



# **Attendance Intervention**

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**TABLE OF CONTENTS**

**Introduction ..... 3**

**User Security Roles ..... 4**

**Attendance Intervention Overview..... 5**

    Attendance Intervention Steps ..... 5

    Attendance Intervention Process ..... 5

**Updating More School Details ..... 6**

    Step 1 ..... 6

**Creating Absence Letters..... 7**

    Step 2 ..... 7

    About Merge Codes ..... 9

    Example: Absence Intervention Letter ..... 10

**Attendance Intervention Strategies..... 11**

    Step 3 ..... 11

    Adding Attendance Intervention Strategies ..... 12

**Generating Attendance Intervention Letters ..... 13**

    Step 4 ..... 13

    Printing Attendance Intervention Letters..... 15

**Reporting and Tracking ..... 17**

    Step 5 ..... 17

    Student Interventions ..... 17

        Adding Intervention Notes ..... 18

        Reprinting Letters..... 18

        Viewing Student Absences ..... 18

        Ignoring Letters ..... 18

    School Interventions..... 19

**Frequently Asked Questions by North Carolina Users ..... 21**

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## Introduction

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This purpose of this document is to provide instruction on the use of the Attendance Intervention Module in eSIS.

## User Security Roles

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There is a user role specifically designed for the Attendance Intervention coordinator. A School\_ATT\_INTERVENTION security user role has been created for the coordinator.

The School\_Counselor role provides access to Create Strategies, Generate Letters, and view Student Correspondences.

The School\_Principal role provides access to Create Strategies, Generate Letters, School Interventions, and Student Correspondences.

## Attendance Intervention Overview

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The Attendance Intervention Module provides schools and administrative staff the ability to track, monitor, and inform parents of excessive attendance violations. The module is designed to automatically generate attendance letters based on strategies defined by schools or LEAs. Unique letters are created for each strategy, and the automated process tracks letters as they are sent to students.

### Attendance Intervention Steps

There are five high-level steps:

1. More School Details Setup
2. Create Letters
3. Create Strategies
4. Generate Letters
5. Reporting and Tracking

### Attendance Intervention Process

The Attendance Intervention Module works in the following manner:

1. The user creates letters that will be used to report excessive student absences.
2. The user creates strategies (for the attendance records to be extracted).
3. The user creates parameters for letters that can generate reports for the school or LEA.
4. The module can track/process letters for a particular student.
5. The module can track a school's history of absence intervention letters sent.

The system determines who will receive an intervention letter through the following methods:

- Absent records are extracted based on the school year date range that automatically populates.
- Students with Full Day Absences are identified in strategies and are totaled for each attendance type.
- The total number of Full Day Absences for a student is identified by the system for each attendance type.
- The system checks to see whether previous letters have been created. If a previous letter has been sent according to the strategies list, the system generates the next appropriate letter.

## Updating More School Details

### Step 1

The **More School Details** screen contains Attendance Intervention parameters that must be set up.

**Navigation:** eSIS Main Start Screen > School > School Information > School Details > More School Details screen

More School Details screen

The screenshot shows the 'More School Details' screen with the following fields and options:

- Next School Default:** Wise County 148 High 5
- Associated Night School:** (Empty)
- Facility Type:** Multi-Track Administrative S
- Facility Sub-Type:** (Empty)
- Allow Teacher/Room Conflicts?**
- Student Programs After Regular Hours?**
- Student Uniforms Required?**
- Community Programs Allowed?**
- Home Visits?**
- Closed School Campus?**
- Parental Conferences Required?**
- Year Round School?**
- Print Intervention Letters**
- Calculations for Attendance Intervention by:** Days

Navigation buttons: Back, Forward, Email, and Cancel.

**CAUTION:** The **Print Intervention Letters** checkbox must be selected, and **Calculations for Attendance Intervention by** must be set to **Days**. Letters will not print if this has not been set up.

## Creating Absence Letters

### Step 2

Letters must be created in order to use Attendance Intervention. To more easily identify what the letter will be used for, include the number of absence days for which the letter will be sent. For example, use a **Letter Name** of 3 Days Absent for the letter to be sent home after 3 unexcused absences.

**Navigation:** eSIS Main Start Screen > School > Attendance Intervention > Create Absence Letters

#### Absence Intervention Letter Types screen

The screenshot shows a software interface for creating absence intervention letters. At the top, the window title is "Intervention Letters". Below that, the main heading is "Absence Intervention Letters" and the "District" is set to "Wise County 148". A table with the heading "Letter Name" contains the following entries: "1 Day Absent", "3 Days Absent", "5 Days Absent", "7 Day Absent", and "10 Day Absent". A red box highlights these five entries. Below the table, there is a "Letter Text" button, also highlighted with a red box. To the right of the "Letter Text" button are "ADD" and "DEL" buttons, and a toolbar with icons for navigation and printing.

Click **Letter Text** to create the letter details. The **Absence Intervention Letters** screen opens.

Absence Intervention Letters screen

Absence Intervention Letters – Available Fields

Field Name	Description
<b>Letter Name</b>	The name of the letter that is being created/edited. List item populates from Absence Intervention Letter Types.
<b>Heading</b>	The heading that will print in the upper right corner below the date. Maximum = 35 characters - Merge codes cannot be used. Certain information automatically populates in the heading area without input. The first line contains the date. The second line will contain any information you add in the heading section. The third line contains the Pupil Name. The fourth line contains the Pupil ID Number. The fifth line contains the pupil homeroom code and grade level.
<b>Beginning Text</b>	The body of the letter that will print before the absence dates. May include merge codes to insert specific information.
<b>Ending Text</b>	The closing of the letter that will print after the absence dates. May include merge codes to insert specific information.
<b>Merge Codes</b>	Calls the <b>Merge Codes</b> Canvas specific to Attendance Intervention.
<b>Petition?</b>	Not Used.

Opposite the heading in the right top corner, there is school information that prints in the top left hand corner of the letter.

The first line contains the school name.

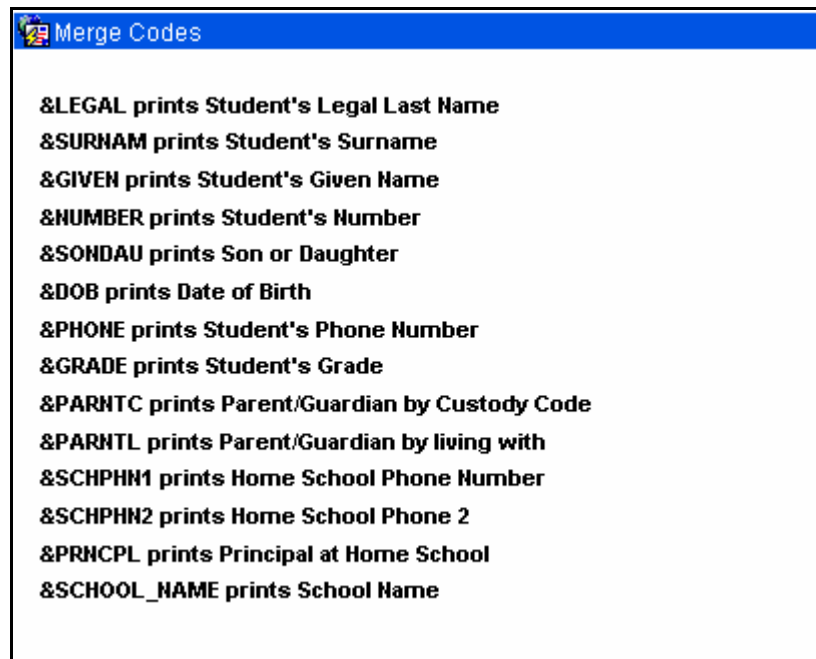
The second line contains the school phone number.

The third through fifth lines contain the street address, city, state, and zip code.

## About Merge Codes

This form displays all the merge codes that can be used in the letter to insert specific student, parent/guardian or school information. These merge codes must be typed into the letter.

### Merge Codes



### Example: Absence Intervention Letter

The following example of an attendance intervention letter demonstrates the placement of the **Heading**, **Beginning Text**, and **Ending Text**. The other information on the letter is automatically generated.

Wise County 148 Middle2 2 (380)023-6358 80023 8th Ave School 2 City, NC 28697	June 25, 2007 Wise County 148 Jacquelyne Burgess ID: 779050 Homeroom: 8A      Grade:08			
To the Parent/Guardian of: Jacquelyne Burgess 389 1376 Buena Vista rd Wise NC 20021				
Your child, Jacquelyne, has excessive absences from school. We have tried contacting you previously in reference to these unexcused absences. It is imperative that you contact the school counselor, Mr. Smith, at 919-555-7878 upon receipt of this letter to discuss Jacquelyne's academic success. We look forward to working together for a successful school year.				
03/12/07	03/13/07	03/14/07	03/15/07	03/16/07
03/19/07	03/20/07	03/21/07	03/22/07	03/23/07
05/01/07	05/02/07	05/03/07	05/04/07	05/07/07
05/08/07	05/09/07	05/10/07		
Sincerely, Principal Wise County 148 Middle2 2				



## Absence Intervention Strategies – Available Fields

Field Name	Description
# Days	The number of full days the student must be absent or the number of course absences before receiving this letter
Attendance Type	The attendance type for which the letter will be associated. The hard-coded sub-allocation codes include Absent Excused, Absent Unexcused
Letter Type - Event	The letter to be sent for this attendance violation. Populates from <b>Absence Intervention Letter Types</b> .
Description	The description about the severity of the intervention and the type of letter being sent.

## Adding Attendance Intervention Strategies

To add a new Attendance Intervention Strategy, follow these steps:

1. Click **ADD**.
2. Complete the **# Days**, **Attendance Type**, **Letter Type – Event**, and **Description** fields.
3. Click the **Save** button.

**Note:** To delete an Attendance Intervention Strategy, select the strategy that you want to delete, click **DEL**, and then save your changes.

# Generating Attendance Intervention Letters

## Step 4

The **Generate Letters** screen is where the letter creation process occurs.

**Navigation:** eSIS Main Start Screen > School > Attendance Intervention > Generate Letters

To create letters, follow these steps:

1. Set the **Create Letters** section to the **School** radio button.

**Important:** The **From:** date will default to the 0 day of the school schedule. The **To:** date will default to 3 days prior to the current date (if within the current school year).

**DANGER!** The From date must never be changed. Changing the date will break the module causing letters to be repeated.

### Generate Absence Intervention Letters screen

Generate Absence Intervention Letters1

389 WISE COUNTY 148 MIDDLE2 2

**Create Letters**

District  School

From: 08/07/2006 To: 05/17/2007

**Sequence to follow:**

1. Create Letter File
2. Summary Reports:
  - Count By Zip Code Report
  - Count By School Report
3. Print Letters

2. Click **Create Letter File** to start the process where eSIS checks every student's attendance within the date range, checks to see whether any letters have been previously sent to the student, then formats the appropriate letter based on the school's strategies.

**Note:** As long as the **From** date is never changed, eSIS keeps track of which students have been sent which letters, so no student will receive the same letter twice.

389 WISE COUNTY 148 MIDDLE2 2

**Create Letters**

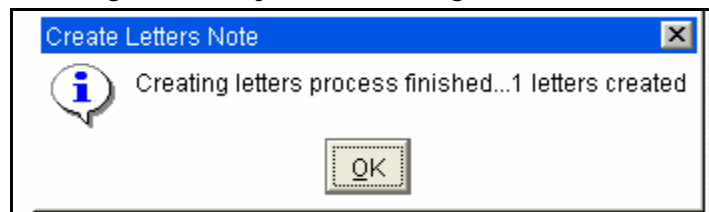
District  School

From: 08/07/2006 To: 05/17/2007

**Sequence to follow:**

1. Create Letter File
2. Summary Reports:
  - Count By Zip Code Report
  - Count By School Report
3. Print Letters

3. The Create Letter process may take a few minutes to run. A confirmation message will appear indicating how many letters were generated. Click **OK**.



**Note:** If desired, the **Count By Zip Code** or **Count By School** reports can be run.

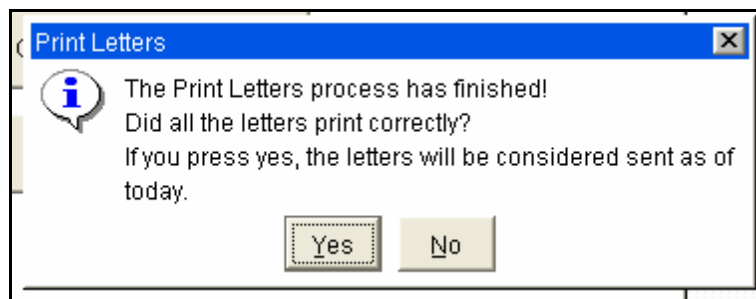
## Printing Attendance Intervention Letters

The **Print Letters** button does not actually send the letters to the printer, but like most eSIS reports, generates a .PDF file which can be reviewed prior to printing the file.

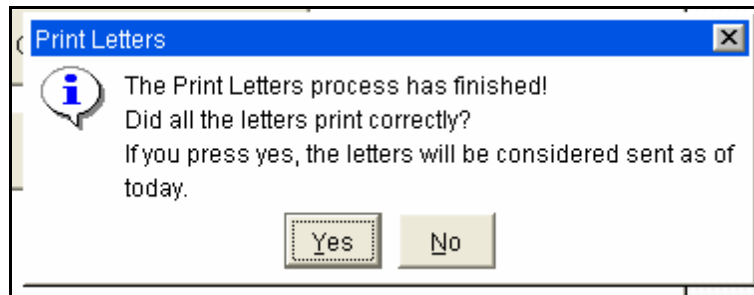
**CAUTION:** If the generation of letters is valid, these must be printed before closing the .PDF file. If not printed, the letters would have to be printed individually.

Wise County 148 Middle2 2 (380) 023-6358 80023 8th Ave School 2 City, NC 28697	June 25, 2007 Heading Goes Here Cornell Harison ID: 543847 Homeroom: ***** Grade:06			
To the Parent/Guardian of : Cornell Harison 389 5105 Humboldt pkwy Wise NC 20021				
Your child has 3 unexcused absences				
05/01/07	05/02/07	05/03/07	05/04/07	05/07/07
05/08/07	05/09/07	05/10/07	05/11/07	05/14/07
05/15/07				
Ending Goes Here Principal Wise County 148 Middle2 2				

**Important:** When the .PDF file is closed, a message box appears asking if the letters printed successfully. Clicking **No** invalidates the run, meaning these letters will NOT be recorded in All Student Correspondence as being sent to students. A record is written to the Student Interventions screen but the Date Sent is not populated.



When the process is run the next time, the invalidated run will not count when calculating which students have received which letters. If **Yes** is selected during the next run, a record is written to All Student Correspondence. A new line is not written to Student Interventions, but the Date Sent column is populated on the already existing record.



If **Yes** is selected during the original run, a record is written to the All Student Correspondence record and to the Student Interventions screen. The date sent is populated with the current date.

# Reporting and Tracking

## Step 5

### Student Interventions

The **Student Interventions** screen allows the user to see all the letters that have been sent to a particular student (both current and previous years).

**Navigation:** eSIS Main Start Screen > School > Attendance Intervention > Student Interventions

Ignore	# Days	Warning Letter Type	Petition?	Status	Date Sent	Attd Office Follow up	Foll. up Date	Ac
<input type="checkbox"/>	1	1 Day Absent	<input type="checkbox"/>		06/25/2007			
<input type="checkbox"/>	3	3 Days Absent	<input type="checkbox"/>		06/25/2007	Followup Four		
<input type="checkbox"/>	5	5 Days Absent	<input type="checkbox"/>		06/25/2007	Followup One		
<input type="checkbox"/>	7	7 Day Absent	<input type="checkbox"/>		06/25/2007	Followup Three		
<input type="checkbox"/>	8	7 Day Absent	<input type="checkbox"/>		06/25/2007	Followup Two		
<input type="checkbox"/>	10	10 Day Absent	<input type="checkbox"/>		06/25/2007			

Users can enter follow-up information in the **Attd Office Follow up** area indicating that further action may be required.

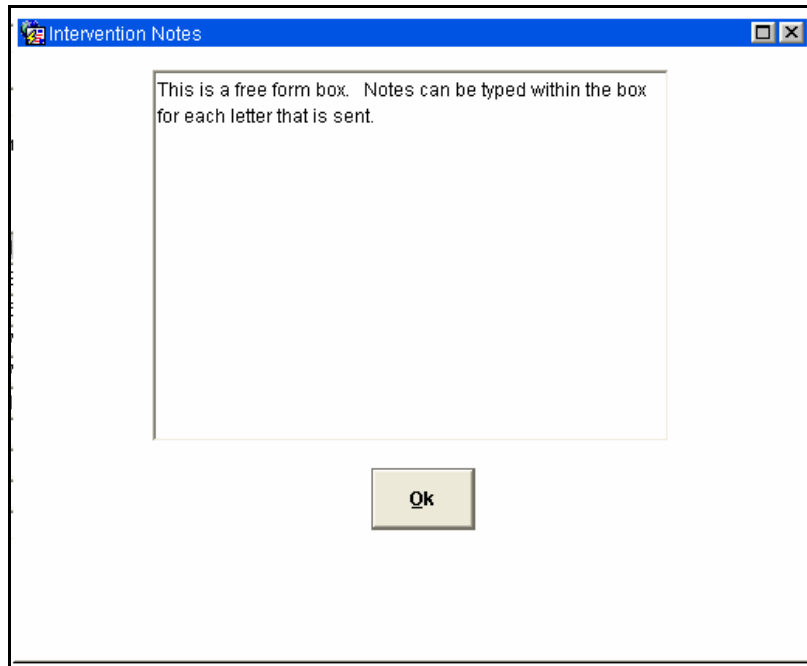
Follow up reasons added to System Codes by DPI are:

- phone call
- home visit
- counselor
- court
- district attorney
- social worker
- truant officer

A **Follow up Date** may be added once the absences have been investigated.

### ***Adding Intervention Notes***

Intervention notes can be added by clicking **Intervention Notes**. The **Intervention Notes** screen opens, allowing you to enter notes for each letter that is sent.



The **Intervention Notes** box is free form.

DPI Best Practice: Add the user name or initials and the date any time an entry is made on a note screen. This allows other users with questions to ask the correct person about any note that was added.

### ***Reprinting Letters***

Click **Reprint Letter** to allow the letter that is highlighted on the screen to be reprinted.

### ***Viewing Student Absences***

Click **Student Absences** to render a view of the student absences screen in eSIS.

### ***Ignoring Letters***

By selecting the **Ignore** box, the appropriate letter can be ignored by the next run. For example, if the Attendance Intervention process has already created a 3 day letter for the student and the ignore box is checked, the process will create another 3 day letter for the

student the next time letters are generated. This feature is helpful because there is not a way to delete any letter that was printed in error.

## School Interventions

The **Student Attendance Interventions Summary** screen shows a list of students and the letters that have been generated by the school.

**Navigation:** eSIS Main Start Screen > School > Attendance Intervention > School Interventions

### School Attendance Interventions Summary screen

Pupil Num...	Student Name	Grade	Hrm	Last Letter Date	Last Letter Sent	Follow
543847	Harison, Cornell	06	***	06/25/2007	3 Days Absent	*
543847	Harison, Cornell	06	***	06/25/2007	1 Day Absent	*
779050	Burgeess, Jacquylne	08	8A	06/25/2007	10 Day Absent	*
779050	Burgeess, Jacquylne	08	8A	06/25/2007	7 Day Absent	*
779050	Burgeess, Jacquylne	08	8A	06/25/2007	7 Day Absent	*
779050	Burgeess, Jacquylne	08	8A	06/25/2007	5 Days Absent	*
779050	Burgeess, Jacquylne	08	8A	06/25/2007	3 Days Absent	*
779050	Burgeess, Jacquylne	08	8A	06/25/2007	1 Day Absent	*

- Click the column headers to sort the columns.
- Select the letter type from the **Letter Type** drop-down list.
- Click the **All** radio button or the **Students needing follow-up** radio button to sort the view on the summary screen.
- Click **Student Detail** to navigate to the **Student Interventions Detail** screen.
- Click the **Printer** icon to allow a report to be printed by student.



School: Wise County 148 Middle2 2 School Year: 2006/2007

**Report Title**  
 School Absence Interventions1

Letter:

All  Students Needing Follow\_up

Sort:

Print in background?   

The report is can be sorted by letter, all students, and students needing follow up. The letters can also be printed by **Grade, Al pha** or by **Homeroom, Al pha**.

ATT380R v4.0.05	Wise County 148			Page: 2	
<b>School Absence Interventions1</b>					
Wise County 148 Middle2 2	School Year: 2006/2007			25 Jun 2007 10:42 PM	
* Needs Follow-up		Grade: 08			
Number	Pupil Name	Phone	Parent	Date Sent	Letter
* 779050	Burgeess, Jacqulyne	(919)135-1359	Burgeess, Jeff	06/25/07	10 Day Absent
* 779050	Burgeess, Jacqulyne	(919)135-1359	Burgeess, Jeff	06/25/07	7 Day Absent
* 779050	Burgeess, Jacqulyne	(919)135-1359	Burgeess, Jeff	06/25/07	7 Day Absent
* 779050	Burgeess, Jacqulyne	(919)135-1359	Burgeess, Jeff	06/25/07	5 Days Absent
* 779050	Burgeess, Jacqulyne	(919)135-1359	Burgeess, Jeff	06/25/07	3 Days Absent
* 779050	Burgeess, Jacqulyne	(919)135-1359	Burgeess, Jeff	06/25/07	1 Day Absent

## Frequently Asked Questions by North Carolina Users

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What does the Status column Student Intervention represent?

- Status is used in conjunction with the Petition checkbox, and NC does not use this feature.

What does the Attendance Office Follow-up column in Student Intervention represent?

- Users can enter follow-up information in the **Attd Office Follow up** area indicating that further action may be required.
- Follow up reasons added by DPI are: phone call, home visit, counselor, court, district attorney, social worker, truant officer
- A **Follow up Date** may be added once the absences have been investigated.

*Note:* A CR has been created because the Follow Up Reasons added in System Codes are not showing up at the School level.

Is there a way for you to remove a letter from the Student Attendance Intervention Letters screen or the Student Correspondence Screen?

- The user should click the Ignore checkbox. There is no way for a school/lea level user to delete records from Attendance Intervention. The Ignore feature ensures the student will receive the correct letter the next time the batch file is run.

What if an error is made in attendance?

- If a parent disputes the letter or the school realizes the attendance record that caused the letter is a mistake, the user must edit the attendance record(s) that caused the letter to be generated and then click the Ignore checkbox for the given letter.

Does the Student Intervention information that lists the Attendance Letters that have been sent on a student transfer from School to School?

- Yes, the information should transfer from school to school. The intervention record itself does not state where the student received the letter, but the user may click the reprint letter button and the header of the letter will display the previous school name.

When I go to Student Interventions for one of the students I generated a letter for, it will not let me check the ignore box. Isn't this where you are supposed to check the box to if you want to ignore that the letter was sent? I get the message that the field is protected against update.

- The proper user role is needed.

Will the Student Absence Interventions Detail information carry over from one year to the next?

- Yes, as long as Year End Transition is not set to delete the information.

Why does the To date default to 3 days before the current date?

- These 3 days are considered a "grace period" where attendance can change based on the fact that a student may still be absent and the reason code could change.

What if I am a block school? Can I change the From date to the new semester?

- If NO courses are offered except 18 week courses, yes. Even if only ONE course is offered for 36 weeks, the From date cannot be changed.

Is the calculation based on current school or will it calculate based on the year including all schools the student has attended?

- The calculation is based on the current school only. The Student Interventions screen will show a record that 2 letters were sent.

Does Attendance Intervention work for Lates?

- The Attendance Intervention module does not work for Lates. It will track unexcused absences or excused absences, but it will not track them together.

Does Attendance Intervention work for Track Schools?

- The Attendance Intervention module does not track cross enrolled students, so it does not work for Track Schools.