



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



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

August 8, 2023

**MEMORANDUM**

**TO:** City and County Superintendents of Education

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

**SUBJECT:** 2022–2023 Teacher Attendance Report

The Alabama State Board of Education 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 the 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 Nexgen from Harris School Solutions. Attached 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 2022-2023 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 parenthesis are column headers from the Nexgen 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\_2023\_TA. Once saved, please upload the file using the following link: [2022-2023 Teacher Attendance](#).

**File uploads are due no later than Friday, August 18, 2023.**

If your system uses different software for collecting Teacher Absences or you have any questions, you may contact Dr. Brandon Payne at [brandon.payne@alsde.edu](mailto:brandon.payne@alsde.edu) for assistance.

EGM/CM/BP

Attachment

cc: LEA Chief School Finance Officers

**FY23-3041**

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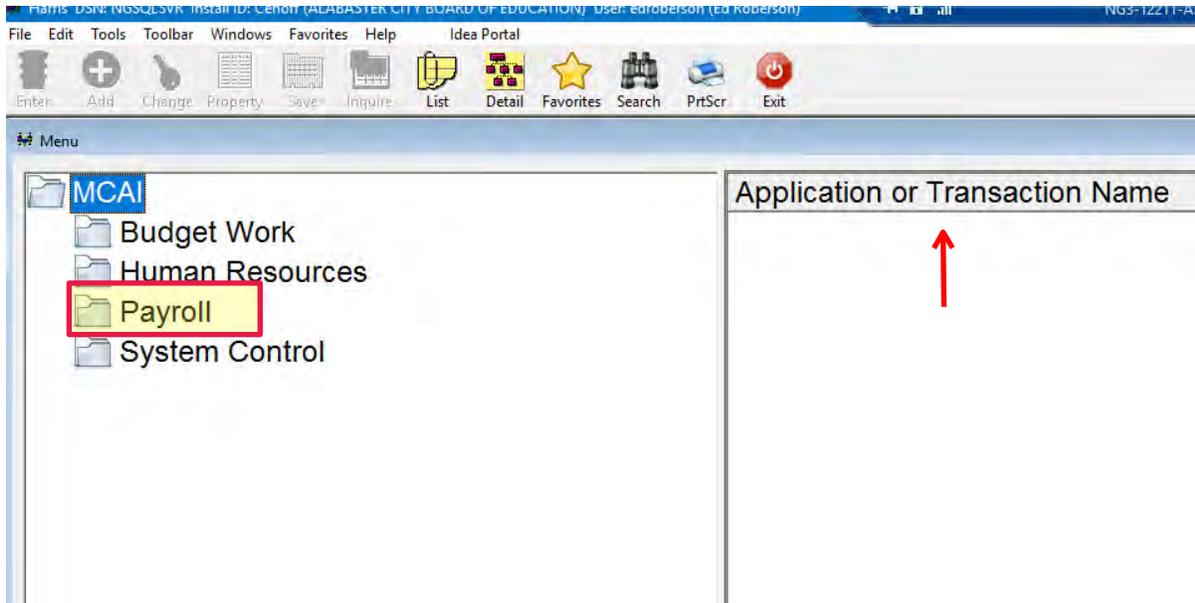
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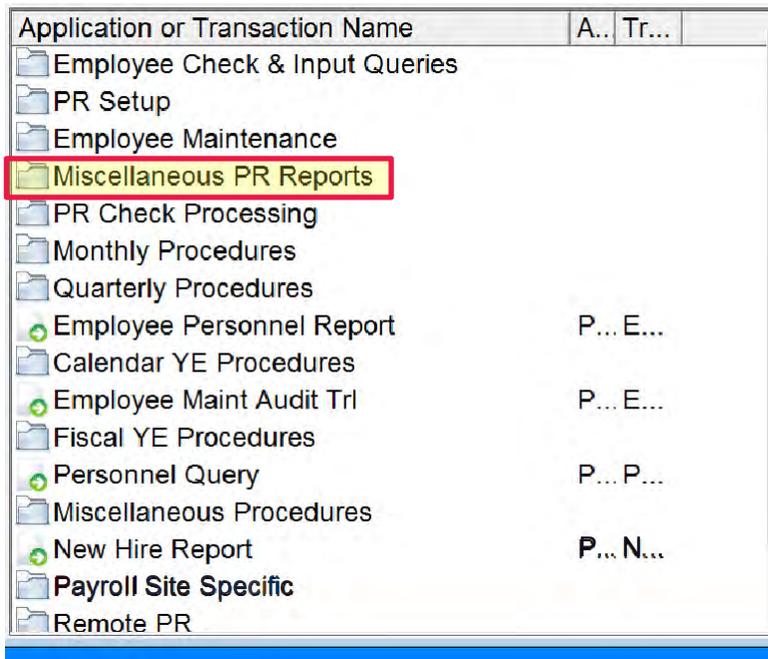
Eric G. Mackey, Ed.D.  
 Secretary and  
 Executive Officer

Alabama State Department of Education  
**2022-2023 Teacher Attendance**  
**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 PR Reports**. This will display another list on the screen.



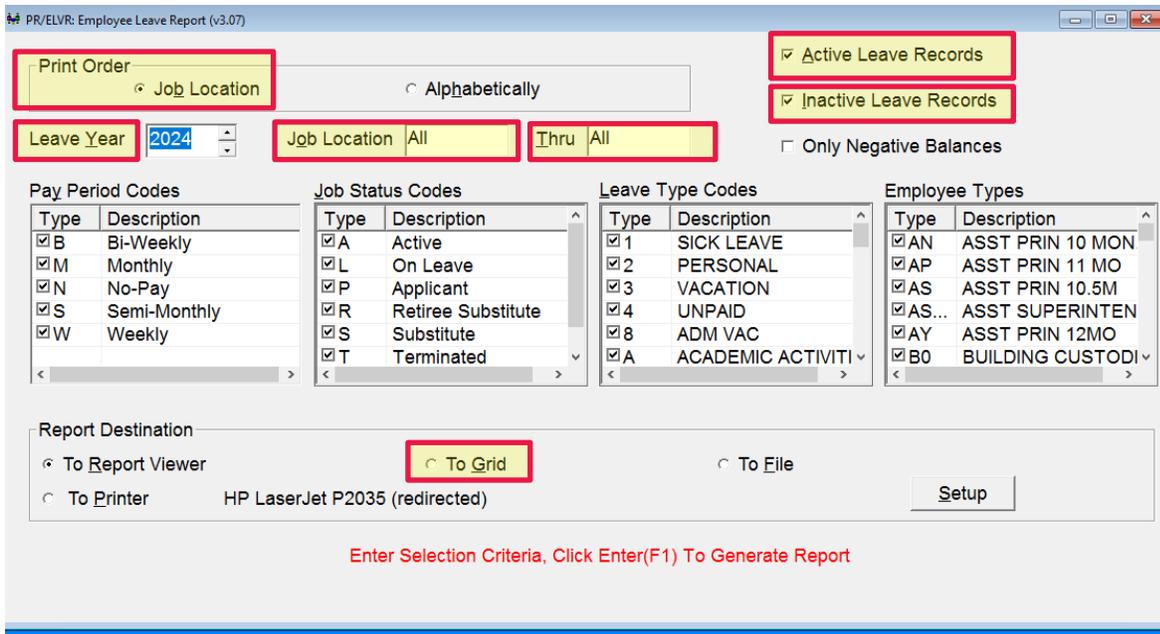
**Alabama State Department of Education**  
**2022-2023 Teacher Attendance**  
**Nexgen Work Instructions**

**Step 3:** From the list **select Employee Leave Report** to display Employee Leave Report.



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

<b>Leave Year</b>	2023
<b>Pay Period Codes</b>	Check all boxes
<b>Job Status Codes</b>	Check all boxes that apply for full-time teachers. (Active, On Leave, etc.)
<b>Leave Type Codes</b>	Check all boxes
<b>Employee Types</b>	Check only those that apply to classroom teachers
<b>Report Destination</b>	Set to Grid.



Alabama State Department of Education  
**2022-2023 Teacher Attendance**  
**Nexgen Work Instructions**

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

**Save** your file as SchoolSystem\_2023\_TA on your computer.

**Upload** the file to [2022-2023 Teacher Attendance](#)