



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

December 4, 2025

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: 2024-2025 Teacher Attendance Report

The Alabama State Board of Education (SBOE) passed the Resolution Declaring the Importance of Teacher and Student Attendance in November 2022. In compliance with the Resolution, the Alabama State Department of Education (ALSDE) must collect teacher and student attendance from district and school annually. Furthermore, ALSDE is required to make this data available on its website for public use.

Since a statewide software to manage teacher attendance does not exist, each Local Education Agency (LEA) must submit a teacher attendance report from their accounting system. Nearly all LEAs in the state use NextGen from Harris School Solutions. Attached to this memo are work instructions for extracting the necessary teacher attendance file.

The file template for uploading is located at this link: [Teacher Attendance Excel Template](#). Each district will need to make a copy of this file and enter total teacher absences for each school in the district using the attached reporting directions.

Please save the file using the following: SchoolSystem_2025_TA_SubmitterName. Once saved, please upload the file using the following link: [2024-2025 Teacher Attendance](#).

File uploads are due no later than Friday, December 19, 2025.

If your system uses different software for collecting Teacher Absences or you have any questions, you may contact Mr. Srinivas Javangula at srinivas.javangula@alsde.edu for assistance.

EGM/CM/SJ

Attachment

cc: Chief School Financial Officers

FY26-2013

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of Education

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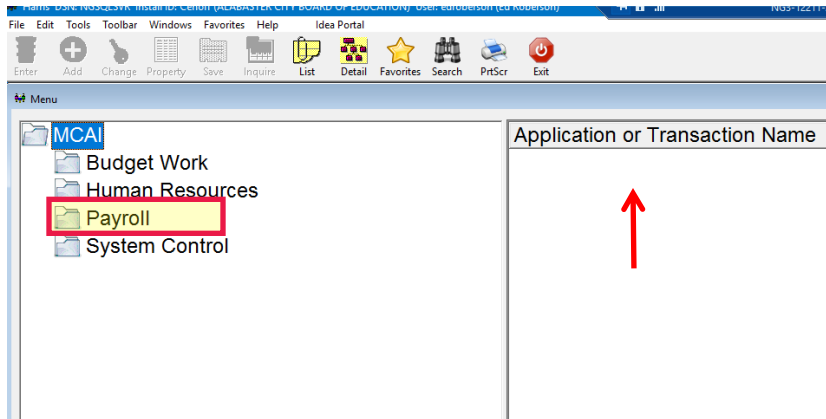
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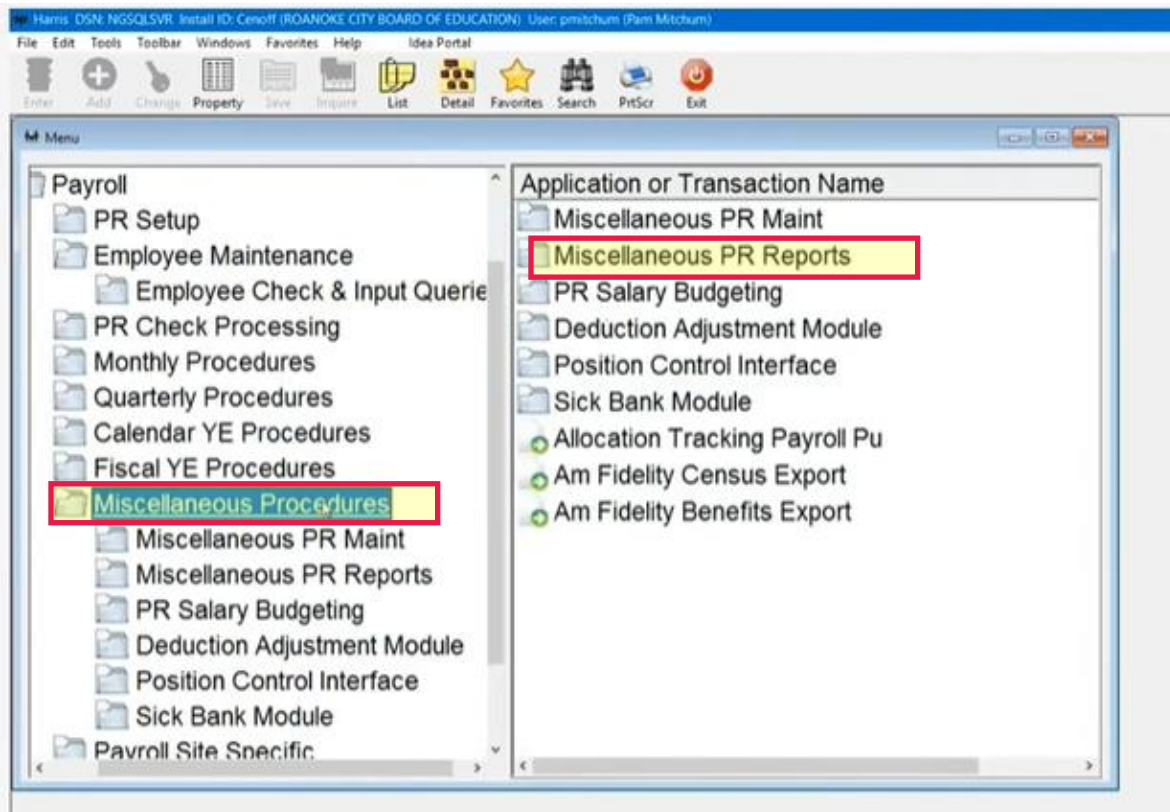
Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

Alabama State Department of Education
2024-2025 Teacher Attendance Reporting
Nexgen Work Instructions

Step 1: From the Nexgen Home Screen, select **Payroll**. You will see Application or Transaction Name on the right pannel

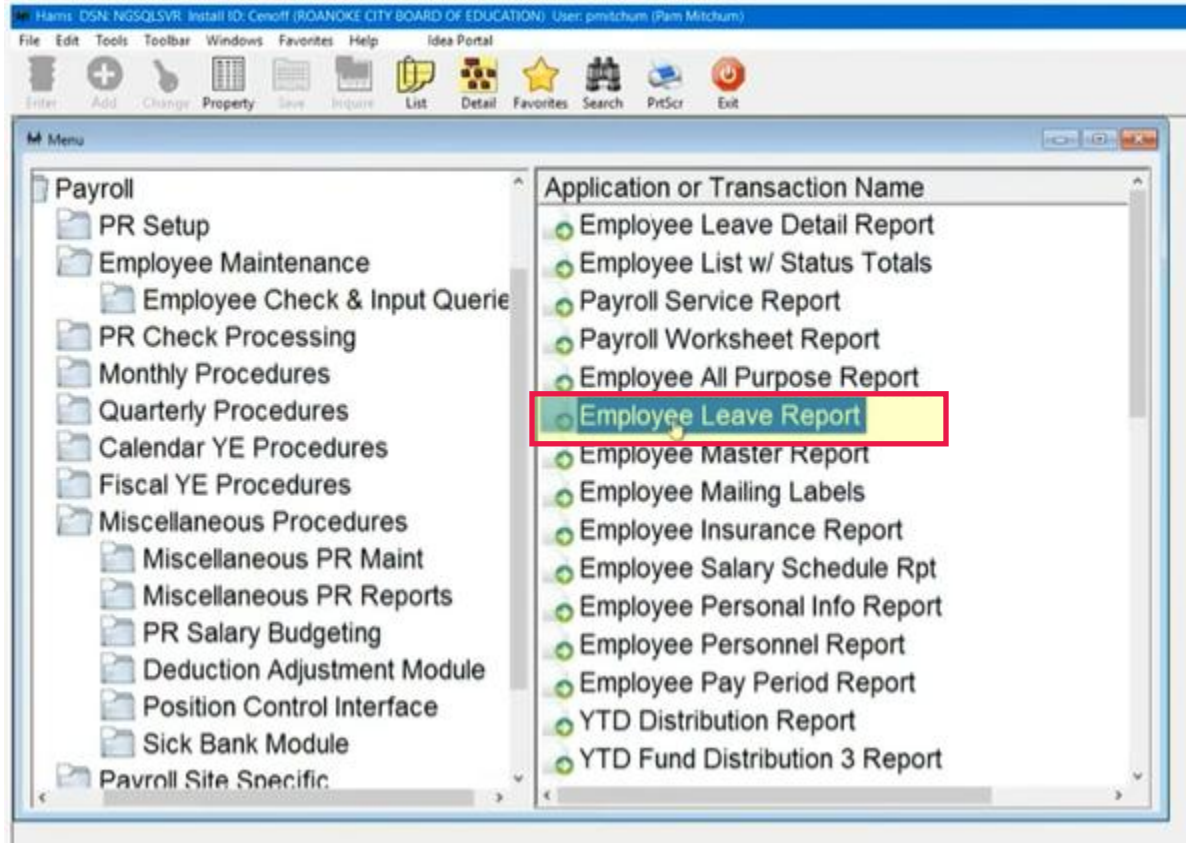


Step 2: Click on Application or Transaction Name to see a list. From the list, select **Miscellaneous Procedures => Miscellaneous PR Reports**



Alabama State Department of Education
2024-2025 Teacher Attendance Reporting
Nexgen Work Instructions

Step 3: From the list, select **Employee Leave Report**



Step 4: In the Employee Leave Report, select everything that has been highlighted. Make sure of the following:

Print Order	Select Job Location
Leave Year	Set to 2025
Pay Period Codes	Check all boxes
Job Status Codes	Check all boxes that apply for full-time teachers. (Active, On Leave)
Leave Type Codes	Check all boxes
Employee Types	Check only those that apply to classroom teachers (De-select administrators, counselors, classified personnel, etc.)
Report Destination	Select To Report Viewer

Alabama State Department of Education
2024-2025 Teacher Attendance Reporting
Nexgen Work Instructions

PR/ELVR: Employee Leave Report (v3.07)

Print Order: ☒ Job Location ☐ Alphabetically

Leave Year: Job Location: Thru:

☒ Active Leave Records
☒ Inactive Leave Records
☐ Only Negative Balances

Type	Description
<input checked="" type="checkbox"/> B	Bi-Weekly
<input checked="" type="checkbox"/> M	Monthly
<input checked="" type="checkbox"/> N	No Pay
<input checked="" type="checkbox"/> S	Semi-Monthly
<input checked="" type="checkbox"/> W	Weekly

Type	Description
<input checked="" type="checkbox"/> A	Active
<input checked="" type="checkbox"/> L	On Leave
<input checked="" type="checkbox"/> P	Applicant
<input checked="" type="checkbox"/> R	Retiree Substitut
<input checked="" type="checkbox"/> S	Substitute

Type	Description
<input checked="" type="checkbox"/> 1	SICK
<input checked="" type="checkbox"/> 2	PERSONAL
<input checked="" type="checkbox"/> 3	VACATION
<input checked="" type="checkbox"/> 4	UNPAID
<input checked="" type="checkbox"/> A	Administrative L

Type	Description
<input checked="" type="checkbox"/> A	TEACHER AIDE
<input checked="" type="checkbox"/> AD	ADMINISTRATO
<input checked="" type="checkbox"/> A	ADMINISTRATO
<input checked="" type="checkbox"/> AT	PRE-K AUX TEA
<input checked="" type="checkbox"/> B	BUS DRIVER

Report Destination: ☒ To Report Viewer ☐ To Grid ☐ To File

☐ To Printer CSFO8905 Laser Printer (redirected)

Enter Selection Criteria, Click Enter(F1) To Generate Report

Step 5: Click Enter(F1) to generate report.

Step 6: At the end of each job location, you will see a totals summary. Use the summary information on this report to complete the Excel spreadsheet. You will need to consolidate your various leave types into 4 categories:

- Personal Leave
- Professional Leave
- Sick Leave
- Other Leave

Step 7: Save your Excel spreadsheet as ***YourSchoolSystemName_2025_TA*** on your computer.

Step 8: Upload your completed Excel Spreadsheet to [2024-2025 Teacher Attendance](#)