



**PLUG IN &
CONNECT**
HOME BASE SYMPOSIUM
2017

**Attendance/Attendance Tracking
Setup/Troubleshooting**

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Attendance





Attendance

Attendance settings affect many other parts of PowerSchool and must be correct in order for those other parts to function properly

The following are examples of areas that will not function properly if Attendance isn't setup correctly:

- Attendance Reports (including Report Cards)
- PMRs
- Attendance Tracking and Notification



Attendance

Attendance must be setup and taken using either:

- Daily Attendance Settings
- or
- Meeting Attendance Settings

*** BUT NOT BOTH ***

*** If you attempt used both in the same school Attendance Tracking will not work. Many attendance reports will not function properly unless you reconcile the attendance from Meeting to Daily every day.



Attendance Differences

Daily Attendance

- Attendance is recorded for each student ONCE per day in ONLY one period
- This one period, referred to as the Attendance "Bridge" period, is setup on ALL Bell schedules for taking attendance
- Time In/Out (Sign In/Out) is recorded on student's Attendance screen
- ONLY the Daily Attendance screen should be used on the student's Attendance screen to enter data
- The Meeting Attendance screen can be used to troubleshoot attendance issues



Attendance Differences

Meeting Attendance

- Attendance is recorded for each student in EVERY period throughout the day.
- Time In/Out is NOT recorded on student's Attendance Screen
- A student is Tardy or Absent based on the amount of class time missed as determined by local policy
- ONLY the Meeting Attendance Screen should be used on the student's Attendance screen to enter data (if configured properly the Daily screen won't show as an option)



What's Going On in the Database

Daily Attendance

When Daily Attendance is recorded an ATT_ModeMeeting record is recorded in the Attendance Table. This is why "Meeting" is checked at a Daily Attendance school in the Attendance Preferences. It is this setting that allows teachers to take attendance otherwise all attendance would have to be recorded directly in PowerSchool.

The two-way Bridge then builds a ATT_ModeDaily record for the period specified as the Bridge Period in the Bell Schedule



What's Going On in the Database

Attendance Date	Att_Mode_Code	LastFirst	Period Abbrev	Attendance CodeID	Attendance Code	Description	Total Minutes
9/3/2014	ATT_ModeMeeting	Smith, John	1	1992	1A	Illness or injury	0
9/3/2014	ATT_ModeDaily	Smith, John		1992	1A	Illness or injury	0
9/4/2014	ATT_ModeMeeting	Smith, John	1	2007	2L	Unexcused Tardy	5
9/4/2014	ATT_ModeDaily	Smith, John		2007	2L	Unexcused Tardy	425
9/12/2014	ATT_ModeMeeting	Smith, John	1	2007	2L	Unexcused Tardy	5
9/12/2014	ATT_ModeDaily	Smith, John		2007	2L	Unexcused Tardy	365
9/15/2014	ATT_ModeMeeting	Smith, John	1	2007	2L	Unexcused Tardy	5
9/15/2014	ATT_ModeDaily	Smith, John		2007	2L	Unexcused Tardy	365



What's Going On in the Database

Meeting Attendance

When Meeting Attendance is recorded an ATT_ModeMeeting record is recorded in the Attendance Table


A separate ATT_ModeMeeting record is created for each period in which attendance is taken

Note that no ATT_ModeDaily record is created



What's Going On in the Database

Attendance Date	Att_Mode_Code	LastFirst	Period Abbrev	Attendance CodeID	Attendance Code	Description	Total Minutes
9/16/2014	ATT_ModeMeeting	Smith, Joan	1	1933	2A	Unexcused Absence	0
9/18/2014	ATT_ModeMeeting	Smith, Joan	1	1935	2L	Unexcused Tardy	89
9/24/2014	ATT_ModeMeeting	Smith, Joan	1	1933	2A	Unexcused Absence	0
9/24/2014	ATT_ModeMeeting	Smith, Joan	2	1933	2A	Unexcused Absence	0
9/24/2014	ATT_ModeMeeting	Smith, Joan	3	1933	2A	Unexcused Absence	0
9/24/2014	ATT_ModeMeeting	Smith, Joan	4	1933	2A	Unexcused Absence	0
11/4/2014	ATT_ModeMeeting	Smith, Joan	4	1919		Present	89
11/6/2014	ATT_ModeMeeting	Smith, Joan	1	1919		Present	89




Attendance Bridge Synchronization

- This process should only be run by the DPI Technology Support Center
- This process is only run at Daily Attendance Schools
- This process is normally only run to correct issues with attendance that stem from changing Attendance Preferences mid-year

Options

- From Meeting, build Daily
- From Daily, build Meeting
 - If daily attendance code is absent, mark all periods absent for the day
 - If daily attendance code is absent, mark only the bridge period absent for the day



Attendance Bridge Synchronization

This screen specifies preferences for rebuilding attendance records to bridge between meeting and daily attendance.

From Meeting, Build Daily: For each meeting attendance record that exists for the calendar day's bridge period, a daily attendance record will be created.

From Daily, Build Meeting: For each daily attendance record that exists for the calendar day, a meeting attendance record will be created in the following manner:

- If the attendance code denotes absence and the preference below indicates to "mark all periods", a meeting attendance record will be created for each period in the full schedule.
- If the attendance code denotes absence and the preference below indicates to "mark only the bridge period", a meeting attendance record will be created for the bridge period identified in the full schedule.
- If the attendance code denotes present or tardy, regardless of the preference below to indicate "mark all periods" or "mark only the bridge period", a meeting attendance record will be created for the bridge period in the full schedule.

NOTE: For both "Build Meeting" and "Build Daily" synchronization directions, if a record already exists, an entry in the system log will be noted. No meeting records will be modified.


System Requirements:

- Attendance recording methods. You must know which method is used by the school for recording attendance so that is the method that will determine the bridge direction.
- Meeting and Daily Attendance Bridge. Either one-way or two-way type must be selected.
- Build Schedules. The bridge period must be defined for each full schedule in the system, including default time in and time out.
- System Backup. It is strongly recommended that your system is backed up prior to running the process.

Options

Direction for Re-Build Bridge:

Other Preferences:




Pre-Setup Checklist

Years and Teams Setup

- Schools should be set to the first and last day of school, NO PADDING
- LEA and Special Schools should be set to first and last day of school year
- Setup at all schools, including special schools (LEA, DPI FTE School, CECAS, etc.)

Calendar Setup


- The first and last days on the calendar must be "In Session" days
- Track check boxes must all be unchecked if not a Track School (or all checked)



Pre-Setup Checklist

FTE setup

- Only ONE per school
- The only exception to this is for students with an IEP
- Setup at all schools, including special schools (DPI FTE School, CECAS, etc.)
- Every student must have an FTE defined on their Current Year records (all of them)



Determining the FTEID

At the school, navigate to School > Full-Time Equivalencies (FTE)

Select the FTE

Modify the URL as below and press Enter:


<https://ecpps-dev.powerschool.com/admin/attendance/fte/edit.html?fid=159301>

<https://ecpps-dev.powerschool.com/admin/attendance/fte/edit.html?fid=159301>

FTE record displayed:

Display Record: FTE

Field	Value
ID	1593



Determining the Student's FTEID

Student Searches:

FTEID != {ID from FTE Table} :Finds students with an invalid FTE

FTEID = :Finds students with no FTE

- Be sure to search for inactive students as well using the / with the above
- These can be fixed in mass via Student Field Value change



Daily Attendance Preferences

- Meeting and Daily both checked
- Audit Attendance records should not be checked unless directed by Help Desk
- Enable multiple character attendance codes checked
- Two-way Bridge checked
- Show Saturday and Sunday



Daily Attendance Preferences

Recording	
Attendance recording methods	<input checked="" type="checkbox"/> Meeting <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Time <input type="checkbox"/> Interval
Audit attendance records	<input type="checkbox"/>
Default attendance page	Daily
Enable multiple character attendance codes	<input checked="" type="checkbox"/>
Meeting and daily attendance bridge	<input type="checkbox"/> One-way, section to daily attendance <input checked="" type="checkbox"/> Two-way, keep records in synch
Number of school days teachers may alter attendance prior to current date (PowerTeacher)	5
Number of school days teachers may alter attendance after the current date (PowerTeacher)	5
Show Saturday and Sunday on attendance views	<input checked="" type="checkbox"/>
Interval Duration (in Minutes)	0



Daily Attendance Preferences

Calculating and Reporting

Calculation accuracy: 2 decimal places

Count Meeting attendance recorded at another school for students enrolled at this school:

Count these codes for period conversion: Absences


Round or truncate: Truncate

Daily Attendance Calculations

Enable ADA Periods and Passing Time Deductions:


Deduct Passing Time: No
 Yes - All Passing Time
 Yes - After ADA Excluded Meetings Only

DO NOT USE →



Daily Attendance – Bell Schedule


- One period on ALL Bell Schedules must be configured as a "Bridge Period"
- It is in the Bridge Period that attendance will be taken for the day
- ALL students MUST have the Bridge Period as part of their daily schedule
- The Bridge Periods MUST have "Counts for ADA" checked
- The "Use for Daily Attendance" time should include the Bridge Period itself



Daily Attendance – Bell Schedule


Edit Bell Schedule Item

Label	Value
Period	1
Start time	09:15 AM (Example entry: 11:50 AM)
End time	09:20 AM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>
Use For Daily Attendance	<input checked="" type="checkbox"/>
	09:15 AM Default Time In
	03:45 PM Default Time Out




Meeting Attendance Preferences

- Meeting checked
- Audit Attendance records should not be checked unless directed by Help Desk
- Enable multiple character attendance codes checked
- One-way Bridge checked
- Show Saturday and Sunday



Meeting Attendance Preferences


Recording	
Attendance recording methods	<input checked="" type="checkbox"/> Meeting <input type="checkbox"/> Daily <input type="checkbox"/> Time <input type="checkbox"/> Interval
Audit attendance records	<input type="checkbox"/>
Default attendance page	Meeting -
Enable multiple character attendance codes	<input checked="" type="checkbox"/>
Meeting and daily attendance bridge	<input checked="" type="checkbox"/> One-way, section to daily attendance <input type="checkbox"/> Two-way, keep records in synch
Number of school days teachers may alter attendance prior to current date (PowerTeacher)	20
Number of school days teachers may alter attendance after the current date (PowerTeacher)	20
Show Saturday and Sunday on attendance views	<input checked="" type="checkbox"/>
Interval Duration (in Minutes)	0



Meeting Attendance Preferences

Calculating and Reporting	
Calculation accuracy	2 decimal places
Count Meeting attendance recorded at another school for students enrolled at this school	<input type="checkbox"/>
Count these codes for period conversion	Absences -
Round or truncate	Truncate -
Daily Attendance Calculations	
Enable ADA Periods and Passing Time Deductions	<input type="checkbox"/>
Deduct Passing Time	<input checked="" type="radio"/> No <input type="radio"/> Yes - All Passing Time <input type="radio"/> Yes - After ADA Excluded Meetings Only

DO NOT USE →



Attendance Conversions

- Do not use "Period" or "Code"
 - Code is used at Daily Attendance schools as a work around for Attendance Tracking (only on the 2A code)
- Setup "2 Tiers" under Time
- Minutes Present should be exactly 50% of the Instructional Minutes a student receives per day
- Setup a separate Attendance Conversion for each Bell Schedule



Attendance Conversions

Time-To-Day Attendance Conversion "Full Time" for FTE "Full Time"

Copy From Other Conversion Table ...

Note: This list of Attendance Conversions applies to Northeastern High only.

Minutes Present	Day Attendance Value	Comments
0	0	Absent <= 179 Minutes
180	1	Present >= 180 Minutes



Attendance Codes

- Only those codes listed in the following table are valid in NC
- No other codes should be setup as they can cause issues with State Reporting
- All codes should have ONLY ONE Category set with the exception of the 2A which will have two if your using Attendance Tracking



Attendance Codes

Code	Description	Teachers Assign	Counts ADA	Presence	Sort	Attendance Category	Counts for ADA	Counts for ADM
	Present	Yes	Yes	Present	1	None	Checked	Checked
1A	Sickness or Injury	Yes	Yes	Absent	2	Excused	Checked	Checked
1B	Medical/Dental Appt	Yes	Yes	Absent	3	Excused	Checked	Checked
1C	Deaths in family	Yes	Yes	Absent	4	Excused	Checked	Checked
1D	Quarantine	Yes	Yes	Absent	5	Excused	Checked	Checked
1E	Court/Admin Proc	Yes	Yes	Absent	6	Excused	Checked	Checked
1F	Religious Observance	Yes	Yes	Absent	7	Excused	Checked	Checked
1G	Philanthropic Duty	Yes	Yes	Absent	8	Excused	Checked	Checked
1H	Teacher in Treatment	Yes	Yes	Absent	9	Excused	Checked	Checked
1I	Local Sch Bd Policy	Yes	Yes	Absent	10	Excused	Checked	Checked
1K	Child Care	Yes	Yes	Absent	11	Excused	Checked	Checked
1L	Excused Tardy	Yes	Yes	Present	12	Tardy	Checked	Checked
2I	Unexcused Tardy	Yes	Yes	Present	13	Tardy	Checked	Checked
1M	Medically fragile	Yes	Yes	Absent	14	Excused	Checked	Checked
1N	Deployment Activity	Yes	Yes	Absent	15	Excused	Checked	Checked
2A	Unexcused Absence	Yes	Yes	Absent	16	Unexcused	Checked	Checked
2R	Home No Internet/Access	Yes	Yes	Absent	17	Unexcused	Checked	Checked
4	Suspensions	Yes	Yes	Absent	18	Excused	Checked	Checked



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Calendar Setup

- Ensure that each day has a Day and Schedule (Bell Schedule) set
- If not a Track school then ALL the Track check boxes should be unchecked (or ALL checked)
 - o Any combination of the two will cause the system to think the school is a Track school (you can see this on the PMR Interval screen)
- Ensure "In Session" is checked and the Memb Value is set to the appropriate value for each day



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Calendar Setup

September 2016													
Date	Cycle	Bell Schedule	School In Session	Membership Value	1	2	3	4	5	6	7	Type	Note
Thu, Sep 1	D	Regular Bell Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In session	
Fri, Sep 2	E	Regular Bell Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In session	
Sat, Sep 3			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sun, Sep 4			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mon, Sep 5			<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Holiday	Labor Day
Tue, Sep 6	B	Regular Bell Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In session	
Wed, Sep 7	C	Regular Bell Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In session	
Thu, Sep 8	D	Regular Bell Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In session	
Fri, Sep 9	E	Regular Bell Schedule	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In session	



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Pre-Setup Checklist

PMR Interval Screen

- Valid durations for Intervals are from 16 to 26 days
- Red** text on this screen related to "Tracks" indicates an issue in Calendar Setup

Interval	Duration	Start Date	End Date
1	20	09/29/2016	09/29/2016
2	20	09/27/2016	10/24/2016
3	20	10/25/2016	11/20/2016
4	20	11/29/2016	01/12/2017
5	20	01/13/2017	02/19/2017
6	20	02/13/2017	03/13/2017
7	20	03/14/2017	04/17/2017
8	20	04/18/2017	05/15/2017
9	18	05/16/2017	06/09/2017

In Session Days 178



PMR Instructional Minutes

- The PMR Instructional Minutes should be set to your total Instructional Minutes that you calculated for your Attendance Conversion, not for the entire school day
- The PMR doesn't use the Attendance Conversion (except for IEP students), instead it just halves the PMR Instructional Minutes

Daily Instructional Minutes Setup

Daily Instructional Minutes



Gotchas!

- All Students MUST have a valid FTE on their Current Enrollment record
- Attendance Codes with no Categories set or too many set
 - All codes should have only one Category set unless Attendance Tracking is setup
- "Exclude From Attendance" on a Section
 - This does not mean "Don't have to take attendance"
 - It means that attendance taken in this Section won't count for ADA
 - Only use for non-instructional Sections
 - BUT not Homeroom in a Daily Attendance school



Gotchas!

- "Counts for ADA" in Bell Schedules should be checked in ALL periods except non-instructional periods (Lunch, recess, etc.)
 - Including Homeroom in Daily Attendance School
- Bell Schedule Periods with uneven times in Meeting Attendance Schools
- "Special Day" Bell Schedules not containing all periods (that you plan to take attendance for)
- "Special Day" Bell Schedules without their own Attendance Conversion



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Gotchas!

- All Bell Schedules should have the "Use for PMR and SAR Calculation of Minutes" option set to either Yes or No
 - In most cases only one will be set to Yes
 - All others should be set to No, not left blank
- Just because a student isn't marked absent doesn't mean the system won't calculate an absence if the student doesn't have enough Instructional Minutes in a day



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Gotchas!

Report Card Cumulative Absences


- Any day the student doesn't have enough scheduled minutes to reach the Attendance Conversion the system will calculate them as absent
- Compare Transfer Info > Current Enrollment dates to All Enrollments dates
- The following calculates attendance the same way the Report Card does:
 - /admin/reports_engine/report_w_param.html?ac=reports_get_using_ID:repo_ID=PSPRE_ADAADM_ByDate



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DDE Attendance Table Export

Table = Attendance (157)	
Att_Date	
Att_Mode_Code	
SchoolID	
[39]Name	
YearID	
StudentID	
[1]LastFirst	
[1]Student_Number	
PeriodID	
[138]Period_Number	
[138]Name	
[138]Abbreviation	
Attendance_CodeID	
[156]Att_Code	
[156]Description	
Att_Comment	
Total_Minutes	
CCID	
[4]TeacherID	
[4]Course_Number	
[4]SectionID	
[4]Section_Number	
ID	




Attendance Data Access Tags (DAT)

Meeting Attendance – via DDE

- ^(DM;8/25/2014;6/10/2015) :Daily Membership
- ^(DA;8/25/2014;6/10/2015) :Daily Attendance
- ^(DABS;8/25/2014;6/10/2015) :Total of Full Day Absences
- ^(per.att;1(A);;8/25/2014;6/10/2015) :Total Absence for Period 1
- ^(dates.of.attendance;1(A); | ;1a,1b,1c,1d,1e,1f,1g,1h,1i,1k,1m,1n,2a,2b,3;8/25/2014;6/10/2015) :Dates of Absences for Period 1

*****Note:** You must create a "per.att" and "dates.of.attendance" line for each period.




Attendance Data Access Tags (DAT)

Meeting Attendance – via List Students

- *DM;8/25/2014;6/10/2015
- *DA;8/25/2014;6/10/2015
- *DABS;8/25/2014;6/10/2015
- per.att;1(A);;8/25/2014;6/10/2015
- dates.of.attendance;1(A); | ;1a,1b,1c,1d,1e,1f,1g,1h,1i,1k,1m,1n,2a,2b,3;8/25/2014;6/10/2015

*****Note:** For List Students you drop the ^ ()



Attendance Data Access Tags (DAT)

Daily Attendance – via DDE

^(DM;8/25/2014;6/10/2015) :Daily Membership
 ^(DA;8/25/2014;6/10/2015) :Daily Attendance
 ^(DABS;8/25/2014;6/10/2015) :Total of Full Day Absences
 ^(daily.att.dates;; |
 ;1a,1b,1c,1d,1e,1f,1g,1h,1i,1k,1m,1n,2a,2b,3;8/25/2014;6/10/2015)
 :Dates of Absences



Attendance Data Access Tags (DAT)

Daily Attendance – via List Students

*DM;8/25/2014;6/10/2015
 *DA;8/25/2014;6/10/2015
 *DABS;8/25/2014;6/10/2015
 daily.att.dates;; |
 ;1a,1b,1c,1d,1e,1f,1g,1h,1i,1k,1m,1n,2a,2b,3;8/25/2014;6/10/2015

***Note: For List Students you drop the ^ ()



Attendance Tracking



Attendance Tracking

Attendance Tracking and Notification is used in combination with the basic PowerSchool attendance setup.

The additional setup elements allow for tracking of truant attendance using a combination of thresholds and triggers.

Each time a student meets or exceeds a specific threshold, a notification record is created in the PowerSchool database.

The notification records can be used to print attendance letters for students with truant attendance.



Setup – LEA Level

- In PowerSchool, at the LEA level, navigate to: LEA > Attendance Tracking and Notification > Tracking Methods
 - Select/create "Percent" and set the options follows:
 - Name: Percent
 - Threshold: 51

Edit Attendance Tracking Method

Label	Value
Name	Percent
Threshold	51



Setup – LEA Level

- Navigate to: LEA > Attendance Tracking and Notification > Tracking Methods
 - Delete any other Attendance Tracking Methods so that only "Percent" is listed
- Navigate to: LEA > Attendance Tracking and Notification > Unexcused Levels
 - Select/create "Truant" and set the options as follows:
 - Level Name: Truant
 - Tracking Method: Percent
 - Triggers:
 - Trigger 1: 3
 - Trigger 2: 6
 - Trigger 3: 10



Setup – LEA Level

New Unexcused Tracking Level


Label	Value
Level Name	Truant

Conditions

Tracking Method	Percent	*
Tracking Method	-Please select one-	
Tracking Method	-Please select one-	


Triggers

Trigger 1	3
Trigger 2	6
Trigger 3	10




Setup – LEA Level

- Navigate to: Attendance Tracking and Notification > Unexcused Levels
 - Delete any other Unexcused Tracking Levels so that only "Truant" is listed
- Navigate to: Attendance Tracking and Notification > Illness Levels
 - Remove anything under this selection
- Navigate to: Attendance Tracking and Notification > Update Calculation Year
 - Confirm that the current school year is set for each school listed
 - This screen is blank until Years & Terms have been setup at both the LEA and School levels
 - Additionally an Attendance Tracking Mode must be defined at the school level



Setup – LEA Level

- Calculation Year (continued)
 - Each school year, Submit must be clicked on this screen to update the year under "Current Value" to the current school year. Note at the bottom of this screen where it reads:
 - "On submit, the calculation year for all schools in the list will be set to match the term at the top of the page: 20xx-20xx. Note: Selected year must exist at all schools in the list".
 - After clicking Submit the following message displays: "The Calculation Year will be changed to 2015-2016 for all the schools in the list. Are you sure you want to proceed?"
 - Click Yes




Setup – School Level

- At the School level, navigate to: School > Attendance Code Categories
 - Click New to create a new Attendance Code Category. Give it the following settings:
 - Code: ATT
 - Name: Attendance Tracking
 - Description: Tracking information for attendance letter
 - Sort order for display: 4

New Attendance Code Category

Label	Value
Code	ATT
Name	Attendance Tracking
Description	Tracking information for attendance letter
Sort order for display	4




Setup – School Level

- Navigate to: School > Attendance Codes
 - Select the 2A Unexcused Absence code
 - Under "Code Categories" you should see the new ATT value. Check the box so it looks like the following:


Code Categories

- Excused (Excused)
- Tardy (Tardy)
- Unexcused (Unexcused)
- ATT (Tracking Information for attendance letters)



Setup – School Level

- Navigate to: Attendance Tracking and Notification > Attendance Mode Setup
 - Should be either "(MTTD) Meeting Time To Day" or "(DTTD) Daily Time To Day" depending on what type of attendance is setup for the school, either Meeting or Daily
 - If not already set, select the appropriate value and click Submit
- Navigate to: Attendance Tracking and Notification > Unexcused Tracking Setup
 - Should only have one category here. Remove all except Unexcused
 - Select/create "Unexcused" and give it the following settings:
 - Tracking Category: Unexcused
 - Attendance Category: ATT
 - Status: Absent




Setup – School Level

Edit Unexcused Tracking Category

Label	Value
Tracking Category	Unexcused
Attendance Category	ATT
Status	<input checked="" type="radio"/> Absent <input type="radio"/> Tardy


- Navigate to: Attendance Tracking and Notification > Illness Tracking Setup
 - Remove anything under this selection



Additional Setup for Daily Attendance Schools

- At Daily Attendance Schools (DTTD) ONLY, navigate to: School > Attendance Conversions > Click (NONE) under Code


FTE	Period	Code	Time
Two Hour Delay Conversion			
Full Time	(NONE)	(NONE)	2 Tiers 0 .. 1
Full Time Conversion			
Full Time	(NONE)	(NONE)	2 Tiers 0 .. 1
Early Release Conversion			
Full Time	(NONE)	(NONE)	2 Tiers 0 .. 1
One Hour Delay Conversion			
Full Time	(NONE)	(NONE)	2 Tiers 0 .. 1



Additional Setup for Daily Attendance Schools

- The following is displayed:

Code	Day Attendance Value
01 (Presence)	<input type="checkbox"/>
02 (Absence or Injury)	<input type="checkbox"/>
03 (Medical/Dental Appt)	<input type="checkbox"/>
04 (Death in family)	<input type="checkbox"/>
05 (Quarantine)	<input type="checkbox"/>
06 (Court/Advers Proc)	<input type="checkbox"/>
07 (Religious Observance)	<input type="checkbox"/>
08 (Avocational/Clubs)	<input type="checkbox"/>
09 (Teacher in Treatment)	<input type="checkbox"/>
10 (Local Sick Policy)	<input type="checkbox"/>
11 (Child Care)	<input type="checkbox"/>
12 (Excused Tardy)	<input type="checkbox"/>
13 (Medically Fragile)	<input type="checkbox"/>
14 (Equipment Failure)	<input type="checkbox"/>
15 (Scheduled Absence)	<input type="checkbox"/>
16 (Class No Immunizations)	<input type="checkbox"/>
17 (Unexcused Tardy)	<input type="checkbox"/>
18 (Suspension)	<input type="checkbox"/>



Additional Setup for Daily Attendance Schools

- Enter a 0 in the Day Attendance Value field for the 2A Code
- All other fields should be left blank
- Repeat these steps for each Attendance Conversion



Post Setup Steps

- In order for these changes to take effect either run Refresh Premier Attendance Views Data or wait overnight
- To run it, navigate to: Start Page > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data
- Ensure "All Students" is selected and the date range covers the entire school year to date
- Click Submit

- Note that when you run the refresh for "All Students" it is running for all students, at all schools, in the LEA. For this reason be careful running it during the school day.



Post Setup Steps

- Additionally, at Daily Attendance schools, run Recalculate Daily Attendance Minutes
- To run it, navigate to: Start Page > Special Functions > Attendance Functions > Recalculate Daily Attendance Minutes
- Select the check box beside the school name
- Click Submit



Running Attendance Tracking – LEA Level

- At the LEA level navigate to: System Reports > Refresh Attendance Tracking Data
 - Verify Date Last Run and click Submit
 - Click View when the report is finished and verify that the refresh was successful for all schools
 - Errors may be listed at the end of this report
 - If the report is blank this is an indication that the refresh did not complete successfully



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Running Attendance Tracking – School Level

- At the School Level, navigate to: System Reports > Truancy and Attendance Letters (View Only)
- Setup the options as follows (see following screen shot):
- Extraction Type: Unexcused (This value will always be the same)
- Level Name: Truant (This value will always be the same)
- Trigger: 1 (This value can be 1, 2, or 3 and corresponds to the Unexcused Tracking Level Triggers we setup previously at the LEA level. So 1 = 3 days, 2 = 6 days, and 3 = 10 days)
- Minimum Age to Extract: 0 (This should be set to the age of students who are excluded from attendance tracking which is normally only the Pre-K students)



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Running Attendance Tracking – School Level


- DO NOT check any of the boxes beside "Grades (leave blank for all)



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Running Attendance Tracking – School Level

- ALWAYS run the "View Only" report first to confirm the results before they are committed to the database
- At the bottom of the report there is a button to "Set as Current Selection" to make it easier to verify the students on the report
- Once the student's attendance has been confirmed proceed to the next step




Running Attendance Tracking – School Level

- Navigate to: System Reports > Truancy and Attendance Letters (Extract)
 - This should be setup the same as was done for the view only report above
 - When Submit is clicked the following message is displayed:



Running Attendance Tracking – School Level

- Extracting will write records to the database
 - Only if the View report has been run first and the student's attendance confirmed should the OK button be clicked
- The Extract must be run for each trigger (3, 6, and 10) but note that when run for the lower numbers it stops when that trigger is reached
 - For example, even though a student may have more than 3 absences when you run the 3 day extract it will only show his first 3 absences



Reporting – Truancy Letters

- The Extract must be run prior to printing Truancy letters. Failure to do so will result in the letters showing no dates because the dates are not stored on the student's record until the Extract is run.
- Use the "ReportWorks" button at the bottom of the Extract screen to navigate to the ReportWorks screen in PowerSchool where the Truancy Letters can be selected and run.
 - You must create these reports yourself
 - You must create a separate 3, 6, and 10 day letter
 - Sample Template: "Generic Truancy Letter"



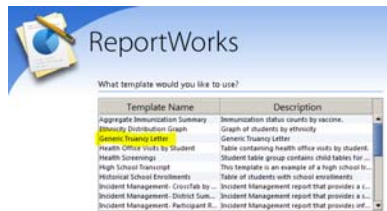
Reporting – Truancy Letters

- To use the "Generic Truancy Letter" template start ReportWorks and select "Project based on a template":



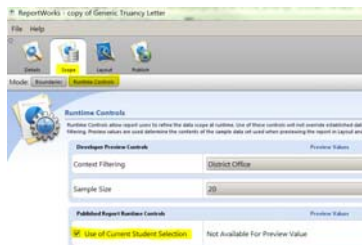
Reporting – Truancy Letters

- Select the template from the list displayed:



Reporting – Truancy Letters

- Edit the Runtime Controls to "Use of Current Student Selection":



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Reporting – Levels Reached Report

- Navigate to: System Reports > Truancy and Attendance – Levels Reached
 - This report can be run at any time
 - It is a good idea to run it before the Extract using the "Students Not Extracted (and not Cleared)" option
- This report should be setup the same as the View only report with the addition of the "Student Type" value. Selection the value based on the following:

Students Extracted	Select the checkbox to view a list of students who were extracted in the Truancy and Letters (Extract) report, with the date extracted.
Students Cleared	Select the checkbox to view a list of students whose attendance records were cleared (no longer qualify for tracking or notification) in the Refresh Attendance Tracking Data report, with the date cleared.
Students Not Extracted (and not Cleared)	Select the checkbox to view a list of students who were not extracted and whose attendance records were not cleared.



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Reporting – List Students

- The List Students Group Function can be used to get a list of students whose attendance has been Extracted.
 - The two UEAT fields are pulled from the Students table where the data is stored once the Extract report is run, so if this is run after an extract data is displayed in these columns.
 - If however this is run after the View the only data in the columns will be for students who have been previously been Extracted. Otherwise the columns will be blank.



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Reporting – List Students

- Make the students your Current Selection then Navigate to Special Functions > Group Functions > List Students
- Configure the list as in the below:

Student List - 64 students will be listed

Report Title (shown at top of page): Attendance Tracking

Col	Field Name	Column Title
1.	Fields: Last_Inv	Last_Inv
2.	Fields: Student_Number	Student Number
3.	Fields: UEAT_Date_Reached	Date Reached
4.	Fields: UEAT_Absent_Dates	Dates Absent



Troubleshooting Attendance Tracking

- In order for Attendance Tracking to function properly Attendance itself must first be setup properly.
- This includes the proper setup of:
 - FTEs
 - Attendance Preferences
 - Attendance Codes/Categories
 - Attendance Conversions
 - Calendar Setup
 - Bell Schedules
- The first step when troubleshooting Attendance Tracking is to ensure that all the above are setup properly



Troubleshooting Attendance Tracking

- Next step is to ensure that Attendance Tracking itself is setup properly
- Common setup mistakes include:
 - Not using the correct Attendance Mode for a school.
 - Daily Time to Day (DTTD)
 - Meeting Time to Day (MTTD)
 - Not clearing the Illness Levels
 - Not updating the Calculation Year



Troubleshooting – Common Issues

- **Problem:** The Attendance Tracking View report returns attendance from the previous school year
- **Cause/Resolution:** The Calculation Year has not been updated for the current school year
 - The calculation year must be updated at the beginning of each school year
 - Ensure that the Term is set to the current school year
 - Navigate to: Attendance Tracking and Notification > Update Calculation Year
 - Confirm that the current school year is set for each school listed
 - This screen is blank until Years & Terms have been setup at both the LEA and School levels
 - An Attendance Tracking Mode must be defined at the school level



Troubleshooting – Common Issues

- **Cause/Resolution (cont.):**
 - Each school year. Submit must be clicked on this screen to update the year under "Current Value" to the current school year. Note at the bottom of this screen where it reads:
 - "On submit, the calculation year for all schools in the list will be set to match the term at the top of the page: 20xx-20xx. Note: Selected year must exist at all schools in the list".
 - After clicking Submit the following message displays:
 - "The Calculation Year will be changed to 20xx-20xx for all the schools in the list. Are you sure you want to proceed?"
 - Click Yes



Troubleshooting – Common Issues

- **Problem:** The Attendance Tracking View report pulls more absences than expected or none at all
- **Cause/Resolution 1:** Attendance Codes not setup properly
 - With the exception of the 2A code all codes should have only one Category selected.
 - Refer to the previous table for the only approved North Carolina Attendance Codes and their settings
- **Cause/Resolution 2:** The "Counts for ADA" check box is not checked on the Bell Schedule for every period that counts for attendance including the Attendance Bridge Period in a Daily Attendance school
- **Cause/Resolution 3:** FTE ID not set on student's current enrollment record
 - Find and missing FTEIDs using the process previously presented



Troubleshooting – Common Issues

- **Problem:** Attendance Tracking doesn't pull the absences from the current day.
- **Cause/Resolution:** In order for attendance to be pulled from the current day the attendance refresh must be run.
 - Note that when you run the refresh it runs for the entire LEA unless you specifically choose the students in the school. It is best practice to make all the students in the school your Current Selection prior to running the refresh.
 - To run it, navigate to: Start Page > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data
 - Ensure "The selected # students only" is selected and the date range covers the entire school year to date
 - Click Submit



Troubleshooting – Common Issues

- **Cause/Resolution (cont.):**
 - Additionally, at Daily Attendance schools, run Recalculate Daily Attendance Minutes
 - To run it, navigate to: Start Page > Special Functions > Attendance Functions > Recalculate Daily Attendance Minutes
 - Select the check box beside the school name
 - Click Submit




Troubleshooting – Common Issues

- **Problem:** The Attendance Tracking View report shows absences but when truancy letters are run no absence dates are shown.
- **Cause/Resolution:** The Attendance Tracking Extract must be run prior to printing Truancy letters. Failure to do so will result in the letters showing no dates because the dates are not stored on the student's record until the Extract is run.
 - To confirm the extracted dates are on a student's record refer to the previous slide on "Reporting – List Students"




Refresh Report Issues

- **Problem:** After running the Refresh Attendance Tracking Data Report at the LEA Level you view the report and find it is either blank or contains an error message.
- **Cause/Resolution:** Normally this report should contain a list of all the schools that are setup to run Attendance Tracking, their Attendance Mode, and their Calculation Year.
 - Blank Report
 - If the report is blank this indicates that there are overlapping School or Section Enrollments. Attendance Tracking is very date driven so overlaps in dates will cause it to fail.
 - To resolve this issue navigate to: System Reports > School Enrollment Audit and Section Enrollment Audit




Refresh Report Issues

- **Cause/Resolution (cont.):**
 - Run each of these reports in turn and correct any issues.
 - Only current year school enrollment issues must be corrected
 - All Section Enrollment issues must be corrected
 - Only schools that have been configured to Attendance Tracking need to be corrected. Program schools such as CECAS, DPI FTE School, Migrant, etc. can be ignored.
 - Issues may take awhile to appear because it won't fail until a student with an overlap receives a 2A absence



Refresh Report Issues

- Other Refresh Attendance Tracking Data Report Error Messages:
 - Error in UEAT_Main_Process: ORA-00001: unique constraint (PS.ATN_MEETINGCONVERSION_PK) violated
 - This error is caused by **overlapping school enrollments in the current school year.**
 - Error in UEAT_Main_Process: ORA-01427: single-row subquery returns more than one row
 - This error is caused by **overlapping Years and Terms.**




Links

Years and Terms Setup
http://www.nc-sis.org/Documents/school_info/PS_QRD_Years_%20Terms.pdf

IEP FTE
http://www.nc-sis.org/Documents/student_info/PS_QRD_PMRChanges_IEPStudents.pdf

Daily Attendance Preferences
http://www.nc-sis.org/Documents/attendance/PS_QRD_Attendance_Preferences_Daily_08192013.pdf

Meeting Attendance Preferences
http://www.nc-sis.org/Documents/attendance/PS_QRD_Attendance_Preferences_Meeting.pdf




Links

Bell Schedules – Daily Attendance
http://www.nc-sis.org/Documents/attendance/PS_QRD_Bell_Schedules_Daily.pdf

Bell Schedules – Meeting Attendance
http://www.nc-sis.org/Documents/attendance/PS_QRD_Bell_Schedules_Meeting.pdf

Attendance Conversions
http://www.nc-sis.org/Documents/attendance/PS_QRD_NCPowerSchool_Setup_Attd_Conv_Parameters_11252013.pdf




Links

How To: Using DDE
<https://powersource.pearsonschoolsandcolleges.com/article/75741?from=search>

Data Dictionaries
<https://powersource.pearsonschoolsandcolleges.com/dir/8778?from=search>

Data Access Tags
<https://powersource.pearsonschoolsandcolleges.com/article/55742?from=search>

Attendance Tracking & Notification
http://www.nc-sis.org/Documents/symp_2016/presentations/Attendance_Tracking.pdf



Questions



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