

Rhode Island Department of Education Data Collection Specifications – Educator Attendance



Last Updated on September 25, 2020

About

Educator Attendance data includes information for every school day for every educator describing the educator’s attendance. This is a new collection and will be used by RIDE to assist building a better understanding of absenteeism data as reported in the Office of Civil Rights (OCR) report. As requested by the Absenteeism Task Force, collecting data from LEAs will allow RIDE and LEAs to produce consistent absenteeism reports. This collection will also identify possible gaps for *Ensuring Equitable Access to Excellent Educators* as required by RIDE’s Equity Plan.

Include - All building administrators, teachers and support professionals who work in schools that have students in grades preschool-12 need to be included in this reporting. Long-term substitutes (as defined by your local policy) filling assignments in any of these roles must be reported. Educators who are absent due to a pre-approved leave must be included.

Building administrator –An educator working under a Building Level Administrator certification. This would include school principals, school assistant principals, head of school, etc.

Teacher – An educator working under a teacher certification whose primary responsibilities include instructional planning, managing a classroom environment, and student instruction.

Support professional – An educator, other than a teacher or administrator, who has primary responsibility as an instructional leader, a specialist/consultant, or a related service provider in schools. This would include library media specialists, school nurse teachers, reading specialists/consultants, mathematics specialists/consultants, English as a second language specialists/consultants, instructional leaders, school counselors, school psychologists, speech language pathologists, and school social workers.

Exclude - Short –Term substitutes (as defined by your local policy), teacher aides/paraprofessionals, student teachers and visiting lecturers should not be included in this reporting.

Absent: An educator was absent if he or she was not in attendance on a day in the regular school year when the educator would otherwise be expected to be in their regular assignment. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes voluntary absences for reasons other than sick leave.

Admin: Administratively approved leave for professional development, field trips or other school activities with students should be included.

Requirements

The *Educator Attendance* data submission should be submitted to RIDE on a daily basis.

Changes for 2020-21 School Year

For the 2020-21 school year, educators who are ‘present’ but working/teaching offsite must be reported to RIDE using the new type 3F code (Present – Working Offsite). This new code is for teachers who are present but are teaching offsite (not in the school building) and for administrators and support professionals who are working offsite (not in their normal school or district building setting).

Present for the day but is working offsite (not in the school/district building). This is a new requirement that must be submitted to RIDE daily.

Submission Process

Educator Attendance data can be submitted through eRIDE (www.eride.ri.gov) using the Personnel Data Collection application or through the Automated Data Transfer (ADT) agent. *Educator Attendance* is a submission type within the Personnel Data Collection application.

Data Elements (Items in red are changes from the previous year’s collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	DISTRICT CODE	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	SCHOOL CODE	TEXT	5	Y	State Assigned School Code
STAFFID	State Assigned Staff ID (USID)	TEXT	10	Y	A unique number or alphanumeric code assigned to a staff member by the State.
CERTIFICATIONID	Certification ID	INT		Y	Rhode Island Issued Certification ID
STAFFFIRSTNAME	Staff First Name	TEXT	50	Y	Staff First Name
STAFFLASTNAME	Staff Last Name	TEXT	50	Y	Staff Last Name
TEACHING	Assignment Includes Teaching Students	TEXT	1	Y	Does this educator’s assignment include teaching students ?
ATTEND_DATE	DATE OF ABSENCE	DATE		Y	
ATTEND_TYPE	TYPE OF ABSENCE	TEXT	2	Y	
PREAPPR_GRTR_FIVEDAYS	PREAPPROVED GREATER THAN FIVE DAYS	TEXT	1	Y	Is this absence part of a pre-approved absence which is greater than 5 days?

Acceptable Values for ATTEND_TYPE

1F	Absent – Full Day	Not in attendance for a FULL day in the regular school year when the educator would otherwise be expected to be in attendance. This includes both days taken for sick leave and days taken for personal leave.
1H	Absent – Half Day	Not in attendance for a HALF day in the regular school year when the educator would otherwise be expected to be in attendance. This includes both days taken for sick leave and days taken for personal leave.
2F	Admin – Full Day	Not in attendance for a FULL day due to administratively approved leave for professional development, field trips or other off-campus activities with students
2H	Admin – Half Day	Not in attendance for a HALF day due to administratively approved leave for professional development, field trips or other off-campus activities with students
3F	Present – Working Offsite	Educator is present for the day but is offsite. Teachers who are present but are teaching offsite (not in the school building) and for administrators and support professionals who are working offsite (not in their normal school or district building setting).

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SCHCODE – This field must be a valid school in the RIDE master directory and must also be a school within the *DISTCODE*.

CERTIFICATIONID – This field must be a valid teacher certification id in the RIDE certification directory.

CERTIFICATIONID/STAFFFIRSTNAME – *CERTIFICATIONID* and *STAFFFIRSTNAME* must match the educator’s record in the certification database.

CERTIFICATIONID/STAFFLASTNAME – *CERTIFICATIONID* and *STAFFLASTNAME* must match the educator’s record in the certification database. (*Warning Only*)

ATTEND_DATE – This date must fall within the school calendar for the current school year.

STAFFID – This field must be a valid id in the state staff id system.