Attendance Data Anomalies – Toolkit
March 2016

Purpose

The purpose of this guide is to describe each of the eight attendance data anomalies identified in the Qlik Attendance Anomalies application, as well as suggested actions to resolve each anomaly. Please contact OSSE.DARtraining@dc.gov with questions regarding this guide or if a suggested resolution is not successful within the anticipated timeframe.

Anomaly	Anomaly Description	Suggested Resolution
Attendance on Non-Enrolled Days	This anomaly identifies students with attendance recorded for a day in which the student was in an unenrolled status.	Review the student's enrollment data to ensure that the student is properly enrolled in the LEA. If the student was not enrolled on the day in question, remove the attendance data from the student's record in the LEA SIS. This anomaly typically takes one business day to resolve.
Attendance for Non-Instructional Dates	This anomaly flags any attendance data that was submitted for a non-instructional day.	Review the LEA Enterprise Calendar to ensure the accuracy of the calendar dates and update accordingly. If the calendar does not need updating, then the student's attendance data in the LEA SIS should be removed. This anomaly typically takes one business day to resolve.
Enterprise Calendar (EC) Not Updated for Non-School Day (NSD)	This anomaly flags cases where there is a likelihood of the Enterprise Calendar not being updated to reflect all non-school days. To identify these, all attendance dates with an attendance status code of NSD are compared with non-school days in the Enterprise Calendar. If the Enterprise Calendar does not indicate such days as NSD, then they are flagged under this category.	Review the LEA's Enterprise Calendar to ensure its accuracy and update accordingly. If the calendar does not need updating, then the student's attendance data in the LEA SIS should be updated with appropriate attendance codes. This anomaly typically takes one business day to resolve.

Future Attendance Dates	This anomaly identifies all records with attendance dates greater than the current date.	Review the student's attendance data in the LEA SIS to remove any attendance codes recorded in the future (beyond the current date). This anomaly typically takes one business day to resolve.
Missing Attendance Code	This anomaly identifies all attendance records with missing attendance codes.	Review the student's attendance data in the LEA SIS to ensure the appropriate attendance data are entered for that student. This anomaly typically takes one business day to resolve.
Multiple Attendance Codes on Same Day	This anomaly provides information for students with more than one attendance status code for a single date.	Review the LEA SIS to determine if the student is enrolled multiple times with different local IDs. If the student has multiple enrollments in the SIS, then merge the student records. This anomaly typically takes one business day to resolve.
Stage 5 Enrollments with No Attendance	This anomaly identifies all students who have a Stage 5 enrollment but whose attendance data indicate that they have never attended school.	Review the student's enrollment in the LEA SIS to ensure that the student is Stage 5 enrolled, which indicates that the student is physically attending and receiving educational services. If the student is not a true Stage 5 enrollment, then update the student's enrollment accordingly. If the student is physically attending the LEA, then the student's attendance data should be entered in the LEA SIS. This anomaly typically takes one business day to resolve.
Unknown Attendance Code	This anomaly identifies all attendance records with attendance codes that are not recognized by OSSE as valid attendance codes.	Review the LEA Data Mapping Template to ensure that the "unknown attendance code" is included in the template. If the code is not included or is mapped incorrectly, please email OSSE.DARtraining@dc.gov to update the LEA data map. Once the LEA data map is updated, the ADT query will update to pull in the attendance code. This anomaly typically takes three business days to resolve.