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## Attendance Reporting Overview

### Introduction

Attendance is the one common metric that impacts all others (graduation and completion rates, third grade reading, and ninth grade on-track). It is important for districts to collect quantitative attendance data and conduct qualitative analysis for the purpose of uncovering reasons that students miss school. Data must be accurate, accessible, timely, comprehensive and understandable in order to inform the development of prevention and intervention strategies and allocation of resources that support student attendance.

### Attendance Reporting

Full-time students are reported as days present/absent in full-day or half-day increments for days in which they are scheduled to attend. Students enrolled in and attending English as a Second Language classes, as well as Pregnant and Parenting programs, will also be reported as days present/absent.

For a student assigned a Full Time Equivalency (FTE) of 1.0, they must be present for more than half of the morning to be counted as present for the morning, and present for more than half of the afternoon to be counted as present in the afternoon. If a 0.5 FTE student attends at any time during the day, the student is counted as present for the full day. Kindergarten students in half time programs (Program Type Code 15) should be reported as whole days present/absent and are counted as present for the entire day if they are present for any portion of that day. If the student is reported with 0.5 FTE, they should only be reported with whole days present and days absent. Starting in 2015-16, Kindergarten students attending Full-Time programs should be reported under Program Type 1 with the same FTE and Days Present/Absent rules as other grades (p.68, [ADM Manual](#)).

### Online school attendance

For remote instructional models, schools and districts must take daily attendance. Attendance should be demonstrated in a set 24 hour window that the school establishes and communicates to families prior to the school year. The 24 hour window is not required to be from 12:00 a.m. to 11:59 p.m. (p. 69, ADM Manual).

## Part Time and Partial Online attendance

Students who are not enrolled full-time and are taking only online courses offered by the school district are reported as Large Group Instruction (ADM Program Type Code 04), not days present and days absent.

Students who are taking both regular and online classes at the same time:

- If daily attendance is taken for online classes, districts may include this attendance in the calculation of days present and days absent, just as they would include daily attendance from a regular class.
- Alternatively, if a student is reported as present at the regular school, they are also counted as present for the online class. If a student is reported as absent from the regular school, they are also counted as absent from the online class.

## Absence Types

Excused Absences (ORS [339.065](#))

- Illness, mental health, family emergency
- Military family leave

Unexcused Absences

- Any absence that does not align with the types of excused absences listed above, as outlined in ORS [339.065](#)

*ODE encourages schools and districts to review policies to ensure that patterns of excused/unexcused absences are inclusive and not perpetuating systems of oppression for historically underserved students.*

## Partnership and Communication with Families

*Below, legislative language is replicated. It is the intention of ODE and the Every Day Matters team that two-way communication processes be implemented with families and that communications be student-centered and grounded in care and building strong relationships.*

Each district school board shall adopt an attendance notification policy that satisfies the requirements of [ORS 339.071](#)

An attendance notification policy must:

- Be implemented by each school in the school district; and
- Require that each school ensure that a parent or other person in parental relationship to a child is notified by the end of the school day on any day that the child has an unplanned absence.

Notification required must be provided:

- In person;
- Directly by telephone; or
- By any other method identified in writing by the parent or person in parental relationship to the child.

If a parent or other person in parental relationship to a child cannot be contacted in person or directly by telephone and another method has not been identified by the parent or person, a message shall be left for the parent or person, if possible.

Notice of the child's absence shall be provided to the attendance supervisor, who shall proceed as provided in ORS 339.055, if:

- Notification is not provided in person or directly by telephone; and
- The parent or other person in parental relationship to the child has not confirmed within the timeline established by the attendance notification policy that the parent or person has received notification.

## Definitions

### *Regular Attender*

Students are considered "Regular Attenders" if they attended more than 90% of their enrolled days between the beginning of the previous school year and May 1.

### *Chronic Absenteeism*

Chronic absenteeism is defined as missing 10 percent or more of school days, including excused, unexcused and discipline-related absences.

### *Severe Chronic Absenteeism*

Severe chronic absenteeism is defined as missing 20 percent or more of school days, including excused, unexcused and discipline-related absences (as defined by Attendance Works).

### *Irregular Attender*

The Oregon legislature defines irregular attendance as eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. ([ORS 339.065](#))

### *Regular Attender Report*

The Regular Attenders Report (formerly the Not Chronically Absent Report) is a report compiled each October and is based upon attendance in the previous school year. This report is posted on the [ODE website](#), and these reports date back to 2013-2014.

Students are included in this report if they were attending the school or district listed on May 1 of the previous school year and were enrolled in that school or district for a total of 75 or more days.

For additional information or clarification, please visit the [Every Day Matters webpage](#), or email us at [ode.eii@ode.oregon.gov](mailto:ode.eii@ode.oregon.gov)