

California Longitudinal Pupil Achievement Data System (CALPADS) File Specifications (CFS) for Student Absence Summary (STAS)



California Department of Education

CALPADS

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3.13 Student Absence Summary File Format

3.13.1 Submission Details

This file format is used to submit student absence summary information. The LEA is required submit student absence information for all primary and short-term enrollments in their LEA.

This format uses the Replacement processing method. The operational keys are School of Attendance and Academic Year ID. The record type code STAS (Student Absence Summary) must be included in the Record Type field of each record. This record type is required to be submitted during the following snapshot collection windows:

- End of Year 3 – Discipline/Student Absence Summary

3.13.2 Selection Criteria

Include Student Absence Summary records for all students in primary or short-term enrollments in grades K – 12 (all those admitted pursuant to EC Section 48000(c)(3)(B) (e.g., expanded TK), enrolled at any time during the Reporting Year (i.e., Academic Year for which data is being reported).

3.13.3 Operational Key

The following fields identify the operational key of the Student Absence Summary record:

- School of Attendance
- Academic Year ID

3.13.4 Primary Key

The following fields identify the primary key (fields that make a record unique) of the Student Absence Summary record:

- School of Attendance
- Academic Year ID
- SSID

3.13.5 Relationship to Other Record Types

This record may be submitted independently of other record types. However, an enrollment record for the student must exist for the same School of Attendance

3.13.6 References

The following references are available for use in the creation of this record:

- None

3.13.7 Record Layout

Table 3-13: Student Absence Summary Record Layout

Field #	Public Name	Field Type	Max Len	Definition	Code Set	Comments	Validation	Required	Operational Key	Updateable Fields
13.01	Record Type Code	CS	4	A category describing the type of data record being submitted.	See Code Set Record Type CALPADS		Must equal STAS	Y		
13.02	Transaction Type Code	CS	1	A category describing the action the system should take on the data record being submitted.	See Code Set Transaction Type CALPADS	See section 1.3.3 for more details on the Replacement Processing method.	Must equal an empty string, or “ ”, or “D”, or “R”	N		
13.03	Local Record ID	CS	255	A local use field to provide the system record identifier for a submitted record in any CALPADS file format. This field will flow through CALPADS and be provided back to the LEA to help facilitate locating the original record in their local SIS environment.				N		X
13.04	Reporting LEA	CS	7	A unique identifier for the educational service institution responsible for obtaining and maintaining a student's Statewide Student Identifier by way of an enrollment record in the California Longitudinal		The 7-digit County District (CD) code must be submitted if the entity is a district or county office. If the entity is an independently	Must equal institution identifier of submitter User ID	Y		

				Achievement Data System (CALPADS).		reporting charter school, the School (S) code must be submitted for both the Reporting LEA and the School of Attendance.				
13.05	School of Attendance	CS	7	A unique identifier for the school that delivers a majority of educational instruction and services and is where the student attends.		The 7-digit School (S) code must be submitted. If the entity is an independently reporting charter school, the School (S) code must be submitted for both the School of Attendance and the Reporting LEA.	Must be a valid code in CDS and have an active CALPADS reporting relationship with the Reporting LEA	Y	X	
13.06	Academic Year ID	CS	9	A unique identifier assigned to a specific Academic Year. An Academic Year is the period during which school is in regular session and provides a required number of days of instruction (175 days in California).		1) Format: CCYY-CCYY (ex. 2008-2009) 2) Indicates the school year associated with the file.		Y	X	
13.07	SSID	CS	10	The unique identifier for the student assigned to or by the first California district in which the student is enrolled in accordance with CDE established standards. This number follows the student from school to school			Must be a valid CALPADS SSID	Y		

				throughout his/her K-12 career.					
13.08	Local Student ID	CS	15	A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level.		1) Updates to this field must be made through the SSID Enrollment file; 2) Field is included to assist with the identification of the student		Y	
13.09	Student Legal First Name	CS	30	The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change).		1) Updates to this field must be made through the Student Information file; 2) Field is included to assist with the identification of the student	May only include Alphabetic letters, numbers, periods, hyphens and apostrophes	Y	
13.10	Student Legal Last Name	CS	50	The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person's family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal		1) Updates to this field must be made through the Student Information file; 2) Field is included to assist with the identification of the student	May only include Alphabetic letters, numbers, periods, hyphens and apostrophes	Y	

				action (e.g., marriage, divorce, adoption, or name change).						
13.11	Student Birth Date	DT	8	The month, day, and year on which a person was born based on the Gregorian Calendar.		<p>1) Format: CCYYMMDD, e.g. 20081025;</p> <p>2) Updates to this field must be made through the Student Information file;</p> <p>3) Field is included for validation and to assist with the identification of the student</p>	1) Student Gender Code and Student Date of Birth Year must equal existing ODS Student Gender Code and Student Date of Birth Year	Y		
13.12	Student Gender Code	CS	1	A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth.	See Code Set Gender	<p>1) Updates to this field must be made through the Student Information file;</p> <p>2) Field is included for validation and to assist with the identification of the student</p>	Student Gender Code and Student Date of Birth Year must equal existing ODS Student Gender Code and Student Date of Birth Year	Y		
13.13	Student Absence Summary Data Collection Exemption Indicator	CS	1	An indicator of whether or not the student is exempt from the CALPADS absence summary data collection because the student: <ul style="list-style-type: none"> • Is enrolled in a Non-Public School (NPS); or 			1) If populated, student should be enrolled in non-public school (NPS) or is receiving instruction through a home or hospital instructional setting.	N		

				<ul style="list-style-type: none"> The student receives instruction through a home or hospital instructional setting as authorized by Education Code section 48206.3-48208. 						
13.14	Hourly Attendance School Type Indicator	CS	1	An indicator of whether the student is attending a school for which the calculation for all students is based on hourly attendance (e.g. continuation schools).					If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N	
13.15	Expected Attendance Days	NU	6	<p>Total number of days the individual student was scheduled to attend during the Academic Year from the student's Enrollment Start Date to the Enrollment Exit Date. Expected attendance days are the number of days a student was scheduled to attend, whether or not he or she was actually in attendance based on the Enrollment Start and End date.</p> <p>For hourly programs, (e.g. continuation) expected attendance days must include all of the schooldays a student was scheduled to</p>		<p>Expected Attendance Days do not include non-school days such as holidays, or days for which school was closed and the district, charter school, or county office was granted an Allowance of Attendance Because of Emergency Conditions (J13A) by the State Superintendent of Public Instruction pursuant to EC 41422.</p>	<p>1) Must be > 0 and < 250 2) Expected Attendance Days format must equal one of the following: # #.# #.## ## ##.# ##.## ### ###.# ###.##</p>	If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N		

				attend in the hourly program. This may be less than five days in a typical five-day week.		Expected Attendance Days include any days the student was scheduled to attend but the student was not present in the regular classroom due to an in-school or out-of-school suspension.				
13.16	Days Attended	NU	6	Total number of days the student attended the school. A day attended is defined as any day a student attended for all or part of a school day.		Days Attended do not include days a student is not in the regular classroom for the entire school day due to an out-of-school or in-school suspension. These are collected separately.	1) Must be < Expected Attendance Days 2) Expected Attendance Days format must equal one of the following: # #.# #.#. ## ##.# ##.## ### ###.# ###.##	If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N		
13.17	Days Absent Out-of-School Suspension	NU	6	Total number of days the student was absent from the regular classroom for the entire school day due to an out-of-school suspension pursuant to EC 48911.		If a student is absent for an entire school day for more than one reason, and one of the reasons was due to an out-of-school suspension, then report the student as absent	1) Must be < Expected Attendance Days less Days Attended; may be 0 2) Expected Attendance Days format must equal one of the following: # #.# #.#. ##	If Student Absence Summary Data Collection Exemption Indicator = null		

						due to out-of-school suspension.	##.# ##.## ### ###.# ###.##	Then Y; Else N		
13.18	Days in Attendance In-School Suspension	NU	6	Total number of days the student was in attendance but absent from the regular classroom for the entire school day due to either an in-school suspension pursuant to EC 48911.1, or a teacher suspension from a classroom pursuant to EC 48910(c) or a combination of both.		If student is absent from the regular classroom for an entire school day for more than one reason, including in-school suspension, report the absence due to one of the following reasons in this priority order: (1) out-of-school suspension; (2) unexcused non-suspension; (3) excused non-suspension.	1) Must be < Expected Attendance Days less Days Attended; may be 0 2) Expected Attendance Days format must equal one of the following: # #.## ## ##.# ##.## ### ###.# ###.##	If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N		
13.19	Days Absent Excused Non-Suspension	NU	6	Total number of days the student was absent for the entire school day with a valid excuse, per Education Code sections 48260(c). (This does not include an absence due to an out-of-school or in-school suspension.)		If a student is absent for an entire school day for more than one reason, and one of the reasons was excused non-suspension, report the student as absent due to one of the following reasons in this priority order: (1) out-of-school suspension; (2) unexcused non-	1) Must be < Expected Attendance Days less Days Attended; may be 0 2) Expected Attendance Days format must equal one of the following: # #.## ## ##.# ##.## ###	If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N		

						suspension; (3) excused non-suspension.	###.# ###.##			
13.20	Days Absent Unexcused Non-Suspension	NU	6	Total number of days the student was absent for the entire school day without a valid excuse. (This does not include students who are absent due to an out-of-school suspension or who attended in-school suspension.)		If a student is absent for an entire school day for more than one reason, and one of the reasons was unexcused non-suspension, report the student as absent due to one of the following reasons in this priority order: (1) out-of-school suspension; (2) unexcused absence non-suspension.	1) Must be < Expected Attendance Days less Days Attended; may be 0 2) Expected Attendance Days format must equal one of the following: # #.# ### ## ###.# ###.## #### ####.# ####.##	If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N		
13.21	Incomplete Independent Study Days	NU	6	Total number of days the student did not satisfy statutory and regulatory requirements necessary to earn attendance credit.			1) Must be < Expected Attendance Days less Days Attended; may be 0 2) Expected Attendance Days format must equal one of the following: # #.# ### ## ###.# ###.## #### ####.# ####.##	If Student Absence Summary Data Collection Exemption Indicator = null Then Y; Else N		