

**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM**

**AUTOMATED STUDENT ATTENDANCE  
RECORDKEEPING SYSTEM  
HANDBOOK**



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FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
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**SUMMARY OF CHANGES**

Outlined below is a summary of the changes made in this document from the July 2006 Edition.

Page Number	Description of Change
	<b>TABLE OF CONTENTS</b>
iii	Updated page numbers for Data Elements.
	<b>ATTENDANCE TERMS AND DEFINITIONS</b>
5-6	Updated definition of Withdrawal to include reference to procedures outlined in Florida Statutes on voluntary withdrawal and withdrawal for other reasons.
	.
ALL PAGES	Updated Revised Date.
	Updated Effective Date.
	Updated Page Numbers

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**SECTION I  
ATTENDANCE PROCEDURES**

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**INTRODUCTION**

In accordance with both *Florida Statutes* and *State Board of Education Rule*, school districts maintain automated student records for all students in grades PK through 12 in classes that generate funding. The implementation required of districts is described in this document.

Section 1003.23, *Florida Statutes*, requires districts to “keep all records” and “submit promptly all reports that may be required by law and by rules of the State Board of Education and district school boards.” To be included in these reports is “a register of enrollment and attendance.” The statute further requires that the enrollment register “show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education.” The school year is defined as the regular 180 day school year plus its associated summer session(s). That is, the period of time from the first day of the regular 180 day school year to the day immediately preceding the first day of the next regular 180 day school year constitutes the school year.

The automated attendance system described in this document is the approved Florida Department of Education Automated Student Attendance Recordkeeping System. All automated systems must conform to the standards outlined in this document and in Rule 6A-1.044(3), FAC.

Traditionally, attendance records have been collected on paper forms and verified with hand-written signatures. However, the increasing demand for electronic recordkeeping on desktop computers has necessitated that standards be developed so that these systems will comply with the requirements of Rule 6A-1.044(3), FAC. These standards are outlined in the “Electronic Recordkeeping Procedures” section.

**GENERAL INFORMATION/PURPOSE**

The purpose of this document is to explain the attendance recordkeeping requirements for all students enrolled in Florida public school districts. It defines attendance elements as they relate to both entry and reentry of students into public schools and their withdrawal from schools. It further meets audit trail requirements in the form of how students are entered, reentered, and withdrawn, and defines output report requirements that must be provided upon request for audit purposes.

Each district shall maintain attendance, absence, and withdrawal information on students enrolled in the district and be able to prepare, upon request, a record of each student’s entry, reentry, and withdrawal dates as well as that student’s days present and absent.

The student attendance recordkeeping system has three basic purposes:

1. To meet the requirements of Section 1003.23, *Florida Statutes*, which requires the attendance or absence of students be checked on a daily basis;
2. To provide documentary evidence of students’ eligibility for inclusion in the FTE membership survey or surveys;

NOTE: FTE audits are based on a fiscal year, not on a school year. For example, if an FTE audit is performed on 2006-07 data, a district must provide automated attendance records for the entire fiscal year running July 1, 2006 - June 30, 2007; and

3. To comply with the Florida Department of Education Information Data Base Requirements.

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**ATTENDANCE TERMS AND DEFINITIONS:**

When used in this document, the following terms and definitions apply. These terms meet statutory definitions, DOE Information Data Base Requirements, or general district usage.

**ABSENCE:** Absence is the nonattendance of a student at scheduled times when attendance is to be taken on days school is in session. Under Rule 6A-1.044, any student must be counted absent who is not physically present at school or at a school activity during the prescribed count time as defined under the compulsory attendance law. In the administration of the daily compulsory attendance law and local school system policies, a student's absence in grade levels PK-12 may be considered as "excused" or "unexcused" and appropriately identified. In all cases, however, the student who is not present is counted absent. In addition, beginning with the 2006-07 school year, section 1003.02(1)(b), F. S. included the following provision: "District school boards are authorized to establish policies that allow accumulated unexcused tardies, regardless of when they occur during the school day, and early departures from school to be recorded as unexcused absences."

**AGGREGATE DAYS ABSENT:** The sum of all days absent for all students in membership.

**AGGREGATE DAYS ABSENT – UNEXCUSED NOT RELATED TO DISCIPLINE:** For all students in membership, the sum of all days absent that are coded as unexcused (based upon district policy) and are not related to discipline.

**AGGREGATE DAYS ATTENDANCE:** The sum of days present for all students in membership while school was in session.

**AGGREGATE DAYS MEMBERSHIP:** The sum of aggregate days attendance and aggregate days absent of students for days school was in session.

**ATTENDANCE:** Attendance is the presence of a student during the prescribed count time on days school is in session. The student must be actually at the school or schools to which he or she has been assigned or present at an educational activity which constitutes part of the approved school program for that student.

**AVERAGE DAILY ATTENDANCE (ADA):** The average number of students present each day school was in session. Average daily attendance equals aggregate days attendance divided by the total days school was in session. Typically, average daily attendance is calculated for the 180 day school year. However, these calculations may be for other periods of time.

**AVERAGE DAILY MEMBERSHIP (ADM):** The average number of students on the current roll of the school each day school was in session. Average daily membership equals aggregate days membership divided by the total number of days school was in session. Typically, average daily membership is calculated for the 180 day school year. However, these calculations may be for other periods of time.

**DNE:** A withdrawal code (Did Not Enter) for those students in grades PK–12 who are expected to enroll at the beginning of the school year and who do not return to begin the year. The district should carry the student on the class rosters for up to a period of ten (10) school days.

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If the student has not enrolled, the district must remove the student from the roll as of the first day of the 180 day school year by entering the withdrawal code DNE, recording the withdrawal date as of the first day of school, and by deleting any attendance records and course schedule associated with the student. The withdrawal record must be maintained for reporting to the Florida Department of Education.

If at any time during the year a determination is made that the student has withdrawn for reasons other than DNE, the appropriate change must be made on the student's record. If a student enrolls in the district prior to day 11, the entry code on day 1 of the 180 day school year and any attendance information must be deleted and the appropriate entry code must be entered on the day the student enrolls. If a student enrolls in the district at a later time, the DNE code must be deleted and the appropriate entry code would be indicated on the first day the student enters the district.

If another school system requests the student's record, the DNE withdrawal code must be replaced by the appropriate withdrawal code. The district must enter the withdrawal code on the first day of the current school year.

**ENTRY:** Entry is the date (and associated code) on which the student is entered in a Florida public school district. An entry code is required for PK-12 students each time they enroll in a Florida public school during a school year. For a list of PK-12 Entry Codes, please reference the following link: [http://www.firn.edu/doe/eias/dataweb/database\\_0708/student\\_0708/appendixu/pdfappu/appenda.pdf](http://www.firn.edu/doe/eias/dataweb/database_0708/student_0708/appendixu/pdfappu/appenda.pdf).

**INTERSESSIONS:** When Intersessions occur in a school that is open year-round, students must not be withdrawn from the year-round school except at the end of the 180 day school year. However, for those students attending Intersessions the student must be assigned a reentry code on the first day of each Intersession and must be withdrawn on the day following the last day of each Intersession.

If a student withdraws from an Intersession prior to its completion, the appropriate withdrawal code must be shown on the day following the student's last day of membership. If the student does not return to the year-round school for the regular school year, the appropriate withdrawal code must also be entered on the day after the student's last day of membership during the 180 day school year.

**MEMBERSHIP:** Membership is the assignment by a school district of a student to a grade or program in which regular attendance is taken.

**PERCENT OF ATTENDANCE:** Percent of attendance is a comparison of the number of students present with the number of students on the membership rolls. For example, a school/district whose ADA is 933 and ADM is 1,000 has a 93.3 Percent of Attendance.

**REENTRY:** Reentry is the date (and associated code) which tracks the movement of a student within the same district, school, or reporting unit in the same school year. A student must have already been enrolled in the district during the school year in order to be identified as having a Reentry, and there must not have been any intervening educational experience prior to re-enrollment. Please reference [http://www.firn.edu/doe/eias/dataweb/database\\_0708/student\\_0708/appendixu/pdfappu/appenda.pdf](http://www.firn.edu/doe/eias/dataweb/database_0708/student_0708/appendixu/pdfappu/appenda.pdf) for PK-12 Reentry Codes.

Students who reenter school after having been withdrawn must be reentered on the date they return. This requirement also covers the student returning to summer school. Students taking classes during a Summer Session or Intersession must be coded as having a reentry on the first day they attend the Summer Session or Intersession and must be withdrawn on the day after the last day of the Summer Session or Intersession. Students are not withdrawn from the regular 180 day school year when they attend an Intersession. Attendance must be maintained for a student attending classes during an Intersession or Summer Session. The attendance becomes part of the student's summer school

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attendance when indicating days present and days absent on the permanent record and to the state as part of Survey 5 reporting.

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**SCHOOL YEAR:** The school year is the period during which the schools are regularly in session for the minimum number of 180 days of instruction, including its associated summer session(s). That is, the period of time from the first day of the regular 180 day school year to the day preceding the first day of the next regular 180 day school year constitutes the school year. The school year for Department of Juvenile Justice facilities as defined in Section 1003.01(11), *Florida Statutes*, may be as long as 250 days of instruction distributed over 12 months, although, at the request of the provider, a district school board may decrease the minimum number of days of instruction by up to 10 days for teacher planning for residential programs and up to 20 days for teacher planning for nonresidential programs, subject to the approval of the Department of Juvenile Justice and the Department of Education.

**TARDY:** Tardy is the absence of a student at the time attendance is taken provided the student meets the definition for being present before the close of the day.

**WITHDRAWAL:** Withdrawal is the date (and associated code) on which a student is removed from a Florida public school attendance recordkeeping unit (class, grade, or school). Please reference [http://www.firn.edu/doe/eias/dataweb/database\\_0708/student\\_0708/appendixu/pdfappu/appenda.pdf](http://www.firn.edu/doe/eias/dataweb/database_0708/student_0708/appendixu/pdfappu/appenda.pdf) for PK-12 Withdrawal Codes. The appropriate withdrawal code and the date should be entered for the student upon that student's official withdrawal from school. If a student withdraws from school prior to the end of the school year, enter the withdrawal code and date as follows:

- If a student withdraws from school on a day the student is in attendance, the appropriate withdrawal code must be recorded on the day following the last day of the student's membership.
- If a student is withdrawn while absent, record the withdrawal code on the day following the day the student was officially withdrawn from school.

**(NOTE:** If the "day following" falls on a Saturday, record the code on the date of the following Monday.)

A withdrawal is official when one or more of the following occurs:

1. A parent or legal guardian notifies the school that the child is permanently leaving the school to enroll in another school or in home education;
2. A request for the student's school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll;
3. The student has been transferred within the school or district by school officials;
4. The student has been promoted, graduated, has earned a certificate of completion or special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under Section 1003.21(3), *Florida Statutes*,
5. The student has died; or
6. A student formally terminates school enrollment and the school satisfies the requirements of section 1003.21(1)(C), *Florida Statutes*. (This should include information to the student related to driving privileges, CINS/FINS (Child-in-Need-of-Services/Families-in-Need-of-Services) providers, and the Learnfare Program; **or** a school documents that the requirements of sections 1003.26 and 1003.27, *Florida Statutes*, have been attempted in good faith and that the student left school voluntarily with no intention of returning.

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A school is not authorized to withdraw a student from enrollment due to nonattendance as long as the student attends school, even if the student attends sporadically. A student may only be withdrawn from school due to nonattendance (W15) after all procedures outlined in sections 1003.26 and 1003.27, Florida Statutes have been followed. Withdrawal **due to other reasons** should not be used unless all other avenues have been exhausted and the district specifically approves its use.

7. At the end of the school year, appropriate withdrawal codes must be recorded on the day after the last day of school for all students who are in membership on the last day of the regular 180 day school year. On the day after the last day of summer school, the appropriate withdrawal code must also be assigned to all students who are in membership on the last day of summer school.

For those students for whom requests for records are received over the summer or during the break prior to the beginning of the next regular school year, changes should be made in the withdrawal codes that will be part of the normal process for withdrawing students. Those withdrawals should be entered on the day following the last day of the school year or summer school, whichever is appropriate.

**YEAR-ROUND SCHOOL:** Year-round school means a school in which each student receives at least 180 days of instruction. Students are offered educational opportunities over an 11 month or 12 month period with shorter, staggered vacation periods (identified as Intersessions) or instructional periods beyond the 180 days which are provided throughout the year.

**ELECTRONIC RECORDKEEPING PROCEDURES:**

Rule 6A-1.044(2), FAC, requires that an electronic recordkeeping system be used to maintain student attendance records. Rule 6A-1.0014(1), FAC, states that each school district shall develop and implement an automated information system component which shall be part of, and compatible with, the statewide comprehensive management information system. To this end, the automated student attendance management system must meet the following criteria:

1. The system shall provide complete and accurate attendance data and shall make provision for maintaining auditable records for three (3) years or until applicable audits are completed.
2. The system shall include a sign-on indicator to assure that attendance is being taken regularly. Daily sign-ons shall be reported by exceptions; i.e., by who has not signed on each day. An exception report shall be generated on a regular basis so that the principal or the principal's designee may assure that some positive action is taken in each course/period.
3. A daily log shall be generated and maintained that will include sufficient information to ascertain when and by whom attendance data was entered, changed, or deleted. Data to be included in the daily log shall include the following:

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- a. ID of teacher or responsible adult
  - b. Date of attendance
  - c. Attendance code
  - d. Course
  - e. Section
  - f. Period
  - g. Student ID
  - h. Date of action
  - i. Transaction code (Add, Change, Delete)
4. The system shall provide backup and redundancy procedures to insure the security of the data.
- a. Backup of each individual PC's data should be automatic, insuring that the backups are current. To achieve this goal, PC backup software with tools to centrally setup and monitor the PC backup and recovery process shall be employed.
  - b. Replication software to manage a process whereby a source directory is replicated onto one or more destination directories by adding, deleting, and updating files on the destination until they match those on the source shall be employed. This automated process reduces the chance of human error and ensures that the file replication takes place either on schedule or in real-time.

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**RECORDKEEPING REQUIREMENTS FOR SPECIFIC GRADE GROUPS:**

Given below is a chart which describes the recordkeeping requirements in summary. Following this chart is a detailed explanation of automated recordkeeping requirements.

TYPE OF STUDENT	LEVEL OF RECORDKEEPING REQUIRED	METHOD OF REPORT RETRIEVAL
PK - 12	Daily	Student by Grade
9 - 12	Period	Student by Period

Daily Recordkeeping Requirement for Grades PK-12

For all students in grades PK-12, daily attendance shall be kept on a school basis during the 180 day school year and its associated summer session(s). That is, all information shall be kept at the central office level on a grade or homeroom basis. In all cases where a student is tardy or absent, the principal or the principal's designee shall ensure that documentary evidence be maintained on each individual student showing tardies, days present, and days absent. See Section II for the print charts and examples. At least one of the following reports must be maintained.

- ESE 950 Automated Individual Student Attendance Record, Grades PK-12
- ESE 955 Automated Multi-Day Student Attendance Register, Grades PK-12r

It is the responsibility of the school district to define a particular time of the school day that daily attendance will be taken for PK-12 students. Daily attendance must be taken at that time for all students in the school. It is the responsibility of the teacher (or other individual as designated by the school principal) taking daily attendance to determine which student(s) on the official school rolls are absent. Upon this determination, it is the responsibility of that individual to sign and date the absentee slip, Optical Mark Reader (OMR) card(s), or similar recordkeeping device (see **ELECTRONIC RECORDKEEPING PROCEDURES** for the definition of an acceptable electronic log) which will be used to provide an audit trail for student absentees. The original attendance recordkeeping device should not be changed or, if records are maintained electronically, all changes must be logged, "signed," and dated. As students come and go during the school day, the school must maintain a record of when students arrive late or leave early. A sign-in/sign-out sheet or other means may be used to show changes to the original absentee records. The original absentee records, and any documents showing changes to the original absentee records, the absentee slip, OMR card, or similar recordkeeping device, along with an automated record, must be maintained for a period of three years or until all applicable FTE audits have been released.

The automated record of attendance does not have to maintain a day-by-day indication of the presence of the PK-12 students. The assumption for PK-12 students is that the student is present when no designation of absence has been made for a specific date or class and the student has not withdrawn officially from the school's roll. Tardies must be recorded for students. The specific format for the Automated Student Attendance Recordkeeping System is provided in Section II.

The following special cases should be noted:

1. Hospital/Homebound Programs

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Since Hospital/Homebound students are provided instruction, even though it is not in a regular setting, districts are required to maintain daily attendance in their automated system. The valid automated attendance codes are as follows:

Blank = indicates the teacher visited the student, the teacher was not scheduled to visit, or the teacher was scheduled but unable to visit; and

A = indicates absent – the teacher visited the student, but the student was unavailable for instruction and the visit was not rescheduled for the current week.

How the attendance and the indication of teacher visits are collected and how often they are entered into the automated system is the district's option. This may be once a week or once a month so long as accurate and complete information has been entered prior to the four FTE survey periods.

One procedure commonly used by districts is to maintain a manual work document that is maintained by the teacher and serves as the input document for attendance. Some districts require the parent to initial the days the teacher is present. (Such a document could also serve as the work record for the district payroll department if the Hospital/Homebound teacher is a part-time employee or a full-time teacher receiving supplemental pay for work beyond the regular school day.)

Since FTE auditors require additional information for students in Hospital/Homebound programs, the manual work document must be **signed and dated** by the Hospital/Homebound **teacher** and must be maintained for three years or until all appropriate FTE audits have been completed. The manual work document must contain the following information:

- Student's Name
- Student Number Identifier, Florida
- Grade Level
- Home School and/or Cost Center
- Student's Schedule – Course Number, Course Title, Section Number, Period Number
- Teacher's Name
- Times and Days of Scheduled Visits

2. Resource Classes (Pullout Classes)

Attendance recordkeeping is applicable to resource classes for students in grades PK–12 for FTE audit purposes. The classroom teacher from whose class the student is "pulled out" will record the presence or absence of the student's daily attendance that will be entered in the district's automated attendance system.

3. Early Admissions and Dual Enrollment

For early admissions and dual enrollment students, who are enrolled in classes at a postsecondary institution, the postsecondary institution's certification of attendance for all students may be accepted as the requirement for the student meeting the attendance eligibility requirement for FTE eligibility. It is the obligation of the institution providing the instruction to verify that the student is attending school during the time the student is at the postsecondary institution.

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Class/Period By Class/Period Recordkeeping Requirements for Grades 9-12

For students in grades 9-12, attendance must also be maintained on a period by period basis for classes, during the 180 day school year and its associated summer session(s), in which students receive credit. As is the case for daily attendance recordkeeping, documentary evidence must be maintained on each individual student showing tardies, days present and days absent for each period.

It is not required that districts maintain a daily indication of presence or absence in an automated fashion; however, some ancillary system must be in place which will provide aggregate information as to the number of excused and unexcused absences as outlined in the district's Student Progression Plan for that class/period. Examples of the ancillary systems that can be used are teacher's grade books, grade reporting systems, and similar recordkeeping systems, which can be used to provide the aggregate data and serve as audit documents.

See Section II for the print charts and examples. At least one of the following reports must be maintained.

- ESE 954 Automated Individual Student Attendance by Period Summary, Grades 9-12
- ESE 981 Automated Student Attendance by Period Summary, Grades 9-12
- ESE 953 Automated Individual Student Attendance by Period Record, Grades 9-12
- ESE 956 Automated Multi-Day Student Attendance by Period, Grades 9-12

**No matter which method the district chooses to maintain period by period attendance, the system must maintain the same codes for entry, reentry, and withdrawal as the daily attendance system for grades PK–12.**

The following cases should be noted:

1. Hospital/Homebound Programs

Period by period attendance is not required for students in grades 9–12 who are in Hospital/Homebound programs.

2. Resource Classes (Pullout Classes)

Attendance recordkeeping is applicable to resource classes for students in grades PK–12 for FTE audit purposes. The classroom teacher from whose class the student is "pulled out" will record the presence or absence of the student's period attendance that will be entered in the district's automated attendance system.

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**CERTIFICATION AND MAINTENANCE OF THE AUTOMATED STUDENT ATTENDANCE RECORDS**

It is required that districts establish a procedure for certification of the Automated Student Attendance Recordkeeping System. This system must be established and the certification must be maintained for three years or until all applicable audits have been released, whichever is longer. This certification must include the name, signature, and the title of the individual who is certifying the accuracy of the data. Additionally, it is expected that the district will maintain all backup paper records or electronic logs as mentioned above.

Districts have two choices regarding certification and maintenance of the automated student attendance records:

1. maintain school level records; or
2. maintain district level records.

Maintenance of School Level Records

Automated individual attendance records are maintained at the school level.

The principal is accountable for the accuracy of the records and administers the school level attendance procedures.

The principal (or the principal's designee) has the responsibility for certifying the completeness and accuracy of the automated attendance system in the school for each FTE survey period (at least four times per year). The formal mechanism by which this certification is made is determined by the local school district. The procedures and the certifications must be in writing and on file for FTE audit purposes.

The school has two options for certifying the accuracy and completeness of automated student attendance records:

1. The school may produce and maintain hard copy reports for all students. A report must be produced from the automated system at least once at the end of the school year. The principal (or principal's designee) must certify the report as a complete and accurate record of attendance for all students who were enrolled in that school at any time during that school year. The certification would be a formal statement of certification similar to that currently contained in the manual attendance registers which would be signed by the principal (or the principal's designee). The certification may be on a separate page of paper or included on the first page of the printed report. Once the attendance records are certified as complete and accurate, the information may be stored on microfiche.

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2. The school may maintain automated attendance records for all students and produce hard copy reports on demand for state auditing and monitoring purposes. The principal (or the principal's designee) has the responsibility for certifying the completeness and accuracy of the automated student attendance records at the end of the school year or more frequently depending on district policy. Certification may be completed during each FTE survey period. The school must have formal written internal control procedures describing how the certification is conducted and monitored.

The automated attendance records must be readily accessible so that reports can be printed for a student or groups of students as needed for state auditing and monitoring purposes.

For example, if a student has attended three different schools in the district during the current school year, each of the three schools would have an attendance report which contained that student's attendance record for the period of time that student was enrolled in that school. None of the reports would be required to show attendance information for any period of time when the student was not in membership at that school (even if the student is enrolled in the same district).

Maintenance of District Level Records

Automated individual attendance records are considered a district-wide responsibility with each school principal acting as the custodian of the records for the students currently in membership within the school. The custodian of each record has right of access to the student's attendance record and the responsibility for maintaining the record.

The principal administers the school level attendance procedures and is accountable for the accuracy of the records for which he/she serves as the official custodian.

The principal (or the principal's designee) has the responsibility for certifying the completeness and accuracy of the automated attendance system for all records for which he/she is the official custodian (those records representing students in the principal's school) for each FTE survey period (at least four times per year). The formal mechanism by which this certification is made is determined by the local school district. The procedures and the certifications must be in writing and on file for FTE audit purposes.

The superintendent (or the superintendent's designee) has the responsibility for certifying the completeness and accuracy of the district's automated attendance system. This is based on obtaining certification of completeness and accuracy from the various custodians of attendance records. It remains the principal's (or the principal designee's) responsibility to certify the completeness and accuracy of the automated attendance system for all records for which he/she is the official custodian (those records representing students in the principal's school) for the school year.

The district has two options for certifying the accuracy and completeness for automated student attendance records:

1. The district may produce and maintain hard copy reports for all students. A district report must be produced from the automated system at least once at the end of the school year. The superintendent (or the superintendent's designee) must certify the report as a complete and accurate record of attendance for all students who were enrolled in that school at any time during the school year. The certification would be a formal statement of certification similar to that currently contained in the manual attendance registers which would be signed by the superintendent (or the superintendent's designee). The certification may be on a separate page of paper or included on the first page of the printed report. Once the attendance records are certified as complete and accurate, the information may be stored on microfiche.

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AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM

**ATTENDANCE PROCEDURES**

2. The district may maintain automated attendance records for all students and produce hard copy reports on demand for state auditing and monitoring purposes. The superintendent (or the superintendent's designee) has the responsibility for certifying the completeness and accuracy of the automated student attendance records at the end of the school year or more frequently depending on district policy. Certification may be completed at the end of each survey period. The district must have formal written internal control procedures describing how the certification is conducted and monitored.

The automated records must be readily accessible so that reports can be printed for a student or groups of students as needed for state auditing and monitoring purposes.

For example, if a student has attended three different schools in the district during the current school year, all of the student's attendance records for the year would be included on the district report. The superintendent (or the superintendent's designee) would be certifying the completeness and accuracy of attendance records for the entire school year.

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**SECTION II**  
**REPORT FORMATS**

FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM

**REPORT FORMATS**

**PURPOSE STATEMENT AND ASSUMPTIONS:**

The purpose of Section II is to define the print charts for the automated student attendance reports. An explanation of each of the data element fields is also included for each report.

The following assumptions have been made:

1. The attendance report print charts are based on either a standard line printer or dot matrix printer. The automated student attendance reports may be printed either 6 or 8 lines to the inch. The print layouts are based on 110 characters per line, using 105 printed characters and leaving 5 characters (1/2 inch) for margin.
2. The attendance reports will be printed on 8½" x 11" paper (horizontally). Districts may use larger paper if their systems permit.
3. The following special symbol is used on the print charts of the attendance reports:  
**\* - OPTIONAL**

When an "\*" appears to the left of a field it denotes that the information would not be printed if it does not apply to the student. Data printed below may be moved up the appropriate number of lines.

4. The print length may include literals.
5. When field descriptors are used, they must match the descriptions contained in the data elements included in the document DOE Information Data Base Requirements: Volume I - Automated Student Information System.
6. The following special symbols are used in the body of the automated student attendance reports to indicate nonschool days, valid school days on which a student is not enrolled in the district and to indicate days not valid for a month.

\* - Nonschool days

An "\*" indicates nonschool days such as Saturday, Sunday, teacher planning days and student vacation days.

\$ - Nonmembership days

a) If attendance records are maintained on a district level, a "\$" indicates days a student is not enrolled in any school within the district during valid school days between the date a student withdrew (Wxx) and reentered (Rxx).

b) If attendance records are maintained on a school level, a "\$" indicates days a student is not enrolled in the school during valid school days.

/ - Not a valid day for the month.

7. Page numbers are indicated as "Page XX of XX." The pages may be numbered "Page XX" except on the last page which must be numbered "Page XX of XX."

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AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM

**REPORT FORMATS**

**DAILY STUDENT ATTENDANCE REPORTS,  
GRADES PK-12**

NOTE: One of the following reports must be maintained.

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 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM

**REPORT FORMATS**

**ESE 950: Automated Individual Student Attendance Record, Grades PK-12**

The print chart ESE 950 is designed to provide for an individual student a record of that student's daily attendance pattern within a district. The record which can be printed on a district or school level will provide a daily indication of a student's original entry, absence, tardiness, withdrawal, and reentry. The elements on the chart are explained below.

Item No.	Element Name	Element Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance Record. The school year covered by the record begins on the first day of the regular 180 day session and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer school attendance for a student. (YYYY)
2.	District Number, Current Enrollment	83-1	2	The two-digit state assigned district number for the district in which the student is enrolled.
3.	District Name	NA	18	The name of the district printing the Automated Individual Student Attendance Record.
4.	School Number, Current Enrollment	241-1	4	The official four-digit number for the school in which the student is either currently enrolled or was last enrolled during the school year being reported.
5.	School Name, Current	239-1	25	The name of the school whose number is reported on item 4.
6.	District Student ID (Optional Field)	NA	12	The local district student identification (ID) number.
7.	FL Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
8.	SSN (Social Security Number) (Optional Field)	253-1	10	The Social Security Number assigned by the Federal Social Security Administration for the student reported.
9.	Racial/Ethnic Category	231-1	1	The racial/ethnic category of the student being reported.
10.	Gender	159-1	1	The gender of the student being reported.

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 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM

**REPORT FORMATS**

**ESE 950: Automated Individual Student Attendance Record, Grades PK-12 (Continued)**

Item No.	Element Name	Element Page No.	Print Length	Notes
11.	Student Name, Legal (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42  (17) (3) (12) (10)	The legal name of the student for whom the record is being printed.
12.	Birth Date	14-1	8	The date of birth for the student for whom the record is being printed. (MMDDYYYY)
13.	Grade (Grade Level)	160-1	2	The grade level of the student during the period being reported.
14.	Month/Day	NA	3	The month and day for entering school attendance information.
15.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under which the PK-12 student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the PK-12 student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Daily	12-1	3	The code indicating the daily presence or absence of the PK-12 student in school should appear in the appropriate month/day field on the report. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are:  Blank            Present U                Unexcused Absence E                Excused Absence T                Tardy  NOTE: The codes D and N for indicating daily absence may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.

FLORIDA DEPARTMENT OF EDUCATION  
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**REPORT FORMATS**

**ESE 950: Automated Individual Student Attendance Record, Grades PK-12 (Continued)**

Item No.	Element Name	Page No.	Print Length	Notes
16.	Student Attendance History	NA	21	The indication that the report is either a district level or school level report.
17.	Student Attendance History  (School Number, Current Enrollment) (Entry/Re-entry Date) (Withdrawal Date)	NA  (241-1)  (120-1)  (312-1)	20  (4)  (8)  (8)	An annual history for each of the schools in which the student was enrolled in the district. It is composed of the elements School Number, Entry Date, and Withdrawal Date. For every instance a student changes school of enrollment, an entry is made in the section. The information is entered sequentially from left to right. NOTE: Nine sets of school attendance history information may be printed on one line. If a student has changed schools more than nine times during a year, additional lines should be used.



CURRENT-DISTRICT: 44 ANY COUNTY  
DISTRICT STUDENT ID: 1234567890  
FL STUDENT ID: 301382256X  
LEGAL NAME: DURANT

, SUSAN ANN

SCHOOL: 0029 ANY HIGH SCHOOL  
RACIAL/ETHNIC CATEGORY: W GENDER: F  
BIRTHDATE: 05141985 GRADE: 09

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG	XXX																						E01							*	*
SEP	*	E				*	*		T			*	*						*	*							*	*			/
OCT		E	E	*	*					*	*	T				*	*	*		*	*	T								*	
NOV	*	*						*	*	*	T		*	*				*	*			W04	*	*	*	*	*	*	*	*	
DEC	\$	\$	\$	\$	\$	*	*	\$	\$	\$	\$	\$	*	*	\$	\$	\$	\$	\$	*	*	*	*	*	*	*	*	*	*	*	
JAN	*	*	*	*R03						*	*					*	*	*		*	*									*	
FEB	*						*	*	T	T		*	*					*	*							*	/	/	/		
MAR	*					*	*	*				*	*	U	U			*	*			E		*	*						
APR				*	*					*	*					*	*	*	*	*	*	*	*	*	*	*	*	*	*	/	
MAY	U	*	*					*	*					*	*	T			*	*	*	*	*	*	*	*	*	*	*	/	
JUN					W01	*	*	*	*	*	*	*	*	**R01				*	*			*	*			*	*			/	
JUL				*	*					*	*					*	*			*	*			*	*			*	W01	**	
AUG	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	E01								

STUDENT ATTENDANCE HISTORY - SCHOOL LEVEL REPORT

SCHOOL NUMBER: 0029 0029 0189  
ENTRY DATE: 0824XXXX 0105XXXX 0615XXXX  
WITHDRAWAL DATE: 1126XXXX 0606XXXX 0730XXXX

ESE 950

Example of ESE 950: School Level Report - School 1

YEAR: XXXX

CURRENT-DISTRICT: 44 ANY COUNTY

SCHOOL: 0189 HIGH SCHOOL B

DISTRICT STUDENT ID: 1234567890

FL STUDENT ID: 301382256X

RACIAL/ETHNIC CATEGORY: W GENDER: F

LEGAL NAME: DURANT

, SUSAN

ANN

BIRTHDATE: 05141985 GRADE: 09

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
AUG	XXX																						E01							*	*	
SEP	*					*	*						*	*						*	*						*	*			/	
OCT				*	*					*	*					*	*	*					*	*							*	
NOV	*	*						*	*	*				*	*						*	*			W3B	*	*	*	*	/		
DEC	\$	\$	\$	\$	\$	*	*	\$	\$	\$	\$	\$	*	*	\$	\$	\$	\$	\$	*	*	*	*	*	*	*	*	*	*	*	*	
JAN	*	*	*	*R03						*	*					*	*	*					*	*							*	
FEB	*						*	*					*	*							*	*						*	/	/	/	
MAR	*					*	*	*					*	*							*	*						*	*			
APR				*	*					*	*					*	*	*	*	*	*	*	*	*	*	*	*	*		/		
MAY		*	*						*	*						*	*					*	*	*							*	*
JUN					W01	*	*	*	*	*	*	*	*	*	*R02		*	*	T							*	*			/		
JUL				*	*				T	*	*	E				*	*		*	*				*	*			W02	*	*		
AUG	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*E01	

STUDENT ATTENDANCE HISTORY - SCHOOL LEVEL REPORT

SCHOOL NUMBER: 0029 0029 0189  
 ENTRY DATE: 0825XXXX 0105XXXX 0616XXXX  
 WITHDRAWAL DATE: 1126XXXX 0606XXXX 0729XXXX

ESE 950

Example of ESE 950: School Level Report - School 2

YEAR: XXXX

CURRENT-DISTRICT: 44 ANY COUNTY

SCHOOL: 0029 ANY HIGH SCHOOL B

DISTRICT STUDENT ID: 1234567890

FL STUDENT ID: 301382256X

RACIAL/ETHNIC CATEGORY: W GENDER: F

LEGAL NAME: DURANT

, SUSAN

ANN

BIRTHDATE: 05141985 GRADE: 09

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AUG	XXX																						E01							*	*
SEP	*	E				*	*		T			*	*							*	*						*	*			/
OCT		E	E	*	*					*	*	T					*	*	*				*	*	T				*		
NOV	*	*						*	*	*	T		*	*					*	*				W04	*	*	*	*	/		
DEC	\$	\$	\$	\$	\$	*	*	\$	\$	\$	\$	*	*	\$	\$	\$	\$	\$	\$	*	*	*	*	*	*	*	*	*	*	*	
JAN	*	*	*	*R03						*	*					*	*	*				*	*							*	
FEB	*						*	*	T	T		*	*					*	*							*	/	/	/		
MAR	*					*	*	*				*	*	U	U			*	*				E		*	*				*	
APR			*	*					*	*					*	*	*	*	*	*	*	*	*	*	*	*	*	*	/		
MAY	U	*	*					*	*			*	*	T			*	*	*				*	*	*			*	*		
JUN					W01	*	*	*	*	*	*	*	*	*	*R02		*	*	T				*	*		*	*			/	
JUL			*	*					T	*	*	E			*	*			*	*				*	*			W02	*	*	
AUG	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*E01						

STUDENT ATTENDANCE HISTORY - DISTRICT LEVEL REPORT

SCHOOL NUMBER: 0029 0029 0189  
 ENTRY DATE: 0825XXXX 0105XXXX 0616XXXX  
 WITHDRAWAL DATE: 1126XXXX 0606XXXX 0729XXXX

ESE 950

Example of ESE 950: District Level Report

**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 955: Automated Multi-Day Student Attendance Register, Grades PK-12**

Print chart ESE 955 is designed to be an alternative way of providing a record of student daily attendance. The report is designed to allow multiple students on a page and may be run for any time span by district or school.

The following guidelines apply to the report:

1. The student legal name field may be compressed to remove spaces allowing the field to be less than 42 characters;
2. As many students may be listed vertically on a page as the system will permit;
3. As many month/days may be listed horizontally across the page as the system has the capability to print; and
4. Any size paper may be used.

Two additional special symbols have been used on the print chart to indicate which information is to be included on the school level report and the district level report:

**% - District Level Report**

A “%” indicates a district level report. The from and to dates for which the report is being run, the district number and the district name must appear on line three of the report. The school number must appear between the grade level and the first date on the student information line.

If a student changes schools during the time for which the report is being generated, the following should occur:

- a. There will be a withdrawal code on the last date for the first school being reported;
- b. The new school number/name will be printed on a new line; and
- c. There will be a re-entry code in the date field on the day the student entered the second school being reported.

**+ - School Level Report**

A “+” indicates a school level report. The from and to dates for which the report is being run, the school number and name, and the district number and name must appear on line three of the report. The school number will not appear on the report in the student information line so the MM/DD fields may be moved the appropriate number of spaces to the left.

**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 955: Automated Multi-Day Student Attendance Register, Grades PK-12 (Continued)**

The elements on the chart are explained below.

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance Record. The school year covered by the record begins on the first day of the regular 180 day school year and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer school attendance for a student. (YYYY)
2.	From To	NA NA	8 8	The beginning and ending month, day, and year of the period covered by the report. (MMDDYYYY)
3. +	School Number, Current Enrollment	241-1	4	The official four-digit school number. SCHOOL LEVEL REPORT ONLY.
4. +	School Name, Current	239-1	25	The name of the school indicated in the prior item. SCHOOL LEVEL REPORT ONLY.
5.	District Number, Current Enrollment	83-1	2	The two-digit state assigned district number.
6.	District Name	NA	18	The name of the district printing the report.
7.	Student Name, Legal  (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42  (17) (3) (12) (10)	The legal name of the student whose attendance information is being reported.  <b>NOTE: The student name may be compressed to remove spaces allowing the field to be less than 42 characters.</b>
8.	Florida Student ID (Student Number, Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
9.	Grade (Grade Level)	160-1	2	The grade level of the student during the period being reported.
10. %	School Number, Current Enrollment	241-1	4	The official four-digit school number. DISTRICT LEVEL REPORT ONLY.
11.	Month/Day	NA	2 / 2	The month and day of the attendance information being reported. (MM/DD)

**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 955: Automated Multi-Day Student Attendance Register, Grades PK-12 (Continued)**

Item No.	Element Name	Page No.	Print Length	Notes
12.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under which the PK-12 student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the PK-12 student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Daily	12-1	3	<p>The code indicating the daily presence or absence of the PK - 12 student in school should appear in the appropriate month/day field on the report. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are:</p> <p>Blank Present            U Unexcused            E Excused Absence            T Tardy</p> <p>NOTE: The codes D and N for indicating daily absences may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.</p>

DATE: Run Date

AUTOMATED MULTI-DAY STUDENT ATTENDANCE REGISTER, GRADES PK-12

PAGE: 01 OF XX

YEAR: XXXX

%FROM MMDDYYYY TO MMDDYYYY

DISTRICT: XX X-- 18 (name) ---X

+FROM MMDDYYYY TO MMDDYYYY

SCHOOL: 9999 X----- 25 (name) -----X

DISTRICT: XX X-- 18 (name) ---X

STUDENT NAME, LEGAL	FLORIDA	STUDENT NO	GR	%SCH	MM	DD	(may list as many month/days as the system	MM
					-----	-----	has the capability to print across the page)---	DD

X-- 42 (compatible)	--X	X---	10---	X	99	XXXX	XXX	-----	XXX
(the name may be						XXXX	XXX	-----	XXX
compressed to remove									
spaces allowing the									
field to be less									
than 42 characters)									

(may list as many  
students on one page  
as the system allows)

X-- 42 (compatible)	--X	X---	10---	X	99	XXXX	XXX	-----	XXX
						XXXX	XXX	-----	XXX

ESE 955

ESE 955 Print Chart

The report may be run for the district (%) or for a specific school (+).

STUDENT NAME, LEGAL	FLORIDA STUDENT NO GR	05 06 06 06 06 06																									
		01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	26	27	28	29	01	02	03	04	05	
ADAMS, JOHN            MICHAEL	4412345673 09	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$R02	U			T	W02	
BRENNAN, SUSAN	4498765432 09													U							T		W02	\$	\$	\$	\$
BRENNEN, JAMES        ANTHONY	4409876543 09																		W3A	\$	\$	\$	\$	\$	\$	\$	\$
BREVAR, KAREN        ANN	4487654322 09																				E		T				W02
CAPTURE, PATRICIA    LOUISE	4465432109 09																						E				W02
DAVIS, WILLIAM        BRYANT	4467778899 09																										W02

ESE 955

Example of ESE 955 - School Level Report

STUDENT NAME, LEGAL	FLORIDA		05 06 06 06 06 06																										
	STUDENT NO	GR	SCH	01	04	05	06	07	08	11	12	13	14	15	18	19	20	21	22	26	27	28	29	01	02	03	04	05	
ADAMS, JOHN MICHAEL	4412345673	09	1111							T																			
	1234																												
ALEXANDER, NANCY MARIE	4456789012	09	1111			U				T	W04	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
ANDERSON, MARY LEE	4423456789	09	2121	\$	\$	\$R03																							
ANDERSON, MARY LOUISE	4455667788	09	0031					E					T																
BAKER, ROBERT JAMES	3712345678	09	0032																										
BRADY, SUSAN	4466778900	09	7700																										
BRENNAN, SUSAN	4498765432	09	1234											U															
	1111																												
BRENNEN, JAMES ANTHONY	4409876543	09	1234																										
BREVARD, KAREN ANN	4487654322	09	1234																										
CANNAN, GEROGIE MICHAEL	2034567890	09	1333																										
CAPTURE, PATRICIA LOUISE	4465432109	09	1234																										
CRENSHAW, MICHAEL ANDREW	4478900976	09	1111																										
CROTHY, MARY RUTH	4488765678	09	0031					E						T	T														
CROTHY, RUTH ANN	4476768900	09	2121																										
DAVID, JAMES EARL	4425367899	09	2121																										
DAVIS, WILLIAM BRYANT	4467778899	09	1234																										
DAVIS, WILLIAM MATHEW	3377665433	09	3777																										

ESE 955

Example of ESE 955 - District Level Report

**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**PERIOD BY PERIOD INDIVIDUAL STUDENT  
ATTENDANCE REPORTS, GRADES 9-12**

NOTE: One of the following reports must be maintained

**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 954: Automated Individual Student Attendance By Period Summary, Grades 9-12  
 and  
 ESE 981: Automated Student Attendance By Period Summary, Grades 9-12**

The Automated Individual Student Attendance By Period Summary, Grades 9-12 print chart (ESE 954) and the Automated Student Attendance By Period Summary, Grades 9-12 (ESE 981) are designed to provide a summary accounting of attendance by period for those students enrolled in courses for credit purposes. The print charts are designed for those districts that choose to maintain attendance recordkeeping in some ancillary system such as grade reporting systems and then transfer the summary information to the automated system. The district must use one of these two formats or the following one (ESE 953).

Eighteen elements are provided on the ESE 954 and ESE 981 print charts. An explanation of those elements follows:

<b>Item No.</b>	<b>Element Name</b>	<b>Page No.</b>	<b>Print Length</b>	<b>Notes</b>
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance summary. The school year begins on the first day of the regular 180 day school session and ends one day prior to the beginning of the next regular 180 day school session. The summary will account for all summer school attendance for a student. (YYYY)
2.	District Number, Current Instruction/Service	84-1	2	The two-digit state assigned district number.
3.	District Name	NA	18	The name of the district printing the summary for the student.
4.	School Number, Current Instruction/Service	242-1	4	The official four-digit number for the school in which the student is receiving instruction for the class.
5.	School Name, Current	239-1	25	The name of the school whose number is being reported in Item 4.
6.	District Student ID (Optional Field)	NA	12	The local district student identification (ID) number.
7.	FL Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
8.	SSN (Social Security Number) (Optional field)	253-1	10	The Social Security Number assigned by the Federal Social Security Administration for the student being reported.
9.	Racial/Ethnic Category	231-1	1	The racial/ethnic category of the student being reported.

**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 954: Automated Individual Student Attendance By Period Summary, Grades 9 - 12  
 and**

**ESE 981: Automated Student Attendance By Period Summary, Grades 9 - 12 (Continued)**

Item No.	Element Name	Page No.	Print Length	Notes
10.	GENDER	159-1	1	The gender of the student being reported.
11.	Student Name, Legal  (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42  (17) (3) (12) (10)	The legal name of the student for whom the summary is being printed.
12.	Birth Date	14-1	8	The birth date of the student for whom the summary is being printed. (MMDDYYYY)
13.	Grade (Grade Level)	160-1	2	The grade level the student was in during the period being reported.
14.	Term	270-1	24	The period of time covered by the information. The code is not shown; only the description appears.
15.	Period Number	212-1	2	The period number covered by the information.
16.	Total Days the Class is Scheduled	NA	3	The number of days the class is scheduled during the term.
17.	Total Days Student Enrolled in Class	NA	3	The total number of days the student is enrolled in the school during the term. The information is calculated.
18.	Total Days Student was:  (For ESE 954) Absent, Excused  Absent, Unexcused  Absent, Unexcused, Not Related to Discipline  Tardy  (See item 18A for ESE 981)	NA	  3  3  3  3	The number of days during the term being reported that the student was:  a. Absent, Excused  b. Absent, Unexcused  c. Absent, Unexcused, Not Related to Discipline  d. Tardy (Optional: Leave the field blank if tardies are not being reported.)
18A.	Total Days Student was:  (For ESE 981) Absent  Tardy	NA	  3  3	The number of days during the term being reported that the student was:  a. Absent  b. Tardy (Optional: Leave the field blank if tardies are not being reported.)

**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

CURRENT-DISTRICT: 99 X-----18-----X      SCHOOL: 9999 X-----25-----X  
 \*DISTRICT STUDENT ID: 9----12----9  
 FL STUDENT ID: 9999999999 \*SSN: 999-99-9999      RACIAL/ETHNIC CATEGORY: X GENDER: X  
 LEGAL NAME: X-----17-----X XXX, X---12-----X X---10---X      BIRTHDATE: MMDDYYYY GRADE: XX

TERM: X-----24-----X

PERIOD #	TOTAL DAYS		STUDENT ENROLLED		TOTAL DAYS THE STUDENT WAS:			
	CLASS IS	SCHEDULED	IN CLASS	ABSENT,EXC	ABSENT,UNEXC	ABSENT, UNEXC	NOT DISC	TARDY
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX

TERM: X-----24-----X

PERIOD #	TOTAL DAYS		STUDENT ENROLLED		TOTAL DAYS THE STUDENT WAS:			
	CLASS IS	SCHEDULED	IN CLASS	ABSENT,EXC	ABSENT,UNEXC	ABSENT, UNEXC	NOT DISC	TARDY
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX
XX	XXX		XXX	XXX	XXX	XXX		XXX

ESE 954

ESE 954 Print Chart

YEAR: XXXX

CURRENT-DISTRICT: 99 X-----18-----X

SCHOOL: 9999 X-----25-----X

\*DISTRICT STUDENT ID: 9----12----9

FL STUDENT ID: 9999999999 \*SSN: 999-99-9999

RACIAL/ETHNIC CATEGORY: X GENDER: X

LEGAL NAME: X-----17-----X XXX, X--12-----X X--10---X

BIRTHDATE: MMDDYYYY GRADE: XX

TERM: X-----24-----X

TOTAL DAYS

TOTAL DAYS

PERIOD #	TOTAL DAYS		STUDENT ENROLLED	TOTAL DAYS THE STUDENT WAS:	
	CLASS	IS SCHEDULED	IN CLASS	ABSENT	TARDY
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX

TERM: X-----24-----X

TOTAL DAYS

PERIOD #	TOTAL DAYS		STUDENT ENROLLED	TOTAL DAYS THE STUDENT WAS:	
	CLASS	IS SCHEDULED	IN CLASS	ABSENT	TARDY
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX
XX	XXX	XXX	XXX	XXX	XXX

ESE 981

ESE 981 Print Chart







**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 953: Automated Individual Student Attendance By Period Record, Grades 9-12**

The Automated Individual Student Attendance By Period Record, Grades 9-12 print chart (ESE 953) provides a period by period accounting of students in classes in which they are enrolled for credit purposes. A monthly calendar is provided to allow for entry, withdrawal, and reentry on a period by period basis. The calendar must also be used for entering excused and unexcused absences and may be used to indicate tardies for the student on a period by period basis.

The district must use this print chart or one of the previous ones (ESE 954/ESE 981). An explanation of the elements in the chart follows.

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance By Period Record. The school year covered by the record begins on the first day of the regular 180 day school session and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer session attendance for a student. (YYYY)
2.	District Number, Current Instruction/Service	84-1	2	The two-digit state assigned district number.
3.	District Name	NA	18	The name of the district printing the record.
4.	School Number, Current Instruction/Service	242-1	4	The official four-digit number for the school in which the student is being instructed for this course.
5.	School Name, Current	239-1	25	The name of the school whose number is being reported in Item 4.
6.	District Student ID (Optional Field)	NA	12	The local district student identification (ID) number.
7.	FL Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
8.	SSN (Social Security Number) (Optional Field)	253-1	10	The Social Security Number assigned by the Federal Social Security Administration for the student being reported.
9.	Racial/Ethnic Category	231-1	1	The racial/ethnic category of the student being reported.
10.	GENDER	159-1	1	The gender of the student being reported.

**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 953: Automated Individual Student Attendance By Period Record, Grades 9 - 12 (Continued)**

Item No.	Element Name	Page No.	Print Length	Notes
11.	Student Name, Legal  (Last Name) (Appendage) (First Name) (Last Name)	260-1	42  (17) (3) (12) (10)	The legal name of the student for whom the record is being printed.
12.	Birth Date	14-1	8	The date of birth for the student for whom the record is being reported. (MMDDYYYY)
13.	Grade (Grade Level)	160-1	2	The grade level of the student during the period being reported.
14.	Month	NA	3	The three character abbreviation for the month being reported.
15.	Period Number	212-1	2	The period number for the class to which the attendance information relates.
16.	Day of Month	NA	1	The day of the month on which attendance is being reported.
17.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under and which the PK-12 student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the PK-12 student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Period	12-1	3	The code indicating the daily presence or absence of the PK-12 student for each period for which the student is scheduled should appear in the appropriate month/day field on the report. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are:  Blank Present U Unexcused Absence E Excused Absence T Tardy (Optional: Leave the field blank if tardies are not being reported.) NOTE: The codes D and N for indicating daily absence may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.

**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 953: Automated Individual Student Attendance By Period Record, Grades 9 - 12 (Continued)**

Item No.	Element Name	Page No.	Print Length	Notes
18.	Student Attendance History	NA	21	The indication that the report is either a district level or school level report.
19.	Student Attendance History	NA	20	An annual history for each of the schools in which the student was enrolled in the district. It is composed of the elements School Number, Entry Date, and Withdrawal Date. For every instance a student changes school of enrollment, an entry is made in the section. The information is entered sequentially from left to right.
	School Number	241-1	(4)	
	Entry Date	120-1	(8)	
	Withdrawal Date	312-1	(8)	NOTE: Nine sets of school attendance history information may be printed on one line. If a student has changed schools more than nine times during a year, additional lines should be used.







YEAR: XXXX

CURRENT-DISTRICT: 99 X-----18-----X

SCHOOL: 9999 X-----25-----X

\*DISTRICT STUDENT ID: 9----12----9

FL STUDENT ID: 9999999999 \*SSN: 999-99-9999

RACIAL/ETHNIC CATEGORY: X GENDER: X

LEGAL NAME: X-----17-----X XXX, X---12-----X X---10---X

BIRTHDATE: MMDDYYYY GRADE: XX

MONTH	PD	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	2	2	2	2	2	2	2	2	2	2	3	3
AUG	XX	XXX																																	

XX  
 XX  
 XX  
 XX  
 XX  
 XX  
 XX  
 XX

STUDENT ATTENDANCE HISTORY - X-----21-----X

SCHOOL NUMBER:	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999
ENTRY DATE:	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY
WITHDRAWAL DATE:	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY

SCHOOL NUMBER:	9999	9999	9999	9999	9999	9999	9999	9999	9999	9999
ENTRY DATE:	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY
WITHDRAWAL DATE:	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY	MMDDYYYY

ESE 953















**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 956: Automated Multi-Day Student Attendance By Period, Grades 9-12**

Print chart ESE 956 is designed to be an alternate way of providing a record of student by period attendance for students in grades 9-12. The report is designed to allow multiple students on a page and may be run for any time span by district or school.

The following guidelines apply to the report:

- a. The student legal name field may be compressed to remove spaces allowing the field to be less than 42 characters;
- b. As many students may be listed vertically on a page as the system will permit;
- c. As many month/days may be listed horizontally across the page as the system has the capability to print; and
- d. Any size paper may be used.

Two additional special symbols have been used on the print chart to indicate which information is to be included on the school level report and district level report:

**% - District Level Report**

A “%” indicates a district level report. The from and to dates for which the report is being run, the district number and the district name must appear on line three of the report. The school number must appear between the grade level and the first date on the student information line.

If a student changes schools during the time for which the report is being generated, the following should occur:

- a. There will be a withdrawal code on the last date for the first school being reported;
- b. The new school number/name will be printed on a new line; and
- c. There will be a reentry code in the field on the day the student entered the second school being reported.

**+ - School Level Report**

A “+” indicates a school level report. The from and to dates for which the report is being run, the school number and name, and the district number and name must appear on line three of the report. The school number will not appear on the report in the student information line so the MM/DD fields may be moved the appropriate number of spaces to the left.

**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 956: Automated Multi-Day Student Attendance By Period, Grades 9-12 (Continued)**

The elements on the chart are explained below.

Item No.	Element Name	Page No.	Print Length	Notes
1.	School Year	248-1	4	The school year covered by the Automated Individual Student Attendance Record. The school year covered by the record begins on the first day of the regular 180 day school year and ends one day prior to the beginning of the next 180 day school year. The record will account for all summer school attendance for a student. (YYYY)
2.	From To	NA NA	8 8	The beginning and ending month, day, and year of the period being covered by the report.
3. +	School Number, Current Instruction/Service	242-1	4	The official four-digit school number. SCHOOL LEVEL REPORT ONLY.
4. +	School Name, Current	239-1	25	The name of the school indicated in the prior item. SCHOOL LEVEL REPORT ONLY.
5.	District Number, Current Instruction/Service	84-1	2	The two-digit state assigned district number.
6.	District Name	NA	18	The name of the district printing the report.
7.	Student Name, Legal  (Last Name) (Appendage) (First Name) (Middle Name)	260-1	42  (17) (3) (12) (10)	The legal name of the student whose attendance information is being reported.  <b>NOTE: The student name may be compressed to remove spaces allowing the field to be less than 42 characters.</b>
8.	Florida Student ID (Student Number Identifier, Florida)	262-1	10	The student number assigned by the district in accordance with DOE supplied instructions.
9.	Grade (Grade Level)	160-1	2	The grade level the student is in during the period being reported.
10. %	School Number, Current Instruction/Service	242-1	4	The official four-digit school number. DISTRICT LEVEL REPORT ONLY.
11.	Period Number	212-1	2	The period number for the class to which the attendance information relates.
12.	Month/Day	NA	2 / 2	The month and day of the attendance information being reported. (MM/DD)

**FLORIDA DEPARTMENT OF EDUCATION  
 COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
 AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**REPORT FORMATS**

**ESE 956: Automated Multi-Day Student Attendance By Period, Grades 9-12 (Continued)**

Item No.	Element Name	Page No.	Print Length	Notes
13.	Student Daily Attendance	NA		
	Entry (Reentry) Code, PK-12	119-1	3	The code indicating the status under which the student entered school should appear in the appropriate month/day field on the report.
	Withdrawal Code, PK-12	311-1	3	The code indicating the status under which the student withdrew from the school or district should appear in the appropriate month/day field on the report.
	Attendance, Daily	12-1	3	<p>The code indicating the daily presence or absence of the PK - 12 students. The code should appear in position 3 of the field (the first 2 positions will be blank). The appropriate codes are:</p> <p>Blank Present            U Unexcused Absence            E Excused Absence            T Tardy</p> <p>NOTE: The codes D and N for indicating daily absence may optionally replace code U. Code H may be used for a day of non-enrollment. It should not be counted as a day of absence.</p>



YEAR: XXXX

FROM 0501XXXX TO 0605XXXX

SCHOOL: 1234 ANY SCHOOL

DISTRICT: 44 ANY COUNTY

STUDENT NAME, LEGAL		FLORIDA	STUDENT NO	GR	PD	05 01	05 04	05 05	05 06	05 07	05 08	05 11	05 12	05 13	05 14	05 15	05 18	05 19	05 20	05 21	05 22	05 26	05 27	05 28	05 29	06 01	06 02	06 03	06 04	06 05							
ADAMS	, JOHN	MICHAEL	4412345673	09		1	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$						
						2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$						
						3	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$					
						4	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$					
						5	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$				
						6	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
						7	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
BRENNAN	, SUSAN		4498765432	09		1								U																							
						2								U																							
						3								U																							
						4								U																							
						5								U																							
						6								U																							
						7								U																							
BRENNEN	, JAMES	ANTHONY	4409876543	09		1																															
						2																															
						3																															
						4																															
						5																															
						6																															
						7																															

ESE 956

Example of ESE 956 - School Level Report



**FLORIDA DEPARTMENT OF EDUCATION  
COMPREHENSIVE MANAGEMENT INFORMATION SYSTEM  
AUTOMATED STUDENT ATTENDANCE RECORDKEEPING SYSTEM**

**Attendance Procedures  
AT A GLANCE**

In July of 1987, school districts implemented and began maintaining automated student attendance records for all PK–12 students in classes which generate funding under the FEFP.

Section 1003.23, *Florida Statutes*, requires each district to maintain attendance, absence and withdrawal information on students enrolled in the district. In addition, the district must be able to prepare, upon request, a record of each student's entry, reentry, and withdrawal dates as well as that student's days present and absent.

To assist the districts, the Department produces the "Automated Student Attendance Recordkeeping System Handbook." This document:

- Explains attendance recordkeeping requirements,
- Defines attendance elements as they relate to both entry and reentry of students into public schools and their withdrawal from schools,
- Meets audit trail requirements in the form of how students are entered, reentered and withdrawn, and
- Defines output report requirements that must be provided upon request for audit purposes.

Automated systems must conform to the standards outlined in this document. The maintenance and reporting forms defined in the procedures handbook are referenced in Chapter 1003, *Florida Statutes*, and SBER 6A-1.044, FAC.

**PK–12 Students**

PK–12 student attendance is required to be collected daily as referenced in Section 1003.23, *Florida Statutes*. These records are transmitted to DOE's Comprehensive Management Information Data Base in August of each year. The Department provides formatting instructions on output reports (called print charts) that document attendance information. Attendance reports are used as an audit trail for funding.

Reports recording daily recordkeeping for PK–12 are:

- ESE 950 (Automated Individual Student Attendance Record, Grades PK-12)
- ESE 955 (Automated Multi-Day Student Attendance Register, Grades PK-12)

**At least one of the above reports must be maintained by the district.**

**9–12 Students**

For students in grades 9-12, attendance must be maintained on a period by period basis in courses for which students receive credit.

The output reports (print charts) used as an audit trail, which are formatted for period by period recordkeeping for grades 9-12 are:

- ESE 954 (Automated Individual Student Attendance by Period Summary, Grades 9-12)
- ESE 981 (Automated Student Attendance by Period Summary, Grades 9-12)
- ESE 953 (Automated Individual Student Attendance by Period Record, Grades 9-12)
- ESE 956 (Automated Multi-Day Student Attendance by Period, Grades 9-12)

**At least one of the above reports must be maintained by the district.**