

Maine Student Attendance Data Collection

Beginning with the 2016/17 school year, the department will be collecting student level attendance and membership data. More information will be coming on this as we finalize development.

Basically, for non-District Edition schools, there will be an additional attendance upload that will be required as follows:

- As of Oct 1 (to include July, August, Sept) – due Oct 15
- As of Jan 1 (to include Oct, Nov, Dec) – due Jan 15
- As of April 1 (to include Jan, Feb, March) – due April 15
- As of July 1 (to include April, May, June) – due July 15

We will be communicating with your SIS vendor the details of this required upload soon. Basically, there will be two new fields added to the student enrollment page in Infinite Campus State Edition. These fields will be Student Membership (the number of days this student has been enrolled and Student Attendance (the number of days the student has been in attendance.

Since the MDOE will be collecting these two additional fields for each student, the ADA/ADM report which is due on June 30, will no longer be necessary however we will be adding an additional ADA/ADM certification report which the superintendent will need to certify.

For ADA/ADM purposes, excused absences are counted as absent. Instructional days are defined in Chapter 125, 6.02, B:

B) Instructional Day

An average instructional day is five hours in length, and each instructional day is a minimum of three hours in length. A school need not be in session the same number of hours each day provided that the total amount of instructional time in any two consecutive school weeks is an average of five hours per day. Plans to use school days of varying numbers of hours shall be reflected in the Comprehensive Education Plan. The instructional day may be extended for students who need more than the minimum day to meet the content standards of the system of Learning Results, or additional standards established by the school board. Therefore, a student must be in attendance at least 3 hours in a school day in order to be counted as being in attendance on that specific day.

Maine Student Attendance Manual Entry

The two new fields added to the student enrollment page are titled “Days Enrolled” and “Days Present”.

The screenshot shows a web form for student enrollment. The 'General Enrollment Information' section contains the following fields: Calendar (AES 15-16), Schedule (Main), Grade (1), Class Rank Exclude, External LMS Exclude, Start Date (05/10/2016), End Date, End Action, Service Type (P: Primary), Start Status (11: Transfer from public school in same SAU), End Status, Start Comments, and End Comments. The 'Future Enrollment' section includes Next Calendar, Next Schedule Structure, and Next Grade. The 'State Reporting Fields' section includes checkboxes for State Exclude, Homeless Night-time Residence, Unaccompanied Youth, State Agency Client/Ward of State, Supplemental Education Services, Alternative Education, Child of US Military Family, Migrant, Section 504, Refugee, GT-Artistic, GT - Intellectual/Academic, Vocational Ed, Title IA-Disadvantaged, and Foreign Exchange. The bottom section includes Resident Town Code (Acton (002)), Resident SAU (Acton School Department(1000)), Fiscal Responsibility (R: Resident of School Unit), Home-Schooled, SAU Percentage, Percent Enrolled (100), Days Enrolled (0), and Days Present (0). Two yellow arrows point to the Days Enrolled and Days Present fields.

Maine Student Attendance Import

Summary

This tool will allow non-Campus districts to import individual students' ADA/ADM information and store this data on the students' Enrollment tab.

Due Dates

Quarterly: October 15th, January 15th, April 15th and July 15th.

Who is Required to Report:

- All public schools
- All 60% publicly funded private schools (all students)
- All Charter schools
- All Special Purpose Private Schools

- All private schools that have publicly funded students (only the publicly funded students required)

Scope and Purpose

The import tool is designed to provide Infinite Campus State Edition users the ability to import data for the Days Enrolled and Days Present fields in the enrollment table. Calendar selection is done via the Campus Toolbar. The companion extract tool is designed to facilitate troubleshooting and to aid districts in updating existing enrollment records with current ADA information.

Navigation

ME State Reporting> Student Data Import> Import Type: Student Attendance

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Options

Import Type: Student Attendance ▼

Work to Perform: Validate and Test File ▼

File: Choose File No file chosen Upload

Or

Result File: ▼ Load

*Please remember to always perform a "Validate and Test" before performing a "Load Partial File".

*Please note that the EnrollmentStartDate should always be the students most recent enrollment start date for that school year.

Student Attendance Import Schema

http://www.maine.gov/doe/data/documents/schemas/ME_Student_Attendance_Schema.csv

*please note that the only allowable format for this import is CSV

Student Attendance Import Data Dictionary

<http://www.maine.gov/doe/data/student/attendance-data-dictionary.html>

Student Attendance Import Sample File

http://www.maine.gov/doe/data/documents/schemas/ME_Student_Attendance_Sample.csv

If you have any questions, comments or concerns in regards to this import capability please contact the MEDMS Helpdesk at (207) 624-6896 or MEDMS.Helpdesk@Maine.gov .