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October 26, 2026

M E M O R A N D U M **REVISED**

TO: City and County Superintendents

FROM: Eric G. Mackey
State Superintendent of Education

SUBJECT: 2025-2026 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 minimum requirements for the teacher attendance file are as follows:

1. The LEA report must use dates encompassing your district's 2025-2026 school year.
2. The report must include the following data columns:
   a. School Name or State School Code.
   b. Total Number of Absences by Type for each location (Units Taken YTD).
3. The report must be in Excel or CSV format (To Grid).

Note: Items in parentheses are column headers from the NextGen output.

File template to be used for uploading is located at this link: Teacher Attendance Template 2025-2026. Each district will need to make a copy of this file and complete it using the attached reporting directions.

Please save the file using the following: SchoolSystem_2025_TA_SubmitterName. Once saved, upload the file using the following link: 2025 - 2026 Teacher Attendance.

File uploads are due no later than Friday, November 20, 2026.

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/SR/RH

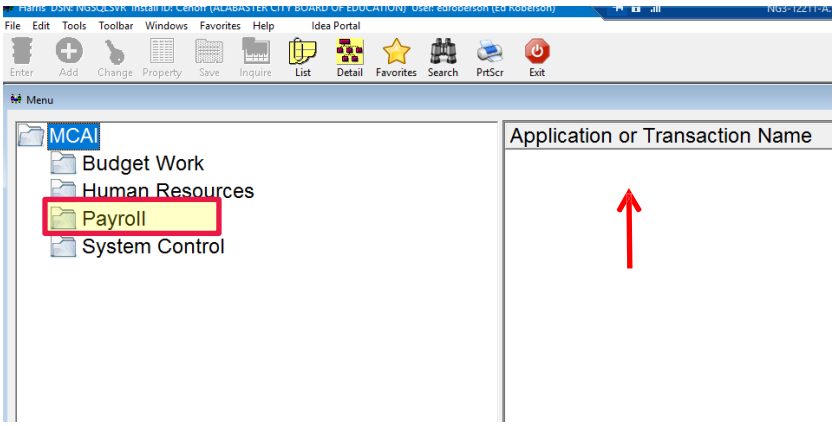
Attachment

cc: Chief School Financial Officers

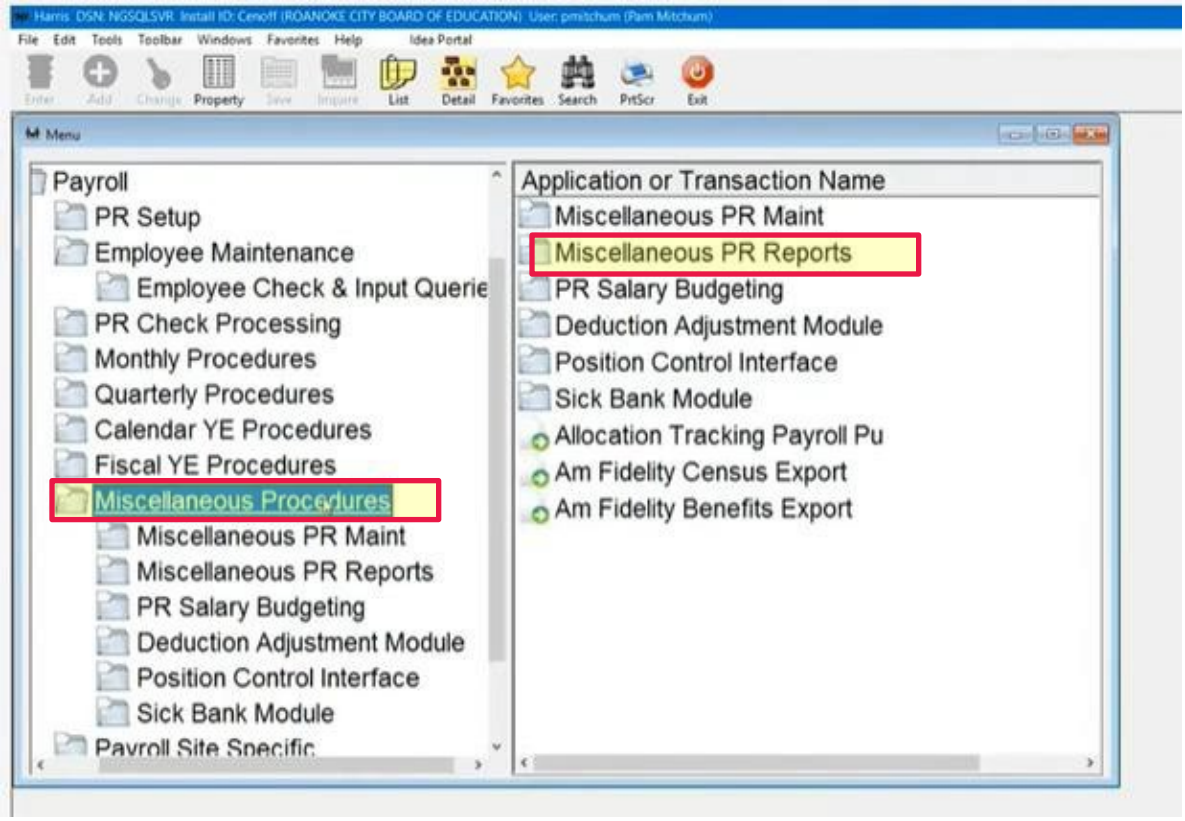
FY27-1003

Alabama State Department of Education
2025-2026 Teacher Attendance Reporting
Nexgen Work Instructions

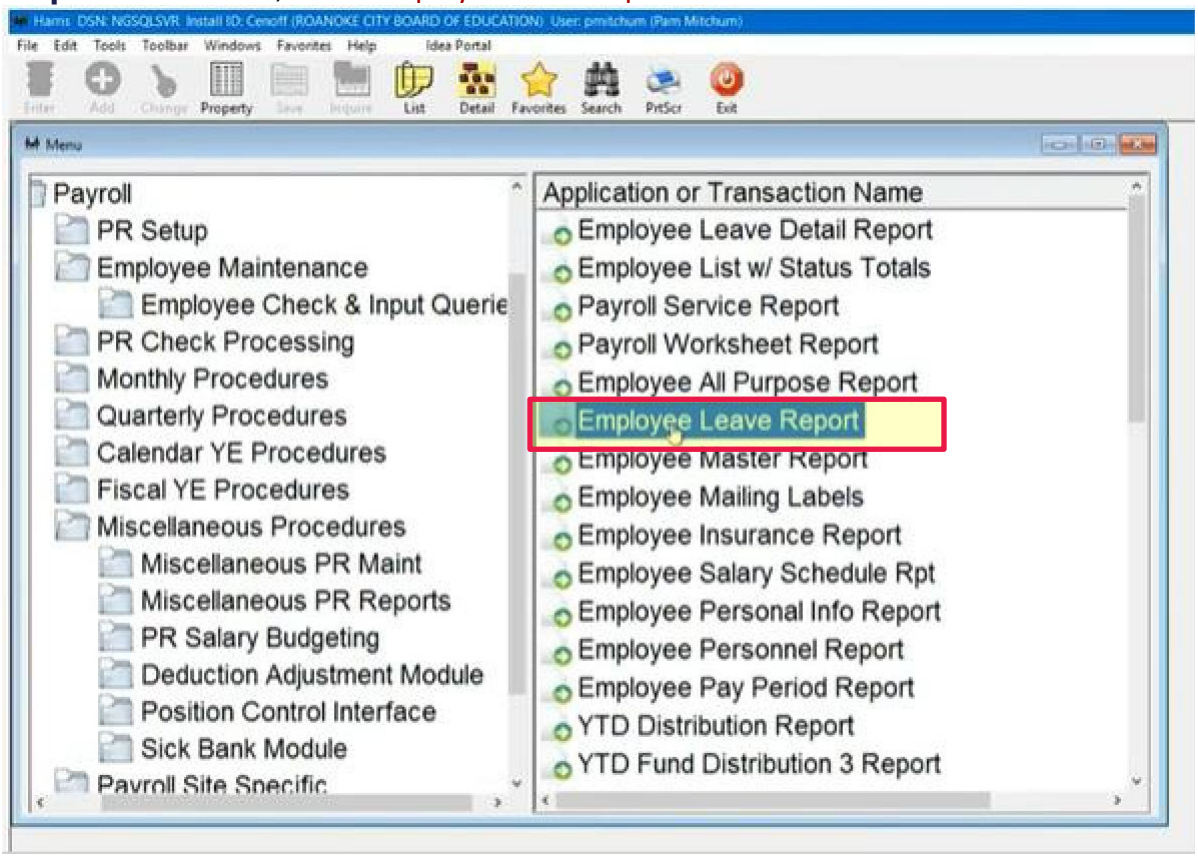
Step 1: From the Nexgen Home Screen, select Payroll. You will see Application or Transaction Name on the right panel



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

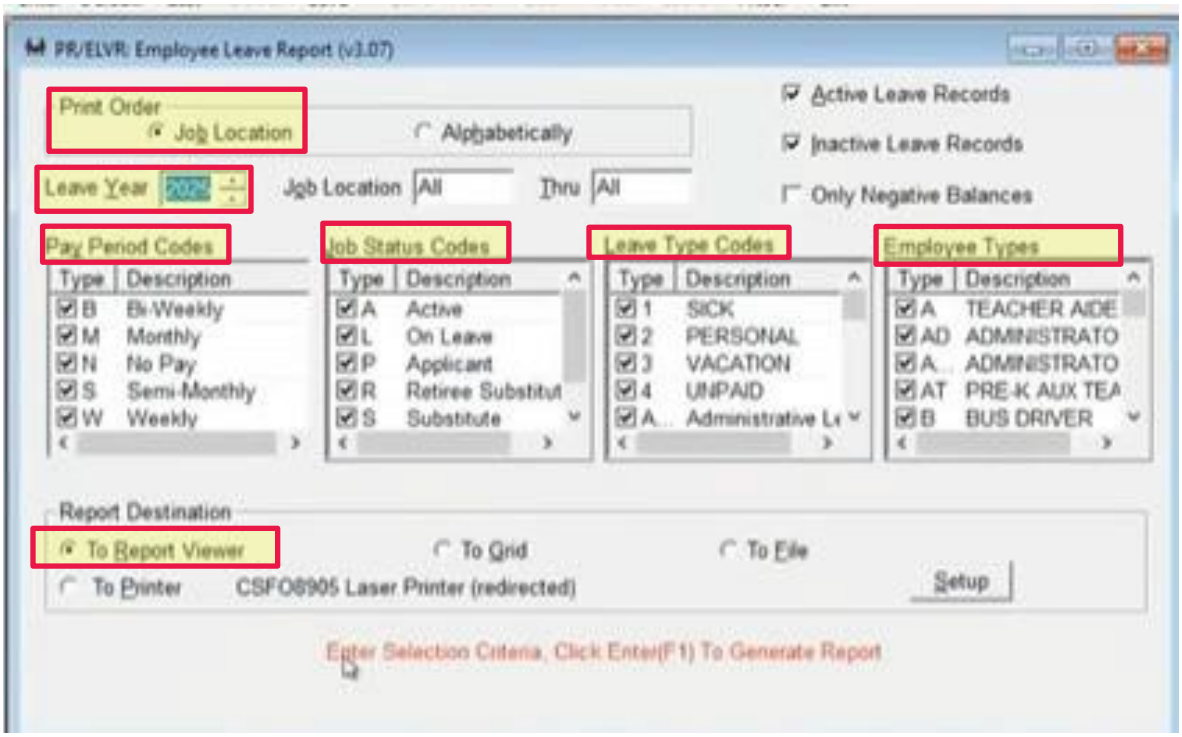


Step 3: From the list, select Employee Leave Report



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 2026
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



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_2026_TA*** on your

computer.

Step 8: Upload your completed Excel Spreadsheet to 2025-2026 Teacher Attendance.