

Understanding and Calculating Student Attendance Measures in Connecticut

Chronic Absenteeism is a student attendance measure which looks at the percentage of students in a school, district or subgroup who have missed ten percent or more of their enrolled school days during the school year for any reason. Chronic absenteeism includes days of absence that may be excused or unexcused. It is important to note that chronic absenteeism is a starkly different means of looking at school attendance compared to traditionally popular measures such as the overall attendance rate (e.g. average daily attendance). The following are helpful definitions of both attendance measures.

- District/School Overall Attendance Rate** - The percentage of a school or district's overall student population that are physically present in school on any given day.
- District/School Chronic Absenteeism Rate** - A measure of how many students miss at least 10 percent of days enrolled for any reason including excused and unexcused absences and days absent due to out of school suspensions served.
 - Includes both excused, unexcused reasons for absences.
 - Includes disciplinary absences (e.g. out of school suspensions)

How to Calculate Your District/School Overall Attendance Rate

The Connecticut State Department of Education (CSDE) produces an Overall Attendance Rate at the end of each school year. While this is an end-of-year snapshot measure, districts and schools are encouraged to monitor and track their attendance on a regular basis. Districts can use the following to assist in doing so.

What you will need:

- A full roster of all students educated by your district (this should include students your district reports in PSIS that may be outplaced to a facility that is not necessarily operated by your district).
- Days of Membership* (the number of days each student was enrolled in your district for the school year or identified period).
- Days in Attendance* (the number of days each student was considered "in attendance" for the school year or the identified period).
 - In accordance with the Connecticut State Board of Education: A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out of school suspension or expulsion should always be considered absent.

Follow These Steps:

1. Define the time parameters of your measure you want to calculate. (e.g. is this year a Year to date or Month to Date calculation?)
 - *When you are calculating a YTD measure be sure to use membership and attendance days for when the school was in session from the beginning of the academic year thru the most recent school day.*
 - *When you are calculating a MTD measure be sure to use membership and attendance days beginning with the first school day of the given month and ending with the last school day of the month.*

2. Calculate the SUM TOTAL of all *Days in Attendance* within your established time parameter for all students in the facility or district (this should include students your district reports in PSIS that may be outplaced to a facility that is not operated by your district).
3. Calculate the SUM TOTAL of all *Days of Membership* within your established time parameter for all students in the facility or district (this should include students your district reports in PSIS that may be outplaced to a facility not operated by your district).
4. Divide the SUM TOTAL of Days in Attendance by the SUM TOTAL of Days of membership for the school or district.
5. Multiply the statistic x 100 and round to the number to the nearest tenth. This is your school or district overall attendance rate.

$$\text{Overall Attendance Rate} = \frac{\text{Sum Total Days of Attendance}}{\text{Sum Total Days of Membership}}$$

Student	Days in Attendance	Days of Membership	Attendance Rate
Student A	180	180	100.0
Student B	82	92	89.1
Student C	162	180	90.0
Student D	154	175	88.0
Student E	172	180	95.6
School Attendance Rate	750	807	92.9

How to Calculate Your District/School Chronic Absenteeism Rate

The Connecticut State Department of Education (CSDE) produces a chronic absenteeism rate at the end of each school year. While this is an end-of-year snapshot measure, districts and schools are encouraged to monitor and track their attendance on a regular basis. Districts can use the following to assist in doing so.

What you will need:

- A full roster of all students educated by your district (this should include students your district reports in PSIS that may be outplaced to a facility that is not operated by your district).
- Days of Membership* (the number of days each student was enrolled in your district or school for the school year or identified time).
- Days in Attendance* (the number of days each student was considered “in attendance” for the school year of identified time).
 - In accordance with the Connecticut State Board of Education: A student is considered to attend” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out of school suspension or expulsion should always be considered absent.

$$\text{Student Attendance Rate} = \frac{\text{Student's Total Days of Attendance}}{\text{Student's Total Days of Membership}}$$

EXAMPLE:

Student John Smith is reported with 180 days of membership (enrollment) and 159 days of attendance (days present).

$$\frac{159}{180} = 0.88333 \longrightarrow 0.88 \%$$

John's attendance rate is < than 90% and thus the student is chronically absent.

	Days in Attendance	Days of Membership	Attendance Rate	Chronically Absent
Student A	180	180	100.0	No
Student B	82	92	89.1	Yes
Student C	162	180	90.0	Yes
Student D	154	175	88.0	Yes
Student E	172	180	95.6	No

Follow These Steps:

1. Define the time parameters of your measure you want to calculate. (e.g. is this year a Year to date or Month to Date calculation?)
 - o *When you are calculating a **YTD**, measure be sure to use membership and attendance days for when school was in session from the beginning of the academic year thru the most recent school day.*
 - o *When you are calculating a **MTD** measure be sure to use membership and attendance days beginning with the first school day of the given month and ending with the last school day of the month.*
2. Calculate the ATTENDANCE RATE for all applicable students in the school facility or district.
 - o If the student's attendance rate is equal to 90% or less they are chronically absent (e.g. Chronically Absent=Y).
3. Count the SUM TOTAL of students in the school facility or district that are chronically absent for your established time parameter.
4. Count the SUM TOTAL of students enrolled in the school facility or district for your established time parameter.
5. Divide the SUM TOTAL of chronically absent students by the SUM TOTAL of students enrolled in the school or district.
6. Multiply the statistic x 100 and round to the number to the nearest tenth. This is your school or district chronic absenteeism rate.

PLEASE CONTACT YOUR PSIS DATA COORDINATOR OR LOCAL SIS MANAGER WITH QUESTIONS ABOUT MEMBERSHIP AND ATTENDANCE DAYS.

For more information on Student attendance, please visit:

<https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site/Student-Attendance-Reporting>

Marqu lle Middleton
Education Consultant
Connecticut State Department of Education
860-713-6877