

# Attendance Reporting FAQs



## How does the state collect attendance data?

Attendance data is submitted to the Wave by your local Student Information System (SIS). Districts can view their current attendance data by navigating to the Wave on Single Sign-On > Reporting > State Reporting Certification > Student Level ASR. While districts maintain their own local attendance codes, each absence has a reported "AbsenceValue" that is submitted to the Wave. AbsenceValues determine whether a student missed a full day or a half day (1.0, 0.5).

## How should absences be categorized?

The absences below should be marked as **present**. As a reminder, each student is only allowed **10 activity absences per school year**. For more information about full-day/half-day absences please review the criteria outlined in [OAC 210:10-1-5](#).

Type of Absence	Example Scenarios
Activity absence	<ul style="list-style-type: none"> <li>The student is at a school function such as field trip, sports, mock debate etc.</li> </ul>
Students in IEP/504	<ul style="list-style-type: none"> <li>Students who goes to therapy or any doctor's appointment as outlined in their IEP/504 plan</li> </ul>

**Absences** are reported to the Wave in two categories, full day, and half-day. Examples of absence scenarios and appropriate reporting can be found below. Each district has its own Attendance Codes, however, all codes should map to the AbsenceValues noted below.

Type of Absence	Example Scenarios of this Type of Absence	AbsenceValue expected in the Wave
A full day absence (includes <u>excused</u> and unexcused absences)	<ul style="list-style-type: none"> <li>The student is not on site for the majority of the school day and is <u>not</u> at a school-related event</li> <li>The student has a planned family trip</li> <li>The student has a dental appointment and is absent from the majority of classes</li> <li>The student is ill and does not attend classes</li> <li>A student is on an out of school suspension</li> </ul>	1.0
A half day absence	<ul style="list-style-type: none"> <li>Student attends half of the classes. Other classes are not attended due to late arrival, early departure, skipping class, doctor's appointment, etc.</li> <li>Student attends a half day school event, i.e. a field trip, but <u>does not attend</u> classes at the beginning (or end) of the day</li> <li>Student attends a full-day event, but leaves early or arrives late and misses approximately half of the event</li> </ul>	0.5

For more information about out of school suspension, [review the guidance here](#).

*For questions on this guide, please contact the Office of Accountability at (405) 522-5169 or [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov).*