

Ohio Attendance Dashboard File Layout

NOTE: Only include EMIS reported students in the file.

The file is downloaded as an Excel file with two worksheets. The first worksheet is “your@emailaddress.comZZZWeeklyA” is the sheet you will use to add weekly attendance hours for students. This is also the sheet that will be saved weekly as a CSV document for submission. The second worksheet is named “Calendar” and will be used to set the maximum hours for each week.

The format of the submitted file will be an excel comma separated values (CSV) with the filename formatted as follows:

emailaccount@schoolemail.orgZZZWeeklyAttendance.csv

Worksheet: your@emailaddress.comZZZWeeklyA

DistrictIRN	IRN of district where student is enrolled.
DistrictName	Name of School District.
Building IRN	IRN of building which student is enrolled.
Building Name	Name of School Building where student is enrolled.
StudentID	The student’s student number for the district.
Total Hours Possible	This is a formula in the template file and is locked. This value is the total number of hours that the school has been open for the current year.
Hours Present – Current Week	This is the number of hours the student was present for the week that is listed in the “Week Of” column.
HoursPresent	This is a formula in the template file and is locked. This is the number of cumulative hours the student has been present up through the “week of” reporting.
HoursAbsent	This is a formula in the template file and is locked. The formula subtracts the total hours present from the total hours possible. This is the number of cumulative hours the student has been absent up through the “week of” reporting.
GradeLevel	The grade level of the student.
WeekOf	The Monday date of the week you are sending. (YYYY-MM-DD)

Worksheet: Calendar

Week Of	The Monday date of the school week. (YYYY-MM-DD)
Possible Hours	The number of hours possible for attendance during the week.
Total Hours	This is a formula in the template file and is locked. This will calculate the cumulative total prior to the week plus the possible hours for the week.