



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Public School Information System (PSIS)

Student Attendance Reporting in PSIS

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Let's Talk Student Attendance!

Please be sure to review the PSIS reference guide for all written information. This helpful document is available on the PSIS Public Help Site.

<http://portal.ct.gov/SDE/Performance/Data-Collection/Help-Sites/PSIS>





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Why Are We Focusing On Chronic Absenteeism?

An Overview of Student Attendance Measures

Why Are We Focusing on Chronic Absenteeism?

- Commonly reported aggregate attendance measures for districts/schools/subgroups (e.g., overall attendance rate) may not adequately highlight the extent of individual absenteeism.
 - *For example, a high school may have an attendance rate of 92% but as many as quarter of their students could be chronically absent.*
 - CSDE recommends tracking attendance and chronic absenteeism on a regular basis throughout the school year can help districts and schools to identify students who need interventions and support services. It is the first step to helping children achieve success in school.



Alternative Attendance Measures

District/School Overall Attendance Rate

- The percentage of a school or district's overall student population that are physically present in school on any given day. This measure is not based on an individual student's attendance rate.

District/School Chronic Absenteeism Rate

- A measure of how many students miss at least 10 percent of days enrolled for any reason including excused and unexcused absences and days absent due to out of school suspensions served.



Chronic Absence vs. Truancy

Truancy

- Any intentional, unauthorized or illegal absence from compulsory education.
 - It is absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions.
 - Counts only unexcused absences and emphasizes compliance with district/school rules.
 - *Connecticut General Statutes (C.G.S.) Section 10-198a (b)(1) and (2)*

Chronic Absenteeism

- Missing 10 percent or greater of the total number of days enrolled during the school year for any reason.
 - Includes both excused, unexcused reasons for absences.
 - Includes disciplinary absences (e.g. out of school suspensions)
 - Focuses on the premise that by being absent the student is missing valuable instructional hours.



Some Attendance Measures *May Be* Misleading

- **Average daily attendance** measures the average number of students who show up on any given day.
 - *(If 95% of all students enrolled in a school show up on most all days it would seem there is not an attendance problem; this ignores the percentage of children who may be missing significant amount of school and instructional time).*
- **Truancy** rates only include unexcused absences, while chronic absenteeism includes both excused and unexcused.
 - *(Extant research suggests that student achievement suffers when students loose instructional time no matter the reason for the absence).*





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PSIS Reporting & Calculating Chronic Absenteeism

Calculating Chronic Absenteeism

Chronic absenteeism is defined as missing ten percent or greater of the total number of days enrolled in the school year for any reason. It includes both excused and unexcused absences in addition to out of school suspensions and expulsions served.

$$\text{Student Attendance Rate}^* = \frac{\text{Student's Total Days of Attendance}}{\text{Student's Total Days of Membership}}$$

- A student is classified as chronically absent if his/her attendance rate is less than or equal to 90%.
- SDE analyzes chronic absenteeism at the state, district, school, and student subgroup levels.



Calculating Chronic Absenteeism

$$\text{Student Attendance Rate} = \frac{\text{Student's Total Days of Attendance}}{\text{Student's Total Days of Membership}}$$

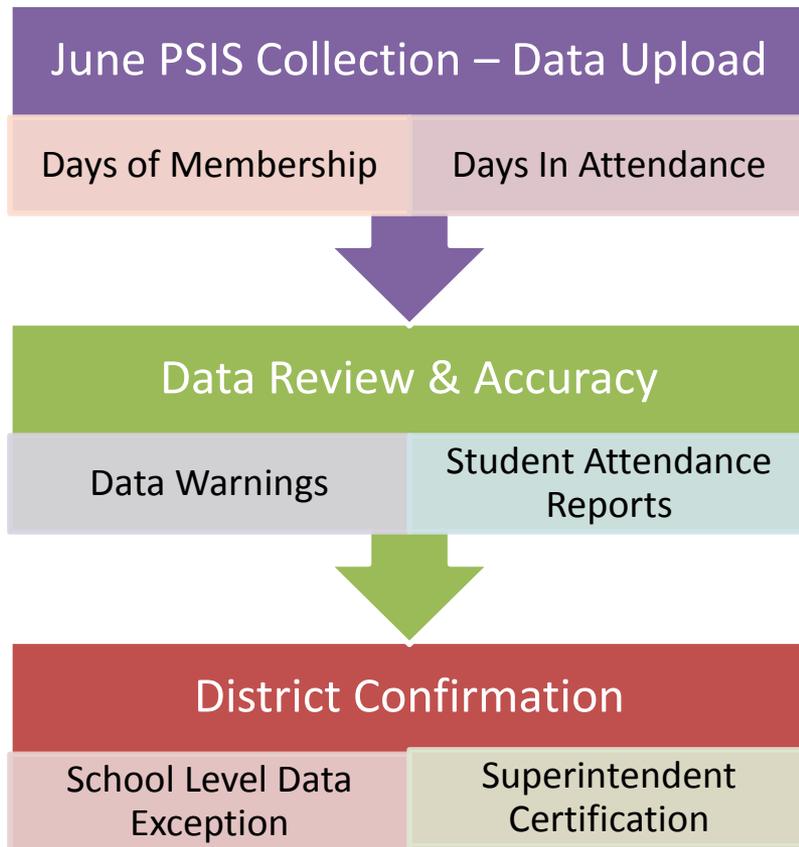
Student Julius Irving is reported with 180 days of membership (enrollment) and 159 days of attendance (days present).

$$\frac{159}{180} = 0.88333 \longrightarrow 0.88 \%$$

Julius's attendance rate is < than 90% and thus the student is chronically absent.



How Do We Get The Data?



Data Submission Warnings/Edits

- ✓ The June collection provides student level warnings for each submitted record where the days of membership are set equal to the days of attendance (e.g. perfect attendance).
- ✓ The June collection provides a student level warning for each record where the child is found to be chronically absent.

Student Attendance Data Reports

- ✓ Attendance by Range Report
- ✓ Attendance Rate by District
- ✓ Attendance Rate by School
- ✓ Chronic Absenteeism by District
- ✓ Chronic Absenteeism by School
- ✓ Chronic Absenteeism Roster

School Level Data Exception

- ✓ A new school level data exception (#150) required districts to respond accordingly to each instance where a school's chronic absenteeism rate increased or decreased by five percent or more from year to year.

Certification of Attendance Range Report

- ✓ Every Superintendent is required to verify that the available attendance range report is indeed CORRECT.





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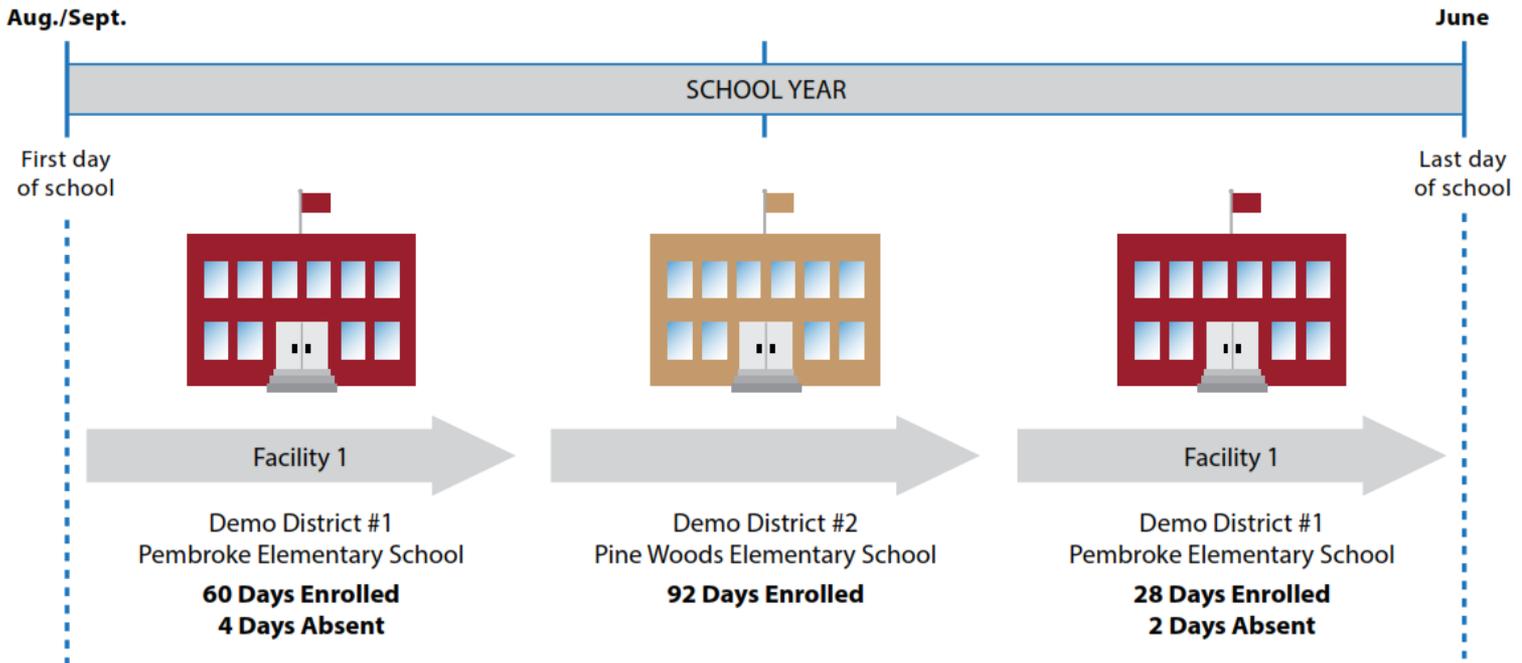
PSIS: Membership & Attendance Days

Ready...Set...Let's Report!

When reporting student attendance data in PSIS:

- The Number of Days of Membership and the Number of Days in Attendance should reflect the total number of days enrolled and attend by the student while in their primary school building (facility 1) at any point during the school year.
- In instances where a student has entered and exited the same school building (facility 1) multiple times during the year, the Number of Days of Membership shall be the **SUM** of all days that the student was a member of the primary facility (facility 1) in which they are reported at as of the district's last day of school.

Johnny Jones (SASID 0123456789) enrolled Demo District #1 and attended Pembroke Elementary School (facility 1) for 60 school days at the beginning of the school year. Johnny missed a total of 4 days of school during this period. Johnny was unenrolled from the Demo District #1 and was registered in the neighboring Demo District #2 (Pine Woods Elementary). In the spring of the school year Johnny Jones returns to the Demo District #1 and again attends Pembroke Elementary School until the end of the school year for a total of 28 days. During this time Johnny misses 2 days of school. His attendance should be reported in the June PSIS collection as follows:



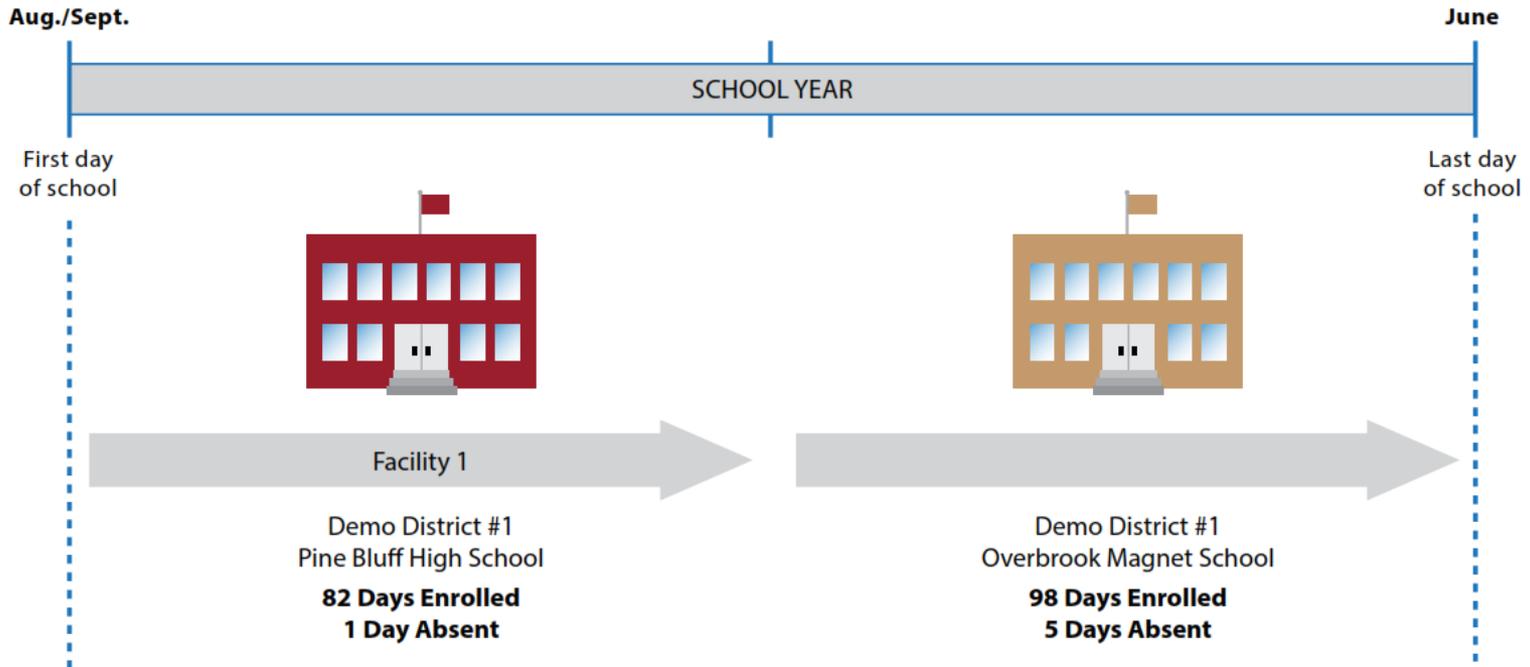
Johnny's attendance should be reported in the June PSIS collection as follows:

Number of Days of Membership: $60+28 = 88$

Number of Days in Attendance: $(60-4) + (28-2) = 82$



Jane Smith (SASID 9876543210) enrolled in the Demo District #1 and attended Pine Bluff High School (facility 1) 82 school days and was absent for 1 day during this time. Jane transfers to the Overbrook Magnet School in Demo District#1 and remains enrolled at the school until the end of the school year for a total of 98 days. While enrolled at Overbrook Magnet School Jane missed 5 days from school. Pine Oak School District will report Jane’s attendance as follows:



Demo District #1 will report Jane’s attendance as follows:
Number of Days of Membership: 98
Number of Days in Attendance: (98-5) = 93





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PSIS: Appendix G (You've Got Guidance)

What Is Appendix G?

- Appendix G is one of the appendices included in the PSIS User Reference Guide. This document can be found on the PSIS Public Help Site and can be downloaded and printed (recommended).
- Appendix G provides guidance on report student attendance data in PSIS.
- To improve data quality and the overall understanding of how to appropriately report student attendance data to CSDE, we've improved and clarified the guidance.
- We've vetted draft documentation through staff who represent more than 15 districts and identified CSDE consultants.



What is “In Attendance”?

- In **January 2008**, the Connecticut State Board of Education adopted the following definition of student attendance:
- A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. **A student who is serving an out of school suspension or expulsion should always be considered absent.**



General Guidance for Reporting Student Attendance in the Public School Information System

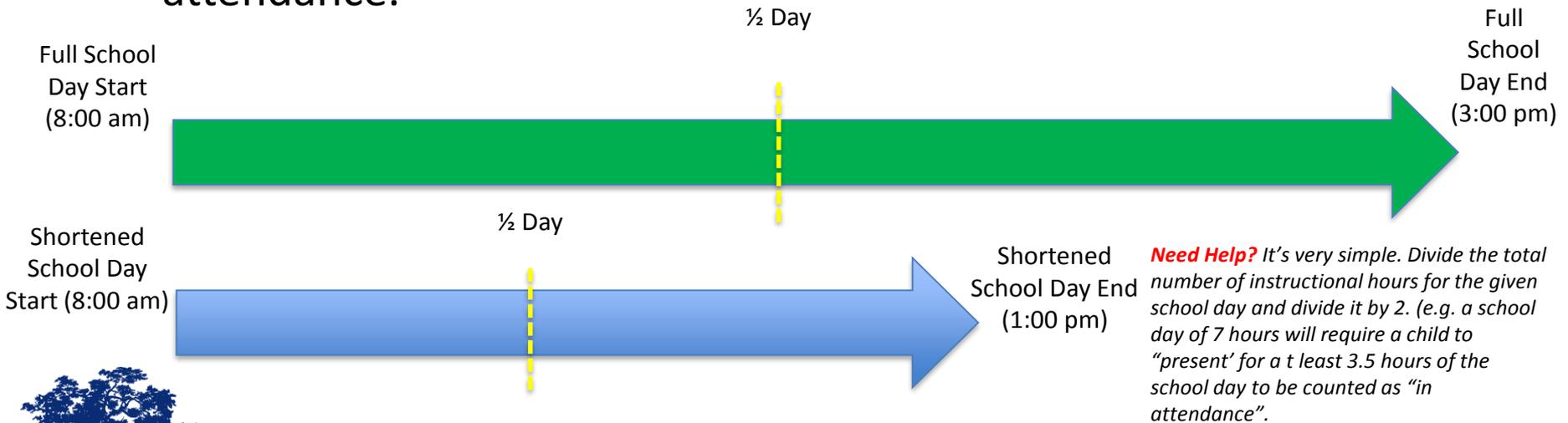
Districts may develop attendance policies (e.g., period-by-period attendance) that differ from State written guidance for their own local reporting purposes.

- However, for reporting student attendance to the Connecticut State Department of Education (CSDE), specifically PSIS (i.e., days of membership, days in attendance), districts **must** adhere to all guidance provided in this appendix of the most recently published *Public School Information System User Reference Guide*.
- Any student who is physically attending their assigned school building (i.e., facility 1) for **at least half** of the instructional school day should be reported as “in attendance” for the purpose of reporting membership and attendance days to the CSDE.



Handling of Early Dismissal Days

On early dismissal days and all days shortened due to inclement weather, the instructional school day is calculated as the total amount of instructional time provided to students on that school day. For example, if a school is open for four hours due to a shortened or amended school day schedule, a student must be present for a minimum of two hours to be reported as “in attendance.”



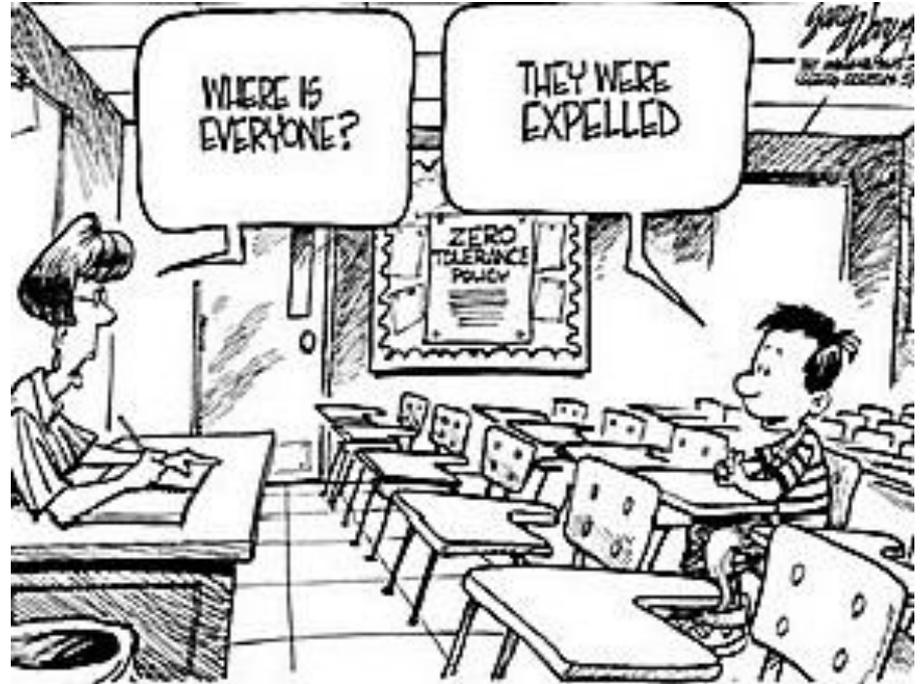
Early Dismissal Days



- On early dismissal days and all days shortened due to inclement weather, the instructional school day is calculated as the total amount of instructional time provided to students on that day.
 - For example, if a school is open for four hours due to a shortened or amended school day schedule, a student **must** be present for a minimum of two hours to be reported as “in attendance.”

Disciplinary Absences (out-of-school suspensions and expulsions)

- Students serving an out-of-school suspension or expulsion are reported as “absent” except for each day that the student receives an alternative education program for **at least half** of the instructional school day.



Extended Family Vacations/Travel

- Students missing **more than half** of the instructional school day for the purpose of travel or vacation are reported as “absent.”
 - The fact that a parent or guardian has authorized such absence has no impact on the child being reported as “absent.”
 - In addition, students removed from school for extended stays abroad are reported as “absent” even if the child was provided with supplemental work by their home school in an effort to minimize the child’s missed classroom instruction.



Extended Family Vacations/Travel

- If a student is actively reported in the PSIS Register Module during the period of any such extended travel abroad or elsewhere, then the local education agency may **not** unenroll the student from the Public School Information System without the appropriate legal authorization of the parent or guardian.
- Connecticut General Statute (C.G.S) §10-184 requires children between the ages 5 and 18 to be enrolled in a public school, unless the parent or person having control of the child is able to demonstrate that the child is receiving equivalent instruction elsewhere. Children going on an extended vacation should not be unregistered from your district



Data Reporting: Please Follow The Rules

- Districts are **strongly prohibited** from seeking to use the unenrollment of students to favorably report aggregate school- and district-level student attendance measures (e.g., chronic absenteeism rates).
- Pursuant to Connecticut General Statute Section 10-184, only when the child is 17 years old can a parent consent for such child to withdraw from school. For all other school age children under 17, C.G.S. Section 10-184 requires that parents cause their child to attend a public school regularly or show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools (e.g., through private school, homeschooling, etc.).



Half-Day Kindergarten Program Enrollment

- Students who attend a half-day kindergarten program should be reported as “in attendance” if the student is present for at least half of that program’s instructional day.



Homebound Students

- Students who are homebound due to illness or injury are reported as “absent” **unless** they are receiving instruction and/or tutoring from an appropriately certified teacher for a designated amount of time that the school or district deems adequate, which will ensure that the student is able to successfully return to their home school and regular school classroom.

WARNING: If an appropriately certified teacher does not provide the student instruction, the student **must** be marked “absent.”

Medically Fragile Student Populations

Medical Absences

- Students who are absent from school for medical reasons (e.g., routine medical appointments, chronic illness, hospitalization) are reported as “absent” for each day that they are **not** present for **at least half** of the instructional school day and **not** receiving instruction by an appropriately certified teacher.



Attendance For Outplaced Students

- Students attending outplaced facilities (e.g., approved private special education facilities, vocational facilities, etc.) **must** be reported in accordance with all written guidance provided in this appendix.



School Sponsored Activities

- Students participating in a school-sponsored activity during the instructional school day should be reported as “in attendance.” Appropriate examples of such school-sponsored activities include, but are **not** limited to the following:
 - Cooperative work experience programs
 - Community service and/or service-learning programs
 - Field trips
 - District-sponsored activities





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Best Reporting Practices – Student Attendance in PSIS

Best Reporting Practices to Follow!

- Always play by the rules! (Reference Appendix G in the PSIS User Reference Guide with common questions about student attendance)
- Review previous student attendance reporting presentation now available on the PSIS Public Help Site.
 - Click [HERE](http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site); <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site>
- Review all available attendance reports in the June 2018 collection.
 - **Chronic Absenteeism rate by School (review all subgroups carefully)**
 - **Chronic Absenteeism Roster** (Hint: Export it to Excel)
 - Have it reviewed by building administrators and attendance clerks.
- Respond to the school level chronic data exception with as much detail as possible.
 - Data Exception looks at a change of +/- 5% change from year to year; if there is a significant change please detail what impacted the change (e.g. school intervention); you will want to work with your school staff to highlight the reason for the statistical difference.

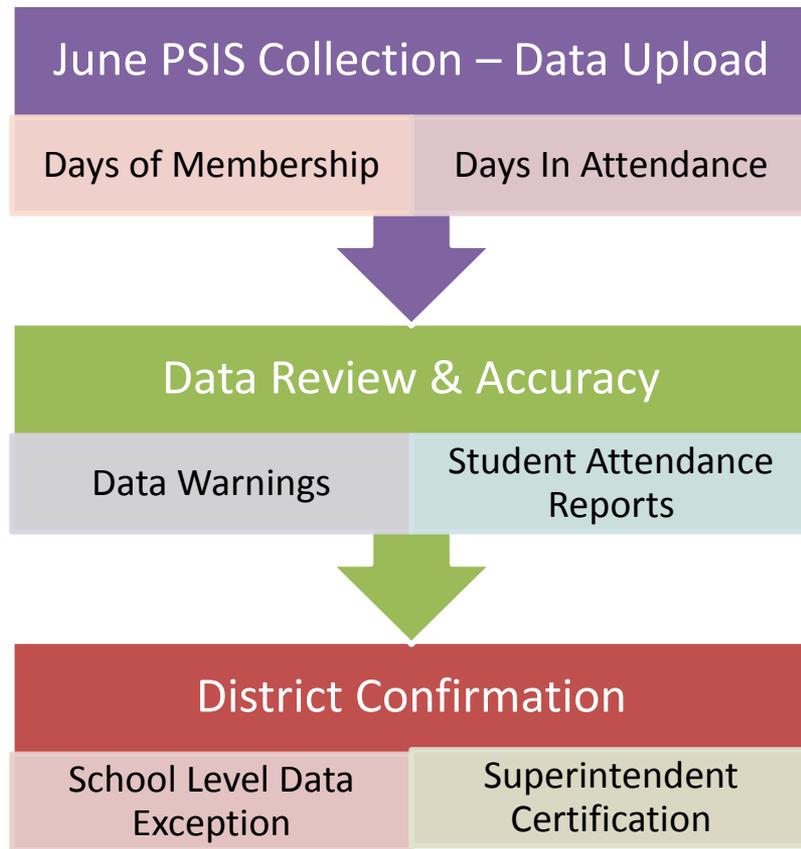


Best Reporting Practices to Follow!

- Review the number of students you are reporting with perfect attendance (e.g. days of membership = days of attendance)
- Be sure your local SIS is reporting student attendance in accordance with State reporting measures.
- Pre-K attendance is optional; all other students are required to have membership and attendance days reported in the June collection. It's mandatory (optional only in October PSIS collections).
- Remember to work with outplaced facilities to collect **ACCURATE** membership and attendance days on all outplaced students you will report in the June collection.
 - Communication sent to Approved Private Special Education facilities and vocational centers from the Bureau of Special Education about the reporting of membership and attendance days.
 - Note: An student may be outplaced to a private residential facility but this does not confirm that the child attended the school every day.
 - The Performance Office will look closely at outplaced student attendance.



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A Few Minutes for Your Questions!



If you have further questions regarding exit codes data collection or special cases please contact the following staff:

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