

Chronic Absenteeism Click by Click

Chronic Absenteeism Rates are calculated using the data submitted to NJSLEDS Student 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 NJSLEDS Student Management in the EOY submission, please remember that:

- Every student that attended one or more days in your Local Educational Agency (LEA) during the current 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 is only required (1) for all students who exit during the current school year and have a SchoolExitDate; and (2) for all students enrolled at the completion of the school year in the EOY submission.
- When submitting attendance data for students who exit during the school year, LEAs should ensure that the attendance data reflects the time between the SY start date and the student’s school exit date; or the time between the school entry and exit dates if the student entered the school after the school year began.
- While LEAs are only required to submit attendance data by June 30 in the EOY submission, it is highly recommended that attendance data in NJSLEDS is updated at more frequent intervals during the school year, especially in April, May and June. By having LEAs update their data regularly in May and June, it will allow the NJDOE to monitor and review the data and flag potential issues and areas for review prior to the EOY submission.
- When submitting attendance data during the school year, LEAs should review the default settings in their student information systems (SIS) to ensure that the attendance data submitted in NJSLEDS Student Management during the school year is reflective of the time between the first day of school and the last day that attendance has been recorded in the SIS.
- For the EOY submission, 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 Student Management will ensure accurate Chronic Absenteeism Rates. This guide will walk through how to accurately report student attendance and how to estimate Chronic Absenteeism Rates.

Attendance Data That should be reported to Student 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 Student

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, School Status, School Start Date and School Exit Date are updated to reflect the status of the student as of the last day of school as well as their period of enrollment for the school year.

Please review the [NJSLEDS Guidance on Student Attendance Fields](#) to ensure that accurate attendance data is reported to NJSLEDS.

Reporting Attendance Data to NJSLEDS

Attendance data is reported in Student 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

Please see the [NJSLEDS User Resources](#) page to download the [Student Management Data Handbook](#) for data element definitions, additional notes, and common errors, download the [Student Management file templates](#). For additional information on attendance data reporting and calculating chronic absenteeism rates, LEAs are encouraged to review the [Reporting Student Attendance and Determining Chronic Absenteeism Rates](#) document.

Viewing the Chronic Absenteeism Rate in District Reports

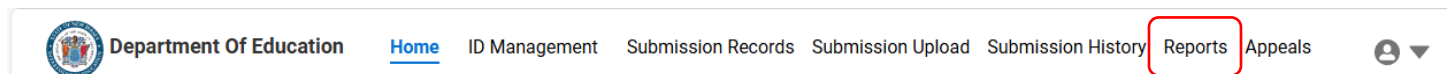
A student's Absenteeism Rate (**AR**) is calculated by dividing the Number Of Days Absent (**A**) by the Number Of Days Present (**P**) plus the Number of Days Absent (**A**).

$$A/(P+A) = AR$$

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

Viewing Your Student List Attendance Data in NJSLEDS

1. Navigate to the "Reports" Tab in NJSLEDS to see a comprehensive breakdown of attendance data.



2. Select "Student List" to view a list of currently enrolled students filtered by grade, demographics, or program participation

Reports

View detailed student-level and summary reports generated from your snapshot or most recent data uploads. These reports can help you review records, check data quality, and monitor trends—giving you valuable insight into your district’s submissions.

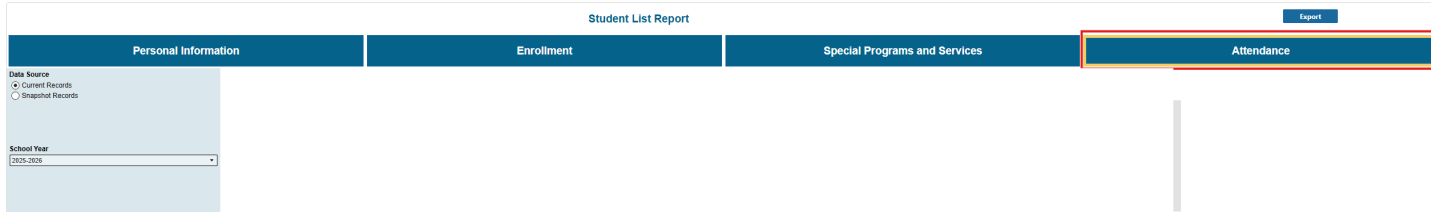
Student List >

View and filter a list of currently enrolled students by grade, demographics, or program participation.

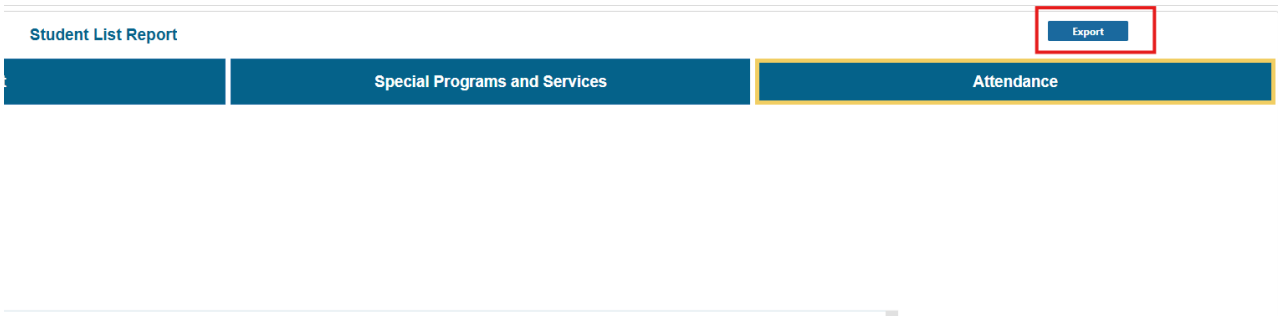
Student Record >

View a comprehensive profile of individual student demographic data alongside detailed enrollment and special education history.

3. Navigate to the “Attendance” Tab to view a detailed list of student attendance data



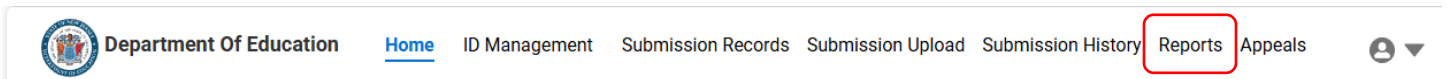
4. If you wish to export, Click the export button on the top right of the page to export what is currently filtered and viewed.



Viewing Your Student Record Attendance Data in NJSLEDS

To view Student Record attendance data in NJSLEDS – follow these steps:

1. Navigate to the “Reports” Tab in NJSLEDS to see a comprehensive breakdown of attendance data



2. Click on the “Student Record” tab to view a comprehensive profile of individual student demographic data alongside detailed enrollment and special education history.

Reports

View detailed student-level and summary reports generated from your snapshot or most recent data uploads. These reports can help you review records, check data quality, and monitor trends—giving you valuable insight into your district’s submissions.

[Student List >](#)

View and filter a list of currently enrolled students by grade, demographics, or program participation.

[Student Record >](#)

View a comprehensive profile of individual student demographic data alongside detailed enrollment and special education history.

[Out-of-District >](#)

View students placed in educational settings outside of their home district, including classification and placement information.

[Graduation Cohort Profile >](#)

Summary of district-level graduation outcomes across 4-, 5-, and 6-year cohorts.

[Graduation Student-Level >](#)

Student-level report of graduation status, pathway used, diploma type, and cohort year.

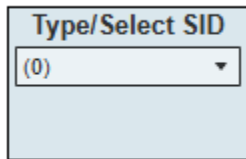
[Performance Report Narrative >](#)

View the Performance reports narrative that was submitted.


[Special Education Student Roster >](#)

This report provides two dashboards geared to highlight characteristics of all students with disabilities across special education classification categories and placements (i.e., in-district, out-of-district, and parentally placed) submitted to student management.

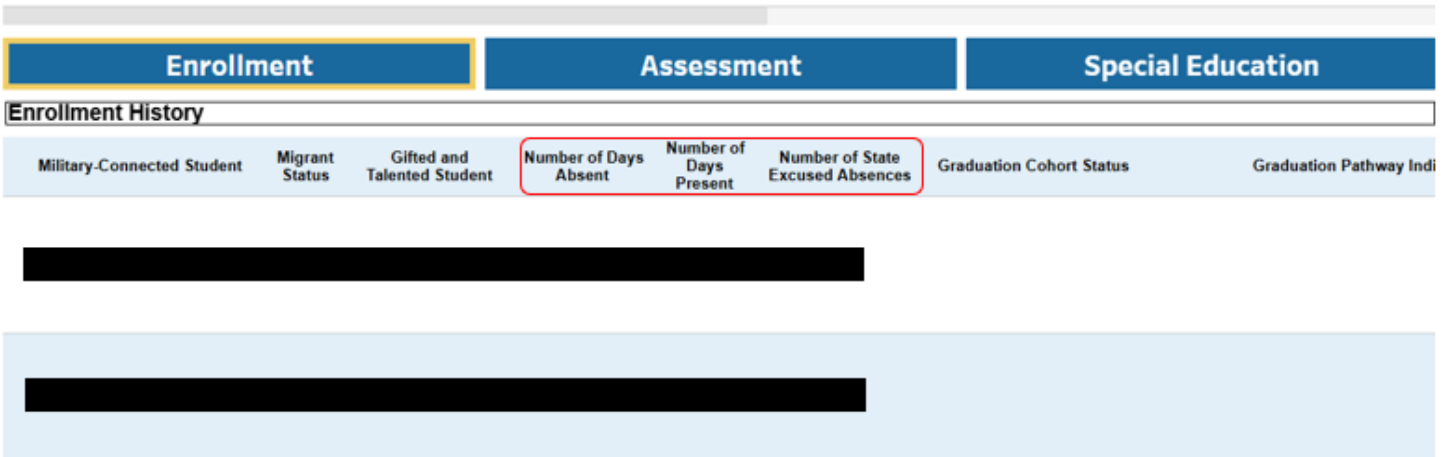
3. Select a SID for the Student’s attendance data you want to view



A screenshot of a web interface showing a dropdown menu. The menu is titled "Type/Select SID" and currently displays "(0)". A red box highlights the dropdown area.

 Please Type or Select a SID from drop down to view report

4. Select “Enrollment” and scroll to the right of the Enrollment History to find “Number of Days Absent” , “Number of Days Present” , and “Number of State Excused Absences”.



A screenshot of a web interface showing a table with three main sections: Enrollment, Assessment, and Special Education. The Enrollment section is highlighted with a yellow border. Below it, the Enrollment History table is shown with columns: Military-Connected Student, Migrant Status, Gifted and Talented Student, Number of Days Absent, Number of Days Present, Number of State Excused Absences, Graduation Cohort Status, and Graduation Pathway Indi. The columns Number of Days Absent, Number of Days Present, and Number of State Excused Absences are highlighted with a red box. There are two black redaction bars below the table.

5. If you wish to export the attendance data, click the “Export” Button at the top right of the page to export what is currently filtered and viewed.

The screenshot shows the top section of the 'Student Record Report' interface. On the left, there is a dropdown menu titled 'Type/Select SID' with '(0)' selected. To its right is a black arrow pointing left and the text 'Please Type or Select a SID from drop down to view report'. In the center, the title 'Student Record Report' is displayed in blue. On the top right, there is a blue 'Export' button enclosed in a red rounded rectangle. Below these elements are three blue tabs: 'Enrollment' (highlighted with a yellow border), 'Assessment', and 'Special Education'.

Please note that a school’s chronic absenteeism rate is based on the student’s accountable school and not attending school. These reports in NJSLEDS only use the student’s attending school. While this is often the same school, it can be different. LEAs should ensure that the student record accurately reflects the student’s resident, receiving and attending school as these elements are used to determine the student’s accountable school for each student record.