**Attendance Data File Specifications**

The Attendance data file provides the number of days absent, broken down by excused and unexcused absences, each month for all GEAR UP students in the State. The table below lists the data elements and formats for the Attendance Data set. Please note:

The attendance data should include the number of unexcused absences and the number of excused absences for all the students in the 2018 Graduating Class/Cohort who attend the GEAR UP High School(s) in your District.

**Monthly Attendance – 20XX-XX - Specifications**

|  |  |  |
| --- | --- | --- |
| **Field Name (*Column Header on Excel Spreadsheet*)** | **Required or Optional** | **Instructions / Definitions** |
| School Name | Required | GEAR UP schools are listed below. |
| School Year | Optional | All data should be for the 20XX-XX School Year, so this data point is optional (but can be used to visually verify data). |
| Month | Required |  |
| Student First Name | Required |  |
| Student Last Name | Required |  |
| SAIS ID | Required |  |
| Unexcused Absences | Required | The number of **DAYS** the student was absent without an acceptable excuse (X.XX format) during the specified month.  All absences of 0.25 will count as being present (in attendance) for the day (not absent)  All absences of 0.5, 0.75, and 100.00 will each count as “1 day absent” |
| Excused Absences | Required | The number of **DAYS** the student was absent with an acceptable excuse (X.XX format) during the specified month.  All absences of 0.25 will count as being present (in attendance) for the day (not absent)  All absences of 0.5, 0.75, and 100.00 will each count as “1 day absent” |

**AZ GEAR UP Schools:**

**Casa Grande Union High School District**: Casa Grande Union High School, Vista Grande High School

**Colorado River Union High School District**: Mohave High School, River Valley High School

**Douglas Unified School District**: Douglas High School

**Holbrook Unified School District**: Holbrook High School

**Humboldt Unified School District**: Bradshaw Mountain High School

**Kingman Unified School District**: Kingman High School, Lee Williams High School,

**Mingus Union High School District**: Mingus Union High School

**Winslow Unified School District**: Winslow High School

**Yuma Union High School District**: San Luis High School