



## Education

Program and Student Services Branch  
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To: Superintendents of School Divisions

Dear Colleagues:

### **Re: Attendance Reporting Process**

Manitoba Education began collecting data on school attendance in February 2011. The information submitted provides a provincial perspective on school attendance. Attached you will find the summary of attendance for the schools in your school division for February to June 2011.

Manitoba Education is continuing to collect data on average monthly attendance at schools in all Manitoba school divisions for the 2011-2012 school year. Details of the process, FAQ's and reporting forms can be found at:  
<http://www.edu.gov.mb.ca/k12/docs/reports/attendance/framework.html>.

Please check the FAQ's to ensure that schools are consistent in their attendance reporting.

As in the previous year when attendance is less than 90% schools are requested to provide a reason for the absenteeism. In the revised *Monthly School Division Attendance Report* (attached form, column "D") the reasons for absenteeism are categorized into numbers:

1. Health – describes all types of student illness and related appointments
2. Weather – snow, buses not running due to weather conditions, flood etc.
3. Facilities – students unable to attend due to power failures, interruption in water service
4. Truancy – student absent due to their personal choice
5. Small School – schools less than 25 students where one or two absences will cause the school average to be less than 90%
6. Suspension – list total number of days missed through suspension
7. Religious Holiday
8. Vacation
9. Other

.../2

Please encourage your schools to use the descriptors listed above, stating one to three of the primary reasons for attendance less than 90%. An example is provided. To assist schools in the transition to using this revised form, schools may choose to use last year's reporting form until January 2012 and begin using the new form in February 2012, or the second semester.

Students that transfer into your schools from a different school division, First Nations or Independent school are to be recorded in column "E".

In column "F", record the number of students who transferred out of the division, do not include students who graduate or move within your division.

If you have any questions please contact:

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Program and Student Services Branch  
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Toll-free: 1-800-282-8069 (ext.5563)

Thank you for your continued support in the collection of this information.

Sincerely,

"Original signed by"

Joanna Blais  
Director

Attachment

c. Marlene Gregory  
Allan Hawkins