

# **ODE EMIS MANUAL**

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



**Version 1.1**  
July 5, 2018

## REVISION HISTORY

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

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>1.1</u>	<u>7/5/18</u>	<u>FY19</u>	<u>NA</u>	<u>Posted for FY19.</u>
1.0	6/28/18	FY18	52743	Initial document

## COMING CHANGES

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

# TABLE OF CONTENTS

REVISION HISTORY .....II

COMING CHANGES .....II

TABLE OF CONTENTS.....III

**2.22 STUDENT TRUANCY AND EXCESSIVE ABSENCE (FT) RECORD.....3**

*Required Collection Requests* .....3

*General Guidelines* .....3

*Student Truancy and Excessive Absence (FT) Record Data Elements*.....3

        ☼ Date Element .....3

        ☼ Event Element.....3

*Defining a Unique Record*.....4

**2.13 STUDENT TRUANCY AND EXCESSIVE ABSENCE (FT) RECORD FILE LAYOUT .....5**

## 2.22 STUDENT TRUANCY AND EXCESSIVE ABSENCE (FT) RECORD

### ***Required Collection Requests***

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

### ***General Guidelines***

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

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

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

Dates are reported for the following events:

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

### ***Student Truancy and Excessive Absence (FT) Record Data Elements***

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

#### ***☀ Date Element***

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

#### ***Valid Options***

YYYYMMDD Year, Month, Day.

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

#### ***☀ Event Element***

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

#### ***Valid Options***

##### **A Parent Notified of Excessive Absences**

The date on which the district notifies a parent that a student has excessive absences. A student is considered to have excessive absences when the student is

absent for 38 or more hours in one school month with or without a legitimate excuse or for 65 or more hours in one school year with or without a legitimate excuse. When a student is excessively absent, the district is required to notify the student’s parents in writing within seven days of the absence that caused the student to become excessively absent.

**B Student becomes Habitually Truant**

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

**C Habitual Truant Violates Court Order**

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

**D Absence Intervention Plan Implemented**

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

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

Additional information can be found in the Excessive Absenteeism FAQ document posted on ODE’s website.

**Defining a Unique Record**

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

Required Fields	Number
EMIS Student ID	FT010
Date	FT020
Event	FT030

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

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FT010	9-10	Sort Type	PIC X(2)
		Always "FT"	
	11	Filler	PIC X
FT020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FT030	16	Data Set	PIC X
		S – Student X – Student Records Exchange	
FT040	17-22	District IRN	PIC X(6)
FT050	23-31	EMIS Student ID	PIC X(9)
FT060	32-39	Date (format CCYYMMDD)	PIC X(8)
FT070	40	Event	PIC X