



## Attendance Snapshot FAQ Document

### What is the Attendance Snapshot collection?

Previously, the attendance data was collected at the school-level as part of the School Discipline and Attendance (SDA) collection. The demographics required for the attendance data collection made it difficult to be reported at the school level. Starting in the 2019-2020 school year, the data will now be collected in the Attendance Snapshot. The Attendance Snapshot will pull student-level attendance data reported in the Student School Association Interchange file.

### What is the guidance for the student attendance fields?

Below are the revised definitions which includes guidance on determining days absent or attended:

- **Total Days Attended**– The aggregate number of days the student attended school. **If the student attended for at least a half of a day, it should be counted as a full day of attendance.**
- **Total Days Excused by Students** – The aggregate number of days the student had excused absences (out of school). Absence due to a suspension is excused. (A student who is tardy is not considered to be absent). **If the student missed more than a half of a day, it would be counted as a full day absent.**
- **Total Days Unexcused by Students** – The aggregate number of days the student was absent (out of school), without being excused from a parent/guardian. (A student who is tardy is not considered to be absent). **If the student missed more than a half of a day, it would be counted as a full day absent.**
- **Total Possible Attendance Days** – The aggregate number of days the student would have attended school if there had been no absences. Expelled students are included until date of expulsion. The Total Possible Attendance Days would equal the sum of Days Attended, Days Excused and Days Unexcused.

### Why do we report both Chronic Absenteeism and Habitually Truant?

Chronic Absenteeism is required by Federal Law and Habitually Truant is required by State Law. Chronic Absenteeism includes all absences, excused or unexcused, while Habitually Truant only includes unexcused absences.

### What students should be reported as Chronically Absent?

Include all students in grades Kindergarten through Grade 12, and comparable ungraded levels, who were enrolled in the school for at least 10 school days at any time during the school year, and who were absent 10% of the school days in the school in which they were enrolled. Students should be counted once at each school he/she attends. For example, a student is enrolled in school A for half the school year and school B for the other half of the school year. This student should be counted at both school A and B.

### Additional Information Needed?

Refer to the sources online:  
<https://www.cde.state.co.us/datapipeline/datapipelinesnapshots-attendance>

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