

PROCEDURES FOR REPORTING STUDENT ABSENCE Version 6

**To implement Arizona Department of Education
Guideline GE-20 “Absence Reporting Requirement”**

**Arizona Department of Education
Business & Finance Division**

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Table of Revisions		
Version	Release Date	Revisions
1	3/29/2008	
2	4/3/2008	<ul style="list-style-type: none"> • Corrected text in section A on page 7 for consistency with the information presented in the table in that section. • Corrected symbol in the 1st row of the table for section B on page 7 to \geq.
3	5/1/2008	<ul style="list-style-type: none"> • Corrected table on page 3 to display the Equivalent Weekly Absence for a homebound student who receives less than 1 hour of instruction during a particular week to be one week. • Added a section to describe procedures for reporting absences for students enrolled in a course that meets at least one hundred fifty minutes per class period at a centralized campus owned and operated by a JTED (Page 11).
4	5/29/2008	<ul style="list-style-type: none"> • Added procedures for reporting absences for students who are enrolled in district alternative schools or programs and charter schools operating on approved alternative calendars. (Page 8)
5	7/8/2008	<ul style="list-style-type: none"> • Edited statement on the cover page to indicate that these procedures will be included in the School Finance Instructions fro Required Reports for FY09. • Changed language regarding alternative schools, programs and calendars to show that the procedures displayed on page 8 are only applicable to alternative programs within school districts. Note: Charter schools and alternative schools operating within school districts may report minutes of instruction (SAIS Transaction 17). Release of a new ADE Guideline defining alternative status for purposes of reporting student attendance is under development and is expected to be released soon. • Added pages 12 and 13 describing procedures for submission of minutes of instruction for preschool students with disabilities and for students enrolled in a charter school operating on an approved alternative calendar or an approved alternative school operated by a school district.
6	8/26/2008	<ul style="list-style-type: none"> • Added clarifying language to footnotes regarding days to report absences on pages 3 and 8. • Changed formulas used by districts when calculating weekly absences for students placed in alternative programs and by SAIS when calculating absences from submitted attendance to include an adjustment for student FTE. (Pages 8 and 13) • Added previously omitted rules regarding the submission of attendance. (Pages 12 and 13)

The procedures outlined in this document supersede any other language from previously published *Instructions for Required Reports*. These procedures are applicable from July 1st, 2008 onward and will be included as part of the *School Finance Instructions for Required Reports* applicable to Fiscal Year 2009.

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Homebound Students (applies to grades PS – 12)

For homebound or hospitalized, a full day of attendance may be counted for each day during a week in which the student receives at least four hours of instruction. A.R.S. § 15–901(A)(6)(f)

- If a homebound or hospitalized student receives at least four hours of instruction during a week that school is in session, the student is considered to be in attendance for the entire week and no absences are reported.
- If a homebound or hospitalized student receives less than four hours of instruction during a week that school is in session the hours will be prorated per A.R.S. § 15–901. Refer to the table below to determine the absence amount that must be reported.

Reporting absences for homebound or hospitalized students				
Weekly Hours of Instruction Received	Days in Session for the Week	Equivalent Weekly Attendance	Equivalent Weekly Absence	Absences to report for the week ^{1,2}
<1:00	5	0.00	1.00	5.00
	4	0.00	1.00	4.00
	3	0.00	1.00	3.00
	2	0.00	1.00	2.00
	1	0.00	1.00	1.00
≥1:00 – <2:00	5	0.25	0.75	3.75
	4	0.25	0.75	3.00
	3	0.25	0.75	2.25
	2	0.25	0.75	1.50
	1	0.25	0.75	0.75
≥2:00 – <3:00	5	0.50	0.50	2.50
	4	0.50	0.50	2.00
	3	0.50	0.50	1.50
	2	0.50	0.50	1.00
	1	0.50	0.50	0.50
≥3:00 – <4:00	5	0.75	0.25	1.25
	4	0.75	0.25	1.00
	3	0.75	0.25	0.75
	2	0.75	0.25	0.50
	1	0.75	0.25	0.25
≥4:00	5	1.00	0.00	0.00
	4	1.00	0.00	0.00
	3	1.00	0.00	0.00
	2	1.00	0.00	0.00
	1	1.00	0.00	0.00

¹ Daily absences may not be reported in amounts exceeding a student's FTE.

² Absences must be assigned to specific days within the week during which they occur, though the specific days chosen for assignment of absences shall be left to the discretion of the reporting entity.

Absence reporting requirements for students in grades 9 – 12 (Including TAPBI, excluding homebound students, alternative programs, schools and calendars)

For high schools or ungraded schools in which the pupil is at least fourteen years of age by September 1, the attendance of a pupil may be counted as one-fourth of a day's attendance for each sixty minutes of instructional time in a subject that counts toward graduation, except that attendance for a pupil shall not exceed the pupil's full or fractional membership. A.R.S. § 15–901 (A)(6)(e)

For schools in session 5 days per week

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 4 hours for 1.00 FTE, 3 hours for 0.75 FTE, 2 hours for 0.50 FTE and 1 hour for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student receives instruction in an amount of time that is less than the instructional time required for the day in subjects that count toward graduation, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students in grades 9 – 12 in schools with 5 days per week			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:00	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:00 – <2:00	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:00 – <3:00	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:00 – <4:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥4:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

Note: The reported amount of a daily absence may not exceed a student's full time equivalency.

Absence reporting requirements for students in grades 9 – 12 For students in grades 9 – 12 (Including TAPBI, excluding homebound students, alternative programs, schools and calendars – continued)

For schools in session 4 days per week

- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the day (no less than 5 hours for 1.00 FTE, 3.75 hours for 0.75 FTE, 2.5 hours for 0.50 FTE and 1.25 hours for 0.25 FTE) in subjects that count toward graduation, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student receives instruction in an amount of time that is less than the instructional time required for the day in subjects that count toward graduation, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students in grades 9 – 12 in schools with 4 days per week			
Daily Hours of Instruction Received	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:15	0.00	1.00	1.00
		0.75	0.75
		0.50	0.50
		0.25	0.25
≥1:15 – <2:30	0.25	1.00	0.75
		0.75	0.50
		0.50	0.25
		0.25	0.00
≥2:30 – <3:45	0.50	1.00	0.50
		0.75	0.25
		0.50	0.00
		0.25	0.00
≥3:45 – <5:00	0.75	1.00	0.25
		0.75	0.00
		0.50	0.00
		0.25	0.00
≥5:00	1.00	1.00	0.00
		0.75	0.00
		0.50	0.00
		0.25	0.00

Note: The reported amount of a daily absence may not exceed a student's full time equivalency.

Absence reporting requirements for kindergarten students (Including TAPBI, excluding homebound)

For students enrolled in kindergarten, a full day of attendance is a day in which a student attends more than three-quarters of the instructional time for the day. If the total instruction time scheduled for the year is at least 346 but less than 692 hours, attendance for at least three quarters of the day should be counted as one-half day of attendance. If the instructional time scheduled for the year is at least 692 hours, a full day of attendance may be counted as one-half of the instructional time scheduled for the day. A.R.S. § 15-901(A)(6)(a)(i)

- Kindergarten students are considered either to be present or absent for a full day. Incremental absences in proportions that are less than a kindergarten student's full time equivalency are not allowed.
- Record a kindergarten student who is enrolled in a program with total instruction time between 346 and 692 hours for the year as absent if he/she is in attendance for less than three-quarters of the instructional time scheduled for the day.
- If the total instructional time for the year is 692 hours or more, a student is counted as absent if he/she attends less than half the instructional time scheduled for the day.

Example 1

- Student A is enrolled in a kindergarten program that is scheduled to include 360 instructional hours over the course of the school year. (A half day program.)
- Two hours of instruction are scheduled for a particular day.
- If Student A attends for at least one hour and 30 minutes of the two hours of instruction scheduled for the day, he is considered to be in attendance for the full day and no absences are reported.
- If Student A attends for less than one hour and 30 minutes of the two hours of instruction scheduled for the day, he is considered to be absent for the full day and an absence in the amount of 0.50 must be reported.

Note: The reported amount of a daily absence may not exceed a student's full time equivalency. In this case, Student A is enrolled in a half day kindergarten program and has an FTE of 0.50.

Example 2

- Student B is enrolled in a kindergarten program with total instruction time of 720 instructional hours over the course of the school year. (A full day program.)
- Four hours of instruction are scheduled for a particular day.
- If Student B attends for at least two hours of the four hours of instruction scheduled for the day, she is considered to be in attendance for the full day and no absences are reported.
- If Student B attends for less than two hours of the four hours of instruction scheduled for the day, she is considered to be absent for the full day and an absence in the amount of 1.00 must be reported.

Absence reporting requirements for students in grades 1–8 (Including TAPBI, excluding homebound)

For students enrolled in first through eighth grade or an ungraded program, daily attendance is a day in which a student attends more than three-quarters of the instructional time scheduled for the day. The attendance of a pupil at three-quarters or less of the instructional time scheduled for the day shall be counted as follows:

- A. If attendance for all pupils in the school is based on quarter days, the attendance of a pupil shall be counted as one-fourth of a day's attendance for each one-fourth of full-time instructional time attended.
- Attendance for more than 75% of the instructional time scheduled for the day is counted as a full day of attendance and no absence is reported.
 - Attendance for 75% of the instructional time scheduled for the day is counted as three-fourths of a day's attendance and a quarter day (0.25) absence is reported.
 - Attendance for at least 50% but less than 75% of the instructional time scheduled for the day is counted as a half day of attendance and a half day (0.50) of absence is reported.
 - Attendance for at least 25% but less than 50% of the instructional time scheduled for the day is counted as a quarter day of attendance and three-quarters of a day (0.75) of absence is reported.
 - Record a full day (1.00) of absence for a student that is in attendance for less than 25% of the instructional time scheduled for the day.

Attendance	Absence Amount
>75% of the instructional time scheduled for the day	0.00
75% of the instructional time scheduled for the day	0.25
≥50% but <75% of the instructional time scheduled for the day	0.50
≥25% but <50% of the instructional time scheduled for the day	0.75
<25% of the instructional time scheduled for the day	1.00

- B. If attendance for all pupils in the school is based on half days, the attendance of at least three-quarters of the instructional time scheduled for the day shall be counted as a full day's attendance and attendance at a minimum of one-half but less than three-quarters of the instructional time scheduled for the day equals one-half day of attendance.
- Attendance for at least three-quarters of the instructional time scheduled for the day is counted as a full day of attendance and no absence is reported.
 - Attendance for at least one-half, but less than three-quarters of the instructional time scheduled for the day is counted as a half day of attendance and a half day (0.50) of absence is reported.
 - Record a full day of absence for a student that is in attendance for less than half the instructional time scheduled for the day.

Attendance	Absence Amount
≥75% of the instructional time scheduled for the day	0.00
≥50% but <75% of the instructional time scheduled for the day	0.50
<50% of the instructional time scheduled for the day	1.00

Note: The reported amount of a daily absence may not exceed a student's full time equivalency.

Absence reporting requirements for students placed in an alternative program by a school district under the provisions of A.R.S. § 15–796

The enrollment of a student who is placed in an alternative program under the provisions of A.R.S. § 15–796 is reported within the district school he/she attends or would attend in cases where the alternative program is delivered outside of a district school campus.

- The attendance of a pupil enrolled in an alternative program where school is normally in session for five days per week, may be counted as one-fourth of a day’s attendance for each hour of instruction received during the week.
- The attendance of a pupil enrolled in an alternative program where school is normally in session for four days per week, may be counted as one-fourth of a day’s attendance for each hour and fifteen minutes of instruction received during the week.
- If a student receives instruction in an amount of time that is equal to or greater than the instructional time required for the week, then the student is considered to be in attendance for the entire week and no absences are reported.
- If a student receives instruction in an amount of time less than the instructional time required for the week, weekly absences are calculated by subtracting the number of hours of instruction received for the week from the number of hours of instruction required for the week, dividing the difference by the number of hours of instruction required for the week and multiplying the result by the number of instructional days scheduled for the week multiplied by the student’s FTE. If the product is a fractional amount representing an increment other than a quarter day it must then be rounded up to the nearest quarter day increment. See the table below to determine the number of instructional hours required.

5 day per week calendar				
Days in session	Instructional hours required for the week			
	1.00 FTE	0.75 FTE	0.50 FTE	0.25 FTE
5	20	15	10	5
4	16	12	8	4
3	12	9	6	3
2	8	6	4	2
1	4	3	2	1

4 day per week calendar				
Days in session	Instructional hours required for the week			
	1.00 FTE	0.75 FTE	0.50 FTE	0.25 FTE
4	20	15	10	5
3	15	11.25	7.5	3.75
2	10	7.5	5	2.5
1	5	3.75	2.5	1.25

Example

- Student A is enrolled full time in a school that is normally in session 5 days per week.
- Monday is a holiday and school is in session only 4 days.
- Student A receives 9 hours and 30 minutes of instruction during the week.

Required Hours 16 – Received Hours 9.5

$$\frac{\text{Required Hours } 16}{\text{Days in Session } 4 \times \text{FTE } 1.0} = 1.625 \text{ (Rounded up to } 1.75^1)$$

Required Hours 16

- 1.75 absences must be reported for the week for Student A^{2,3}

¹ Rounded up to the nearest quarter day increment.

² Daily absences may not be reported in amounts exceeding a student’s FTE.

³ Absences must be assigned to specific days within the week during which they occur, though the specific days chosen for assignment of absences shall be left to the discretion of the reporting entity.

Absence reporting requirements for students enrolled in the Arizona Department of Juvenile Corrections educational program

For students enrolled in the Arizona Department of Juvenile Corrections educational program, daily attendance is a day in which a student attends for a minimum of two hundred forty minutes not including meal and recess periods. Attendance for one hundred twenty or more minutes but fewer than two hundred forty minutes shall be counted as one-half day’s attendance. (See A.R.S. § 15-1371)

- If a student enrolled full time in the Arizona Department of Juvenile Corrections educational program attends for at least four hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled half time in the Arizona Department of Juvenile Corrections educational program attends for at least two hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled in the Arizona Department of Juvenile Corrections educational program attends for an amount of time that is less than the time required, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students enrolled in the AZ Dept of Juvenile Corrections			
Daily Hours Attended	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<2:00	0.00	1.00	1.00
		0.50	0.50
≥2:00 – <4:00	0.50	1.00	0.50
		0.50	0.00
≥4:00	1.00	1.00	0.00
		0.50	0.00

Note: The reported amount of a daily absence may not exceed a student’s full time equivalency.

Absence reporting requirements for students enrolled in the Arizona Department of Corrections educational program

For students enrolled in the Arizona Department of Corrections educational program, daily attendance is a day in which a student attends for a minimum of one hundred eighty minutes not including meal and recess periods. Attendance for ninety or more minutes but fewer than one hundred eighty minutes shall be counted as one-half day’s attendance. (See A.R.S. § 15–1372)

- If a student enrolled full time in the Arizona Department of Corrections educational program attends for at least three hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled half time in the Arizona Department of Corrections educational program attends for at least one and a half hours (excluding meal and recess periods), the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled in the Arizona Department of Corrections educational program attends for an amount of time that is less than the time required, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students enrolled in the AZ Dept of Corrections			
Daily Hours Attended	Attendance	If the reported Student FTE is:	Then report daily absence amount:
<1:30	0.00	1.00	1.00
		0.50	0.50
≥1:30 – <3:00	0.50	1.00	0.50
		0.50	0.00
≥3:00	1.00	1.00	0.00
		0.50	0.00

Note: The reported amount of a daily absence may not exceed a student’s full time equivalency.

Absence reporting requirements for students enrolled in a course that meets at least one hundred fifty minutes per class period at a centralized campus owned and operated by a joint technological education district (JTED)

The procedure described on this page applies only to students who meet all of the following criteria:

- Enrolled at a main or centralized campus owned and operated by a JTED.
- Enrolled in a single course that meets for at least 150 minutes per class period.
- Enrolled with a full time equivalency (FTE) of 0.75 (three-quarter time).

Absence reporting procedures for all other students enrolled in a JTED main or centralized campus and/or a JTED satellite campus are the same as the procedures that are applicable to students in grades 9–12 as found on pages 4 and 5 of this document.

Notwithstanding any other law, the average daily membership of a pupil who is enrolled in a course that meets at least one hundred fifty minutes per class period at a centralized campus owned and operated by a joint technological education district shall be 0.75. A.R.S. § 15–393(O)

- If a student enrolled three-quarter time (0.75 FTE) at a centralized campus owned and operated by a joint technological education district (JTED) in a single course that meets at least one hundred fifty minutes per class period attends for at least one hundred fifty minutes, the student is considered to be in attendance for the entire day and no absences are reported.
- If a student enrolled three-quarter time (0.75 FTE) at a centralized campus owned and operated by a joint technological education district (JTED) in a single course that meets at least one hundred fifty minutes per class period attends for less than one hundred fifty minutes, refer to the table below to determine the absence amount that must be reported.

Reporting absences for students taking a single course that meets for at least 150 minutes per class period at a JTED main campus		
Daily Minutes Attended	Attendance	Then report daily absence amount:
0 – 49	0.00	0.75
50 – 99	0.25	0.50
100 – 149	0.50	0.25
≥150	0.75	0.00

Note: The reported amount of a daily absence may not exceed a student's full time equivalency.

Submitting attendance for preschool students with disabilities

For preschool students enrolled in a program for preschool children with disabilities, a full week of attendance is a week in which a preschool student receives at least 360 minutes of instruction. (See A.R.S. § 15–901(A)(2)(a)(i))

- Use SAIS Transaction #17 – “Student Attendance” to submit the number of minutes of instruction received by a preschool student with disabilities.
- Attendance reporting periods are defined by the submission of an attendance start date and an attendance end date.
- SAIS accepts minutes of instruction in increments of at least one day up to one week with a week beginning on Sunday and ending on Saturday.
- A school must be in session on one or more of the dates included in a reported attendance period.
- Records of minutes of instruction may not cross designated reporting boundaries at the 40th, 100th and last day of instruction. Therefore, when minutes of instruction are reported in increments of more than one day, care must be taken to ensure that a submitted interval of minutes of instruction does not cross a designated reporting period boundary.
- A student must have a record of attendance on the date of withdrawal.

ADE calculates absences

- SAIS calculates weekly absences based on the minutes of instruction reported.
- If a preschool student with disabilities receives 360 or more minutes of instruction during a week, SAIS calculates no absences. *Note: required minutes of instruction are prorated for weeks when fewer than the normal number of instructional days occur because school is not in session on one or more days.*
- If a preschool student with disabilities receives less than the amount of instruction required for a week, SAIS calculates absences and adds the absences to the aggregate total of absences incurred by the student during the reporting period. (See the example below.)
- Absences are calculated by subtracting the number of minutes of instruction received for the week from the number of minutes of instruction required for the week, dividing the difference by the number of minutes of instruction required for the week and multiplying the result by the number of instructional days scheduled for the week.
- The aggregate total of absences incurred by preschool students with disabilities is recorded electronically by ADE and displayed on the SDADMS75 Adjusted Membership Calculations Report.

Example

- 240 minutes of instruction are reported to SAIS for a one week period for a preschool student with disabilities.
- School is in session for five days during the week.

Required Minutes 360 – Received Minutes 240

Required Minutes 360

X Days in Session 5 = 1.67

- 1.67 absences are added to the aggregate total of absences for the reporting period in which they occurred.

Submitting attendance for students enrolled in charter schools operating on approved alternative calendars or approved alternative schools operated by school districts

For students enrolled in a charter school operating on an approved alternative calendar or an approved alternative school operated by a school district, a full week of attendance is a week in which a student receives at least 20 hours (1200 minutes) of instruction (See A.R.S. § 15-797(D))

Note: Schools described in this section may use the procedures contained below or the procedures for non-alternative high schools (and if applicable for students in grades K – 8) described on pages 4-7 of this document.

- Use SAIS Transaction #17 – “Student Attendance” to submit the number of minutes of instruction received by a student.
- Attendance reporting periods are defined by the submission of an attendance start date and an attendance end date.
- SAIS accepts minutes of instruction in increments of at least one day up to one week with a week beginning on Sunday and ending on Saturday.
- A school must be in session on one or more of the dates included in a reported attendance period.
- Records of minutes of instruction may not cross designated reporting boundaries at the 40th, 100th and last day of instruction. Therefore, when minutes of instruction are reported in increments of more than one day, care must be taken to ensure that a submitted interval of minutes of instruction does not cross a designated reporting period boundary.
- A student must have a record of attendance on the date of withdrawal.

ADE calculates absences

- SAIS calculates weekly absences based on the minutes of instruction reported.
- If a student receives 1200 or more minutes of instruction during a week, SAIS calculates no absences. *Note: required minutes of instruction are prorated for weeks when fewer than the normal number of instructional days occur because school is not in session on one or more days and for students who have fractional enrollments (i.e., 0.25 FTE, 0.50 FTE, 0.75 FTE).*
- If a full time student receives less than the amount of instruction required for a week, SAIS calculates absences and adds the absences to the aggregate total of absences incurred by the student during the reporting period. (See the example below.)
- Absences are calculated by subtracting the number of minutes of instruction received for the week from the number of minutes of instruction required for the week, dividing the difference by the number of minutes of instruction required for the week and multiplying the result by the number of instructional days scheduled for the week multiplied by the student’s FTE.
- The aggregate total of absences incurred by students is recorded electronically by ADE and displayed on the SDADMS75 Adjusted Membership Calculations Report.

Example

- 680 minutes of instruction are reported to SAIS for a one week period for a student who is enrolled full time in a charter school operating on an approved alternative calendar or an approved alternative school operated by a school district.
- School is in session for five days during the week.

Required Minutes 1200 – Received Minutes 680

Required Minutes 1200

X Days in Session 5 X FTE 1.0 = 2.17

- 2.17 absences are added to the aggregate total of absences for the reporting period in which they occurred.