SID Management: Attendance Webinar

2024-2025

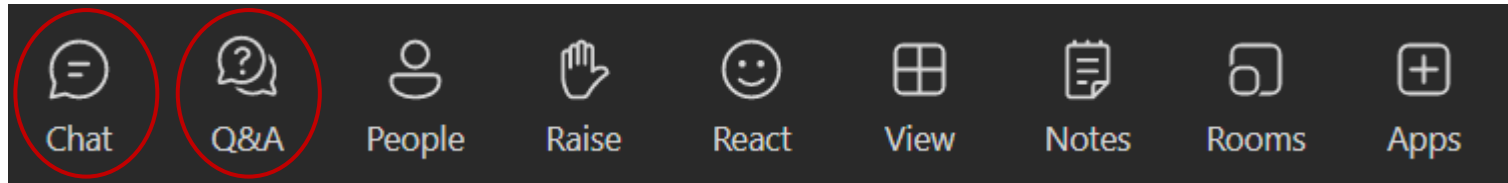*NJ SMART*

NJ SMART Webinar Etiquette

We want to ensure that all attendees connected to the call can easily hear the training and that all questions are answered.
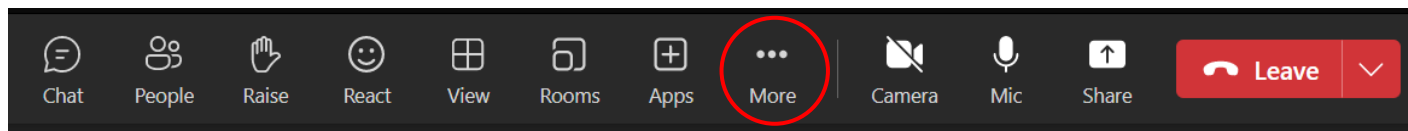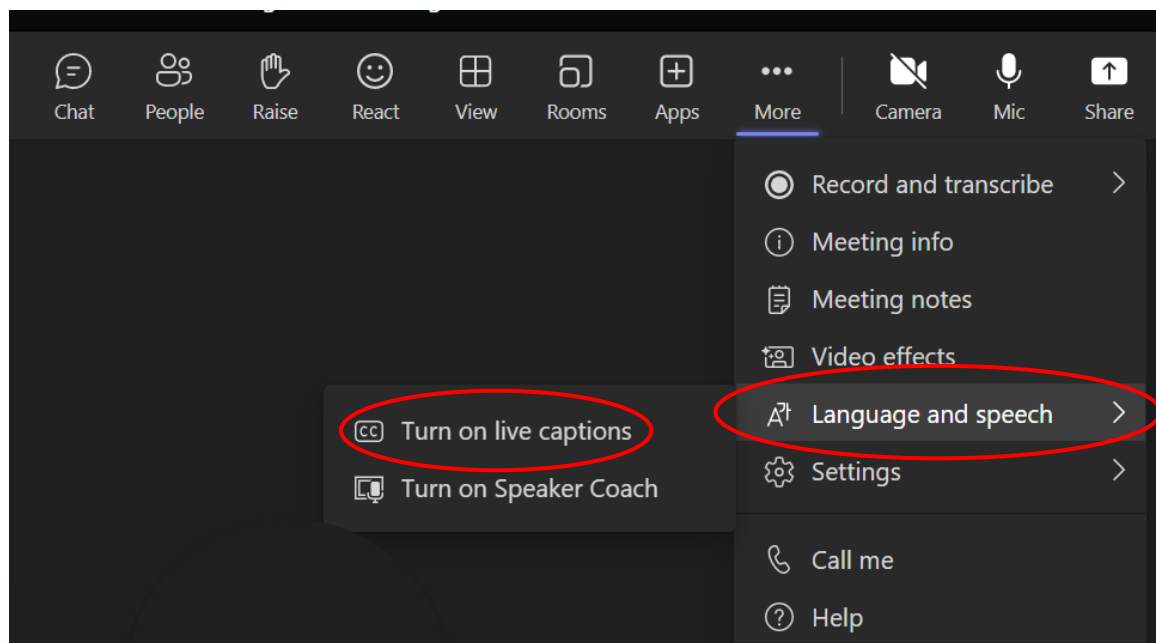
How can I ask a question?

Webinar Feature: Live Captioning

To use live captions during the webinar:

1. Click the "More" option along the Teams webinar control panel.

2. Click on "Language and speech" and then "Turn on live captions".

Agenda

Introduction:

- Find resources to help you get started

Attendance Reporting

- Review the five attendance date fields
- Review NJ SMART Reporting Examples
- Review Attendance Reporting FAQs

Available Resources

NJ SMART Help Desk

1-800-254-0295

njsmart@pcgus.com

Resources & Trainings

Click the Help tab within NJ SMART

Open the Documents for Download section

Why is Attendance Collection Important?

- In its approved Every Student Succeeds Act (ESSA) State Plan, the New Jersey Department of Education (NJDOE) identified chronic absenteeism as the indicator of school quality for federal school accountability.

- Chronic absenteeism is one of five indicators factored into the summative rating used to identify schools in need of Comprehensive or Targeted Support and Improvement.

- Accurate student attendance data allows schools and districts to better assess the root causes of chronic absenteeism and implement improvement strategies to address these issues. A list of various research-based strategies for reducing chronic absenteeism is available on the NJDOE's Keeping Our Students Safe, Healthy & In School website

EOY SID Management Attendance Collection

- In NJ SMART's End of Year (EOY) SID Management submission, attendance fields should be reported for all students who attended school in a district during the current school year. This includes both active and inactive student records.

  - **Active students** - all students enrolled with the district at the end of the school year;

  - **Inactive students** - all students that were enrolled in the district and attended for at least one day in the current school year but have since transferred, dropped-out or are otherwise no longer a member of the district at the end of the school year.

- Districts must ensure that their EOY SID Management submission includes complete attendance records up to the last day of the school year. For example, if a school year spans 180 days and concludes on June 22, attendance records for June 22 must be included to fulfill the requirements of the EOY SID Management submission.

- Current attendance data should be reported to SID Management on or before May 23rd. The NJDOE will begin reviewing attendance data the last week of May.

Getting Started

It is mandatory for all districts to download the SID Management Student Data handbook for review of definitions, additional notes, and common errors.

NumberOfDaysPresent

NJDOE Number

115

Definition of Data Element

The number of school days in session a student is recorded as present during the annual reporting period from July 1 through June 30. This field includes the days students attended from a remote learning environment.

Functional, Policy or Legal Document

N.J.A.C. 6A:32-8.3; NJ SMART Guidance on Student Attendance Fields

CEDS Mapping

Number of Days in Attendance

Is this Data Element Required?

Field is **required for all inactive students**, except for Non-Public and preschool referral students, at any point of submission.

Field **is not required** for the Fall Snapshot for active students.

Field is **mandatory** for **all students**, except for Non-Public and preschool referral students, after the Fall Snapshot for the EOY Snapshot.

NumberOfStateExcusedAbsences

NJDOE Number

399

Definition of Data Element

The number of days a student is absent for a State-excused reason during the annual reporting period from July 1 through June 30.

Functional, Policy or Legal Document

N.J.A.C. 6A:32-8.3; NJ School Register; NJ SMART Guidance on Student Attendance Fields

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for all students, except for Non-public and preschool referral students.

NumberOfDaysAbsent

NJDOE Number

397

Definition of Data Element

The number of days a student is absent during the annual reporting period from July 1 through June 30. This field includes the days students were absent and scheduled to receive instruction in a remote learning environment. This field does not include absences for a State-excused reason.

Functional, Policy or Legal Document

N.J.A.C. 6A:32-8.4; NJ School Register; NJ SMART Guidance on Student Attendance Fields

CEDS Mapping

Number of Days Absent

Is this Data Element Required?

Field is **required for all inactive students**, except for Non-Public and preschool referral students, at any point of submission.

Field **is not required** for the Fall Snapshot for active students.

Field is **mandatory** for **all students**, except for Non-Public and preschool referral students, after the Fall Snapshot for the EOY Snapshot.

Reporting Attendance Data

Data Elements:

- **NumberOfDaysPresent**: The number of school days in session a student is recorded as present.

- **NumberOfDaysAbsent**: The number of days a student is absent.

- **NumberOfStateExcusedAbsences**: The number of days a student is absent for a State-excused reason.

> Number of Days Present (P) + Number of Days Absent (A) + Number of State Excused Absences =
> **Cumulative Days in Membership Total**

Reminder:

At the end of the academic year, students who have been enrolled since the first day of school must have a Cumulative Days in Membership Total of 180 days or more.

Number of Days Present Guidance

A day present, captured in the data field **NumberofDaysPresent**, is defined in N.J.A.C. 6A:32-8.4(c) as a day that a student participates in instruction or instruction-related activities for **at least half a day in session**, whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual/remote instruction setting pursuant to N.J.A.C. 6A:32-13.

- This field represents the number of school days in session from July 1 through June 30.
  - Summer school days in session should only be included if summer school attendance is required for all students.
- A student who misses school due to illness may not be marked as present unless the district board has approved home instruction of education and is being provided to the student per N.J.A.C.6A:16-10.2.
- Per N.J.A.C. 6A:16-10.1, a student temporarily removed from the classroom to in-school suspension is considered present, provided the student is allowed to continue to:
  - Appropriately participate in the general education program; and
  - For students with disabilities, receive the services specified in their IEPs, and participate with nondisabled students to the extent they would have in their current placement.
- A student on out-of-school suspension cannot be marked as present unless the student is receiving educational services per N.J.A.C. 6A:16-10.2.

Number of Days Absent Guidance

A day absent, captured in the data field **NumberofDaysAbsent**, is a day that a student participates in instruction or instruction-related activities **for less than half a day in session**, per N.J.A.C. 6A:32-8.4(d).

- This field captures the number of school days in session from July 1 through June 30 that a student is absent from school, i.e., is not under the guidance and direction of a teacher engaged in the teaching process for any reason other than a state-excused absence.

- While district boards of education may adopt policies that establish locally approved excused absences consistent with N.J.A.C. 6A:16-7.6, an absence designated as excused by the district board of education must be recorded as an absence in NJ SMART.

- This field should include all days that students are marked as absent, irrespective of student learning environment.

Number Of State Excused Absences

The **NumberofStateExcusedAbsences** field captures the number of days a student is absent for a State-excused reason during the annual reporting period from July 1 through June 30.

• State-excused absences should not also be recorded as a day absent.

Per N.J.A.C. 6A:32-8.4(e) there are seven allowable for a state-excused absence:

• Religious observance, according to N.J.S.A. 18A:36-14, 15 and 16

• College visit(s), up to 3 days per school year for students in grades 11 and 12

• Participation in Take Our Children to Work Day

• Participation in observance of Veterans Day, according to N.J.S.A. 18A: 36-13.2

• Participation in district board of election membership activities (N.J.S.A. 18A: 36-33); or

• Closure of a busing district that prevents a student from having transportation to the receiving school.

• Civic Event - an event sponsored by a government entity, a community-based organization or a nonprofit organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being.

Reporting Attendance in Remote Learning Environment

These fields must be used when virtual or remote instruction is provided to students because one or more schools in a school district are required to close for in-person instruction due to the reasons outlined in N.J.S.A. 18A:7F-9

Data Elements:

• **RemoteDaysPresent:** The number of days a student attended school from a remote learning environment.

• **RemoteDaysAbsent:** The number of days a student is absent and scheduled to receive instruction in a remote learning environment (i.e., offsite of the school's premises).

Reporting Attendance in Remote Learning Environment Cont.

- **RemoteDaysPresent** and **RemoteDaysAbsent** must not be used when students are receiving home instruction due to temporary illness, discipline, or other reasons.
    - Attendance during periods of home instruction should continue to be tracked in the **NumberofDaysPresent** and **NumberofDaysAbsent** data fields only.

- In the event that virtual or remote instruction is provided to students because one or more schools in a school district are required to close for in-person instruction due to the reasons outlined in N.J.S.A. 18A:7F-9, the **StudentLearningEnvironment** field should be updated to **Hybrid** (to reflect the fact that the student participated in school physically and for a time from a remote learning environment).

- Additional fields that are related to device and connectivity should also reflect what the district knows to be true about the student:
    - **StudentInternetConnectivity**
    - **StudentDeviceOwner**
    - **StudentDeviceType**

Example 1 - Full year Student

Student A begins in your district on 9/5 and attends the same school for the full school year without any unique circumstances.

Student Record as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20240905	01	1234	001	20240905				A	178	2	0

Reference: <u>NJ SMART Reporting Responsibilities</u> Scenario #1

Example 2 – Transfers within District

Student B begins in your district on 9/5 at School #1. On 4/21, the student transfers to School #2 within your district due to a need for special education services.

Enrollment Record #1 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20240905	01	1234	001	20240905	20250422	T2		I	135	4	0

Enrollment Record #2 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20240905	01	1234	002	20250422			SPECED	A	40	1	1

Reference: NJ SMART Reporting Responsibilities Scenario #2

Example 3 – Transfer Outside the District

Student C begins in District 1 on 9/5 at School #1. On 10/11, the student moves to District 2 and begins attending School #2. District 1 is responsible for reporting the first enrollment record and District 2 is responsible for reporting the second enrollment record.

Enrollment Record #1 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
I	F	20240905	01	1234	001	20240905	20241012	T4		I	10	2	0

Enrollment Record #2 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20241014	02	2345	002	20241014				A	159	1	0

Reference: NJ SMART Reporting Responsibilities Scenario #1

Example 4 – Out of District Transfers for Special Education Services

Student D begins in District 1 on 9/5 at School #1. On 10/11, the student transfers to School #2 in District 2 due to a need for special education services. District 1 is responsible for reporting the student per Scenario #5 of the NJ SMART Reporting Responsibilities.

Enrollment Record #1 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
I	F	20240905	01	1234	001	20240905	20241012	T4		I	10	2	0

Enrollment Record #2 as of the EOY Snapshot

District Status	Enrollment Type	District Entry Date	County Code Attending	District Code Attending	School Code Attending	School Entry Date	School Exit Date	School Exit Withdrawal Code	InDistrict Placement	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	20241014	02	2345	002	20241014			SPECED	A	159	1	0

Reference: NJ SMART Reporting Responsibilities Scenario #5

Example 5 – Change in Learning Environment

Student E begins in your district on 9/5 at School #1. On 10/21, the student changes to remote learning due to a Public Health Emergency. Then on 11/5 the student returns to school in person.

Enrollment Record prior to 10/21

District Status	Enrollment Type	StudentLearning Environment	RemoteDays Present	RemoteDays Absent	StudentInternet Connectivity	StudentDevice Owner	StudentDevice Type	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	1 – Full Time On Premise	0	0	1	3	1	A	21	0	0

Enrollment Record for the EOY Snapshot

District Status	Enrollment Type	StudentLearning Environment	RemoteDays Present	RemoteDays Absent	StudentInternet Connectivity	StudentDevice Owner	StudentDevice Type	School Status	Number Of Days Present	Number Of Days Absent	Number Of State Excused Absences
A	F	2 – Hybrid (partial in person on premise/ partial remote	12	0	1	3	1	A	178	2	0

Questions?

Attendance Report

To support LEAs in accurately reporting attendance metrics at the EOY, the Attendance Report was created. This report is found on the SID Management Homepage (NOT District Reports).
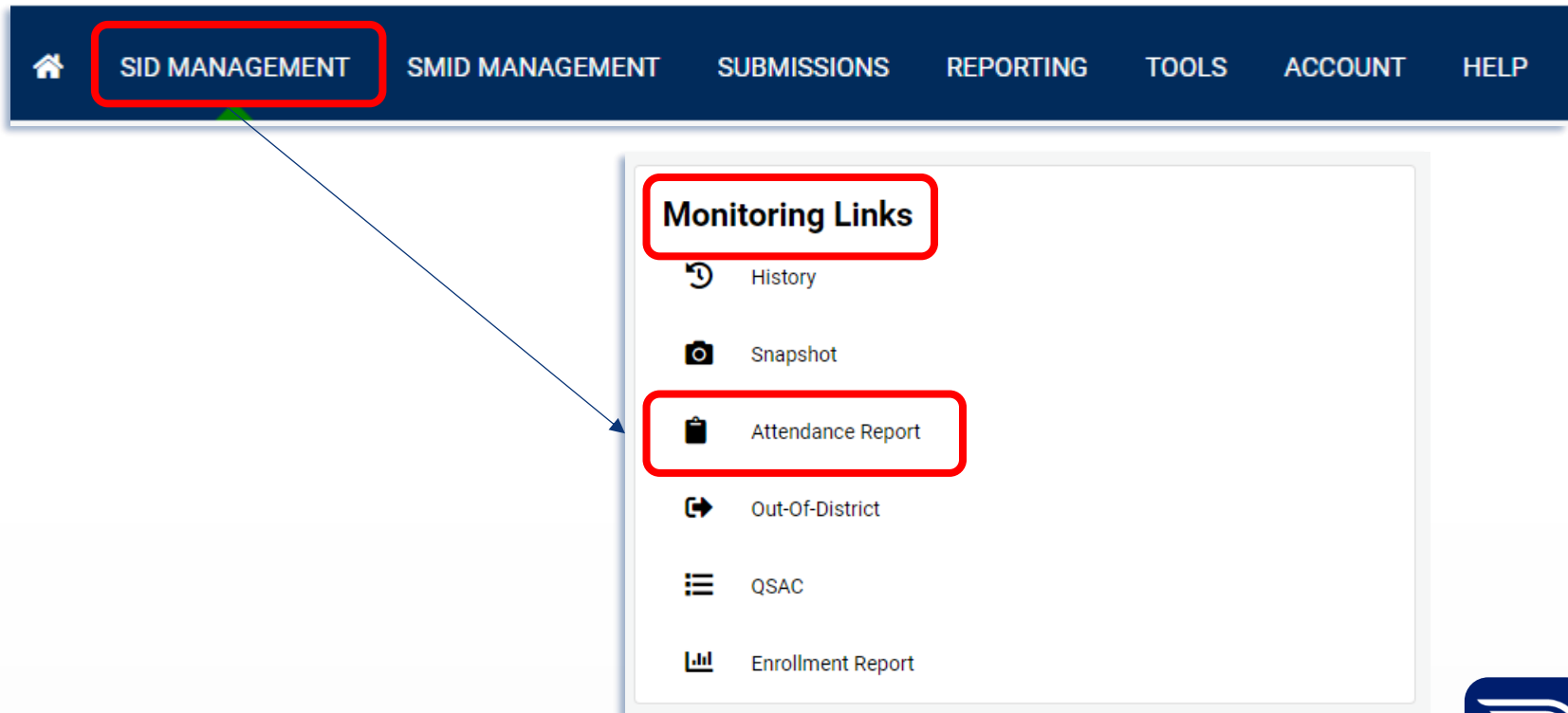
Attendance Report (Cont'd)

Districts need to download and review the report at the EOY. The goal of the report is to allow LEAs to:

- Make sure all student attendance data is up to date through the last day of the school year.
  - **CumulativeDaysInMembershipTotal** = 180 days or more
- Make sure that attendance data has been submitted for all students who were enrolled in the district at any point.
- The DOE will leverage this report to monitor compliance and reach out to LEAs as needed.

Among the elements provided in the report, the following are specifically SID Attendance elements:

- **180-CDM**
- **NumberOfDaysPresent**
- **NumberOfDaysAbsent**
- **NumberOfStateExcusedAbsences**
- **CumulativeDaysInMembershipTotal**
- **RemoteDaysPresent**
- **RemoteDays Absent**
- **RemoteDaysInMembership**

Reporting Remote Attendance Fields

How should I report remote attendance?

- In the event of a public health emergency where remote learning is provided to students, please also report attendance data to:
    - **RemoteDaysPresent**
    - **RemoteDaysAbsent**

    Reminder**: RemoteDaysPresent** and **RemoteDaysAbsent** must not be used when students are receiving home instruction due to temporary illness, discipline, or other reasons. Attendance during periods of home instruction should continue to be tracked in the **NumberOfDaysPresent** and **NumberOfDaysAbsent** data fields only.

- If students participated in remote learning for any part of the year, the **StudentLearningEnvironment** should be marked as 2 = Hybrid

- For students who were full-time on-premise and did not receive any remote learning, **RemoteDaysPresent** and **RemoteDaysAbsent** must be 0.

NOTE: **RemoteDaysPresent**, **RemoteDaysAbsent**, and **StudentLearningEnvironment** should be captured per enrollment record.

Student Attendance Rate

How is the student attendance rate calculated?

- Absenteeism rates will include data from **NumberofDaysPresent** and **NumberofDaysAbsent**.
- **NumberofStateExcusedAbsences** are not included in this calculation.

$$\frac{A}{P + A} = \text{Absenteeism Rate}$$

NOTE "If a student's absenteeism rate reaches or exceeds 10.0%, they are classified as chronically absent."

Please review the Chronic Absenteeism Click by Click for more information about calculating Chronic Absenteeism.

Reporting Attendance Data

How should I report students who are only present for part of the day?

- If the student is in attendance for more than half of the school day, the student should be reported as **present**. If the student is in attendance for less than half of the school day, the student should be reported as **absent**.
    - For instance, if your student attends school for at least 3 hours during a 6-hour school day, they should be recorded as present for the full day.
- Attendance must be reported in a whole number between 0-366. Half days cannot be reported unless the student is a shared-time vocational school student (**EnrollmentType** = S)

Reporting Attendance Data Cont.

Can a district have a policy that allows students to "make up" attendance time in various after-school or Saturday sessions?

Schools can determine how "excused" and "unexcused" absences are defined for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit, pursuant to N.J.A.C. 6A:16-7.6. School districts can take any and all action authorized by their policies and procedures when categorizing these absences

- While districts can create such policies, they can only be used for local district purposes and not for the purpose of reporting chronic absenteeism (or for reporting to the School Register).

- The only valid membership days for chronic absenteeism are the days in which the school is in session for all students and student attendance must be tracked on those days. So, while districts can create policies that permit students to make up attendance time for local purposes (i.e., graduation, promotion, etc), these alternatives cannot change what is reported in NJ SMART (or the School Register) for student attendance on a valid school day in session.

Reporting Attendance For Shared-Time Students

How should I report attendance for shared-time students?

- Shared-time students are those who attend two different schools, an academic high school and a county vocational school, in one day for a half day each. **EnrollmentType** must be reported as S for Shared-time in NJ SMART.

- For shared-time students, each day is counted as a ½ day in membership for each school. Shared-time students are either counted each day as ½ day present or ½ day absent at each school. (A shared-time student must attend at least one hour to be counted present.)
    - For example: A school has 180 days in session for the school year, a shared-time student would have 90 days in membership at their academic high school and 90 days in membership at the county vocational school.
        - The academic high school is responsible for submitting shared-time student attendance data to the SID submission based on half-day attendance at the academic school. **ReportedSharedVoc** = N
        - The vocational school must submit shared-time student attendance data separately in the SID submission based on half-day attendance at the vocational school. **ReportedSharedVoc** = Y

Questions?

Available Resources

NJ SMART Help Desk

1-800-254-0295

njsmart@pcgus.com

Resources & Trainings

Click the Help tab within NJ SMART

Open the Documents for Download section

Please Provide your Feedback

We'd love to hear from you!

A link to our survey is in the chat. Please take a moment to share your feedback to improve this and future trainings.

Solutions that Matter