

# Student Attendance List Report Data Interpretation Guide (DIG)

**AT.002.00-A – Student Attendance List**

School: All Schools      Gender: F, M      Disability: N, Y  
 School Year: 2015-2016      Ethnicity: WH, IN, HI, BL, AS, PI, TR  
 Grade Level: PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12      LEP: N, Y

Student Name	Grade	Gender	Race / Ethnicity	LEP	Disability	Enrolled Days	Absent Days	Average Daily Attendance Rate
Student Count: 4949						449,051	4,567	98.75%
Student 1	11	Male	Hispanic	N	Y	93	2.00	97.85%
Student 2	12	Male	White	N	N	93	0.36	99.61%
Student 3	11	Female	White	N	N	94	0.50	99.47%
Student 4	09	Female	Mixed Race	N	N	93	2.25	97.58%
Student 5	09	Male	White	N	N	93	0.00	100.00%
Student 6	05	Female	White	N	N	93	0.00	100.00%
Student 7	06	Female	White	N	N	50	0.00	100.00%
Student 8	KG	Male	White	N	N	93	2.34	97.48%
Student 9	04	Male	Black or African American	N	N	64	0.00	100.00%
Student 10	03	Female	White	Y	N	93	0.00	100.00%
Student 11	06	Male	White	N	N	93	0.00	100.00%
Student 12	03	Male	White	N	N	93	0.00	100.00%
Student 13	KG	Male	White	N	N	93	0.00	100.00%
Student 14	04	Female	White	N	Y	93	0.00	100.00%
Student 15	08	Female	White	N	N	93	0.23	99.75%
Student 16	03	Female	American Indian or Alaskan Native	N	N	67	0.00	100.00%

## Quick Reference

This document provides a quick reference for the **Student Attendance List (AT.002.00-A)**. The report provides a comprehensive and filterable list of students enrolled in a school with their attendance. It is filterable by School Year, District, School, and Category (Disability, LEP, Gender, Grade, Race).

The report is found under **ATTENDANCE REPORTS** in the **REPORTS** tab within SD-STARS.

### Questions Report will Help Answer

- What are the attendance rates of my current students?
- What students have 100% attendance? What students are below 94% attendance?
- What students are included in the Attendance Demographic report?
- What is the average daily attendance rate for male students who are in special education? Female students who are in 4<sup>th</sup> grade?

### Intended Audience

Principals; Administrative Staff (school and district); Superintendents; Classroom Teachers

### Data Details

This report is a student list with attendance information. Attendance data are pulled nightly from your Student Information System (SIS). The data can be analyzed by subgroups and over years. The data for a group of individual students in the Student Attendance List report will match the aggregated data for the same group of students in the Attendance Demographics report.



### Common Misunderstandings

The attendance in this report is **NOT** the same as the attendance in the Accountability Report Card. While the Report Card calculates attendance for every student that has been enrolled at the school at any point during the year, the Student Attendance List report only shows attendance for students currently enrolled in the school. Additionally, the attendance used in the Report Card does not calculate the average attendance of students but rather the percentage of students who have an attendance rate of at least 94%.

# Student Attendance List Report Data Interpretation Guide (DIG)

## Instructions

### Generating Report

**AT.002.00-A – Student Attendance List**

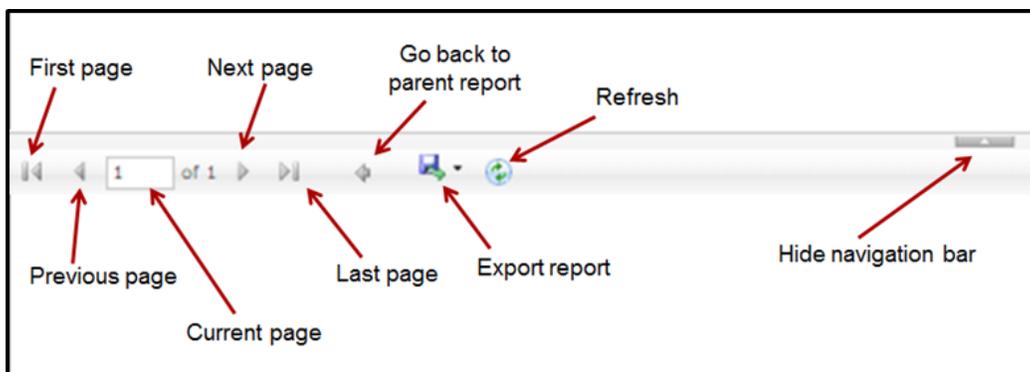
School Year	2015-2016	District	<Select a Value>	<b>VIEW REPORT</b>
School		Disability		
Ethnicity/Race		Gender		
Grade Level		LEP		

- **School Year:** Select the latest year you want to display. For current students, select this school year.
- **District:** Select district name. What districts display in the drop down depends on your permissions. Most district and school users will only see one district in the drop down.
- **School:** Select school name. What schools display in the drop down depends on your permissions. Most school users will only see one school in the drop down. There is an 'All School' option for users with multiple schools.
- **Disability:** Select yes, no, or both to filter for students with a disability.
- **Ethnicity/Race:** Select all races or any combination of races.
- **Gender:** Select male, female, or both to view gender specific lists.
- **Grade Level:** Select the appropriate grade level(s) you wish to examine. You may select multiple grade levels by clicking a checkbox if you are responsible for more than one grade.
- **LEP:** Select yes, no, or both to filter by Limited English Proficient (LEP).
- **View Report:** Select to generate a report.

**REPORT TIP:** You can sort on the columns in the report. Simply click the arrows to the right of the column to sort.

### Reading Report

Use the **navigation bar** to navigate the report. This report often contains many pages of students, so the navigation bar is necessary to move to other pages.



# Student Attendance List Report Data Interpretation Guide (DIG)

The Student Attendance List report is a complement to the Attendance Demographics report. The difference is that this report provides a list of students and their attendance while the Attendance Demographics report shows aggregate attendance. Therefore, taking the average daily attendance rate for a group of students in the Student Attendance List report will result in the attendance rates shown for the same group of students in the Attendance Demographics Report. For example, the below picture shows the attendance rate for a district on the Attendance Demographic Report and on the Student Attendance List. Both show the same average daily attendance rates.

**AT.001.00-X - Attendance Demographics**

District: Example District  
School: All Schools  
Category: Gender

Code	Description	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
F	Female	98.82%	95.41%	95.52%	95.38%	95.66%
M	Male	98.69%	95.59%	95.75%	95.60%	95.85%
<b>District Total</b>		<b>98.75%</b>	<b>95.50%</b>	<b>95.49%</b>	<b>95.76%</b>	<b>95.76%</b>

**AT.002.00-A - Student Attendance List**

School: All Schools      Gender: F, M      Disability: N, Y  
School Year: 2015-2016      Ethnicity: WH, IN, HI, BL, AS, PL, TR  
Grade Level: PK, KG, 01, 02, 03, 04, 05, LEP: N, Y  
06, 07, 08, 09, 10, 11, 12

Student Name	Grade	Gender	Race / Ethnicity	LEP	Disability	Enrolled Days	Absent Days	Average Daily Attendance Rate
<b>Student Count: 4949</b>								
<b>District Total: 98.75%</b>								
Student 1	11	Female	White	N	Y	93	2.00	97.85%
Student 2	12	Male	White	N	N	93	0.36	99.61%
Student 3	11	Female	White	N	N	94	0.50	99.47%
Student 4	09	Female	Mixed Race	N	N	93	2.25	97.58%
Student 5	09	Male	White	N	N	93	0.00	100.00%
Student 6	05	Female	White	N	N	93	0.00	100.00%
Student 7	05	Female	White	N	N	50	0.00	100.00%
Student 8	KG	Male	White	N	N	93	2.34	97.48%
Student 9	04	Male	Black or African American	N	N	64	0.00	100.00%
Student 10	03	Female	White	Y	N	93	0.00	100.00%
Student 11	05	Male	White	N	N	93	0.00	100.00%
Student 12	03	Male	White	N	N	93	0.00	100.00%
Student 13	KG	Male	White	N	N	93	0.00	100.00%
Student 14	04	Female	White	N	Y	93	0.00	100.00%
Student 15	08	Female	White	N	N	93	0.23	99.75%
Student 16	03	Female	American Indian or Alaskan Native	N	N	67	0.00	100.00%

Once generated, the report lists students on each line with their current grade and basic demographic information. The last three columns show attendance for the students. **Enrolled days** are how many days the student has been at the school. If the student moved to the district part-way into the year, the days will be different. In the example report shown on the next page, we see that students 7 and 9 have fewer days than the others, so this is likely the case for them. **Absent days** are the number of days the students were not present at school when they could have been. Finally, the **Attendance Rate** provides the students' average attendance. This is calculated by subtracting the absent days from the enrolled days (this is then the total days a student is present) and dividing by the enrollment days.

$$\frac{\text{Enrolled Days} - \text{Absent Days}}{\text{Enrolled Days}} = \text{Attendance Rate}$$

At the beginning of each page of the report is a **total line**. This shows the total number of students in the report as well as the total enrolled and absent days and the average daily attendance rate for all the students.

# Student Attendance List Report Data Interpretation Guide (DIG)

Student Name	Grade	Gender	Race / Ethnicity	LEP	Disability	Enrolled Days	Absent Days	Average Daily Attendance Rate
<b>Student Count: 4949</b>						<b>449,051</b>	<b>4,567</b>	<b>98.75%</b>
<u>Student 1</u>	11	Male	Hispanic	N	Y	93	2.00	97.85%
<u>Student 2</u>	12	Male	White	N	N	93	0.36	99.61%
<u>Student 3</u>	11	Female	White	N	N	93	0.50	99.47%
<u>Student 4</u>	09	Female	Mixed Race	N	N	93	2.25	97.58%
<u>Student 5</u>	09	Male	White	N	N	93	0.00	100.00%
<u>Student 6</u>	05	Female	White	N	N	93	0.00	100.00%
<u>Student 7</u>	06	Female	White	N	N	50	0.00	100.00%
<u>Student 8</u>	KG	Male	White	N	N	93	2.34	97.48%
<u>Student 9</u>	04	Male	Black or African American	N	N	64	0.00	100.00%

**Drill through** capability is available in this report. Clicking on any student name navigates to that student in the EN.003.01-A Student Profile report. The Student Profile report shows demographic, enrollment, attendance, assessment, and special education information on a student all in one place. If you drill through to the Student Profile report and want to return back to the Student Attendance List report, click on the blue arrow in the navigation bar of the Student Profile report. This button returns you to the “parent” report.

## Essential Questions

### What are the attendance rates of my current students?

By viewing the report, you can see the attendance days and rate for all current students in your class, school, or district. The students who actually show up on the report depend on your permissions. For example, a classroom teacher will only see students enrolled in his/her class for the current school year. On the other hand, a superintendent will see every student enrolled.

### What students have 100% attendance? What students are below 94% attendance?

The average daily attendance rate column provides the attendance for each student. This makes it easy to not only see which students have perfect attendance but also which students are below 94% attendance. This is important because only the students with higher than 94% attendance are included in the accountability attendance rate.

# Student Attendance List Report Data Interpretation Guide (DIG)

## What students are included in the Attendance Demographic report?

Only students currently enrolled in the school will be available on the Attendance Demographic report. Students who moved away from the district during the year will not be included while any students who moved into the district and are still enrolled will be included.

## What is the average daily attendance rate for male students who are in special education? Female students who are in 4<sup>th</sup> grade?

With the **total bar** at the top of every report, you can find the average daily attendance rate for any group of students. Simply select the group of the student population you are interested in and look at the total bar. The data can be sliced into male students in special education, 4<sup>th</sup> grade female students, and many other groups.

## Frequently Asked Questions

### Q: How are the attendance rates in the Student Attendance List report different from the rates in the Accountability Report Card?

The rates found in this report will differ from the Accountability Report Card in two important ways. First, the Report Card calculates attendance for every student that has been enrolled at the school at any point during the year while the Student Attendance List report only shows attendance for students **currently** enrolled in the school. Secondly, the attendance used in the Report Card does not calculate the average daily attendance of students but rather the percentage of students who have an average attendance of at least 94%.

### Q: Why don't SD-STARS and Infinite Campus match?

SD-STARS is a mirror of your source system. In other words, SD-STARS and Infinite Campus enrollment should always match. However, if you are adding enrollments during the school day, there will be mismatches as SD-STARS pulls data from Infinite Campus on a nightly basis.

### Q: What value does this report have for my classroom/school/district?

The Student Attendance List allows administrators and teachers to examine the attendance and characteristics of students at the classroom and building level. Knowing the makeup of a class and school, the teacher or administrator can take action on the information.

# Student Attendance List Report Data Interpretation Guide (DIG)

## Report Details

### History

The Student Attendance List report was originally developed and released in December, 2016 at the request of districts. The current version of Student Attendance List is the original version. Subsequent versions of the report will contain release notes complete with changes to report.

### Report Responsiveness

The report loads, on average, in **03** seconds.

### Problems?

SDDOE validated the data to the best of its ability in December, 2015. If districts find errors in the data, please contact STARS Support at [STARSHelp@state.sd.us](mailto:STARSHelp@state.sd.us).

## Security

### Roles with Report Access

- District: Assessment
- District: Attendance
- District: Management
- District: Superintendent
- School: Management
- School: Principal
- School: Teacher

### Security Consideration

The report provides attendance data for the selected school or district for the current and historical years. Remember that if there are errors with the data, you should look at your SIS first to check for data quality. Also, data for this report are provided in a student list.