

## 2013-2014 Excessive Absenteeism and Student Summary Attendance Template Collection Periods

Changes to state statute have eliminated the CDC's Excessive Absenteeism Monthly Collection and puts in its place four collection periods for the Student Summary Attendance Template in the Nebraska Student and Staff Record System (NSSRS) beginning with the 2013-2014 school year.

LB410 amended 79-527 (2) to read "The superintendent of a public school district shall report on a quarterly basis to the Commissioner of Education as directed by the commissioner regarding individual student information on attendance."

The 2013-2014 collection period dates are as follows:

Collection Period	Date Range	Collection Due By [NSSRS Collection Window Name]	Audit Window [NSSRS Collection Window Name]
1	First Day of School (no earlier than July 1) – October 15	November 15, 2013  [2013-2014 November Collection]	November 16 – 30, 2013  [2013-2014 November Audit]
2	October 16 – December 31	January 31, 2014  [2013-2014 Year End Collection]	February 1 – 14, 2014  [2013-2014 Year End Collection]*
3	January 1 – March 15	April 1, 2014  [2013-2014 Year End Collection]	April 2 – 15, 2014  [2013-2014 Year End Collection]*
4	March 16 – Last Day of School (No later than June 30)	June 16, 2014  [2013-2014 Year End Collection]	June 17 – 30, 2014  [2013-2014 Year End Audit]

\*These are "virtual" Audit Windows which occur during the NSSRS Year-End Collection window.

Each collection period has a due date, followed by an Audit Window of at least 14 days.

Validations will flag as errors any record that crosses the date ranges.

Example: If a Student Summary Attendance record has a Period Start Date of 2013-10-16 and a Period End Date of 2014-01-31, an error will occur stating that the record occurs in more than one collection period.

In addition, data will be flagged as warnings if the total Days Present + Days Absent is "substantially" larger than 45 days (1/4 of a school year).

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In certain cases, the template Period Start Date and Period End Date do not have to be the dates listed above.

Students who are not present for the entire school year may have different Period Start and/or Period End Dates.

1. If a student enters the district during a collection period, that student's Period Start Date can be the first date that the student was enrolled.
  - a. Example: Joe transfers into the district on November 4th and is still enrolled on December 31st. The Student Summary Attendance record for Joe for the 2nd collection period would have a Period Start Date of 2013-11-04 and a Period End Date of 2013-12-31.
  
2. If a student transfers out of the district during a collection period, that student's Period End Date can be the last date that the student was enrolled.
  - a. Example: Emily was enrolled in the district on the first day of school and transferred out of the district on March 5th. The Student Summary Attendance record for Emily for the 3rd collection period would have a Period Start Date of 2014-01-01 and a Period End Date of 2014-03-05.

A student who is in attendance for the entire school year at the same school in the same grade should end the year with four Student Summary Attendance records, one for each collection period.

Summer School Attendance - Attendance for summer school should NOT be included in the Student Summary Attendance template.

**Note:** Care should be taken to make sure that each collection period is **NOT** cumulative. The number of Days Present and the number of Days Absent should reflect only the days that pertain to that collection period.

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### Frequently Asked Questions

**Q1** What if the first or last day of the collection period falls on a weekend?

**A1** The Period Start or Period End date can either be the date on the calendar or the first day of classes after the Period Start date or last day of classes before the Period End date.

For example, for 2013-2014, the 3<sup>rd</sup> collection period ends on Saturday, March 15<sup>th</sup>.

- The last day of the 3<sup>rd</sup> collection period can be March 15<sup>th</sup>. It could also be any day before March 15<sup>th</sup>, up to and including the last day that classes were held before March 15<sup>th</sup>.
- The 4<sup>th</sup> collection period starts on Sunday, March 16<sup>th</sup>. The first day of the 4<sup>th</sup> collection period can be March 16<sup>th</sup>. It could also be any day after March 16<sup>th</sup>, up to and including the first day that classes were held after March 16<sup>th</sup>.

**Q2** Should summer school attendance be included

**A2** No, do not include attendance for summer school. Only include attendance for the regular school year.