**Attendance and Suspension Monitoring Report (EW611)**

The **Attendance and Suspension Monitoring Report** is useful for educators wishing to understand students’ attendance and number of suspensions reported during the school year. This report has been updated this year to include in-person and remote attendance as well as overall attendance. Attendance and the number of suspensions are reported via SIF.

**Use this report to explore**

* Which students have attendance below 90% (or 95% or 80%)
* Which students have low remote attendance? Low in-person attendance?
* Which students have had suspensions or other behavior incidents?
* Attendance and suspension data for a specific group of students

This report is available to users who have access to student-level information within a school and/or district. For access to Edwin or to the Monitoring Report, see the [directory administrator](http://www.doe.mass.edu/InfoServices/data/diradmin/list.aspx) for your district.

**Where is the report?**

In Edwin Analytics, this report is located in EWIS folder and can be found by typing “monitoring” into the search bar. **You may get an error if you click on an old link to EW611 in your *Recent Report* area of Edwin**. Please navigate to the report in the EWIS folder or by the search function to regain access to it. Once you have run the revised version of the report, the link in the recent area will function.

**Helpful hints on running the report**

* You can run this report for a school or group of schools and for a single grade or group grades by using the District/School/Grade level Prompt Page. Or, change the prompt page to SASID List Prompt, hit “Select”, and enter a list of students’ SASIDs you are interested in learning about.
* The report page has prompt options at the top and a table of student data broken into: Student Info, Attendance, and Suspension. **You may have to scroll down to see the table of student data**.
* Note: Due to the pandemic and insufficient data from state collections and assessments, all students have a EWIS risk level of Not Available (N/A).
* Student overall attendance rate reflects the total days in membership and total days of attendance for the current school year to date in the school district selected. Additional variables are in-person days of attendance, in-person absences, and in-person attendance rate (percent) as well as remote days of attendance, remote absences, and remote attendance rate (percent).



* Student suspension information for each student reflects the number of suspensions reported in the current school year to date, including those reported by other public school districts in Massachusetts. 'Null' means that no suspensions were reported. Other includes incidents reported through SSDR that did not result in suspensions.
* The students SASIDs are hyperlinked to the Student Profile Report (PR600), a detailed report with historical information for all the years that a student has been enrolled in Massachusetts public schools.
* The screen will only show the first 100 students. Select page down at the bottom of the page for more results.
* The report is downloadable into an excel spreadsheet or PDF document.
* Additional Report options include:
	+ Last name: Enter the last name of a specific student (and hit submit) to see that students record
	+ Attendance threshold: Filter/ Highlight students with overall attendance below 95%, 90% or 80%
	+ Suspension threshold: Filter/ Highlight students with no suspensions, 1 or more suspensions, or 2 or more suspensions.
	+ Keep report mode to “Filter” to limit the report to the students who meet all criteria selected. Remove your selections and hit submit to get your initial list of students. Use “Highlight” to highlight students on the list who meet all criteria selected.

**About the data in this report**

This report runs on attendance and suspension data submitted in the Student Information Management System (SIMS) and School Safety Discipline Report (SSDR) by SIF-enabled districts. The completeness and timing of data submitted will impact the report results.

SIF-enabled districts are those districts that use the School Interoperability Framework (SIF). SIF creates connections between DESE's data collection tools and the student information systems (SIS) used in districts, enabling seamless transfer of student, teacher, and course information. SIF-enabled districts (with the exception of Collaboratives) update attendance daily throughout the year; **however, these may be out of date due to network, communication or other issues.**

**Important: Do a Data Quality Check**

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|  **Report Information:**  |
|  Attendance Last Updated: 10/12/2020 |
|  Max. Days in Membership: 14 |
|  Last Date of Incident Resulting in Suspension: 01/01/1900 |
|  Total Suspensions Noted: 0 |

Use the **Report Information** displayed at the top of the report to gauge completeness and accuracy when interpreting results.

The *Attendance Last Updated* date reflects the last date that attendance data was reported from the selected District. If the date is 1/1/1900, the selected district has not submitted any data.

*Max. Days in Membership* refers to the greatest number of days in membership out of the reported students; if this number is significantly less or more than the number of days of school you would expect there may be a data reporting issue.

*Last Date of Incident Resulting in Suspension* reflects the last date that a new suspension was reported from selected District. If the date is 1/1/1900, the selected district has not submitted any suspension data.

*Total Suspensions Noted* is the number suspensions for all students in the report you ran. If you know students in the report have received suspensions and the total suspensions noted is 0, your school/district may not be submitting suspension information (SSDR) throughout the year. If the number is significantly higher than you would expect, there may be a data reporting issue.

If you identify issues with or have questions about the attendance or suspension data in the report, ask your district office or the SIMS contact (for attendance issues) and SSDR contact (for suspension issues). SIMS and SSDR contacts are listed on [your district's Profiles page](http://profiles.doe.mass.edu/) ([www.profiles.doe.mass.edu](http://www.profiles.doe.mass.edu)): look up your school or district, select People on the left menu, and search for SIMS or SSDR contact.

**Questions?** Contact ewis@doe.mass.edu Additional resources at [www.doe.mass.edu/ccte/ccr/ewis](http://www.doe.mass.edu/ccte/ccr/ewi)