2018-19
Unexcused Absence and Truancy Report
User Guide

June 2019

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Using the Unexcused Student Absences Application

Introduction

The Unexcused Student Absences application is intended for use in reviewing, verifying, and submitting the Unexcused Absences and Truancy data for the 2018-19 school year.

The Unexcused Absence and Truancy Report is a summary of the full-day unexcused absences for students, in grades 1-8 and 9-12, and truancy petitions filed in juvenile court submitted to Comprehensive Education Data and Research System (CEDARS) during the 2018-19 school year. This data is used to meet state reporting requirements, inclusion on the Washington State Report Card and legislative requests.

Sections of both the Grades 1-8 and 9-12 Unexcused Absence data are pre-populated from CEDARS. Details regarding which data is being pre-populated are described in the appropriate sections within this user guide.

All updates to student enrollment, sub-group reporting, absence dates, type of absences, and truancy petitions must be updated through the re-submission of data to CEDARS.

CEDARS will refresh the data in the report nightly until the system closes on Friday, August 30.

User Roles

You will need one of the following roles in your EDS Account to access the application. Contact your District Data Security Manager if you need do not have the appropriate role:

Unexcused Student Absence District Administrator (district level)

Unexcused Student Absence User (school level)

Accessing the Unexcused Student Absences Report

The Grades 1-8 and Grades 9-12 data are located within separate tabs, which are found on the top menu bar in the application. To access the Unexcused Absence and Truancy school level reports, click on the desired tab.

School level users will only see the tab that corresponds to the grade levels represented in the school(s) in which they are assigned the user role.

Unexcused Absence and Truancy Report, Grades 1-8

District level users and school level users responsible for schools serving Grades 1-8 have access to this tab. District level users will be presented with a drop down menu that allows them to select a school to review.

Home	Grades 1-8	Grades 9-12	District	Reports	Help

Logout

Select Organization

Unexcused Student Absences

School District

Unexcused Absences Grades 1-8

School Year: [▼]

Organization: [Elementary   ▼]

[Search]

School:	School Code:	Grade Span: K-6
School Address:	City:	Zip:
School District:		

The Office of Superintendent of Public Instruction (OSPI) collects and report unexcused absences and truancy information from all schools and districts. The unexcused absence data is published on Washington State Report card and used for other research and analysis purposes.

State law also requires each district to submit annual truancy data and special programs data (RCW 28A.225.151).

Reporting Period: The first day of school through May 31, 2019.

Enter the number of school days from beginning of school through May 31, 2019 (reporting period): [0   ]
The numbers in columns E and F will populate in the table below after you save this form.

Total number of 'All Students' includes students whose Race or Ethnicity was not provided.

Student Group	A. Total # of Grade 1-8 students enrolled on the first business day in October	B. Total # of Grade 1-8 students enrolled on the first business day in April	C. Average Annual Enrollment	D. Total number of Grade 1-8 unexcused absences	E. School days in reporting period (above)	F. Unexcused absence rate D / (C x E)
All Students					0	0.000%
Hispanic/Latino of any Race(s)					0	0.000%
American Indian/Alaska Native					0	0.000%
Asian					0	0.000%
Black/African American					0	0.000%
Native Hawaiian/Other Pacific Islander					0	0.000%
White					0	0.000%
Two or More Races					0	0.000%
Special Ed					0	0.000%
Limited English					0	0.000%
Low-Income					0	0.000%

The Unexcused Absence data will be pre-populated from CEDARS. The business rules used to extract this data from CEDARS are as follows:

- Columns A & B – Total number of Grades 1-8 students:
    - First business day of October/April is the count day.
    - Students reported as Primary=Yes on count day.
    - Students enrolled on count day.
    - Students reported as enrolled in grades 1-8 on count day.*
    - Subgroups:
        - Ethnicity/Race: use the federal roll up.
        - Special Education: count students who have a qualifying special education record on the same day of enrollment (count day) in that district.
        - Limited English: count students who have a qualifying bilingual record on the same day of enrollment (count day) in that district.
        - Low-Income: count students who have a qualifying FRL record on the same day of enrollment (count day) at the district.
- Column C – Average Annual Enrollment:
    - Calculated using the data reported in Columns A & B, rounded up to the nearest whole number.
- Column D – Total Number of Grade 1-8 Unexcused Absences:
    - Students reported as Primary = Yes at any time through May 31.
    - Students reported as enrolled in grades 1-8 at any time through May 31.
    - Absence reported in Element N07 = UF – Unexcused Full Day Absence.
    - Date of absence reported in Element N06 is on or before May 31.
    - Each reported absence meeting the above criteria above will be counted.*
    - Subgroups:
        - Ethnicity/Race: use the federal roll up.
        - Special Education: count students who meet the definition in 5a-5d who also have a qualifying special education record within the enrollment at the district.
        - Limited English: count students who meet the definition in 5a-5d who also have a qualifying bilingual record within the enrollment at the district.
        - Low-Income: count students who meet the definition in 5a-5d who also have a qualifying FRL record within the same enrollment at the district.
- Column E – School Days in Reporting Period:
    - This data will populate after the Number of School Days reported by the district in the box located just above the Unexcused Absence details has been entered, and the Save button has been clicked.
- Column F – Unexcused Absence Rate:
    - This data will populate after the Number of School Days reported by the district in the box located just above the Unexcused Absence details has been entered, and the Save button has been clicked.
    - It is calculated using formula below:

$$\frac{\text{Total Number of Unexcused Absences (Col. D)}}{\text{Number of Days in Reporting Period (Col. C)} * \text{Average Annual Enrollment (Col. E)}}$$

*The total number of 'All Students' includes students whose Race or Ethnicity was not provided.

The second section of the unexcused absence report (snapshot below), which provides an unduplicated count of the number of students in each section, will be prepopulated from CEDARS.

UNEXCUSED ABSENCES/TRUANCY Grades 1-8

138 Number of Grade 1-8 students with unexcused absences, a student may only be counted once.
3 Number of enrolled Grade 1-8 students with five or more unexcused absences in a month.
2 Number of enrolled Grade 1-8 students with ten or more unexcused absences in a school year.

Clicking on the Save button at the bottom of the report will save the hand entered data but will not stop the CEDARS data from refreshing in the report.

CEDARS will refresh the data in the report nightly until the application closes on August 30.

Save

Student Level Details Reports

Users can view the students populating Columns A, B, and D, the Unduplicated Summary counts, and the truancy petitions filed in juvenile court by clicking on the count number displayed.

Student Group	A. Total # of Grade 1-8 students enrolled on the first business day in October	B. Total # of Grade 1-8 students enrolled on the first business day in April	C. Average Annual Enrollment	D. Total number of Grade 1-8 unexcused absences	E. School days in reporting period (above)	F. Unexcused absence rate D / (C x E)
All Students	201	197	199	98	0	0.000%
Hispanic/Latino of any Race(s)	7	8	8	1	0	0.000%
American Indian/Alaska Native	0			0	0	0.000%
Asian	0			0	0	0.000%
Black/African American	0	Click on underlined student		0	0	0.000%
Native Hawaiian/Other Pacific Islander	0	totals for detailed student list.		0	0	0.000%
White	189			97	0	0.000%
Two or More Races	0			0	0	0.000%
Special Ed	20	21	20	9	0	0.000%
Limited English	0	0	0	0	0	0.000%
Low-Income	74	80	77	55	0	0.000%

As an example, using the snapshot above, if the user clicks on the enrollment reported in Column A or B the following information will be displayed.

- School Name, School Code, SSID, District Student ID, First Name, Last Name, Middle Initial, Date of Birth, Federal Race Roll-up, SpEd, LEP, Low Income, Total N of Unexcused Absences, School Enrollment Date, and School Exit Date (if applicable)
- If the user clicks on the count number reported in Column D, all of the information listed above for Columns A and B will be displayed, with the exception of school enrollment and exit date(s).

Download

Total Records : 201

School Name	School OSPI Legacy Code	SSID	District ID	First Name	Last Name	Middle Name	Birth Date	Federal Race Rollup	Special Ed	Limited English	Low Income	Total # of Unexcused Absences
												0
												0
								Y		Y		0
												0
												2

Truancy Actions and Special Programs or Schools, Grades 1-8

The number of Truancy Actions assigned to students in Grades 1-8, snapshot below, are pre-populated from CEDARS. The business rules used to extract this data from CEDARS are as follows:
1. Number of Grade 1-8 truancy actions assigned to students in the 2018-19 school year
   a. Student is enrolled in school at some time during the 2018-19 school year
   b. Students reported as enrolled in grades 1-8 when truancy action is reported
   c. Student has a record submitted in CEDARS –
      i. Element I06 with a valid value identifying the truancy action, valid values 50 – 55 from CEDARS Appendix F
      ii. Element I08 – Start Date is during 2018-19 school year

Student level detail reports for each of the truancy actions can be viewed in CEDARS by accessing CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Programs and selecting the valid value of the truancy action the user wishes to view.

Data regarding and Special Programs or Schools must be hand entered by the school/district.

TRUANCY ACTIONS Grades 1-8

0 Number of Grades 1-8 truancy petitions filed with juvenile court during the 2018 - 2019 school year.
0 Number of Grades 1-8 referrals to a community truancy board during the 2018 - 2019 school year.
0 Number of Grades 1-8 other coordinated means of intervention during the 2018 - 2019 school year.
0 Number of Grades 1-8 hearings in the juvenile court during the 2018 - 2019 school year.
0 Number of Grades 1-8 other less restrictive dispositions during the 2018 - 2019 school year.
0 Number of Grades 1-8 detentions for failure to comply with court orders during the 2018 - 2019 school year.

SPECIAL PROGRAMS OR SCHOOLS Grades 1-8

0	Number of Grade 1-8 students placed in program or school developed to serve students who have had five or more unexcused absences in a month or ten or more in a year.
0	Number of unexcused absences of Grade 1-8 students during participation in the program or school.
0	Number of unexcused absences of Grade 1-8 students after participation in the program or school.
0	Number of Grade 1-8 students placed in an approved Private Nonsectarian School/Program or Certified Program under a court order.

Name and briefly describe each program or school specifically designed to address truancy issues:

Program / School	Description
No records to display.	

Describe placements in an approved Private Nonsectarian School/Program or Certified Program under a court order:

Name	Address	Placement Description
No records to display.		

Save

Unexcused Absence and Truancy Report, Grades 9-12

District level users and school level users responsible for schools serving Grades 9-12 have access to this tab. District level users will be presented with a drop down menu that allows them to select a school to review.

Home	Grades 1-8	Grades 9-12	District	Reports	Help

Logout

Select Organization

Unexcused Student Absences   District

Unexcused Absences Grades 9-12

School Year: 2018-2019 ▾
Organization: ▾

Search

School:		**School Code:**		**Grade Span:**	
School Address:		**City:**		**Zip:**	
School District:					

The Office of Superintendent of Public Instruction (OSPI) collects and report unexcused absences and truancy information from all schools and districts. The unexcused absence data is published on Washington State Report card and used for other research and analysis purposes.

State law also requires each district to submit annual truancy data and special programs data (RCW 28A.225.151).

Reporting Period: The first day of school through May 31, 2019.

UNEXCUSED ABSENCES Grades 9-12

11 Total number of Grade 9-12 students reported for October 1, 2018.
1 Number of Grade 9-12 unexcused absences in reporting period.
2 Number of Grade 9-12 students with unexcused absences, a student may only be counted once.
Number of enrolled Grade 9-12 students with five or more unexcused absences in a month.
Number of enrolled Grade 9-12 students with ten or more unexcused absences in a school year.

The Unexcused Absence data will be pre-populated from CEDARS. The business rules used to extract this data from CEDARS are as follows:

- Number of Grade 9-12 unexcused absences in reporting period:
  - Students reported as Primary = Yes at any time through May 31.
  - Students reported as enrolled in grades 9-12 at any time through May 31.
  - Absence reported in Element N07 = UF – Unexcused Full Day Absence.
  - Date of absence reported in Element N06 is on or before May 31.
  - Each reported absence meeting the above criteria above will be counted.
- Number of Grade 9-12 students with unexcused absences:
  - Students reported as Primary=Yes at any time through May 31.
  - Students reported as enrolled in grades 9-12 at any time through May 31.
  - Absence reported in Element N07 = UF – Unexcused Full Day Absence.
  - Date of absence reported in Element N06 is on or before May 31.
  - Each reported absence meeting the above criteria above will be counted.
  - Students are counted only once regardless of how many absence records qualify in the definition.
- Number of Grade 9-12 students with five or more unexcused absences in a calendar month:
  - Students reported as Primary=Yes at any time through May 31.
  - Students reported as enrolled in grades 9-12 at any time through May 31.
  - Student has at least five records in the same calendar month where date of absence reported in Element N06 is on or before May 31.

- o   All five (or more) absence records reported in Element N07 = UF – Unexcused Full Day Absence.
  - o   Student is to be counted only one time if they meet the definition above.
- • Number of Grade 9-12 students with ten or more unexcused absences in a school year:
  - o   Students reported as Primary=Yes at any time through May 31.
  - o   Students reported as enrolled in grades 9-12 at any time through May 31.
  - o   Student has at least ten records where the date of absence reported in Element N06 is on or before May 31.
  - o   All ten (or more) absence records reported in Element N07 = UF – Unexcused Full Day Absence.
  - o   Student is to be counted only one time if they meet the definition above.

Detailed student level information for the data displayed for students in Grades 9-12 can be viewed with the same details as described for students in Grades 1-8.

Clicking on the Save button at the bottom of the report will save the hand entered data but will not stop the CEDARS data from refreshing in the report.

CEDARS will refresh the data in the report nightly until the application closes on August 31.

Save

Truancy Actions and Special Programs or Schools, Grades 9-12

The number of Truancy Actions assigned to students in Grades 9-12, snapshot below, are pre-populated from the Comprehensive Education Data and Research System (CEDARS). The business rules used to extract this data from CEDARS are as follows:

1. Number of Grade 9-12 truancy actions assigned to students during the 2018-19 school year
   a. Student is enrolled in school at some time during the 2018-19 school year
   b. Students reported as enrolled in one of the grades 9-12 when petition is reported
   c. Student has a record submitted in CEDARS –
      i. Element I06 with a valid value identifying the truancy action, valid values 50 – 55 from CEDARS Appendix F
      ii. Element I08 – Start Date is during 2018-19 school year

Student level detail reports for each of the truancy actions can be viewed in CEDARS by accessing CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Programs and selecting the valid value of the truancy action the user wishes to view.

Data regarding and Special Programs or Schools will need to be completed by the school/district.

TRUANCY ACTIONS Grades 9-12

0 Number of Grades 9-12 truancy petitions filed with juvenile court during the 2018 - 2019 school year.
0 Number of Grades 9-12 referrals to a community truancy board during the 2018 - 2019 school year.
0 Number of Grades 9-12 other coordinated means of intervention during the 2018 - 2019 school year.
0 Number of Grades 9-12 hearings in the juvenile court during the 2018 - 2019 school year.
0 Number of Grades 9-12 other less restrictive dispositions during the 2018 - 2019 school year.
0 Number of Grades 9-12 detentions for failure to comply with court orders during the 2018 - 2019 school year.

SPECIAL PROGRAMS OR SCHOOLS Grades 9-12

0	Number of Grade 9-12 students placed in program or school developed to serve students who have had five or more unexcused absences in a month or ten or more in a year.
0	Number of unexcused absences of Grade 9-12 students during participation in the program or school.
0	Number of unexcused absences of Grade 9-12 students after participation in the program or school.
0	Number of Grade 9-12 students placed in an approved Private Nonsectarian School/Program or Certified Program under a court order.

Name and briefly describe each program or school specifically designed to address truancy issues:

Program / School	Description
No records to display.	

Describe placements in an approved Private Nonsectarian School/Program or Certified Program under a court order:

Name	Address	Placement Description
No records to display.		

Save

Help tab

District level and school level users have access to this tab.

The 2018-19 Unexcused Student Absence User Guide and contact information for OSPI Customer Support is found within the Help tab.

Unexcused Student Absence District Administrator (district level)

Individuals assigned the role of District Administrator have access to additional sections and reports within the Unexcused Student Absences application.

Home tab

The application defaults to the Home page.

The CEDARS District Administrator names, e-mail addresses, and phone numbers will be displayed, based on who has the CEDARS District Administrator role assigned for each district.

In addition, a display of the schools in the district and their review status is provided.

Home	Grades 1-8	Grades 9-12	District	Reports	Help

Logout

Select Organization

Unexcused Student Absences

School Distric

Home

Deadline for submitting data is August 30, 2019

The Office of Superintendent of Public Instruction (OSPI) collects and reports unexcused absence and truancy information for all schools and districts. The unexcused absence data is published on Washington State Report card and used for other research and analysis purposes.

State law also requires each district to submit annual truancy data and special programs data (RCW 28A.225.151).

For questions about your CEDARS data, please contact your CEDARS district administrator(s):

Name	Email	Phone
		360
		360
		360
		360
		360
		360
		360

Display options:
Select an option to display.
- ◉ All Schools
- ○ Schools with data entered
- ○ Schools without data entered

Public School Report Completed Status	Grades 1-8	Grades 9-12
	☐	
	☐	☐
	☐	☐

For documentation about this collection, please refer to the Help tab.

District tab

| Home | Grades 1-8 | Grades 9-12 | District | Reports | Admin | Help |

Unexcused Student Absences

School District

Unexcused Absences for District

The data displayed on this screen comes from the data that has been submitted by your schools. You will see a zero in each field until one or more of your schools submit their data. This screen is intended to be reviewed once all of your schools have submitted their data.

School Year: 2018-2019 ▼

Search

Reporting Period: The first day of school through May 31, 2019.

Grades 1-8

Total number of 'All Students' includes students whose Race or Ethnicity was not provided.

Student Group	A. Total # of District students enrolled on the first business day in October	B. Total # of District students enrolled on the first business day in April	C. Average Annual Enrollment	D. Total number of unexcused absences
All Students	0	0	0	0
Hispanic/Latino of any Race(s)	0	0	0	0
American Indian/Alaska Native	0	0	0	0
Asian	0	0	0	0
Black/African American	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0
White	0	0	0	0
Two or More Races	0	0	0	0
Special Ed	0	0	0	0
Limited English	0	0	0	0
Low-Income	0	0	0	0

UNEXCUSED ABSENCES Grades 1-12

1 Total number of Grade 9-12 students reported for October 1, 2018.
Number of Grade 9-12 unexcused absences in reporting period.
Number of Grade 1-12 students with unexcused absences, a student may only be counted once.
Number of enrolled Grade 1-12 students with five or more unexcused absences in a month.
Number of enrolled Grade 1-12 students with ten or more unexcused absences in a school year.

The district tab displays an aggregate summary of the data reported for all of the schools in the district. A summary of the total number of truancy actions assigned to students in grades 1-12 are displayed.

Student level detail reports for each of the truancy actions can be viewed in CEDARS by accessing CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Programs and selecting the valid value of the truancy action the user wishes to view.

TRUANCY ACTIONS Grades 1-12

0 Number of Grades 1-12 truancy petitions filed with juvenile court during the 2018 - 2019 school year.
0 Number of Grades 1-12 referrals to a community truancy board during the 2018 - 2019 school year.
0 Number of Grades 1-12 other coordinated means of intervention during the 2018 - 2019 school year.
0 Number of Grades 1-12 hearings in the juvenile court during the 2018 - 2019 school year.
0 Number of Grades 1-12 other less restrictive dispositions during the 2018 - 2019 school year.
0 Number of Grades 1-12 detentions for failure to comply with court orders during the 2018 - 2019 school year.

CEDARS will refresh the data in the report nightly until the application closes on August 30.

Once the application closes, no additional updates, or refreshes, to data will occur through CEDARS. The data will be captured as reported at that point in time.

Reports tab

District level users have access a variety of reports within the Reports tab.

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Unexcused Student Absences

‣ **Unexcused Absences 1-12 District Level**

Unexcused Absences 1-12 District Level Report

‣ **Unexcused Absences 1-12 School Level**

School Year: 2018-2019 ▾

‣ **Truancies 1-8 District Level**

Organization: ▾

‣ **Truancies 9-12 District Level**

Search

‣ **Unexcused Absence Rates 1-8 School Level**