



# Attendance

## Features and Functions

Release 8.0



"Treat people as if they were what they ought to be, and you help them to become what they are capable of being."

Johann Wolfgang von Goethe

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## Attendance Overview

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The Attendance Module is separate from the core of eSIS. However, it is completely integrated with all pertinent aspects of eSIS. This is an extremely flexible module.

The different attendance orientations (Daily, Period, and more) of different school levels within a District are easily accommodated since each school can set its individual preference.

A range of attendance procedures can be supported, from the rudimentary attendance sheets which are completed in the classroom and entered into eSIS at the office level, to the superlative efficiency of barcode entry at the classroom level.

Attendance can be taken from different perspectives such as the class, homeroom, teams/groups, students on a bus, mass entries, and individual sign in/out for things like doctors' appointments. All these approaches are coordinated so that there is clear indication that attendance action was taken, when viewed from a different perspective, avoiding any chance of duplication.

There is more than ample attendance reporting to support the effective management of students and schools. There is an escalating Attendance Intervention procedure whose triggers can be defined at the District level.

Finally, all of these elements seamlessly integrate with **aal's** Teacher Assistant to bring the desired attendance functionality to the teacher's desk.

## Access to the Attendance Module



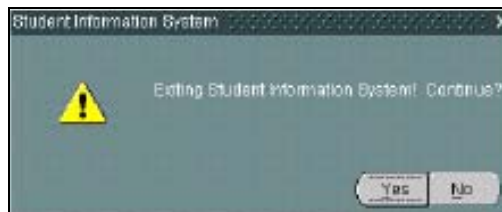
Use the Attendance button available on the Main Toolbar

OR



Use the Navigation procedure.

Either route brings you to the exit dialog. Click yes!



You are actually exiting **eSIS** and entering the Attendance module

## Attendance Start Screen - ATTSTART

This is the base of operation for someone performing the duties of an attendance secretary. It may be used by anyone who performs attendance related functions including teachers, coaches, and administrators.



School Details – SYS040 is screen in which your school will indicate its Attendance Type. FYI, by checking the days that school has classes, eSIS automatically makes any day not ✓ a non-school day.










- The Menu bar currently shows **Period Attendance**. This is based on the choice of Attendance Type made in School Details. It could show **Daily Attendance**, **Positive Attendance** or both **Daily** and **Period**.
- The **Select School** button is grayed out indicating that the current user has access to no other schools.
- The **Attendance Date** *must* be selected when accessing the attendance module. **Note:** The selection defaults to the current date but some users have the option to change the date. This facilitates post-entry of attendance information.
- The **Cycle** refers to the Tumble in effect. Tumbles are a way to randomize the periods in a student's timetable so that any one course (math for example) is not always at the same time of the day.

## Attendance Menu Bar

Period Attendance Select Navigate Lock Help	
<b>Period Attendance</b>	This menu item is dependent on the choice of Attendance Type made in the School Details window. If Daily is selected, for instance, the menu item will change to Daily Attendance. If <input checked="" type="checkbox"/> <b>Alternate Period Attendance</b> is selected then both Period and Daily Attendance options display.
<b>Select</b>	Date and School can be changed through this menu. Codes call up the Attendance Codes screen. This can be printed to aid in attendance entry.
<b>Navigate</b>	Facilitates jumping/navigating to another screen.
<b>Lock</b>	Suspends the eSIS session. Password required to resume
<b>Help</b>	Provides access to help.

## Attendance Tool Bar

This toolbar is available on the **Attendance Start** screen only. Buttons may become unavailable depending on security.

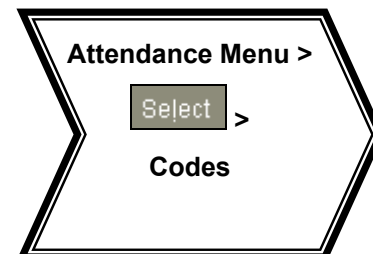
	<b>Select Student</b> window from a list of students in the selected school		<b>Select School</b> window (Only if you have access to more than one school)
	<b>Select Date</b> button – allows for an attendance date change. Possibly postdated entries.		<b>Positive Attendance.</b> This is a client specific function that tracks the attendance for a student rather than an absence.
	Used to return to <b>eSIS</b> . The session is <b>not terminated</b> and the user will return to the <b>eSIS</b> START screen.		Calls up the <b>Class Entry</b> screen. Assumed to be the most frequently used.
	<b>Special Education.</b> Facilitates easy movement between modules.		<b>Co-operative Education.</b> Facilitates easy movement between modules.
	The <b>Exit</b> button takes you completely out of the <b>eSIS</b> session.		

## Attendance Codes - ATT200

This screen is used to maintain the attendance **Office Reasons** used in the attendance process. An 'A' and an 'L' code often are added to this list. Other codes are not standard and may be set up by the Board/District and/or School to reflect the types of absence reasons that are common to its student population. These many and varied reasons are summarized into **4 basic categories** (sub allocation codes) for reporting purposes. Access to this screen is subject to rigorous security.

Code	Description	Short Form	Auth.?	External Absent Reason	Sub Allocation
1	Sick	SICK	<input type="checkbox"/>		Unexcused Absence
10	Tardy	TARDY	<input type="checkbox"/>		Unexcused Late
12	Excused Tardy	ETARDY	<input type="checkbox"/>		Excused Late
2	Absent	ABSENT	<input type="checkbox"/>		Unexcused Absence
3	Class Field Trip	FIELD	<input checked="" type="checkbox"/>		
4	Grant Day	GRANT	<input checked="" type="checkbox"/>		
5	Needed at Home	NEEDED	<input type="checkbox"/>		Excused Absence
F	Family Emergency	FAMEMER	<input type="checkbox"/>		Excused Absence
J	Car Trouble	CAR TRB	<input type="checkbox"/>		Unexcused Absence
K	Skipped	SKIPPED	<input type="checkbox"/>		Unexcused Absence
L	Late	LATE	<input type="checkbox"/>		Unexcused Late
N	No Reason	NO REAS	<input type="checkbox"/>		Unexcused Absence
O	Other	OTH	<input type="checkbox"/>		Unexcused Absence
R	Religious Holiday	RELIG	<input type="checkbox"/>		Excused Absence
S	Sporting Event	SPORTS	<input checked="" type="checkbox"/>		
T	Slept In	SLEPTIN	<input type="checkbox"/>		Unexcused Late
TE	Team Event	TEAM	<input checked="" type="checkbox"/>		
TT	Truant	TRNT	<input type="checkbox"/>		Unexcused Absence

- To reiterate, one 'A' code and one 'L' code are often entered.
- All descriptions are user defined and should reflect a reason for the student being away.
- An **Office Reason** can be designated as Authorized with a check mark. This usually reflects a school activity where technically the student is absent but it is sanctioned by the school and reported as such.
- A reason marked as **Auth? cannot** be sub-allocated.
- The **External Reason** is a grouping used for State reporting.
- The **Sub Allocation** is of pivotal importance. Many Office Reasons can be grouped as Absent-Unexcused, for example.
- Attendance is summarized and reported based on these sub-groups.
- These accumulated figures are reported in various summaries.




**FYI . . .**

The four sub allocation codes are:

- ✓ Unexcused Absence
- ✓ Excused Absence
- ✓ Unexcused Late
- ✓ Excused Late

In addition, you can designate that an absence reason is 'Authorized', too. If it is, it cannot be sub allocated.

- **Grant Days** are used to grant absences to special groups without penalty. Essentially, for some known reason, a particular student or group of students can be absent without it being counted as an absence.
- The  button facilitates copying of **Attendance** (Office Reason) **Codes** to other schools in the district.

## Period Attendance

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<p>Period Attendance Select Navigate</p> <p>Mass Entry          Mass Sign In/Out Entry          Sign In/Out Entry          Full Day/Multi-Day Absence</p> <p>Class Entry          Team/Club Entry          Class Trips Entry          Bus Entry          School Closing Entry</p> <p>Student Absences          Verify Registration ▶          Reports ▶          Attendance Intervention ▶</p> <p>Attendance Tumbles          Auto Dialer Interface          Attendance Entry Completion Log</p> <p>Exit</p>	<p>This Menu is available <i>only</i> if Period Attendance is selected in the <b>School Details – SYS040</b>. If <input checked="" type="checkbox"/> <b>Alternate Period Attendance</b> is also selected, then <i>both</i> Period and Daily Attendance options display. If your school is using Period Attendance there will be a specific procedure to follow. Depending on the degree of technology in place, attendance may be taken electronically. Teachers may use barcode readers or the Class Entry menu or even the eSIS Teacher Assistant Module to record attendance in real time. Coaches may use the Team/Club Entry menu item to take attendance.</p>
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Using a manual process, attendance may be recorded on a prescribed form that is then sent to the office where it is entered into eSIS. In this case teachers have no direct interaction with eSIS.

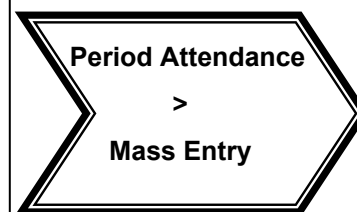
Generally, attendance *must* be recorded in the classroom on a period-by-period basis and the information must be conveyed to the school office.

## Mass Entry - Period ATT100

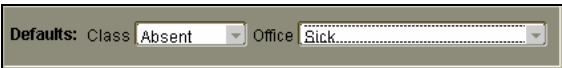
This screen displays all attendance entries made in the school for the **current** attendance date. Therefore, if entries are made using Class Entry, Teams or via any other attendance procedure, they populate this screen. The *only* outstanding item after such entries may be the **Office Reason**. The **Office Reason** may be acquired through parent call-in to the office and the school office enters this reason. The **Office Reason** is important because it determines how an attendance entry will be allocated (Authorized, Excused, Unexcused) and committed to a student's record.

This is the place to update the **Office Reason** for attendance taken via other procedures. The '**mass entry**' connotation is with respect to the *defaults* that will auto populate the entry area as each new student is updated.

Student Name	Pupil No.	Class Entrv	Course	Sec	Teacher	Per	Office Reason
Ababte, Christina	9968043	Absent	Art 2	03	Enns, Christina	3	Team Event
Ababte, Christina	9968043	Absent	Adv Math 3	19	Zhaworski, Irene	5	Team Event
Ababte, Christina	9968043	Absent	FRE3	13	Shigeishi, Akira	4	Team Event
Ababte, Christina	9968043	Absent	Physics 1	18	Richters, Randy	2	Team Event
Ababte, Christina	9968043	Absent	History 3	23	Harry, Deborah	1	Team Event
Ababte, Christina	9968043	Absent	Geog 3	10	Randolf, Sam	6	Team Event
Ababte, Christina	9968043	Absent	Biology 1	24	Hilker, Samantha	8	Team Event
Anderson, Nicole	9968963	Absent	Adv Eng 4	12	Martin, Jeff	3	Appointment
Anderson, Nicole	9968963	Absent	Computer 3	07	Greenspan, Steven	7	Skipped
Anderson, Nicole	9968963	Absent	Keyboard 4	05	Jordan, Crystal	5	No Reason
Anderson, Nicole	9968963	Absent	Science 4	10	Edwards, Lisa	1	No Reason
Anderson, Nicole	9968963	Absent	FRE4	05	Cook, Crystal	2	Car Trouble
Cameron, Paul	9968181	Absent	Adv Math 1	01	Edwards, Lisa	8	Weather Conditions
Cameron, Paul	9968181	Absent	Keyboard 1	11	Jakobowski, Paul	3	Weather Conditions
Cameron, Paul	9968181	Absent	Science 1	03	Zagger, Bonnie	1	Weather Conditions




- Attendance entries may be made on this screen but it is not the most efficient avenue.

- The  area is used to select **Office Reasons** that will automatically populate the Class / Office fields *if attendance entries are to originate in this screen*. The selections in Defaults are irrelevant for entries originating elsewhere.
- For entries that do not originate in this screen, the **Class Entry** reason will be populated by the originating entry *only if* an **Office Reason** was processed.



Tumble 1 Semester 1 Term 2 Day 1

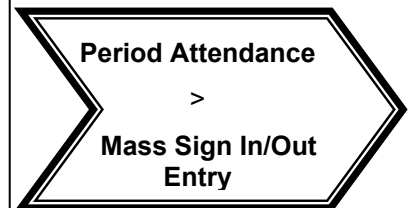
- The  shows school calendar specifics corresponding to the attendance date.
- It may be useful to visit this screen at least once a day to enter the Office Reasons for entries that have originated elsewhere but have no associated **Office Reason**.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as ADD/ DEL entries, Navigate, Save and Exit.
- This screen may be queried to determine if there is an attendance record for a specific student.

### Mass Entry Process - Period

1. **Select** Default Class and Office reasons. This will cause the Class Entry and Office Reason fields to be automatically populated for each new entry made below.
2. **Type** in the Pupil No. and tab to another field. This will cause the Student Name field to be populated. Use the LOV if the Pupil No. is not known.
3. **Use** the LOV to select a course from the list of courses on the student's schedule. This will cause the Sec (section), Teacher and Per (period) fields to be populated.
4. **Save**.

## Mass Sign In/Out Entry - Period ATT185

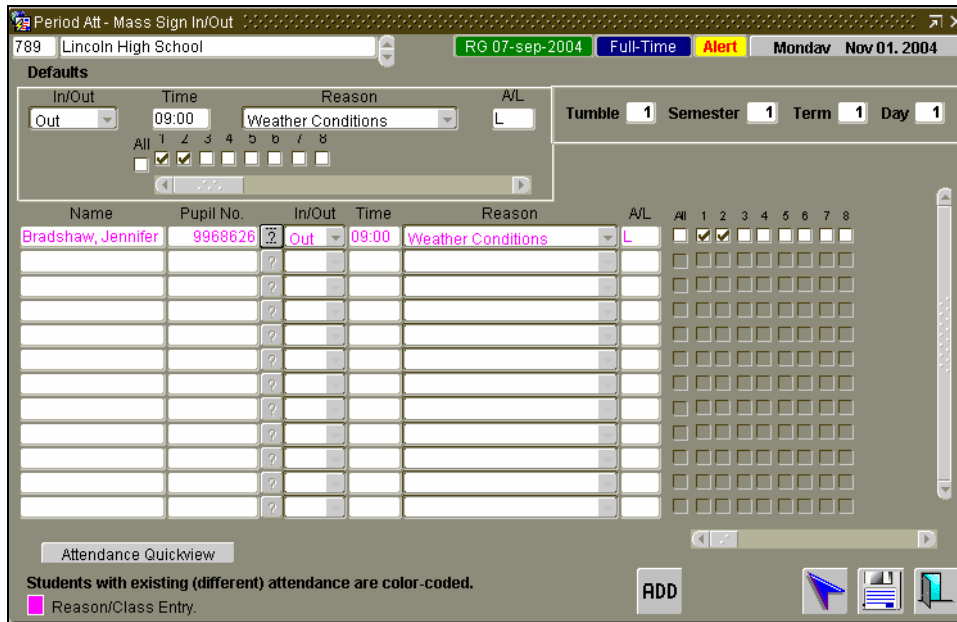
This screen may be used to control the flow of students in and out of the school within a school day. It can also be used for general attendance entry but there is no indication on this screen of which course is being missed. The 'mass entry' connotation is with respect to the defaults that will auto populate the entry area for each new student.



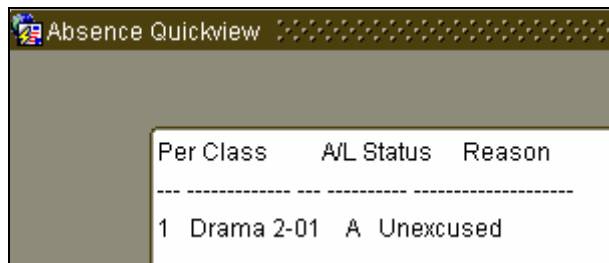
- Attendance entries may be made in this screen. This is, in fact, a good place for an Attendance Secretary to work. Assuming that Pupil No.'s are known and with the defaults set, updating absence records becomes a simple matter of entering Pupil No.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.

- The [Defaults Section] area is used to select particulars that will automatically populate the corresponding fields when a new attendance entry is made and includes the following:
  - The **(IN/OUT)** field indicates if the student is entering or leaving the school.
  - The Periods the student is to be away, possibly **ALL**.
  - The **(Office) Reason** for being away.
  - The **A/L** to indicate the **Class Entry** of Absence or Late.

- The **Tumble 1 Semester 1 Term 2 Day 1** is displayed to the right of the default area.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as ADD, Navigate, Save and Exit this screen.
- Attendance entered on this screen populates the **Mass Entry** screen
- Student details in pink indicate that attendance has already been taken on this student. - See screen shot below.



Click on the **Attendance Quickview** button that appears to view details of the entry.



## Mass Sign In/Out Process - Period

1. **Select** Default In/Out, Time (24h clock), Reason, A/L, and the periods. This will cause the corresponding fields to be automatically populated for each new entry made below.
2. **Type** in the student number or use the LOV if not known.
3. **Save**.

## Sign In / Out Entry - Period ATT180

This is the most appropriate screen for recording the attendance activity for an individual student. There is a number of student management features on this screen including, phone numbers and parent information. It is especially good because all course information is provided. All that is required to use this screen is the student's name or pupil number.

The screenshot shows the 'Period Att - Sign In/Sign Out' window for Lincoln High School. The student's information is as follows:

Pupil Number	Legal Last Name	Suffix	Legal First Name	Gender	Birth Date	Grade	Middle Name
9968043	Ababte		Christina	F	27-SEP-1988	11	


Additional information includes: Home Phone (562)511-2336, Business Phone, Father's Name, Mother's Name (Ababte, Cheryl), and a cycle of 1 Tumble, 1 Semester, 1 Term, and 1 Day. The 'Sign In/Out Entry' table below shows the student's current schedule:

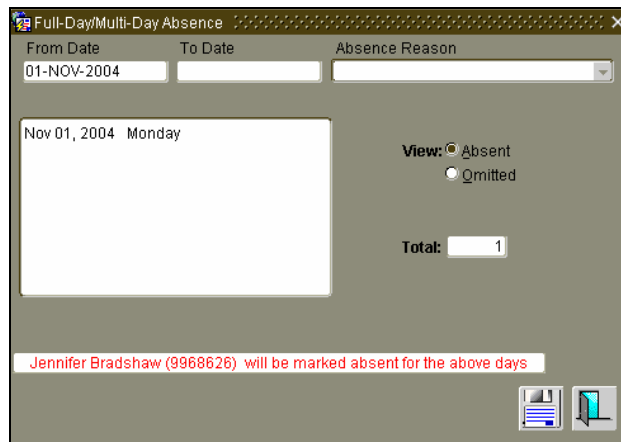
Period	Course	Sec.	Sign In/Out	Time	Office Reason	Class Entry
1	HWC3G	23				
2	SPH3A	18				
3	AVC2G	03				
4	FREIII	13				
5	MAT3A	19				
6	GPH3G	10				
8	SBI3A	24				

A 'Full Day Absence' button is located at the bottom of the screen.

Period >  
Sign In / Sign Out

- This is a good place to process attendance for one student at a time.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected) and Attendance Date.
- The Demographic area displays basic student information. This area can be used to call up a student by querying.
- Notice Home phone # displays. (If it is not unlisted)
- Parents' names display with business phone where available.
- The attendance Cycle is displayed to the right of the parents' particulars shows school calendar specifics corresponding to the attendance date.
- Within the actual entry area all the courses on the student's schedule for today are displayed.
- Previous attendance entries for today are also displayed so we can tell if other classes have been missed.

- Use the Sign In/Out field to indicate if the student is entering or leaving the school.
- The Office Reason is selected based, presumably, on some formal authentication of the attendance activity.
- The Class Entry reason for attendance activity (usually absent or late).
- The  button calls up the Full/Multi-Day absence window.



- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- Attendance entered on this screen populates the Mass Entry screen.

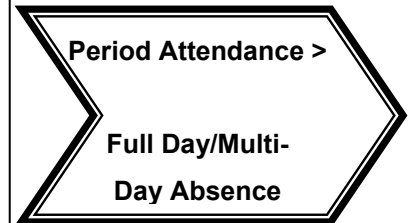
### Sign In/Out Process – By Period

1. **Query** by Pupil Number or Last name.
2. **Select** In or Out from the Sign In/Out drop down list for the appropriate Course.
3. **Record** the Time, Office Reason and/or Class Entry reason.
4. **Save**.
5. If a full or multi-day absence is to be recorded then **click**



## Full Day/Multi-Day Absence - ATT300

If accessed directly through the Daily or Period menu, the Select Student window pops up requiring the selection of a student. This function is also accessible via other attendance windows where the student has already been selected.



### Full Day/Multi-Day Absence Process

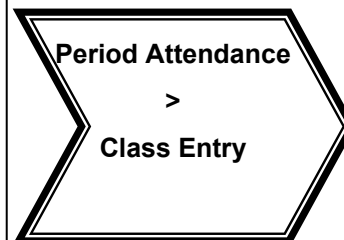
1. **Enter** a date or range of dates for absence.
2. **Select** an absence reason (this is an Office Reason)
3. **Save**

The **View** options allow you to view days that were omitted from entry because they are non-school days.

## Class Entry - Period ATT105

The primary intent of this screen is for a teacher to take attendance on his/her particular class/course. If attendance is being taken manually at the class level, and accumulated for entry by an attendance secretary for example, this screen may still be a good option since we can process groups of students. The Mass Entry screen will still have to be used to enter the Office Reason for each student.

A L	Course	Sec.	Student Name	Reason	A...	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
<input type="checkbox"/>	ADA2G	01	Abutalib, Farhana		1	0			9968113	(562)885-9947
<input checked="" type="checkbox"/>	ADA2G	01	Bradshaw, Jennifer	Weather Conditio	1	1	OUT	09:00	9968626	(562)477-9991
<input type="checkbox"/>	ADA2G	01	Calhoun, Sedrick		1	0			9964971	(704)555-8733
<input checked="" type="checkbox"/>	ADA2G	01	Chann, Steven		2	0			9968880	(562)321-2154
<input type="checkbox"/>	ADA2G	01	Charlton, Justin		1	0			9969141	(562)211-4789
<input type="checkbox"/>	ADA2G	01	Dalabria, Jessica		2	0			9972451	(284)657-1234
<input checked="" type="checkbox"/>	ADA2G	01	Garden, Benjamin		2	0			9968854	(562)633-2019
<input type="checkbox"/>	ADA2G	01	Halecki, Chris		2	0			9964948	(704)555-6593
<input type="checkbox"/>	ADA2G	01	Iori, Frank		1	0			9973255	(845)123-6845
<input type="checkbox"/>	ADA2G	01	Jacobe, Teresa		1	0			9972811	(235)675-6268
<input type="checkbox"/>	ADA2G	01	Jerky, Samantha		2	0			9971564	(564)821-9754
<input type="checkbox"/>	ADA2G	01	Kariya, Steve		1	1			9964547	(704)555-1234
<input type="checkbox"/>	ADA2G	01	Larson, James		1	1			9968362	



- This is a good place to process attendance for an entire class or to determine the attendance status of a particular student in a specific class.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected) and Attendance Date.
- The Tumble, Semester, Term, and Day shows school calendar specifics corresponding to the attendance date.
- Class details including Course #, STDP, Teacher and Room are displayed.
- **Cumulative Class** attendance (Absences and Lates) for all students in this course.
- Previous attendance entries for today are also displayed.
- The (Office) Reason field is read only and may be updated through Mass Entry after the Class Entry is saved.
- Abs and Lts fields show cumulative attendance for each student in this class only.

- The Attendance Entry Completed check box causes an entry in the Attendance Entry Completion Log. The school office uses this to determine when all classes have processed attendance. The next step is perhaps attendance calls.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- Attendance entered on this screen populates the Mass Entry screen.
- The attendance activity recorded on this screen (A or L) results in a Class Entry reason (Absent or Late), populating other screens.
- The Reason and Letter fields are read only

### **Class Entry Process - Period**

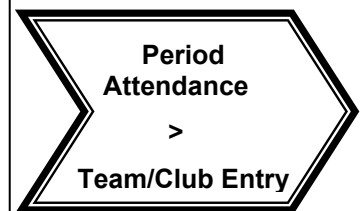
1. Type in Course and Sec code or use query procedure to call up class. Class members populate the lower area.
2. Click in the 'A' box for Absent, or 'L' box for Late beside each student who is late or absent on this date.
3. Click Attendance Entry Completed if this is so.
4. Save.

## Team/Club Entry - Period ATT140

This screen is used to take attendance on a day when there is an event in the traditional types of groups in a school such as sport teams, academic teams, social groups and clubs. Beyond these traditional groups though, this function may be used to track attendance on any collection of students identified in Team/Club.

At this stage no entry is processed for students who are not on the trip/event. Attendance for students who are not on the trip will be processed by the office or in the Class the student should be attending during the time of the trip. There is also a color code in place to indicate where students are missing the trip for other attendance reasons.

	Pupil No.	Usual Last Name	Preferred First Name	Phone No.
<input checked="" type="checkbox"/>	141425	Avery	Tom	(555)555-7200
<input type="checkbox"/>	110121	Bowler	Jim	(998)037-1782
<input type="checkbox"/>	141423	Foster	Larry	(555)555-3687
<input type="checkbox"/>	141429	Stewart	Dave	(555)555-6430
<input type="checkbox"/>	141410	Tomas	Noah	(555)555-4121
<input type="checkbox"/>	141420	Tomas	Tyler	(555)555-4121
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				



- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected) and Attendance Date.
- The Assumed Reason populates the Office Reason field on other screens.
- This area to the right top shows school calendar specifics corresponding to the attendance date.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- This screen may be queried to determine if there is an attendance record for a specific student.

- Attendance records in green indicate that attendance has been taken via Class Entry and that the reason is different from the Assumed reason in Teams/Group.

### Team/Club Entry Process

1. In the Team/Group field, **query** to call up the team or group. A List of members populates the lower section of screen.
2. In the Assumed Reason field, **select** the reason for the absence.
3. **Check** the appropriate Periods of Absence boxes.
4. **Click** the left box to mark the students who will NOT be on the trip.
5. **Save**.

## Class Trip Entry - Period ATT130

Attendance for a class trip taken by one class or an entire department (say all Science classes) can be easily processed using this screen. An attendance entry is processed for all students on the trip. At this stage no entry is processed for students who are not on the trip.

Attendance for students who are not on the trip will be processed by the office or in the Class the student should be attending during the time of the trip. There is also a color code in place to indicate where students are missing the trip for other attendance reasons.

Period Att-Class Trip

789 Lincoln High School RG 07-sep-2004 Full-Time Alert Monday Nov 01, 2004

Class	Sec.	Period	Teacher	State ID
Drama 2	01	01	Zhaworski, Irene	
Drama 2	03	02	Whittaker, Keith	
Drama 2	05	03	Whittaker, Keith	
Drama 2	07	04	Whitfield, Karen	

Tumble 1 Semester 1 Term 1 Day 1

Assumed Reason Team Event

Trip Type

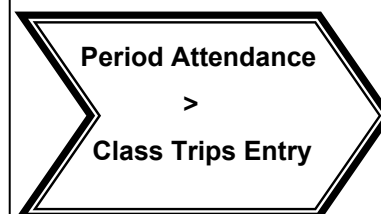
Check Periods  All  1  2  3  4  5  6  7  8

of Absence:

Check Students who will NOT be on the trip

Pupil No.	Legal Last Name	Legal First Name	Phone No.
<input type="checkbox"/> 9968113	Abutalib	Farhana	(562)885-9947
<input checked="" type="checkbox"/> 9968626	Bradshaw	Jennifer	(562)477-9991
<input type="checkbox"/> 9964971	Calhoun	Sedrick	(704)555-8733
<input type="checkbox"/> 9968880	Chann	Steven	(562)321-2154
<input type="checkbox"/> 9969141	Charlton	Justin	(562)211-4789
<input type="checkbox"/> 9972451	Dalabria	Jessica	(284)657-1234
<input type="checkbox"/> 9968854	Garden	Benjamin	(562)633-2019
<input type="checkbox"/> 9964948	Halecki	Chris	(704)555-6593
<input type="checkbox"/> 9973255	Iori	Frank	(845)123-6845
<input type="checkbox"/> 9972811	Jacobe	Teresa	(235)675-6268

Students with existing (different) reasons are color code and NOT on trip.



- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts these 3 are relevant to the student selected) and Attendance Date.
- Notice that a group of classes can be called up at once. Clicking on each class causes the class members to be displayed in the lower block of the screen. This facilitates easy attendance recording for an entire department (several classes).
- This area shows school calendar specifics corresponding to the attendance date.
- Details about class including Section, Period and Teacher are displayed.
- Previous attendance entries for today are also displayed. The entry is displayed in green if the existing office reason is different from the current Assumed Reason.
- The Assumed Reason populates the Office Reason field on other screens.

- Trip Type is simply record keeping and has no programming impact.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- Attendance entered on this screen populates the Mass Entry screen.

### **Class Trip / Period - Process**

1. **Query** the class or group of classes going on trip.
2. In the Class/Sec. field, **select** the course and section from the list. This causes the class members to populate the lower screen.
3. In the Assumed Reason field, **select** the reason for the absence.
4. **Enter** a short description for the Trip Type.
5. **Check** the appropriate Periods of Absence boxes.
6. **Click** the left check box to mark the students who will NOT be going on the trip.
7. **Save**.
8. **Repeat** items 2 to 7 for each class.

## Bus Entry - Period ATT155

This is another way in which eSIS facilitates the processing of attendance for groups of students. The scenario may include children who are absent because bus transportation has been cancelled due to inclement weather for example, or an accident that will result in absence for one or more periods. Note that there is no processing of lates on this screen. This attendance activity is most likely recorded as 'authorized'.

Although eSIS is capable of complete transportation management, student bus assignments are more commonly done by an external transportation company. An individual student may be assigned to a bus via STU108.

Period Att.-Bus Entry

3404 West Geauga High School 01-nov-1999 Full-Time Alert Monday Jan 03, 2000

Bus Route: route 99 Assumed Reason: Tardy Tumble 1 Semester 1 Term 2 Day 1

Check Periods: All  1  2  3  4  5  6  7  8  9  10  11  12  13  14

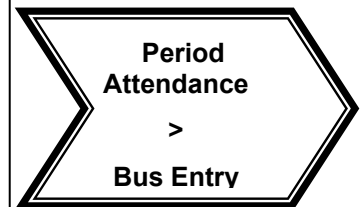
of Absence:

Check Student who will NOT be Absent

<input checked="" type="checkbox"/>	Pupil No.	Usual Last Name	Preferred First Name	Phone No.
<input checked="" type="checkbox"/>	109773	Edmunds	Teresa	(998)036-5408
<input type="checkbox"/>	142291	Potter	Beck	(905)690-9678
<input type="checkbox"/>	140774	Sawicki	David	(905)823-7024
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Students with existing (different) reasons are color coded.  All Buses Away

Check for Students who are not absent  
Record: 1/3 <OSC>



- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected) and Attendance Date.
- Use the drop-down lists to select the Bus Route and Assumed Reason. The selection of Bus Route causes the main block of the window to be populated with the students who have been assigned to this route.
- The attendance Cycle shows school calendar specifics corresponding to the attendance date.
- Attendance can be recorded for any specific period or all periods.

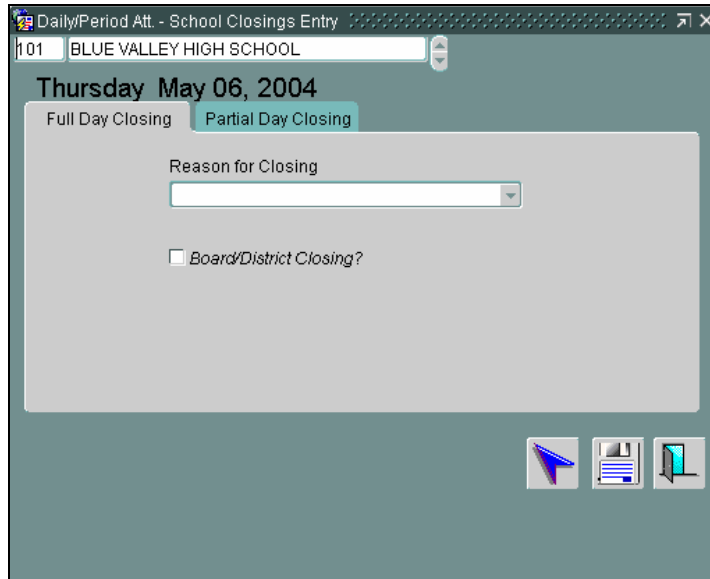
- Student names appearing in green indicate that attendance for this student has already been recorded for today through another attendance function but the reason (Office Reason) used then was different from the Assumed Reason above.
- The Assumed Reason will populate the Office Reason field on Mass Entry screen.
- If the reasons are the same then there is no green color nor is there any issue since attendance has already been processed for this child.
- Note that you check the students who are NOT going to be absent. The assumption is that if there is some Bus situation then ALL students on the bus will be affected. Check marking a student is indicating that some how s/he made it to school...perhaps a ride from parent.
- The All Busses Away facilitates a mass processing of all students who use bus transport. Possibly because 'buses have been cancelled due to strike by bus drivers' but school is still open for any one who can make it in.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- Attendance entered on this screen populates the Mass Entry screen.
- The Class Entry reason which populates other screens is 'Absent'.

### Bus Entry Process - Period

1. **Select** a Bus Route from the list.
2. **Select** the Assumed Reason for the absence.
3. **Check** the appropriate Periods of Absence boxes.
4. **Click** the check box to mark the students who will NOT be absent.
5. **Click** on the All Buses Away button if applicable.
6. **Save**.

## School Closing Entry - ATT060

This function is used to close a school or, for users with the right level of security clearance, an entire district. The Board/District Closing option is not even visible to users without appropriate security. Closing can be for the morning or afternoon or both.



Daily/Period Att. - School Closings Entry

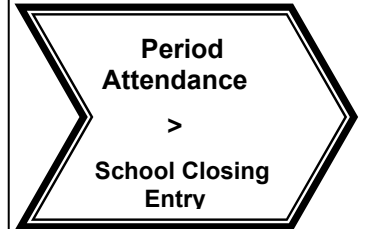
101 BLUE VALLEY HIGH SCHOOL

Thursday May 06, 2004

Full Day Closing Partial Day Closing

Reason for Closing

Board/District Closing?

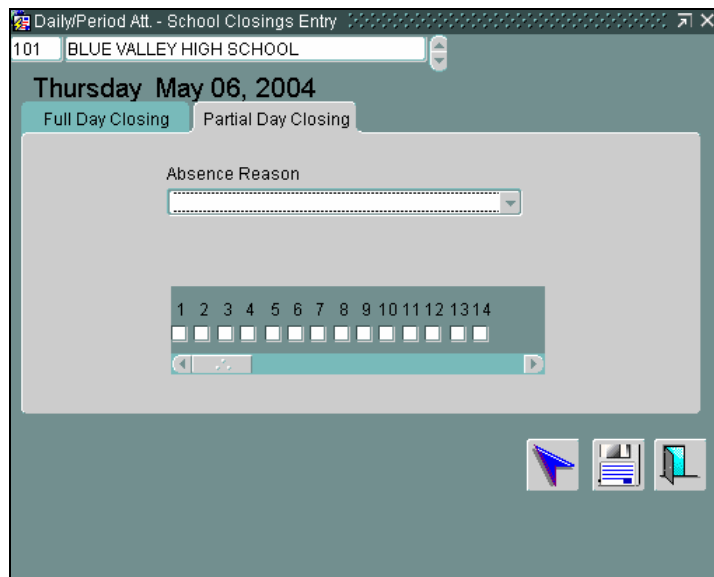


### School Closing Process for Full Day

1. **Select** the Reason for Closing.
2. **Save**.
3. If operating at the Board/District Level and the intent is to close the entire Board/District, then check the Board/District Closing? checkbox. When ✓, All schools can be selected or alternatively a *particular* type such as High Schools or Elementary Schools.

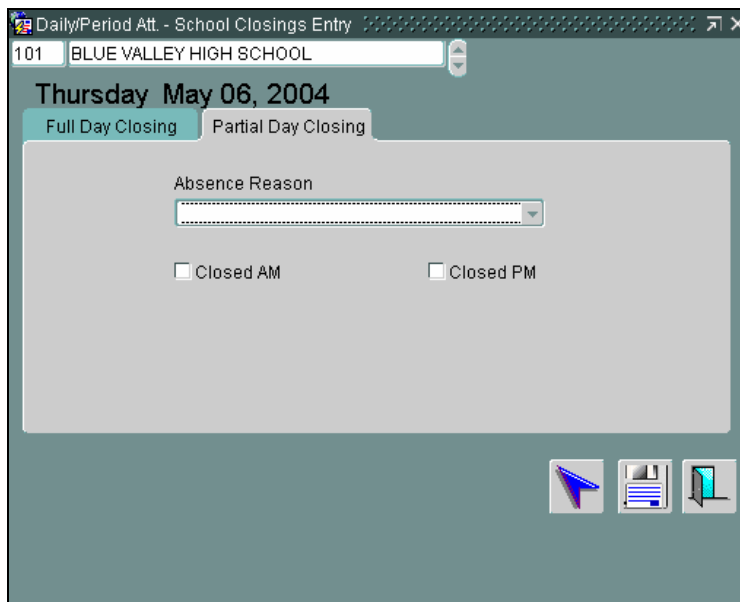
## School Closing Process for Partial Day

For Schools using Period Attendance the following form shows



The screenshot shows a web application window titled "Daily/Period Att. - School Closings Entry". At the top, there is a dropdown menu showing "101 BLUE VALLEY HIGH SCHOOL". Below this, the date "Thursday May 06, 2004" is displayed. There are two tabs: "Full Day Closing" and "Partial Day Closing", with the latter being selected. The main content area contains an "Absence Reason" dropdown menu. Below the dropdown is a grid of 14 checkboxes, numbered 1 through 14, representing school periods. A horizontal scrollbar is located below the grid. At the bottom right of the form, there are three icons: a mouse cursor, a printer, and a monitor.

For Schools using Daily Attendance, the following form shows:



The screenshot shows the same web application window as above, but with the "Full Day Closing" tab selected. The "Absence Reason" dropdown menu is present. Below it are two checkboxes: "Closed AM" and "Closed PM". At the bottom right of the form, there are three icons: a mouse cursor, a printer, and a monitor.

1. **Select** the Absence Reason
2. If using Period attendance, **select** which periods in the day the school will be closing. If using Daily attendance, select either "Closed AM" or "Closed PM".
3. **Save**.

Selecting **Full Day Closing** deletes all records for the selected school(s) from ELEM\_ATTENDANCES and SEC\_ATTENDANCES tables, and adds a record to the tables SCHOOL\_CLOSINGS and NON\_SCHOOL\_DAYS for this day.

**Partial Day Closing for Period Attendance Schools** deletes any attendance records in the SEC\_ATTENDANCES table and re-creates attendance records for all the Registered/Active students in the school for the selected periods, taking into account the selected Attendance Reason Code.


**Partial Day Closing for Daily Attendance Schools** deletes any attendance records on the ELEM\_ATTENDANCES table previously created for that day for the specified interval - AM or PM and re-creates attendance records for all the Registered/Active students in the school for the selected closure - AM or PM - using the selected Attendance Reason Code.


## Student Absences - Period ATT150

This screen provides a comprehensive listing of the selected student's attendance, year to date, to assist in attendance management. You may view the information by date or by class, filtering by semester if desired. An attendance summary can also be accessed from this screen. This summary is a perfect 'bird's eye' presentation of the same information, facilitating insights into student attendance patterns, furthering the ability to manage. An attendance history showing attendance numbers from prior schools is also available. Finally, an attendance summary report may be printed from this screen.

Date	Class Entrv	Office Reason	Class	Teacher	Auth.
01-NOV-2004	Late	Weather Conditions	ADA2G 01	Zhaworski, Irene	Yes
01-NOV-2004	Late	Weather Conditions	MAT2A 19	Vaulkner, Peter	Yes
07-OCT-2004	Absent	Class Field Trip	ADA2G 01	Zhaworski, Irene	Yes
07-OCT-2004	Absent	Class Field Trip	BKA2G 08	Bryer, Steven	Yes
07-OCT-2004	Absent	Class Field Trip	GEA2G 21	Onorati, Jolene	Yes
07-OCT-2004	Absent	Class Field Trip	MAT2A 19	Vaulkner, Peter	Yes
07-OCT-2004	Absent	Class Field Trip	ENG2A 15	Chan, Charles	Yes
05-OCT-2004		Class Field Trip	ADA2G 01	Zhaworski, Irene	Yes
05-OCT-2004		Class Field Trip	MAT2A 19	Vaulkner, Peter	Yes

Period Attendance  
>  
Student Absences

- The student demographic data block can be queried.
- Also available are Parent details as entered on the Parent Information screen in the Student Demographic loop. The phone number is the parent business contact.
- Cumulative number of periods of absences for school year, broken out by attendance category, is displayed for the selected student. These category allocations are defined by the School in the Attendance Codes, and are driven by the choice of Office Reason. Number of lates is also listed. (see Attendance Codes for a complete discussion of attendance allocation)
- Use the radio buttons to toggle between View by Date and View by Class. 
- The Semester drop-down facilitates filtering of detail displayed in the main area of screen.

- Total Pre./Mem. (Present / Membership) Days display the ratio of the number of instructional days the student attended class (Pre) out of the total possible membership days (Mem.). The Membership Days is a client specific calculation which is equal to the instructional days for other clients.
- Present / Membership numbers are relative to the Registration Date of the student.
- Reconciling attendance statistics can be tricky.
- Grant Days are days of absence granted to students of a particular demographic group, say religion for instance, and is not counted as an absence.
- Attendance records *without* a Class Entry (A or L) are **not counted** in the attendance statistics.
- Records in **red** indicate that attendance was taken at a previous school.
- Records in **blue** indicate that attendance was taken at a cross-enrolled school.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Print, Navigate, and Exit this screen.
- Notice that there is **no Save** button thus indicating that this is a Read Only screen. The Class Entry and Office Reason fields can be edited, however, by double clicking in one of them.
- Use the  button to access the Hot Print Dialog where the Attendance Summary, Condensed Attendance Summary and Yearly Attendance Card for the current student may be selected.



FYI –

Membership Days = number instructional days + the number of non-school days which have been designated as instructional days by the district. e.g. a snow day can be processed as a non-school day but yet as an instructional day.

## Student Absences - View by Class

We can now view absences for a specific class by clicking on the Class number on the extreme left.

Period Attendance - Student Absences

789 Lincoln High School Hrm: No Homeroom RG 07-sep-2004 Full-Time Alert

Pupil Number: 9968626 Legal Last Name: Bradshaw Legal First Name: Jennifer Gender: F Birth Date: 03-OCT-1989 Grade: 10 Middle Name:

Father: ()- ext. Mother: Bradshaw Cathie ()- ext.

Authorized: 5 Excused: 0 Unexcused: 0 Total Absences: 5 Total Lates: 2

View by Date View by Cla... Semester: All Total Pre./Mem. Days: 66.00 / 66.00

Class	Sec	Sem	Per	Date	Class Entry	Office Reason	Tumble	Period	Total	Auth.
ADA2G	01	1	01	01-NOV-2004	Late	Weather Conditions	1	1	1	Yes
MAT2A	19	1	02	07-OCT-2004	Absent	Class Field Trip	1	1	1	Yes
BKA2G	08	1	06	05-OCT-2004		Class Field Trip	1	1	1	Yes
GEA2G	21	1	07							
ENG2A	15	1	08							
HCT2G	18	2	03							
SNC2G	08	2	05							
DIC2G	08	2	07							
AMV1G	19	2	06							

Buttons: Summary Attendance Hist... Modify Absence

## Summary by Days or Period ATT120

This summary may shed light on different aspects of a student's attendance habits. We can pivot the information display by using one of the Day, Period, or Reasons options and we can control the date range within which we are exploring the student's attendance activity. This is a very powerful tool in student attendance management.

Period/Days Attendance Summaries

789 Lincoln High School Querv

Student: 9968626 Bradshaw, Jennifer

Date Range - Start: 07-SEP-2004 End: 24-JUN-2005

Days Periods Reasons

Period	Authorized	Excused	Unexcused	Total Absent	Total Late
1	1	0	0	1	1
2	1	0	0	1	1
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	1	0	0	1	0
7	1	0	0	1	0
8	1	0	0	1	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
Monday	0	0	0	0	0	0	0	0	0.00
Tuesday	0	0	0	0	0	0	0	0	0.00
Wednesday	0	0	0	0	0	0	0	0	0.00
Thursday	0	1	0	0	0	0	0	1	1.00
Friday	0	0	0	0	0	0	0	0	0.00
Saturday	0	0	0	0	0	0	0	0	0.00
Sunday	0	0	0	0	0	0	0	0	0.00
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1.00</b>

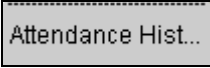
- Use the Date Range to view student's absences for a specific time period. You must click **Query** to process range.
- The Query button may also be used to call up a different student by typing in the student number and clicking **Query**
- Use the Option buttons to manipulate the display of statistics. This is where you may uncover attendance habits. (Every Monday or every 5th period or frequent absences without a reason). Periods are converted to Days based on the Full Day / Half Day threshold set in the Company file.

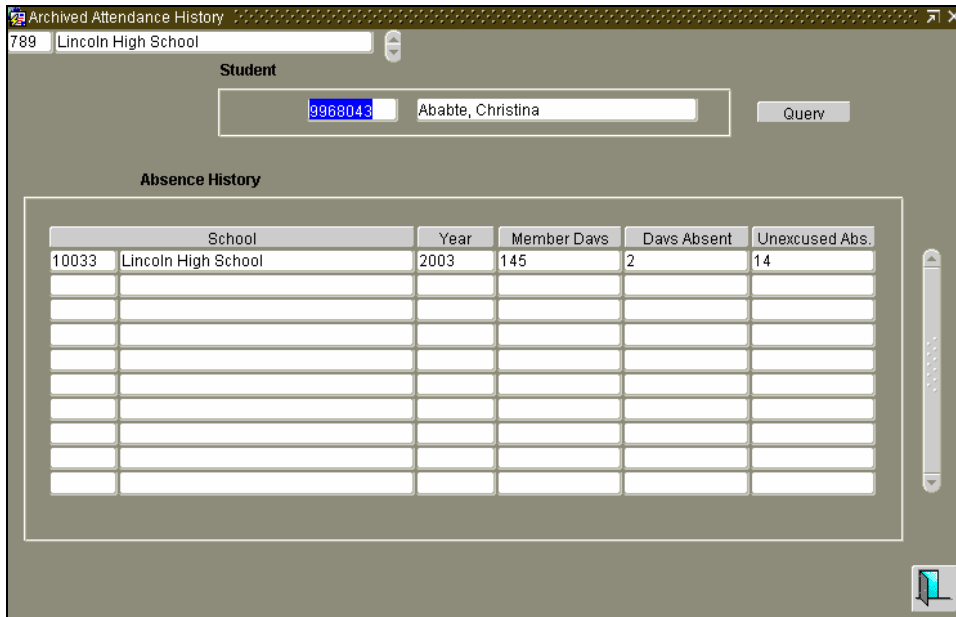
### Attendance (Absence) Reasons Summary

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
Class Field Trip	0	1	0	0	0	0	0	1	1.00
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1.00</b>

## Attendance History - ATT125

This screen is populated at Year End Transition. One more factor in attendance management, this screen displays absenteeism at the student's current or previous schools within the Board/District. You

can access Attendance History through the  button on the Student Absences screen.



## Verify Registration

The Verify Registration menu item shows up in one of the Daily or Period Attendance menus, depending on the choice made in the School Details. The primary use of this function is to register large groups of students at or soon after the start of the school year. This process confirms that these students are attending your school whether new or returning. Students can be registered by Homeroom, by Class or en masse for the entire school population, the latter being possible only once for the school year. It is possible to 'reverse register' students using Homeroom or Class if there was an error in registration. The other way to register a student is through the admissions procedure, which is only possible for one student at a time.

The procedural utility of these functions depends on the business rules and reporting needs of the school or Board/District. For instance, some schools may run Verify All Students... at the beginning of the school year and then use the Verify by Class or Verify by Homeroom procedure to unregister students who have not attended after some time period.

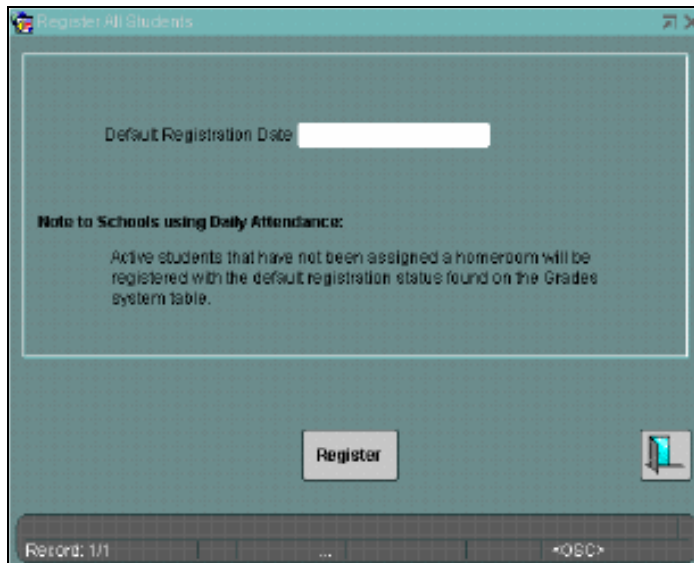




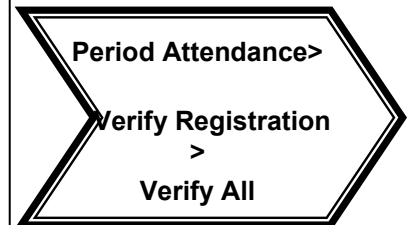
## Verify All Students - ATT096

A school may choose to run this mass verification where all enrolled students are registered at a certain date. This procedure can only be run once in a school year. If this process has already been run then a message displays indicating so.

Subsequent to this procedure, Verify by Class, or Verify by Homeroom may be used to reverse register students who have not attended after some specified date.



The screenshot shows a software window titled "Register All Students". It features a text input field for "Default Registration Date". Below this is a "Note to Schools using Daily Attendance:" which states: "Active students that have not been assigned a homeroom will be registered with the default registration status found on the Grades system table." At the bottom of the window is a "Register" button and a status bar showing "Record: 1/1" and "<ESC>".



## Reports - Period

The period attendance reports menu gives you access, from directly within the attendance module, to several frequently used reports. A wider selection of attendance reports can be accessed through the Reports function in eSIS®.

These reports that are available in the attendance module all have precursor parameter forms that allow the filtering of data to be reported and the customization of report titles. Run in Background? YES will cause reports to go to a print queue which can be accessed and printed later. NO will cause a report preview to be generated from where it can be printed. The discussion below explores some of the details and filtering possibilities of each report.

## Daily Attendance Call List

This report is run on a daily basis to be used as an attendance call sheet. This report lists students who have absence and late (tardy) entries for a specified date. The report includes parent contact information in order for the school office to make inquiries regarding absences/lates. (This report is available for Daily and Period attendance types.)

- **Select** the required Homeroom Semester and Term.
- **Enter** the Attendance Date required to generate the report (usually the current date).
- **Choose** 'Actual' to indicate the actual period of the day that the course is delivered or 'Scheduled' to indicate the period as per the Master Timetable (what you will see in the Schedule information block in Course Section Maintenance for this Course and Section). These will be different if there is a tumble in effect.
- **Select** 'Condense Detail' to exclude parent information. Make choice of other details to include in report.
- **Choose** to sort criterion.

## Registers

This group of reports is required in Ontario, Canada only. The Ontario Ministry of Education requires that these reports be run at the end of each month. There are eight reports generated, used to summarize various enrolment figures. (This is an Ontario-only report, and is available for Daily and Period attendance types.)

- **Enter** the date required to generate the reports.
- **Select** a specific Grade or All.
- **Select** the required reports.
- Secondary reports will be sorted by Grade - Elementary will be sorted by Grade/Homeroom.

## Students With Attendance Problems

Based on the parameters selected, this report lists students who have been identified as attendance concerns. The report is available in List, Letter or Loss of Credit formats. (This report is available for Period attendance type only.)

- **Select** the required Homeroom Semester and Term.
- **Enter** the required number of absences/lates and select the = or > operator. This will serve as the threshold.
- **Select** Total to use the total attendance figures as opposed to Class that cause each class attendance to be compared to threshold.
- **Select** the required Attendance Allocation code (usually Unexcused). **Select** either Absences or Lates.
- **Enter** the Date Range required to generate the report.
- **Select** a specific Attendance Reason or All or **click** the Multiple...button to select more than one reason.
- **Indicate** whether Other School attendances should be included in the List.
- **Select** List, Letter or Loss of Credit for the Report Format.
- *choice* of Letter causes an editable letter block to be displayed on the lower end of the parameter form.
- *choice* of Loss of Credit causes the Potential Loss of Credit report to be called.
- **Select** 'Report Only Active Students' and / or 'Include Cross Enrolled Students' as required.
- **Choose** sort criterion.

## Office Reason / Class Entry Exceptions

This report may be used by the school office to monitor the completeness of attendance entries. It lists students who have attendance entries, but either the Office Reason or Class Entry reason is incomplete. (This report is available for Period attendance type only.) Attendance officials may choose to use the Sign In / Out function to call up each student on the list and update either the Office and Class reason as necessary or go to Mass Entry to update the office reason only and Class Entry to update class reasons. There are many possibilities.

- **Enter** the Date Range required to generate the report.
- **Choose** sort options. We have a nested sorting possible. For example, we can first sort by Teacher and then by Student to get an alpha list of students who have a common teacher.
- **Choose** whether students with an Office Reason but no Class Entry reason should be included, or students with a Class Entry reason but no Office Reason.
- The choices available for Authorized or Absences etc. are sensitive to the choice of Office... or Class....above. If Office Reason is chosen, select Authorized, unauthorized etc. If Class Entry is chosen, select Absences, Lates or Both. This choice allows the user to concentrate on one aspect of attendance if necessary.

## Attendance Entry Exceptions

This is an administrative report that may be used by the school office to manage the timely recording of attendance. This report lists attendance entries for which there is a time-span between the actual absence and the date the absence was entered into the system. The report includes the date of the absence, the date entered, and the number of days difference. A system date stamp is used to make these calculations. (This report is available for Period attendance type only.)

- **Enter** the minimum number of days difference required for the report (default = 3).
- **Enter** a date range for the desired reporting period.
- **Choose** a sort criterion and Ascending or Descending order.

## Classes with Perfect Attendance

This is an administrative report that may be used to promote regular attendance amongst classes. This report lists classes that have had perfect student attendance as measured by the criteria selected below. (This report is available for Period attendance only.)

- **Enter** the Date Range of the desired reporting period.
- **Choose** what to Include
- **Choose** a Sort order.

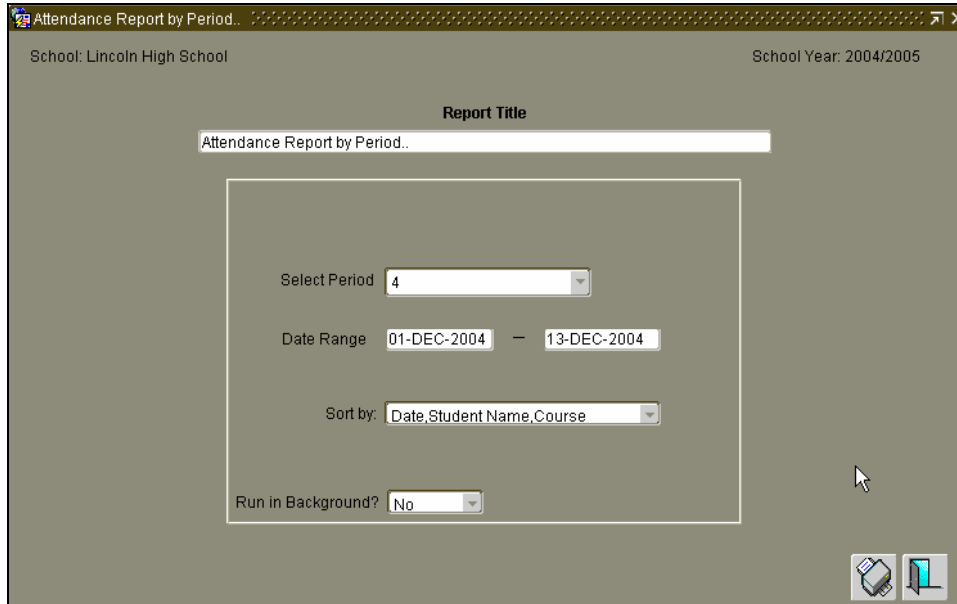
## Students with Perfect Attendance

This is an administrative report that may be used to promote regular attendance within classes. This report lists students with perfect attendance as determined by the criteria selected below. Not necessarily absolutely perfect. (This report is available for Daily and Period attendance types.)

- **Enter** the number of Allowable Absences.
- **Select** a *specific* Attendance Allocation code or All.
- **Select** a *specific* Attendance Reason or All.
- **Enter** the number of Allowable Lates.
- **Enter** the Date Range of the desired reporting period.
- **Choose** a sort criterion.

## Attendance by Period – ATT035R

This is an administrative report which may be used to examine attendance behavior for specific periods over a selected range of dates. The parameter form ATT035P is called where the report can be customized. (see below)



The screenshot shows a web-based parameter form titled "Attendance Report by Period..". At the top, it displays "School: Lincoln High School" and "School Year: 2004/2005". Below this is a "Report Title" field containing "Attendance Report by Period..". The main form area contains several controls: "Select Period" is a dropdown menu set to "4"; "Date Range" consists of two date input fields, "01-DEC-2004" and "13-DEC-2004", separated by a hyphen; "Sort by:" is a dropdown menu set to "Date, Student Name, Course"; and "Run in Background?" is a dropdown menu set to "No". In the bottom right corner of the form area, there are two icons: a printer icon and a monitor icon.

## Consecutive Absences – ATT605R and ATT608R

Condensed and Detailed reports respectively, this is another student attendance management feature. These are lists of students who have been recorded as absent for a specified number of periods or days over the course of the indicated date range. The following parameter form (ATT605P) is called where the report may be customized. (see below). Note that if the **Detailed** option is selected then ATT608R is generated.

The screenshot shows a web browser window titled "Consecutive Absences". The page displays the following information and controls:

- School: Lincoln High School
- School Year: 2004/2005
- Report Title: Consecutive Absences
- Absences Based on Consecutive:  Days  Period
- Include Students with: 3 or more Consecutive: Excused Daily Absences
- From: 07-SEP-2004 To: 13-DEC-2004
- Sort by: Student Number
- Report Type:  Condense  Detail
- Run in Background? No
- Print and Refresh icons

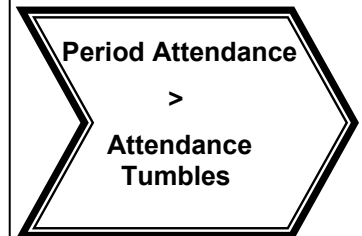
Notes:

- 1) Based on Consecutive Days - For Period Attendance schools, period absences are converted to daily absences in accordance with company file setting. For Specific Period Att. it runs using the school details specified period of attendance.
- 2) Based on Consecutive Period is only for Period and Specific Period Att. schools.

## Attendance Tumbles - ATT205

Probably accessible to school administrators only, this screen is used to assign a Tumble pattern and a Day to each Date in to the school's schedule. The Tumble patterns and maximum number of Days are defined in School Details. You should be familiar with your school's Tumble patterns and Days before making any adjustments to this screen.

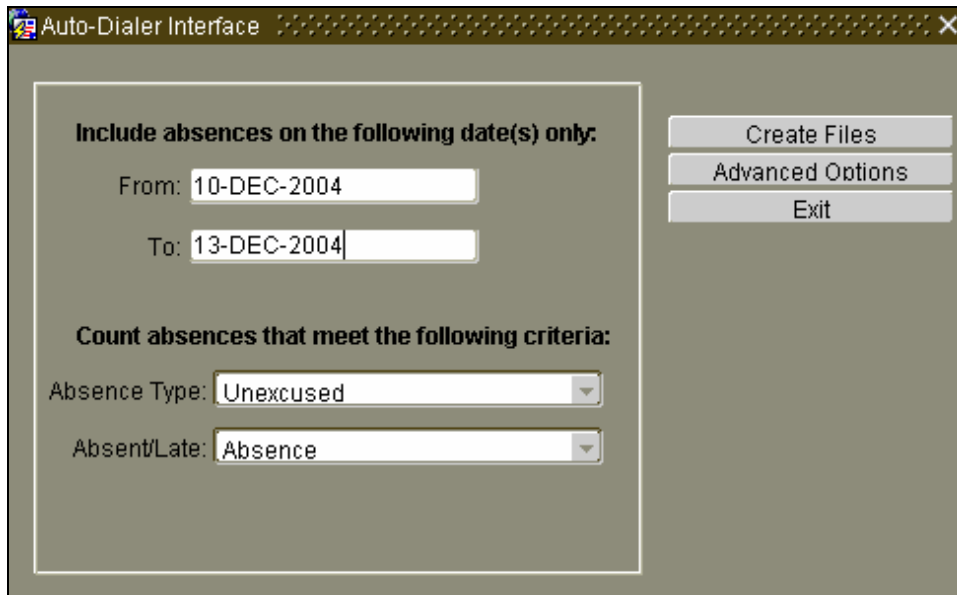
Date	Tumble	Day
07-SEP-2004	1	1
08-SEP-2004	1	2
09-SEP-2004	2	1
10-SEP-2004	1	2
13-SEP-2004	1	1
14-SEP-2004	3	2
15-SEP-2004	1	1
16-SEP-2004	1	2
17-SEP-2004	2	1
20-SEP-2004	1	2
21-SEP-2004	1	1
23-SEP-2004	2	2
24-SEP-2004	1	1
27-SEP-2004	3	2
28-SEP-2004	1	1
29-SEP-2004	2	2



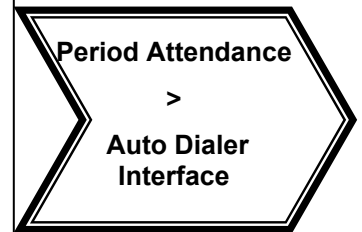
- The Day determines the student course list for the date.
- The Day assignment causes some lateral variation across the schedule's dates.
- The Tumble randomizes that course list for the Day so that the same courses may not be delivered in the same time slot.
- The tumble can be used to cause both lateral and vertical variation across the schedule.
- The reasons for randomizing a school's schedule may include the accommodation of TAG days and other periodic events; to ensure the first class every morning is not Math and that the last class of the day is not always the same course to always end early because of football practice.
- Basically, tumbles help to spread the advantages and disadvantages of any time slot across the school's timetable.
- Simply type in the numbers for the Tumble and the Day.
- Rebuild Calendar will reset the all Tumbles and Days to 1.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Print, Save and Exit this screen.

## Auto dialer Interface - Period ATT310

This screen may be used at the school office level to create a file to be used with a third party automated 'attendance check' software program.



The screenshot shows a window titled "Auto-Dialer Interface". It contains two main sections. The first section is titled "Include absences on the following date(s) only:" and has two date input fields: "From: 10-DEC-2004" and "To: 13-DEC-2004". The second section is titled "Count absences that meet the following criteria:" and has two dropdown menus: "Absence Type: Unexcused" and "Absent/Late: Absence". To the right of these sections are three buttons: "Create Files", "Advanced Options", and "Exit".

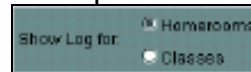


- Relevant information for attendance over the indicated date range and subject to the 2 criteria selected is saved to a file.
- Usually this file will be processed and used on a daily basis.
- Usually the attendance type is 'Unexcused absences' because these are of most immediate concern.
- The Advanced Options button is used to establish file name and location, and third party package, amongst other specifics. The Advanced screen is not necessarily used on every file creation. Different software programs require different file formats.
- After the appropriate selections have been made, click Create File to send a file to the designated location for the attendance dialer to retrieve.

## Attendance Completion Log - SCH142

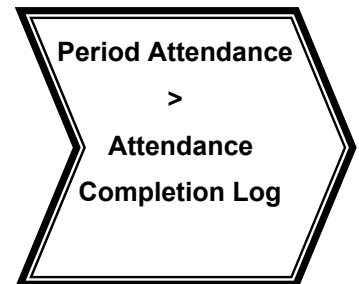
This screen may be used by school administrators to track teachers' attendance completion. Courses for a specific teacher or all teachers may be displayed for a date range with information on when and if attendance was completed for each attendance date. The choice of log for Homeroom or Classes will depend whether

the school is using Daily or Period attendance. A display choice is available.



Course and Section	S	T	D	P	Teacher	Att. Date	Att. Completed
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	01-NOV-2004	13-Dec-2004 02:0
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	02-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	03-NOV-2004	03-Nov-2004 10:3
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	04-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	08-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	09-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	10-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	11-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	12-NOV-2004	incomplete
ADA2G Drama 2 01	1	0	0	01	Zhaworski, Irene	15-NOV-2004	incomplete

- The dates default to the first day and the last day of the school year.
- Use the very convenient buttons to adjust the dates up or down. To make larger jumps in dates the .
- After dates are selected click to display attendance completion log for all Teachers.
- Use the Teacher drop down list to select a specific teacher then click search to display information for the selected teacher.
- You may also use standard query procedures to query the populated list for a specific course or date, for example.
- Notice that both the attendance date and the attendance completion dates are available facilitating the assessment of timely completion.



## Daily Attendance

Daily Attendance	Period Attendance
<ul style="list-style-type: none"> <li>Mass Entry</li> <li>Mass Sign In/Out Entry</li> <li>Sign In/Out Entry</li> <li>Full Day/Multi-Day Absence</li> </ul>	<p>This Menu is available only if Daily Attendance is active in the School Details.</p> <p>If <input checked="" type="checkbox"/> <b>Alternate Period Attendance</b> is selected then <b>both</b> Period and Daily Attendance options display. If your school is using Daily Attendance there will be a specific procedure to follow.</p>
<ul style="list-style-type: none"> <li>Home Room Entry</li> <li>Class Entry</li> <li>Team/Club Entry</li> <li>Class Trips Entry</li> <li>Bus Entry</li> <li>School Closing Entry</li> </ul>	
<ul style="list-style-type: none"> <li>Student Absences</li> <li>Reports ▶</li> <li>Attendance Intervention ▶</li> </ul>	
<ul style="list-style-type: none"> <li>Attendance Tumblers</li> <li>Auto Dialer Interface</li> <li>Attendance Entry Completion Log</li> </ul>	
<ul style="list-style-type: none"> <li>Exit</li> </ul>	

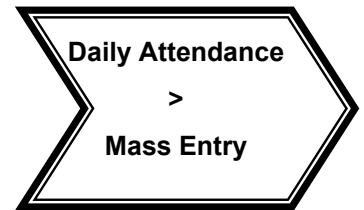
Daily attendance procedures are very similar to that of period attendance except that attendance may now be recorded by half-days, AM or PM or both.

In fact the Menus are almost identical except for Home Room Entry and the Auto Dialer Interface items.

## Mass Entry - Daily ATT020

This screen displays all attendance entries made in the school for the current attendance date. So if entries are made using Class Entry, Teams or via any other attendance procedure, they populate this screen. The only outstanding item after such entries may be the Office Reason. The Office Reason may be acquired through parent call-in to the office so this reason is typically entered by the school office. The office reason is important because it determines how an attendance entry will be classified (authorized, unauthorized, excused, unexcused) and recorded on a student's record.

Student Name	Pupil No.	Grade	Reason Code AM	Reason Code PM
Bradley, Christine	9962984	4	Class Field Trip	Class Field Trip
Chutkoski, Leah	9963089	4	Class Field Trip	Class Field Trip
Aaron, Lawrence	9964784	4	Class Field Trip	Class Field Trip
Able, Marcia	9967163	3	Sick	Sick
Able, Veronica	9967183	4	Class Field Trip	Class Field Trip
Clinton, Chelsea	9967264	3	Sick	Sick
Cinnamon, Candace	9967505	2	Sick	Sick



Some items of note include:

- This is the place to update the office reason for attendance taken via other procedures. The 'mass entry' connotation is with respect to the defaults that will auto populate the entry area for each new student.
- There are two 'Modes' in which this screen may be.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.
- The Defaults area is used to select reasons that will automatically populate the Class/Office fields if attendance entries are to originate in this screen.
- The default items are irrelevant for entries originating elsewhere.
- For entries that do not originate in this screen, the Class Entry will be pre-populated if a Class Entry reason was processed.

- It may be useful to visit this screen at least once a day to enter the Office reason for entries that have originated elsewhere.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as ADD/ DEL entries, Navigate, Save and Exit this screen.
- This screen may be queried to determine if there is an attendance record for a specific student.

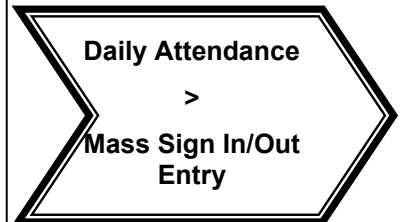
### Mass Entry Process - Daily

1. **Select** a Mode option to prepare for your planned action. Selecting Insert/Delete causes the Add / Del buttons to show.
2. **Select** Defaults AM and/or PM Office reasons.
3. **Type** in the student number or use the LOV if not known.
4. **Save**.

## Mass Sign In/Out - Daily ATT085

This screen may be used to control the flow of students in and out of the school within a school day, one half day at a time. The 'mass entry' connotation is with respect to the defaults, which will auto-populate the entry area for each new student. This is the most functional option if common attendance details are expected for a variety of students.

Name	Pupil No.	AM	PM	Type	Reason	In/Out	Time
Bradley, Christine	9962984	Late	Late	Class Field Trip	Class Field Trip	In	
Chutkoski, Leah	9963089	Absent	Absent	Class Field Trip	Class Field Trip	In	
Aaron, Lawrence	9964784	Absent	Absent	Class Field Trip	Class Field Trip	In	
Able, Marcia	9967163	Absent	Absent	Sick	Sick	In	
Able, Veronica	9967183	Late	Late	Class Field Trip	Class Field Trip	In	
Clinton, Chelsea	9967264	Absent	Absent	Sick	Sick	In	
Cinnamon, Candace	9967505	Absent	Absent	Sick	Sick	In	



Some items of note include:

- Attendance entries may be made in this screen. This is in fact a good place for an attendance secretary to work.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.
- The AM and PM area at the top is used to select particulars, which will automatically populate the corresponding fields when a new attendance entry is made.
- The absence or late Type must be selected for one or both half days.
- The (Office) reason for being away for one or both half days.
- The (IN/OUT) field to indicate if the student is entering or leaving the school. The time the In/Out occurred.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as ADD/DEL, Navigate, Save and Exit this screen.

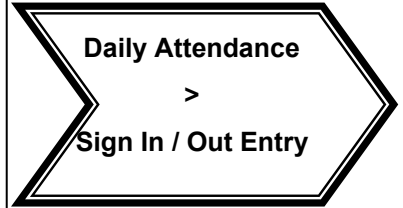
- Attendance entered on this screen populates the Mass Entry and other Attendance screens.

### Mass Sign In/Out Process - Daily

1. **Select** AM /PM details (Type, Reason, In / Out and Time (24h clock)). to be used as defaults for entries. This will cause the corresponding fields to be automatically populated for each new entry made below.
2. **Click** the ADD button to call the Select Pupil window or type in the pupil # and hit TAB.
3. **Use** standard Query procedures to select student(s).
4. **Save**.

## Sign In / Out - Daily ATT080


This is the most appropriate screen for recording the attendance activity for individual students. All that is required to use this screen is the Pupil Number or student's name.



- This is good place to process attendance for one child.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.
- The Demographic area displays basic student information. This area can be used to call up a student by querying.
- The Absent Code, Reason Code and In/Out must be selected from lists.
- Details for AM and PM must both be entered.
- The Office Reason is selected based, presumably, on some formal authentication of the attendance activity.
- The Class Entry reason for attendance activity (usually absent or late).
- Time must be entered in the following format: hh:mm AM/PM
- The **Full Day Absence** button calls up the Full/Multi-Day absence window.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.

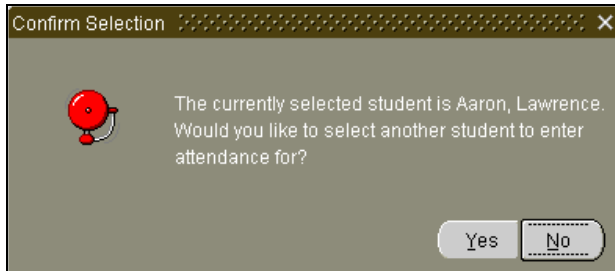
- Attendance entered on this screen populates the Mass Entry screen.

### Sign In / Out Process - Daily

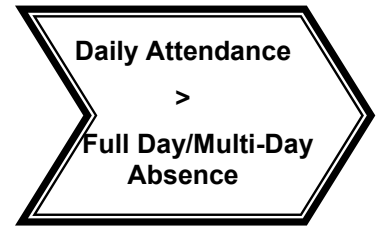
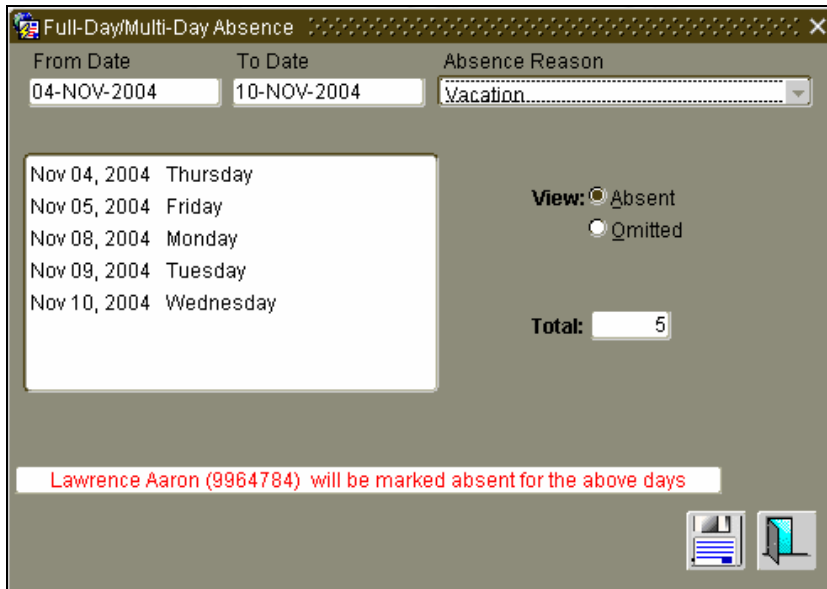
1. **Query** by Pupil Number or Last name.
2. For AM, PM or both, **select** Absent Code, Reason Code, In or Out from drop down list and **enter** time.
3. **Save**.
4. If a full or multi-day absence is to be recorded:
  - 4.1. First **select** an Absent Code on this screen.
  - 4.2. Then **click**  and follow the Full Day / Multi-Day Process which is on the next page.

## Full Day/Multi-Day Absence - ATT300

If accessed directly through the Daily or Period menu, the Select Student window pops up requiring the selection of a student. This function is also accessible via other attendance windows where the student has already been selected. When you first enter this screen, the application will ask to if you want to change students.



Saying 'Yes' will open the 'Select Student' screen where you can enter information to query your student. Saying 'No' will bring you to the following popup.



### Full Day/Multi-Day Absence Process

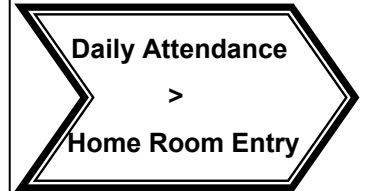
1. Enter a date or range of dates for absence.
2. Select an absence reason (this is an Office reason)
3. Save

View:  Absent

The View  Omitted options allow you to view days that were omitted from entry because they are non-school days.

## Home Room Entry - Daily ATT025

Home Room entry is available in Daily Attendance only. This form may be used by the Home Room teacher for the electronic entry of attendance. If attendance is being taken manually in the Home Room, the entry forms can be accumulated by an attendance secretary and this screen may be used for entry.



Some items of note include:

- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.
- May be queried by Home Room, Teacher, or Room.
- A list of students in this home room is displayed on the right end of the screen.
- Attendance entries that have been previously processed for this day will be displayed.
- If the Company file option “Allow Distinct Half-Day (AM/PM) Absences” is set to No, placing a check mark for AM absence automatically results in an entry for PM absence unless the Home Room is an AM only or PM only (eg. Kindergarten). If the Company file “Allow Distinct Half-Day (AM/PM) Absences” is set to Yes, an AM and a PM entry are considered separate entries.
- Notice the Attendance Completed box which should be checked by Teacher when attendance has been processed. This causes an entry to be made in the Attendance Completion Log.

- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.

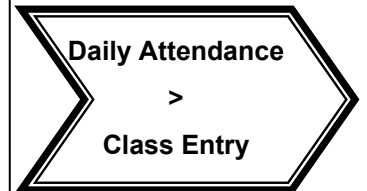
### Home Room Entry Process – Daily

1. **Click** in Home Room field and use standard query procedure to call the required Home Room.
2. **Place** a check mark for AM absence. This will automatically result in an entry for PM absence, unless the Home Room is an AM only or PM only kindergarten.
3. **Select** an Office Reason.
4. **Save**

Note that the Attendance Completed box should be checked by Teacher when attendance has been processed. Doing so completes the Attendance Entry processes and causes an entry to be made in the Attendance Completion Log.

## Class Entry - Daily ATT005

The primary intent of this screen is for a teacher to take attendance on his/her particular class/course. If attendance is being taken manually at the class level, and accumulated for entry at the office level for example, this screen may be used to process the groups of students. Please note that it will require some very specific course structures to facilitate the use of Class Entry via Daily Attendance.



### Remember . . .

Your school **MUST** have **'Courses in Use'** checked in School Details – SYS040 in order for this screen to be active in the Attendance Module.

Some items of note include:

- This is good place to process attendance for an entire class.
- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.
- Previous attendance entries for today are also displayed.
- AM and/or PM must be checked.
- If a Reason is selected but 'A' or 'L' is not checked then this entry is not counted in the student's attendance statistics.
- The Attendance Entry Completed check box causes an entry in the Attendance Entry Completion Log. The school office uses this to determine when all classes have processed attendance. The next step is perhaps attendance check calls.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.

- Attendance entered on this screen populates the Mass Entry and other attendance entry screens.

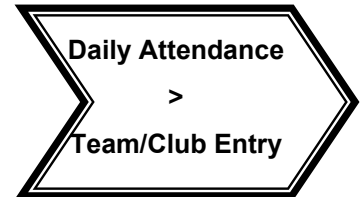
### **Class Entry Process - Daily**

1. **Use** standard query procedure to call up class. F8 calls all classes. Class members populate the lower right area. Best queried by course number.
2. **Click** in the 'A' box for Absent, or 'L' box for Late beside each student who is late or absent on this date. This must be done for AM and PM.
3. **Click** Attendance Entry Completed if this is so.
4. **Save**.

## Team/Club Entry - Daily ATT030

This screen is used to take attendance on a day when there is an event in the traditional types of groups in a school such as sport teams, academic teams, social groups and clubs. Beyond these traditional groups though, this function may be used to track attendance on any collection of students.

At this stage no entry is processed for students who are not on the trip/event. Attendance for students who are not on the trip will be processed by the office or in the Class the student should be attending during the time of the trip. There is also a color code in place to indicate where students are missing the trip for other attendance reasons.



Some items of note include:

- Notice the 4 advisor buttons at the top right indicating Registration Date, Full-Time/Part-Time Status, Alerts (these 3 are relevant to the student selected below) and Attendance Date.
- Team or Group has to be queried by name. A Wildcard query would be handy here.
- The Assumed Reason populates the Office Reason field on other screens.
- Choose a Class Entry reason if a Class Entry is intended. If None is chosen then no class entry (A / L) will be made for students on the trip.
- Class entries are significant because only attendance with a Class Entry reason of Absent (A) or Late (L) is counted in attendance statistics.

- This screen may be queried to determine if there is an attendance record for a specific student.
- Previous attendance entries for today are also displayed.
- Previous entries are color coded to reflect the use of different reasons.
- If the Office Reason is different from the Assumed Reason the entry is displayed in green.
- If the Class Entry is different the entry is displayed in purple (ish)
- If both the Office and Class reasons are different from that which is currently selected, then the entry is displayed in pink.

### Team/Club Entry Process - Daily

1. In the Team/Group field, use standard query procedure to call up the team or group. A List of members populates the lower section of screen.
2. In the Reason fields, **select** the reason for AM and/or PM absence.
3. **Select** one of the Class Entry options  
 Absent  Late  None
4. **Click** the left box to mark the students who will NOT be on the trip.
5. **Save**.



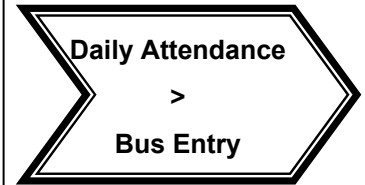
- Previous entries are color coded to reflect the use of different reasons.
- If the Office Reason is different from the Assumed Reason the entry is displayed in green.
- If the Class Entry is different the entry is displayed in purple (ish)
- If both the Office and Class reasons are different from that which is currently selected, then the entry is displayed in pink.
- The Assumed Reason populates the Office Reason field on other screens.
- Trip Type description displays on the Student Absences screen.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- Entries made here are reflected in the Mass Entry and other attendance screen.

### Class Trips Process - Daily

1. **Use** standard query procedure to call Hrm (Home Room). Class members populate the lower right area.
2. **Select** an AM and / or PM reason. If both are chosen, the appropriate posting will occur for students with AM or PM only.
3. **Enter** short description for Trip Type.
4. **Select** the appropriate Class Entry reason. Choosing *None* will result in no class entry being made.
5. **Use** left check box to indicate students not on the trip.
6. **Save**.

## Bus Entry - Daily ATT055

This is another way in which eSIS facilitates the processing of attendance for groups of students. The scenario may include children who are absent because bus transportation has been cancelled, due to inclement weather for example, or an accident which will result in late or absence. Note that we are required to check students who will NOT be absent.



Some items of note include:

- The selection of Bus Route causes the main block of the window to be populated with the students who have been assigned to this route and corresponding Bus.
- Attendance can be recorded for AM and/or PM.
- Choose a Class Entry reason  Absent  Late  None if a Class Entry is intended. If None is chosen then no class entry (A / L) will be made for students on the bus.
- Class entries are significant because only attendance with a Class Entry reason of Absent (A) or Late (L) is counted in attendance statistics.
- Previous attendance entries for today are also displayed. They are color coded to reflect the use of different reasons.
- If the Office Reason is different from the Assumed Reason the entry is displayed in green. If the Class Entry reason is different the entry is displayed in purple (ish)

- If both the Office and Class reasons are different from that which is currently selected, then the entry is displayed in pink.
- Note that you check the students who are NOT going to be absent. The assumption is that if there is some Bus situation then ALL students on the bus will be affected. Check marking a student is indicating that some how s/he made it to school...perhaps a ride from parent.
- The All Busses Away facilitates a mass processing of all students who use bus transport. Possibly because 'buses have been cancelled due to strike by bus drivers' but school is still open for any one who can make it in.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Navigate, Save and Exit this screen.
- Attendance entered on this screen populates the Mass Entry and other attendance entry screens.

### Bus Entry Process - Daily

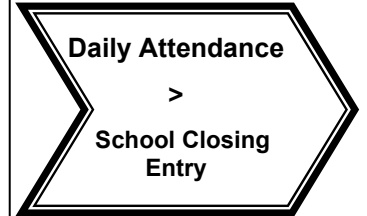
1. **Click** in the Buses field and use standard query procedures to select a Bus Route. F8 will call up all routes.
2. **Select** the Assumed Reason for AM and / or PM activity. If both are chosen, the appropriate posting will occur for students with AM or PM only.
3. **Select** the appropriate Class Entry reason. None will result in **no** class entry being made.
4. **Click** the check box to mark the students who will NOT be absent.
5. **Click** on the All Buses Away button if applicable.
6. **Save**.

## School Closing Entry - ATT060

This function is used to close a school or, for users with the right level of security clearance, an entire district. The Board/District Closing option is not even visible to users without appropriate security. Closing can be for the morning or afternoon or both.

The screenshot shows the 'Daily/Period Att. - School Closings Entry' window for 'WATSON ELEMENTARY SCHOOL' on Thursday, Nov 04, 2004. The 'Full Day Closing' tab is selected. The 'Reason for Closing' dropdown menu is set to 'Emergency Closure'. A red box highlights the checkbox labeled 'Board/District Closing?', which is currently unchecked.

The screenshot shows the same 'Daily/Period Att. - School Closings Entry' window, but the 'Partial Day Closing' tab is selected. The 'Absence Reason' dropdown menu is set to 'Weather Conditions'. Below this, there are two checkboxes: 'Closed AM' (unchecked) and 'Closed PM' (checked).



### Important Note:

The 'Partial Day Closing' tab will not be accessible if you have selected a Full Day Closing reason.

### School Closing Process

1. **Determine** AM / PM or both AM and PM as required.
2. **Select** the Reason for Closing.
3. **Save**.

4. If operating at the Board/District Level and the intent is to close the entire Board/District then use the Board/District Closing check box instead. Note that all schools can be selected or a particular type such as High Schools or Elementary Schools.

Daily/Period Att. - School Closings Entry

123 WATSON ELEMENTARY SCHOOL

Thursday Nov 04, 2004

Full Day Closing Partial Day Closing

Reason for Closing

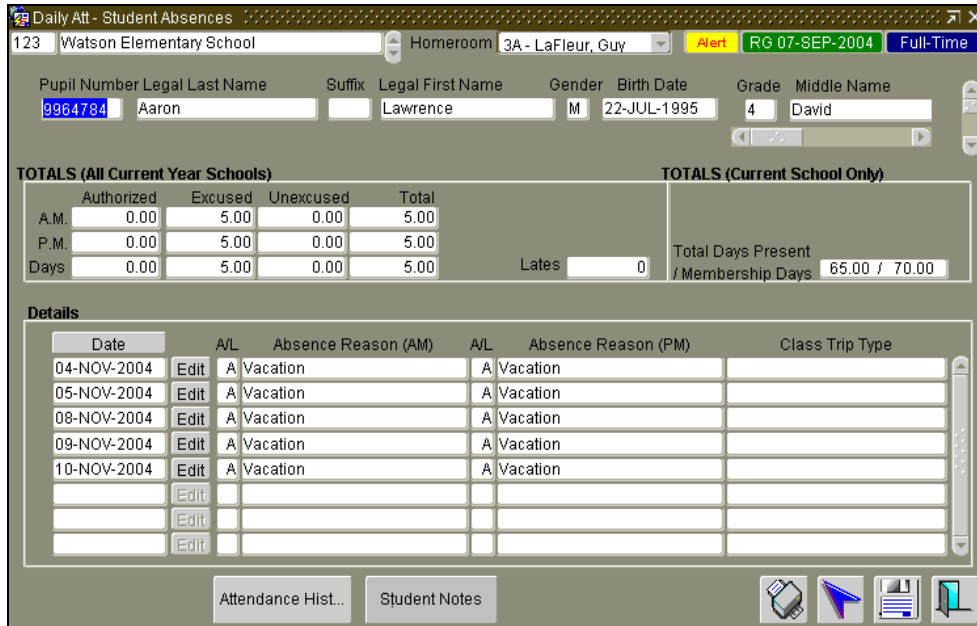
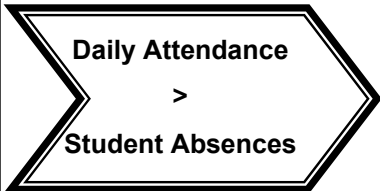
Board/District Closing?

School Type

All

### Student Absences - Daily ATT050

This screen provides a comprehensive listing of the selected student's attendance, year to date, to assist in the management of the student. An Attendance History showing attendance numbers from prior schools is also available. Finally, three attendance summary reports may be printed from this screen.

Some items of note include:

- Cumulative number of AM / PM / Days of absences for school year broken out by attendance category. These category allocations are defined by the School in the Attendance Codes, and are driven by the choice of Office Reason. Number of lates is also listed.
- Total Pre./Mem. (Present / Membership) Days display the ratio of the number of instructional days the student attended class (Pre) out of the total possible membership days (Mem). These numbers are relative to the registration date of the student.
- Attendance records without a Class Entry (no A / L entry) are not counted in the attendance statistics.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Print, Navigate, Save and Exit this screen.
- Use the edit button to change any entry including deleting the entry.

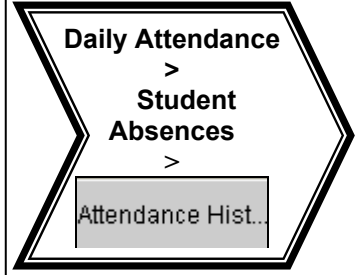
The Membership days field is a client specific calculation which is equal to the instructional days for other clients.



### Attendance History – ATT125

- This screen is populated at year-end transition. One more factor in attendance management, this screen displays absenteeism at previous schools within the Board/District.

School	Year	Member Days	Days Absent	Unexcused Abs.
10032 Watson Elementary School	2000	206	2.5	2.5
10032 Watson Elementary School	2002	214	5	2
10032 Watson Elementary School	2001	190	6	6
10032 Watson Elementary School	2003	194	.5	.5



## Verify by Homeroom - ATT190

This form may be used at the start of the school year to process registration on a homeroom basis. When you first enter this screen, any student who HAS NOT yet been registered will appear on the list. This may be done by individual homeroom teachers or by an attendance secretary who has the attendance details for the homeroom. This procedure may also be used in combination with the Verify All Students function to unregister students who have not attended after some specified date but were registered.

Student Name	Pupil No.	Full/Half/Part	Reg. Date	AM	PM	Gra...	Phone No.
<input checked="" type="checkbox"/> Jackson, James	9967503	Full Time		<input type="checkbox"/>	<input type="checkbox"/>	2	(609)321-6453
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		

Daily Attendance

>

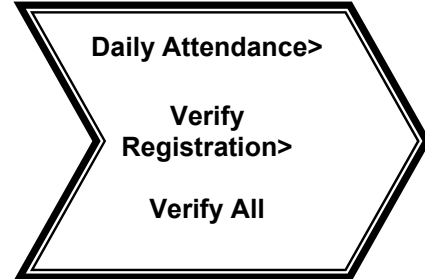
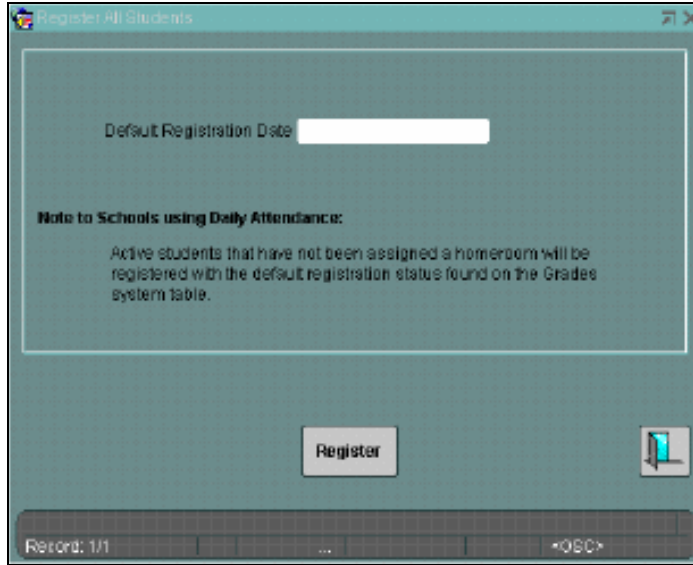
Verify Registration  
> Verify by HmRm

- Attendance tumble particulars are displayed based on attendance date.
- Use drop-down list to select required Home Room.
- The main area of the screen becomes populated with students in selected homeroom.
- The Register and Reverse Register options are critical in working with this screen.
- When Register is selected, students listed below are not registered and may need to be processed.
- To register simply check the names and save.
- When Reverse Register is selected the students listed below are all registered.
- To unregister simply check the name and save.
- Notice the command buttons at the bottom right for Navigating, Saving and Exiting.

### Verify All Students - ATT096

A school may choose to run a mass verification where **all** enrolled students are registered at a certain date. ***This procedure can only be run once in a school year.*** If this process has already been run then a message displays indicating that it has been run and cannot be run again.

Subsequent to this procedure, Verify by Class or Verify by Homeroom may be used to unregister students who have not attended after some specified date.



## Reports - Daily

The daily attendance reports menu gives you access, from directly within the attendance module, to several frequently used reports. A wider selection of attendance reports can be accessed through the Reports function in **eSIS**.

These reports that are available in the attendance module all have precursor parameter forms which allow the filtering of data to be reported and the customization of report titles. Run in Background? YES will cause reports to go to a print queue called the Queue Manager, which can be accessed later for printing. NO will cause a report preview to be generated from where it can be printed. The discussion below explores some of the details and filtering possibilities of each report.

### Daily Attendance Call List

This report is run on a daily basis to be used as an attendance call sheet. This report lists students who have absence and late (tardy) entries for a specified date. The report includes parent contact information in order for the school office to make inquiries regarding absences/lates. *(This report is available for Daily and Period attendance types.)*

- **Select** the required Homeroom Semester and Term. Enter the Attendance Date required to generate the report (usually the current date).
- Choose Actual to indicate the actual period of the day that the course is delivered or Scheduled to indicate the period on the master timetable. *(These will be different if there is a Tumble in effect.)*
- Select Condense Detail to exclude parent information. Make choice of other details to include in report.
- Choose sort criterion.

### Registers

This group of reports is required in Ontario, Canada only. The Ontario Ministry of Education requires that these reports be run at the end of each month. The eight reports generated are used to summarize various enrolment figures. *(This is an Ontario-only report, and is available for Daily and Period attendance types.)*

- Enter the date required to generate the reports.
- Select a specific Grade or All.
- Select the required reports.
- Secondary reports will be sorted by Grade - Elementary will be sorted by Grade/Homeroom.

## Students With Attendance Problems

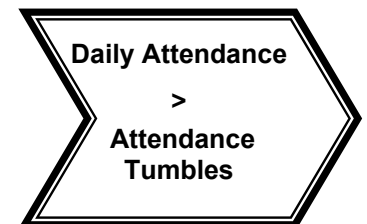
Based on the parameters selected, this report lists students who have been identified as attendance concerns. The report is available in List, Letter or Loss of Credit formats.

- Select the required Homeroom Semester and Term.
- Enter the required number of absences/lates and select the = or > operator. This will serve as the threshold.
- Select Total to use the total attendance figures as opposed to Class which causes each class attendance to be compared to threshold.
- Select the required Attendance Allocation code (usually Unexcused).
- Select either Absences or Lates.
- Enter the Date Range over which to generate the report.
- Select a specific Attendance Reason or All or click the Multiple...button to select more than one reason.
- Indicate whether Other School attendances should be included in the List.
- Select List, Letter or Loss of Credit for the Report Format.
- Choice of Letter causes an editable letter block to be displayed on the lower end of the parameter form.
- Choice of Loss of Credit causes the Potential Loss of Credit report to be called.
- Select 'Report Only Active Students' and / or 'Include Cross Enrolled Students' as required.
- Choose sort criterion.

## Attendance Tumbles - ATT205

Probably accessible to school administrators only, this screen is used to assign a Tumble pattern and a Day (defining which alternating day courses will run on which day of the calendar) to each Date in to the school's schedule. The Tumble patterns and maximum number of Days are defined in School Details. You should be familiar with your school's Tumble patterns and Days before making any adjustments to this screen.

Date	Tumble	Day
05-SEP-2000	1	1
06-SEP-2000	2	1
07-SEP-2000	3	1
08-SEP-2000	1	1
11-SEP-2000	2	1
12-SEP-2000	3	1
13-SEP-2000	1	1
14-SEP-2000	2	1
15-SEP-2000	3	1
18-SEP-2000	1	1
19-SEP-2000	2	1
20-SEP-2000	3	1
21-SEP-2000	1	1
22-SEP-2000	2	1
25-SEP-2000	3	1
28-SEP-2000	1	1



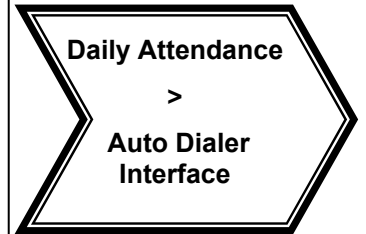
- The Day determines the student course list for the date. An 'A' day or a 'B' day for instance might be listed as a Day 1 or Day 2.
- The Day assignment causes some lateral variation across the schedule's dates.
- The Tumble randomizes that course list for the Day so that the same courses may not be delivered in the same time slot.
- The tumble can be used to cause both lateral and vertical variation across the schedule.
- The reasons for randomizing a school's schedule may include the accommodation of TAG days and other periodic events; to ensure the first class every morning is not Math and that the last class of the day is not always the same course to always end early because of football practice.
- Basically, tumbles help to spread the advantages and disadvantages of any time slot across the school's timetable.
- Simply type in the numbers for the Tumble and the Day.

- Rebuild Calendar will reset the all Tumbles and Days to 1.
- The Command buttons at the bottom right of the window facilitate standard utility functions such as Print, Save and Exit this screen.

## Auto dialer Interface - Period ATT310

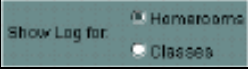
This screen may be used at the school office level to create a file to be used with a third party automated 'attendance check' software program.

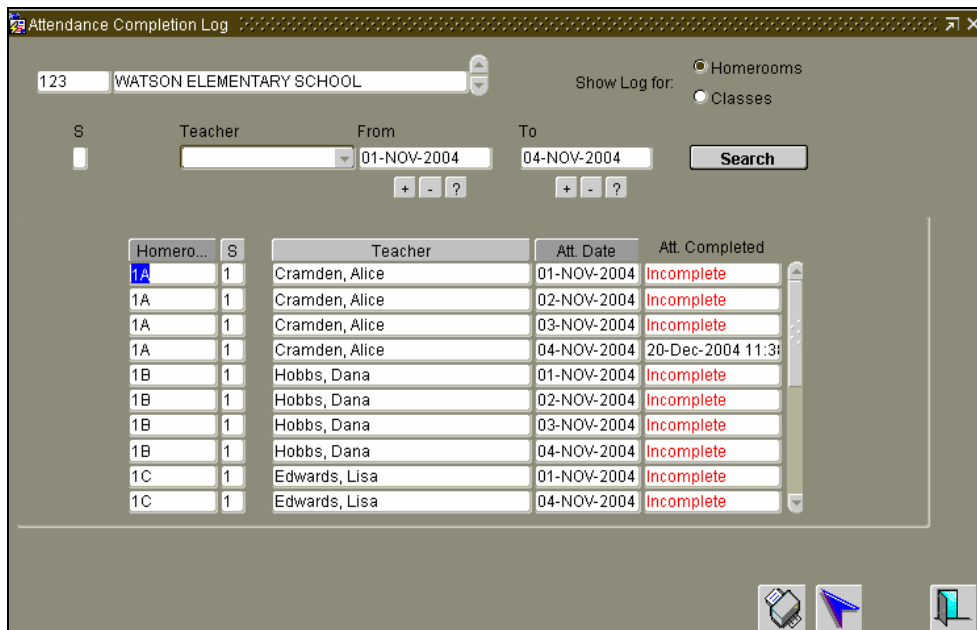
- Relevant information for attendance over the indicated date range and subject to the 2 criteria selected is saved to a file.
- Usually this file will be processed and used on a daily basis.
- Usually the attendance type is 'Unexcused' 'absences' because these are of most immediate concern.
- The Advanced Options button is used to establish file name and location, and third party package, amongst other specifics. The Advanced screen is not necessarily used on every file creation. Different software programs require different file formats.
- After the appropriate selections have been made, click Create File to send a file to the designated location for the attendance dialer to retrieve.



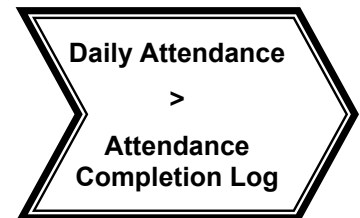
## Attendance Completion Log - SCH142





This screen may be used by school administrators to track teachers' attendance completion. Courses for a specific teacher or all teachers may be displayed for a date range with information on when and if attendance was completed for each attendance date. The choice of log for Homeroom or Classes will depend whether the school is

using Daily or Period attendance.  A display choice is available.



Homeroo...	S	Teacher	Att. Date	Att. Completed
1A	1	Cramden, Alice	01-NOV-2004	Incomplete
1A	1	Cramden, Alice	02-NOV-2004	Incomplete
1A	1	Cramden, Alice	03-NOV-2004	Incomplete
1A	1	Cramden, Alice	04-NOV-2004	20-Dec-2004 11:3
1B	1	Hobbs, Dana	01-NOV-2004	Incomplete
1B	1	Hobbs, Dana	02-NOV-2004	Incomplete
1B	1	Hobbs, Dana	03-NOV-2004	Incomplete
1B	1	Hobbs, Dana	04-NOV-2004	Incomplete
1C	1	Edwards, Lisa	01-NOV-2004	Incomplete
1C	1	Edwards, Lisa	04-NOV-2004	Incomplete



- The dates default to the first day and the last day of the school year.
- Use the very convenient   buttons to adjust the dates up or down. Use the  to access a calendar.
- After dates are selected click  to display attendance completion log for all Teachers.
- Use the Teacher drop down list to select a specific teacher then click search to display information for the selected teacher.
- You may also use standard query procedures to query the populated list for a specific course or date, for example.
- Notice that both the attendance date and the attendance completion dates are available facilitating the assessment of a timely completion.

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