NJ SMART Chronic Absenteeism: A Guide to Reporting Accurate Attendance Data

INTRODUCTION

Chronic Absenteeism Rates are calculated using the data submitted to NJ SMART SID Management End-of-Year (EOY) Submission in the data elements for the Number Of Days Present, Number Of Days Absent, and Number of Days State-excused Absences. When submitting attendance data to NJ SMART SID Management in the EOY submission, please remember that:

- Every student that attended one or more days in your Local Educational Agency (LEA) during the school year must have a student record in the End of Year Snapshot with the student's attendance during the period of enrollment.
- Attendance data should be submitted through the last day of the school year. Hence, for the vast majority of students in your district from the first to the last day of school, these students should have 180 days or more in membership (the sum of days present, days absent and days state-excused) since districts are required to provide 180 days of instruction at a minimum.

Reporting clean attendance data to SID Management will ensure accurate Chronic Absenteeism Rates. This guide will walk through how to accurately report student attendance and how to verify the Chronic Absenteeism Rate.

What attendance data should be reported to the SID Management?
- **Fall Snapshot:**
  - *Mandatory:* Attendance data for inactive students. These are students who were enrolled at the start of the current school year but transferred out before the Fall Snapshot.
  - *Not required:* Attendance data for active students.
- **End of Year Snapshot:**
  - *Mandatory:* Attendance data for all active and inactive students, except Non-Public and preschool referral students. *All students that attended a school in the LEA at any point during the current school year must be included in this data file, regardless of whether the student was inactivated in the Fall snapshot.*

Absenteeism rates for state and federal reporting are calculated based on the data collected from the End of Year SID Management Snapshot. Therefore, it is important that LEAs report all attendance data for both inactive and active students for the End of Year Snapshot. *Each LEA should ensure that the attendance data, District Status, and School Status are updated to reflect the status of the student as of the last day of school.*

Please review the NJ SMART Guidance on Student Attendance Fields to ensure that accurate attendance data is reported to NJ SMART.

ATTENDANCE UPDATES

- In the 2021-2022 school year, new data elements were added to SID Management to collect more detailed attendance data: Remote Days Absent, Number Of Days Absent, and Number Of State Excused Absences. The data element Cumulative Days Present was renamed to Number of Days Present.
- Beginning in the 2021-2022 school year, attendance data in SID Management is now collected at the school level rather than the district level to capture absenteeism rates more accurately for the appropriate accountable school. For example, if a student transfers from School A to School B within the same LEA, the LEA must report two records for the student: 1. the inactive record from School A that includes the student's attendance at School A; and 2. the active record from School B that includes the student's attendance at School B.
- In the 2020-2021 school year, three new data elements related to attendance were added to SID Management: Student Learning Environment, Remote Days in Membership, and Remote Days Present. These data elements were added to fulfill new reporting requirements due to the COVID-19 pandemic and provide insight into each student's learning environment and attendance during days of remote learning.
  - In the 2021-2022 school year, the data element of Remote Days in Membership was removed and, as noted previously, a new data element called Remote Days Present was added.
  - These new data elements do not impact the accountability indicator, although LEAs should be reviewing these elements together for consistency and accuracy. For example, some students may have participated in school from a remote learning environment due to a COVID-related closure. For those students, the Student Learning Environment data element should be listed as "Hybrid" and the Remote Days Present and Remote Days Absent data elements should reflect their attendance during the period of remote instruction.

REPORTING ATTENDANCE DATA TO NJ SMART
Attendance data is reported in SID Management through the data elements:

- District Status
- Enrollment Type
- Number of Days Present
- Number of Days Absent
- Number of State Excused Absences
- Remote Days Present
- Remote Days Absent
- Reported Shared Voc
- School Entry Date
- School Exit Date
- School Status

Chronic Absenteeism Click by Click

Please see the NJ SMART Resources & Trainings page to download the SID Management Student Data Handbook for data element definitions, additional notes, and common errors, download the SID Management file templates, and view the New User Training eLearning video to learn how to upload data to NJ SMART.

VIEWING THE CHRONIC ABSENTEEISM RATE IN DISTRICT REPORTS[1]

A student's Absenteeism Rate **(AR)** is calculated by dividing the Number Of Days Absent **(A)** by the Number Of Days Present **(P)** plus the Number of Days Absent **(A)**.
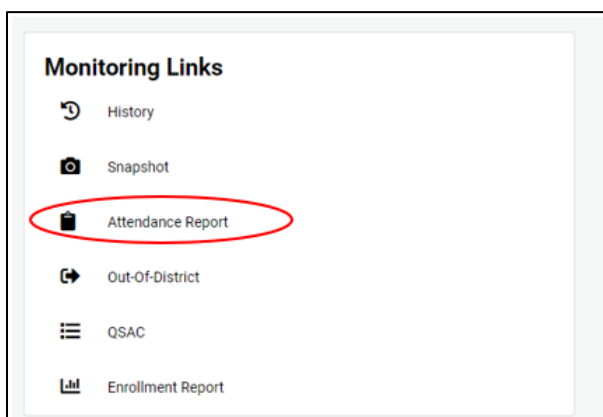
$$A/(P+A) = AR$$

A student is considered chronically absent if the AR is **10% or higher.**

VIEWING YOUR ATTENDANCE DATA IN NJ SMART

An **Attendance Report** is now available in NJ SMART. This report will allow you to download selected attendance fields in order for you to quickly ensure that (a) your attendance data has been updated through the last day of the school year; and (b) that you have included all students who were enrolled in your district during the current school year.
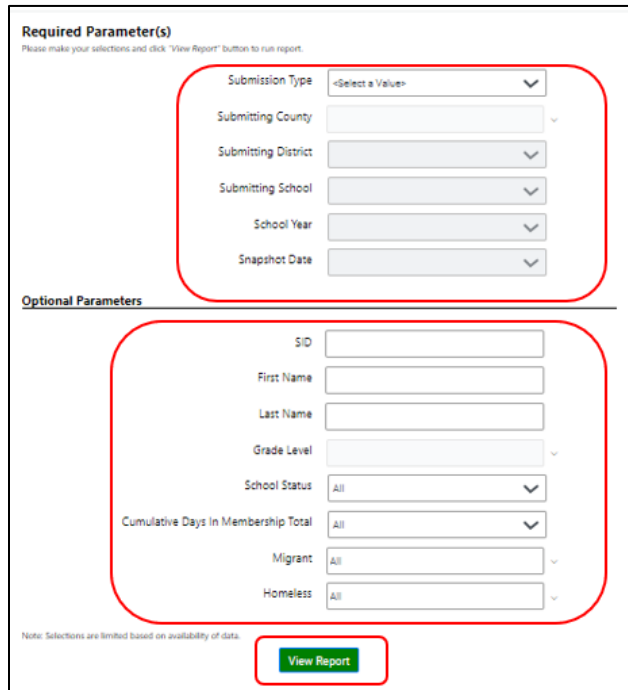
How to view the Attendance Report:

1. Navigate to the Monitoring Links Section of the SID Management tab of the NJ SMART portal and click on Attendance Report.

Help Desk Phone: (800) 254-0295   3   **Help Desk Email**: njsmart@pcgus.com
For general information: NJ SMART Resources & Trainings   **Last Updated**: August 2024

2. Follow the steps to select the report parameters and click "View Report".

3. The report will queue for processing. Once the report has been processed, the link to access the report will be

   sent to your email.

   a. If you are having difficulty viewing the report, please copy and paste the link from your email into the

      browser tab that is currently logged into NJ SMART.

How to view the data in District Reports:

A district **At-Risk Profile Report** is also available in NJ SMART. This report allows you to see how many students in your district are being reported as chronically absent as well as displaying all chronically absent students. (Please note, this is based on the student's attending district, not their accountable district. Hence, these results will not match data on chronic absenteeism later reported by NJ DOE for accountability purposes.)

Chronic Absenteeism Click by Click

1. Navigate to the District Reports tab of the NJ SMART portal.

2. Click on the **At-Risk Profile**, under the Starting Points: Enrollment Profiles section of District Reports.
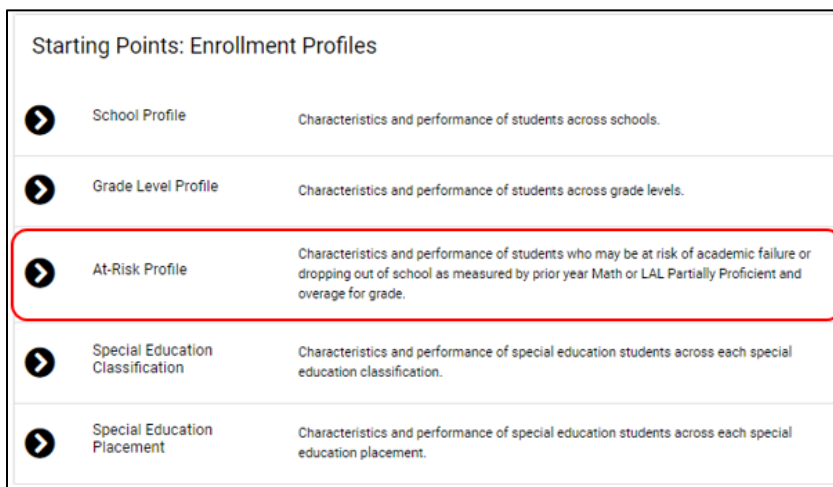
3. Follow the steps to select the report parameters and click "View Report".

4. The total number and percentage of students attending your Local Education Agency that are considered chronically absent will be displayed.
   Please note: Chronic absenteeism rates in the At-Risk report may differ from rates used for accountability under ESSA.

Student Characteristics	Total Students		ELA: Below Expectations		Math: Below Expectations		Chronic Absenteeism: Greater than or Equal to 10%	
	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	39072	100.0%	11415	29.2%	13483	34.5%	5468	14.0%

5. Click on the "# of Students" to drilldown to access the Student List. In addition to viewing the total number of chronically absent students, you can view the count of chronically absent students in each subgroup and drilldown for more detail.

Student Characteristics	Total Students		ELA: Below Expectations		Math: Below Expectations		Chronic Absenteeism: Greater than or Equal to 10%	
	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total	# of Students	% of Total
Total Students	39072	100.0%	11415	29.2%	13483	34.5%	5468	14.0%

STUDENT LIST : Chronic Absenteeism: Greater than or Equal to 10%
State Snapshot Report: Oct 13, 2023 (Generated: 3/14/2024)

All Schools

LID	SID	First Name	Last Name	DOB	School Name	Grade Level	Gender	Race/ Ethnicity	Federal Lunch Status	Retained Last Year	Time In District	4 Year Graduation Cohort
73811	8573647961	Ubpejr	Akgwudezr	10/19/2017	5W6H9O4RU50RS1P1VRIJ9	KF	F	Oapga	N	N	1-2 years	
32514	1268962811	Bmoa	Alhobhab	11/17/2018	81G6FIRPHZHO34CO1P2B3	4F	F	Aapme	N	N	1-2 years	
12311	4637602845	Ardpj	Bfrrigzo	09/01/2007	3JX5J3L9PNPP1R3	11	M	Aapme	F	N	1-2 years	2024
63211	6016567209	Rhvaam	Bnodxuh	06/14/2015	81G6FIRPHZHO34CO1P2B3	03	M	Bknelaog	F	N	3 or more years	
41312	9997365884	Eradfzy	Bonifi	07/23/2010	81G6FIRPHZHO34CO1P2B3	08	F	Bknelaog	N	N	1-2 years	
22416	6541249027	Dbhpxuh	Donmar	08/15/2006	5W6H9O4RU50RS1P1VRIJ9	12	M	Aapme	N	N	3 or more years	2024

6. Click on 'Export as Excel – Expanded' to view additional information for the students, including the reported attendance data.

| |◁ | < | 1 of 1 | > | ▷| | ↻ | ⊕ Back to the parent report | Export as Excel - Truncated | Export as Excel - Expanded |

STUDENT LIST : Chronic Absenteeism: Greater than or Equal to 10%