



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal · Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

June 5, 2018

(X) Action Required

Due date: July 11, 2018

() Informational

BULLETIN NO. 045-18 ASSESSMENT AND STUDENT INFORMATION

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
School District Data Administrators
School District Title I Administrators
School District Comprehensive Education Data Managers
School Building Principals
Research System Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Unexcused Absence and Truancy Data Report for
2017–18 School Year

CONTACT: Lisa Ireland, Research Analyst
360-725-6358, lisa.ireland@k12.wa.us,

Customer Support
360-725-6371 or 800-725-4311, customersupport@k12.wa.us

PURPOSE/ BACKGROUND

Unexcused Absence and Truancy data is used to meet legislative reporting requirements as defined under the Compulsory School Attendance and Admission law (RCW 28A.225.151). The Office of Superintendent of Public Instruction (OSPI) is required to collect information on truancy petitions and special programs or schools to reduce truancy for grades 1–12, as well as information on unexcused absences for grades 1–12.

This data will be pulled and used in a variety of reporting and analyses starting mid-July.

DETAILS

Unexcused absence and truancy data is reviewed within the 2017–18 Unexcused Student Absences Application, accessed via the secure Educational Data System (EDS). The report is currently open and the data for each school can be accessed, reviewed, and completed. OSPI has populated all sections of the grades 1–8 and 9–12 reports with district data submitted to the Comprehensive Education Data and Research System (CEDARS) with the exception of:

- Number of days in the school year from the first day of school through May 31 for schools serving students in grades 1–8.
- Number of students, in grades 1–8 and 9–12, served in special programs or schools as a result of truancy.

ACTION NEEDED

Districts must review, for each of their schools, the pre-populated data within the Unexcused Student Absences Application and provide data for the sections that are not populated.

A user guide, located within the Unexcused Student Absences Application, provides instructions and guidance on reviewing, updating, and approving the report.

Use the “Unexcused Student Absences” option in the My Applications area of EDS at <http://eds.ospi.k12.wa.us> to access the data. If you had access to the Unexcused Students Absences application in a prior year you will have access to this application and will not need another user role assigned. If you do not already have access, your District Data Security Manager will need to assign you one of the following roles:

- **Unexcused Student Absences District Administrator**
Users with this role can access all schools in their district.
- **Unexcused Student Absences User**
School specific users with this role can submit specific school’s Unexcused Absences report to the district.

If the pre-populated data contained in the application needs corrections, districts will need to correct the data in their Student Information System (SIS) and resubmit their data to CEDARS.

The deadline for submitting data is **July 11**.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Lisa Ireland, Research Analyst at 360-725-6358 or email lisa.ireland@k12.wa.us. If you require assistance accessing or using EDS, please contact OSPI Customer Support at customersupport@k12.wa.us or by calling 360-725-6371 or 1-800-725-4311. The OSPI TTY phone number is 360-664-3631

BULLETIN NO. 045-18 ASI

Page 3

June 5, 2018

This bulletin is also available on the bulletin page of the OSPI's website at <http://www.k12.wa.us/BulletinsMemos/bulletins2018.aspx>.

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

Deb Came, Ph.D.
Assistant Superintendent
Assessment and Student Information

Katie Weaver Randall
Director
Student Information

CR:lai

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.