

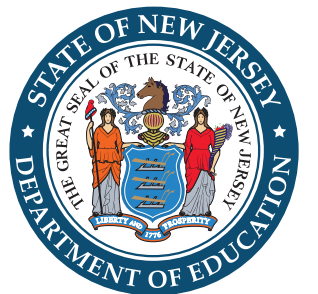


Student Management Attendance in NJSLEDS

NJSLEDS Project Team
Office of Information Technology

August 2025

nj.gov/education/sleds



Webinar Etiquette

We want to ensure all attendees can fully engage with the training and have their questions addressed.

How can I ask a question?



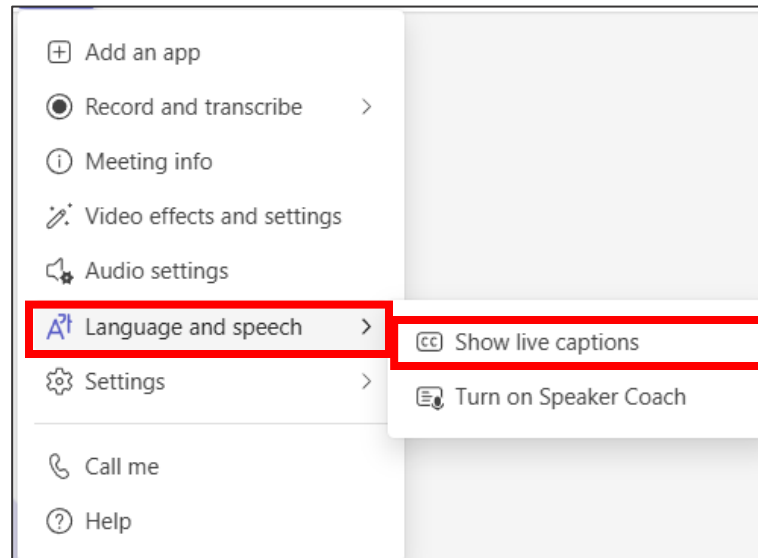
Webinar Etiquette

To use live captions during this webinar:

1. Click on the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Show live captions.”



Agenda



1. Attendance Reporting Overview
2. Review Attendance Fields and Reporting Examples
3. Key Resources
4. Q&A



Attendance Data Overview



Attendance Data in NJSLEDS

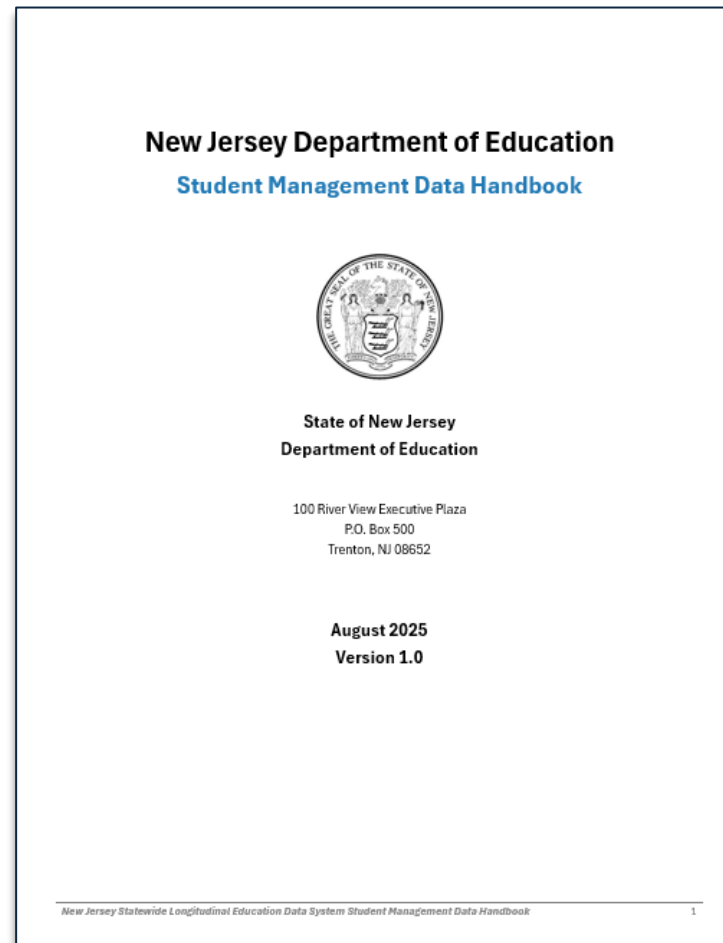
- **Chronic Absenteeism as an Accountability Indicator**
 - Under *Every Student Succeeds Act (ESSA)*, New Jersey uses chronic absenteeism to measure school quality and student success for federal accountability.
- **Part of a Larger Evaluation**
 - School Quality and Student Success is one of **five key indicators** used to identify schools in need of **Comprehensive or Targeted Support and Improvement**.
- **Data Drives Improvement**
 - Accurate attendance data helps schools **analyze root causes** of absenteeism and implement targeted solutions.
- **Support Is Available**
 - The NJDOE offers a list of **research-based strategies** on its Keeping Our Students Safe, Healthy & In School website.
 - A Guidance Document entitled [Reporting Student Attendance and Determining Chronic Absenteeism Rates](#) is available on the NJDOE website under its Student Attendance/Chronic Absenteeism section.



Getting Started

Use the Student Management Handbook

- The [Student Management Handbook](#) is a required resource available on the NJSLEDS User Resources website
- Districts should review all definitions, notes, and common errors



NumberOfDaysPresent

Definition of Data Element

The number of school days in a session a student is recorded as present during the annual reporting period from July 1 through June 30. This field includes the days students attended from a remote learning environment.

Functional, Policy, or Legal Document

N.J.A.C. 6A:32-8.3; [NJSLEDS Guidance on Student Attendance Fields](#)

CEDS Mapping

Number of Days Present

NumberOfDaysAbsent

Is this Data Element Required?

This field is required for all students, except for Non-Public and preschool referral students.

Definition of Data Element

The number of days a student is absent during the annual reporting period from July 1 through June 30. This field includes the days students were absent and scheduled to receive instruction in a remote learning environment. This field does not include absences for a State-excused reason.

Functional, Policy, or Legal Document

N.J.A.C. 6A:32-8.4; [NJ School Register](#); [NJSLEDS Guidance on Student Attendance Fields](#)

CEDS Mapping

Number of Days Absent

Is this Data Element Required?

NumberOfStateExcusedAbsences

Definition of Data Element

The number of days a student is absent for a State-excused reason during the annual reporting period from July 1 through June 30.

Functional, Policy, or Legal Document

N.J.A.C. 6A:32-8.3; [NJ School Register](#); [NJSLEDS Guidance on Student Attendance Fields](#)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

This field is mandatory for all students, except for Non-Public and preschool referral students.



Getting Started

Use the Reporting Student Attendance and Determining Chronic Absenteeism Rates Guide

- The [Reporting Student Attendance and Determining Chronic Absenteeism Rates Guide](#) is another helpful resource available on the NJSLEDS website
- Districts should reference this resource for further guidance on Attendance reporting

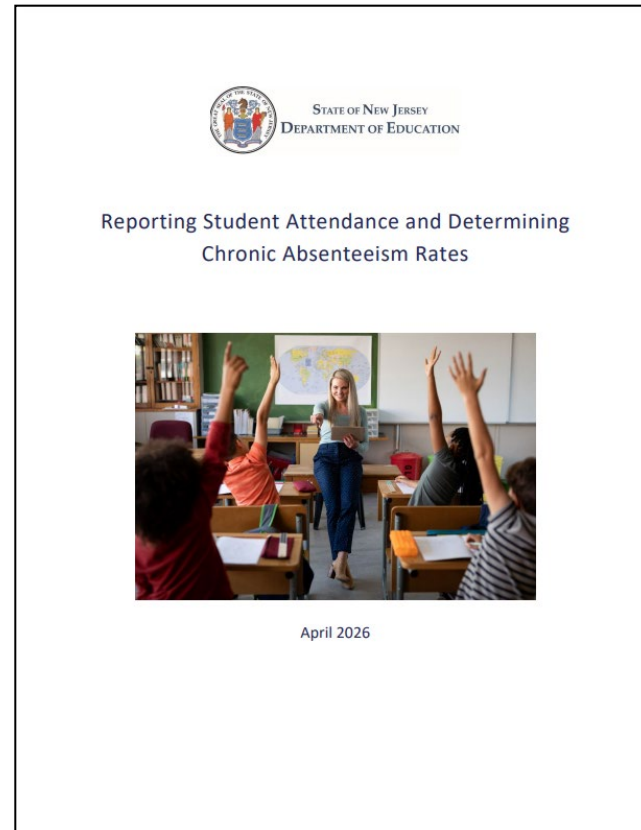


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Reporting Attendance Data

Data Elements:

- Number of Days Present
 - The number of school days in session a student is recorded as present.
- Number of Days Absent
 - The number of days a student is absent.
- Number of State-Excused Absences
 - The number of days a student is absent for state excused absent reasons (only seven allowable reasons).

Cumulative Days in Membership Total

- Number of Days Present (P) + Number of Days Absent (A) + Number of State Excused Absences

Reminder: At the end of the academic year, students who have been enrolled since the first day of school must have a Cumulative Days in Membership Total of 180 days or more.



Number of Days Present Guidance

- A day present, captured in the data field NumberOfDaysPresent, is defined in N.J.A.C. 6A:32-8.4(c) as a day that a student participates in instruction or instruction-related activities for at least half a day in session, whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual/remote instruction setting pursuant to N.J.A.C. 6A:32-13.
- This field represents the number of school days in session from July 1 through June 30.
 - Summer school days in session should only be included if summer school attendance is required for all students.
- A student who misses school due to illness may not be marked as present unless the district board has approved home instruction of education and is being provided to the student per N.J.A.C.6A:16- 10.2.
- Per N.J.A.C. 6A:16-10.1, a student temporarily removed from the classroom to in-school suspension is considered present, provided the student is allowed to continue to:
 - Appropriately participate in the general education program; and
 - For students with disabilities, receive the services specified in their IEPs, and participate with nondisabled students to the extent they would have in their current placement.
- A student on out-of-school suspension cannot be marked as present unless the student is receiving educational services per N.J.A.C. 6A:16-10.2.



Number of Days Absent Guidance

- A day absent, captured in the data field NumberofDaysAbsent, is a day that a student participates in instruction or instruction-related activities for less than half a day in session, per N.J.A.C. 6A:32-8.4(d).
 - This field captures the number of school days in session from July 1 through June 30 that a student is absent from school, i.e., is not under the guidance and direction of a teacher engaged in the teaching process for any reason. (If the student is absent for a state-excused absence, the day should be marked as a state-excused absence and not a day absent.)
 - While district boards of education may adopt policies that establish locally approved excused absences consistent with N.J.A.C. 6A:16-7.6, an absence designated as excused by the district board of education must be recorded as an absence in NJSLEDS. Hence, days absent should include all unexcused absences and all locally excused absences, but not state-excused absences.
 - This field should include all days that students are marked as absent, irrespective of student learning environment.



Number of State-Excused Absences

Captures the number of days a student is absent for a State-excused reason during the annual reporting period from July 1 through June 30.

- State-excused absences should not also be recorded as a day absent.

Per N.J.A.C. 6A:32-8.4(e) there are seven allowable reasons for a state-excused absence:

- Religious observance, according to N.J.S.A. 18A:36-14, 15 and 16
- College visit(s), up to 3 days per school year for students in grades 11 and 12
- Participation in Take Our Children to Work Day
- Participation in observance of Veterans Day, according to N.J.S.A. 18A: 36-13.2
- Participation in district board of election membership activities (N.J.S.A. 18A: 36-33); or
- Closure of a busing district that prevents a student from having transportation to the receiving school.
- Civic Event - an event sponsored by a government entity, a community-based organization or a nonprofit organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well- being.



Reporting Remote Attendance Fields

These fields must be used when virtual or remote instruction is provided to students because one or more schools in a school district are required to close for in-person instruction due to the reasons outlined in N.J.S.A. 18A:7F-9

How should I report remote attendance?

- In the event of a public health emergency where remote learning is provided to students, please also report attendance data to:
 - **RemoteDaysPresent**
 - **RemoteDaysAbsent**
- Reminder: **RemoteDaysPresent** and **RemoteDaysAbsent** must not be used when students are receiving home instruction due to temporary illness, discipline, or other reasons. Attendance during periods of home instruction should continue to be tracked in the **NumberOfDaysPresent** and **NumberOfDaysAbsent** data fields only.
- If students participated in remote learning for any part of the year, the **StudentLearningEnvironment** should be marked as 2 = Hybrid
- For students who were full-time on-premise and did not receive any remote learning, **RemoteDaysPresent** and **RemoteDaysAbsent** must be 0.
- NOTE: **RemoteDaysPresent**, **RemoteDaysAbsent**, and **StudentLearningEnvironment** should be captured per enrollment record.



Reporting Attendance in Remote Learning Environment

RemoteDaysPresent and RemoteDaysAbsent must not be used when students are receiving home instruction due to temporary illness, discipline, or other reasons.

- Attendance during periods of home instruction should continue to be tracked in the
- NumberofDaysPresent and NumberofDaysAbsent data fields only.

In the event that virtual or remote instruction is provided to students because one or more schools in a school district are required to close for in-person instruction due to the reasons outlined in N.J.S.A. 18A:7F-9, the StudentLearningEnvironment field should be updated to Hybrid (to reflect the fact that the student participated in school physically and for a time from a remote learning environment).

- Additional fields that are related to device and connectivity should also reflect what the district knows to be true about the student:
 - StudentInternetConnectivity
 - StudentDeviceOwner
 - StudentDeviceType



End of Year Student Management Attendance Reporting

Attendance must be reported for every student who was enrolled at any point during the school year — whether they're still active or have since transferred or dropped out.

- **Active students:** Enrolled with the district at the end of the school year.
- **Inactive students:** Attended at least one day during the year but are no longer enrolled (e.g., transferred, dropped out).

The NJDOE strongly encourages LEAs to keep their attendance data regularly updated in NJSLEDS Student Management throughout the school year. The window between the last day of school and the end of year snapshot is short, so by having LEAs update their data regularly it will allow the NJDOE to monitor and review the data and flag potential issues and areas for review prior to the June 30 snapshot.

The NJSLEDS Student Management snapshot date is June 30 of each year. Districts must submit their final attendance data in Student Management by this deadline each year. This includes acquiring the attendance data for any out-of-district student who the district is responsible for reporting in NJSLEDS Student Management from the district where the student attends.



Common Attendance Data Issues to Address Before Submission

NJDOE has identified a few common issues that lead to attendance errors. Addressing these before submission helps ensure your data accurately reflects student attendance and avoids follow-up outreach.

- **Review SIS default settings.** A common issue is when SIS systems default to 180 days present before the year ends. For example, if attendance is exported through January, students should have roughly 100 days in membership — not 180. If your SIS defaults to reporting through the end of the year, your data will not reflect actual attendance at the time of submission, and students with no absences entered may incorrectly show 100% attendance.
- **Report attendance for inactive students.** Any student who was enrolled for at least one day during the 2025-2026 school year must be included in the end-of-year snapshot — even if they have since transferred or withdrawn. Attendance Data for students who have exited during the school year should reflect the days between the school year start date or SchoolEntryDate and the SchoolExitDate.



Out-of-District Student Attendance

LEAs are responsible for reporting attendance data for all students they report in NJSLEDS Student Management, including students who attend schools outside the LEA. This may include students attending an approved private school for students with disabilities (APSSD), a special services district, an educational services commission or other programs in other districts. While attendance is generally tracked by the attending LEA, the reporting LEA is responsible for submitting that data in NJSLEDS.

- **Establish a process early.** If your LEA does not have a process for receiving out-of-district attendance data, the NJDOE recommends coordinating with attending LEAs as soon as possible to ensure data is available before the June 30 Snapshot.
- **If data is unavailable, report zeros.** If attendance data cannot be obtained for an out-of-district student, report both days present and days absent as 0. Do not leave these fields with 180 days present and 0 days absent or leave the data blank — doing so can result in invalid attendance and chronic absenteeism rates.
- **Make every effort to obtain the data.** LEAs should make all possible efforts to collect attendance data for out-of-district students. The NJDOE will flag LEAs with students who have missing attendance data during the outreach period.



Reporting Attendance Data For Shared-Time Students

How to report Shared-Time Students in EnrollmentType and ReportedSharedVoc

- Shared-time students are those who attend two different schools, an academic high school and a county vocational school, in one day for a half day each. EnrollmentType must be reported as S for Shared-time in NJSLEDS.
- For shared-time students, each day is counted as a ½ day in membership for each school. Shared-time students are either counted each day as ½ day present or ½ day absent at each school. (A shared-time student must attend at least one hour to be counted present.)
 - For example: A school has 180 days in session for the school year, a shared-time student would have 90 days in membership at their academic high school and 90 days in membership at the county vocational school.
 - The academic high school is responsible for submitting shared-time student attendance data to the SID submission based on half-day attendance at the academic school. EnrollmentType = S and ReportedSharedVoc = N
 - The vocational school must submit shared-time student attendance data separately in the SID submission based on half-day attendance at the vocational school. EnrollmentType = S and ReportedSharedVoc = Y



Reporting Responsibilities in Student Management

Attendance data is submitted through Student Management. Because multiple LEAs may be involved in a student's education, the NJDOE has established clear guidelines for determining which LEA is responsible for reporting each student's attendance.

- **Accurately identify all three school types.** Each student record must correctly reflect the resident, receiving, and attending county/district/and school codes.
- **Determining Accountable School.** Data submitted in Student management for the three school types are used to determine the accountable school. To determine which LEA is responsible for submitting a student's attendance data, districts should consult the [NJSLEDS Reporting Responsibilities for Student Management document](#), available on the [NJSLEDS User Resources website](#).
- **Accountable school matters.** Chronic absenteeism is calculated based on a student's accountable school — not the school they physically attend.
- **Attendance data follows the accountable school.** When a student attends school outside their resident district, attendance is still applied to the accountable school for reporting purposes.



Calculating Absenteeism Rates



Calculating the Student's Absenteeism Rate

$$\frac{\text{Days Absent (A)}}{\text{Days Present (P) + Days Absent (A)}} = \text{Student's Absenteeism Rate}$$

Critical Exclusion: State-Excused Absences are not included here. They do not count toward the denominator.



Rate \geq 10% =
Chronically Absent

Please review the [Chronic Absenteeism Click by Click](#) for more information about calculating Chronic Absenteeism.



Calculating the School's Chronic Absenteeism Rate

- The school's chronic absenteeism rate is the percentage of K-12 students who are chronically absent, meaning they missed 10% or more of their enrolled days.
- All students with at least 90 days of membership are included in the school Chronic Absenteeism rate calculation, whether the student attends the school at the end of the year or not.
- The school's Chronic Absenteeism rate is based on the student's accountable school, not their attending school. While most students' attending schools are their accountable school, districts should refer to the [NJSLEDS_Student-Management_Reporting-Responsibilities.pdf](#)

Formula:

(# of chronically absent students) ÷ (total # of students in membership)

Example:

- Total Students: 500
 - Chronically Absent: 75
- $$75 \div 500 = 0.15 = 15\%$$



Reviewing Attendance Data in NJSLEDS



Reviewing Attendance Data in NJSLEDS

Districts should download and review:

- Student List Report:
 - Browse and filter your currently enrolled students by grade, demographics, or program participation — making it easy to find exactly who you're looking for.
- Student Record Report
 - Get the full picture on any individual student, including their demographic information, enrollment history, and special education history, all in one place.

These Reports includes attendance data alongside other student-level information, allowing districts to verify that attendance has been submitted for all students enrolled at any point during the year. NJDOE will use this report to monitor compliance and follow up with districts as needed.



Reviewing Student List Attendance Data in NJSLEDS

To access Student List attendance data in NJSLEDS, navigate to Reports at the top of your screen, then select Student List. Once there, attendance data can be found under “Attendance”.

Home ID Management Submission Records Submission Upload Submission History **Reports** Appeals

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

Student List Report

Export

Personal Information

Enrollment

Special Programs and Services

Attendance

Data Source

- Current Records
- Snapshot Records

Student Name

Local ID

State ID

Grade Level

Number of Days the Student was Present

Number of Days t



Reviewing Student Record Attendance Data in NJSLEDS

To access Student Record attendance data in NJSLEDS, navigate to Reports at the top of your screen, then select Student Record. Once there, attendance data can be found under “Enrollment”.

Home ID Management Submission Records Submission Upload Submission History **Reports** Appeals

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 demographics

Type/Select SID
(0)  Please Type or Select a SID from drop down to view report

Student Record Report Export

Student & Demographic Information

Enrollment **Assessment** **Special Education**

Enrollment History



Key Resources



nj.gov/education/sleds

Helpful Resources for NJSLEDS



The NJSLEDS Homepage links users to important updates and information occurring within NJSLEDS.



The NJSLEDS User Resources Page is a comprehensive hub for managing data submissions effectively. Detailed resources are available on individual submission pages.



The NJSLEDS Trainings and Webinars Page provides links to recorded training sessions, descriptions, and details on how to join live webinars. Live sessions will be available throughout the school year.



The NJSLEDS Key Documents Page is the primary resource for accessing essential materials related to the system. This page ensures districts have the tools they need to navigate and fulfil their data reporting obligations effectively and efficiently.



The NJSLEDS News Page keeps you informed on the latest developments, key milestones, and updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.



The Guidance for Reporting Student Attendance and Determining Chronic Absenteeism Rates document provides detailed guidance on how student attendance should be recorded and how chronic absenteeism rates are calculated for federal accountability purposes



Contacting the Help Desk



Use the “Contact Help Desk” button on the NJSLEDS system homepage (preferred) or call 609-376-3970.



Provide your full name, district/school code, and reason for inquiry.



Refer to your case number and confirmation email sent by NJSLEDS.



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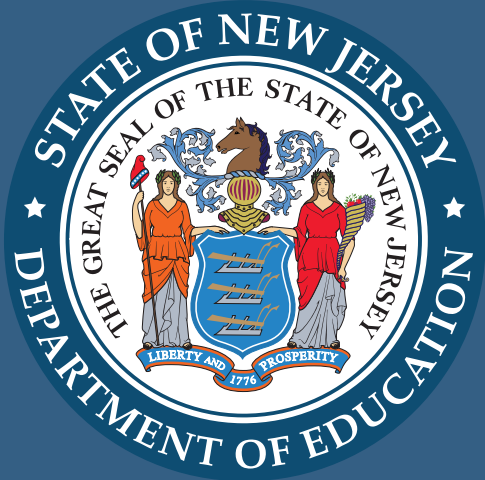
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