

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 MyData on the WAVE on Single Sign-On. Districts will also be able to review their attendance data via the Annual Statistical Report (ASR) when the report is available. 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, half day, or was present (1.0, 0.5, 0.0).

How should absences be categorized?

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. Please note that activity absences and services outlined in an IEP/504 plan should *not* be transmitted as absent, but as *present*.

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"> Student is not on site for majority of the school day and is <u>not</u> at a school related event Student has a planned family trip Student has a dental appointment and is absent from majority of classes Student is ill and does not attend classes 	1.0
A half day absence	<ul style="list-style-type: none"> Student attends half of classes. Other classes are not attended due to late arrival, early departure, skipping class, doctor’s appointment, etc. 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 Student attends a full-day event, but leaves early or arrives late and misses approximately half of the event 	0.5
Student is at a school-related activity (<u>activity absence</u>) = not absent	<ul style="list-style-type: none"> Student is at a school activity, i.e. field trip, mock debate, etc. (This includes half-day activities where student attends classes around the scheduled activity) Student is off-site at physical therapy or similar appointment as outlined in their IEP/504 Plan. Student is with a school counselor/nurse Student is at school testing 	None (0.0)

In the past, local attendance codes have not consistently reported AbsenceValues to the Wave. We encourage a review of local codes with your SIS to ensure they translate the appropriate AbsenceValues as outlined above.

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