



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 12, 2024

MEMORANDUM

TO: City and County Superintendents of Education
FROM: Eric G. Mackey *EGM*
State Superintendent of Education
SUBJECT: 2023-2024 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 each 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 2023-2024 school year.
2. The report must include the following data columns:
 - a. School Name or State School Code.
 - b. (CCTR Description) Teacher Full Name (Full Name).
 - c. (Leave Type Description)
 - d. Total Number of Absences by Type (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.

The output file may contain other columns; if it does, it is not necessary to format or remove them. Please save the file using the following: SchoolSystem_2024_TA. Once saved, please upload the file using the following link: [2023-2024 Teacher Attendance](#).

File uploads are due no later than Friday, September 27, 2024.

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/BP/SJ

Attachment

cc: LEA Chief School Financial Officers

FY24-3062

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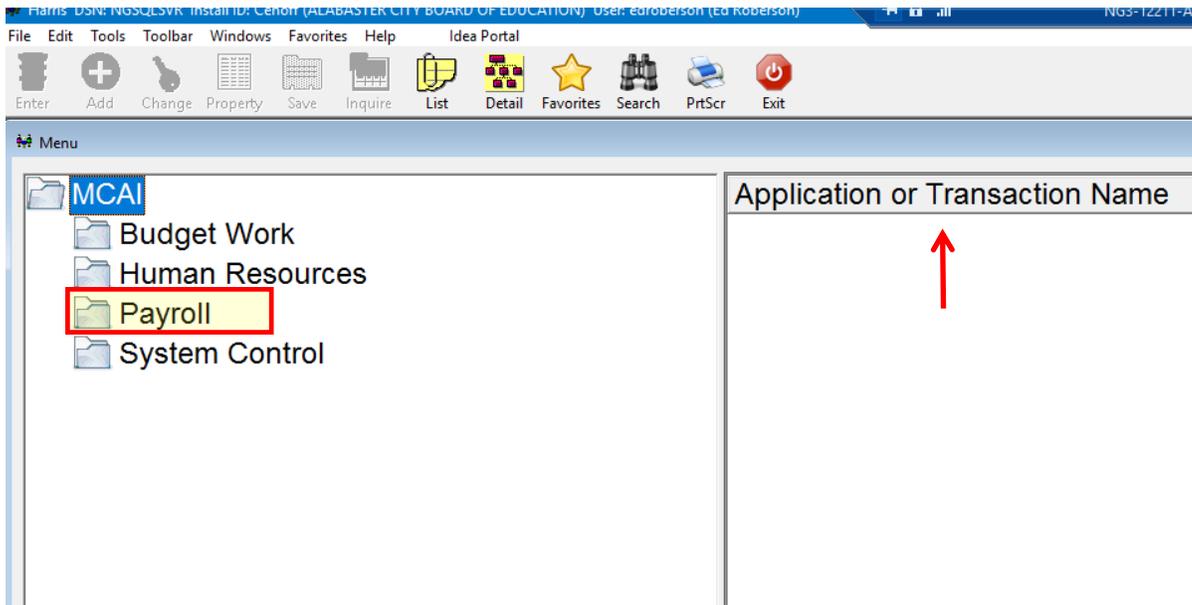
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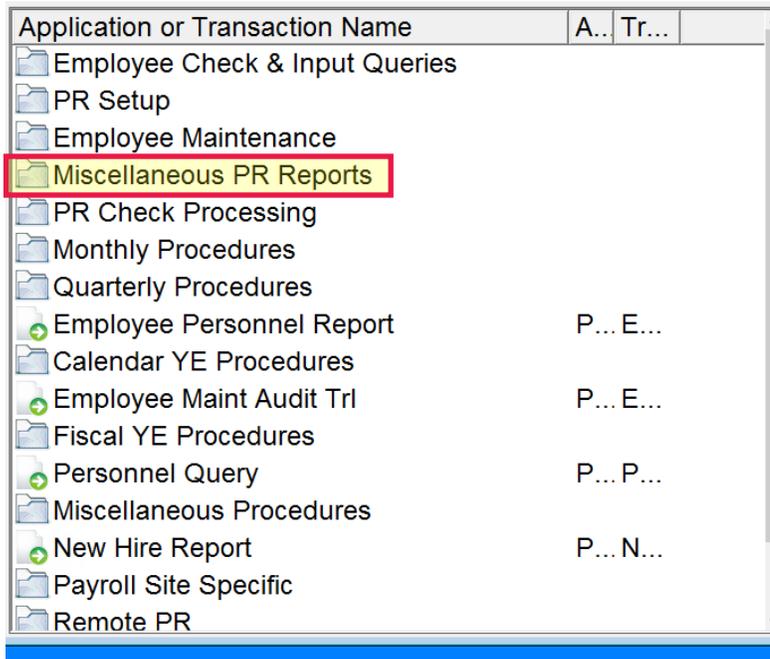
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2023-2024 Teacher Attendance

NextGen Work Instructions

Step 1: From the NextGen Home Screen, click **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, click **Miscellaneous PR Reports**. This will display another list on the screen.



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NextGen Work Instructions (cont'd)

Step 3: From the list, click **Employee Leave Report**.

Application or Transaction Name	A...	Tr...
Employee Leave Detail Report	P...	E...
Employee List w/ Status Totals	P...	R...
Payroll Service Report	P...	P...
Payroll Worksheet Report	P...	P...
Employee All Purpose Report	P...	E...
Employee Leave Report	P...	E...
Employee Master Report	P...	E...
Employee Mailing Labels	P...	E...
Employee Insurance Report	P...	EI...
Employee Salary Schedule Rpt	P...	E...
Employee Personal Info Report	P...	E...
Employee Pay Period Report	P...	E...
YTD Distribution Report	P...	Y...
YTD Fund Distribution 3 Report	P...	Y...
Insurance Birthday Report	P...	IB...
Prior Period Comparison Report	P...	P...

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

Leave Year	2024
Pay Period Codes	Check all boxes
Job Status Codes	Check only <i>Active</i> and <i>On Leave</i>
Leave Type Codes	Check all boxes
Employee Types	Check <i>only</i> those that apply to classroom teachers. Use Appendix A as a tool to identify which employee types are Classroom Teachers
Report Destination	Set to Grid.

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

Print Order: Job Location (Alphabetically)

Leave Year: 2024 | Job Location: All | Thru: All

Active Leave Records
 Inactive Leave Records
 Only Negative Balances

Pay Period Codes		Job Status Codes		Leave Type Codes		Employee Types	
Type	Description	Type	Description	Type	Description	Type	Description
<input checked="" type="checkbox"/>	B	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	AN
<input checked="" type="checkbox"/>	M	<input checked="" type="checkbox"/>	L	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	AP
<input checked="" type="checkbox"/>	N	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	AS
<input checked="" type="checkbox"/>	S	<input type="checkbox"/>	R	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	AS...
<input checked="" type="checkbox"/>	W	<input type="checkbox"/>	S	<input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/>	AY
		<input type="checkbox"/>	T	<input checked="" type="checkbox"/>	A	<input checked="" type="checkbox"/>	B0

Report Destination: To Report Viewer | **To Grid** | To File

HP LaserJet P2035 (redirected) | Setup

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

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NextGen Work Instructions (cont'd)

Step 5: Click Enter(F1) to generate report. When report is generated, do the following:

Save your file as *SchoolSystem_2024_TA* on your computer.

Upload the file to [2023-2024 Teacher Attendance](#)

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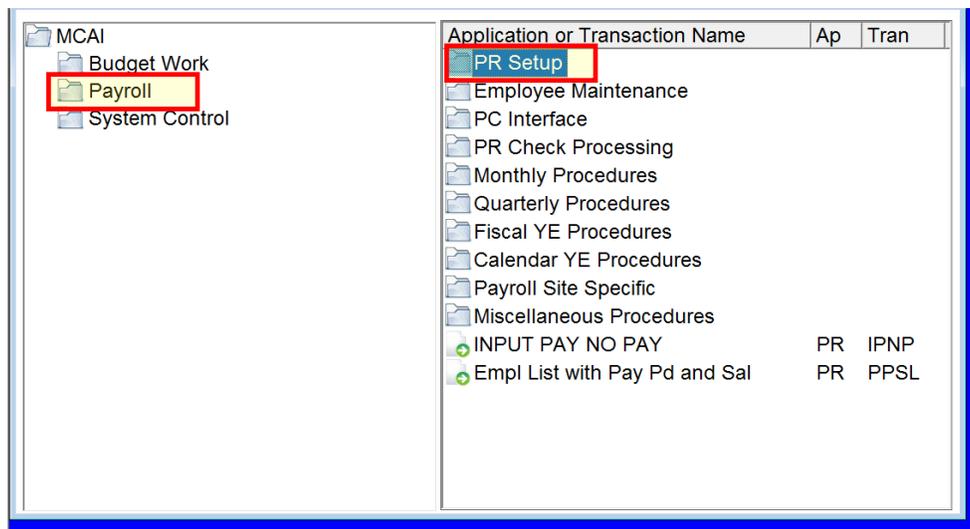
Appendix A

Purpose: The instructions in the appendix will allow you to generate a spreadsheet that you will use to identify the classroom teacher codes needed to generate the attendance report.

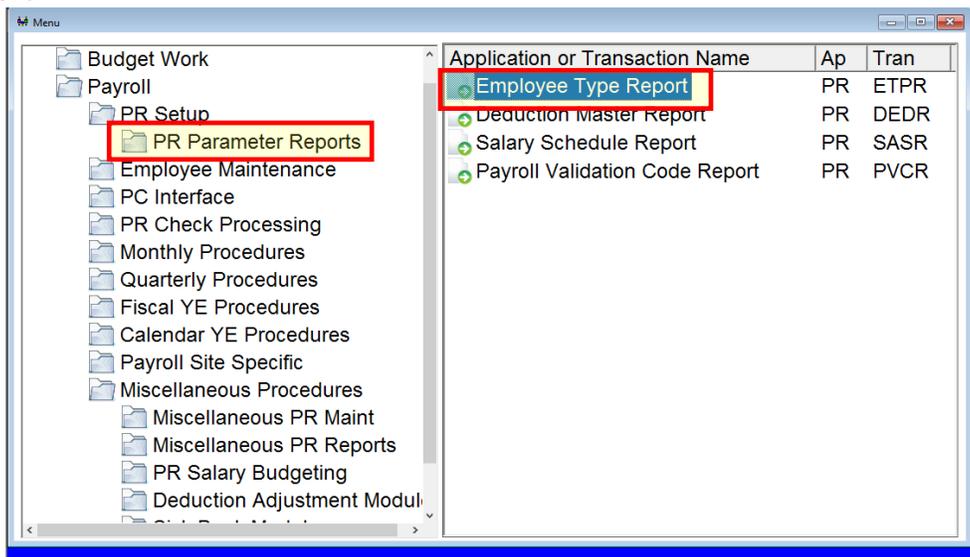
Employee Type Report (PR ETPR)

Steps:

1. From the NextGen Home Screen, click **Payroll**. On the Application or Transaction window, click **PR Setup**. Another application box will open.



2. Under Payroll, click **PR Parameter Reports**. In the Application or Transaction window, click **Employee Type Report**.



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Appendix A (cont'd)

7. Use this excel sheet to identify the “Classroom Teachers” and their Employee Types.
 - a. Turn on the filter in the spreadsheet.
 - b. Go to Employee Type column.
 - c. Click on the filter to open the dropdown.
 - d. Click the checkbox at the top to uncheck all items.
 - e. Click only the codes applicable to classroom teacher.

8. Use Employee Type codes identified in this excel sheet to select the Employee Types in the Employee Leave Report. (See page 2 Step 4 of your ‘NextGen Work Instruction’).

Note: Do not submit the spreadsheet generated from the Appendix.