

Teacher Absenteeism (STAF)

This document provides technical instructions for reporting STAF-4 Teacher Absenteeism. It covers important dates, instructions, who is included/Excluded, FTE formula, and definition of absence. This document provides key definitions and frequently asked questions to assist data submitters in determining how to accurately report the following:




- STAF-1: Teachers – FTE Count and Certification
- STAF-2: Teacher Certification in Specialized Areas
- STAF-3: Teacher Years of Experience
- STAF-4: Teacher Absenteeism
- STAF-5a: Current Year Teachers
- STAF-5b: Teacher Retention Count
- STAF-6: School Counselors Number FTE
- STAF-7: Support Services Staff Number FTE

In addition, guidance on accurately reporting zeroes, blanks (i.e., nulls) and NS is provided at the end of the document.

Absent Teacher Definition

A teacher was absent if he or she was not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Personal leave includes absences for reasons other than sick leave. Administratively approved leave for professional development, field trips or other off-campus activities with students should not be included.

Resource Links

-  [Calculating Staff FTE \(STAF\) Module](#)
-  [Contracted or Third-Party Employees](#)
-  [The Resource Center Training Videos](#)

Dates

The data reported should be based on the entire regular school year, not including intersession or summer, unless otherwise noted.

Skip Logic

This module DOES NOT have skip logic. Skip logic automatically skips the user to the next table to be populated based on previous answers provided. Skipped tables are not to be populated.

DATA ELEMENT CHANGES FROM THE 2021-22 CRDC

NEW and OPTIONAL

STAF-2: Teacher Certification in Specialized Areas

RESTORED and OPTIONAL

STAF-3: Teacher Years of Experience

STAF-4: Teacher Absenteeism

STAF-5a: Current Year Teachers Count

STAF-5b: Teacher Retention Count

NEW
for 2021-22 CRDC

STAF-2: Teacher Certification in Specialized Areas

All schools and justice facilities, preschool-grade 12, UG

For the regular 2021–22 school year, not including intersession or summer, enter the number of full-time equivalent (FTE) teachers in preschool and grades K-12 (or the ungraded equivalent) who are certified/licensed/endorsed in the specified areas.

	FTE
Number of FTE teachers-mathematics:	<input type="text"/> <input type="text"/>
Number of FTE teachers-science:	<input type="text"/> <input type="text"/>
Number of FTE teachers-English as a Second Language:	<input type="text"/> <input type="text"/>
Number of FTE teachers-special education:	<input type="text"/> <input type="text"/>

Figure 1 STAF-2: Teacher Certification in Specialized Areas tables.

Who is Included

- **Regular Classroom Teachers** (teach Chemistry, English, mathematics, physical education, history, etc.); Special Education Teachers (teach special education classes to students with disabilities);
- **General Elementary Teachers** [teach self-contained classes in any of grades preschool-8 (i.e., teach the same class of students all or most of the day); team-teach (i.e., two or more teachers collaborate to teach multiple subjects to the same class of students); include preschool teachers and kindergarten teachers];
- **Vocational/Technical Education Teachers** (teach typing, business, agriculture, life skills, home economics as well as any other vocational or technical classes);
- **Teaching principals, teaching school counselors, teaching librarians, teaching school nurses, or other teaching administrators** [include any staff members who teach at least one regularly scheduled class per week (e.g., a librarian teaches a regularly scheduled class in mathematics once a week)];
- **Teachers of ungraded students; Itinerant, Co-op, Traveling, and Satellite Teachers** (teach at more than one school and may or may not be supervised by someone at your school);
- **Current Long-Term Substitute Teachers** (currently filling the role of regular teachers for four or more continuous weeks);
- Other teachers who teach students in any of grades preschool-12.

Who is Excluded

- **Adult Education and Postsecondary Teachers** (teach only adult education or students beyond grade 12);
- **Short-term Substitute Teachers** (fill the role of regular or special education teachers for less than four continuous weeks);
- **Student Teachers; Day Care Aides/Paraprofessionals;**
- **Teacher Aides/Paraprofessionals; and Librarians** who teach only library skills or how to use the library.

Special Guidance

- The number of absent teachers should be reported in full-time equivalency of assignment.
- Enter the number of FTE teachers who were absent more than 10 school days during the regular school year.
- Include teachers for preschool, grades K-12, and comparable ungraded levels, regardless of how teachers were funded (i.e., federal, state, and/or local funds).
- Values should be entered as decimal numbers to the hundredths place (i.e., two decimal places; e.g., 4.00, 4.75).

How do I calculate FTE Reporting?

Use the FTE formula to calculate the teachers who were absent more than 10 days during the school year.

FTE Formula

$$\frac{(\text{Number of hours per days worked}) \times (\text{number of days worked})}{(\text{hours in school day}) \times (\text{total days in school})}$$

Tip! If the teacher is absent for 50% or more of the school day, then the teacher should be counted as absent for the entire school day. However, if the teacher is absent for less than 50% of the school day, then the teacher should not be counted as absent.

Frequently Asked Questions

Should we report teachers away for Jury Duty, Sick Leave or Military Leave?

Yes, Jury duty, sick leave, military leave all count towards an absence where the teacher would have otherwise been in the classroom? The following types of leave also count as absence for the purpose of the CRDC

- ✓ Family and Medical Leave Act (FMLA)
- ✓ Maternity/Paternity Leave
- ✓ Assault leave
- ✓ •Military deployment
- ✓ Bereavement leave (death in the family)

How much of the day is considered an absence?

If the teacher is absent for 50% or more of the school day, then the teacher should be counted as absent for the entire school day. However, if the teacher is absent for less than 50% of the school day, then the teacher should not be counted absent.

When to Report Zero (0)

If data are available and applicable for a given school or LEA, but no students fall in that category, then report 0.

Not Applicable (NA)

The online tool remembers information that has been entered in other tables and modules and uses that information to fill related tables with either a Not Applicable (NA) code or zero (0) where appropriate. For example, if it is reported that a school does not have any females who are EL, other tables that ask for counts of females who are EL will be automatically filled with a zero.

When to Use Null Values

When entering data on screen, if a data element does not apply, then leave the cell null (i.e., blank).

When to Use NS

There may be situations where a data value was incorrectly uploaded and needs to be deleted. A null value (i.e., blank) in a file upload will not overwrite an existing value in a field, so in these cases, submit the value "NS" to return the data to a "not submitted" or null status. **Note: NS only applies to file uploads and is not used in the on-screen data entry.**

When Data is Not Collected or Available

Contact the Partner Support Center to determine if your LEA will need to submit a quick plan or [action plan](#).

Partner Support Center
(855) 255-6901
Email: crdc@aemcorp.com