

School District

Attendance Review Program Form
School Year: 2026-2027
Calendar Type: Traditional or Variable
REVIEW GOALS

Attendance Reviews are designed to identify inaccurate data or instances of noncompliance in a school district's system of accumulating and reporting average daily attendance (ADA) statistics. The daily responsibility for recording attendance falls primarily on classroom teachers and attendance clerks. KRS 161.200 requires teachers to keep attendance records, and 702 KAR 7:125 establishes a statewide uniform method of recording pupil attendance. According to 702 KAR 7:125, Section 11 the school's records of daily attendance and teacher's monthly attendance reports, daily and class period absentee lists, student entry and exit logs, and Home and Hospital Program Forms shall be the original source of attendance data for all pupils enrolled in the public common schools and shall be verified at the end of each school month.

Attendance reviews are conducted each year on a predetermined number of school districts in the state. All high schools and middle schools are reviewed, and one half of the elementary schools in each district are reviewed. One quarter of the schools in Jefferson and Fayette Counties are reviewed each year. Boone County and Warren County will be audited every other year, with half of the schools done on a rotating basis. A more in-depth attendance audit may be conducted if initial findings identify issues of great concern. District reviews are conducted on a five-year rotation schedule.

SCOPE OF THE REVIEW

The attendance review of school districts helps to determine if schools are adhering to the following requirements:

1. providing the required amount of instructional time to students
2. using state entry, exit and attendance codes properly
3. properly using and recording data from the sign-in/sign-out log
4. assigning students proper transportation codes
5. completing required paperwork prior to placing students on home and hospital services
6. properly tracking attendance for all students using source documentation and the Kentucky Student Information System (KSIS)
7. attendance reviews are tied to the Superintendent's Annual Attendance Report (SAAR) and discrepancies must be corrected before the district SAAR can be approved

An Attendance Review Report is prepared for each attendance review performed. Findings that are noted in the report should be corrected by the school district prior to submission of the SAAR. Procedures designed to test the validity of reported attendance statistics will be performed during every attendance review. When sampling a school's attendance records, the reviewer will use a random selection technique.

KDE will review the following areas:

- Director of Pupil Personnel to provide training for attendance staff in the district.
- All Tool Rights access to Infinite Campus for staff in the district.
- Current board policy on the process for enrollment of underage students.
- Attendance tracking for students who leave the high school Campus to attend a program or other school.
- Alternative documentation process for T-codes in schools that use online registration processes.

Reviewer: _____

Date(s) of Review: _____

PLANNING (KDE) - Pre-Audit**References: KRS 159.035, KRS 158.070, KRS 158.033**

Line Items	Description		
1	(Tool Search: School Months) Review: 1st month _____ 2nd month _____	Notes	
2	Communicate with the district prior to the review in order for the review staff to request Infinite Campus access and additional documentation.	Done	Not Done
3	Review prior attendance review reports and note any areas that may need additional testing.	Notes	
4	Is mapping of attendance codes consistent with state standards for each school and each calendar? If no, please explain. (Tool Search: Attendance Codes Setup) • 4-H = O: Other = Present = Exempt • Armed Forces Day = AFD = Absent Excuse = Exempt • Armed Forces Rest and Recuperation = AFR = Absent Excuse = Exempt • Athlete Tournament Attendance = ATA = Present = Exempt • Basic Training in the Military = BT = Present = Exempt • College Visit = O: Other = Absent Excuse = Exempt • Educational Enhancement Opportunity = EHO = Absent Excuse = Exempt • Field Trip = O: Other = Present = Exempt • Home Hospital = O: Other = Present Excuse = Exempt • Honor Guard = O: Other = Present = Exempt • In School Suspension = O: Other = Present = Exempt • Late Bus Exempt Code (Not Required) = O: Other = Absent = Exempt • Partial Week = O: Other = Absent = Exempt	Notes	

Line Items	Description
	• Suspension = S: Suspended = Absent Excuse = Unexcused • State Fair = O: Other = Absent Excuse = Exempt • Moral Instruction = O: Other = Other Excused = Exempt <u>Unauthorized Exempt Codes:</u>
5	Is mapping of behavior resolution codes consistent with state standards? (Tool Search: Resolution types) This is located under District, All Schools, All Calendars. • SSP1 – Expelled, receiving services • SSP2 – Expelled, not receiving services • SSP3 – Out of school suspension • <i>For recommendation purposes only: (Tool Search: Attendance Codes Setup)</i> under each School. ○ SSP1 – Expelled, receiving services (Other, Absent, Exempt)
	Yes No Notes
6	Is the district closely monitoring employees who have “All Tool Rights” in Infinite Campus? (Tool Search: Ad Hoc State Published Audit All Tool Rights) • Employee User Rights match their need for particular data. • Prior employees have an end date for their User Rights. • A school district employee is tasked with updating and managing rights in Infinite Campus. • (KDE recommends 5 or less users with All Tool Rights per district)
	Yes No Notes

CENTRAL OFFICE**Attendance Review for 2026-2027**

School District Name: _____

Director of Pupil Personnel: _____

Superintendent: _____

Student Attendance Reports KRS 157.360; 702 KAR 7:125**Section 1**

Line Items	Description		
1.7	- Run ADM/ADA Report for School Months 1 and 2 in Funding Mode/R2 on the Growth Factor for School Month 1 and 2) (Tool Search: ADM and ADA Detail) - Run Growth Factor on SAAR Application Link (Path: GF Complete Details Reports School Summary Report)	Notes	
1.8	Compare reports and confirm that totals match. - ADM and ADA Detail Report (funding mode) - Funding ATT Column - GF School Summary - Record 2 - District Base Aggregate Days Present Total	Yes	No
1.9	Compare the current Record 2 on Growth Factor Report to last year's report. Run Growth Factor on SAAR Application Link (Path: GF Complete Details Reports Comparison Report)	Current	Prior

Line Items	Description		
	If the difference is more than 15%, analyze and confirm accuracy. Detail findings in Notes and Discrepancies and share with KDE, Student Tracking Data Branch manager.		
	Notes and Discrepancies:		

Master (Bell) Schedules - KRS 157.350(2); 702 KAR 7:140, Section 5(3); KRS 158.070; 702 KAR 7:125, Section 1

1.10	Review master schedules for all schools in the central office per state laws and regulations and local board approved calendar: • Compare start and end times of the master bell schedules with board approved minutes. • Review that all schools' master schedules are maintained at the board office. • Review board minutes demonstrating that the local board has approved the current year's calendar. • <u>REMINDER: IF THE DISTRICT HAS AN ATTENDANCE-BASED VIRTUAL PROGRAM, PLEASE REFER TO THE ADDITIONAL VIRTUAL FORM.</u>	Master Schedules Yes No
		Board Minutes (Schedule) Yes No
		Board Minutes (Calendar) Yes No
Notes and Discrepancies:		

Section 2**Nonresident Pupil - KRS 157.350(4); KRS 158.120**

Line Items	Description	
2.11	Generate a list of nonresident students via the “Audit Nonresident Contracts - Out of State Report” (Tool Search: Data Export State Published Audit Nonresident Contracts - Out of State) (Tool Search: Data Export State Published Audit Nonresident/Noncontract)	
2.12	• Verify that the enrollment tab reflects that the student resides out of state. • Verify that the student is included in the out of state attendance group.	Yes
		No
2.13	Generate a list of Children of District Employees (CDE) via the “Audit Children of District Employees” ad hoc report. (Tool Search: Data Export State Published Audit Children of District Employees) Verify that a parent or legal guardian is a district employee. (Only out of district CDE students who are residents of Kentucky should appear on this report.)	Yes
		No
Notes and Discrepancies		

Home Hospital (H/H) - KRS 157.360(13) (a); KRS 158.033; KRS 159.030(2); KRS 161.200; KRS 202A.011; 702 KAR 7:125; 702 KAR 7:150

2.14	Generate a list of students in H/H Attendance Group via the Audit Home Hospital ad hoc report and review Line Items 2.16-2.21 against the source documents for each student. (Tool Search: Data Export State Published Audit Home Hospital)	
2.15	Parent/legal guardian signature is on the application.	Yes
		No
2.16	A signed statement of a licensed physician, advanced practice registered nurse, physician's assistant, psychologist, psychiatrist, or qualified mental health professional as defined in KRS 202A.011, that the condition of the child prevents or renders inadvisable attendance at school. See KRS 159.030(2)(a).	Yes
	For students with disabilities, the Admissions and Release Committee (ARC) shall be responsible for placement decisions regarding home or hospital instruction in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. sec. 1400 et seq. and 707 KAR 1:350.	No
2.17	Documentation to ensure that the application includes required signatures from the Review Committee. The Review Committee shall consist of a local director of pupil personnel, a home or hospital teacher, a home or hospital instructional program director, medical or mental health personnel, and may consist of other professionals relevant to the application being reviewed.	Yes
		No
2.18	Date of enrollment into the Home Hospital Program:	Yes
	- Enrollment for regular education students on or after recommended start date. - Enrollment for students with an Individual Education Plan (IEP) on the date recommended by the Admission and Release Committee (ARC).	No

2.19	• Verify that H/H students are being served at least two (2) times per five (5) consecutive student days for at least one hour per session, starting with the date of enrollment in the H/H program. • Verify that students are enrolled in the H/H program a minimum of six (6) days unless the student is admitted to an inpatient facility.	Yes
		No
2.20	Do the teacher's H/H program forms agree with the teacher home visits listed in the KSIS?	Yes
		No
2.21	Home Hospital Validation Report (Tool Search: Home Hospital Validation)	Notes
Notes and Discrepancies		

Board Policy on Underage Students - KRS 158.030(3)

Line Items	Description		
3.22	Does the school district have a board policy on the enrollment of underage students in Kindergarten and in Grade 1?	Yes	No
Notes and Discrepancies:			

Central Office Staff: _____**Attendance Review Date:** _____**Please note which central office staff worked with you on the district report. Also, note with whom you conducted the exit meeting.****KDE Reviewer Signature:** _____**Attendance Review Completion Date:** _____**Follow Up/ Closing Meeting Date:** _____**Central Office Staff (Exit Meeting):** _____

SCHOOL SECTION**SCHOOL NAME:** _____**Attendance Review – School Year 2026-2027**

School District Name: _____

Principal Name: _____

School Attendance Staff Name: _____

Student Attendance Processes and Procedures - KRS 161.200(2); KRS 369.109; 702 KAR 7:125, Sections 1 and 2; KRS 159.140**Section 4**

Line Items	Description		
4.23	Has the Director of Pupil Personnel trained or arranged for training during the current school year for attendance personnel in schools in the proper methods of administering pupil attendance procedures including appropriate security and student data entry? <i>(This information should be recorded in the Central Office section of the Report Template.)</i>	Yes	No
4.24	Determine whether attendance is checked by the teacher once each day prior to the start of instruction for elementary and by class period for middle/high students. (Tool Search: Classroom Monitor)	Yes	No
4.25	Generate Student Schedule Gaps (Tool Search: Schedule Gap) report and verify that there are no student scheduling errors. <i>Report any gaps to the school's attendance clerk.</i> <i>Generate the Student Schedule Gap Report (Tool Search: Schedule Gap) to show inactive enrollments for students.</i>	Number of Students	

Line Items	Description																		
4.26	Examine the entry/exit log and determine if the following information is included as required: <table border="1"> <tr> <td>Date</td><td>Yes</td><td>No</td></tr> <tr> <td>Student name</td><td>Yes</td><td>No</td></tr> <tr> <td>Time of arrival or departure</td><td>Yes</td><td>No</td></tr> <tr> <td>Student grade/homeroom</td><td>Yes</td><td>No</td></tr> <tr> <td>Parent/guardian or other authorized adult signature for elementary student sign-outs. Electronic signatures are acceptable.</td><td>Yes</td><td>No</td></tr> <tr> <td colspan="3">Notes and Discrepancies:</td></tr> </table>	Date	Yes	No	Student name	Yes	No	Time of arrival or departure	Yes	No	Student grade/homeroom	Yes	No	Parent/guardian or other authorized adult signature for elementary student sign-outs. Electronic signatures are acceptable.	Yes	No	Notes and Discrepancies:		
Date	Yes	No																	
Student name	Yes	No																	
Time of arrival or departure	Yes	No																	
Student grade/homeroom	Yes	No																	
Parent/guardian or other authorized adult signature for elementary student sign-outs. Electronic signatures are acceptable.	Yes	No																	
Notes and Discrepancies:																			
4.27	Are entry/exit logs, daily, and class absentee lists retained for prior year plus current year per the Records Retention Schedule - L5335 <table border="1"> <tr> <td>Yes</td><td>No</td></tr> </table>	Yes	No																
Yes	No																		
4.28	The KDE reviewer will make a copy of four (4) randomly selected days from the first two (2) months of the entry/exit log. Dates:																		
4.29	Generate the "Audit Check In/Check Out ad hoc report" for each corresponding day. (Tool Search: Data Export State Published Audit Check In Check Out)																		
4.30	Compare the entry/exit logs with the Audit Check In/Check Out ad hoc report to verify compliance. <table border="1"> <tr> <td>Yes</td></tr> <tr> <td>No</td></tr> </table>	Yes	No																
Yes																			
No																			

Review of Master Bell Schedule – KRS 157.350(2); KRS 158.070(1); 702 KAR 7:125, Section 1; 702 KAR 7:140, Section 5**Section 5**

Line Items	Description	
5.31	Compare the master bell schedule to the period schedule in the KSIS. (Tool Search: Period Setup)	Yes
		No
5.32	Identify all instructional and non-instructional time (Master Bell Schedule) (i.e. lunch, passing time that exceeds allowable 5 minutes and any other breaks). Note: Compare the hard copy school period schedule to the Site Based Decision Making council minutes to ensure council approval of the following: • No gaps between periods. • Passing time is included in lunch period. • Anything beyond five minutes of passing time becomes non-instructional minutes.	Yes
		No
5.33	Determine the amount of instructional minutes in the student day, not to exceed 420 instructional minutes. (Tool Search: Period Setup) (Tool Search: Calendar Summary)	Instructional Minutes
5.34	Traditional Calendar: Determine if the school has met the minimum requirement for at least 1,062 instructional hours in at least 170 student days. (Tool Search: Calendar Summary)	Instructional Hours
		Student Days

Line Items	Description		
	Variable Instructional Calendar: - Determine if the school has met the minimum requirement for at least 1,062 instructional hours. - Start no earlier than the Monday closest to August 26. (SY 2026-27 Variable Calendar must start on or after August 24, 2026) (Tool Search: Calendar Summary)	Instructional Hours Start Date	
5.35	Compare the board approved calendar with the student days in the KSIS. (Tool Search: Day Setup)	Match	Do not Match
Notes and Discrepancies:			

Attendance for Off-Site Virtual Courses - 702 KAR 7:125, Section 1(4)(c); 704 KAR 3:305 Section 6**Section 6**

Line Items	Description		
6.36	Determine if any students are currently enrolled in off-site virtual high school courses by generating "Audit Virtual Based Courses ad hoc report." (Tool Search: Data Export State Published Audit Virtual Based Courses)	Yes	No
6.37	Determine if the Virtual course is taken off campus.	Yes	No
6.38	Verify that the course is NOT marked for attendance. (Search Dropdown to Course/Section Search Course Course Tab)	Correct	Incorrect
Notes and Discrepancies:			

Attendance for Performance-Based Courses - 702 KAR 7:125, Section 1(4)(g), 704 KAR Chapter 8, and 26RS HB 500

Line Items	Description		
6.39	Determine if any students are participating in performance-based courses by generating "Audit Performance Based Courses ad hoc report." (Tool Search: Data Export State Published Audit Performance Based Courses)	Yes	No
6.40	- Identify the students in Performance Based courses. - Verify that the course is not marked for attendance. - Verify that a school board policy is in place as required by 704 KAR 3:305 Section 6. (Performance Based Credit) Beginning in the 2026-27 school year, Votruba, Gatton and Craft Academy students cannot be marked for performance-based courses in their resident district. (Search Dropdown to Course/Section Search Course Course Tab) (Credit Recovery and Dual Credit courses that are monitored by a fully certified teacher CAN BE marked for attendance) Recommendation: Run the Funding Gap Audit Report to check the list of students who do not have a full day of attendance. This report is not meant to be cleared. (93% or higher for full funding)	Marked for Attendance Yes No	Board Policy Yes No
Notes and Discrepancies:			

Section 7

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Use of Transportation Codes - KRS 157.200(1); KRS 157.370(3); 702 KAR 5:100, Section 2; 702 KAR 5:010, Sections 4 and 5;

Section 8

Line Items	Description
8.44	Generate "Audit IEP and T5 Data ad hoc report". (Tool Search: Data Export State Published Audit IEP and T5 Data)
8.45	To determine T-5 eligibility, check the IEP for the student to verify required special transportation services for each student coded as a T-5.
	Yes
	No
Notes and Discrepancies:	

Line Items	Description				
8.46	- Generate the ADM/ADA report in "Detail" mode. - Select test sample of transportation codes from the ADM/ADA report. - Verify T code eligibility using student enrollment forms, transportation forms and/or other transportation documentation from the school. (Note: All new enrollments are defaulted to NT until changed)				
8.47	<table border="1"> <tr> <td>Generate "Audit Overlapping T Code report" and verify there are no students with overlapping T codes.</td><td>Yes</td></tr> <tr> <td>(Tool Search: Data Export State Published Audit Overlapping T Codes)</td><td>No</td></tr> </table>	Generate "Audit Overlapping T Code report" and verify there are no students with overlapping T codes.	Yes	(Tool Search: Data Export State Published Audit Overlapping T Codes)	No
Generate "Audit Overlapping T Code report" and verify there are no students with overlapping T codes.	Yes				
(Tool Search: Data Export State Published Audit Overlapping T Codes)	No				
8.48	<table border="1"> <tr> <td>Generate "Audit Missing T Code report" and verify there are no students with missing T codes.</td><td>Yes</td></tr> <tr> <td>(Tool Search: Data Export State Published Audit Missing T Codes)</td><td>No</td></tr> </table>	Generate "Audit Missing T Code report" and verify there are no students with missing T codes.	Yes	(Tool Search: Data Export State Published Audit Missing T Codes)	No
Generate "Audit Missing T Code report" and verify there are no students with missing T codes.	Yes				
(Tool Search: Data Export State Published Audit Missing T Codes)	No				
8.49	<table border="1"> <tr> <td>Generate "Audit End-Dated T Code report" and verify there are no students without an active T-code.</td><td>Yes</td></tr> <tr> <td>(Tool Search: Data Export State Published Audit End-Dated T Codes)</td><td>No</td></tr> </table>	Generate "Audit End-Dated T Code report" and verify there are no students without an active T-code.	Yes	(Tool Search: Data Export State Published Audit End-Dated T Codes)	No
Generate "Audit End-Dated T Code report" and verify there are no students without an active T-code.	Yes				
(Tool Search: Data Export State Published Audit End-Dated T Codes)	No				
8.50	<table border="1"> <tr> <td>KDE recommends T codes be verified at the school twice per year as a minimum.</td><td>Yes</td></tr> <tr> <td></td><td>No</td></tr> </table>	KDE recommends T codes be verified at the school twice per year as a minimum.	Yes		No
KDE recommends T codes be verified at the school twice per year as a minimum.	Yes				
	No				
Notes and Discrepancies:					

Use of Withdrawal Codes - KRS 159.170; KRS 161.200(2); 702 KAR 7:125, Section 12; KRS 159.170**Section 9**

Line Items	Description
9.51	Generate the enrollment status report for students with an end status, highlight all withdrawal codes. (Tool Search: Enrollment Status)
9.52	• Obtain documentation on students who have withdrawal codes assigned. • Compare the withdrawal code with the documentation. • Determine compliance with 702 KAR 7:125, Section 12 (proper withdrawal code used) and KRS 159.170, documentation of withdrawal).
Notes and Discrepancies:	

Record of Suspensions - KRS 158.150(6)**Section 10**

Line Items	Description
10.53	Generate the “Audit SSP ad hoc report” Suspensions to include all students who have an SSP3 code. (Tool Search: Data Export State Published Audit SSP)
10.54	Compare the SSP3 code ad hoc report and the suspension documentation from the school to verify compliance with KRS 158.150. (Supporting documentation is generally written notice informing the parent(s) and/or legal guardian(s) of suspension.)
10.55	KDE Recommendation Only: Run Safe Schools Report (Tool Search: Safe Schools) ; it provides suspension/attendance dates and/or times that are inconsistent.
Notes and Discrepancies:	

Use of State Attendance Codes**Section 11****Educational Enhancement Opportunity (EHO) - KRS 159.035; KRS 157.320**

Line Items	Description	
11.56	Generate the “Audit EHO ad hoc report” Educational Enhancement Opportunity. (Tool Search: Data Export State Published Audit EHO)	
11.57	Compare the EHO ad hoc report with the EHO days documentation at the school to verify compliance. (Supporting documentation is generally a signature from the principal giving permission to a student for up to ten (10) days to pursue an EHO.)	Yes
		No
Notes and Discrepancies:		

Armed Forces Day (AFD) - KRS 159.035(6)(a); KRS 157.320

Line Items	Description	
11.58	Generate the "Audit AFD ad hoc report" including all students who have an AFD attendance day code assigned. (Tool Search: Data Export State Published Audit AFD)	Yes
		No
11.59	Compare the AFD ad hoc report with the AFD documentation at the school to verify compliance. (Supporting documentation for appropriateness is generally a letter from the parent requesting the student be excused for one (1) day for military deployment of parent, legal guardian, or custodial parent and one (1) day for return of same.)	Yes
		No
Notes and Discrepancies:		

Armed Forces Rest & Recuperation Day (AFR) - KRS 159.035(6)(a)

Line Items	Description
11.60	Generate the "Audit AFR ad hoc report." (Tool Search: Data Export State Published Audit AFR)
11.61	Compare the AFR ad hoc report with the AFR documentation at the school. (Supporting documentation is generally a letter from the parent requesting the student be excused for up to ten (10) days for parent, legal guardian, or custodial parent who is home on visitation when the member is stationed out of the country and is granted rest and recuperation leave.)
	Yes
	No
Notes and Discrepancies:	

Partial Day - 702 KAR 7:125, Section 3

Line Items	Description
11.62	Generate the “Audit Partial Day ad hoc report.” (Tool Search: Data Export State Published Audit Partial Day)
11.63	Ask school to provide a list of students that are allowed to attend school for less than full time. Yes No
11.64	Compare the Partial Day ad hoc report with supporting documentation from school to verify compliance. Supporting documentation is in an IEP and listed in the local board minutes. Approval should be given prior to the day(s) of entry into the partial day attendance group. Note: If a local board places a student on Partial Day without an accompanying IEP, inform the Student Tracking Data Branch. Yes No
11.65	Ensure that the “Fully Funded” checkbox is selected in the Enrollment tab for students with an active IEP. Yes No
Notes and Discrepancies:	

Partial Week – 702 KAR 7:125; 704 KAR 7:150

Line Items	Description
11.66	Generate the “Audit Partial Week ad hoc report”. (Tool Search: Data Export State Published Audit PW Attendance) (PW = Partial Week)
11.67	Ask school to provide a list of students that are allowed to attend school for less than full time.
	Yes
	No
11.68	Compare the Audit Partial Week Attendance ad hoc report with supporting documentation from school to verify compliance. Supporting documentation is in an IEP and listed in the local board minutes. Approval should be given prior to the day(s) of entry into the partial day attendance group.
	Yes
	No
11.69	Ensure that the “Fully Funded” checkbox is selected in the Enrollment tab for students with an active IEP.
	Yes
	No
Notes and Discrepancies:	

Section 12**Overage/Underage Exceptions - KRS 158.030(3)**

Line Items	Description
12.70	Generate STDB created Underage Ad hoc. (Path: N/A)
12.71	Determine if there is documentation on file to show that if student was: (1) previously enrolled in an accredited public school in another state, (2) KDE approved for an accelerated placement to Grade 1, or (3) an early admission to Kindergarten based on local school board policy. See accelerated placement information here .
	Yes
	No
Notes:	

Section 13**Tracking Student Attendance in an alternative educational programs/schools - KRS 161.200(2)**

Line Items	Description		
13.72	Determine if students are leaving campus for the purpose of attending educational programs/schools. (Area Technology Center/Career and Technical Education Center)	Yes	No
13.73	Determine if there is a process for taking attendance and review documentation to substantiate attendance.	Yes	No
13.74	Review a copy of attendance from the KTS Data Exchange.		
Notes and Discrepancies:			

KDE Reviewer Signature: _____

Date: _____