 and 1003.27, Florida Statues have been followed. Withdrawal **due to other reasons** (W23) should not be used unless all other avenues have been exhausted and the district specifically approves its use.

7. At the end of the school year, appropriate withdrawal codes must be recorded on the day after the last day of school for all students who are in membership on the last day of the regular 180 day school year. On the day after the last day of summer school, the appropriate withdrawal code must also be assigned to all students who are in membership on the last day of summer school.

   For those students for whom requests for records are received over the summer or during the break prior to the beginning of the next regular school year, changes should be made in the withdrawal codes that will be part of the normal process for withdrawing students. Those withdrawals should be entered on the day following the last day of the school year or summer school, whichever is appropriate.

VIRTUAL SCHOOL: Virtual School means a school that delivers instruction to students through an interactive learning environment created through technology in which students are separated from their teachers by time or space, or both. Online and distance learning educational opportunities may be offered through district virtual instruction programs, Florida Virtual School franchises, virtual charter schools, virtual course offerings or the Florida Virtual School. (1002.45, 1002.33, 1002.37 and 1003.498, Florida Statutes, .

YEAR-ROUND SCHOOL: Year-round school means a school in which each student receives at least 180 days of instruction or the equivalent number of hours and in which students are offered educational opportunities over an 11 month or 12 month period with shorter, staggered vacation periods (identified as Intersessions) or instructional periods beyond the 180 days which are provided throughout the year.

ELECTRONIC RECORDKEEPING PROCEDURES:

Rule 6A-1.044(2), FAC, requires that an electronic recordkeeping system be used to maintain student attendance records. Rule 6A-1.0014(1), FAC, states that each school district shall develop and implement an automated information system component which shall be part of, and compatible with, the statewide comprehensive management information system. To this end, the automated student attendance management system must meet the following criteria:

1. The system shall provide complete and accurate attendance data and shall make provision for maintaining auditable records for three (3) years or until applicable audits are completed.

2. The system shall include a sign-on indicator to assure that attendance is being taken regularly. Daily sign-ons shall be reported by exceptions; i.e., by who has <u>not</u> signed on each day. An exception report shall be generated on a regular basis so that the principal or the principal's designee may assure that some positive action is taken in each course/period.

3. A daily log shall be generated and maintained that will include sufficient information to ascertain when and by whom attendance data was entered, changed, or deleted. Data to be included in the daily log shall include the following:

ATTENDANCE PROCEDURES

   a. ID of teacher or responsible adult
   b. Date of attendance
   c. Attendance code
   d. Course
   e. Section
   f. Period
   g. Student ID
   h. Date of action
   i. Transaction code (Add, Change, Delete)

4. The system shall provide backup and redundancy procedures to insure the security of the data.

   a. Backup of each individual PC's data should be automatic, insuring that the backups are current. To achieve this goal, PC backup software with tools to centrally setup and monitor the PC backup and recovery process shall be employed.
   b. Replication software to manage a process whereby a source directory is replicated onto one or more destination directories by adding, deleting, and updating files on the destination until they match those on the source shall be employed. This automated process reduces the chance of human error and ensures that the file replication takes place either on schedule or in real-time.

RECORDKEEPING REQUIREMENTS FOR SPECIFIC GRADE GROUPS:

Given below is a chart which describes the recordkeeping requirements in summary. Following this chart is a detailed explanation of automated recordkeeping requirements.

TYPE OF STUDENT	LEVEL OF RECORDKEEPING REQUIRED	METHOD OF REPORT RETRIEVAL
PK - 12	Daily	Student by Grade
9 - 12	Period	Student by Period

Daily Recordkeeping Requirement for Grades PK-12

For all students in grades PK-12, daily attendance shall be kept on a school basis during the 180 day school year and its associated summer session(s). That is, all information shall be kept at the central office level on a grade or homeroom basis. In all cases where a student is tardy or absent, the principal or the principal's designee shall ensure that documentary evidence be maintained on each individual student showing tardies, days present, and days absent. See Section II for the print charts and examples. At least one of the following reports must be maintained.

- ESE 950 Automated Individual Student Attendance Record, Grades PK-12

- ESE 955 Automated Multi-Day Student Attendance Register, Grades PK-12

ATTENDANCE PROCEDURES

It is the responsibility of the school district to define a particular time of the school day that daily attendance will be taken for PK–12 students. Daily attendance must be taken at that time for all students in the school. It is the responsibility of the teacher (or other individual as designated by the school principal) taking daily attendance to determine which student(s) on the official school rolls are absent. Upon this determination, it is the responsibility of that individual to sign and date the absentee slip, Optical Mark Reader (OMR) card(s), or similar recordkeeping device (see **ELECTRONIC RECORDKEEPING PROCEDURES** for the definition of an acceptable electronic log) which will be used to provide an audit trail for student absentees. The original attendance recordkeeping device should not be changed or, if records are maintained electronically, all changes must be logged, "signed," and dated. As students come and go during the school day, the school must maintain a record of when students arrive late or leave early. A sign-in/sign-out sheet or other means may be used to show changes to the original absentee records. The original absentee records, and any documents showing changes to the original absentee records, the absentee slip, OMR card, or similar recordkeeping device, along with an automated record, must be maintained for a period of three years or until all applicable FTE audits have been released.

The automated record of attendance does not have to maintain a day-by-day indication of the presence of the PK–12 students. The assumption for PK-12 students is that the student is present when no designation of absence has been made for a specific date or class and the student has not withdrawn officially from the school's roll. Tardies must be recorded for students. The specific format for the Automated Student Attendance Recordkeeping System is provided in Section II.

The following special cases should be noted:

1. Hospital/Homebound Programs
    Since Hospital/Homebound students are provided instruction, even though it is not in a regular setting, districts are required to maintain daily attendance in their automated system. The valid automated attendance codes are as follows:

    Blank = indicates the teacher visited the student, the teacher was not scheduled to visit, or the teacher was scheduled but unable to visit; and

    A = indicates absent – the teacher visited the student, but the student was unavailable for instruction and the visit was not rescheduled for the current week.

    H = indicates a day of non-attendance. It is not a day of absence. This is an optional code that a district may use to designate that a student has temporarily been scheduled to receive services in another district (6A-6.03020(6) FAC).

    How the attendance and the indication of teacher visits are collected and how often they are entered into the automated system is the district's option. This may be once a week or once a month so long as accurate and complete information has been entered prior to the four FTE survey periods.

    One procedure commonly used by districts is to maintain a manual work document that is maintained by the teacher and serves as the input document for attendance. Some districts require the parent/guardian to initial the days the teacher is present. (Such a document could also serve as the work record for the district payroll department if the Hospital/Homebound teacher is a part-time employee or a full-time teacher receiving supplemental pay for work beyond the regular school day.)

ATTENDANCE PROCEDURES

Since FTE auditors require additional information for students in Hospital/Homebound programs, the manual work document must be **signed and dated** by the Hospital/Homebound **teacher** and must be maintained for three years or until all appropriate FTE audits have been completed. The manual work document must contain the following information:

- Student's Name
- Student Number Identifier, Florida
- Grade Level
- Home School and/or Cost Center
- Student's Schedule – Course Number, Course Title, Section Number, Period Number
- Teacher's Name

- Times and Days of Scheduled Visits

2. Resource Classes (Pullout Classes)

Attendance recordkeeping is applicable to resource classes for students in grades PK–12 for FTE audit purposes. The classroom teacher from whose class the student is "pulled out" will record the presence or absence of the student's daily attendance that will be entered in the district's automated attendance system.

3. Early Admissions and Dual Enrollment

For early admissions and dual enrollment students, who are enrolled in classes at a postsecondary institution, the postsecondary institution's certification of attendance for all students may be accepted as the requirement for the student meeting the attendance eligibility requirement for FTE eligibility.

It is the obligation of the institution providing the instruction to verify that the student is attending school during the time the student is at the postsecondary institution.

4. Virtual Schools

Compulsory school attendance (1003.21, Florida Statutes) and attendance recordkeeping is applicable to District Virtual Instruction programs . Providers must maintain an auditable management system that records the student participation in virtual instruction. Attendance may be recorded using the number of days or the number of hours a student receives instruction through a virtual program. Districts must report Days Present, Annual and Days Absent, Annual. The sum of the Days Present, Annual and the Days Absent, Annual must not exceed 180. Procedures for reporting attendance are:

Attendance by Day:
Each time the student spends time online in the virtual instructional program attendance should be recorded. The following steps must be used to determine the number of days of instruction for attendance reporting:
- "Time spent online" on 180 or more days will be reported with Days Present, Annual equal to 180 days and Days Absent, Annual equal to 0 days.
- "Time spent online" for less than 180 days will be reported with the number of Days Present, Annual based on the number of days "spent online".
- Days Absent, Annual reported will be determined by subtracting the Days Present, Annual from 180.

ATTENDANCE PROCEDURES

Attendance by Hours:
Each time the student "spends time online" the hours of attendance should be recorded. Students in grades K-3 must attend at least 720 hours (4 hours per day) of instruction. Students in grades 4-12 must attend at least 900 hours (5 hours per day) of instruction. The following formula must be used to determine the number of days of instruction for attendance reporting:

- Record the hours of each student's "time spent online".
- Calculate the total number of hours the student "spends online". The number of hours of instruction must be equated to days of attendance by using:
  - Grades K-3: Divide the total number of hours of instruction by 4.
  - Grades 4-12: Divide the total number of hours of instruction by 5.
- Record the total number of Days Present, Annual (not to exceed 180).
- Record the total number of Days Absent, Annual by subtracting Days Present, Annual from 180.

Class/Period By Class/Period Recordkeeping Requirements for Grades 9-12

For students in grades 9-12, attendance must also be maintained on a period by period basis for classes, during the 180 day school year and its associated summer session(s), in which students receive credit. As is the case for daily attendance recordkeeping, documentary evidence must be maintained on each individual student showing tardies, days present and days absent for each period.

It is not required that districts maintain a daily indication of presence or absence in an automated fashion; however, some ancillary system must be in place which will provide aggregate information as to the number of excused and unexcused absences as outlined in the district's Student Progression Plan for that class/period. Examples of the ancillary systems that can be used are teacher's grade books, grade reporting systems, and similar recordkeeping systems, which can be used to provide the aggregate data and serve as audit documents.

See Section II for the print charts and examples. At least one of the following reports must be maintained.

- ESE 954 Automated Individual Student Attendance by Period Summary, Grades 9-12

- ESE 981 Automated Student Attendance by Period Summary, Grades 9-12

- ESE 953 Automated Individual Student Attendance by Period Record, Grades 9-12

- ESE 956 Automated Multi-Day Student Attendance by Period, Grades 9-12

No matter which method the district chooses to maintain period by period attendance, the system must maintain the same codes for entry, reentry, and withdrawal as the daily attendance system for grades PK–12.

The following cases should be noted:

1. Hospital/Homebound Programs

   Period by period attendance is not required for students in grades 9–12 who are in Hospital/Homebound programs.

ATTENDANCE PROCEDURES

2. Resource Classes (Pullout Classes)

   Attendance recordkeeping is applicable to resource classes for students in grades PK–12 for FTE audit purposes. The classroom teacher from whose class the student is "pulled out" will record the presence or absence of the student's period attendance that will be entered in the district's automated attendance system.

CERTIFICATION AND MAINTENANCE OF THE AUTOMATED STUDENT ATTENDANCE RECORDS

It is required that districts establish a procedure for certification of the Automated Student Attendance Recordkeeping System. This system must be established and the certification must be maintained for three years or until all applicable audits have been released, whichever is longer. This certification must include the name, signature, and the title of the individual who is certifying the accuracy of the data. Additionally, it is expected that the district will maintain all backup paper records or electronic logs as mentioned above.

Districts have two choices regarding certification and maintenance of the automated student attendance records:

1. maintain school level records; or

2. maintain district level records.

Maintenance of School Level Records

Automated individual attendance records are maintained at the school level.

The principal is accountable for the accuracy of the records and administers the school level attendance procedures.

The principal (or the principal's designee) has the responsibility for certifying the completeness and accuracy of the automated attendance system in the school for each FTE survey period (at least four times per year). The formal mechanism by which this certification is made is determined by the local school district. The procedures and the certifications must be in writing and on file for FTE audit purposes.

The school has two options for certifying the accuracy and completeness of automated student attendance records:

1. The school may produce and maintain hard copy reports for all students. A report must be produced from the automated system at least once at the end of the school year. The principal (or principal's designee) must certify the report as a complete and accurate record of attendance for all students who were enrolled in that school at any time during that school year. The certification would be a formal statement of certification similar to that currently contained in the manual attendance registers which would be signed by the principal (or the principal's designee). The certification may be on a separate page of paper or included on the first page of the printed report. Once the attendance records are certified as complete and accurate, the information may be stored on microfiche.

ATTENDANCE PROCEDURES

2. The school may maintain automated attendance records for all students and produce hard copy reports on demand for state auditing and monitoring purposes. The principal (or the principal's designee) has the responsibility for certifying the completeness and accuracy of the automated student attendance records at the end of the school year or more frequently depending on district policy. Certification may be completed during each FTE survey period. The school must have formal written internal control procedures describing how the certification is conducted and monitored.

    The automated attendance records must be readily accessible so that reports can be printed for a student or groups of students as needed for state auditing and monitoring purposes.

For example, if a student has attended three different schools in the district during the current school year, each of the three schools would have an attendance report which contained that student's attendance record for the period of time that student was enrolled in that school. None of the reports would be required to show attendance information for any period of time when the student was not in membership at that school (even if the student is enrolled in the same district).

Maintenance of District Level Records

Automated individual attendance records are considered a district-wide responsibility with each school principal acting as the custodian of the records for the students currently in membership within the school. The custodian of each record has right of access to the student's attendance record and the responsibility for maintaining the record.

The principal administers the school level attendance procedures and is accountable for the accuracy of the records for which he/she serves as the official custodian.

The principal (or the principal's designee) has the responsibility for certifying the completeness and accuracy of the automated attendance system for all records for which he/she is the official custodian (those records representing students in the principal's school) for each FTE survey period (at least four times per year). The formal mechanism by which this certification is made is determined by the local school district. The procedures and the certifications must be in writing and on file for FTE audit purposes.

The superintendent (or the superintendent's designee) has the responsibility for certifying the completeness and accuracy of the district's automated attendance system. This is based on obtaining certification of completeness and accuracy from the various custodians of attendance records. It remains the principal's (or the principal designee's) responsibility to certify the completeness and accuracy of the automated attendance system for all records for which he/she is the official custodian (those records representing students in the principal's school) for the school year.

The district has two options for certifying the accuracy and completeness for automated student attendance records:

1. The district may produce and maintain hard copy reports for all students. A district report must be produced from the automated system at least once at the end of the school year. The superintendent (or the superintendent's designee) must certify the report as a complete and accurate record of attendance for all students who were enrolled in that school at any time during the school year. The certification would be a formal statement of certification similar to that currently contained in the manual attendance registers which would be signed by the superintendent (or the superintendent's designee). The certification may be on a separate page of paper or included on the first page of the printed report. Once the attendance records are certified as complete and accurate, the information may be stored on microfiche.

ATTENDANCE PROCEDURES

2. The district may maintain automated attendance records for all students and produce hard copy reports on demand for state auditing and monitoring purposes. The superintendent (or the superintendent's designee) has the responsibility for certifying the completeness and accuracy of the automated student attendance records at the end of the school year or more frequently depending on district policy. Certification may be completed at the end of each survey period. The district must have formal written internal control procedures describing how the certification is conducted and monitored.

   The automated records must be readily accessible so that reports can be printed for a student or groups of students as needed for state auditing and monitoring purposes.

For example, if a student has attended three different schools in the district during the current school year, all of the student's attendance records for the year would be included on the district report. The superintendent (or the superintendent's designee) would be certifying the completeness and accuracy of attendance records for the entire school year.

SECTION II

REPORT FORMATS

REPORT FORMATS

PURPOSE STATEMENT AND ASSUMPTIONS

The purpose of Section II is to define the print charts for the automated student attendance reports. An explanation of each of the data element fields is also included for each report.

The following assumptions have been made:

1. The attendance report print charts are based on either a standard line printer or dot matrix printer. The automated student attendance reports may be printed either 6 or 8 lines to the inch. The print layouts are based on 110 characters per line, using 105 printed characters and leaving 5 characters (1/2 inch) for margin.

2. The attendance reports will be printed on 8½" x 11" paper (horizontally). Districts may use larger paper if their systems permit.

3. The following special symbol is used on the print charts of the attendance reports:
    * - OPTIONAL

    When an "*" appears to the left of a field it denotes that the information would not be printed if it does not apply to the student. Data printed below may be moved up the appropriate number of lines.

4. The print length may include literals.

5. When field descriptors are used, they must match the descriptions contained in the data elements included in the document <u>DOE Information Data Base Requirements: Volume I - Automated Student Information System</u>.

6. The following special symbols are used in the body of the automated student attendance reports to indicate nonschool days, valid school days on which a student is not enrolled in the district and to indicate days not valid for a month.

    * - Nonschool days

    An "*" indicates nonschool days such as Saturday, Sunday, teacher planning days and student vacation days.

    $ - Non-membership days

    a) If attendance records are maintained on a district level, a "$" indicates days a student is not enrolled in any school within the district during valid school days between the date a student withdrew (Wxx) and reentered (Rxx).

    b) If attendance records are maintained on a school level, a "$" indicates days a student is not enrolled in the school during valid school days.

    / - Not a valid day for the month.

7. Page numbers are indicated as "Page XX of XX." The pages may be numbered "Page XX" except on the last page which must be numbered "Page XX of XX."

REPORT FORMATS

DAILY STUDENT ATTENDANCE REPORTS,

GRADES PK-12

NOTE: One of the following reports must be maintained.

REPORT FORMATS

ESE 950: Automated Individual Student Attendance Record, Grades PK-12

The print chart ESE 950 is designed to provide for an individual student a record of that student's daily attendance pattern within a district. The record which can be printed on a district or school level will provide a daily indication of a student's original entry, absence, tardiness, withdrawal, and reentry. The elements on the chart are explained below.

Item No.	Element Name	Element Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance Record. The school year covered by the record begins on the first day of the regular 180 day session and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer school attendance for a student. (YYYY)
2.	District Number, Current Enrollment	83-1	2	The two-digit state assigned district number for the district in which the student is enrolled.
3.	District Name	NA	18	The name of the district printing the Automated Individual Student Attendance Record.
4.	School Number, Current Enrollment	241-1	4	The official four-digit number for the school in which the student is either currently enrolled or was last enrolled during the school year being reported.
5.	School Name, Current	239-1	25	The name of the school whose number is reported on item 4.
6.	Local Student ID (Student Number Identifier, Local)	262-100	10	The local district student identification (ID) number. This is an optional field.
7.	FL Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
8.	SSN (Social Security Number)	253-1	10	The Social Security Number assigned by the Federal Social Security Administration for the student reported. This is an optional field.
9.	Ethnicity	121-60	1	The code indicating whether the student is of Hispanic ethnicity.
10.	Race: American Indian or Alaska Native	230-100	1	The code indicating whether the student's race is American Indian or Alaska Native.
11.	Race: Asian	230-150	1	The code indicating whether the student's race is Asian.
12.	Race: Black or African American	230-200	1	The code indicating whether the student's race is Black or African American.
13.	Race: Native Hawaiian or Other Pacific Islander	230-250	1	The code indicating whether the student's race is Native Hawaiian or Other Pacific Islander.
14.	Race: White	230-300	1	The code indicating whether the student's race is White.
15.	Gender	159-1	1	The gender of the student being reported.

REPORT FORMATS

ESE 950: Automated Individual Student Attendance Record, Grades PK-12 (Continued)

Item No.	Element Name	Element Page No.	Print Length	Notes
16.	Student Name, Legal (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42 (17) (3) (12) (10)	The legal name of the student for whom the record is being printed.
17.	Birth Date	14-1	8	The date of birth for the student for whom the record is being printed. (MMDDYYYY)
18.	Grade (Grade Level)	160-1	2	The grade level of the student during the period being reported.
19.	Month/Day	NA	3	The month and day for entering school attendance information.
20.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under which the PK-12 student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the PK-12 student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Daily	12-1	3	The code indicating the daily presence or absence of the PK-12 student in school should appear in the appropriate month/day field on the report. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are: Blank Present U Unexcused Absence E Excused Absence T Tardy H Hospital/Homebound, Day of .. Non-enrollment NOTE: The codes D and N for indicating daily absence may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.

REPORT FORMATS

ESE 950: Automated Individual Student Attendance Record, Grades PK-12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
21	Student Attendance History	NA	21	The indication that the report is either a district level or school level report.
22.	Student Attendance History (School Number, Current Enrollment) (Entry/Re-entry Date) (Withdrawal Date)	NA (241-1) (120-1) (312-1)	20 (4) (8) (8)	An annual history for each of the schools in which the student was enrolled in the district. It is composed of the elements School Number, Entry Date, and Withdrawal Date. For every instance a student changes school of enrollment, an entry is made in the section. The information is entered sequentially from left to right. NOTE: Nine sets of school attendance history information may be printed on one line. If a student has changed schools more than nine times during a year, additional lines should be used.

```
                                      YEAR: XXXX
CURRENT-DISTRICT: 99 X-------18-------X                   SCHOOL: 9999 X------ 25 (name )------X
* LOCAL STUDENT ID: 9999999999        HISP: X    RACE: AM IND: X  ASN: X  BLK: X  HWN: X  WHT: X
FL STUDENT ID: 9999999999 *SSN: 999-99-9999             GENDER: X
LEGAL NAME: X------17-------X XXX, X----12----X X---10---X    BIRTHDATE: MMDDYYYY  GRADE: XX

    MONTH                        1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
    /DAY     1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

    AUG   XXX

    SEP

    OCT

    NOV

    DEC

    JAN

    FEB

    MAR

    APR

    MAY

    JUN

    JUL

    AUG

 STUDENT ATTENDANCE HISTORY - X--------21---------X


  SCHOOL NUMBER:     9999       9999       9999       9999       9999       9999       9999       9999       9999
      ENTRY DATE: MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY
 WITHDRAWAL DATE: MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY   MMDDYYYY

 ESE 950
```

ESE 950 Print Chart

```
CURRENT-DISTRICT: 44 ANY COUNTY                     SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890        HISP: N    RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
FL STUDENT ID: 301382256X                                  GENDER: F
LEGAL NAME: DURANT              , SUSAN       ANN           BIRTHDATE: 05141985  GRADE: 09
```

```
   MONTH                           1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
   /DAY    1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

   AUG   XXX                                                 E01             * *

   SEP    *  E          *  *     T        *  *            *  *          *  *    /

   OCT       E  E  *  *           *  *  T        *  *  *          *  *  T       *

   NOV    *  *              *  *     *  T     *  *           *  *     W04 *  *  *  *  /

   DEC    $  $  $  $  $  *  *  $  $  $  $  $  *  *  $  $  $  $  $  *  *  *  *  *  *  *  *  *  *  *  *

   JAN    *  *  *  *R03          *  *           *  *  *        *  *             *

   FEB    *              *  *  T  T        *  *        *  *          *  /  /  /

   MAR    *           *  *  *           *  *  U  U     *  *        E        *  *

   APR          *  *           *  *           *  *  *  *  *  *  *  *              /

   MAY    U  *  *              *  *           *  *  T        *  *  *           *  /

   JUN             W01 *  *  *  *  *  *  * **R01              *  *        *  *     /

   JUL       *  *           *  *           *  *           *  *      *W01 **

   AUG    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *E01
```

STUDENT ATTENDANCE HISTORY - SCHOOL LEVEL REPORT

```
   SCHOOL NUMBER:      0029       0029       0189
     ENTRY DATE: 0824XXXX   0105XXXX   0615XXXX
WITHDRAWAL DATE: 1126XXXX   0606XXXX   0730XXXX
```

ESE 950

Example of ESE 950: School Level Report - School 1

```
DATE: Run Date      AUTOMATED INDIVIDUAL STUDENT ATTENDANCE RECORD, GRADES PK-12      PAGE: 01 OF 01
                                          YEAR: XXXX
 CURRENT-DISTRICT: 44 ANY COUNTY                      SCHOOL: 0189 HIGH SCHOOL B
* LOCAL STUDENT ID: 1234567890          HISP: N    RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
 FL STUDENT ID: 301382256X                                     GENDER: F
 LEGAL NAME: DURANT             , SUSAN       ANN            BIRTHDATE: 05141985  GRADE: 09

    MONTH                        1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
    /DAY     1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

    AUG   XXX                                                E01             * *

    SEP    *           * *           * *               * *           * *       /

    OCT        * *           * *         * * *             * *               *

    NOV    * *         * *     *       * *           * *     W3B * * * * /

    DEC    $ $ $ $ $ * * $ $ $ $ $ * * $ $ $ $ $ * * * * * * * * * * * * *

    JAN    * * * *R03       * *         * * *         * *               *

    FEB    *           * *           * *           * *               * / / /

    MAR    *           * * *         * *           * *           * *

    APR        * *           * *               * * * * * * * * *           /

    MAY      * *               * *           * *           * * *           * *

    JUN            W01 * * * * * * * * *R02     * * T               * *       /

    JUL        * *           T * * E           * *           * *       W02 * *

    AUG    * * * * * * * * * * * * * * * * * * * *   *E01

 STUDENT ATTENDANCE HISTORY - SCHOOL LEVEL REPORT

  SCHOOL NUMBER:    0029       0029       0189
     ENTRY DATE: 0825XXXX   0105XXXX   0616XXXX
 WITHDRAWAL DATE: 1126XXXX   0606XXXX   0729XXXX

 ESE 950

                    Example of ESE 950: School Level Report - School 2
```

```
                                          YEAR: XXXX
CURRENT-DISTRICT: 44 ANY COUNTY                    SCHOOL: 0029 ANY HIGH SCHOOL B
* LOCAL STUDENT ID: 1234567890     HISP: N   RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
FL STUDENT ID: 301382256X                          GENDER: F
LEGAL NAME: DURANT              , SUSAN       ANN           BIRTHDATE: 05141985  GRADE: 09

   MONTH                            1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
   /DAY    1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

   AUG   XXX                                                    E01              * *

   SEP    * E       * *     T         * *           * *             * *       /

   OCT      E E * *         * * T       * * *           * * T           *

   NOV    * *         * *     * T     * *           * *     W04 * * * * /

   DEC    $ $ $ $ $ * * $ $ $ $ $ * * $ $ $ $ $ * * * * * * * * * * * * *

   JAN    * * * *R03       * *         * * *         * *               *

   FEB    *           * * T T       * *           * *             * / / /

   MAR    *           * * *         * * U U       * *         E       * *

   APR          * *         * *         * * * * * * * * *             /

   MAY    U * *         * *           * * T         * * *             * *

   JUN          W01 * * * * * * * * *R02     * * T             * *     /

   JUL      * *       T * * E         * *         * *         W02 * *

   AUG    * * * * * * * * * * * * * * * * * * * * *R02  *E01

 STUDENT ATTENDANCE HISTORY - DISTRICT LEVEL REPORT

   SCHOOL NUMBER:    0029      0029      0189
      ENTRY DATE: 0825XXXX  0105XXXX  0616XXXX
 WITHDRAWAL DATE: 1126XXXX  0606XXXX  0729XXXX

ESE 950
```

Example of ESE 950: District Level Report

REPORT FORMATS

ESE 955: Automated Multi-Day Student Attendance Register, Grades PK-12

Print chart ESE 955 is designed to be an alternative way of providing a record of student daily attendance. The report is designed to allow multiple students on a page and may be run for any time span by district or school.

The following guidelines apply to the report:

1. The student legal name field may be compressed to remove spaces allowing the field to be less than 42 characters;

2. As many students may be listed vertically on a page as the system will permit;

3. As many month/days may be listed horizontally across the page as the system has the capability to print; and

4. Any size paper may be used.

Two additional special symbols have been used on the print chart to indicate which information is to be included on the school level report and the district level report:

% - District Level Report

A "%" indicates a district level report. The from and to dates for which the report is being run, the district number and the district name must appear on line three of the report. The school number must appear between the grade level and the first date on the student information line.

If a student changes schools during the time for which the report is being generated, the following should occur:

a. There will be a withdrawal code on the last date for the first school being reported;

b. The new school number/name will be printed on a new line; and

c. There will be a re-entry code in the date field on the day the student entered the second school being reported.

+ - School Level Report

A "+" indicates a school level report. The from and to dates for which the report is being run, the school number and name, and the district number and name must appear on line three of the report. The school number will not appear on the report in the student information line so the MM/DD fields may be moved the appropriate number of spaces to the left.

REPORT FORMATS

ESE 955: Automated Multi-Day Student Attendance Register, Grades PK-12 (Continued)

The elements on the chart are explained below.

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance Record. The school year covered by the record begins on the first day of the regular 180 day school year and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer school attendance for a student. (YYYY)
2.	From To	NA NA	8 8	The beginning and ending month, day, and year of the period covered by the report. (MMDDYYYY)
3. +	School Number, Current Enrollment	241-1	4	The official four-digit school number. SCHOOL LEVEL REPORT ONLY.
4. +	School Name, Current	239-1	25	The name of the school indicated in the prior item. SCHOOL LEVEL REPORT ONLY.
5.	District Number, Current Enrollment	83-1	2	The two-digit state assigned district number.
6.	District Name	NA	18	The name of the district printing the report.
7.	Student Name, Legal (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42 (17) (3) (12) (10)	The legal name of the student whose attendance information is being reported. **NOTE: The student name may be compressed to remove spaces allowing the field to be less than 42 characters.**
8.	Florida Student ID (Student Number, Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
9.	Grade (Grade Level)	160-1	2	The grade level of the student during the period being reported.
10. %	School Number, Current Enrollment	241-1	4	The official four-digit school number. DISTRICT LEVEL REPORT ONLY.
11.	Month/Day	NA	2 / 2	The month and day of the attendance information being reported. (MM/DD)

REPORT FORMATS

ESE 955: Automated Multi-Day Student Attendance Register, Grades PK-12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
12.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under which the PK-12 student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the PK-12 student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Daily	12-1	3	The code indicating the daily presence or absence of the PK - 12 student in school should appear in the appropriate month/day field on the report. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are: Blank Present U Unexcused E Excused Absence T Tardy H Hospital/Homebound, Day of Non-enrollment NOTE: The codes D and N for indicating daily absences may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.

```
DATE: Run Date        AUTOMATED MULTI-DAY STUDENT ATTENDANCE REGISTER, GRADES PK-12    PAGE: 01 OF XX
                                              YEAR: XXXX
%FROM MMDDYYYY TO MMDDYYYY                                                DISTRICT: XX X-- 18 (name) ---X
+FROM MMDDYYYY TO MMDDYYYY         SCHOOL: 9999 X------ 25 (name) ------X  DISTRICT: XX X-- 18 (name) ---X


                            FLORIDA            MM ------ (may list as many month/days as the system ----  MM
 STUDENT NAME, LEGAL      STUDENT NO GR %SCH   DD ------ has the capability to print across the page)---  DD

 X-- 42 (compatible) --X X---10---X 99 XXXX XXX --------------------------------------------------------- XXX
   (the name may be                    XXXX XXX --------------------------------------------------------- XXX
   compressed to remove
   spaces allowing the
   field to be less
   than 42 characters)

   (may list as many
   students on one page
   as the system allows)












 X-- 42 (compatible) --X X---10---X 99 XXXX XXX --------------------------------------------------------- XXX
                                       XXXX XXX --------------------------------------------------------- XXX
ESE 955


                                     ESE 955 Print Chart
          The report may be run for the district (%) or for a specific school (+).
```

Revised: 7/12   Effective: 07/01/11   Page: 28

YEAR: XXXX

FROM 0501XXXX TO 0605XXXX   SCHOOL: 1234 ANY MIDDLE SCHOOL   DISTRICT: 44 ANY COUNTY

STUDENT NAME, LEGAL	FLORIDA STUDENT NO	GR	05/01	05/04	05/05	05/06	05/07	05/08	05/11	05/12	05/13	05/14	05/15	05/18	05/19	05/20	05/21	05/22	05/26	05/27	05/28	05/29	06/01	06/02	06/03	06/04	06/05
ADAMS ,JOHN MICHAEL	4412345673	09	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U						T	W02	
BRENNAN ,SUSAN	4498765432	09									U								T		W02			$	$	$	$
BRENNEN ,JAMES ANTHONY	4409876543	09												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
BREVARD ,KAREN ANN	4487654322	09																	E		T					W02	
CAPTURE ,PATRICIA LOUISE	4465432109	09																					E			W02	
DAVIS ,WILLIAM BRYANT	4467778899	09																								W02	

ESE 955

Example of ESE 955 - School Level Report

```
                                                  YEAR: XXXX
FROM 0501XXXX TO 0605XXXX                                          DISTRICT: 44 ANY COUNTY


                        FLORIDA         05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 05 06 06 06 06 06
STUDENT NAME, LEGAL     STUDENT NO GR SCH 01 04 05 06 07 08 11 12 13 14 15 18 19 20 21 22 26 27 28 29 01 02 03 04 05

ADAMS     ,JOHN   MICHAEL 4412345673 09 1111             T                              EW02
                          1234                                                               R02  U            T    W02
ALEXANDER ,NANCY  MARIE   4456789012 09 1111     U              T     W04  $   $   $   $   $   $   $   $   $   $   $  $ $
ANDERSON  ,MARY   LEE     4423456789 09 2121  $  $  $R03                  T             E                 U         W02
ANDERSON  ,MARY   LOUISE  4455667788 09 0031           E              T        U                                   W02
BAKER     ,ROBERT JAMES   3712345678 09 0032                                                                      W02
BRADY     ,SUSAN          4466778900 09 7700                                                                      W02
BRENNAN   ,SUSAN          4498765432 09 1234                    U              T        W02
                          1111                                                               R02  T        W02
BRENNEN   ,JAMES  ANTHONY 4409876543 09 1234                          W3A  $   $   $   $   $   $   $   $   $   $   $  $ $
BREVARD   ,KAREN  ANN     4487654322 09 1234                                           E       T                  W02
CANNAN    ,GEROGE MICHAEL 2034567890 09 1333                                                                      W02
CAPTURE   ,PATRICIA LOUISE 4465432109 09 1234                                                         E           W02
CRENSHAW  ,MICHAEL ANDREW 4478900976 09 1111                                                                      W02
CROTHY    ,MARY   RUTH    4488765678 09 0031        E          T  T                                               W02
CROTHY    ,RUTH   ANN     4476768900 09 2121                                        U                             W02
DAVID     ,JAMES  EARL    4425367899 09 2121                                                                      W02
DAVIS     ,WILLIAM BRYANT 4467778899 09 1234                                                                      W02
DAVIS     ,WILLIAM MATHEW 3377665433 09 3777              T                                                       W02
```

ESE 955

Example of ESE 955 - District Level Report

REPORT FORMATS

PERIOD BY PERIOD INDIVIDUAL STUDENT
ATTENDANCE REPORTS, GRADES 9-12

NOTE: One of the following reports must be maintained

REPORT FORMATS

ESE 954: Automated Individual Student Attendance By Period Summary, Grades 9-12
and
ESE 981: Automated Student Attendance By Period Summary, Grades 9-12

The Automated Individual Student Attendance By Period Summary, Grades 9-12 print chart (ESE 954) and the Automated Student Attendance By Period Summary, Grades 9-12 (ESE 981) are designed to provide a summary accounting of attendance by period for those students enrolled in courses for credit purposes. The print charts are designed for those districts that choose to maintain attendance recordkeeping in some ancillary system such as grade reporting systems and then transfer the summary information to the automated system. The district must use one of these two formats or the following one (ESE 953).

Eighteen elements are provided on the ESE 954 and ESE 981 print charts. An explanation of those elements follows:

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance summary. The school year begins on the first day of the regular 180 day school session and ends one day prior to the beginning of the next regular 180 day school session. The summary will account for all summer school attendance for a student. (YYYY)
2.	District Number, Current Instruction/Service	84-1	2	The two-digit state assigned district number.
3.	District Name	NA	18	The name of the district printing the summary for the student.
4.	School Number, Current Instruction/Service	242-1	4	The official four-digit number for the school in which the student is receiving instruction for the class.
5.	School Name, Current	239-1	25	The name of the school whose number is being reported in Item 4.
6.	Local Student ID (Student Number Identifier, Local)	262-100	10	The local district student identification (ID) number. This is an optional field.
7.	Ethnicity	121-60	1	The code indicating whether the student is of Hispanic ethnicity.
8.	Race: American Indian or Alaska Native	230-100	1	The code indicating whether the student's race is American Indian or Alaska Native.
9.	Race: Asian	230-150	1	The code indicating whether the student's race is Asian.
10.	Race: Black or African American	230-200	1	The code indicating whether the student's race is Black or African American.
11.	Race: Native Hawaiian or Other Pacific Islander	230-250	1	The code indicating whether the student's race is Native Hawaiian or Other Pacific Islander..
12.	Race: White	230-300	1	The code indicating whether the student's race is White.
13.	FL Student ID (Student Number	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.

	Identifier, Florida)			

REPORT FORMATS

ESE 954: Automated Individual Student Attendance By Period Summary, Grades 9 - 12
and
ESE 981: Automated Student Attendance By Period Summary, Grades 9 - 12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
14.	SSN (Social Security Number)	253-1	10	The Social Security Number assigned by the Federal Social Security Administration for the student being reported. This is an optional field.
15.	Gender	159-1	1	The gender of the student being reported.
16.	Student Name, Legal

(Last Name)
(Appendage)
(First Name)
(Middle Name) | 260-1 | 42

(17)
(3)
(12)
(10) | The legal name of the student for whom the summary is being printed. |
17.	Birth Date	14-1	8	The birth date of the student for whom the summary is being printed. (MMDDYYYY)
18.	Grade (Grade Level)	160-1	2	The grade level the student was in during the period being reported.
19.	Term	270-1	24	The period of time covered by the information. The code is not shown; only the description appears.
20.	Period Number	212-1	2	The period number covered by the information.
21.	Total Days the Class is Scheduled	NA	3	The number of days the class is scheduled during the term.
22.	Total Days Student Enrolled in Class	NA	3	The total number of days the student is enrolled in the school during the term. The information is calculated.

REPORT FORMATS

ESE 954: Automated Individual Student Attendance By Period Summary, Grades 9 - 12
and
ESE 981: Automated Student Attendance By Period Summary, Grades 9 - 12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
23.	Total Days Student was: (For ESE 954) Absent, Excused Absent, Unexcused Absent, Unexcused, Not Related to Discipline Tardy (See item 18A for ESE 981)	NA	 3 3 3 3	The number of days during the term being reported that the student was: a. Absent, Excused b. Absent, Unexcused c. Absent, Unexcused, Not Related to Discipline d. Tardy (Optional: Leave the field blank if tardies are not being reported.)
23A.	Total Days Student was: (For ESE 981) Absent Tardy	NA	 3 3	The number of days during the term being reported that the student was: a. Absent b. Tardy (Optional: Leave the field blank if tardies are not being reported.)

                                  YEAR: XXXX
 CURRENT-DISTRICT: 99 X-------18-------X   SCHOOL: 9999 X----------25----------X
* LOCAL STUDENT ID: 9999999999   HISP: X   RACE: AM IND: X ASN: X BLK: X HWN: X WHT: X
 FL STUDENT ID: 9999999999 *SSN: 999-99-9999   GENDER: X
 LEGAL NAME: X-----17--------X XXX, X---12-----X X---10---X   BIRTHDATE: MMDDYYYY GRADE: XX

                              TERM: X---------24----------X
                              TOTAL DAYS
                TOTAL DAYS   STUDENT ENROLLED   TOTAL DAYS THE STUDENT WAS:
PERIOD #   CLASS IS SCHEDULED   IN CLASS   ABSENT,EXC ABSENT,UNEXC ABSENT, UNEXC NOT DISC   TARDY

PERIOD #	TOTAL DAYS CLASS IS SCHEDULED	TOTAL DAYS STUDENT ENROLLED IN CLASS	ABSENT,EXC	ABSENT,UNEXC	ABSENT, UNEXC NOT DISC	TARDY
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX

                              TERM: X---------24----------X
                              TOTAL DAYS
                TOTAL DAYS   STUDENT ENROLLED   TOTAL DAYS THE STUDENT WAS:
PERIOD #   CLASS IS SCHEDULED   IN CLASS   ABSENT,EXC ABSENT,UNEXC ABSENT, UNEXC NOT DISC   TARDY

PERIOD #	TOTAL DAYS CLASS IS SCHEDULED	TOTAL DAYS STUDENT ENROLLED IN CLASS	ABSENT,EXC	ABSENT,UNEXC	ABSENT, UNEXC NOT DISC	TARDY
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX	XXX

ESE 954

                              ESE 954 Print Chart

```
 DATE: Run Date         STUDENT ATTENDANCE BY PERIOD SUMMARY, GRADES 9-12          PAGE: 01 OF XX
                                       YEAR: XXXX
 CURRENT-DISTRICT: 99 X-------18-------X                     SCHOOL: 9999 X----------25----------X
 * LOCAL STUDENT ID: 9999999999        HISP: X    RACE: AM IND: X  ASN: X  BLK: X  HWN: X  WHT: X
 FL STUDENT ID: 9999999999 *SSN: 999-99-9999                 GENDER: X
 LEGAL NAME: X-----17--------X XXX, X---12-----X X---10---X       BIRTHDATE: MMDDYYYY  GRADE: XX


                                   TERM: X---------24----------X
                                     TOTAL DAYS
                                     TOTAL DAYS
                       TOTAL DAYS    STUDENT ENROLLED       TOTAL DAYS THE STUDENT WAS:
          PERIOD #  CLASS IS SCHEDULED    IN CLASS         ABSENT    TARDY
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX


                                   TERM: X---------24----------X
                                     TOTAL DAYS
                       TOTAL DAYS    STUDENT ENROLLED       TOTAL DAYS THE STUDENT WAS:
          PERIOD #  CLASS IS SCHEDULED    IN CLASS         ABSENT    TARDY
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX
             XX         XXX              XXX              XXX      XXX




 ESE 981


                                   ESE 981 Print Chart
```

                                         YEAR: XXXX
 CURRENT-DISTRICT: 44 ANY COUNTY   SCHOOL: 0029 ANY HIGH SCHOOL
 * STUDENT ID: 1234567890   HISP: N   RACE: AM IND: Y ASN: N BLK: N   HWN: Y   WHT: N
 FL STUDENT ID: 301382256X   GENDER: F
 LEGAL NAME: DURANT   , SUSAN   ANN   BIRTHDATE: 05141985 GRADE: 09

                                    TERM: SEMESTER 1
                                      TOTAL DAYS
                    TOTAL DAYS   STUDENT ENROLLED   TOTAL DAYS THE STUDENT WAS:
 PERIOD #   CLASS IS SCHEDULED   IN CLASS   ABSENT,EXC ABSENT,UNEXC ABSENT, UNEXC NOT DISC TARDY
    1   89   73   3   2   1
    2   89   73   3   0   0
    3   89   73   4   0   0
    4   89   73   4   0   0
    5   89   73   2   1   1
    6   89   73   3   6   2
    7   89   73   3   1   1

                                    TERM: SEMESTER 2
                                      TOTAL DAYS
                    TOTAL DAYS   STUDENT ENROLLED   TOTAL DAYS THE STUDENT WAS:
 PERIOD #   CLASS IS SCHEDULED   IN CLASS   ABSENT,EXC ABSENT,UNEXC ABSENT, UNEXC NOT DISC TARDY
    1   91   91   3   3   3
    2   91   91   4   3   0
    3   91   91   3   3   1
    4   91   91   2   4   2
    5   91   91   1   5   3
    6   91   91   1   5   2
    7   91   91   1   7   1

 ESE 954

                        Example of ESE 954: 180 Day Individual School Level Report

```
DATE: Run Date     AUTOMATED INDIVIDUAL STUDENT ATTENDANCE BY PERIOD SUMMARY, GRADES 9-12    PAGE: 01 OF 01
                                                 YEAR: XXXX
 CURRENT-DISTRICT: 44 ANY COUNTY                                 SCHOOL: 0189 HIGH SCHOOL B
* LOCAL STUDENT ID: 1234567890         HISP: N    RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
 FL STUDENT ID: 301382256X                                      GENDER: F
 LEGAL NAME: DURANT            , SUSAN          ANN              BIRTHDATE: 05141985  GRADE: 09

                                         TERM: SUMMER SESSION 1
                                            TOTAL DAYS
                         TOTAL DAYS      STUDENT ENROLLED              TOTAL DAYS THE STUDENT WAS:
 PERIOD #           CLASS IS SCHEDULED       IN CLASS      ABSENT,EXC  ABSENT,UNEXC  ABSENT, UNEXC NOT DISC  TARDY
    1                     15                   15              0            0                0

                                         TERM: SUMMER SESSION 2
                                            TOTAL DAYS
                         TOTAL DAYS      STUDENT ENROLLED              TOTAL DAYS THE STUDENT WAS:
 PERIOD #           CLASS IS SCHEDULED       IN CLASS      ABSENT,EXC  ABSENT,UNEXC  ABSENT, UNEXC NOT DISC  TARDY
    1                     15                   15              1            0                0
```

ESE 954

                 Example of ESE 954: 2 Session Summer School Report

```
DATE: Run Date    AUTOMATED INDIVIDUAL STUDENT ATTENDANCE BY PERIOD SUMMARY, GRADES 9-12   PAGE: 01 OF 01
                                          YEAR: XXXX
  CURRENT-DISTRICT: 44 ANY COUNTY                         SCHOOL: 0189 HIGH SCHOOL B
* LOCAL STUDENT ID: 1234567890       HISP: N   RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
  FL STUDENT ID: 301382256X                               GENDER: F
  LEGAL NAME: DURANT          , SUSAN        ANN          BIRTHDATE: 05141985  GRADE: 09

                                 TERM: COMBINED SUMMER SESSION
                                      TOTAL DAYS
                 TOTAL DAYS       STUDENT ENROLLED            TOTAL DAYS THE STUDENT WAS:
PERIOD #     CLASS IS SCHEDULED       IN CLASS       ABSENT,EXC  ABSENT,UNEXC  ABSENT, UNEXC NOT DISC   TARDY
   1                30                   30              0           0             0
   2                30                   30              1           0             0
```

ESE 954

                    Example of ESE 954: Combined Summer Session Report

REPORT FORMATS

ESE 953: Automated Individual Student Attendance By Period Record, Grades 9-12

The Automated Individual Student Attendance By Period Record, Grades 9-12 print chart (ESE 953) provides a period by period accounting of students in classes in which they are enrolled for credit purposes. A monthly calendar is provided to allow for entry, withdrawal, and reentry on a period by period basis. The calendar must also be used for entering excused and unexcused absences and may be used to indicate tardies for the student on a period by period basis.

The district must use this print chart or one of the previous ones (ESE 954/ESE 981). An explanation of the elements in the chart follows.

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance By Period Record. The school year covered by the record begins on the first day of the regular 180 day school session and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer session attendance for a student. (YYYY)
2.	District Number, Current Instruction/Service	84-1	2	The two-digit state assigned district number.
3.	District Name	NA	18	The name of the district printing the record.
4.	School Number, Current Instruction/Service	242-1	4	The official four-digit number for the school in which the student is being instructed for this course.
5.	School Name, Current	239-1	25	The name of the school whose number is being reported in Item 4.
6.	Local Student ID (Student Number Identifier, Local)	262-100	10	The local district student identification (ID) number. This is an optional field.
7.	Ethnicity	121-60	1	The code indicating whether the student is of Hispanic ethnicity.
8.	Race: American Indian or Alaska Native	230-100	1	The code indicating whether the student's race is American Indian or Alaska Native.
9.	Race: Asian	230-150	1	The code indicating whether the student's race is Asian.
10.	Race: Black or African American	230-200	1	The code indicating whether the student's race is Black or African American.
11.	Race: Native Hawaiian or Other Pacific Islander	230-250	1	The code indicating whether the student's race is Native Hawaiian or Other Pacific Islander..
12.	Race: White	230-300	1	The code indicating whether the student's race is White.
13.	FL Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.

REPORT FORMATS

ESE 953: Automated Individual Student Attendance By Period Record, Grades 9 - 12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
14.	SSN (Social Security Number)	253-1	10	The Social Security Number assigned by the Federal Social Security Administration for the student being reported. This is an optional field.
15.	Gender	159-1	1	The gender of the student being reported.
16.	Student Name, Legal

(Last Name)
(Appendage)
(First Name)
(Last Name) | 260-1 | 42

(17)
(3)
(12)
(10) | The legal name of the student for whom the record is being printed. |
17.	Birth Date	14-1	8	The date of birth for the student for whom the record is being reported. (MMDDYYYY)
18.	Grade (Grade Level)	160-1	2	The grade level of the student during the period being reported.
19.	Month	NA	3	The three character abbreviation for the month being reported.
20.	Period Number	212-1	2	The period number for the class to which the attendance information relates.
21.	Day of Month	NA	1	The day of the month on which attendance is being reported.

REPORT FORMATS

ESE 953: Automated Individual Student Attendance By Period Record, Grades 9 - 12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
22.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under and which the PK-12 student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the PK-12 student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Period	12-1	3	The code indicating the daily presence or absence of the PK-12 student for each period for which the student is scheduled should appear in the appropriate month/day field on the report. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are: Blank Present U Unexcused Absence E Excused Absence T Tardy (Optional: Leave the field blank if tardies are not being reported.) H Hospital/Homebound, Day of Non-enrollment: NOTE: The codes D and N for indicating daily absence may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.
23.	Student Attendance History	NA	21	The indication that the report is either a district level or school level report.
24.	Student Attendance History	NA	20	An annual history for each of the schools in which the student was enrolled in the district. It is composed of the elements School Number, Entry Date, and Withdrawal Date. For every instance a student changes school of enrollment, an entry is made in the section. The information is entered sequentially from left to right.
	School Number	241-1	(4)	
	Entry Date	120-1	(8)	
	Withdrawal Date	312-1	(8)	NOTE: Nine sets of school attendance history information may be printed on one line. If a student has changed schools more than nine times during a year, additional lines should be used.

```
                                              YEAR: XXXX
CURRENT-DISTRICT: 99 X-------18-------X                      SCHOOL: 9999 X----------25----------X
* LOCAL STUDENT ID: 9999999999        HISP: X    RACE: AM IND: X  ASN: X  BLK: X  HWN: X  WHT: X
FL STUDENT ID: 9999999999 *SSN: 999-99-9999              GENDER: X
LEGAL NAME: X-----17--------X XXX, X---12-----X X---10---X    BIRTHDATE: MMDDYYYY  GRADE: XX


                              1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

 AUG   XX XXX
       XX
       XX
       XX
       XX
       XX
 SEP   XX
       XX
       XX
       XX
       XX
       XX
 OCT   XX
       XX
       XX
       XX
       XX
       XX
 NOV   XX
       XX
       XX
       XX
       XX
       XX

ESE 953
```

ESE 953 Print Chart - Page 1

```
CURRENT-DISTRICT: 99 X-------18-------X                  SCHOOL: 9999 X----------25----------X
* LOCAL STUDENT ID: 9999999999        HISP: X    RACE: AM IND: X  ASN: X  BLK: X  HWN: X  WHT: X
FL STUDENT ID: 9999999999 *SSN: 999-99-9999              GENDER: X
LEGAL NAME: X-----17--------X XXX, X---12-----X X---10---X     BIRTHDATE: MMDDYYYY  GRADE: XX


                                 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

  DEC   XX XXX
        XX
        XX
        XX
        XX
        XX
  JAN   XX
        XX
        XX
        XX
        XX
        XX
  FEB   XX
        XX
        XX
        XX
        XX
        XX
  MAR   XX
        XX
        XX
        XX
        XX
        XX
        XX

ESE 953
```

ESE 953 Print Chart - Page 2

```
                                              YEAR: XXXX
CURRENT-DISTRICT: 99 X-------18-------X                    SCHOOL: 9999 X----------25----------X
* LOCAL STUDENT ID: 9999999999        HISP: X    RACE: AM IND: X  ASN: X  BLK: X  HWN: X  WHT: X
FL STUDENT ID: 9999999999 *SSN: 999-99-9999                GENDER: X
LEGAL NAME: X-----17--------X XXX, X---12-----X X---10---X    BIRTHDATE: MMDDYYYY  GRADE: XX


                       1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

 APR   XX XXX
       XX
       XX
       XX
       XX
       XX
 MAY   XX
       XX
       XX
       XX
       XX
       XX
 JUN   XX
       XX
       XX
       XX
       XX
       XX
 JULY  XX
       XX
       XX
       XX
       XX
       XX

ESE 953
```

ESE 953 Print Chart - Page 3

```
DATE: Run Date    AUTOMATED INDIVIDUAL STUDENT ATTENDANCE BY PERIOD RECORD, GRADES 9-12    PAGE: 04 OF 04
                                                YEAR: XXXX
CURRENT-DISTRICT: 99 X-------18-------X                        SCHOOL: 9999 X----------25----------X
* LOCAL STUDENT ID: 9999999999        HISP: X    RACE: AM IND: X  ASN: X  BLK: X  HWN: X  WHT: X
FL STUDENT ID: 9999999999 *SSN: 999-99-9999                 GENDER: X
LEGAL NAME: X-----17--------X XXX, X---12-----X X---10---X       BIRTHDATE: MMDDYYYY  GRADE: XX

                              1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
MONTH  PD   1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

  AUG    XX XXX
         XX
         XX
         XX
         XX
         XX
         XX




 STUDENT ATTENDANCE HISTORY - X--------21---------X

  SCHOOL NUMBER:    9999      9999      9999      9999      9999      9999      9999      9999      9999
      ENTRY DATE: MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY
 WITHDRAWAL DATE: MMDDYYYY  MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY

  SCHOOL NUMBER:    9999      9999      9999      9999      9999      9999      9999      9999      9999
      ENTRY DATE: MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY
 WITHDRAWAL DATE: MMDDYYYY  MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY


ESE 953

                              ESE 953 Print Chart - Page 4
```

```
                                                     YEAR: XXXX
 CURRENT-DISTRICT: 44 ANY COUNTY                                SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890          HISP: N     RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
 FL STUDENT ID: 301382256X                                     GENDER: F
 LEGAL NAME: DURANT              , SUSAN              ANN                BIRTHDATE: 05141985  GRADE: 09

                                 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
 MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

  AUG   1                                                         E01           * *
        2                                                         E01           * *
        3                                                         E01           * *
        4                                                         E01           * *
        5                                                         E01           * *
        6                                                         E01           * *
        7                                                         E01           * *
  SEP   1   * E       * *     U         * *           * *             * *     /
        2   * E       * *     U         * *           * *             * *     /
        3   * E       * *               * *           * *             * *     /
        4   * E       * *               * *           * *             * *     /
        5   *         * *               * *           * *             * *     /
        6   *         * *     E         * * U U U     * *             * *     /
        7   *         * *     E         * *           * *             * *     /
  OCT   1     E * *             * *           * * *           * * U           *
        2     E * *             * *           * * *           * *             *
        3   E E * *             * *           * * *           * *             *
        4   E E * *             * *           * * *           * *             *
        5   E E * *             * *           * * *           * *             *
        6   E E * *             * *           * * *       U U * *             *
        7   E E * *             * *           * * *           * *             *
  NOV   1   * *           * * * E       * *               * * W04 * * * *  /
        2   * *           * * * E       * *               * * W04 * * * *  /
        3   * *           * * * E       * *               * * W04 * * * *  /
        4   * *           * * * E       * *               * * W04 * * * *  /
        5   * *     U     * * * E       * *               * * W04 * * * *  /
        6   * *           * * * E       * *           U   * * W04 * * * *  /
        7   * *           * * * E       * *           U   * * W04 * * * *  /
```

ESE 953

Example of ESE 953 School Level Report - School 1 Page 1

```
                                                   YEAR: XXXX
 CURRENT-DISTRICT: 44 ANY COUNTY                              SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890        HISP: N     RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
 FL STUDENT ID: 301382256X                                        GENDER: F
 LEGAL NAME: DURANT          , SUSAN          ANN               BIRTHDATE: 05141985  GRADE: 09
```

MONTH	PD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DEC	1	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	2	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	3	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	4	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	5	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	6	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	7	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
JAN	1	*	*	*	*R03						*	*							*	*	*					*	*						*
	2	*	*	*	*R03						*	*							*	*	*					*	*						*
	3	*	*	*	*R03						*	*	E						*	*	*					*	*						*
	4	*	*	*	*R03						*	*	E						*	*	*					*	*						*
	5	*	*	*	*R03						*	*							*	*	*					*	*						*
	6	*	*	*	*R03						*	*							*	*	*					*	*						*
	7	*	*	*	*R03						*	*							*	*	*	U				*	*						*
FEB	1	*						*	*	E	U				*	*						*	*						*	/	/	/
	2	*						*	*	U					*	*						*	*						*	/	/	/
	3	*						*	*						*	*					E	*	*						*	/	/	/
	4	*						*	*					U	*	*					E	*	*						*	/	/	/
	5	*						*	*						*	*	U					*	*						*	/	/	/
	6	*						*	*						*	*						*	*						*	/	/	/
	7	*						*	*						*	*						*	*						*	/	/	/
MAR	1	*					*	*	*						*	*		U				*	*			E			*	*		
	2	*					*	*	*						*	*		U				*	*			E			*	*		
	3	*					*	*	*						*	*	U	U				*	*			E			*	*		
	4	*					*	*	*						*	*	U	U				*	*			E			*	*		
	5	*					*	*	*						*	*	U	U				*	*			E			*	*		
	6	*					*	*	*						*	*	U	U				*	*			E			*	*		
	7	*					*	*	*						*	*	U	U				*	*			E			*	*		

ESE 953

Example of ESE 953 School Level Report - School 1 Page 2

                                              YEAR: XXXX
CURRENT-DISTRICT: 44 ANY COUNTY   SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890   HISP: N   RACE: AM IND: Y ASN: N BLK: N HWN: Y WHT: N
FL STUDENT ID: 301382256X   GENDER: F
LEGAL NAME: DURANT   , SUSAN   ANN   BIRTHDATE: 05141985 GRADE: 09

```
                         1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

 APR    1        * *         * *         * * * * * * * * *             /
        2        * *     E   * *         * * * * * * * * *       E     /
        3        * *         * *         * * * * * * * * *       E     /
        4        * *         * *         * * * * * * * * *             /
        5        * *         * *         * * * * * * * * *             /
        6        * * U       * *         * * * * * * * * *             /
        7        * * U       * *       U * * * * * * * * *             /
 MAY    1  U * *         * *         * * E       * * *           * *
        2  U * *         * *         * * E       * * *           * *
        3  U * *         * *         * *         * * *           * *
        4  U * *         * *         * *         * * *           * *
        5  U * *         * *         * *     U   * * *           * *
        6  U * *         * *         * *         * * *       U   * *
        7  U * *         * *         * *         * * *       U   * *
 JUN    1           W01
        2           W01
        3           W01
        4           W01
        5           W01
        6           W01
        7           W01

  SCHOOL NUMBER:    9999    9999    9999    9999    9999    9999    9999    9999    9999
    ENTRY DATE: MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY
WITHDRAWAL DATE: MMDDYYYY  MMDDYYY..MMDDYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY..MMDDYYYY
```

ESE 953

                 Example of ESE 953 School Level Report - School 1 Page 3

```
                                                      YEAR: XXXX
CURRENT-DISTRICT: 44 ANY COUNTY                              SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890          HISP: N    RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
FL STUDENT ID: 301382256X                                   GENDER: F
LEGAL NAME: DURANT              , SUSAN          ANN          BIRTHDATE: 05141985  GRADE: 09


                   1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

  JUN   1                             R02       *   *   *         *   *   *           /
        2                             R02       *   *   *         *   *   *           /
        1         *   *         *   * E         *   *           *   *       W02   *   /
        2         *   *         *   *           *   *           *   *       W02   *   /
```

```
  STUDENT ATTENDANCE HISTORY - SHOOL LEVEL REPORT

  SCHOOL NUMBER:     0029       0029        0189
      ENTRY DATE: 0825YYYY..0105YYYY..0615YYYY
 WITHDRAWAL DATE: 1126YYYY  0606YYYY..0729YYYY


ESE 953
```

                    Example of ESE 953: School Level Report - School 2 - Page 1

```
DATE: Run Date   AUTOMATED INDIVIDUAL STUDENT ATTENDANCE BY PERIOD RECORD, GRADES 9-12   PAGE: 01 OF 03
                                                 YEAR: XXXX
  CURRENT-DISTRICT: 44 ANY COUNTY                              SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890           HISP: N    RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
  FL STUDENT ID: 301382256X                                    GENDER: F
  LEGAL NAME: DURANT           , SUSAN          ANN            BIRTHDATE: 05141985  GRADE: 09

                               1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 3 3
  MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

   AUG    1                                                       E01           * *
          2                                                       E01           * *
          3                                                       E01           * *
          4                                                       E01           * *
          5                                                       E01           * *
          6                                                       E01           * *
          7                                                       E01           * *
   SEP    1  * E       * *     U         * *             * *             * *         /
          2  * E       * *     U         * *             * *             * *         /
          3  * E       * *               * *             * *             * *         /
          4  * E       * *               * *             * *             * *         /
          5  *         * *               * *             * *             * *         /
          6  *         * *         E     * * U U U       * *             * *         /
          7  *         * *         E     * *             * *             * *         /
   OCT    1      E * *               * *         * * *           * * U             *
          2      E * *               * *         * * *           * *               *
          3    E E * *               * *         * * *           * *               *
          4    E E * *               * *         * * *           * *               *
          5    E E * *               * *         * * *           * *               *
          6    E E * *               * *         * * *     U U   * *               *
          7    E E * *               * *         * * *           * *               *
   NOV    1  * *           * *   * E     * *             * *   W04 * * * *   /
          2  * *           * *   * E     * *             * *   W04 * * * *   /
          3  * *           * *   * E     * *             * *   W04 * * * *   /
          4  * *           * *   * E     * *             * *   W04 * * * *   /
          5  * *     U     * *   * E     * *             * *   W04 * * * *   /
          6  * *           * *   * E     * *       U     * *   W04 * * * *   /
          7  * *           * *   * E     * *       U     * *   W04 * * * *   /

  ESE 953

                        Example of ESE 953 District Level Report   Page 1
```

YEAR: XXXX

CURRENT-DISTRICT: 44 ANY COUNTY   SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890   HISP: N   RACE: AM IND: Y ASN: N BLK: N HWN: Y WHT: N
FL STUDENT ID: 301382256X   GENDER: F
LEGAL NAME: DURANT   , SUSAN   ANN   BIRTHDATE: 05141985 GRADE: 09

MONTH	PD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
DEC	1	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	2	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	3	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	4	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	5	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	6	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
	7	$	$	$	$	$	*	*	$	$	$	$	$	*	*	$	$	$	$	$	*	*	*	*	*	*	*	*	*	*	*	*
JAN	1	*	*	*	*R03						*	*						*	*	*					*	*						*
	2	*	*	*	*R03						*	*						*	*	*					*	*						*
	3	*	*	*	*R03						*	*	E					*	*	*					*	*						*
	4	*	*	*	*R03						*	*	E					*	*	*					*	*						*
	5	*	*	*	*R03						*	*						*	*	*					*	*						*
	6	*	*	*	*R03						*	*						*	*	*					*	*						*
	7	*	*	*	*R03						*	*						*	*	*	U				*	*						*
FEB	1	*						*	*	E	U				*	*						*	*						*	/	/	/
	2	*						*	*	U					*	*						*	*						*	/	/	/
	3	*						*	*						*	*					E	*	*						*	/	/	/
	4	*						*	*					U	*	*					E	*	*						*	/	/	/
	5	*						*	*						*	*	U					*	*						*	/	/	/
	6	*						*	*						*	*						*	*						*	/	/	/
	7	*						*	*						*	*						*	*						*	/	/	/
MAR	1	*					*	*	*						*	*		U				*	*			E			*	*		
	2	*					*	*	*						*	*		U				*	*			E			*	*		
	3	*					*	*	*						*	*	U	U				*	*			E			*	*		
	4	*					*	*	*						*	*	U	U				*	*			E			*	*		
	5	*					*	*	*						*	*	U	U				*	*			E			*	*		
	6	*					*	*	*						*	*	U	U				*	*			E			*	*		
	7	*					*	*	*						*	*	U	U				*	*			E			*	*		

ESE 953

Example of ESE 953: District Level Report   Page 2

```
                                             YEAR: XXXX
  CURRENT-DISTRICT: 44 ANY COUNTY                              SCHOOL: 0029 ANY HIGH SCHOOL
* LOCAL STUDENT ID: 1234567890          HISP: N     RACE: AM IND: Y  ASN: N  BLK: N  HWN: Y  WHT: N
  FL STUDENT ID: 301382256X                                   GENDER: F
  LEGAL NAME: DURANT          , SUSAN            ANN           BIRTHDATE: 05141985  GRADE: 09


                            1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3
  MONTH  PD  1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1

   APR    1        * *           * *           * * * * * * * * *            /
          2        * *       E   * *           * * * * * * * * *     E      /
          3        * *           * *           * * * * * * * * *     E      /
          4        * *           * *           * * * * * * * * *            /
          5        * *           * *           * * * * * * * * *            /
          6        * * U         * *           * * * * * * * * *            /
          7        * * U         * *       U   * * * * * * * * *            /
   MAY    1  U * *         * *         * * E       * * *             * *
          2  U * *         * *         * * E       * * *             * *
          3  U * *         * *         * *         * * *             * *
          4  U * *         * *         * *         * * *             * *
          5  U * *         * *         * *     U   * * *             * *
          6  U * *         * *         * *         * * *         U   * *
          7  U * *         * *         * *         * * *         U   * *
   JUN    1          W01 * * * * * * * *R02     * * *       * * *          /
          2          W01 * * * * * * * *R02     * * *       * * *          /
          3          W01 * * * * * * * *                                  /
          4          W01 * * * * * * * *                                  /
          5          W01 * * * * * * * *                                  /
          6          W01 * * * * * * * *                                  /
          7          W01 * * * * * * * *                                  /
   JUL    1        * *           * * E       * *       * *     W02 * *
          2        * *           * * E       * *       * *     W02 * *


  STUDENT ATTENDANCE HISTORY - DISTRICT LEVEL REPORT

    SCHOOL NUMBER:    0029      0029      0189
      ENTRY DATE: 0825XXXX..0105XXXX..0615XXXX
  WITHDRAWAL DATE: 1126XXXX  0606XXXX..0729XXXX


ESE 953
```

                        Example of ESE 953:   District Level Report Page 3

REPORT FORMATS

ESE 956: Automated Multi-Day Student Attendance By Period, Grades 9-12

Print chart ESE 956 is designed to be an alternate way of providing a record of student by period attendance for students in grades 9-12. The report is designed to allow multiple students on a page and may be run for any time span by district or school.

The following guidelines apply to the report:

    a.   The student legal name field may be compressed to remove spaces allowing the field to be less than 42 characters;

    b.   As many students may be listed vertically on a page as the system will permit;

    c.   As many month/days may be listed horizontally across the page as the system has the capability to print; and

    d.   Any size paper may be used.

Two additional special symbols have been used on the print chart to indicate which information is to be included on the school level report and district level report:

% - District Level Report

    A "%" indicates a district level report. The from and to dates for which the report is being run, the district number and the district name must appear on line three of the report. The school number must appear between the grade level and the first date on the student information line.

    If a student changes schools during the time for which the report is being generated, the following should occur:

    a. There will be a withdrawal code on the last date for the first school being reported;

    b. The new school number/name will be printed on a new line; and

    c. There will be a reentry code in the field on the day the student entered the second school being reported.

+ - School Level Report

    A "+" indicates a school level report. The from and to dates for which the report is being run, the school number and name, and the district number and name must appear on line three of the report. The school number will not appear on the report in the student information line so the MM/DD fields may be moved the appropriate number of spaces to the left.

REPORT FORMATS

ESE 956: Automated Multi-Day Student Attendance By Period, Grades 9-12 (Continued)

The elements on the chart are explained below.

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance Record. The school year covered by the record begins on the first day of the regular 180 day school year and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer school attendance for a student. (YYYY)
2.	From To	NA NA	8 8	The beginning and ending month, day, and year of the period being covered by the report.
3. +	School Number, Current Instruction/Service	242-1	4	The official four-digit school number. SCHOOL LEVEL REPORT ONLY.
4. +	School Name, Current	239-1	25	The name of the school indicated in the prior item. SCHOOL LEVEL REPORT ONLY.
5.	District Number, Current Instruction/Service	84-1	2	The two-digit state assigned district number.
6.	District Name	NA	18	The name of the district printing the report.
7.	Student Name, Legal (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42 (17) (3) (12) (10)	The legal name of the student whose attendance information is being reported. **NOTE: The student name may be compressed to remove spaces allowing the field to be less than 42 characters.**
8.	Florida Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
9.	Grade (Grade Level)	160-1	2	The grade level the student is in during the period being reported.
10. %	School Number, Current Instruction/Service	242-1	4	The official four-digit school number. DISTRICT LEVEL REPORT ONLY.
11.	Period Number	212-1	2	The period number for the class to which the attendance information relates.
12.	Month/Day	NA	2 / 2	The month and day of the attendance information being reported. (MM/DD)

REPORT FORMATS

ESE 956: Automated Multi-Day Student Attendance By Period, Grades 9-12 (Continued)

Item No.	Element Name	Page No.	Print Length	Notes
13.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under which the student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Daily	12-1	3	The code indicating the daily presence or absence of the PK - 12 students. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are: Blank Present U Unexcused Absence E Excused Absence T Tardy H Hospital Homebound/Day of Non-enrollment NOTE: The codes D and N for indicating daily absence may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.

```
DATE: Run Date          AUTOMATED MULTI-DAY STUDENT ATTENDANCE REGISTER, GRADES 9-12    PAGE: 01 OF XX
                                            YEAR: XXXX
%FROM MMDDYYYY TO MMDDYYYY                                              DISTRICT: XX X-- 18 (name) ---X
+FROM MMDDYYYY TO MMDDYYYY       SCHOOL: 9999 X------ 25 (name) ------X  DISTRICT: XX X-- 18 (name) ---X

                        COURSE/SECTION: X--7--X X---X  TITLE: X-------20---------X

                       FLORIDA          MM ------ (may list as many month/days as the system --------  MM
  STUDENT NAME, LEGAL   STUDENT NO GR PD DD ------ has the capability to print across the page)------- DD

 X-- 42 (compatible) --X X---10---X 99 XX XXX ------------------------------------------------------------- XXX

   (the name may be
   compressed to remove
   spaces allowing the
   field to be less
   than 42 characters)

   (may list as many
   students on one page
   as the system allows)




 X-- 42 (compatible) --X X---10---X 99 XX XXX ------------------------------------------------------------- XXX


ESE 956

                                         ESE 956 Print Chart
                  The report may be run for the district (%) or for a specific school (+).
```

YEAR: XXXX
FROM 0501XXXX TO 0605XXXX   SCHOOL: 1234 ANY SCHOOL   DISTRICT: 44 ANY COUNTY

STUDENT NAME, LEGAL	FLORIDA STUDENT NO	GR	PD	05 01	05 04	05 05	05 06	05 07	05 08	05 11	05 12	05 13	05 14	05 15	05 18	05 19	05 20	05 21	05 22	05 26	05 27	05 28	05 29	06 01	06 02	06 03	06 04	06 05
ADAMS ,JOHN MICHAEL	4412345673	09	1	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U						T	W02
			2	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U						T	W02
			3	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U						T	W02
			4	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U	E					T	W02
			5	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U	E					T	W02
			6	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U	E					T	W02
			7	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$R02	U	E					T	W02
BRENNAN ,SUSAN	4498765432	09	1									U										T		W02	$	$	$	$
			2									U				U								W02	$	$	$	$
			3									U				U								W02	$	$	$	$
			4									U						T						W02	$	$	$	$
			5					E				U												W02	$	$	$	$
			6					E				U												W02	$	$	$	$
			7					E				U												W02	$	$	$	$
BRENNEN ,JAMES ANTHONY	4409876543	09	1												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
			2												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
			3												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
			4												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
			5												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
			6												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$
			7												W3A	$	$	$	$	$	$	$	$	$	$	$	$	$

ESE 956

Example of ESE 956 - School Level Report

STUDENT NAME, LEGAL	FLORIDA STUDENT NO	GR	SCH	PD	05 01	05 04	05 05	05 06	05 07	05 08	05 11	05 12	05 13	05 14	05 15	05 18	05 19	05 20	05 21	05 22	05 26	05 27	05 28	05 29	06 01	06 02	06 03	06 04	06 05
ADAMS ,JOHN MICHAEL	4412345673	09	1111	1						T											EW02								
				2																	EW02								
				3																	EW02								
				4																	EW02								
				5																	EW02								
				6																	EW02								
				7																	EW02								
			1234	1																	R02	U						T	W02
				2																	R02	U						T	W02
				3																	R02	U						T	W02
				4																	R02	U	E					T	W02
				5																	R02	U	E					T	W02
				6																	R02	U	E					T	W02
				7																	R02	U	E					T	W02
ALEXANDER ,NANCY MARIE	4456789012	09	1111	1		U								T	W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$
				2		U									W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$
				3		U									W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$
				4		U									W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$
				5		U									W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$
				6		U									W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$
				7		U									W04	$	$	$	$	$	$	$	$	$	$	$	$	$	$

ESE 956

Example of ESE 956 - District Level Report

ATTENDANCE PROCEDURES
AT A GLANCE

In July of 1987, school districts implemented and began maintaining automated student attendance records for all PK–12 students in classes which generate funding under the FEFP.

Section 1003.23, *Florida Statutes*, requires each district to maintain attendance, absence and withdrawal information on students enrolled in the district. In addition, the district must be able to prepare, upon request, a record of each student's entry, reentry, and withdrawal dates as well as that student's days present and absent.

To assist the districts, the Department produces the "Automated Student Attendance Recordkeeping System Handbook." This document:

- Explains attendance recordkeeping requirements,
- Defines attendance elements as they relate to both entry and reentry of students into public schools and their withdrawal from schools,
- Meets audit trail requirements in the form of how students are entered, reentered and withdrawn,
- Defines output report requirements that must be provided upon request for audit purposes, and
- Provides answers to many frequently asked questions.

Automated systems must conform to the standards outlined in this document. The maintenance and reporting forms defined in the procedures handbook are referenced in Chapter 1003, *Florida Statutes*, and SBER 6A-1.044, FAC.

PK–12 Students

PK–12 student attendance is required to be collected daily as referenced in Section 1003.23, *Florida Statutes*. These records are transmitted to DOE's Comprehensive Management Information Data Base in August of each year. The Department provides formatting instructions on output reports (called print charts) that document attendance information. Attendance reports are used as an audit trail for funding.

Reports recording daily recordkeeping for PK–12 are:

- ESE 950 (Automated Individual Student Attendance Record, Grades PK-12)
- ESE 955 (Automated Multi-Day Student Attendance Register, Grades PK-12)

At least one of the above reports must be maintained by the district.

9–12 Students
For students in grades 9-12, attendance must be maintained on a period by period basis in courses for which students receive credit.

The output reports (print charts) used as an audit trail, which are formatted for period by period recordkeeping for grades 9-12 are:

- ESE 954 (Automated Individual Student Attendance by Period Summary, Grades 9-12)
- ESE 981 (Automated Student Attendance by Period Summary, Grades 9-12)
- ESE 953 (Automated Individual Student Attendance by Period Record, Grades 9-12)
- ESE 956 (Automated Multi-Day Student Attendance by Period, Grades 9-12)

At least one of the above reports must be maintained by the district.

SECTION III

FREQUENTLY ASKED QUESTIONS AND ANSWERS

FREQUENTLY ASKED QUESTIONS AND ANSWERS:

1. **If a student was coded DNE on day 11 and returns to school on day 16, how should the student be coded? Are days 1-15 coded as absences?**

The student who is expected to return to school at the beginning of the regular 180 day school year, but does not enroll as expected (DNE), and returns to school on day 16 of the school year should not be counted absent for days 1-15. The entry and DNE withdrawal codes that were entered on the first day of the school year should be removed. The appropriate entry code should be entered on day 16. Attendance recordkeeping for this student begins on day 16 of the school year.

2. **If a student does not return to school how long does the district mark the student absent?**

Districts should carry the student on the class rosters for up to a period of ten (10) school days. If the student has not enrolled by day 10, the district must remove the student from the roll as of the first day of the 180 day school year by entering the withdrawal code DNE, recording the withdrawal date as of the first day of school, and by deleting any attendance records and course schedule associated with the student.

3. **The district has entered a DNE code for a student who did not enter school by day 10 of the school year. The district receives a request for records for the student from another school district in October. Should the DNE code or date of withdrawal be changed for this student?**

Yes. If another school system requests the student's record, the DNE withdrawal code must be replaced with the appropriate withdrawal code. The district must enter the withdrawal code on the first day of the current school year.

4. **The district entered a DNE code for a student on day 11 of the school year because the student did not show up for school. The district later finds that the student has dropped out and is not planning to attend school. Should the DNE code be changed?**

Yes, the withdrawal code should be changed to reflect the appropriate withdrawal reason for the non-enrollment.

5. **If a student enters and leaves a Department of Juvenile Justice (DJJ) school before the high school is notified should the high school withdraw the student and re-enter the student?**

Yes, the student should be withdrawn on the date the student entered the DJJ school. Upon re-entry to the high school, the student should be enrolled with the appropriate "R" code.

6. **Can a student in the hospital/homebound program be enrolled in two districts at the same time?**

Yes, a student may be enrolled in two districts at the same time. Students who are chronically or intermittently ill and whose health conditions necessitate frequent placement in the hospital/homebound program may be alternately assigned to the school-based and the hospital/homebound program (even when these are located in different school districts) and move from one to the other as needed. These students do not have to be withdrawn and re-enrolled each time they switch from one program to the other.

Code H may be used by a district to report attendance in lieu of withdrawing a student who is temporarily placed in a hospital in another district. Code H should **not** be counted as an absence, but rather as a day of non-attendance.

7. **Does the teacher need to sign the attendance log weekly?**

The teacher does not need to sign the log weekly if the teacher logs onto an electronic system daily and enters attendance. However, a daily log must be generated and maintained that will include sufficient information to ascertain when and by whom attendance data was entered, changed, or deleted.

8. **Who must certify attendance records?**

Districts have two choices regarding certification of attendance logs - school level or district level. See, the *Certification and Maintenance of the Automated Student Attendance Records* section for procedures that are to be followed. In each case, the principal has the responsibility for certifying the completeness and accuracy of the automated attendance system in the school for each FTE survey period. If there is a district level system, the superintendent also certifies the completeness and accuracy of the district's automated attendance system.

9. **How do you code a student who enrolls in a school district, but never attends school?**

Districts should make efforts to locate the student if the parent enrolls the student even if the student never attends. The intervening efforts to locate the student should be documented locally. This may include assistance from the student services or truancy office. If the student cannot be found, the district must report the student as a DNE with the entry and withdrawal dates on the same day. If a student's parents enroll a student, the student never attends a school in the district, but the student is found to be in another district then the record may be deleted.

10. If an eighth grade student does not show up for high school the following school year, should the code be reported as DNE?

The district will code the student as a DNE on Day 11 of the school year. The district should follow procedures to try to locate the student. The DNE should be changed to the appropriate withdrawal code if the district locates the student in another district or school or finds the student has "dropped-out" of school. The high school is responsible for this student and the student will be included in the Dropout rate calculation. If the student is located at a different school than the school the student was assigned to, the school should enroll and withdraw the student on the first day of school.

11. Does the state permit attendance to be recorded using third-party electronic software?

Yes, the use of third party electronic software systems is permitted if the software meets all of the following requirements:

1. The system shall provide complete and accurate attendance data and shall make provision for maintaining auditable records for three (3) years or until applicable audits are completed.
2. The system shall include a sign-on indicator to assure that attendance is being taken regularly. Daily "sign-ons" shall be reported by exceptions; i.e., by who has not signed on each day. An exception report shall be generated on a regular basis so that the principal or the principal's designee may assure that some positive action is taken in each course/period.
3. A daily log shall be generated and maintained that will include sufficient information to ascertain when and by whom attendance data was entered, changed, or deleted. Data to be included in the daily log shall include the following:
    a. ID of teacher or responsible adult
    b. Date of attendance
    c. Attendance code
    d. Course
    e. Section
    f. Period
    g. Student ID
    h. Date of action
    i. Transaction code (Add, Change, Delete)

FREQUENTLY ASKED QUESTIONS continued:

4. The system shall provide backup and redundancy procedures to insure the security of the data.

 a. Backup of each individual PC's data should be automatic, insuring that the backups are current. To achieve this goal, PC backup software with tools to centrally setup and monitor the PC backup and recovery process shall be employed.

 b. Replication software to manage a process whereby a source directory is replicated onto one or more destination directories by adding, deleting, and updating files on the destination until they match those on the source shall be employed. This automated process reduces the chance of human error and ensures that the file replication takes place either on schedule or in real-time.

12. **If a student is withdrawn during the school year with the withdrawal code W01 (withdrew to another attendance unit in same school) or W02 (withdrew to another school in the same district) but fails to report to the new unit, how should the student be handled at the end of the school year? How would the student be handled for the subsequent school year? Should the student be projected for the next school year?**

There should be no student withdrawn with a W01 who fails to report to the new attendance unit, because the school should control this type of transfer and only enter a W01 if the student simultaneously has an R01 code.

For students with a W02 code, the receiving school should mark the student absent when the student fails to report. The receiving school should then follow the established procedures for students who are absent. These requirements are specified in sections 1003.26 and 1003.27, Florida Statutes, and include the following: a) upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence, b) if a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, the principal shall refer the case to the school's child study team, and c) schools should continue with interventions as outlined in the law. If the student has enrolled in school elsewhere or enrolled in home education, etc. and the school documents this occurrence, the correct withdrawal code should be entered.

At the end of the school year, the correct withdrawal code should be reported to the DOE. Only students who are expected to be enrolled in a district school the following year should be included in projections for the following year. The Department recommends that the district has a procedure for tracking the re-enrollment of students coded W02 into the district schools receiving these students.

FREQUENTLY ASKED QUESTIONS continued:

13. What codes are appropriate to use for students we have determined <u>we cannot find</u>? PK through age 16? Ages 16 through 21?

Any prekindergarten student under the age of six who cannot be located should be withdrawn using the W25 withdrawal code. Students in grades KG-12 who cannot be located should be withdrawn using code W22 after all appropriate activities have been conducted to locate the student. Code W05 should not be used in this case because the school does not know the circumstances related to the nonattendance nor does the school know the student's intention (voluntary or not voluntary) for leaving. What the school does know is that staff has tried (in good faith) to locate the student, but cannot find the student.

14. If no records are requested from other educational institutions (i.e., other counties, private schools, other states, etc.), when can we drop a student from our DNE lists?

If the district cannot locate the student, the district should document the activities conducted to attempt to locate the student and should change the withdrawal code to W22 after documenting all such activities and their continued inability to locate the student. A withdrawal code of DNE is accepted in the DOE student reporting system as a valid withdrawal code in survey 5 on the Student End of Year Status record but should only be used if no other withdrawal code can be documented for the student.

15. Is there an age limit (example: age>15) that must be considered when trying to eliminate a DNE?

Florida law does not provide an age of majority (e. g., 18 years) for compulsory attendance; however, some districts have elected to address this in local policy. Section 1003.21 (c), F.S., simply states that a student who attains the age of 16 years is not subject to compulsory attendance beyond the date he/she attains that age, if the student files a formal declaration of intent to terminate school enrollment with the district school board. Therefore, there is no difference based on age in the activities the district should undertake when trying to locate students who do not enter school at the beginning of the year as expected.

16. Is it possible to use codes other than those defined by the state to report absences? For example, our district would like to see the creation of an absence code for excused religious reasons.

Districts may choose to designate codes other than the state defined codes to report absences. Districts are required to report the days absent, days present, and days absent unexcused not related to discipline at the end of the school year. The codes used for recording the absences are maintained locally and are not reported to the Department of Education.

17. **If a student is coded as a DNE for one school year, and the student's whereabouts is not determined by the district, should the student be projected into the next school year? If so, how long should this continue?**

Only students who are expected to be enrolled in a district school the following year should be included in projections for the following year.

18. **If a student is enrolled in a "district level admissions" school and the student never enters a district public school, what are our options for accounting for this student? We have this happen often when students want to be considered for the Magnet lottery. If they do not get into the Magnet School they never attend any other public school in the district.**

The Department of Education does not have a definition for "district level admissions" school, however, students who sign up for a choice lottery but never enroll in a district school should not be considered as enrolled students. There is no need to keep enrollment and withdrawal records for these students.

19. **If the parents of a student come to school and sign for the student's records because they are moving, but no school ever requests the records, how should the student be coded?**

The school is no longer responsible for locating the student. The student would be coded using the appropriate withdrawal code on the day after the last day the student attends. If the parent signs for the record during the summer, the student would be coded with an entry and withdrawal code on the first day of the new school year. The student would not be coded with a DNE.

20. **How are the days of attendance for Virtual School students determined?**

Districts must report Days Present, Annual and Days Absent, Annual. The sum of the Days Present, Annual and the Days Absent, Annual must not exceed 180. Procedures for reporting attendance are:

Attendance by Day:
Each time the student spends time online in the virtual instructional program attendance should be recorded. The following steps must be used to determine the number of days of instruction for attendance reporting:
- "Time spent online" on 180 or more days will be reported with Days Present, Annual equal to 180 days and Days Absent, Annual equal to 0 days.
- "Time spent online" for less than 180 days will be reported with the number of Days Present, Annual based on the number of days "spent online".

- Days Absent, Annual reported will be determined by subtracting the Days Present, Annual from 180.

Attendance by Hours:

Each time the student "spends time online" the hours of attendance should be recorded. Students in grades K-3 must attend at least 720 hours (4 hours per day) of instruction. Students in grades 4-12 must attend at least 900 hours (5 hours per day) of instruction. The following formula must be used to determine the number of days of instruction for attendance reporting:

- Record the hours of each student's "time spent online".
- Calculate the total number of hours the student "spends online". The number of hours of instruction must be equated to days of attendance by using:
  - Grades K-3: Divide the total number of hours of instruction by 4.
  - Grades 4-12: Divide the total number of hours of instruction by 5.
- Record the total number of Days Present, Annual (not to exceed 180).
- Record the total number of Days Absent, Annual by subtracting Days Present, Annual from 180.