



EXCESSIVE ABSENTEEISM MONTHLY COLLECTION INSTRUCTIONS

Nebraska Department of Education
Data Services
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These instructions were last updated: September 15, 2011

DUE DATE

The Excessive Absenteeism Monthly Collection is due on or before the 10th of the month following the end of the reporting period. For August/September, the collection is due on or before October 10th. For May/June, the collection is due on or before June 10th.

SCOPE

This collection is to be completed by Public school districts and Nonpublic school systems.

Background: R.R.S. 79-527 requires the submission of Excessive Absenteeism information on a monthly basis from each public school district or nonpublic school system. This data is in turn reported to the Truancy Intervention Task Force for study and evaluation.

DIRECTIONS FOR COMPLETING THE ON-LINE SUBMISSION

Report the items listed below, then click on the "Save" button to save data and return to the collection main page.

Ia. Unduplicated Count of Students - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 2 days (or the hourly equivalent) during the calendar month.

- Include each student only once regardless of how many days the student was absent or for how many reasons.
- Include all students enrolled at your district, regardless of the FTE of the student.
- Include any student who meets the definition in the current month's count even if the student met the definition and was reported in a previous month's count.

- For the August/September collection, report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 2 days (or the hourly equivalent) from the first day of enrollment in the school year through September 30th.
- For the May/June collection, report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 2 days (or the hourly equivalent) from May 1 through the last day of school.

Ib. Reasons

- Report the reason(s) for the student(s) absence(s) counted in 1a.
- If a student reported in 1a met the threshold for more than one reason in 1b, count that student in each reason category. For example, if a student was gone for 3 days (1 day for Medical reasons and 2 days for Other reasons) count that student once in 1a, once in 1b Medical and once in 1b Other.
 - The sum of the counts in the 1b may be more than the count in 1a.
- Reasons:
 - *Long-Term Suspensions* - The exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days (R.R. S. 79-256)
 - *Expulsions* - The exclusion from attendance in all schools within the system in accordance with section 79-283 (R.R. S. 79-256)
 - *Medical* - Student was unable to attend school due to illness or other medical reason.
 - *Other* - Any reason not meeting the definition of Long-Term Suspensions, Expulsions or Medical.

II. Cumulative Counts

- August/September Report (due October 10th) – No cumulative count due.
- October Report (due November 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 4 days (or the hourly equivalent) from the first day of enrollment through October 31st.
- November Report (due December 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 6 days (or the hourly equivalent) from the first day of enrollment through November 30th.
- December Report (due January 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 8 days (or the hourly equivalent) from the first day of enrollment through December 31st.
- January Report (due February 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 10 days (or the hourly equivalent) from the first day of enrollment through January 31st.
- February Report (due March 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 12 days (or the hourly equivalent) from the first day of enrollment through February 28th.

- March Report (due April 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 14 days (or the hourly equivalent) from the first day of enrollment through March 31st.
- April Report (due May 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 16 days (or the hourly equivalent) from the first day of enrollment through April 30th.
- May/June Report (due June 10th) - Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 18 days (or the hourly equivalent) from the first day of enrollment through the last day of enrollment.

III. Referrals - Report the number of referrals during the calendar month to the office of the county attorney for excessive absenteeism of a student enrolled in kindergarten through 12th grade.

- If a student was referred to the office of the county attorney for excessive absenteeism more than once during the time period being reported, count each referral.

IV. Contacts - Report the number of contacts with law enforcement officials during the calendar month by the district or system relative to a student enrolled in kindergarten through 12th grade who is in the district or system.

- Do not include contacts with law enforcement officials employed by or contracted with by the school district as school resource officers.
- Only include contacts initiated by the district or system.

SUBMISSION

Once you have completed entering data press the **Submit** button on the collection main page next to the month for which you are submitting data. When the collection has been submitted, you will no longer be able to make changes. If changes need to be made, you will need to contact NDE to re-open the collection.

EXAMPLE: Sections Ia, Ib and II

In **August and September**, Johnny was gone a total of 3 days for Medical reasons, and Timmy was gone 1 day for Other reasons.

August/September (II. Cumulative Count Not Applicable)

- Johnny – 3 days – Medical
- Timmy – 1 day – Other

Excessive Absenteeism Reporting:

- 1a. Johnny's absence is the only one that counts in August/September. Timmy was not absent for more than two days.
- 1b. Johnny was gone for Medical reasons.
- II. Cumulative counts are not collected in August/September

In **October**, Johnny was gone 3/4 of a day for Medical reasons and Susie received a Long-Term Suspension of 7 days.

October (II. Cumulative Count > 4 days)

- Johnny – .75 days – Medical [3.75 days cumulative]
- Timmy – none [1 day cumulative]
- Susie – 7 days – Long-Term Suspension

Excessive Absenteeism Reporting:

- 1a. Susie was the only one absent for more than two days; Johnny's absence was not enough to qualify.
- 1b. Susie was gone for the reason of Long Term Suspension.
- II. Susie has been absent a total of 7 days and is the only one with more than 4 days of cumulative absence since the first day of enrollment.

In **November**, Johnny was gone 2.5 days for Other reasons. Timmy was gone 1 day for Other reasons, and was later Expelled with 3 school days left in November, and was not attending an alternative school, class or program.

November (II. Cumulative Count > 6 days)

- Johnny – 2.5 days – Other [6.25 days cumulative]
- Timmy – 4 days – 1 day Other, 3 days Expulsion [5 days cumulative]
- Susie – none [7 days cumulative]

Excessive Absenteeism Reporting:

- 1a. Johnny and Timmy were both gone for more than two days in November.
- 1b. Johnny was gone for Other reasons. Timmy was gone for more than one reason, so he is counted in both Other and Expulsion. Even though his absence for Other reasons was only one day, his total absence during November was more than two days, so each reason he was absent needs to be reported.
- II. Johnny (6.25 days cumulative) and Susie (7 days cumulative) have been absent more than 6 days since the first day of enrollment, and both count in section II. Timmy has only been absent 5 days total and should not be reported in section II.

In **December**, Timmy's Expulsion continued for the 16 days that school was in session, Susie missed another 1/2 day of school for Other reasons, and Mary was gone 1.5 days for Medical reasons.

December (II. Cumulative Count > 8 days)

- Johnny – none [6.25 days cumulative]
- Timmy – 16 days – Expulsion (continued) [21 days cumulative]
- Susie - .5 days – Other [7.5 days cumulative]
- Mary – 1.5 days – Medical

Excessive Absenteeism Reporting:

- 1a. Timmy was the only one gone for more than two days in December. Even though his Expulsion occurred in November, he continues to be absent in December.
- 1b. Timmy's reason continues to be Expulsion.
- II. Timmy is the only one who has been absent for more than 8 days. Susie's 7.5 days and Johnny's 6.25 days are not more than 8 days and do not need to be reported in section II.

Note: This example only runs through December, but the same principals would apply to future months.

Excessive Absenteeism Monthly Collection – Report Example

	Aug/Sept (II. N/A)	October (II. >4 days)	November (II. >6 days)	December (II. >8 days)
1a. Unduplicated Count of Students	1 - Johnny	1 - Susie	2 - Johnny, Timmy	1 - Timmy
1b. Reasons				
• Long Term Suspension		1 - Susie		
• Expulsion			1 - Timmy	1 - Timmy
• Medical	1 - Johnny			
• Other			2 - Johnny, Timmy	
II. Cumulative Counts	N/A	1 - Susie	2 - Johnny, Susie	1 - Timmy

Note: Student names are included here only for purposes of this example. In the actual collection, only the student counts are reported.

FREQUENTLY ASKED QUESTIONS

Q1. How do we provide for students who have exited the school district before or during the various reporting periods? If a student is not enrolled on the end date of the reporting period, can we exclude the student from the report?

A1. If a student was enrolled for more than 2 days and met the definition of absent more than 2 days during the reporting period, they should be included in the excessive absenteeism count, even if that student was no longer enrolled on the last day of the reporting period.

Q2. If a student leaves the district, then returns at a later date, does the cumulative count start over?

A2. No. The cumulative count of days that the student was absent does not restart if the student leaves your district, then re-enrolls.

Q3. Are we to report all absences – including excused or unexcused or just unexcused absences?

A3. A district is required to report absences regardless of whether they were excused or unexcused.

Q4. Our district contracts with a private Alternative Education program to educate expelled and adjudicated youth. If they contact law enforcement regarding a student's behavior, would this be reportable under IV. Contacts?

A4. Yes. In this instance, the contracting agency contacted law enforcement on your behalf, and should be reported under IV. Contacts.

Q5. Should students who have been expelled but are attending an alternative program be counted as absent?

A5. No. Do not count students who are expelled where student is attending an alternative school, class or education program pursuant to Section 79-266(1).

Q6. Do funerals fall under the Other category?

A6. Yes.

Q7. Are in-school suspensions reported?

A7. No. Section 79-256(1) defines long-term suspension to mean “the exclusion of a student from attendance in all schools within the system for a period exceeding five school days but less than twenty school days”. An “in-school suspension” means the student is in attendance and therefore is not absent.

Q8. Should absences for school activities be reported on the Excessive Absenteeism report?

A8. Title 92, Nebraska Administrative Code, Chapter 2, Section 006.02 provides that students shall be counted as present when actually at school or is present at a school sponsored activity which is supervised by a member or members of the school staff.

Q9: How should information be reported for year-round schools that start the year in July?

A9: For these schools, the August/September collection period should include all information from the first day of the enrollment period until the last day in September. These schools could have as much as three full months of excessive absenteeism data in their August/September information.

Q10. If a student is suspended for 5 days or less, where should they be reported?

A10. A student is reported in Other if their suspension is for 5 days or less. Only students who have a suspension for more than 5 days should be reported in Long-Term Suspension.

Q11. How many days of excessive absenteeism before letters are sent to parents?

A11. The statute specifically referring to a “written notice to the person violating section 79-201 (compulsory education)” was stricken by the passage of LB800. It is no longer required by statute that a letter be sent to parents concerning a student’s excessive absenteeism.

Q12. How many days of excessive absenteeism before a referral needs to be made to the county attorney?

A12. State statute 79-209 now states that “If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which such person resides.” Thus, contacting the county attorney must be done once a child has exceeded 20 days of absenteeism, or the hourly equivalent.

Q13. If a student has been suspended on 3 different occasions – 1st time for 3 days, 2nd time for 5 days, and 3rd time for 5 days - would we classify this under Other since he has never been suspended for longer than 5 days at one time or would it be under Long Term Suspension since his number of suspension days equal 13 days total?

A13. The student would be categorized as Other, because none of the suspensions exceed 5 days.

Q14. If suspended or expelled students continue to turn in school work, should they be counted as absent?

A14. Students who are suspended or expelled are counted as absent unless they continue to be in a school setting during their suspension or expulsion, such as serving their suspension in-school or attending an alternative school.

Q15. If a part-time student only attends class in the mornings, how do we determine when they have reached the Excessive Absenteeism threshold of "more than 2 days or the hourly equivalent"?

A15. The student should be counted on the Excessive Absenteeism report once they have missed more than two days of their program. For this student, they would be included once they missed more than 2 days of morning classes.

Q16. A homebound student is receiving services at home pursuant to a Section 504 plan. Is this student considered absent from school?


A16. No. Section 504 of the Vocation Rehabilitation Act may require a school district to serve the student in the home. As such, the "home" is the "school" for purposes of attendance for this student. So long as the student is present when school officials arrive to provide the services required, then the student is in attendance at school.

Q17. Do we count contacts with the probation/parole officers as contacts with law enforcement?

A17. Juvenile Probation officers or juvenile parole officers would not be law enforcement officials.

SCREEN IMAGES OF THE EXCESSIVE ABSENTEEISM COLLECTION

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Current District: EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

School Year: 2010-2011

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EXCESSIVE ABSENTEEISM MONTHLY COLLECTION

COLLECTION IS CURRENTLY OPEN TO REPORT DATA FOR THE FOLLOWING MONTH(S): AUGUST/SEPTEMBER. If you view a green check mark by the month, submission is complete.

AUG/SEP	Enter Data	View Data		Final Submit
OCTOBER	Enter Data	View Data		Final Submit
NOVEMBER	Enter Data	View Data		Final Submit
DECEMBER	Enter Data	View Data		Final Submit
JANUARY	Enter Data	View Data		Final Submit
FEBRUARY	Enter Data	View Data		Final Submit
MARCH	Enter Data	View Data		Final Submit
APRIL	Enter Data	View Data		Final Submit
MAY/JUN	Enter Data	View Data		Final Submit

EXCESSIVE ABSENTEEISM FORM:



NEBRASKA DEPARTMENT OF EDUCATION
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2010-2011 EXCESSIVE ABSENTEEISM MONTHLY COLLECTION
 EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

ENTER DATA COLLECTED IN THE MONTH OF AUGUST/SEPTEMBER

		UNDUPLICATED COUNT OF STUDENTS
I.a.	Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 2 days (or the hourly equivalent) during the calendar month.	<input type="text" value="0"/>
I.b.	Reasons*	
	Long-Term Suspensions	<input type="text" value="0"/>
	Expulsions	<input type="text" value="0"/>
	Medical	<input type="text" value="0"/>
	Other	<input type="text" value="0"/>
*If a student reported in I.a. met the threshold for more than one reason in I.b., count that student in each reason category. For example, if a student was gone for 3 days (1 day for Medical reasons and 2 days for Other reasons) count that student once in I.a., once in I.b. Medical and once in I.b. Other. The sum of the counts in the I.b. may be more than the count in I.a.		
II.	Cumulative Counts will not need to be reported for the August/September Collection.	
REFERRALS		NUMBER OF REFERRALS
III.	Report the number of referrals during the calendar month to the office of the county attorney for excessive absenteeism of a student enrolled in kindergarten through 12th grade.	<input type="text" value="0"/>
CONTACTS		NUMBER OF CONTACTS
IV.	Report the number of contacts with law enforcement officials during the calendar month by the district or system relative to a student enrolled in kindergarten through 12th grade who is in the district or system.**	<input type="text" value="0"/>
**Do not include contacts with law enforcement officials employed by or contracted with by the school district as school resource officers.		
<input type="button" value="Save"/>		

SUMMARY REPORT OF DATA SUBMITTED:



NEBRASKA DEPARTMENT OF EDUCATION
CDC Consolidated Data Collection Helpdesk (888) 285-0556

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2010-2011 EXCESSIVE ABSENTEEISM MONTHLY COLLECTION

EXAMPLEVILLE PUBLIC SCHOOL [99-9999-000]

Navigation bar with icons for print, refresh, and search. Includes a dropdown menu for 'Main Report', a search input field, a zoom level of '100%', and the 'BusinessObjects' logo.

CONSOLIDATED DATA COLLECTION
 EXCESSIVE ABSENTEEISM MONTHLY COLLECTION
 SUMMARY REPORT FOR
 DATA REPORTED DURING THE 2010-2011 SCHOOL YEAR

AUGUST/SEPTEMBER

	UNDUPLICATED COUNT OF STUDENTS
I.a. Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 2 days (or the hourly equivalent) during the calendar month:	0
I.b. Reasons	
Long Term Suspension	0
Expulsion	0
Medical	0
Other	0
II. Cumulative Counts were not reported in August/September.	0
REFERRALS	
III. Report the number of referrals during the calendar month to the office of the county attorney for excessive absenteeism of a student enrolled in kindergarten through 12th grade.	0
NUMBER OF CONTACTS	
IV. Report the number of contacts with law enforcement officials during the calendar month by the district or system relative to a student enrolled in kindergarten through 12th grade who is in the district or system.	0

OCTOBER

	UNDUPLICATED COUNT OF STUDENTS
I.a. Report the number of students enrolled in kindergarten through 12th grade who were absent from school for more than 2 days (or the hourly equivalent) during the calendar month:	0