

# 2021-2022 School Year Attendance Data – Technical Documentation

## Introduction

The student attendance rate reports the aggregate percent of time the enrolled students in a school or district are in attendance over the course of a school year.

## Overview

This section includes a description of the Attendance Rate. References to Ohio Revised Code (ORC – state law) and Ohio Administrative Code (OAC – rule) are included. Additional detail on the calculation and reporting codes is included in the calculation and business rule section of this document.

The student attendance rate ([OAC 3301-18-01](#)) is the ratio of the number of enrolled students actually in attendance during the school year to the number of enrolled students that year.

## Data Elements

*STATE EQUIVALENT GRADE LEVEL*  
*HOW RECEIVED AND SENT REASON ELEMENTS*  
*HOW RECEIVED IRN ELEMENT*  
*STUDENT PERCENT OF TIME*  
*SENT TO PERCENT OF TIME*  
*TUITION TYPE ELEMENT*  
*SCHOOL YEAR ATTENDANCE HOURS*  
*SCHOOL YEAR EXCUSED ABSENCE HOURS*  
*SCHOOL YEAR UNEXCUSED ABSENCE HOURS*  
*MAJORITY OF ATTENDANCE IRN*  
*ACCOUNTABILITY IRN*  
*ATTENDING BUILDING IRN*

## Definitions

**Enrolled students** - students that meet the requirements defined in [ORC 3317.03](#).

**Instructional services** - alternative experiences or activities which are provided in accordance with board policy or an individualized education program (IEP) to meet the unique needs of the student.

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

**Attendance hours** - actual number of hours the student was in attendance in the district during the time the student was enrolled in the district, including in-school suspensions, school sponsored field trips and the number of hours a student received instructional services from the school district while expelled or while serving an out-of-school suspension. While students can make up missed assignments while suspended, that does not count as attendance. Hours before the student enrolls or after the student withdraws from the district are not counted. Time students are absent due to personal illness, legal excuse, religious holiday, illness in the home, truancy, or any other reason are not counted as attendance hours.

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**Excused Absence Hours** - number of hours the student was absent for excused reasons ([OAC 3302-69-02](#)) from the district during the time the student was enrolled in the district. Time before the student enrolls or after the student withdraws from the district are not included.

**Unexcused Absence Hours** - number of hours the student was absent for reasons not listed in ([OAC 3302-69-02](#)), including truancy, from the district during the time the student was enrolled in the district. Time before the student enrolls or after the student withdraws from the district are not included.

### Business Rules

#### Determining Students Included in a District or School's Attendance Rate

The attendance rate does not use the business rules described in the "Where Kids Count" documentation to determine whether a school or district is held accountable for a student. Rather, to be included in a school or district's rate, students must be enrolled and have at least 100 hours of **possible** attendance (i.e. they were enrolled for at least 100 hours). A student will count in all schools and all districts where they meet the enrollment threshold and will count as a partial FTE in each building or district where they were enrolled. Students with 0 attendance hours, 0 excused absence hours and 0 unexcused absence hours are removed from the calculation.

#### Inclusion Criteria

The filters below are used to determine the district and school where a student will count

- How Received Element = "\*" , "2" , "3" , "7" , "8" , "9" , "A" , "C" , "D" , "G" , "J" , "K" , "L" , "M" , "R" , "S" , "W" and "Y";  
**AND** Student Percent of Time > 0.

OR

- Sent Reason Element = "JV," "PS," "MR" , "NP" , "OS" or "PI".

OR

- Students that your district sent to a special education cooperative program at another district. These students will be included in your district's calculation based upon the data reported by the district educating the student. The educating district would report the students with How Received Element = "B".

OR

- For How Received = "K", the student counts at the STEM school but for district accountability, the student is moved from the STEM school to the student's resident district for independent STEM schools or to the educating district for STEM schools operated by a traditional school district.

AND

- Tuition Type Element = "D" and "T"

AND

- Student has at least 100 hours of possible attendance.

AND

- State Equivalent grade level = "KG" , "1-12" , "13" or "23"

AND

Students reported with a How Received reason of "P", "Q" and "T" count at the state level only.

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## Additional Business Rules

### **Expulsions**

Expulsions are counted as attendance hours if the student is receiving instructional services from the school or district. If they are not receiving instructional services from the school or district they should be withdrawn from the district during the term of expulsion.

### **In-School Suspensions**

In-School Suspensions are counted as attendance hours.

### **Out-of-School Suspensions**

Out-of-School Suspensions are counted as attendance hours if the student is receiving instructional services from the school or district. If they are not receiving instruction services from the school or district, the hours are counted as an unexcused absence.

### **School Sponsored Field Trips**

School sponsored events outside the classroom are counted as an attendance hours.

### **Students Attending School less than full-time**

Students attending school less than full-time should not be counted as being in attendance more than the portion of the day they are scheduled to attend. Fractional hours (up to two decimal places) are permitted.

### **Attendance Rate**

The student attendance rate is the ratio of the number of enrolled students actually in attendance during the school year to the number of enrolled students that year.

### **Aggregate Attendance - Numerator of Calculation**

The numerator for the attendance rate is the sum of total attendance hours for students that meet the criteria listed in the Inclusion Criteria section of this calculation.

### **Aggregate Membership – Denominator of Calculation**

The denominator for the attendance rate is the sum of total attendance hours (hours the students were actually in attendance), excused absence hours and unexcused absence hours for all students that meet the criteria listed in the Inclusion Criteria section of this calculation.

### **Student Attendance Rate - Calculation**

The Attendance Rate calculation, using the numerator and denominator as described above, is the sum of the total aggregate days of attendance divided by the total aggregate days of membership.

## Data Source

Reported by districts through EMIS in FY2022 through all reporting windows