



Guidance for Attendance and Suspensions

Office of Data & Information Systems
Oklahoma State Department of Education
(405) 521-3020

Governor Fallin approved several changes to Oklahoma Administrative Code 210:10-1-5 that will change the way that attendance is recorded on the Student Attendance Register. **It is appropriate for districts to implement the new rule for the entirety of SY 2018-19**, although the official effective date is September 14, 2018. According to the new rule, a student should only be “dropped” or “exited” when that student has been absent for ten consecutive days without excuse and in such instance, the student should be “exited” on the 11th day. Out of school suspensions should be classified as an “excused” absence.

Suspensions Guidance

It is no longer appropriate to “drop” or “exit” a student who is suspended out of school for any length of time.

- For a student suspended out of school for *more than five days*, an education services plan must be developed (*see* 70 O.S. 24-101.3(D)) for the offering of services, and such continued services could be tutoring or regular contact with one or more teachers.
- For a student suspended out of school for five or fewer days, an education services plan is not required by law; however, education services can be offered in a manner deemed appropriate by the district.
- As it may relate to a student with a disability under IDEA, continued offering of education services are those services identified by the IEP team and documented in the IEP.

In no instance should a student be “dropped” or “exited” unless the student is no longer receiving services (ex: voluntary withdrawal) or the student has been absent for ten consecutive days without excuse. In each of these instances, it would only be appropriate to “drop” or “exit” the student on the 11th day. Stated otherwise, during the term of an out of school suspension (i.e., excused absence) a suspended student’s basis of admission should remain the same and the student should remain “on roll” or “in membership.”

- OSDE expects to receive the following fields/elements within the Attendance Code Info object when a student is absent due to a suspension:
 - Attendance Code = "OSS"
 - Attendance Type = "Absent"
 - Attendance Status = "Excused"
 - Attendance Value = 0.5 or 1.0

Updated Entry/Exit Language

- All Entries and Exits are to be entered on the day the transaction occurs. Students are not considered “on roll” or “in membership” until they actually attend class or participate in instructional activities. “Future” enrollment records may be processed in the Student Information System prior to attending class or participating in instructional activities.
 - Students are considered “on roll” or “in membership” of the school until an exit code is entered.

Partial Day/Partial Week Rules

- Students authorized by law to attend a partial school day or partial school week schedule shall not be counted as absent if they are in attendance during their scheduled education program.
 - Home-based pupils are considered “on roll” or “in membership” and in attendance for the duration of the time period they receive offsite education services from the school district.
 - Out-of-home placement students are carried “on roll” or “in membership” and are considered in attendance if they are present for their scheduled education program, whether at a school site or through offsite services provided by the district.
- Only three (3) year olds who are **currently** receiving services under IDEA should be assigned a basis of admission code other than “PK3” (“R”, “OT”, “ET”, etc.). All other three (3) year olds who are enrolled should be assigned a basis of admission code of “PK3.”
- Students that are receiving services under IDEA should not be indicated as absent if they are in attendance for their scheduled education program, including partial school day or partial school week instructional schedules.

Clarified Definitions

- Home-based program- An educational program for special education students who are unable to participate in a full-day educational program at school, or for students who are unable to attend school in person for a period of time due to extended medical or other issues, and who receive education services from the school district at their home or an equivalent non-school site such as a hospital, provided by one or more certified teachers.

For any questions regarding process or procedure for reporting students through your Student Information System, please contact Erik Friend @ (405) 521-2198 or erik.friend@sde.ok.gov or Lakisha Simon @ (405) 521-3020 or lakisha.simon@sde.ok.gov.