**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. 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 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, 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 the EWIS folder and can be found by typing “monitoring” or any part of the into the search bar.

**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 Prompts. Or, change the SASID Search option to “Yes” and enter a list of students’ SASIDs you are interested in learning about in the SASIDs box. Click the down carrot in the SASIDs prompt for the box to enter the SASIDs open.
* 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. This would combine in-person attendance and remote days of attendance (if applicable) submitted.
* 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 125 students. Select page next in task bar for more results.
* The report is downloadable into an excel spreadsheet or PDF document.
* Additional Report options include:
	+ Attendance threshold (Threshold 1): Filter/ Highlight students with overall attendance below 95%, 90% or 80%
	+ Suspension threshold (Threshold 2): Filter/ Highlight students with no suspensions, 1 or more suspensions, or 2 or more suspensions.
	+ “Filter” limits the report to the students who meet all criteria selected. “Highlight” will include all students meeting the other prompts, highlighting 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: 12/12/2024 |
|  Max. Days in Membership: 73 |
|  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)