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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 15, 2003

(X) Action Required

Date Due: 6-30-2003

( ) Informational

## BULLETIN NO. 25-03 LEARNING AND TEACHING

TO: Educational Service District Superintendent  
Chief School District Administrators  
District Title I Administrators  
District Data Administrators  
District Core Student Record System (CSRS) Coordinators

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: Collection of Unexcused Absence Data for Schools Serving Grades 1–8

To meet federal requirements in the "No Child Left Behind" legislation, the Office of Superintendent of Public Instruction (OSPI) must collect information on unexcused absences from all schools serving Grades 1–8. This information will be used to help determine if elementary and middle schools make adequate yearly progress (AYP) as part of the new Title I accountability system. AYP will be met if a school/district attains an unexcused absence rate of one percent or less. Schools/districts with unexcused absence rates greater than one percent must show a reduction from the prior year to meet AYP. Until now, some of this information has been reported on SPI Form 1302 (Reporting Unexcused Absences as Required by RCW 28A.225.151) for the entire district, but not for individual schools. Form 1302 may be revised or eliminated in the future, depending on decisions made by the state Legislature in the next few months.

The definition of an unexcused absence is the failure to meet the district's policy for excused absences. RCW 28A.225.020 defines unexcused absence as the "failure to attend the majority of hours or periods in an average school day or failure to comply with a more restrictive school district's policy for excused absences."

Attached is the form that districts will use to gather the data for each of its schools. Only the "All students" column needs to be collected and reported this year. Next year, in 2003-2004, the number of unexcused absences for the other eight student categories (5 racial/ethnic groups, disabled, English language learners, and low income – shaded on the form) will be required.

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An OSPI Web site will be available June 1, 2003, for you to complete and submit the data ([www.k12.wa.us/unexcusedabsences](http://www.k12.wa.us/unexcusedabsences)). Your district Core Student Record System coordinator can use his/her login and password to access the site. Data submission must be completed no later than June 30, 2003.

**Schools with missing data as of July 1 will be identified as not making adequate yearly progress in this category.** It is very important to provide this data and prevent misidentification of meeting AYP.

If you have technical questions regarding submission of the data, please contact Enrico Yap, Information Technology Services, [ateyap@ospi.wednet.edu](mailto:ateyap@ospi.wednet.edu) or (360) 725-6335. For questions regarding the types of data to be submitted, please contact Gayle Pauley, Director of Title I, LAP & Title V, at [gpauley@ospi.wednet.edu](mailto:gpauley@ospi.wednet.edu) , 725-6100 or TTY (360) 664-3631.

This information is also available on the agency web site at [www.k12.wa.us/bulletinsmemos/](http://www.k12.wa.us/bulletinsmemos/).

#### LEARNING AND TEACHING

Mary Alice Heuschel  
Deputy Superintendent

#### INFORMATION TECHNOLOGY SERVICES

Marty Daybell  
Chief Information Officer

TB:ps

Attachment

## UNEXCUSED ABSENCES, GRADES 1-8

Name of District:

- INSTRUCTIONS:** (1) Enter the number of unexcused absences for all grade 1-8 students in each school in the district in column A.  
 (Next year the numbers for the other columns will be reported.)  
 (2) Enter the average annual enrollment (headcount) for the year (average of monthly headcounts) in column J.  
 (3) Enter the number of days students attended school during the academic year (typically 180) in column K.  
 (4) Calculate the unexcused absence rate in column L using the formula shown.

		A	B	C	D	E	F	G	H	I	J	K	L
		Number of unexcused absences in the school year (Grades 1-8)											
School Name		All students*	Amer. Indian	Asian/Pac. Is.	Black	Hispanic	White	Disabled	LEP	Low SES	Average annual enrollment.	No. of student days in academic year	Unexcused absence rate (column A / columns J*K)
Ex. ABC		500									650	180	0.43%
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
District Total		500	0	0	0	0	0	0	0	0			

\* Not a sum of all columns

**NOTE: For AYP safe harbor calculations, only the "All students" data will be used until subgroup data are available.**