



# JEFFERSON COUNTY SCHOOLS

*"Success and Productivity for Every Student"*

## **Procedure for Determination of "Present" for the School Day and How Calculated**

The procedure to determine if a student is counted present for attendance, per the state of TN reporting, is that a student must be present 195 minutes of the school day. The state of TN considers 390 minutes to be a full school day. Aspen, our student attendance management system, is set up to run this calculation every evening and update student's attendance records per their admission and dismissal to school during the school day.

A school day for students is 420 minutes minus a 30 minute lunch period in the schedule. This means that each student day is 390 minutes. In order to be counted present for the day the student must have been in school **half of this time** which would be a total of 195 minutes present.