

Truancy Report Data Elements

Complete all fields (columns) below.

| Element Number | Element Description | | | | | | |
|-----------------------|---|----------------|--------------------|--------|--|---|------|
| 1 | Alaska Student Identification Number Student's unique Alaska Student Identification Number. No student data will be accepted without a valid ID number. <table><thead><tr><th><u>Example</u></th><th><u>Description</u></th></tr></thead><tbody><tr><td>999999</td><td>Leading zeros are not required but are acceptable.</td></tr></tbody></table> 4 AAC 07.060(a)(7) states that the Alaska Student Identification Number (AKSID) must appear in each electronic record containing student-level information that is reported to the department. | <u>Example</u> | <u>Description</u> | 999999 | Leading zeros are not required but are acceptable. | | |
| <u>Example</u> | <u>Description</u> | | | | | | |
| 999999 | Leading zeros are not required but are acceptable. | | | | | | |
| 2 | Student Name – Last Student's last name | | | | | | |
| 3 | Student Name – First Student's first name | | | | | | |
| 4 | Student Name – Middle (or Middle Initial) (OPTIONAL) Student's middle name or initial Note: Do not include Jr., Sr., II, III, etc. or commas in the Last, First or MiddleName fields. If you do, the Student ID System will not match and will result in an error message being generated in Edit Report. | | | | | | |
| 5 | Name Suffix (OPTIONAL) An appendage, if any, used to denote a student's generation in his family (e.g., Jr., Sr., II, III). Periods are acceptable. | | | | | | |
| 6 | Birth Date Student's date of birth. Format: MM/DD/YY or MM/DD/YYYY | | | | | | |
| 7 | Gender Code indicating the gender of the student. <table><thead><tr><th><u>Code</u></th><th><u>Description</u></th></tr></thead><tbody><tr><td>F</td><td>Female</td></tr><tr><td>M</td><td>Male</td></tr></tbody></table> | <u>Code</u> | <u>Description</u> | F | Female | M | Male |
| <u>Code</u> | <u>Description</u> | | | | | | |
| F | Female | | | | | | |
| M | Male | | | | | | |
| 8 | School Identification Number School codes as assigned by EED. First two digits represent district number, while the last four digits represent the school number. | | | | | | |
| 9 | Unexcused Absence Date Report the date (mm/dd/yyyy) of the <i>full day</i> unexcused absence. Each full day unexcused absence must be reported independently. Multiple day reporting will result in an error message. | | | | | | |