K12 FILE SPECIFICATIONS

K12 Detailed Attendance

Version 1.5.0

Generated 11/23/2026

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General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

High-Level Data Collection Workflow

Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

File Names

File Specification	*File Name*
K12 Detailed Attendance	#####_k12_detailedattendance_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the

Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

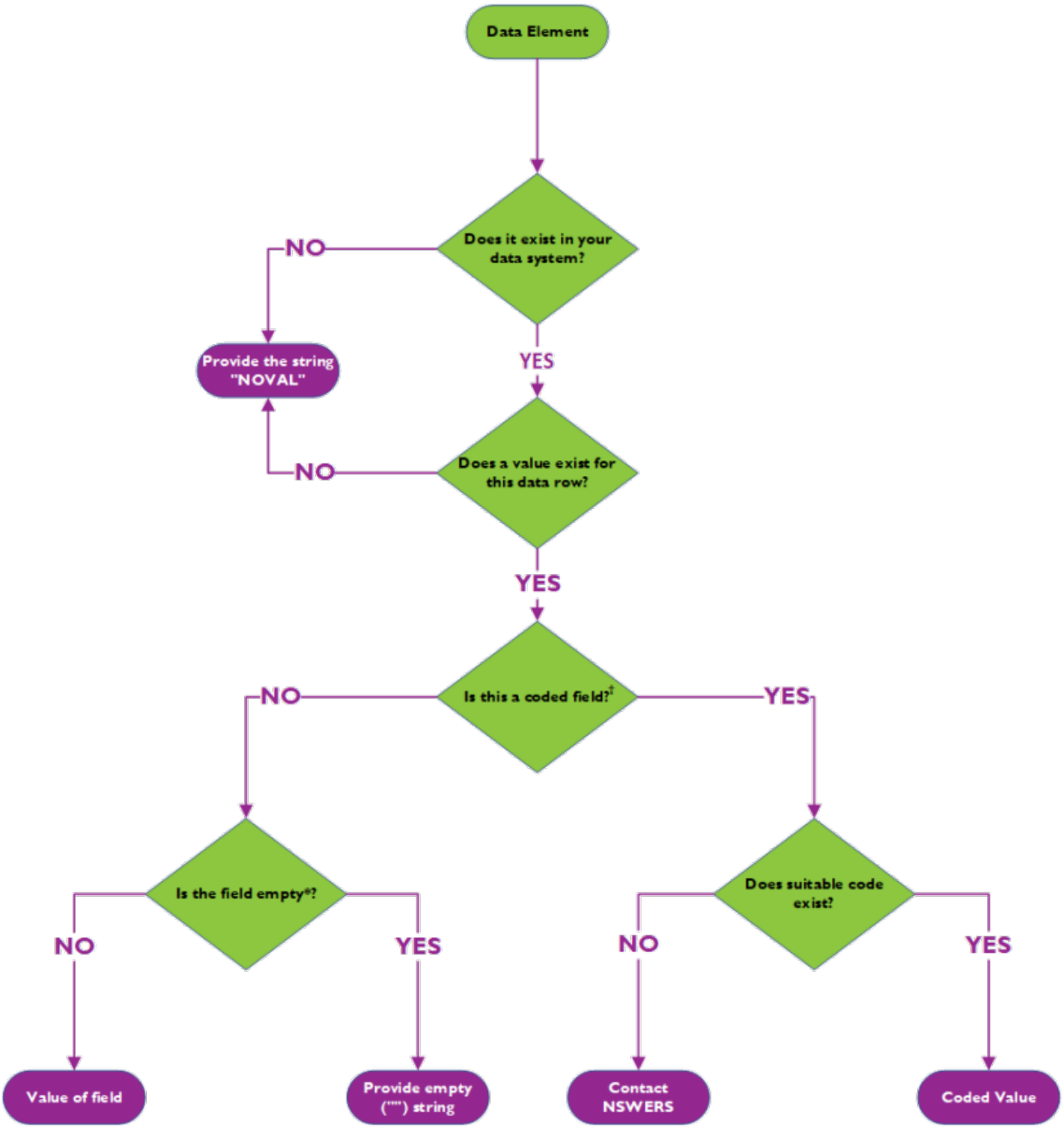
Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

K12 Detailed Attendance

The K12 Detailed Attendance file collects data on detailed attendance information for all students enrolled in Nebraska's public school districts for the requested school year(s).

Submissions will include records beginning with the 2012 school year ending until the most recently completed school year. Data for future school years will be submitted on an annual basis in alignment with the NSWERS data submission cycle.

Additional details can be found on our website at https://nswers.orgs/insights/data-dictionary-and-elements/

*NDE Student ID [K12 Detailed Attendance:Student ID (1)]

Provide the 10-digit Nebraska Department of Education Student Identifier.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
##########

*School Year Ending [K12 Detailed Attendance:School Year Date (2)]

Provide the literal school year ending in the format "YYYY". The school year is understood as July 1 - June 30. For example, the value of the School Year Ending field for July 1, 2020 – June 30, 2021, would simply read: "2021".

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
yyyy

Attendance Event Date [K12 Detailed Attendance:Attendance Event (3)]

Provide the date the attendance event occurred. Multiple attendance events may be expected on the same day.

Format
yyyy-MM-dd

*Attendance Event Category [K12 Detailed Attendance:Attendance

Event Date (4)]

The category of reason for a student's attendance event. Provide the corresponding code for the given absence/tardy reason.

Code	*Description*	*Explanation of Use*
02	Excused Absence	Pre 2021-2022 Academic Year
03	Unexcused Absence	Pre 2021-2022 Academic Year
04	Tardy	Student is absent at the time of a given schedule when attendance begins but is present before the close of that time period, can be used for daily or section attendance.
05	Early departure (not an absence)	Student leaves before the official close of the daily session.
06	Excused Absence – Disciplinary action, not receiving instruction	The student has been removed from the regular instructional setting for disciplinary reasons and is not receiving instruction. This may include either in-school or out-of-school suspension if instructional services are not provided.
07	Excused Absence - Illness/Medical	The student is out of school because of personal physical or mental illness or injury, including health- related appointments. This may include more unusual situations, such as quarantine.
08	Excused Absence – Noninstructional activity recognized by state, district, or school	The student is out of school and involved in a noninstructional activity recognized by the school, district, and/or state. Examples include such civic activities as involvement with the National Guard service as a legislative page, jury duty, or participation on an election board.
09	Excused Absence – Transportation not available	The student is not in school because transportation is not available. For example, roads have been closed due to flooding. This category includes school-provided transportation and the student's personal transportation.
10	Excused Absence - Other	Any other absence that is to be treated as an Excused Absence for state reporting purposes.
11	Unexcused Absence – Student skipping school	The student is willfully not attending school without parent or school approval.
12	Unexcused Absence - Other or unknown	Any other absence.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Attendance Event Duration [K12 Detailed Attendance:Attendance Event (5)]

Report the portion of the regular school day, up to two decimal places, that applies to the Attendance (i.e. Absence) Event. For example, if a student was absent 2 out of 8 school periods, Attendance Duration would be reported as .25 days. Late start and early dismissal days may count as a portion of a day or a full day. Guidance follows individual system policy.

Example 1: A student is absent 100% of a partial day:
The district decides it is a 1.0 instructional duration day – report a 1.0 event duration
The district decides it is a 0.5 instructional duration day – report a 0.5 event duration
Example 2: A student is absent 50% of a partial day:
The district decides it is a 1.0 instructional duration day – report a 0.5 event duration
The district decides it is a .5 instructional duration day – report a 0.25 event duration
Example 3: A student is absent 100% of a full day:
The district decides it is a 1.0 instructional duration day – report a 1.0 event duration
Example 4: A student is absent 50% of a full day:
The district decides it is a 1.0 instructional duration day – report a 0.5 event duration

Format
####.##

K12 Detailed Attendance

Key	*Position*	*Name*	*Type*	*Length*	*Format*
Yes	1	NDE Student ID	String	10	##########
Yes	2	School Year Ending	Date	4	yyyy
	3	Attendance Event Date	Date	10	yyyy-MM-dd
	4	Attendance Event Category	String	2	(one of set)
	5	Attendance Event Duration	Float	7	####.##