

The background of the slide is a composite image. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

# 2026-2027

# Attendance Clerk Training

## Attendance in Infinite Campus

Ruth Britt

Office of Finance and Operations

Division of District Support

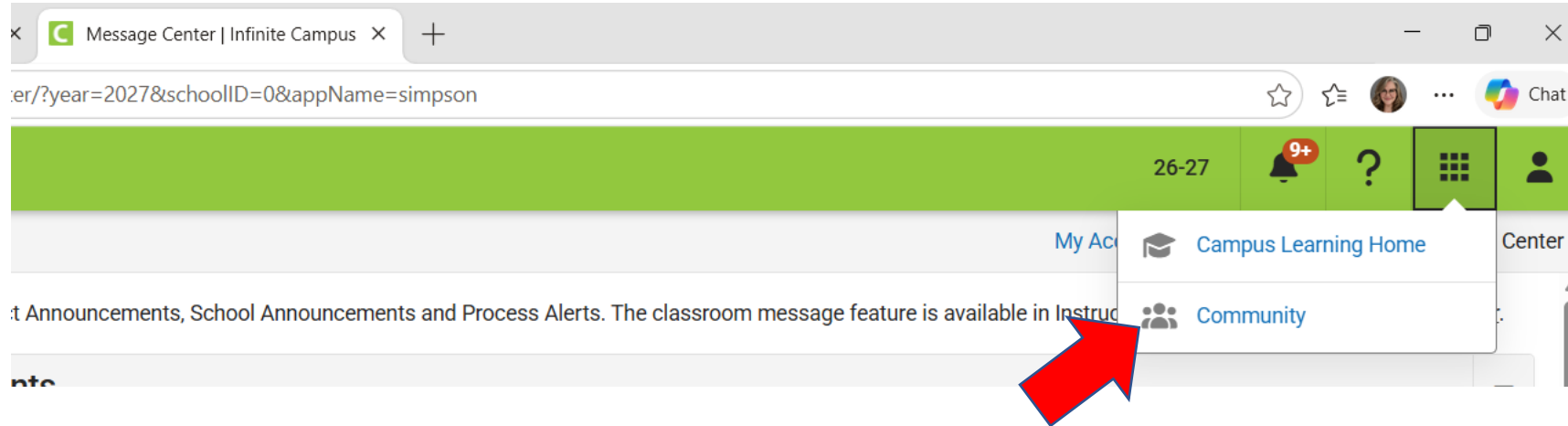


Kentucky Department of  
**E D U C A T I O N**

# Agenda

- ICU/Campus Community
- KDE Documentation
- Why do we take Attendance?
- Attendance Prerequisites
- Process for taking attendance
  - Attendance Wizard
- Tools for troubleshooting/monitoring Attendance
  - Individual Student Attendance
- KY Reports
- Balancing Monthly Reports

# Campus Community/Campus Passport



- Campus Community has documentation on all screens in Infinite Campus (IC)



Home

Glossary

+ Release Information

3

+ Instruction

1

+ Student Information

5

+ Attendance Office

+ Behavior Office

+ Census

+ Communication

+ Dependent Care

3

3

+ Employee Self Service

+ Data Integrity Tools

## Infinite Campus Knowledge Base



Release Information



Payments Migration



State Specific  
Information



Study Guides



Instruction



Campus Student &  
Campus Parent



Cross-Site  
Enrollment



Back-to-School  
Resources



- Topics
- Company
  - Food Service
  - Customer
  - Education
  - Partner
  - Support
  - Technology

## News

### Campus Community Maintenance Friday, August 21, 2026, 9:00 PM - 10:00 PM CDT

We will be performing maintenance on Friday, August 21, 2026, from 9:00 PM - 10:00 PM CDT, which may impact access to Campus Community.

[Read More](#)

Featured News  
Aug. 4, 2026  
12:39 PM CDT

[Extensions of Infinite Campus: This Week's Demos \(August 3-7\)](#)

Aug. 2, 2026  
8:28 AM CDT

## Upcoming Events

Aug. 12, 10:00 AM - 11:00 AM CDT

[Campus Payments Demo](#)

Aug. 13, 12:00 PM - 1:00 PM CDT

[Campus Food Service Demo](#)

Aug. 25, 1:00 PM - 2:00 PM CDT

[Campus Workflow Suite Demo](#)





## Home Page

Welcome to the Infinite Campus Training Portal

Welcome to Campus Passport! Check out our brand new on-demand coourses in the new navigation

NEW ON-DEMAND COURSES



# My Courses



# Course Catalog



Kentucky Department of  
**EDUCATION**

Welcome to Campus Passport

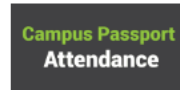
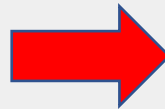
## Results for "Kentucky"

[ALL RESULTS \(33\)](#)[MY COURSES AND LEARNING PLANS \(1\)](#)[TRAINING MATERIAL \(32\)](#)[COURSE CATALOGS \(1\)](#)

33 items

**Kentucky Interchange**

Enrollment Expired

★ 5.0 EN | [ILT \(Instructor-Led Training\)](#)**Kentucky Districts with Infinite Campus OLR Before May 1, 2020**File download | From [KDE - OLR Implementation Material](#)**KY Attendance**Video | From [KY Attendance Video](#)**KDE: Home Language Survey Guidance**File download | From [KDE - OLR Implementation Material](#) Content: questions to the **Kentucky** Home Language Survey can minimize

The background of the slide is a collage of two images. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

# KDE Documentation





- Assessment/Accountability ▾
- Awards and Recognition Programs ▾
- Career and Technical Education ▾
- Commissioner of Education ▾
- Communications ▾
- District/School Support ▾**
- Education Professional Standards Board ▾
- Education Technology
- Educational Programs ▾
- Exceptional Children and Early Learning ▾
- Federal Programs ▾
- Open House ▾
- Parent and Family Connection Hub
- School Improvement ▾
- Standards/Content Areas ▾
- United We Learn ▾

- District/School Support
- Bid and Proposal Opportunities
- Community Eligibility Provision
- District Financial Reporting
- Education Technology
- Facilities
- Grant Information
- School District Insurance
- Legal Services
- Legislative Guidance
- Procurement Assistance
- Pupil Transportation



## Vision

Kentucky's United We Learn Vision  
Kentucky consists of three big ideas

- **Vibrant learning experiences** for
- **Encouraging innovation**, espec
- Creating a bold new future for Ke

## Mission Statement

Create broad partnerships to provide  
support so that every student is equi

# District/School Support

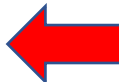
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*Published: 6/3/2026 5:01 PM*

The Kentucky Department of Education's primary function is to provide services and assistance to the state's 171 school districts. This page provides information about items related to the day-to-day operations of schools and districts, including facilities, finance, school health, transportation, technology and others.

[Enterprise ERP \(MUNIS\) Support and Guides](#)

[KSIS \(Infinite Campus\) Data Standards](#)



[HB 563 Guidance](#)

[HB 678 Guidance](#)

[DPP Webcast FAQ from 5/5/22](#)

[KDE Report on the Transfer of Funds for Nonresident Students as Required by HB 563 and HB 405 from the 2021 Regular Session](#)

- [Alternative Education Programs](#)
  - [ILPA](#) (7/13/2026)
  - [KECSAC](#) (7/1/2026)
  - [Out of District Services](#) (7/1/2026)
- [Attendance](#) (7/28/2026)
- [Attendance Tracking for Full-time Virtual Students](#) (7/1/2026)
- [Behavior](#) (7/1/2026)
- [Career Readiness: Work-Based Learning](#) (7/1/2026)
- [Census](#) (6/26/2026)
- [Census, Staff Information](#) (7/1/2026)
- [Course](#) (8/5/2026)
- [Dual Credit Course](#) (8/5/2026)
- [eTranscript](#) (7/1/2026)
- [Early Graduation Program](#) (7/1/2026)
- [Early Learning Prior Settings](#) (7/1/2025)
- [English Learners](#) (7/1/2026)
- [Enrollment](#) (7/1/2026)
- [Extended School Services](#) (See Intervention Data Standard)
- [Foster Care](#) (7/1/2026)
- [Free/Reduced Application Management \(FRAM\)](#) (6/18/2026)
- [FRYSC](#) (7/1/2025)
- [G Codes and C01 Codes Annual Reporting](#) (7/1/2026)
- [Gifted and Talented](#) (7/1/2026)
- [Grades](#) (7/1/2026)
- [Graduation](#) (7/1/2025)
- [Health](#) (7/1/2026)
- [Homeless Children and Youth](#) (7/1/2026)
- [Immigrant](#) (7/21/2026)
- [Intervention](#)
  - [Extended School Services](#) (7/1/2026)
  - [Math Achievement Fund or Read to Achieve Grant\(s\)](#) (7/1/2026)
- [No Show Students](#) (7/1/2026)



- Assessment/Accountability ▾
- Awards and Recognition Programs ▾
- Career and Technical Education ▾
- Commissioner of Education ▾
- Communications ▾
- District/School Support ▾**

- Education Professional Standards Board ▾
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- Educational Programs ▾
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- Federal Programs ▾
- District/School Support

- Open House ▾
- Parent and Family Connection Hub
- School Improvement ▾
- Standards/Content Areas ▾
- United We Learn ▾



E's 2026-2027  
ncil



Financial Transparency D  
Kentucky School Report

2024-2025 financial transparency data  
Report Card

### Vision

Kentucky's United We Learn Vision  
Kentucky consists of three big ideas

- **Vibrant learning experiences** for
- **Encouraging innovation**, espec
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### Mission Statement

Create broad partnerships to provide  
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- Bid and Proposal Opportunities
- Community Eligibility Provision
- District Financial Reporting
- Education Technology
- Facilities
- Grant Information
- School District Insurance
- Legal Services
- Legislative Guidance
- Procurement Assistance
- Pupil Transportation

|                                                                         |   |
|-------------------------------------------------------------------------|---|
| Education Technology                                                    |   |
| Facilities                                                              | ▼ |
| Grant Information                                                       | ▼ |
| School District Insurance                                               |   |
| Legal Services                                                          | ▼ |
| Legislative Guidance                                                    |   |
| Procurement Assistance                                                  | ▼ |
| Pupil Transportation                                                    | ▼ |
| Requests and Reports                                                    | ▼ |
| School - Based Decision Making                                          | ▼ |
| School Based Medicaid Services                                          |   |
| School Health                                                           | ▼ |
| SEEK                                                                    | ▼ |
| Student Enrollment                                                      | ▼ |
| Student Enrollment and Attendance Data                                  |   |
| Directors of Pupil Personnel (DPP) Other Information                    |   |
| Growth Factor Historical Data                                           |   |
| Growth Factor Reports                                                   |   |
| Non-Resident Student Policy                                             |   |
| Pupil Attendance Program Documents                                      |   |
| School Calendars                                                        |   |
| Student and Enrollment Data during the 2020-21 and 2022-23 School Years |   |
| Superintendent's Annual Attendance Report (SAAR)                        |   |

# Pupil Attendance Program Documents

Published: 8/4/2026 8:02 AM

This Web sites serves as the primary online resource for KDE Pupil Attendance Policy documents and resources.

## KDE Field Consultants - Contact for Direct Assistance

- [KDE Field Staff Listing](#)
- [KDE Field Staff Map](#)
- [DPP Region Map](#)

## Policy and Resources

- [2026-2027 Pupil Attendance Manual](#)
- [2026-2027 Attendance Review Program Form](#)
- [Additional Attendance Review Program Form \(Virtual\)](#)
- [2025 Attendance Clerk Training](#)
- [2025 Attendance Audit Training](#)
- [Attendance Tracking for Full-time Virtual Students](#)
- [T-Code Tracking Form](#)
- [FRYSCs and Student Attendance](#)
- [Virtual and Performance Based Course Setup](#)
- [Virtual and Performance Based Data Standard](#)
- [2022-23 Nonresident Pupil Enrollment Policy Guidance – HB 563](#)



## Important Links

- [KDLA Attendance Records Retention Schedule](#)
- [KSIS Training](#)
- [KSIS Reference Guides](#)
- [KSIS Data Standards](#)



# Pupil Attendance Manual

- Pupil Attendance
- Calculation of Daily Attendance
- Race/Ethnicity Codes
- Start and End Codes
- Records Requests
- Suspensions & Expulsion Codes
- Transportation Codes
- Entry/Exit Logs
- State Attendance Codes
- Homeless
- School Calendar
- Records Retention Schedule
- SAAR/Growth Factor

Kentucky Department of Education

## Pupil Attendance Manual

School Year 2026-2027



EVERY STUDENT – ALL DAY – EVERY DAY

Dr. Robbie Fletcher  
Commissioner of Education  
Kentucky Department of Education

July 2026



Kentucky Department of  
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The background of the slide is a collage of two images. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-right portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

# Why do we take Attendance?



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# Why do we?

- Attendance tracking is required by KRS 161.200
- It determines the amount of SEEK funding a district receives
- Elementary school teachers must take attendance at the beginning of the school day
- Middle and high school teachers must take period attendance throughout the day

# What is KY Attendance?

- State laws and regulations govern the tracking of attendance for a variety of purpose, including students physical attendance as well as funding based on aggregate attendance
- It is based on the underlying foundation of minute-by-minute attendance tracking, including check in and check out
- A higher layer of logic converts the minute-by-minute values into whole day or half day values



# KY Tracks Attendance in two different ways:

- **Truancy:** Student's present time is compared against their schedule and attendance entered in Infinite campus.
- **Funding:** Student's present time is compared against a pre-set "Standard Day", course setup, and other state reporting fields.

# Whole-Day Half-Day Attendance

[Home](#) » [State-specific information](#) » [Kentucky](#) » [Kentucky State Tools](#)

## Whole-Day Half-Day Attendance (Kentucky)

[Attendance Entry Tools](#) | [Calendar Setup](#) | [Partial-Day \(PAR\) Attendance Students](#) | [Attendance Elements Available in Ad Hoc Reporting](#) | [Check In/Check Out History](#) | [WDHD Attendance Logic](#) | [Calculate ADA](#) | [Calculating Percent Absent](#) | [Applying Rounding Logic](#) | [Assigning WDHD Values](#) | [Attendance Summary Table](#) | [Calculation Method of Tools/Reports](#)

The information available on this page is specific to users within the state of [Kentucky](#).

The Kentucky Whole-Day / Half-Day (WDHD) attendance model provides attendance calculation data to meet state-mandated requirements for tracking and funding. This article contains information related to the logic used to calculate attendance reporting values for students in Kentucky.

For information on the use of attendance tools, please refer to separate documentation.

The Kentucky attendance model is structured around the concept of whole-day/half-day attendance. Whole-day/half-day values (*i.e.*, 0, .5, 1.0) are assigned based on a daily percent of attendance ([ADA](#)) and KY state mandates. The whole-day/half-day attendance model allows attendance logic to properly calculate and report student data for the wide range of attendance scenarios applicable to students, including: varying period schedules, adjusted school start/end times, student enrollment types, applicable attendance groups, etc. There are two calculation modes for attendance values: Truancy and Funding.

- <https://kb.infinitecampus.com/help/kentucky-attendance-whole-day-half-day>
- Goes into detail Absent Minutes, Enrolled Days, Non-Instructional Time, Tardies

# Calculation of Attendance

- Daily attendance is represented as 0%, 50% or 100%. Please refer to the chart below to assist with understanding the calculations for tardiness, half-day and whole-day attendance values.
- NOTE: *Attendance is based on the standard school day set by the local board of education. Instructional time equals the standard school day less the amount of time used for breaks, lunch and recess. Five minutes is the maximum allowable passing time between instructional periods.*

| Daily Attendance | Whole Day       | Half Day       | No Attendance     | Tardy       |
|------------------|-----------------|----------------|-------------------|-------------|
| Funded           | 1.0 = Whole-day | 0.5 = Half-day | 0 = No attendance | 1.0 = Tardy |
| Present          | 100% -65%       | 64% -16%       | 15% - 0%          | 99% - 65%   |
| Absent           | 0% -35%         | 36% -84%       | 85% -100%         | 0% -35%     |

The background of the slide is a composite image. The top-left portion shows two yellow school buses parked outdoors, with the word 'SCHOOL BUS' visible on the front of the one in the foreground. The bottom-left portion shows the interior of a classroom with blue walls, decorated with colorful balloons and framed pictures. Several small white tables and chairs are arranged in the room. A large white diagonal line separates the image from the text on the right.

# Prerequisites for entering Attendance in Infinite Campus



Kentucky Department of  
**E D U C A T I O N**

# State Attendance Codes

---

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

---

# State Attendance Codes Cont...

---

Home Hospital = 0: Other = Present Excuse = Exempt

---

Honor Guard = 0: Other = Present = Exempt

---

In School Suspension = 0: Other = Present = Exempt

---

Late Bus Exempt Code (Not Required) = 0: Other = Absent = Exempt

---

Partial Week = 0: Other = Absent = Exempt

---

Suspension = S: Suspended = Absent Excuse = Unexcused

---

State Fair = 0: Other = Absent Excuse = Exempt

---

Moral Instruction = 0: Other = Other Excused = Exempt

---

# Moral Instruction

- [SB 19](#) amended [KRS 158.200](#) to include: “local boards of education shall allow pupils to be excused for up to one (1) hour on no more than one (1) day each week, which shall include time attributed to travel to and from, to attend a district approved request for a moral instruction offering upon receiving the consent of the pupil's parent or guardian.”
- [Moral Instruction – Guidance](#)
- KDE Contact – [Caryn Davidson](#)
  - Office of Teaching and Learning



# Attendance Codes

- Tool Search: Attendance Codes
- Attendance codes roll forward from one year to another. However, district admins can set up new codes that are needed here.
- Any NEW exempt codes must be approved by KDE
- ONLY District Admin should create any new school attendance codes.

## Attendance Codes

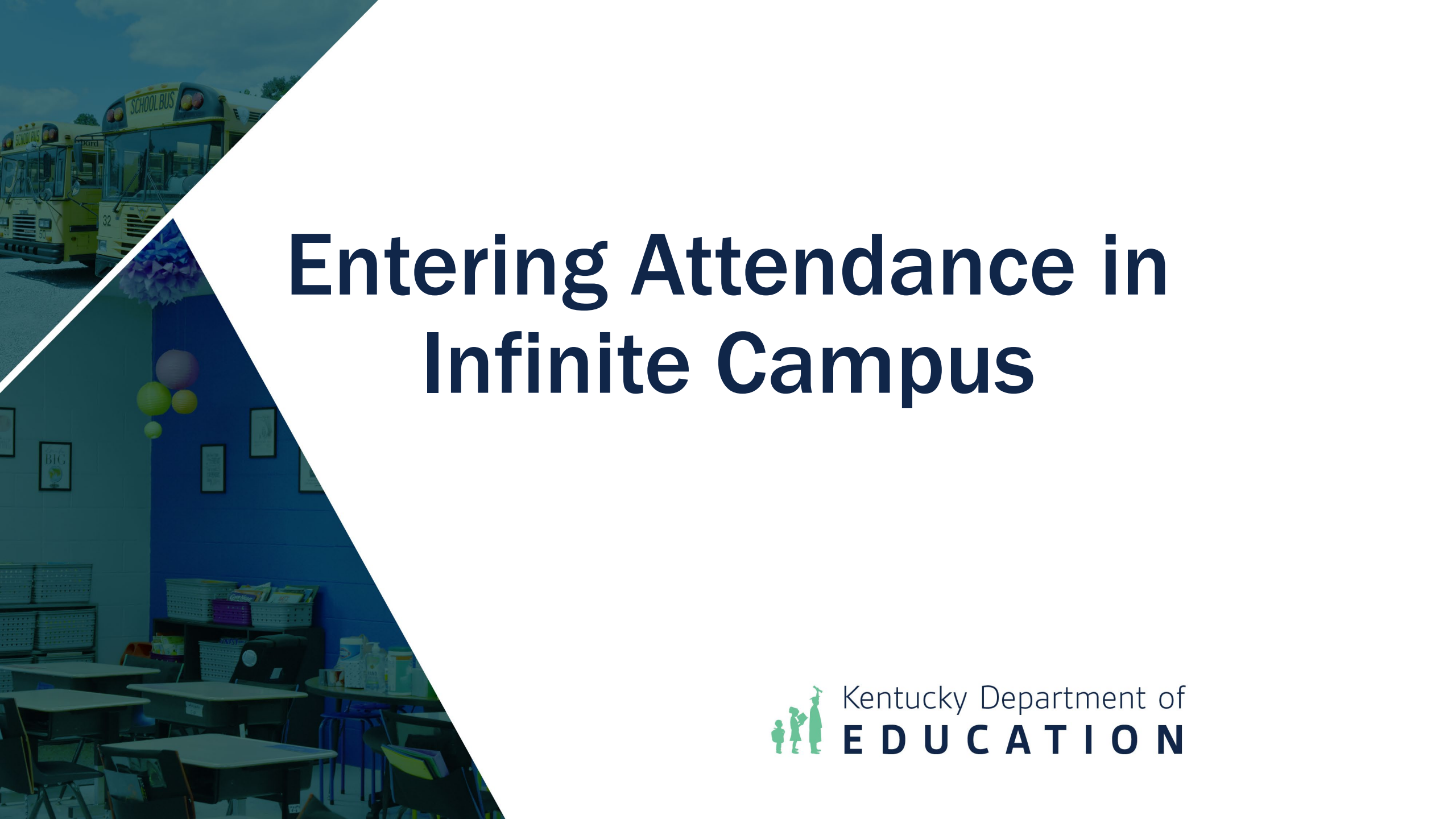
+ New

| AttendanceExcuses Editor |                                               |
|--------------------------|-----------------------------------------------|
| Code                     | Description                                   |
| 4-H                      | 4-H ACTIVITIES                                |
| AFD                      | ARMED FORCES DAY                              |
| AFR                      | ARMED FORCES RECUPERATION                     |
| ATA                      | ATHLETE TOURNAMENT ATTENDANCE                 |
| COL                      | COLLEGE VISIT                                 |
| DE                       | DOCUMENTED EXCUSE                             |
| E                        | EXCUSED                                       |
| EHO                      | EDUC ENHANCEMENT OPP                          |
| FT                       | FIELD TRIP                                    |
| HH                       | HOME HOSPITAL                                 |
| ILID                     | INFLUENZA-LIKE ILLNESS EXCUSED<br>DOCTOR NOTE |
| ILIE                     | INFLUENZA-LIKE ILLNESS EXCUSED                |
| ILIP                     | INFLUENZA-LIKE ILLNESS EXCUSED<br>PARENT NOTE |
| ILIU                     | INFLUENZA-LIKE ILLNESS<br>UNEXCUSED           |
| M                        | MEDICAL                                       |
| NVA                      | NO Virtual Attendance                         |
| PW                       | PARTIAL DAY WEEK                              |
| QRS                      | Quarantined Receiving Services                |
| S                        | SUSPENDED                                     |
| SF                       | STATE FAIR                                    |
| U                        | UNEXCUSED                                     |



# Other Prerequisites for Attendance

- Calendar setup
  - Calendar Days setup
- Term Date setup
  - Terms should start with the first student day and end with the last student day. If the school year is extended it is important that the end date of the final term be changed to include those days or attendance will not work correctly.
- Period Schedule setup
  - The length of the student day is calculated by the sum of all periods with the “Standard Day” checkbox checked
- School Months setup
  - School months should include all teacher days, student days, break days and make up days. All months except the last must have 20 school days.
- Course setup
  - Courses must have the attendance checkbox checked in order for teachers to take attendance
  - Virtual/Performance based courses must be set up according to guidance  
[Data Standard - Virtual and Performance-Based Course Set-Up](#)



# Entering Attendance in Infinite Campus



Kentucky Department of  
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# Teachers taking Attendance

- All teachers should take attendance first thing of each morning
- Middle and High School should take attendance within the first five minutes of class starting of every period

The screenshot shows the Infinite Campus web interface. At the top, there is a green header with a menu icon, a search icon, and the 'Infinite Campus' logo. Below the header, a dropdown menu is open, showing '1) 2350-10 US History B' selected. The main navigation bar includes 'Classroom', 'Curriculum', 'Students' (which is highlighted with a red line), and 'Grades'. On the left side, there is a sidebar with various options: 'Roster', 'Advisory', 'Attendance' (highlighted with a red bar), 'Class Serve', 'Lockers', 'Positive Attendance', 'Seating Charts', 'Student Groups', 'Course Requests', and 'Course Recommendations'. The main content area displays the attendance summary for the selected class. It includes a 'Date' field set to '6/15/2026', a 'Period' dropdown set to '1', and a 'Mode' dropdown set to 'List'. Below this, a 'Summary' section shows '22 Present, 2 Absent, 0 Tardy'. The main table lists students with their names, IDs, and attendance status for the selected period. The table has columns for 'STUDENTS', 'PRESENT', 'ABSENT', 'TARDY', 'EXCUSE', and 'COMMENTS'. The students listed are: Anderson, Jack A (#662478) with status 'P', Cloutier, Trisha M (#53000008) with status 'P', Cogman, Belinda (#108857) with status 'A' and an 'AEX' excuse code for 'Family vacation.', and Cutter, Christopher (#035460003) with status 'P'.

| STUDENTS                             | PRESENT | ABSENT | TARDY | EXCUSE | COMMENTS         |
|--------------------------------------|---------|--------|-------|--------|------------------|
| 10 Anderson, Jack A<br>#662478       | P       | A      | T     |        |                  |
| 09 Cloutier, Trisha M<br>#53000008   | P       | A      | T     |        |                  |
| 10 Cogman, Belinda<br>#108857        | A       |        |       | AEX    | Family vacation. |
| 09 Cutter, Christopher<br>#035460003 | P       | A      | T     |        |                  |

# Classroom Monitor

- Tool Search: Classroom Monitor
- After a specified length of time in the morning the attendance clerk should check the classroom monitor

## Classroom Monitor



### Classroom Monitor

This tool monitors classroom attendance.

Date: 08/11/2020



Refresh



Incomplete Teacher Attendance



Primary Teachers Only

Last Re

| Teacher          | Dept            | Contact | 0 | 1              | 2              | 3              | 4              | 5             |
|------------------|-----------------|---------|---|----------------|----------------|----------------|----------------|---------------|
| Aarons, Mitchell | Science         |         |   | 4100-1 (27/27) |                | 4100-3 (--/30) |                | 4100-5 (--/6) |
| Abeggert, Laney  | Mathematics     |         |   | 1175-1 (3/4)   |                | 1400-6 (--/27) |                |               |
| Abra, Dean       | Mathematics     |         |   |                | 1800-1 (19/21) |                |                |               |
| Addy, Joseph A   | Elective        |         |   |                | 3510-1 (0/1)   | 3510-2 (2/3)   | 3510-3 (--/1)  |               |
| Albinak, Gina    | Business/Career |         |   | 8200-1 (20/21) | 8200-2 (--/15) |                | 8200-3 (--/15) |               |
| Allen,           | Foreign         |         |   |                |                |                |                |               |



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# Classroom Monitor Cont.

|                      |          |  |               |                    |  |
|----------------------|----------|--|---------------|--------------------|--|
| RHODEN,<br>ANITA     | BUSINESS |  |               |                    |  |
| Sessions,<br>Amber   |          |  |               | 11031504-1 (15/19) |  |
| SHELTON,<br>REBECCA  | SCIENCE  |  | 5012-7 (--/1) |                    |  |
| SHUPE,<br>CAROL      |          |  |               |                    |  |
| SIZEMORE,<br>DILLION |          |  |               |                    |  |

# Classroom Monitor Cont.

Classroom Monitor ☆

**Classroom Monitor**

This tool monitors classroom attendance.

Date: 08/19/2026  Refresh  Incomplete Teacher Attendance ☐ Primary Teachers Only Last Refreshed: 11:47:37 AM

| Teacher | Dept | Contact | 1st period | 2nd period |
|---------|------|---------|------------|------------|
|---------|------|---------|------------|------------|

- At end of the day print or save “Incomplete Teacher Attendance” report
- Should be given to the principal if you are seeing same teachers on the list



# Sub Attendance Roster

- Tool Search: Sub Attendance Roster
- If you have teachers who are absent you can create a Sub Attendance Roster. You can run this for multiple teachers at one time if you hold down CTRL and click the teachers' names.

## Substitute Attendance Rosters

This tool prints section rosters with additional information intended to allow substitute teachers to take attendance on paper for future entry. Enter the date for which attendance is being taken in the Effective Date field.

### Day Selection

Effective Date

Period

### Course Selection

Teacher

All Teachers

- ALLEN, BRANDI #
- BAKER, MELISSA #
- BARTON, MICHAEL #24452
- BENNETT, MELINDA #40025
- BOGGS, JOYCE #21454
- CAUSEY, AMBERLY #29448
- CENTERS, CASSANDRA #
- CHADWELL, ANGIE #6349
- COTTRELL, NICOLE #33103
- CROLEY, TARA #33502
- DAVENPORT, DALTON #25783
- DEATON, KIMBERLY #21754
- ELLIOTT, EARL #29447

CTRL-click or SHIFT-click to select multiple

### Display Options

- ☒ Show Tardy Column
- ☒ Show Time In/Out Columns
- ☐ Shade Alternate Rows
- ☐ Primary Teachers Only
- ☐ Show Period Schedule Name

### Student Options

- ☐ Student Picture
- ☐ Gender
- ☐ Student Number
- ☐ Nickname

Course

Sort By ☒ Number ☐ Name

All Courses

- 600101 FMD SELF-CONTAINED ELE
- 600290 EBD LIFE SKILLS 0-12
- 703001-I HOMEROOM
- 703001-P HOMEROOM

CTRL-click or SHIFT-click to select multiple

School Comment (printed on all)

Report Format:



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# Sub Attendance Roster Cont.

**Classroom Monitor**  
This tool monitors classroom attendance.

Date: 08/31/2021 Refresh Incomplete Tea

| Teacher            | Dept | Contact | 1                     |
|--------------------|------|---------|-----------------------|
| ALLEN, BRANDI      |      |         | 703001-I-503 (10/12)  |
| BAKER, MELISSA     |      |         | 703001-P-302 (16/20)  |
| BARTON, MICHAEL    |      |         | 703001-P-101 (12/18)  |
| CAUSEY, AMBERLY    |      |         | 703001-I-602 (7/12)   |
| CHADWELL, ANGIE    |      |         | 703001-P-203 (20/26)  |
| COTTRELL, NICOLE   |      |         | 703001-P-303 (13/18)  |
| DAVENPORT, DALTON  |      |         | 703001-I-603 (13/15)  |
| ELLIOTT, EARL      |      |         | 703001-I-501 (14/15)  |
| FLETCHER, KORA     |      |         | 703001-P-1302 (10/19) |
| FREDERICK, HAYLEE  |      |         | 703001-I-401 (12/15)  |
| GREGORY, RALPH     |      |         | 600290-24 (1/2)       |
| HAMPTON, ELIZABETH |      |         | 703001-I-601 (13/15)  |
| HARRISON, JUDY     |      |         | 703001-P-201 (19/27)  |
| HINKLE, LAVON      |      |         |                       |
| HOFFMAN, MICHELE   |      |         | 703001-P-102 (14/18)  |
| JONES, TARA        |      |         | 703001-P-301 (12/18)  |

**600101-22 FMD SELF-CONTAINED ELE**  
Teacher: KARR, G  
 Close SaveDate Selector  
08/31/2021 Change Date

# Attendance Wizard –

- Tool Search: Attendance Wizard
- Once all morning attendance is in you can enter daily attendance with the attendance wizard.
- Select “Absent”, “Unknown” and click Search.
- Click “Select All”

**Attendance Date\*** 08/31/2021

**1. Student Information** *This section allows the user to search for group of students or an individual to enter or edit attendance records.*

Last Name

First Name

Grade

SSN/PIN

Student #

Ad Hoc Filter

**2. Attendance Information** *This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.*

Mode ☒ Check in/out Time ☐ Periods

Time

Attendance Record ☐ No ☒ Yes

Status/Excuse  Absent  Unknown

Attendance Code

☒ Keep the selected students

**3. Input Attendance Information and Click Save** 03:12:46 PM

**Search Result (355 students)**

☒ Batch & Edit ☐ Batch (2 lists)

**Total Student(s): 355**

3 ABNER, ISABELLA  
6 ADAMS, BRENNAN  
6 ADAMS, TYRUS  
4 AKERS, MADDIE  
0 ALLEN, AUDREY  
5 ALLEN, MADILYN  
1 ALSIP, EMIYA  
3 ANDERSON, PEYTON  
4 ARNETT, NOVYANNA  
5 ATKERSON, DAMON  
1 ATKINS, AMANDA  
0 BAGGETT, BRAYDEN  
2 BAILEY, AERECK  
0 BAKER, ASHA  
6 BAKER, AUSTIN  
3 BAKER, BENTLEY  
5 BAKER, JACLYN  
1 BAKER, KASTYN  
0 BAKER, MADISON

CTRL-click or SHIFT-click to select multiple  
Double click a student to view/edit detail data

# Attendance Wizard Cont.

- At the bottom of the screen select “Whole Day” and select an absent Unexcused Attendance Code.
- Select “Overwrite existing records”
- Click Save
- This will make all the students selected unexcused absent with one click.

The screenshot displays the 'Attendance Wizard' interface. At the top, the 'Attendance Date' is set to 08/31/2021. The interface is divided into three main sections:

- 1. Student Information:** Fields for Last Name, First Name, Grade, SSN/PIN, Student #, and Ad Hoc Filter.
- 2. Attendance Information:** Options for Mode (Check in/out Time or Periods), Time, Attendance Record (No or Yes), Status/Excuse, and Attendance Code. A 'Search >>' button and a checkbox 'Keep the selected students' are also present.
- 3. Input Attendance Information and Click Save 03:19:14 PM:** This section includes 'Saving Mode' (Check In/Out, Batch Check In/Out, or Whole Day), 'Start Date' and 'End Date' (both 08/31/2021), and 'Attendance Code\*' (set to UA: Unexcused Absent). It also has options for 'Add Attendance' or 'Delete Attendance' and a 'Comments' field.

On the right side, a 'Search Result (355 students)' list is shown, with a 'Total Student(s): 355' count. The list includes names like ABNER, ISABELLA; ADAMS, BRENNAN; ADAMS, TYRUS; AKERS, MADDIE; ALLEN, AUDREY; ALLEN, MADILYN; ALSIP, EMIYA; ANDERSON, PEYTON; ARNETT, NOVYANNA; ATKERSON, DAMON; ATKINS, AMANDA; BAGGETT, BRAYDEN; BAILEY, AERECK; BAKER, ASHA; BAKER, AUSTIN; BAKER, BENTLEY; BAKER, JACLYN; BAKER, KASTYN; and BAKER, MADISON. Below the list are buttons for 'Remove Selected', 'Select All', 'Remove Unselected', and 'Reset'. A note at the bottom of the list states: 'CTRL-click or SHIFT-click to select multiple. Double click a student to view/edit detail data.'

At the bottom of the form, there is a 'Records Option' section with radio buttons for 'Do NOT overwrite existing records', 'Overwrite existing records' (which is selected), and 'Fill Down/Up (Available when either check in only or check out only)'. A 'Save' button is located at the bottom right of this section.

# Posted Attendance

NewPeriod DetailDaily DetailAttendance ProfileDocuments

KY Daily Attendance

| Enrollment                                     | Present Days | Absent Days | Tardies | Unexcused |
|------------------------------------------------|--------------|-------------|---------|-----------|
| Start Date: 08/13/2025<br>End Date: 05/21/2026 | 160.50       | 9.50        | 2       | 2         |
| Enrolled Days: 170 Scheduled Days: 170.00      |              |             |         |           |

EHO FTEBT FTE

0.000.00

UnknownExcusedUnexcusedExempt

| Date           | Period |     |     |     |     |     |     | Activity | V/PB |   |
|----------------|--------|-----|-----|-----|-----|-----|-----|----------|------|---|
|                | HR     | 1   | 2   | 3   | 4   | 5   | 6   |          |      | 7 |
| 05/20/2026 Wed | U      | U   | U   | U   | U   | U   | U   | U        |      |   |
| 05/01/2026 Fri | FT     | FT  | FT  | FT  | FT  | FT  | FT  | FT       |      |   |
| 04/15/2026 Wed | T      | T   | T   | T   |     |     |     |          |      |   |
| 03/06/2026 Fri | EDN    | EDN | EDN | EDN | EDN | EDN | EDN | EDN      |      |   |

Ad Hoc Letters

Assessment

Attendance

Behavior

Blended Learning Gr  
Assignments

Communicable Disea

- Tool Search: Attendance
- Attendance entered in the wizard shows up on the student's attendance tab.

# Attendance Wizard – Batch

**1. Student Information**

*This section allows the user to search for group of students or an individual to enter or edit attendance records.*

Last Name

First Name

Grade

SSN/PIN

Student #

Ad Hoc Filter

**2. Attendance Information**

*This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.*

Mode ☒ Check in/out Time ☐ Periods

Time

Attendance Record ☐ No ☒ Yes

Status/Excuse  Absent  Unexcused

Attendance Code

☒ Keep the selected students

**3. Input Attendance Information and Click Save 11:19:13 AM**

*This section allows the user to input attendance information for selected students in batch or for an individual student.*

**Saving Mode** ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

Attendance Code\*

[Close Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

☐ Batch & Edit ☒ Batch (2 lists)

Source List (4 students)

10 ADAMS, JASMINE  
11 ALLEN, MARCUS  
10 ANDERSON, CAITLY  
10 JACKSON, WILLIAM

Target List (1 student)

12 ADAMS, CAANAN

Click Students to move them between the Source and Target list

Target list contains students to work with.



# Check in/Check out

- Tool Search: Attendance
- Click New
- Date
- Enter either Check in/Check out Time
- Attendance Code
- Comments: Optional – beware that parents may be able to view comments in Parent Portal
- Add
- Save

Save

Attendance Information

Date: 09/02/2021 EHO: 0 Scheduled Minutes: 415Scheduled Minutes:  
The school month 08/25/2021 - 09/21/2021 is closed.

| Absent | Action      | Attendance Code                                             | Comments | Last Modified By (Date)    |   |
|--------|-------------|-------------------------------------------------------------|----------|----------------------------|---|
| 35     | in 08:25 AM | UA: Unexcused Absent ▾<br>Status: A Excuse: U State Code: U |          | BLANCHETTE, DANIEL (08/03) | ✕ |

Check Out

Check In

Attendance Code\*

▾

Add

- Type 1100 for 11:00 AM
- Click the period name or start/end time to auto set check out and check in time
- Click the comments table cell to add comments for each check in/check out action.

Class/Period Detail

[Click here to mark whole day absent](#)

|   | Start    | End      | Duration | Present | Attendance Code      | Status | Excuse | Course                   |
|---|----------|----------|----------|---------|----------------------|--------|--------|--------------------------|
| H | 07:50 AM | 02:45 PM | 415      | 380     | UA: Unexcused Absent | A      | U      | ALT-901001-01-4 HOMEROOM |



# Daily Attendance Report

### Search

Type

Tool

Search (Required)

daily attendance

1 - 20 of 36 results

1 2

**Daily Attendance Processing**

Attendance Office > Attendance Management

### Daily Attendance Processing

Summary Report Caller Report

**Daily Attendance**

Date: 05/20/2026 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.

Day: Wednesday - Period Schedule: Main

Ad Hoc Filter Cross-Site Enrollment

| Student                    | Number | Grade | HR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Activity | V/IPB |
|----------------------------|--------|-------|----|---|---|---|---|---|---|---|----------|-------|
| <a href="#">Details</a> Ad |        | 06    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> Ad |        | 07    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> An |        | 06    |    |   |   |   |   | Y | Y | Y |          |       |
| <a href="#">Details</a> An |        | 08    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> An |        | 08    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> An |        | 07    | E  | E | E | E | E | E | E | E |          |       |
| <a href="#">Details</a> An |        | 07    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> At |        | 07    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> Ba |        | 06    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> Ba |        | 08    | U  | U | U | U | U | U | U | U |          |       |
| <a href="#">Details</a> Ba |        | 08    | Y  | Y |   |   |   |   |   |   |          |       |
| <a href="#">Details</a> Be |        | 08    | U  | U | U | U | U | U | U | U |          |       |

- Tool Search: Daily Attendance Processing

The background of the slide is a composite image. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several white student desks and black chairs are arranged in the room.

# Student Enrollment – No Show Report



Kentucky Department of  
**EDUCATION**

# Student Enrollment – No Show

- What is a No Show?
  - An enrollment status of ‘No Show’ indicates a student who was enrolled in a district at the end of the prior year but did not show up for the current school year.
  - These records are used in determining whether a student is considered a drop-out for state and federal reporting.
  - These records are also used by the district to track what is known about the student’s whereabouts.

# No Show – District receives records request of the Summer Break

- DO NOT change the previous year end status for the student. If the student finished the year in the district, he/she should have a CO1 end status.
  - Change the start status on the student's current year enrollment to "NS: No Show".
  - Enter the end date. This will be the same date as the start date.
  - Enter the appropriate end status.
- The 'No Show' check will be automatically checked when the record is saved.

# No Show – Student Officially drops out over Summer Break

- DO NOT change the previous year end status for the student. If the student finished the year in the district, he/she should have a CO1 end status.
  - Change the start status on the student's current year enrollment to "NS: No Show".
  - Enter the end date. This will be the same date as the start date.
  - Enter W25 for the end status.
  - *Optional:* Enter the Dropout Reason and Dropout Questionnaire Date. (This can be entered later, if it is not yet available.)
- Check 'No Show' box and click save.

# No Show – Student moves to another school within the district

- Use the student locator to enroll the student.
- An arrow in front of the student's name will indicate that the student is already in the district.
- After the student is enrolled in the new school the enrollment can be deleted in the previous school the student would not be considered a true 'No Show' in that district, so the record can be deleted at that school. (This usually must be done by a district administrator.)

# No Show – Student does NOT Show up on the First day of School

- Teachers can take attendance the first day of school in Infinite Campus.
- Any student who is on the Daily Attendance report (Daily Attendance Processing) and has not signed in by the end of the day should be marked as 'No Show' using the following procedure:
  - Leave the Start Date as the 1st day of school.
  - Change the Start Date from 'E01' to 'No Show'
  - Enter the End Date as the 1st day of school
  - Enter and End Status based upon what you know about that student. If you know they have enrolled in another school district in KY, enter a W22. If the student has moved out of the state or out of the country, enter W29. IN the comment field, enter information about where the student has gone. If you don't know anything regarding the student's whereabouts, enter W24. The code can be changed when a records request is received, or the district find our more information regarding the student.
- Check 'No Show' box and click save.



# No Show – Student shows up next day, week, etc.

- Enter a new enrollment record with the appropriate entry code.
- DO NOT delete the 'No Show' enrollment. A 'No Show' enrollment record can only be deleted if the student is a 'No Show' at one school but enrolls in another school in the same district on the first day of school.

# No Show Reports

- Tool Search: No Show Report

| 22-23                                                                                |        |                 |       | Enrollment No Show Report                                                                          |            |              |                                                            |
|--------------------------------------------------------------------------------------|--------|-----------------|-------|----------------------------------------------------------------------------------------------------|------------|--------------|------------------------------------------------------------|
|                                                                                      |        |                 |       | State Start/End Status<br>Enrollment Types: P<br>Sort Order: Student Name<br>Total Enrollments: 37 |            |              |                                                            |
| Metcalfe County Elementary School : 22-23 Metcalfe County Elementa (Enrollments: 37) |        |                 |       |                                                                                                    |            |              |                                                            |
| Student                                                                              | Number | Enrollment Type | Grade | Start Date                                                                                         | End Date   | Start Status | End Status                                                 |
| Student A<br>Student B<br>Student C                                                  |        | P:Primary       | 02    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 04    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 03    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 03    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W29:Moved, out of state or out of United States            |
|                                                                                      |        | P:Primary       | 02    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 03    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 03    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 02    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 03    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 04    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 04    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 01    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W21:Transfer to a nonpublic school                         |
|                                                                                      |        | P:Primary       | 99    | 09/06/2022                                                                                         | 09/06/2022 | NS:No Show   | W24:Moved, whereabouts unknown                             |
|                                                                                      |        | P:Primary       | 01    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 02    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 00    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 98    | 09/06/2022                                                                                         | 09/06/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |
|                                                                                      |        | P:Primary       | 01    | 08/29/2022                                                                                         | 08/29/2022 | NS:No Show   | W22:Moved, re-enrolled in another Kentucky public district |



The background of the slide is a collage. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

# Student Attendance Reports



Kentucky Department of  
**E D U C A T I O N**

# Attendance Profile Report

**New** **Period Detail** **Daily Detail** **Attendance Profile** **Documents**

**KY Daily Attendance**

| Enrollment             | Present Days                              | Absent Days | Tardies | Unexcused |
|------------------------|-------------------------------------------|-------------|---------|-----------|
| Start Date: 08/13/2025 | 160.50                                    | 9.50        | 2       | 2         |
| End Date: 05/21/2026   | Enrolled Days: 170 Scheduled Days: 170.00 |             |         |           |

**Unknown** **Excused** **Unexcused** **Exempt**

| Date           | HR | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Activity | V/PB |
|----------------|----|---|---|---|---|---|---|---|----------|------|
| 05/20/2026 Wed | U  | U | U | U | U | U | U | U |          |      |

- This is Kentucky Specific and uses KY attendance rules
- Contains summary counts for all types of absences
- Note: Students is enrolled in two schools their attendance at school is listed separately at the bottom.

## Student Profile Attendance Report

Year: 2017-2018  
CAANAN ADAMS  
P.O. Box 6271, Blaine, KY 55449  
(555)186-8873  
ID#: 2386 Grade: 12 DoB: 09/05/2000

Page 1 of 1  
Generated: 11/14/2017 11:31:28 AM

### Student Information

Student Homeroom: Homeroom Teacher:  
Student Guardian Name: WAYNE CALLIHAN  
Student Race/Ethnicity: White  
Student Gender: M

### Enrollments

| District Name   | School Name      | School # | Type | Start Date | End Date |
|-----------------|------------------|----------|------|------------|----------|
| Infinite Campus | Polk High School | 10       | P    | 07/03/2017 |          |

### Accumulative Attendance Detail - District Level

| Accumulative Days Present | Accumulative Days Absent | Days Absent Excused | Days Absent Unexcused |
|---------------------------|--------------------------|---------------------|-----------------------|
| 96.00                     | 1.00                     | 0.00                | 1.00                  |

| Total Tardies | Total Tardies Excused | Total Tardies Unexcused |
|---------------|-----------------------|-------------------------|
| 1             | 1                     | 0                       |

| Absent Events | Absent Events Excused | Absent Events Unexcused |
|---------------|-----------------------|-------------------------|
| 1             | 0                     | 1                       |

| EHQ  | BT   | AFD  | AFR  | ATA  |
|------|------|------|------|------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

### Student Attendance Profile Detail

| Term   | Date       | Day | Action Code | Check Out | Check In | % FTE Absent | WDHD Day Absent | Status | Attendance Code                  |
|--------|------------|-----|-------------|-----------|----------|--------------|-----------------|--------|----------------------------------|
| KCHST2 | 11/14/2017 | Tue | Tardy       |           | 09:45 AM | 27           | 0               | E      | PN-Parent Note                   |
| KCHST2 | 11/10/2017 | Fri | Absent      |           |          | 100          | 100             | U      | AU-Absent Unexcused              |
| KCHST1 | 07/03/2017 | Mon |             |           |          |              |                 |        | E01-First enrollment of the year |

### Accumulative Attendance Detail - School Level

Polk High School

| Accumulative Days Present | Accumulative Days Absent | Days Absent Excused | Days Absent Unexcused |
|---------------------------|--------------------------|---------------------|-----------------------|
| 96.00                     | 1.00                     | 0.00                | 1.00                  |

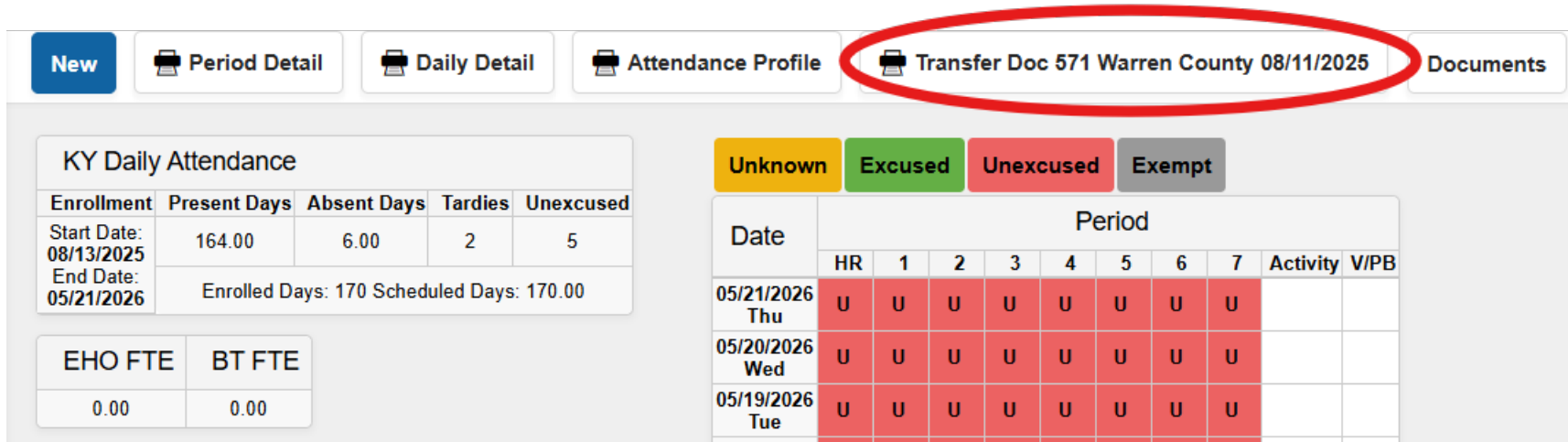
  

| Total Tardies | Total Tardies Excused | Total Tardies Unexcused |
|---------------|-----------------------|-------------------------|
| 1             | 1                     | 0                       |



Kentucky Department of  
**EDUCATION**

# Attendance for Transfer Students



**KY Daily Attendance**

| Enrollment                                     | Present Days | Absent Days | Tardies | Unexcused |
|------------------------------------------------|--------------|-------------|---------|-----------|
| Start Date: 08/13/2025<br>End Date: 05/21/2026 | 164.00       | 6.00        | 2       | 5         |
| Enrolled Days: 170 Scheduled Days: 170.00      |              |             |         |           |

| EHO FTE | BT FTE |
|---------|--------|
| 0.00    | 0.00   |

**Transfer Doc 571 Warren County 08/11/2025**

| Date           | Period |   |   |   |   |   |   | Activity | V/PB |   |
|----------------|--------|---|---|---|---|---|---|----------|------|---|
|                | HR     | 1 | 2 | 3 | 4 | 5 | 6 |          |      | 7 |
| 05/21/2026 Thu | U      | U | U | U | U | U | U | U        |      |   |
| 05/20/2026 Wed | U      | U | U | U | U | U | U | U        |      |   |
| 05/19/2026 Tue | U      | U | U | U | U | U | U | U        |      |   |

- If a student transfers in during the year and the transferred attendance has been imported an additional report will be listed

# Attendance Table (Back-End)

New

Period Detail

Daily Detail

Attendance Profile

Documents

KY Daily Attendance

| Enrollment             | Present Days                              | Absent Days | Tardies | Unexcused |
|------------------------|-------------------------------------------|-------------|---------|-----------|
| Start Date: 08/13/2025 | 160.50                                    | 9.50        | 2       | 2         |
| End Date: 05/21/2026   | Enrolled Days: 170 Scheduled Days: 170.00 |             |         |           |

EHO FTE

BT FTE

0.00

0.00

Chronic Absenteeism Information (Federal)

Absenteeism Percentage (Federal)

5.59%

Chronically Absent (Federal)

NO

Scheduled Days (YTD)

161

Days Absent (Federal)

9

Unknown

Excused

Unexcused

Exempt

| Date           | Period |     |     |     |     |     |     |     | Activity | V/PB |
|----------------|--------|-----|-----|-----|-----|-----|-----|-----|----------|------|
|                | HR     | 1   | 2   | 3   | 4   | 5   | 6   | 7   |          |      |
| 05/20/2026 Wed | U      | U   | U   | U   | U   | U   | U   | U   |          |      |
| 05/01/2026 Fri | FT     | FT  | FT  | FT  | FT  | FT  | FT  | FT  |          |      |
| 04/15/2026 Wed | T      | T   | T   | T   |     |     |     |     |          |      |
| 03/06/2026 Fri | EDN    | EDN | EDN | EDN | EDN | EDN | EDN | EDN |          |      |
| 03/05/2026 Thu | EDN    | EDN | EDN | EDN | EDN | EDN | EDN | EDN |          |      |
| 03/04/2026 Wed | EPN    | EPN | EPN | EPN | EPN | EPN | EPN | EPN |          |      |
| 03/03/2026 Tue | EPN    | EPN | EPN | EPN | EPN | EPN | EPN | EPN |          |      |
| 03/02/2026 Mon | EPN    | EPN | EPN | EPN | EPN | EPN | EPN | EPN |          |      |
| 12/19/2025 Fri | U      | U   | U   | U   | U   | U   | U   | U   |          |      |
| 12/10/2025 Wed | EPN    | EPN | EPN | EPN |     |     |     |     |          |      |
| 10/17/2025 Fri |        |     |     |     |     |     | T   | T   |          |      |
| 08/26/2025 Tue | EPN    | EPN | EPN | EPN | EPN | EPN | EPN | EPN |          |      |
| 08/25/2025 Mon | EPN    | EPN | EPN | EPN | EPN | EPN | EPN | EPN |          |      |

Put  
Cursor  
Here

- Put your cursor in the gray area of the Attendance page.
- On your keyboard hold down CTRL and Spacebar to initiate a back-end attendance table

██████████(SID# ██████████)

**Table of Contents:**

i. Summary Table View (Number of Records:170)

ii. [Check in / Check Out Table](#) (Number of Records: 3)

iii.[Attendance Table](#) (Number of Records: 90)

KYAttDailySummaryView Total Records: 170

| calendarID | structureID | grade | stateGrade | enrollmentID | personID | date       | attendanceDay | instructionalDay | fullfunding | tCode | localCode | stateCode | excuseID | excuse | ageWaiver | ageFlag | perkinsOnly | stateExclude |
|------------|-------------|-------|------------|--------------|----------|------------|---------------|------------------|-------------|-------|-----------|-----------|----------|--------|-----------|---------|-------------|--------------|
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-13 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-14 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-15 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-18 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-19 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-20 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-21 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-22 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-25 | Y             | Y                | false       | NT    | EPN       | EPN       | 2651     | E      | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-26 | Y             | Y                | false       | NT    | EPN       | EPN       | 2651     | E      | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-27 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-28 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-08-29 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-09-02 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-09-03 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |
| 161        | 233         | 08    | 08         | 76969        | 25625    | 2025-09-04 | Y             | Y                | false       | NT    |           |           |          |        | false     | false   | false       | 0            |



| excuseID | excuse | ageWaiver | ageFlag | perkinsOnly | stateExclude | absentMinutes | dailyAbsent | lastAttCode | detailAbsentTruancy | stdDayMinutes | scheduledMinutes | possibleADA | fundingWDHDPresent | truancyWDHDPresent |
|----------|--------|-----------|---------|-------------|--------------|---------------|-------------|-------------|---------------------|---------------|------------------|-------------|--------------------|--------------------|
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
| 2651     | E      | false     | false   | false       | 0            | 420           | 420         | true        | 1.0                 | 420           | 420              | 1.0         | 0.0                | 0.0                |
| 2651     | E      | false     | false   | false       | 0            | 420           | 420         | true        | 1.0                 | 420           | 420              | 1.0         | 0.0                | 0.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |
|          |        | false     | false   | false       | 0            | 0             | 0           | false       | 0.0                 | 420           | 420              | 1.0         | 1.0                | 1.0                |

# Day County KY Report

- Tool Search: Day Count KY
- Report can be used for:
  - Perfect Attendance
  - Habitual Truants

**Attendance Day Count Report**

This report calculates attendance based off Kentucky's customized attendance calculation, and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter ☐ Active Students Only

Grade: 14 96 08 09 10

Choose the scope of attendance data to be included in the report for the selected students:

☒ Calendar Only ☐ District-Wide

Start Date:  End Date:

Absent Calculation: ☒ FTE ☐ Absent Events

☒ Having at least  Absent Days  
Having at most  Absent Days

☒ AND ☐ OR

Having at least  Tardy Events  
Having at most  Tardy Events

☐ Having at least  Total Events including Tardies  
Having at most  Total Events including Tardies

Exclude Enrollment Type ☐ S: Partial ☐ N: Special Ed Service

Attendance Options ☐ Unexcused ☐ Excused ☒ Both

Suspended Options ☒ Include Suspension Days ☐ Exclude Suspension Days

Sort Options ☒ Name ☐ Grade & Name ☐ Absent Days ☐ Absent Events ☐ Tardy Events

The background is a collage of two images. The top-left image shows two yellow school buses, with the one in front labeled 'SCHOOL BUS' and the number '32'. The bottom-left image shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

# Attendance Groups

- Tool Search: Attendance Group
- Attendance groups can affect attendance and funding. It is important that they be set up correctly.
- Home Hospital – gets additional funding to cover cost of sending teacher to the student

Buttons: Add Attendance Group, Save, Delete

Attendance Group

Attendance Group

\*Enrollment  
Adams School 2022 A Grade:12 Start:08/30/2021 ▼

\*Attendance Group \*Start Date End Date

Dropdown menu for \*Attendance Group:

- APA:Alternative Placement
- FDK:Full Day Kindergarten
- HDK:Half Day Kindergarten
- HH:Home/Hospital
- NC:Non-Contract
- NCO:Non-Contract Out of State
- PAR:Partial Day
- QCE:Student is quarantined due to exposure to COVID-19
- QCP:Student is quarantined because they have tested positive for COVID-19
- SUP:Supplemental Education Services

# Attendance Group – Partial Day

### Attendance Group

**\*Enrollment**  
Adams School 2022 A Grade:12 Start:08/30/2021 ▼

**\*Attendance Group**  
PAR:Partial Day ▼

**\*Start Date** 08/31/2022  **End Date** 

**Start Time** 10:00 AM **End Time**

**Instructional Periods:** 07:50 AM - 02:45 PM

\* Partial Minutes will be auto-calculated based on the maximum scheduled minutes if no start time and end time was specified  
\* Avg Partial Minutes and Percent Enrolled fields will only update after save of attendance group  
\* Adding/Changing the start/end time and start/end date will update the attendance records

kystaging.infinitecampus.org says

Please verify the start and end times match the students IEP

OK

# Attendance Group – Partial Day Cont.

- Once you save the partial day attendance group it shows you the number of minutes in the student's day and the percent enrolled. This is the Possible ADA for the student if you do not mark “Full Funding” on the enrollment.

### Attendance Group

**\*Enrollment**  
Adams School 2022 A   Grade:12   Start:08/30/2021

**\*Attendance Group**  
PAR:Partial Day

**\*Start Date** 08/31/2021 **End Date**

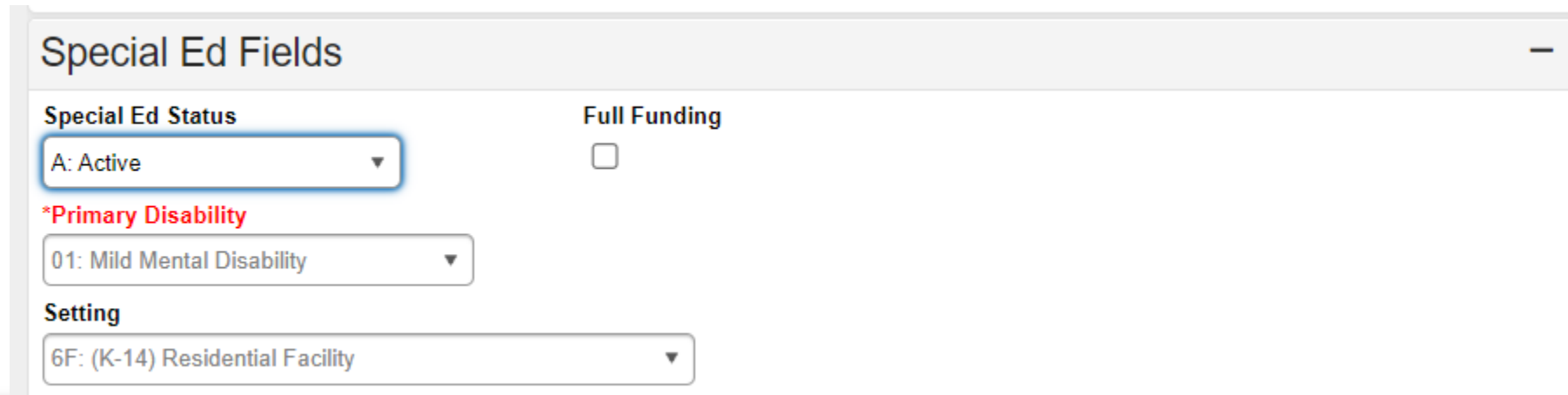
| Start Time | End Time | Avg Partial Minutes | Percent Enrolled |
|------------|----------|---------------------|------------------|
| 10:00 AM   |          | 285                 | 68.7%            |

Instructional Periods: 07:50 AM - 02:45 PM

\* Partial Minutes was auto-calculated based on the maximum scheduled minutes if no start time and end time was specified  
\* Adding/Changing the start/end time and start/end date will update the attendance records

# Attendance Group – Partial Day Cont.

- Tool Search: Enrollment
- To add full funding to the partial day special ed student, click on the plus sign in front of “SPECIAL ED FIELDS” to open this section. Click the Full Funding checkbox.



The screenshot shows a web-based form titled "Special Ed Fields" with a minus sign in the top right corner. The form contains several fields: "Special Ed Status" with a dropdown menu showing "A: Active"; "Full Funding" with an unchecked checkbox; "\*Primary Disability" with a dropdown menu showing "01: Mild Mental Disability"; and "Setting" with a dropdown menu showing "6F: (K-14) Residential Facility".

Special Ed Fields

Special Ed Status  
A: Active

Full Funding  
☐

\*Primary Disability  
01: Mild Mental Disability

Setting  
6F: (K-14) Residential Facility



The background is a collage of two images. The top-left portion shows a line of yellow school buses, with the front of one bus clearly visible, displaying 'SCHOOL BUS' and the number '32'. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room, along with storage bins and educational materials.

# Ad Hoc Reporting State Published

# Audit Overlapping Transportation Records

- Tool Search: Data Export | State Published | Audit Overlapping TCode
- Can be ran at district level or school level
- Find students with overlapping T-codes. This overlapping T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

The screenshot shows a web-based tool interface for auditing overlapping transportation records. On the left, a 'Saved Filter' dropdown menu is open, displaying a list of audit queries. The query 'student Audit Overlapping T Codes - District' is selected and highlighted in blue. Below the list are buttons for 'Search', 'Edit', 'Test', 'Copy', and 'Delete'. On the right, the main panel is titled 'Audit Overlapping T Codes - District'. It contains a usage instruction: 'Use: Find students with overlapping T codes. This overlapping T codes query must be run for all schools; select All Schools from the drop down menu prior to running the query.' Below this is a section titled 'Pick an Export Format' with radio button options: 'HTML list report' (selected), 'XML', 'Delimited values (CSV)', 'Fixed width', 'PDF report', and 'Cube Analysis'. An 'Export' button is located at the bottom of this section.

# Audit Missing Transportation Records

- Tool Search: Data Export | State Published | Audit Missing T-Code
- Can be ran at district level or school level
- Check to make sure there are no students with missing T-codes. The missing T-codes query must be run for all schools; select All Schools from the drop-down menu prior to running the query.

Audit Missing T Codes - District Total Records: 304 [Simple HTML table](#)

 Export to Excel  Export to PDF

Drag a column header and drop it here to group by that column

| student.lastName | student.firstName | student.grade | student.studentN... |
|------------------|-------------------|---------------|---------------------|
| Var              |                   | 12            | 1962282073          |
| Del              |                   | 11            | 1961957188          |
| Kel              |                   | 11            | 1962301949          |
| Da               |                   | 12            | 1962288112          |
| Da               |                   | 12            | 1919830693          |
| Da               |                   | 12            | 1919830800          |
| Stc              |                   | 11            | 1961765540          |
| Lot              |                   | 12            | 1961882972          |
| Mo               |                   | 09            | 2120308470          |

# Audit End-Dated T- Codes Records

- Tool Search: Data Export | State Published | Audit End-dated T-code
- This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

**Data Export Wizard**

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

**Saved Filter**

- Q curriculum AP - Possible AP course w/o other indi
- Q student AP Class Rosters
- Q student AP Course Code with No Difficulty Level
- Q student AP Difficulty No AP Course Code
- Q student Assessment ACT
- person Audit All Tool Rights
- Q student Audit AFD
- Q student Audit AFR
- Q student Audit ATA
- Q student Audit Check In/ Check Out
- Q student Audit Children of District Employees
- Q student Audit EHO
- Q student Audit End-dated T-code Record**
- Q student Audit Expelled SSP1 and SSP2
- Q student Audit Home Hospital
- Q student Audit IEP and T5 Data
- person Audit Missing T Codes - District
- person Audit Missing T Codes - School

Search Edit Test Copy Delete

**Audit End-dated T-code Record**

This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

**Pick an Export Format**

☒ HTML list report  
☐ XML  
☐ Delimited values (CSV)  
☐ Fixed width  
☐ PDF report  
☐ Cube Analysis

Export

# Audit IEP and T5 Data

- Tool Search: Data Export | State Published | Audit IEP and T5 Data
- Find students receiving special (T5) transportation
- Purpose: Checks for students that have a need for special transportation which must be noted on their IEP

## Data Export ☆

### Data Export Wizard

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

#### Saved Filter

- Q student Audit AFR
- Q student Audit ATA
- Q student Audit Check In/ Check Out
- Q student Audit Children of District Employees
- Q student Audit EHO
- Q student Audit End-dated T-code Record
- Q student Audit Expelled SSP1 and SSP2
- Q student Audit Home Hospital
- Q student Audit IEP and T5 Data
- Q student Audit Missing T Codes - District
- Q student Audit Missing T Codes - School
- Q student Audit Nonresident Contracts

#### Audit IEP and T5 Data

Use: Find students receiving special (T5) transportation Purpose: Checks for students that have a need for special transportation noted on their IEP

#### Created

On Unknown  
By Unknown

#### Last Updated Filter Version 3,

On 08/02/2012  
By Unknown

#### Last Run

On 08/07/2026  
By Administrator, System

#### Pick an Export Format

☒ HTML list report



Kentucky Department of  
**EDUCATION**

# Non-Attendance Courses

- Tool Search: Data Export  
| State Published |  
Campus Support Audit  
Non-Attendance Courses

**Data Export Wizard**

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

**Saved Filter**

- student Audit Missing T Codes - District
- student Audit Missing T Codes - School
- student Audit Nonresident Contracts
- student Audit Nonresident NonContract
- student Audit Overlapping T Codes - District
- student Audit Overlapping T Codes - School
- student Audit Partial Day
- student Audit Performance Based Courses
- student Audit PW Attendance
- student Audit SSP
- student Audit Virtual Based Courses
- curriculum Campus Support - Audit Non-Attendance Courses**
- student Civics Test - Students Missing Results
- student Civics Test Taker Results
- student Copy of Read to Achieve Spring Attendance
- curriculum Course - Credit Recovery - Digital LP b
- curriculum Course - Credit Recovery - Direct Instr
- curriculum Course - Degradated State Codes

**Campus Support - Audit Non-Attendance Courses**

**Pick an Export Format**

- ☒ HTML list report
- ☐ XML
- ☐ Delimited values (CSV)
- ☐ Fixed width
- ☐ PDF report
- ☐ Cube Analysis

**Export**

# Partial Week Attendance Code

- Tool Search: Data Export | State Published | Audit PW Attendance
- This query will provide a list of any students who have an attendance event with a PW code. This code is often used for SPED students whose IEP requires partial week attendance.

**Data Export Wizard**

This wizard will dump the result of a filter into a data file (csv, tab delimited, xml) or a simple list report.

**Saved Filter**

- student Audit Check In/ Check Out
- student Audit Children of District Employees
- student Audit EHO
- student Audit End-dated T-code Record
- student Audit Expelled SSP1 and SSP2
- student Audit Home Hospital
- student Audit IEP and T5 Data
- student Audit Missing T Codes - District
- student Audit Missing T Codes - School
- student Audit Nonresident Contracts
- student Audit Nonresident NonContract
- student Audit Overlapping T Codes - District
- student Audit Overlapping T Codes - School
- student Audit Partial Day**
- student Audit Performance Based Courses
- student Audit PW Attendance
- student Audit SSP
- student Audit Virtual Based Courses

**Audit Partial Day**

Use: Find students who have partial day attendance

**Pick an Export Format**

☒ HTML list report  
☐ XML  
☐ Delimited values (CSV)  
☐ Fixed width  
☐ PDF report  
☐ Cube Analysis

Export

Search Edit Test Copy Delete



The background of the slide is a composite image. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several small white tables and chairs are arranged in the room. A large white diagonal shape cuts across the center of the slide, serving as a background for the title.

# Other Reports to Ensure Data Accuracy



Kentucky Department of  
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# Reporting for Data Accuracy

- Schedule Gap Report
  - This report will verify if ALL students have a full schedule. The students name and the day of a schedule gap.
    - Tool Search: Schedule Gap Report
- Funding Gap Audit
  - This report will identify students without enough time scheduled to generate a full day's attendance funding on a per day. Time scheduled will include scheduled Virtual and Performance Based courses minutes.
    - Tool Search: Funding Gap Audit
- Safe School Report
  - This report will ensure behavior resolution and attendance consistency; districts and schools can utilize the Safe Schools. If discrepancies, critical error 5 will provide records of Suspension Attendance without a corresponding Resolution of SSP3 Out of School Suspension and warning 1 will provide records of Out of School Suspension/Attendance Dates and/or Times that are inconsistent.
    - Tool Search: Safe Schools

# Reporting for Data Accuracy Cont.

- Overlapping Enrollments
  - This report prints enrollment information for students who have overlapping enrollments.
    - Tool Search: Enrollment Overlap
- State Enrollment Overlap
  - This report outputs enrollment information for students in the district who have overlapped enrollments statewide. All schools in the district are considered during report generation.
    - Tool Search: State Enrollment Overlap

# Home Hospital Validation Report

- Tool Search: Home Hospital Validation
- Assist districts verifying Home/Hospital data
- Home Hospital Student Detail - provides detailed information of students that have a Home Hospital Attendance Group assigned.
- Home Hospital Attendance Errors - provides a list of students that have a Home Hospital attendance event outside of a Home Hospital Attendance Group date range.
- For more information, please see the [Quick Reference Card](#)

The background of the slide is a composite image. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small desks and chairs arranged in the room.

# Balancing Monthly Attendance Reports



Kentucky Department of  
**E D U C A T I O N**

# Balancing Monthly Attendance Reports

- [Balancing Monthly Reports](#)

## Understand how ADM/ADA and Register Reports work:

### What causes a student to print on the Monthly Attendance Reports?

- a. The student must be enrolled
- b. The student must have a complete schedule
- c. The student must be enrolled in a valid grade level
- d. Elementary Schools – the student must be enrolled in a valid homeroom

### What affect ADM/ADA and Register Reports “Foundation”?

- a. Calendar Days
- b. School Months – 20 Day Reporting Calendar
- c. Entry/Withdrawal Start and End Dates
- d. Entry/Withdrawal Start and End Status
- e. Grade Level
- f. Transportation Codes (T-Codes)
- g. Student’s Schedule
- h. Courses marked for attendance
- i. Student Attendance

### Register Report

- a. This report is a daily account of what happened to the student for each day of the attendance month. It includes all of “Foundation”.
- b. This report includes all attendance; however, a tardy does not get calculated into the totals for Days Present, Absent, and Enrollment. If a tardy is removed or added, it will not affect the totals on ADM/ADA and Register Reports.
- c. The Register should be signed by the Principal or Principal’s Designee.

### ADM/ADA Detail Truancy Report

- a. This report gives monthly totals by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as a breakdown of attendance by Attendance State Code.

### ADM/ADA Detail Funding Report

- a. The report gives monthly school totals by Grade Level and T-Code for Aggregate Attendance, and will display your funding Aggregate Attendance, ADA.
- b. This report helps you find any possible gaps in funding.  
E.g. a student is inadvertently marked out of state, underage without waiver, etc.
- c. The ADM/ADA Detail Report whether it is run by Funding or Truancy should be signed by the Principal or Principal’s Designee.

## Balancing Monthly Attendance Reports – Preliminary Reports

Reports to run prior to printing the end of the attendance month ADM/ADA and Registers

### Schedule Gap KY State Reporting

This report will verify if ALL students have a full schedule and courses are marked for attendance. The students' name, term, and period of gap will display.

- Tool Search: Schedule Gap
- Exclude partial day students, click primary enrollments, and select grades for your school, generate report

### Schedule Gap Edit Report

This report also verifies if students have a full schedule but does not include courses NOT marked for attendance. Only student name a date will display gap.

- Tool Search: Schedule Gap
- Generate Report
- This report may be preferred if a school has a lot of V/PB courses.

### Funding Gap Audit

This report will identify students without enough time scheduled to generate a full day's attendance funding per day. E.g. Seat Time + V/PB. Time scheduled will include scheduled Virtual and Performance Based courses minutes. If a full-time V/PB student has enough time scheduled, they will not display on report.

- Tool Search: Funding Gap Audit
- This report may never be clear
- You are looking for V/PB % plus Seat time % equals 93% or above.

### State Enrollment Overlap

This report outputs enrollment information for students in a district who have overlapped enrollments statewide.

- Tool Search: Enrollment Overlap
- Only choose primary
- Do not include no show or same day
- A one-day overlap is acceptable.
- It is commonly practiced withdrawing students on last present day of attendance; this is a district decision.
- If a student is suspended, withdraw on the last served day of suspension. It is recommended to go back in the behavior and amend the dates and leave a comment of the dates that are left to serve, see your administration for more direction. If left unaddressed this behavior will show as an error on the Safe Schools report.



## State Published Audit Ad Hocs

State published audit ad hocs are created to ensure data accuracy and are helpful in monthly balancing and other state reporting.

- Tool Search: Data Export | State Published

### Student - Audit End-dated T-Code Record

This ad hoc will list students whose most recent transportation code record has been end-dated prior to the end date of their enrollment record. The ad hoc will find actively enrolled students with end dates on their most recent t-code record as well as students who have withdrawn whose most recent t-code record was end-dated before they withdrew.

### Student - Audit Missing T-Code – By School

Check to make sure there are no students with missing T-codes. Any missing T-Code will result in an automatic NT which will not generate Transportation Funding.

### Student - Audit Overlapping T-Code – By School

Find students with overlapping T-codes. This should be cleaned, if there is an overlapping T-Code that is from prior year, contact your KSIS or DPP for clean-up.

### Curriculum – Campus Support – Audit Non-Attendance Courses

This ad hoc will help identify any courses that are not marked as attendance, you can review to ensure all intended courses are marked appropriately. If attendance clerk does not have rights to run this report: DPP, KSIS, or Counselors should actively generate this report.

### Student – Audit Partial Day

This results in students who have been put in a Partial Day Attendance Group.

To receive full funding for partial day students, the students must be approved by local board of education for the shortened school day, details included in IEP and Conference Summary, and Full Funding checkbox must be checked on the current enrollment.

If a student without an IEP requires a shortened school day: the local board of education must approve and a Partial Day Attendance group must be entered. The Full Funding checkbox CANNOT be checked.

### Student – Audit PW Attendance

This query will provide a list of students who have an attendance event with a PW code.

This code is often used for SPED students whose IEP requires partial week attendance.

This must also be approved by your local board of education and Full Funding box checked on the enrollment tab.

## Safe Schools Extract

Running this report will ensure behavior resolution and behavior attendance consistency.

- Tool Search: Safe Schools
- You can enter dates to find an incident which occurred during a date range or you can leave the date range blank to find all incidents which occurred in the selected calendar. Leaving date range blank is recommended to keep behavior and attendance accurate.
- Run Extract
- There are two sections:  
Behavior Resolutions without a selected corresponding attendance code, which displays days where there should be an attendance code populated from a behavior resolution.  
  
Attendance without a corresponding behavior resolution, which displays days where there is a behavior-linked attendance code but no behavior resolution.

## Home Hospital Validation Report

This report will assist the district verifying accuracy of Home Hospital data entry. Two reporting options are available, use the radio button to select which report is needed. Results are based on the school and school year selected.

- Tool Search: Home Hospital Validation
- This report should be run for both Home Hospital Student Detail and Home Hospital Errors
  1. Home Hospital Student Detail - provides detailed information of students that have a Home Hospital Attendance Group assigned.
  2. Home Hospital Attendance Errors - provides a list of students that have a Home Hospital attendance event outside of a Home Hospital Attendance Group date range, HH over the 6-month period of services, and other possible errors. Some errors may not need to be corrected, e.g. Chronic Illnesses or two doctor's statements.

## Monthly Attendance Reports for Retention and Balancing

The ADM/ADA & Register should be run at the **end of each school month** for each school and must be retained in the district according to records retention policy.

### ADM/ADA Detail Truancy and Funding Report

The ADM and ADA Report summarizes data from Kentucky's attendance calculation.

- Tool Search: ADM and ADA Detail Report

### ADM/ADA Detail Truancy Report

- Report Type – Detail
- ADA Mode – Truancy
- Select appropriate school month
- Transportation – all T-codes selected
- Sort Options – Grade
- Generate Report Now

This report gives monthly totals by Grade Level and T-Code for Aggregate Attendance, ADM/ADA as well as a breakdown of attendance by each Attendance State Code. The truancy detail report will match the Register Report.

### ADM/ADA Detail Funding Report

- Report Type – Detail
- ADA Mode – Funding
- Select appropriate school month
- Transportation – all T-codes selected
- Sort Options – Grade
- Check: Print the signature line at the bottom of the report.
- Generate Report Now

The report gives monthly school totals by Grade Level and T-Code for Aggregate Attendance, and will display your funding Aggregate Attendance, ADA. This report helps you find any possible gaps in funding. E.g. a student is inadvertently marked out of state, underage without waiver, etc. The funding detail report should match Register if there are no gaps in funding.

**The ADM/ADA Detail Report whether it is run by Funding or Truancy should be signed by the Principal or Principal's Designee.**

Report Type ☒ Detail ☐ Summary

Calendar 26-27 Allen County-Scottsville

ADA Mode ☐ Truancy ☒ Funding

☐ Date Range  To

☒ School Month

- ☒ Month 1 (08/05/2026 - 09/01/2026)
- ☐ Month 2 (09/02/2026 - 09/29/2026)
- ☐ Month 3 (09/30/2026 - 11/03/2026)
- ☐ Month 4 (11/04/2026 - 12/03/2026)
- ☐ Month 5 (12/04/2026 - 01/12/2027)
- ☐ Month 6 (01/13/2027 - 02/10/2027)
- ☐ Month 7 (02/11/2027 - 03/10/2027)
- ☐ Month 8 (03/11/2027 - 04/15/2027)
- ☐ Month 9 (04/16/2027 - 05/13/2027)
- ☐ Month 10 (05/14/2027 - 06/10/2027)

Transportation ☒ NT ☒ T1 ☒ T2 ☒ T3 ☒ T4 ☒ T5

Sort Options ☒ Grade ☐ Student Name ☐ Homeroom by Grade ☐ Homeroom by Name

☒ Print the signature line at the end of the report

Report Format: PDF

☒ Grade

All Student

09 9th Grade

10 10th Grade

11 11th Grade

12 12th Grade

14 Over the age of 17 by October 1st

☐ Ad Hoc

Exclude ☐ State Exclude ☐ Perkins Only

Note: If your district has any state excluded students then you may select state exclude. This is becoming less common. E.g. Preschool students should no longer be marked as State Excluded.

For more information on the ADM/ADA Report, visit this Infinite Campus Knowledge Base [LINK](#).

## Attendance Register Report

This Report is generated monthly along with the ADM/ADA for monthly balancing. The Register report prints exact student attendance detail within a single school month. For a student to display on the Register report they must have a schedule. If a student does not have a schedule, they will NOT be included on the register detail nor the ADM on this report.

- Tool Search: Attendance Register
- All Students: (Recommended not to include 97-99)
- Appropriate School Month
- Report Type: Daily Register
- Display Option: Absent Percent (Recommended)
- Sort Option: Grade (Recommended for balancing)
- Generate Report

**The signature line and date are included at the end of each grade for the report.**

# Attendance Register ★

## Kentucky Daily Attendance Register Report

This report prints student attendance detail within a single school month. Choose a display option to see attendance data in raw minutes or percent values. Choose a sort option to arrange the list of students according to grade, student last name, or homeroom teacher.

Which students would you like to include in the report?

☒ Grade

All Students  
14  
09  
10  
11

☐ Ad Hoc Filter

School Month\*

Month 1 (08/05/2026 - 09/01/2026) ▼

Report Type

☒ Daily Register

print attendance group by date, one line per student.

Display Option

☐ Absent Minutes

☒ Absent Percent

print absence in percentage of scheduled time

Sort Option

☒ Grade

☐ Student Name

☐ Homeroom by Grade

☐ Homeroom by Name

Generate Report

For more information on the Attendance Register visit this Infinite Campus Knowledge Base [Link](#)

### Balancing Monthly Register Report to ADM/ADA Report

1. Match Register Report ADM to ADM/ADA Report ADM – **Match the Squares**

This may not match if there are students in your district that do not have a schedule.

E.g. SpEd students with N Enrollments (Special Ed Services Only), Gatton/Craft Academy Students, or students without a schedule.

2. Match Register Report ADA to ADM/ADA Report ADA – **Match the Circles**

3. Match Register Report P (Present) to ADM/ADA Report ATT – **Match the Triangles**

## Register Report

|  |                                                                                                                                                                                                        |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Attendance Register Report for Grade 09</b><br>Students: 141    Schedule Structure: Main<br>School Month: 1    08/08/2022 - 09/02/2022    Days: 20    Instructional Days: 18    Attendance Days: 18 |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Daily Summary

| Student Count | 8/8 | 8/9 | 8/10 | 8/11 | 8/12 | 8/15 | 8/16 | 8/17 | 8/18 | 8/19 | 8/22 | 8/23 | 8/24 | 8/25 | 8/26 | 8/29 | 8/30 | 8/31 | 9/1 | 9/2 | ADM    | ADA    |
|---------------|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-----|-----|--------|--------|
| Total         | 141 |     | 0    | 2    | 4    | 8    | 9    | 13   | 14   | 12   | 13   | 10   | 20   | 10   | 18   | 14   | 6    | 8    | 10  | 17  | 139.33 | 129.83 |

### Daily Detail

) 1 2 3 3 7 3 3 2 3 4 5 6 9 0 1

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### Attendance Register Report for Grade 09 cont.

Todd County Central High School — 22-23  
08/03/2023 12:35:03 PM

School Month: 1    08/08/2022 - 09/02/2022    Days: 20    Instructional Days: 18    Attendance Days: 18

| 8/8 | 8/9 | 8/10 | 8/11 | 8/12 | 8/15 | 8/16 | 8/17   | 8/18   | 8/19 | 8/22 | 8/23   | 8/24 | 8/25 | 8/26 | 8/29   | 8/30   | 8/31   | 9/1    | 9/2    | P     | A       | E     | ADA  |        |
|-----|-----|------|------|------|------|------|--------|--------|------|------|--------|------|------|------|--------|--------|--------|--------|--------|-------|---------|-------|------|--------|
| M   | T   | W    | T    | F    | M    | T    | W      | T      | F    | M    | T      | W    | T    | F    | M      | T      | W      | T      | F      |       |         |       |      |        |
| P   | O   | E01  |      |      |      |      | ED 420 |        |      |      | IS     | ED T |      |      | ED 420 | ED 420 | ED 420 | ED 420 | ED 420 | 14.00 | 4.00    | 18    | 0.78 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      |      | ED T   |        |        |        |        | 17.00 | 1.00    | 18    | 0.94 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      |      | UA 241 |        |        |        | UA 420 | 16.50 | 1.50    | 18    | 0.92 |        |
| P   | O   | E01  |      |      |      |      | UA T   | UA 420 |      |      | ED 420 | UA T |      |      | UA T   | UA T   | UA T   | UA 177 | UA 177 | 15.50 | 2.50    | 18    | 0.86 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      | EP T |        |        |        |        |        | 18.00 |         | 18    | 1.00 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      |      |        |        |        |        |        | 18.00 |         | 18    | 1.00 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      |      |        |        |        |        |        | 18.00 |         | 18    | 1.00 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      |      |        |        |        |        |        | 18.00 |         | 18    | 1.00 |        |
| P   | O   | E01  |      |      |      |      |        |        |      |      |        |      |      |      |        |        |        |        |        | 18.00 |         | 18    | 1.00 |        |
|     |     |      | 0    | 2    | 4    | 8    | 9      | 13     | 14   | 12   | 13     | 10   | 20   | 10   | 18     | 14     | 6      | 8      | 10     | 17    | 2338.00 | 50.00 | 2508 | 129.83 |

## ADM ADA Report

|  |                                                                                                                                                 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>KY ADM ADA School Summary Report</b><br>ADA: Funding    School Month: 1    Transportation: NT, T1, T2, T3, T4, T5<br>All Grades<br>Grades: 5 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------|

### Attendance Summary Group by Grade

| Grade        | Funding         | ATT | Funding       | Absent Days | Funding ADA   | Funding ADM   | Funding %     | Truancy ATT     | Truancy Absent Days | Truancy ADA   |
|--------------|-----------------|-----|---------------|-------------|---------------|---------------|---------------|-----------------|---------------------|---------------|
| 09           | 2,338.00        |     | 170.00        |             | 129.83        | 139.33        | 93.22%        | 2,338.00        | 170.00              | 129.83        |
| 10           |                 |     | 235.50        |             | 134.60        |               | 91.15%        | 2,426.50        | 235.50              | 134.60        |
| 11           | 2,297.00        |     | 204.00        |             | 127.48        | 138.93        | 91.84%        | 2,297.00        | 204.00              | 127.48        |
| 12           | 2,004.40        |     | 239.50        |             | 113.70        | 127.11        | 89.33%        | 2,048.50        | 239.50              | 113.70        |
| 14           | 74.50           |     | 15.50         |             | 4.14          | 5.00          | 82.78%        | 74.50           | 15.50               | 4.14          |
| <b>Total</b> | <b>9,140.40</b> |     | <b>864.50</b> |             | <b>507.30</b> | <b>558.25</b> | <b>91.36%</b> | <b>9,184.50</b> | <b>864.50</b>       | <b>509.75</b> |

Once the Register and ADM/ADA balance for all grades, you may now print your reports for signatures from your school's Principal or Principal's designee.

## Sample Monthly Attendance Report Check List

|                             |                                                                                                 | Month<br>1 | Month<br>2 | Month<br>3 | Month<br>4 | Month<br>5 | Month<br>6 | Month<br>7 | Month<br>8 | Month<br>9 | Month<br>10 |
|-----------------------------|-------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Attendance Month Ends Date: |                                                                                                 |            |            |            |            |            |            |            |            |            |             |
| 1                           | Audit Overlapping T-Codes (Ad Hoc)                                                              |            |            |            |            |            |            |            |            |            |             |
| 2                           | Audit Missing T-Codes (Ad Hoc)                                                                  |            |            |            |            |            |            |            |            |            |             |
| 3                           | Audit End-Dated T-Codes (Ad Hoc)                                                                |            |            |            |            |            |            |            |            |            |             |
| 4                           | Courses not Marked for Attendance (Ad Hoc)                                                      |            |            |            |            |            |            |            |            |            |             |
| 5                           | Partial Day Attendance Group (Ad Hoc)                                                           |            |            |            |            |            |            |            |            |            |             |
| 6                           | Schedule Gap Reports (Tool Search: Schedule Gap)                                                |            |            |            |            |            |            |            |            |            |             |
| 7                           | Funding Gap Audit (Tool Search: Funding Gap Audit)                                              |            |            |            |            |            |            |            |            |            |             |
| 8                           | Safe Schools Report (Tool Search: Safe Schools)                                                 |            |            |            |            |            |            |            |            |            |             |
| 9                           | Overlapping Enrollments (Tool Search: Enrollment Overlap)                                       |            |            |            |            |            |            |            |            |            |             |
| 10                          | State Enrollment Overlap (Tool Search: State Enrollment Overlap)                                |            |            |            |            |            |            |            |            |            |             |
| 11                          | Distribute reports for necessary verification, make corrections where needed                    |            |            |            |            |            |            |            |            |            |             |
| 12                          | Lock School Month                                                                               |            |            |            |            |            |            |            |            |            |             |
| 13                          | All Schools – Attendance Register by Grade                                                      |            |            |            |            |            |            |            |            |            |             |
| 14                          | All School – ADM/ADA Detail                                                                     |            |            |            |            |            |            |            |            |            |             |
| 15                          | Verify that both reports are signed                                                             |            |            |            |            |            |            |            |            |            |             |
| 16                          | File all daily absences reports, check in/out logs, Attendance Register, ADM/ADA Detail Reports |            |            |            |            |            |            |            |            |            |             |
| Date Completed              |                                                                                                 |            |            |            |            |            |            |            |            |            |             |





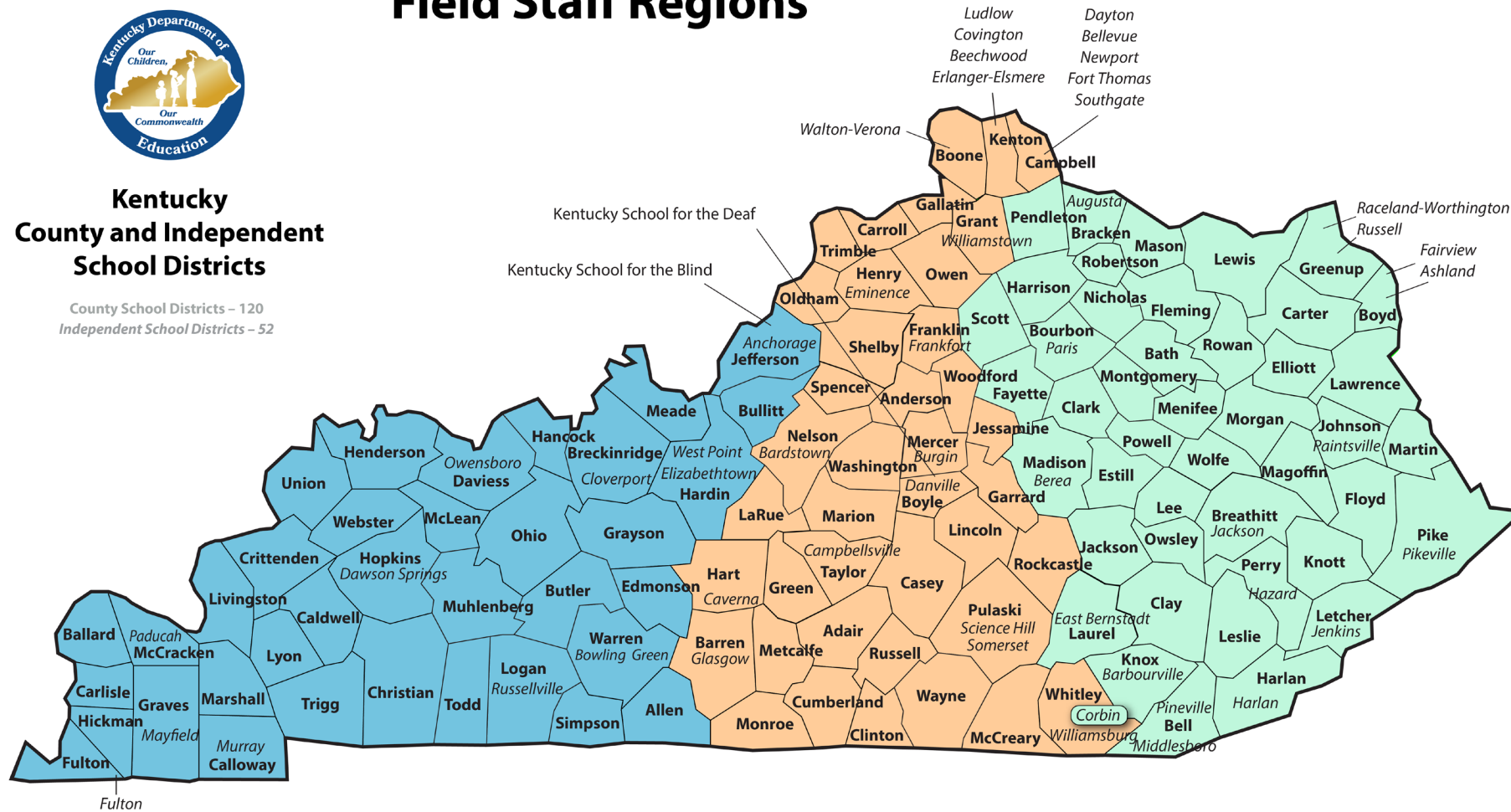
# KDE Field Consultants

## Field Staff Regions



### Kentucky County and Independent School Districts

County School Districts – 120  
Independent School Districts – 52



# Contact Information

Ruth Britt: 502-892-6776 (Western Consultant)

[Ruth.Britt@education.ky.gov](mailto:Ruth.Britt@education.ky.gov)

Becky Walsh: 502-892-6778 (Central Consultant)

[Becky.Walsh@education.ky.gov](mailto:Becky.Walsh@education.ky.gov)

Sasha Reinhardt: 502-892-6871 (Eastern Consultant)

[Sasha.Reinhardt@education.ky.gov](mailto:Sasha.Reinhardt@education.ky.gov)

Ronda Devine: 502-564-5279 Ext. 4444 (Branch Manager)

[Ronda.Devine@education.ky.gov](mailto:Ronda.Devine@education.ky.gov)

Marissa Hancock (Data Analyst)

[Marissa.Hancock@education.ky.gov](mailto:Marissa.Hancock@education.ky.gov)

1. What is the best thing you learned today?
2. How will today's training change what you do?
3. What do you wish I had covered today?