

Chronic Absenteeism Click by Click

NJ SMART Chronic Absenteeism: A Guide to Reporting Accurate Attendance Data

INTRODUCTION

Chronic Absenteeism Rates are calculated using the data submitted to the Number Of Days Present and the Number Of Days Absent data elements in SID Management. Every student that attended one or more days in your Local Educational Agency (LEA) during the school year must have a student record in the End of Year Snapshot with the student's attendance during the period of enrollment. Reporting clean attendance data to SID Management will ensure accurate Chronic Absenteeism Rates. This guide will walk through how to accurately report student attendance and how to verify the Chronic Absenteeism Rate.

What attendance data should be reported to the SID Management?

- **Fall Snapshot (October 15, 2021):**
 - *Mandatory:* Attendance data for inactive students. These are students who were enrolled at the start of the current school year but transferred out before the Fall Snapshot.
 - *Not required:* Attendance data for active students.
- **End of Year Snapshot (August 3, 2022):**
 - *Mandatory:* Attendance data for all active and inactive students, except Non-Public and preschool referral students. All students that attended a school in the LEA at any point during school year 2021-2022 must be included in this data file.

Absenteeism rates for state and federal reporting are calculated based on the data collected from the End of Year SID Management Snapshot. Therefore, it is important that LEAs report all attendance data for both inactive and active students for the End of Year Snapshot. Each LEA should ensure that the attendance data, District Status, and School Status are updated to reflect the status of the student as of the last day of school.

Please review the [NJ SMART Guidance on Student Attendance Fields](#) to ensure that accurate attendance data is reported to NJ SMART.

ATTENDANCE UPDATES

- In the 2021-2022 school year, new data elements were added to SID Management to collect more detailed attendance data: Remote Days Absent, Number Of Days Absent, and Number Of State Excused Absences. The data element Cumulative Days Present was renamed to Number of Days Present.
- Beginning in the 2021-2022 school year, attendance data in SID Management is now collected at the school level rather than the district level to more accurately capture absenteeism rates for the appropriate accountable school. For example, if student transfers from school A to school B within the same LEA, the LEA must report two records for student: 1. The inactive record from school A that includes student's attendance at school A 2. The active record for student in school B, which includes the student's attendance at school B.

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- In the 2020-2021 school year, three new data elements related to attendance were added to SID Management: Student Learning Environment, Remote Days in Membership, and Remote Days Present. These data elements were added to fulfill new reporting requirements due to the COVID-19 pandemic, and provide insight into each student’s learning environment, and their attendance during days of remote learning.
 - In the 2021-2022 school year, the data element of Remote Days in Membership was removed and, as noted previously, a new data element Remote days Present was added.
 - These new data elements do not impact the accountability indicator, although LEAs should be reviewing these elements together for consistency and accuracy. For example, this school year some students may have participated in school from a remote learning environment due to a COVID-related closure. For those students, the Student Learning Environment data element should be listed as “Hybrid” and the Remote Days Present and Remote Days Absent data elements should reflect their attendance during the period of remote instruction.

REPORTING ATTENDANCE DATA TO NJ SMART

Attendance data is reported in SID Management through the data elements:

- Number of Days Present
- Number of Days Absent
- Number of State Excused Absences
- Remote Days Present
- Remote Days Absent

Please see the [NJ SMART Resources & Trainings](#) page to download the [SID Management Student Data Handbook](#) for data element definitions, additional notes, and common errors, download the SID Management file templates, and view the [New User Training](#) eLearning video to learn how to upload data to NJ SMART.

VIEWING THE CHRONIC ABSENTEEISM RATE IN DISTRICT REPORTS

A student’s Absenteeism Rate (**AR**) is calculated by dividing the **Number Of Days Absent (A)** by the **Number Of Days Present (P)** plus the **Number of Days Absent (A)**.

$$A/(P+A) = AR$$

A student is considered chronically absent if the AR is **10% or higher**.

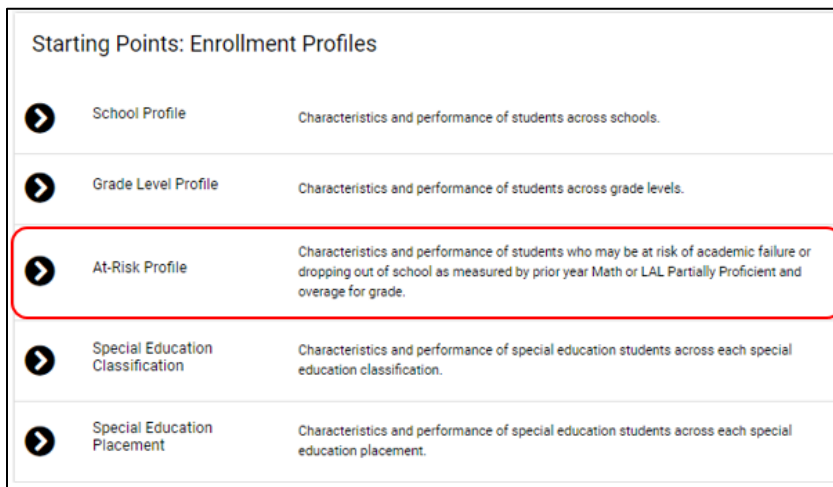
How to view the data in District Reports:

1. Navigate to the District Reports tab of the NJ SMART portal.

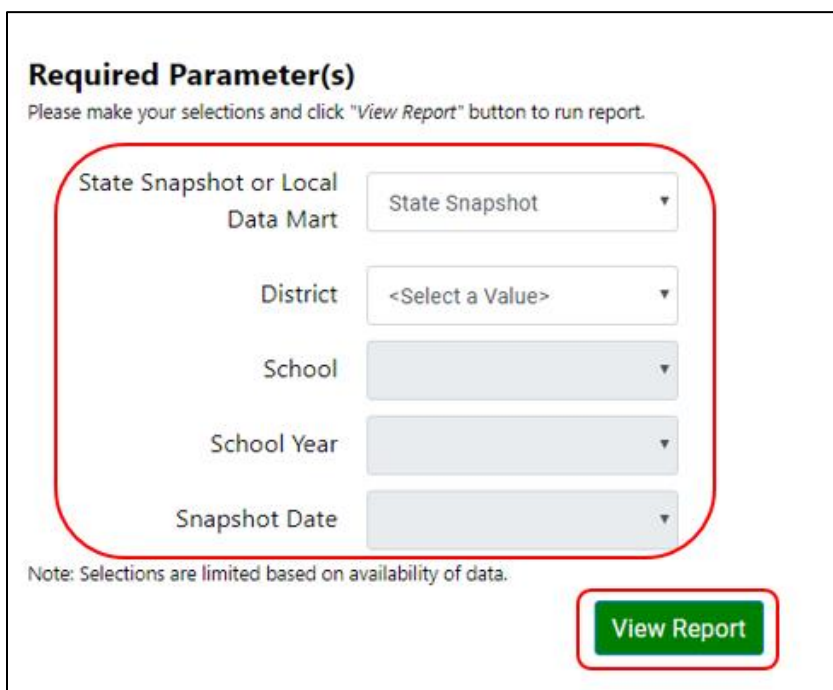
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2. Click on the **At-Risk Profile**, under the Starting Points: Enrollment Profiles section of District Reports.



3. Follow the steps to select the report parameters and click “View Report”.



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- The total number and percentage of students attending your Local Education Agency that are considered chronically absent will be displayed.

Please note: Chronic absenteeism rates in the At-Risk report may differ from rates used for accountability under ESSA.

Student Characteristics	Total Students		LAL: Below Expectations		Math: Below Expectations		Chronic Absenteeism: Greater than or Equal to 10%	
	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	6791	100.0%	2475	36.4%	2788	41.1%	1632	24.0%

- Click on the “# of Students” to drilldown to access the Student List. In addition to viewing the total number of chronically absent students, you can view the count of chronically absent students in each subgroup and drilldown for more detail.

Student Characteristics	Total Students		LAL: Below Expectations		Math: Below Expectations		Chronic Absenteeism: Greater than or Equal to 10%	
	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	6791	100.0%	2475	36.4%	2788	41.1%	1632	24.0%

STUDENT LIST : Chronic Absenteeism: Greater than or Equal to 10%

State Snapshot Report: Jun 29, 2018 (Generated: 8/27/2019)

Mockingbird
All Schools

LID	SID	First Name	Last Name	DOB	School Name	Grade Level	Gender	Race/ Ethnicity	Lunch Status	Retained Last Year	Time In District	4 Year Graduation Cohort
73811	8573647061	Uboejr	Algwudezr	03/01/2005	5W8HQ4RU5 ORS1P1VRJ97	07	M	Oapga	N	N	3 or more years	
32514	1289962811	Bmca	Alhohhab	11/01/2003	8106FIRPHZH O34CO1P2E3	08	M	Aapme	N	N	3 or more years	
12311	4637902845	Ardpj	Bfnjgzc	09/05/2003	3IX5JL9PNPP 1R	09	M	Aapme	N	N	3 or more years	2021
63211	8016587209	Rhvaa	Bnodxuh	10/08/2004	8106FIRPHZH O34CO1P2E3	07	F	Bknelag	N	N	3 or more years	
41312	9997365884	Eraefzy	Bonj]	04/09/2002	3IX5JL9PNPP 1R	09	F	Bknelag	F	N	3 or more years	2021
22416	6541249027	Dbhpruh	Donmar	07/01/2004	5W8HQ4RU5 ORS1P1VRJ97	08	M	Aapme	N	N	3 or more years	

- Click on ‘Export as Excel – Expanded’ to view additional information for the students, including the reported attendance data.

Navigation: 1 of 1 | Back to the parent report | Export as Excel - Truncated | **Export as Excel - Expanded**

STUDENT LIST : Chronic Absenteeism: Greater than or Equal to 10%