ProgressBook StudentInformation HB410 District Task List

StudentInformation

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(This document is current for v19.4.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation HB410 District Task List* have been made.

Product Version	Heading	Page	Reason
19.4.0	*"Yearly Absence Summary"*	34	Updated images and text to reflect the addition of the **Medically Excused Absence Hours** column.
19.4.0	*"Monthly Absence Summary"*	42	Updated images and text to reflect the addition of the **Medically Excused Absence Hours** column.
19.4.0	*"Attendance Process Warnings"*	47	Updated images and text to reflect the removal of the **Student has no lunch hours assigned** value in the **Message** filter drop-down list.
19.2.0	*"Daily Absence Type Maintenance"*	15	Updated images and text to reflect new **Absence Group** selection. Updated text to include all absence qualifiers. Added new *"Medical Absence Types"* section.
19.2.0	*"Periods of the Day Maintenance"*	24	Added note regarding bell schedules.
19.2.0	*"Absence Checks"*	27	Added note regarding medical excused absences.
19.0.0	*"Period Attendance Calculation"*	30	Added note regarding bell schedules.
19.0.0	*"Attendance Reports"*	33	Updated images and text to reflect new user interface and new **EMIS FT Detail** report.
18.9.0	*"Daily Attendance Calculation"*	27	Added note regarding satellite students.
18.9.0	*"Period Attendance Calculation"*	30	Added note regarding satellite students.
18.9.0	*"EMIS Reporting"*	56	Added note regarding satellite students.
18.6.0	*"Student with 50% FTE"*	32	Updated example 7 to reflect new calculations.

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Overview

This document informs districts of attendance configuration requirements that must be set up in StudentInformation in order to comply with HB410 requirements. It also explains how attendance calculation functions and how the results are displayed in StudentInformation as well as submitted to ODE.

Calendar and Attendance Configuration

To receive accurate attendance calculation values, the following items must be configured in StudentInformation.

Daily and period attendance settings:

- *"Master Calendar"*
- *"Sub-Calendar"*
- *"Exception Days"*
- *"Lunches (Optional)"*
- *"Edit Calendar Percentages"*

Daily-only settings:

- *"Daily Absence Type Maintenance"*

Period-only settings:

- *"Period Absence Type Maintenance"*
- *"Periods of the Day Maintenance"*
- *"Course Sections"*

Master Calendar

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Master Calendar

Daily Start Time and **Daily Stop Time** fields are now required when you create or edit a master calendar.

1. With a building in context on the **Master Calendar** screen, enter the **Daily Start Time** and **Daily Stop Time**.

2. Click **Save**.

Sub-Calendar

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars

Daily Start Time and **Daily Stop Time** fields are now optional when you create or edit a sub-calendar. Schools must enter an **Hours Per Day** value.

Daily Attendance

1. With a building in context on the **Sub-Calendars** screen, select the sub-calendar you wish to edit.

2. Enter a **Daily Start Time** and/or **Daily Stop Time** if necessary.

   *Note: If you do not enter a **Daily Start Time** or **Daily Stop Time**, the sub-calendar uses the master calendar's **Daily Start Time** and/or **Daily Stop Time**.*

3. You *must* enter an **Hours Per Day** value; for period attendance, this must be as accurate a number as possible to ensure that consecutive absences are calculated correctly (see *"Calculating Consecutive Absences for Habitual Truancy"*).

4. Click **Save**.

Exception Days

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Calendar Exception Management

OR

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management

Daily Start Time and **Daily Stop Time** fields should be updated on days in which students are attending hours that differ from the sub-calendar's **Daily Start Time** and **Daily Stop Time**. For example, a Planned Shortened day would have a different start and/or stop time than a normal school day. The times should be entered as a calendar exception.

To update the exceptions, use the **Calendar Exception Management** screen to update a single calendar or the **Calendar Bulk Exception Management** screen to update multiple calendars.

1. With a building in context, on the **Calendar Exception Management** screen or the **Calendar Bulk Exception Management** screen, select the calendar(s) you wish to update.

2. Click the day you wish to add an exception.

3. If the **Daily Start Time** and/or **Daily Stop Time** will be different for the day, enter the appropriate times in the fields.

   *Note: If you do not enter a **Daily Start Time** or **Daily Stop Time**, the exception uses the sub-calendar's **Daily Start Time** and/or **Daily Start Time** if entered; otherwise, the exception uses the master calendar's **Daily Start Time** and/or **Daily Stop Time**.*

4. If the EMIS exception already exists for this day, no further action is required.

06/01/2017

Sub Calendar Day

The **Sub Calendar Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Sub Calendar Day Type** specified here is still used.

Master Calendar Day Type:	*School Day*
Sub Calendar Day Type:	Use Master Calendar Day Type
Daily Start Time:	8:00 AM
Daily Stop Time:	1:00 PM
Periods of the Day:	☑ 1 ☑ 2 ☑ 3 ☑ 4
	☑ 5 ☐ 6 ☐ 7 ☐ 8

State Reporting Exception(s)

🗑 Unplanned Shortened Day   5.00

➕

Save   Cancel

5. Click **Save**.

Lunches (Optional)

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

All students can have lunch indicated on their schedules so that when the student is out of the building or tardy over their lunch period, their time allotted for lunch is *excluded* from the attendance calculation. If a student is assigned multiple lunch courses during the same period, the absence calculator excludes the entire period once.

For schools that use period attendance, whether or not a student is assigned lunch does not affect the total period absences calculated since users can omit the lunch period when entering absences.

For schools that use daily attendance, if the student does not have lunch indicated on their schedule, it is included in their attendance calculation but only up to their maximum **Hours Per Day** value (see *"Sub-Calendar"*). The examples below illustrate how this affects calculations:

- If a student is absent from 11:00 AM to 1:00 PM, they receive a total of 2 hours of absence.
- If a student is absent from 8:00 AM to 3:00 PM and their **Hours Per Day** value is **6**, they only receive a total of 6 hours of absence.
- If the student has a full day absence and their **Hours Per Day** value is **6**, they receive a total of 6 hours of absence.

If your school has already assigned lunch course sections to student schedules, you only need to enter the **Start Time** and **End Time** for each lunch period to exclude lunch from attendance calculations. Regardless of whether or not lunches have been assigned, lunch periods should be listed on the **Periods of the Day Maintenance** screen with their **Start Time** and **End Time** entered.

When a student's schedule *does not* include a **Course Type** of **L - Lunch**, when the student is out of the building or tardy over their lunch (e.g., during a **Course Type** of **Z - Study Hall**), their time allotted for lunch is included in the attendance calculation.

> *Note: If you want to track both **Course Types** of **Z - Study Hall** and **L - Lunch** during the same period, administrators with course override permissions can override the conflict and assign both to each student.*

> *Note: The attendance calculator considers all courses with a **Course Type** of **L - Lunch** as non-instructional time.*

- For schools that already have lunch course sections assigned, see *"Assign Times to Existing Lunch Periods."*
- For schools that do not have lunch courses created and/or assigned, see the following:
  - *"Assign Times to Existing Lunch Periods"*
  - *"Create Lunch Courses"*
  - *"Create Lunch Course Sections"*
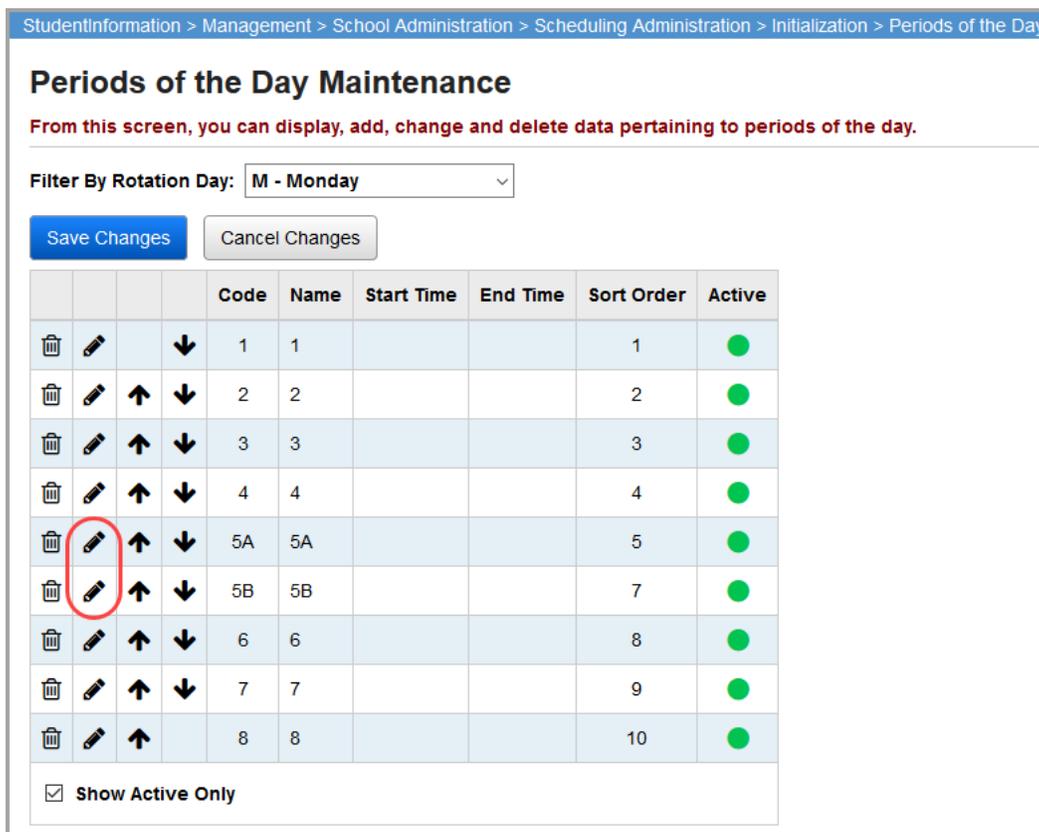 - *"Bulk Assign Lunch Course Sections"*

Assign Times to Existing Lunch Periods

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

> *Note: If the lunch period(s) does not exist on the **Periods of the Day Maintenance** screen, you must add a lunch period(s) as needed on the **Master Calendar Periods** screen. If your school currently only has one period of the day for all classes (e.g., an elementary school that uses course groups), you must add additional periods for lunch.*
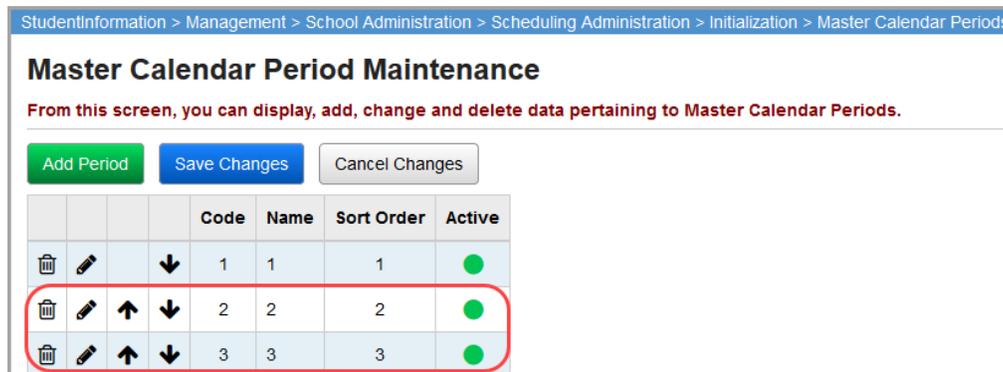
1. On the **Periods of the Day Maintenance** screen, beside the lunch period to which you wish to add a **Start Time** and **End Time**, click ✏ .

2. On the add/edit screen, enter a **Start Time** and **End Time** for that particular lunch period.

3. Click **Save**.

The newly entered times display in the grid.

4. Repeat *step 1* through *step 3* for all remaining lunch periods and rotation days.

Create Lunch Courses

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

If no course record for lunch exists, you must add one course.

1. On the **Courses** screen, click **Add Course**.

2. Enter in the relevant course information.

   *Note: The lunch course must have a **Course Type** of **L - Lunch**.*

3. Click **Save**.

The new lunch course displays.

Create Lunch Course Sections

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

You must add lunch course sections for each possible term and period combination of lunch that must be assigned to a student's schedule.

For example, if a student has lunch the same time all year, create a course section with a term that represents an all-year course. If the student's lunch time differs from first semester to second semester, create additional sections of lunch to represent each term and period needed.

1. On the **Course Sections** screen, click **Add Course Section.**

2. Enter the relevant information for the course section.

    *Note: Ensure that the correct **Course Term** is selected.*

3. Click **Save**.

The added course section displays.

4. Repeat *step 1* through *step 3* for all remaining course sections needed.

Bulk Assign Lunch Course Sections

Navigation: StudentInformation > SIS > Scheduling > Bulk Assign

You can use the **Bulk Course Section Assignments** screen to assign lunch to multiple students' schedules.

If you are using Ad Hoc Membership groups to assign lunch to all students who have lunch at the same time, you must first build your Ad Hoc Membership group for each lunch time period. This is the quickest way to assign lunch to groups of students.

There are additional options for creating an Ad Hoc Membership group depending on your lunch or class patterns. If you need to assign a lunch based on students in a course section meeting during a specific period of the day, use the **Ad Hoc Memberships** screen **Course Section Info** tab to find students with a class in a selected period.

1. On the **Bulk Course Section Assignments** screen **Create a list of students** tab, select **Search by Ad Hoc Membership**.

2. In the **Ad Hoc Membership** drop-down list that displays, select the Ad Hoc Membership that contains the students to which you wish to assign the course sections.

3. Click **Next >**.

4. On the **Create a list of course sections** tab, select the course section you wish to assign to the group of students.

5. Click **Next >**.

6. On the **Assign students** tab, click **Assign** to apply the lunch assignment to all selected students.

    *Note: Ensure you use the first day of the school year as the **Assignment date** and not the current date.*

Edit Calendar Percentages

If a student attends more than one building within a district, you can view and modify their attendance percentage for each building on the **Edit Calendar Percentages** screen (see the *ProgressBook StudentInformation Student and Registration Guide*).

When the attendance calculator runs, it calculates the student's attendance for each school first, and then totals the amount to produce the values that display in the attendance reports for the district.

In the example below, assume the student attends 3 buildings within a district with the following percentages. When calculating full day absences or the maximum absence hours for the student, the attendance calculator multiples each building's **Hours Per Day** value by the **Attendance Percentage**.

School	Attendance Percentage	Hours Per Day Value	Maximum Absence Hours
School A	20%	6	6 x 0.2 = **1.2 hrs**
School B	40%	6	6 x 0.4 = **2.4 hrs**
School C	40%	6	6 x 0.4 = **2.4 hrs**
		District Total Hours Absent	1.2 + 2.4 + 2.4 = **6 hrs**

The attendance calculator does not take into account each school calendar's **Start Time** and **Stop Time** as they do not correspond to the student's actual attending hours.

Thus, given the configuration above, the following scenarios identify how absences are calculated:

- If the student is absent from School A from 8:00 AM - 8:30 AM, absent from School B from 10:00 AM to 10:30 AM, and absent from School C from 1:00 PM to 1:30 PM, their total absence for the day is 1.5 hours as none of the individual absences exceed each schools' maximum hours.

- If the student is absent from School A from 8:00 AM - 10:00 AM and absent from School B from 10:00 AM to 10:30 AM, their total absence for the day is 1.2 + 0.5 = 1.7 hours as the maximum absence hours for School A is 1.2 hours even if the absence was entered as 2 hours.

- If the student is absent from School A from 8:00 AM to 9:30 AM, absent from School B from 10:30 AM to 12:00 PM, and absent from School C from 12:00 PM to 2:30 PM, their total absence for the day is 1.2 + 2.4 + 2.4 = 6 hours as the maximum absence hours for School A is 1.2 and for School B and C, 2.4 each.

Daily Absence Type Maintenance

Navigation: StudentInformation > Management > School Administration > Attendance Administration > Absence Types

When you add or edit a daily absence through the **Daily Absence List** screen or the **Student's School Absences** screen, when you select an **Absence Type Code**, the corresponding **Qualifier** displays so that users can easily identify the absences that require a **Time In** and/or **Time Out** value. The **Qualifier** affects how the absence is calculated (see *"Daily Attendance Qualifiers Overview"*)

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type: Daily

Date(s):* 01/09/2017 to

Absence Type Code:* U - UNEXCUSED

Absence Level:* Full Absence

Qualifier: Absent

Absence Reason:

Absence Note:

> If you do not enter a **Time In** and/or **Time Out** for **Absence Type Codes** that have a **Qualifier** of **Late/Tardy** or **Partial**, they do not count toward the student's absence thresholds.

Time In:

Time Out:

Comment:

Save   Save and New   Cancel   ☐ Retain Values   Show Defaults

Daily Attendance Qualifiers Overview

This section explains how to record absence events using the different qualifiers available. To set up absence types with the **Partial** qualifier, see *"Configure Partial Attendance Qualifiers."* Refer to the following sections for each attendance qualifier:

- *"Late/Tardy Qualifier"*
- *"Absent Qualifier"*
- *"Partial Qualifier"*
- *"Non-Absence Qualifier"*

Late/Tardy Qualifier

When entering absences with the **Late/Tardy** qualifier, you must enter a **Time In** or **Time Out** value in order for the tardy event to be included in the attendance calculation.

Time In/Out	Tardy	Absence Threshold
No	Identified	Not Counted Against
Yes	Identified	Counted Against

Absent Qualifier

The **Absent** qualifier can be used to enter absences that occur any time during the day. If no **Time In** and/or **Time Out** is entered, the Attendance Calculator calculates a full day of absence (based on the sub-calendar's **Hours Per Day** and the student's **Percent of Time** values). If an AM or PM **Absence Level** is selected, the maximum absence hours the student can receive is 0.5 of the total **Hours Per Day** listed on the applicable sub-calendar. The following rules apply for absences with the **Absent** qualifier:

- Absence events are calculated as absences (excused or unexcused).
- **Time In** and/or **Time Out** can be entered on absences but is not required. A full day is included if no times are entered; if you select an AM or PM **Absence Level**, only applicable hours are included.
- Absence events print on the **R700** and **R702 Attendance** subreports. Full absences display as 1 day; AM- or PM-only absences display as 0.5 day.

Partial Qualifier

The **Partial** qualifier can be used to enter absences that occur any time during the day. You can also enter AM- or PM-only absences with this qualifier, but you must specify the corresponding **Time In** and/or **Time Out**. If AM or PM **Absence Levels** are used, the maximum hours the student can receive is 0.5 of the total **Hours Per Day** listed on the applicable sub-calendar. The following rules apply for absences with the **Partial** qualifier:

- Multiple absence events with the **Partial** qualifier are allowed.
- **Partial** events are calculated as absences (excused or unexcused).
- **Time In** and/or **Time Out** fields must be entered to record a partial day.
  - Partial absences do not print on the **R700** or **R702 Attendance** subreports. The hours calculated from partial absences **are** included on the **Attendance Hours** subreport.

    Note: Time In and/or Time Out must be entered. When neither have been entered, the absence event is ignored.

Partial Qualifier Examples

Excused Absence

- Student is tardy 30 minutes.
- Student has a doctor's appointment and is gone between 10:00 AM – 1:30 PM (3.5 hours).
- School day start-stop time is 8:00 AM – 3:00 PM
- School day has 6 hours of instruction.
- Student's lunch is 30 minutes and occurs during their period of absence.

Given the above circumstances, the following absence events should be entered:

1. Absence Event #1
   - Qualifier – Late/Tardy
   - Time In – 8:30 AM
2. Absence Event #2
   - Qualifier – Partial
   - Absence Type – Is Excused
   - Time Out – 10:00 AM
   - Time In – 1:30 PM

The student's total time absent is as follows:

[tardy] + [time absent - lunch] = time absent

[0.5hr] + [3.5hr - 0.5hr (lunch)] = 3.5 hours absent

Unexcused Absence

Absence types with a **Partial** qualifier can also be used when a portion of the student's absence is not excused.

- Student has a doctor's appointment and is gone between 9:30 AM –12:00 PM (2.5 hours) but their excused absence is only between 9:30 AM – 11:00 AM
- School day start-stop time is 8:00 AM – 3:00 PM
- School day has 6 hours of instruction.
- Student's lunch is 30 minutes and *does not occur* during their period of absence.

Given the above circumstances, the following absence events should be entered:

1. Absence Event #1
   - Qualifier – Partial
   - Absence Type – Is Excused
   - Time Out – 9:30 PM
   - Time In – 11:00 AM
2. Absence Event #2
   - Qualifier – Partial
   - Absence Type – Unexcused
   - Time Out – 11:00 AM
   - Time In – 12:00 PM

The student's total time absent is as follows:

[unexcused absence] + [excused absence] = time absent

[1.0 hr (unexcused)] + [1.5hr (excused)] = 2.5 hours absent

Non-Absence Qualifier

Any absence with a qualifier of **Non-Absence** is excluded from the attendance calculation.

Configure Partial Attendance Qualifiers

You can update any daily absence type(s) used to record partial absences with the new **Partial** qualifier on the **Absence Type Maintenance** screen. Absence types can be maintained at the ITC, district, or building level. If absence types are set up at the ITC, contact your ITC support team for the necessary updates. For more information on setting up absence types, see the *ProgressBook StudentInformation Attendance and Calendar Guide*.

Below are examples of how absence type codes can be set up using the **Partial** qualifier for excused and unexcused absences.

Partial Unexcused Absence Type

Partial Excused Absence Type

Medical Absence Types

The **Medical** radio button indicates that an absence type used is specifically for medical absences and must also have the **Is Excused** checkbox selected to be excluded from attendance calculations. Medical absences are handled differently for EMIS reporting compared to HB410 absences. The following rules apply:

- Medical absence types should be identified as excused.
- Medical absence types do not count toward Excessive Absences.

The **Absence Type Maintenance** grid displays an **Absence Group** column that indicates if the absence group is **None**, **Medical**, or **Out of School Suspension**. Any absence types with the **Partial** qualifier also display as **Partial** in the **Qualifier** column.

Out of School Suspension Absence Types

The **Is Out of School Suspension** radio button indicates that an absence type is specifically for out-of-school suspensions. Absences for out-of-school suspensions are handled differently for EMIS reporting compared to HB410 absences. The following rules apply:

• Out-of-school suspension absence types should be identified as unexcused.

- Out-of-school suspension absence types count toward Excessive Absences and do not count toward Habitual Truancy.
- ATTUPEMIS includes out-of-school suspensions as absences.

The **Absence Type Maintenance** grid displays an **Absence Group** column that indicates if the absence group is **None**, **Medical**, or **Out of School Suspension**. Any absence types with the **Partial** qualifier also display as **Partial** in the **Qualifier** column.

An informational message displays on the add/edit version of the **Student's School Absences** screen in StudentInformation to remind users to enter **Time In** and/or **Time Out** values for absence type codes that have a **Qualifier** of **Late/Tardy** or **Partial**.

When you select an **Absence Type Code**, the corresponding **Qualifier** displays so that users can easily identify the absences that require a **Time In** and/or **Time Out** value.

*Note: If the qualifier on the absence type maintenance is **Late/Tardy**, **Partial**, or **Non-Absence**, the **Absence Level** on the **Absence Event Maintenance** screen displays as a **Non-Absence**.*

Period Absence Type Maintenance

Navigation: StudentInformation > Management > School Administration > Attendance Administration > Absence Types

Period absences must have an **Absence Type Code** with a **Qualifier** of **Absent** to include the absences in the calculations. All absences with a **Qualifier** of **Late/Tardy**, **Partial**, or **Non-Absence** are excluded from period attendance calculations.

You can configure your absences on the **Absence Type Maintenance** screen.

StudentInformation > Management > School Administration > Attendance Administration > Absence Types

Absence Type Maintenance

From this screen, you can display, add, change and delete data pertaining to absence types.

Code:* `EX`

Name:* `Excused absence`

Description:

Qualifier:* `Absent`

Is Excused: ☑

Is Out of School Suspension: ☐

Use for Daily Attendance: ☐

Use for Period Attendance: ☐

Report to EMIS: ☐

Is Active: ☑

[Save] [Save and New] [Cancel]

An absence is considered excused if the **Absence Type Code** is configured with the **Is Excused** checkbox selected.

The **Is Out of School Suspension** checkbox indicates that an absence type is specifically for out-of-school suspensions. Absences for out-of-school suspensions are handled differently for EMIS reporting compared to HB410 absences. The following rules apply:

- Out-of-school suspension absence types should be identified as unexcused.
- Out-of-school suspension absence types count toward Excessive Absences and do not count toward Habitual Truancy.
- ATTUPEMIS includes out-of-school suspensions as absences.

Periods of the Day Maintenance

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

To receive correct attendance calculations, you must enter a **Start Time** and **Stop Time** for all periods on each rotation day.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

Periods of the Day Maintenance

From this screen, you can display, add, change and delete data pertaining to periods of the day.

Filter By Rotation Day: M - Monday

[Save Changes] [Cancel Changes]

				Code	Name	Start Time	Stop Time	Sort Order	Active
🗑	✏		↓	1	Period 1	09:15 AM	10:08 AM	1	🟢
🗑	✏	↑	↓	2	Period 2	10:12 AM	11:02 AM	2	🟢
🗑	✏	↑	↓	3	Period 3	11:06 AM	11:56 AM	3	🟢
🗑	✏	↑	↓	4A	Period 4A	12:00 PM	12:30 PM	4	🟢
🗑	✏	↑	↓	4B	Period 4B	12:34 PM	01:04 PM	5	🟢
🗑	✏	↑	↓	4C	Period 4C	01:08 PM	01:38 PM	6	🟢
🗑	✏	↑	↓	5	Period 5	01:42 PM	02:32 PM	7	🟢
🗑	✏	↑	↓	6	Period 6	02:36 PM	03:26 PM	8	🟢
🗑	✏	↑		7	Period 7	03:30 PM	04:20 PM	9	🟢

☑ Show Active Only

Note: If your school uses period attendance, you can set up bell schedules to override the periods of the day for more accurate HB410 reporting on a calendar day. For more information, see the ProgressBook StudentInformation Attendance and Calendar Guide.

Course Sections

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

Course section meeting times and attendance collection periods must be configured properly in order for period absences to calculate correctly.

All selected meeting times must match the period(s) selected for attendance collection.

For example, on the **Meeting Times** tab, if the class meets during periods 4 and 5...

...then, on the **Attendance** tab, attendance collection must also be selected for periods 4 and 5 for each day the class meets.

Attendance Calculation

The attendance calculator calculates each student's total absences and identifies any thresholds the student is approaching or has crossed based on how the daily and period absences are entered in StudentInformation. The calculated values are then displayed in the corresponding attendance Ad Hoc Reports.

> **Note:** *If you have the proper security to run ATTUPEMIS, when you run ATTUPEMIS, the attendance calculator will also run for the district in context.*

- To view the absence thresholds a student can trigger, see *"Absence Thresholds"*
- To understand when and what the attendance calculator checks for each absence threshold, see *"Absence Checks"*
- To understand daily attendance calculation, see *"Daily Attendance Calculation"*
- To understand period attendance calculation, see *"Period Attendance Calculation"*
- To view the attendance reports available, see *"Attendance Reports"*

Absence Thresholds

The table below outlines the absence thresholds that students can trigger:

	Consecutive Hours/Month	Hours/Month	Hours/Year
Habitual Truancy	30 hours unexcused	42 hours unexcused	72 hours unexcused
Excessive Absences		38 hours excused or unexcused	65 hours excused or unexcused
Chronic Absenteeism			10% of hours excused or unexcused

> **Note:** *Medically excused absences are excluded from calculations for Excessive Absences (see "Medical Absence Types").*

Absence Checks

The table below outlines when and what the attendance calculator checks for each absence threshold:

Event	Habitual Truancy	Excessive Absences	Chronic Absenteeism
Add an excused absence	Check hours per month	Check hours per month	Check hours per year
	Check hours per year	Check hours per year	
	Check consecutive hours		
Add an unexcused absence	Check hours per month	Check hours per month	Check hours per year
	Check hours per year	Check hours per year	
	Check consecutive hours		
Remove an excused absence	Check hours per month	Check hours per month	Check hours per year
	Check hours per year	Check hours per year	
	Check consecutive hours		
Remove an unexcused absence	Check hours per month	Check hours per month	Check hours per year
	Check hours per year	Check hours per year	
	Check consecutive hours		
Change an excused absence to an unexcused absence	Check hours per month	Check hours per month	Check hours per year
	Check hours per year	Check hours per year	
	Check consecutive hours		
Change an unexcused absence to an excused absence	Check hours per month	Check hours per month	Check hours per year
	Check hours per year	Check hours per year	
	Check consecutive hours		

> *Note: Medical excused absences are excluded from Excessive Absences calculations. For more information, see "Medical Absence Types."*

Daily Attendance Calculation

This section explains how to enter daily absences in order to get accurate calculations for the *"Attendance Reports."* If your school is using daily attendance, you *must* only enter absences as daily absences and not period absences. Absences can be excused or unexcused based on the **Absence Type Code** you select (see *"Daily Absence Type Maintenance"* for configuring absence types correctly).

> *Note: To identify any potential errors in student absences or school calendar configuration, see "Attendance Process Warnings" and "Attendance Skipped Student."*

> *Note: When you run ATTUPEMIS, the attendance calculator also runs for the district in context.*

*Note: If the student attends multiple buildings within the district, you can adjust and verify their attending percentage for each building on the **Edit Calendar Percentages** screen (see the* ProgressBook StudentInformation Student and Registration Guide*).*

*Note: You can indicate a student is a satellite student by selecting the **Satellite Student** checkbox on the **Edit Student Profile** screen **FS-Standing** tab (see the* ProgressBook StudentInformation Student and Registration Guide*). The attendance calculator calculates satellite student attendance as if their **Percent of Time** at the district is 100% for HB410 reporting. This does not change the FS record's **Percent of Time** values.*

Daily absences must be configured and entered a certain way in order to receive accurate calculations. In the table examples below, we are assuming the following:

- School day start-stop time is 8:00 AM – 3:00 PM (15:00).
- School day has 6 hours of instruction (**Hours Per Day** value on the student's assigned sub-calendar).
- Student has an assigned 1 hour of lunch from 12:00 PM – 1:00 PM (13:00).

   Note: For more information on how attendance calculates without lunch setup, see "Lunches (Optional)."

   *Note: All **Absence Types** with a **Qualifier** of **Partial** or **Late/Tardy** default to an **Absence Level** of **Non-Absence**. You cannot change the **Absence Level** value when entering such absences.*

#	Time In	Time Out	Absence Level	Qualifier	Is Excused	Absence Hours	How it Calculates
1			Non-Absence	Late/Tardy	Y/N	0.00 hrs	Absence event is skipped as there is no absence to calculate.
				Absent			
				Partial			
				Non-Absence			
2	11:00 AM	2:00 PM (14:00)	Non-Absence	Partial	Y	4.00 hrs	(11:00 - 8:00) + (15:00 - 14:00) = 4 hrs of excused absence
3	11:00 AM	2:00 PM (14:00)	Non-Absence	Partial	N	4.00 hrs	(11:00 - 8:00) + (15:00 - 14:00) = 4 hrs of unexcused absence
4	2:00 PM (14:00)	11:00 AM	Non-Absence	Partial	Y	2.00 hrs	(14:00 - 11:00) - 1 hr lunch = 2 hrs of excused absence
5	2:00 PM (14:00)	11:00 AM	Non-Absence	Partial	N	2.00 hrs	(14:00 - 11:00) - 1 hr lunch = 2 hrs of unexcused absence
6	8:30 AM		Non-Absence	Late/Tardy	Y	0.50 hrs	(8:30 - 8:00) = 30 min of excused absence
7	8:30 AM		Non-Absence	Late/Tardy	N	0.50 hrs	(8:30 - 8:00) = 30 min of unexcused absence
8		2:00 PM (14:00)	Non-Absence	Late/Tardy	Y	1.00 hr	15:00 - 14:00 = 1 hr of excused absence
9		2:00 PM (14:00)	Non-Absence	Late/Tardy	N	1.00 hr	15:00 - 14:00 = 1 hr of unexcused absence

Attendance Calculation

#	Time In	Time Out	Absence Level	Qualifier	Is Excused	Absence Hours	How it Calculates
10	2:00 PM (14:00)	12:00 PM	Non-Absence	Late/Tardy	Y	1.00 hr	(14:00 - 12:00) - 1 hr lunch = 1 hr of excused absence
11	2:00 PM (14:00)	12:00 PM	Non-Absence	Late/Tardy	N	1.00 hr	(14:00 - 12:00) - 1 hr lunch = 1 hr of unexcused absence
12	12:00 PM	2:00 PM (14:00)	Non-Absence	Late/Tardy	Y	5.00 hrs	(12:00 - 8:00) + (15:00 - 14:00) = 5 hrs of excused absences.
13	12:00 PM	2:00 PM (14:00)	Non-Absence	Late/Tardy	N	5.00 hrs	(12:00 - 8:00) + (15:00 - 14:00) = 5 hrs of unexcused absences.
14			Full Absence	Absent	Y	6.00 hrs	6 hrs (**Hours Per Day**) of excused absence
15			Full Absence	Absent	N	6.00 hrs	6 hrs (**Hours Per Day**) of unexcused absence
16	11:00 AM	2:00 PM (14:00)	Full Absence	Absent	Y	4.00 hrs	(11:00 - 8:00) + (15:00 - 14:00) = 4 hrs of excused absence
17	2:00 PM (14:00)	11:00 AM	Full Absence	Absent	Y	2.00 hrs	(14:00 - 11:00) - 1 hr lunch = 2 hrs of excused absence
18	11:00 AM	2:00 PM (14:00)	Full Absence	Absent	N	4.00 hrs	(11:00 - 8:00) + (15:00 - 14:00) = 4 hrs of unexcused absence
18	2:00 PM (14:00)	11:00 AM	Full Absence	Absent	N	2.00 hrs	(14:00 - 11:00) - 1 hr lunch = 2 hrs of unexcused absence
19			AM Absence / PM Absence	Absent	Y	3.00 hrs	6 (**Hours per Day**) x 0.5 = 3 hrs excused absence
20			AM Absence / PM Absence	Absent	N	3.00 hrs	6 (**Hours per Day**) x 0.5 = 3 hrs unexcused absence
21	10:00 AM		AM Absence / PM Absence	Absent	Y	2.00 hrs	10:00 - 8:00 = 2 hrs excused absence
22	10:00 AM		AM Absence / PM Absence	Absent	N	2.00 hrs	10:00 - 8:00 = 2 hrs unexcused absence
23		10:00 AM	AM Absence / PM Absence	Absent	Y	3.00 hrs	(15:00 - 10:00) - 1 hr lunch = 4 hrs **but** student receives **3 hrs** excused absence (hours in excess of a half day are excluded from the calculations)
24		10:00 AM	AM Absence / PM Absence	Absent	N	3.00 hrs	(15:00 - 10:00) - 1 hr lunch = 4 hrs **but** student receives **3 hrs** unexcused absence (hours in excess of a half day are excluded from the calculations)

#	Time In	Time Out	Absence Level	Qualifier	Is Excused	Absence Hours	How it Calculates
25	11:00 AM	2:00 PM (14:00)	AM Absence	Absent	Y	3.00 hrs	(11:00 - 8:00) + (15:00 - 14:00) = 4 hrs **but** student receives **3 hrs** excused absence (hours in excess of a half day are excluded from the calculations)
			PM Absence				
26	11:00 AM	2:00 PM (14:00)	AM Absence	Absent	N	3.00 hrs	(11:00 - 8:00) + (15:00 - 14:00) = 4 hrs **but** student receives **3 hrs** unexcused absence (hours in excess of a half day are excluded from the calculations)
			PM Absence				
27	2:00 PM (14:00)	11:00 AM	AM Absence	Absent	Y	2.00 hrs	(14:00 - 11:00) - 1 hr lunch = 2 hrs excused absence
	2:00 PM (14:00)	11:00 AM	AM Absence	Absent	N	2.00 hrs	(14:00 - 11:00) - 1 hr lunch = 2 hrs unexcused absence

Period Attendance Calculation

This section explains how to enter period absences in order to get accurate calculations for the *"Attendance Reports."* If your school is using period attendance, you *must* only enter absences as period absences and not daily absences. Absences can be excused or unexcused based on the **Absence Type Code** you select (see *"Period Absence Type Maintenance"* for configuring absence types correctly).

> *Note: To identify any potential errors in student absences or school calendar configuration, see "Attendance Process Warnings" and "Attendance Skipped Student."*

> *Note: When you run ATTUPEMIS, the attendance calculator also runs for the district in context.*

> *Note: If the student attends multiple buildings within the district, you can adjust and verify their attending percentage for each building on the **Edit Calendar Percentages** screen (see the* ProgressBook StudentInformation Student and Registration Guide*).*

> *Note: You can indicate a student is a satellite student by selecting the **Satellite Student** checkbox on the **Edit Student Profile** screen **FS-Standing** tab (see the* ProgressBook StudentInformation Student and Registration Guide*). The attendance calculator calculates satellite student attendance as if their **Percent of Time** at the district is 100% for HB410 reporting. This does not change the FS record's **Percent of Time** values.*

> *Note: You can set up bell schedules to override the periods of a day for more accurate HB410 reporting on a calendar exception day. Refer to the* ProgressBook StudentInformation Attendance and Calendar Guide *for more information.*

Attendance Calculation

In the examples below, we are assuming the following:

- School day start-stop time is 8:00 AM – 3:00 PM (15:00).
- School day has 6 hours of instruction (**Hours Per Day** value on the student's assigned sub-calendar).
- Student has an assigned 30 minutes of lunch from 11:30 PM – 12:00 PM.
- Student's period configuration (50 mins per period except lunch):

Period	Start Time	Stop Time
1	7:50 AM	8:40 AM
2	8:45 AM	9:35 AM
3	9:40 AM	10:30 AM
4	10:35 AM	11:25 AM
Lunch	11:30 AM	12:00 PM
5	12:05 PM	12:55 PM
6	1:00 PM (13:00)	1:50 PM (13:50)
7	1:55 PM (13:55)	2:45 PM (14:45)
8	2:50 PM (14:50)	3:40 PM (15:40)
9	3:45 PM (15:45)	4:35 PM (16:35)

*Note: For illustrative purposes, period 1 has a **Start Time** that is earlier than the school's **Daily Start Time**, period 8 has a **Stop Time** that is later than the school's **Daily Stop Time**, and period 9 is completely outside of the school hours. Any period absences that fall partially outside of the school's regular hours are only calculated after the school's **Daily Start Time** or before the school's **Daily Stop Time**.*

*Note: All period absences must have a **Qualifier** of **Absent**.*

Student with 100% FTE

#	Periods Absent	Absence Hours	Calculation
1	1, 2	1.50 hrs	(9:35 - 8:45) + (8:40 - **8:00**) = 90 mins
2	2, 3	1.66 hrs	(10:30 - 9:40) + (9:35 - 8:45) = 100 mins
3	4, 5	1.66 hrs	(12:55 - 12:05) + (11:25 - 10:25) = 100 mins (lunch is excluded)
4	8	0.16 hrs	**15:00** - 14:50 = 10 mins
5	7, 8, 9	1.00 hr	(14:45 - 13:55) + (**15:00** - 14:50) = 60 mins *Note: Period 9 is skipped as it is outside of the school's **Daily Start Time** or **Daily Stop Time**.*
6	1, 2, 3, 4, 5, 6, 7, 8	5.83 hrs	(8:40 - **8:00**) + (9:35 - 8:45) + (10:30 - 9:40) + (11:25 - 10:35) + (12:55 - 12:05) + (13:50 - 13:00) + (14:45 - 13:55) + (**15:00** - 14:50) = 350 mins

*Note: Students who have a total period absence hours value that is greater than their **Hours Per Day** value only receive their **Hours Per Day** value as their absences hours for that day. For example, when a student has an **Hours Per Day** value of **6** hours, but their total absence hours for the day is 6 hours and 10 mins, they only receive **6** hours of absence.*

Student with 50% FTE

• Actual **Hours Per Day** value is (**Hours Per Day** x **FTE**) 6x0.5 = 3 hours (180 mins).

#	Periods Absent	Absence Hours	Calculation
1	1, 2	1.50 hrs	(9:35 - 8:45) + (8:40 - **8:00**) = 90 mins
2	2, 3	1.66 hrs	(10:30 - 9:40) + (9:35 - 8:45) = 100 mins
3	4, 5	1.66 hrs	(12:55 - 12:05) + (11:25 - 10:25) = 100 mins (lunch is excluded)
4	8	0.16 hrs	**15:00** - 14:50 = 10 mins
5	7, 8, 9	1.00 hr	(14:45 - 13:55) + (**15:00** - 14:50) = 60 mins *Note: Period 9 is skipped as it is outside of the school's **Daily Start Time** or **Daily Stop Time**.*
6	1, 2, 3, 4	3 hours	(8:40 - **8:00**) + (9:35 - 8:45) + (10:30 - 9:40) + (11:25 - 10:35) = 190 mins **but** student receives **3 hrs** absence (hours in excess of **Hours Per Day** x **FTE** are excluded)
7	1, 2, 3, 4, 5	3 hours	(8:40 - **8:00**) + (9:35 - 8:45) + (10:30 - 9:40) + (11:25 - 10:35) + (12:55 - 12:05) = 240 mins **but** student receives **3 hrs** absence (hours in excess of **Hours Per Day** x **FTE** are excluded)

Calculating Consecutive Absences for Habitual Truancy

It is likely that the periods in a day do not entirely add up to the student's **Hours Per Day** value. For normal period absence calculations, it does not affect the outcome. However, for calculating consecutive absences to determine if the student is consecutively Habitually Truant, the total amount of time a student is absent per day must be equivalent to or exceed their **Hours Per Day** value.

To ensure consecutive absences are calculated properly, a buffer is added whenever the calculator attempts to calculate for consecutive absences only.

> **Buffer:** 0.05 x **Hours Per Day** value

Example: If a student has an Hours Per Day value of 6 and a total period absence value of 5 hours and 45 minutes for 1 day, the buffer is 6 x 0.05 = 0.3 (18 mins). The 18 minute buffer is then added to the 5 hours and 45 minutes, which results in a total of 6 hours 3 minutes that exceeds their Hours Per Day value. Thus, the student is considered absent for the full day, and if the student is absent for 5 hours and 45 minutes the next day, it is considered a consecutive absence.

Attendance Reports

The **Attendance** and **EMIS** folders contain House Bill 410 related reports for administrators. The proper security settings must be configured in StudentInformation to view and/or run these reports from the **Analytics Hub** screen or **Report Designer** screen in the **Attendance** or **EMIS** folders.

When you run each report, you must select certain filters before clicking **OK** to proceed. The filters are detailed in the corresponding report sections.

> *Note: If there is no data available for a report, such as for the **Attendance Process Warnings** or **Attendance Skipped Students** Report (i.e., the attendance calculator did not find any errors), no filter selections are available in the drop-down list(s).*

> *Note: Medical Excused Absences are excluded from the **Excused Absence Hours** totals in all reports (see "Medical Absence Types").*

The following reports are available:

- *"Yearly Absence Summary"*
- *"Daily Absence List"*
- *"Daily Absence Summary"*
- *"Consecutive Absence Summary"*
- *"Monthly Absence Summary"*
- *"Absence Thresholds Summary"*
- *"EMIS FT Detail"*

To identify any potential errors in entered absences or school calendar configuration, you can run the following 2 reports:

- *"Attendance Process Warnings"*
- *"Attendance Skipped Student"*

Yearly Absence Summary

The **Yearly Absence Summary** report in the **Attendance** folder provides a summary of the yearly totals for all student absences. From this report, you can run the **Daily Absence Summary**, **Consecutive Absences Summary**, **Monthly Absence Summary**, and **Absence Thresholds Summary** reports for just a single student by clicking on **Daily**, **Consecutive**, **Monthly**, or **Threshold** respectively in the row of their name.

Filters:

- **School Year** – Select the current school year from the drop-down list.
- **School Name** – Select the school building for which you want to run the report.
- **Status Name** – Select the status(es) of the students for which you want to run the report.

Header Fields:

- Student last name, first name
- **#** – ID number of student.
- **Age** – Age of student.
- **Grade** – Grade level of student.
- **HR Teacher** – Homeroom teacher of student.
- Overall student status
- **Calendar** – Calendar assigned to student.
- EMIS situation
- Percent of time (FTE) on FS calendar

Detail Fields:

- **School Year** – Current school year.
- **Excused Absence Hours** – Student's total excused absence hours for the year.
- **Unexcused Absence Hours** – Student's total unexcused absence hours for the year.
  - Highlights yellow at 50% of threshold (36 hours)
  - Highlights red when over threshold (72 hours – Habitual Truancy)
- **Medically Excused Absence Hours** – Student's total medically excused absence hours.
- **Suspension Hours** – Student's total out-of-school suspension hours.
- **Total School Hours** – Student's total year-to-date (YTD) expected attending hours based on their calendar.

- **Attending Hours** – Student's total hours actually spent in school.
- **Total Absence Hours** – Student's total absence hours.
  - Highlights <mark>yellow</mark> at 50% of threshold (32.5 hours)
  - Highlights <mark>red</mark> when over threshold (65 hours – Excessive Absences)

You can click **Daily**, **Consecutive**, **Monthly**, and **Thresholds** to run the corresponding report for each individual student. It passes the school code, school year, and student ID as filters into the corresponding report.

Daily Absence List

The **Daily Absence List** report in the **Attendance** folder displays all attendance statistics for a selected date range from the **Daily Absence List** screen as well as the year-to-date (YTD) unexcused, excused, and total absence hours for all students.

> *Note: The **Daily Absence List** report is not compliant with HB410 for period attendance.*

Filters

Filter By	Condition		Value	
School Year	Equal To	▼	2018-2019	▼
School Name	Equal To	▼		▼
Status Name	Is One Of	▼		▼
Calendar Date	Is Between	▼		▼ fx
				▼ fx

[Okay] [Cancel]

Filters:

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Name** – Select the status(es) of the students for which you want to run the report.
- **Calendar Date** – Manually enter or click 🗓 to select the date or date range for which you want to run the report.

Header Fields:

- Student last name, first name
- **#** – ID number of student.
- **Grade** – Grade level of student.
- **HR** – Homeroom location of student.
- **Phone** – Phone number of student.

Detail Fields:

- **Absence** – **Absence Level** of the absence (AM- / PM- / Full- / Non-Absence).
- **Date** – Date of the absence.
- **Excused** – Excused absence hours of the absence record.
- **Unexcused** – Unexcused absence hours of the absence record.
- **Out of School Suspension** – Out-of-school suspension hours of the absence record.
- **Absence** – **Qualifier** of the absence.
- **Type** – **Absence Type Code** of the absence.
- **Reason** – **Absence Reason** of the absence.
- **Note** – **Absence Note** of the absence.
- **Comments** – **Comment** text of the absence.
- **In** – **Time In** value of the absence.

- **Out** – **Time Out** value of the absence.

Totals:

> *Note: The start date of the year is based on the calendar assigned to the student. The current date is dependent on the date on which the user runs the report, not the date range entered in the report filter.*
>
> *Note: Students who are skipped in attendance calculations (see "Attendance Skipped Student") always display a **YTD Excused**, **YTD Unexcused**, and **YTD Total** value of 0.*

- **YTD Excused** – Year-to-date excused absence hours for the student.
- **YTD Unexcused** – Year-to-date unexcused absence hours for the student.
- **YTD Out of School Suspension** – Year-to-date out-of-school suspension hours for the student.
- **YTD Total** – Year-to-date total excused and unexcused absence hours combined for the student.

Daily Absence Summary

The **Daily Absence Summary** report in the **Attendance** folder lists each absence during the school year for all students. This report does not identify absence thresholds.

You can run the **Daily Absence Summary** report for a single student on the **Yearly Absence Summary** report by clicking **Daily** in the row corresponding to the student's name.

Filters:

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Name** – Select the status(es) of the students for which you want to run the report.

Daily Absence Summary – All Students

Daily Absence Summary – One Student

Header Fields:

- Student last name, first name
- **#** – ID number of student.
- **Grade** – Grade level of student.

Detail Fields:

- **Calendar Date** – Date of absence.
- **Excused Absence Hours** – Total excused absence hours for each calendar date.
- **Unexcused Absence Hours** – Total unexcused absence hours for each calendar date.
- **Suspension Hours** – Total out-of-school suspension hours for each calendar date.

- **Total Absence Hours** – Total absence hours for each calendar date.
- **Totals** – Adds the total hours for each absence hour column.

Consecutive Absence Summary

The **Consecutive Absence Summary** report in the **Attendance** folder identifies whether any students have consecutive unexcused absences and habitual truancy and whether they are approaching or have exceeded the threshold. Students display on this report only if they have met or exceeded at least 15 hours of consecutive unexcused absences (50% of threshold). If there are no consecutive absences for a student, you receive the message, "No Data Qualified for this Report."

Filters:

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Name** – Select the status(es) of the students for which you want to run the report.

Consecutive Absence Summary – All Students

Consecutive Absence Summary – One Student

Header Fields:

- Student last name, first name
- **#** – ID number of student.
- **Grade** – Grade level of student.

Detail Fields:

- **Start Date** – The first day in a consecutive absence chain.
- **End Date** – The last day in the consecutive absence chain.

- **Hours Absent** – The total number of hours the student was absent between the start and end date.
    - Highlights in ==yellow== when at least 50% of the threshold (15 hours)
    - Highlights in ==red== when over threshold (30 hours - Habitual Truancy)

Monthly Absence Summary

The **Monthly Absence Summary** report in the **Attendance** folder displays all student absences by month and identifies if they are approaching or have exceeded the threshold for each month.

Filters

Filter By	Condition	Value
School Year	Equal To ▾	2018-2019 ▾
School Name	Equal To ▾	▾
		▾
Status Code	Is One Of ▾	

Okay   Cancel

Filters:

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Code** – Select the status code(s) of the students for which you want to run the report.

Monthly Absence Summary – All Students

Monthly Absence Summary – One Student

Header Fields:

- Student last name, first name
- **#** – ID number of student.
- **Grade** – Grade level of student.

Detail Fields:

- **Month** – The month in which the absences occurred.
- **Year** – The year in which the absences occurred.
- **Excused Absence Hours** – Total excused absence hours for each month.
- **Unexcused Absence Hours** – Total unexcused absence hours for each month.

- Highlights in <mark>yellow</mark> at 50% of the threshold (21 hours)
- Highlights in <mark>red</mark> when over threshold (42 hours – Habitual Truancy)
- **Medically Excused Absence Hours** – Total medically excused absence hours for each month.
- **Suspension Hours** – Total out-of-school suspension hours for each month.
- **Total Absence Hours**– Adds the total absence hours for each month.
    - Highlights in <mark>yellow</mark> at 50% of the threshold (19 hours)
    - Highlights in <mark>red</mark> when over threshold (38 hours – Excessive Absences)

Absence Thresholds Summary

The **Absence Thresholds Summary** report in the **Attendance** folder lists the type of threshold each student has exceeded and the trigger date(s).

Filters

Filter By	Condition	Value
School Year	Equal To	2018-2019
School Name	Equal To	
Status Name	Is One Of	

Okay   Cancel

Filters:

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Name** – Select the status(es) of the students for which you want to run the report.

Absence Thresholds Summary – All Students

Absence Thresholds Summary – One Student

Header Fields:

- Student last name, first name
- **#** – ID number of student.
- **Grade** – Grade level of student.

Detail Fields:

- **Threshold Type** – Name of the threshold that the student crossed.
- **Trigger Date** – Date the student went over the threshold.
  - If a trigger date is within the last 7 days of running the report, it is highlighted in blue.

EMIS FT Detail

The **EMIS FT Detail** report in the **EMIS** folder lets you view all student FT records (HB410 events) that are reported to EMIS when you run the FT transfer.

Filters:

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Grade Level** – Select the grade level(s) of the students for whom you want to run the report.

Detail Fields:

- **Student #** – ID number of student.
- **Last Name** – Last name of student.
- **First Name** – First name of student.
- **Middle Name** – Middle name of student.
- **Grade Level** – Grade level of student.
- **School Name** – School building of student.
- **Event Date** – Date the event was triggered.
- **Event** – The type of event that was triggered.

Attendance Process Warnings

The **Attendance Process Warnings** report in the **Attendance** folder identifies entered absences that can cause incorrect calculations or the skipping of an absence event or day and displays messages to indicate the issues.

Filters:

> *Note: If there is no data available for this report (i.e., the attendance calculator did not find any errors), no filter selections are available in the drop-down list(s).*

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Name** – Select the status(es) of the students for which you want to run the report.
- **Grade Level** – Select the grade level(s) of the students for which you want to run the report.

- **Message** – Select a **Condition** and **Value** to include or exclude certain warning messages.

Detail Fields:

- **Student Name** – Last name, first name of student.

- **Student #** – ID number of student.

- **Date** – Date of the absence affected.

- **FD Calendar** – **Reporting Calendar** selected on the **Edit Student Profile** screen **FD-Attributes** tab of the student.

- **EMIS Situation** – **EMIS Situation** selected on the **Edit Student Profile** screen **FS-Standing** tab of the student.

- **Message** – Describes the issue with the entered absence that was skipped.

Attendance Calculation

For more information on how the absences are incorrectly configured and how to resolve the issues, refer to the table below.

In the table examples below, we are assuming the following:

- School day start-stop time is 8:00 AM – 3:00 PM (15:00).
- School day has 6 hours of instruction (**Hours Per Day** value on the student's assigned sub-calendar).
- Student has an assigned 1 hour of lunch from 12:00 PM – 1:00 PM (13:00).

    ***Note: Time In** and **Time Out** values that are outside of the school day start and stop time are bold for easy identification.*

#	Time In	Time Out	Absence Level	Qualifier	Error Message	Calculation Outcome	How to Resolve the Error
1					The absence occurs on a date that is outside of the attending dates on the student's FS-Standing records.	Absence event is skipped.	Verify the dates in the student's FS-Standing records and the absence date.
2					The absence day was skipped because the student's total absence hours of at least two absences is more than the total hours per day.	All absences on this day are skipped.	Locate the absence events and correct the **Time In** and **Time Out** values so that the total absence hours are less than or equal to the total **Hours Per Day** value. **OR** Enter an absence with an **Absence Level** of **Full Absence** without a **Time In** or **Time Out** value so that the student receives the correct maximum **Hours Per Day** value based on their **Percent of Time** (FTE). Remove all other absence records for the day.
3					The absence day was skipped because the student is on multiple calendars in the same school for that day.	All absences on this day are skipped.	Contact state support.

#	Time In	Time Out	Absence Level	Qualifier	Error Message	Calculation Outcome	How to Resolve the Error
4				Partial	Student has a **Partial** absence that does not have a **Time In** and/or **Time Out** value entered.	Absence event is skipped.	Locate the daily absence and enter the correct **Time In** and/or **Time Out** value(s).
5	1:00 PM (13:00)	12:00 PM	Non-Absence	Partial	Student's absence hours occurred only during non-instruction time	Absence event is skipped.	Locate the daily absence and enter the correct **Time In** and/or **Time Out** value(s).
			Non-Absence	Late/Tardy			
6	9:00 AM / 2:00 AM (instead of 14:00)		Non-Absence	Partial	An absence has been excluded due to a **Time In** and/or **Time Out** value that is outside of the **Daily Start Time** and/or **Daily Stop Time** value of the student's assigned calendar.	Absence event is skipped.	Locate the daily absence and enter the correct **Time In** and/or **Time Out** value(s).
			Non-Absence	Late/Tardy			
			Full/AM/PM-Absence	Absence			
7		2:00 AM (instead of 14:00) / 9:00 AM	Non-Absence	Partial			
			Non-Absence	Late/Tardy			
			Full/AM/PM Absence	Absence			
8	7:00 AM / 4:00 PM (16:00)	4:00 PM (16:00) / 7:00 AM	Non-Absence	Partial	An absence has been excluded due to a **Time In** and/or **Time Out** value that is outside of the **Daily Start Time** and/or **Daily Stop Time** value of the student's assigned calendar.	Absence event is skipped.	Locate the daily absence and enter the correct **Time In** and/or **Time Out** value(s).
			Non-Absence	Late/Tardy			
			Full/AM/PM Absence	Absence			

Attendance Calculation

#	Time In	Time Out	Absence Level	Qualifier	Error Message	Calculation Outcome	How to Resolve the Error
9	**4:00 PM (16:00)**	**7:00 AM**	AM/PM Absence	Absent		**Time In** and **Time Out** values are removed. Student receives a half-day absence,	
10	**4:00 PM (16:00)**	**7:00 AM**	Full Absence	Absent		**Time In** and **Time Out** values are removed. Student receives a full-day absence.	Verify that the student has daily absence events with **Time In** and/or **Time Out** values that fall within the **Daily Start Time** and **Daily Stop Time** of their assigned calendar. **OR** Verify the **Daily Start Time** and **Daily Stop Time** values for the school calendar assigned to the student.
11	2:00 PM (14:00)	**4:00 PM (16:00)**	AM/PM Absence	Absent	A **Time In** and/or **Time Out** value has been removed due to the value(s) being outside of the **Daily Start Time** and/or **Daily Stop Time** value of the student's assigned calendar.	**Time Out** value is removed. Student receives (14:00 - 8:00) - 1 hr lunch = **5 hrs** of absence	
			Full Absence				
12	**4:00 PM (16:00)**	2:00 PM (14:00)	AM/PM Absence	Absent		**Time In** value is removed. Student receives (15:00 - 14:00) = **1 hr** of absence	
			Full Absence				
13	**7:00 AM**	9:00 AM	AM/PM Absence	Absent		**Time In** value is removed. Student receives (15:00 - 9:00) - 1 hr lunch = **5 hrs** of absence	
			Full Absence				
14	9:00 AM	**7:00 AM**	AM/PM Absence	Absent		**Time Out** value is removed. Student receives (9:00 - 8:00) = **1 hr** of absence	
			Full Absence				

Attendance Skipped Student

The **Attendance Skipped Student** report in the **Attendance** folder identifies students that are skipped during the calculations and displays messages to indicate the issues.

> *Note: Students who are skipped are not processed by the attendance calculator.*
> *As a result, no process warnings are generated for these students.*

Filters:

> *Note: If there is no data available for this report (i.e., the attendance calculator did not skip any students), no filter selections are available in the drop-down list(s).*

- **School Year** – Select the current school year.
- **School Name** – Select the school for which you want to run the report.
- **Status Name** – Select the student status type(s) for which you want to run the report.
- **Grade Level** – Select the grade level(s) for which you want to run the report.

Detail Fields:

- **Student Name** – Last name, first name of student.

- **Student #** – ID number of student.

- **FD Calendar** – **Reporting Calendar** selected on the **Edit Student Profile** screen **FD-Attributes** tab of the student.

- **EMIS Situation** – **EMIS Situation** selected on the **Edit Student Profile** screen **FS-Standing** tab of the student.

- **Message** – Describes the issue with the student's information that resulted in them being skipped.

For more information on how to resolve these issues, refer to the table below:

Error Message	Calculation Outcome	How to Resolve the Error
Student has a **Percent of Time** (FTE) of 0 on all FS-Standing records.	Student is skipped.	Verify that the student's **Percent of Time** (FTE) value is correct.
None of the calendars assigned to the student have more than 0 **Hours Per Day** for each day that the student is attending.	Student is skipped.	Locate the calendar assigned to the student and enter the correct **Hours Per Day** value.
Student has no absences.	Student is skipped.	Verify if the student should have absences and enter them.
The school(s) does not have a **Daily Start Time** and/or **Daily Stop Time**.	Student is skipped.	Enter the **Daily Start Time** and **Daily Stop Time** values for all school calendars assigned to the student. (Student may be attending more than one school.)

Error Message	Calculation Outcome	How to Resolve the Error
The school has a **Daily Start Time** that is later in the day than the **Daily Stop Time**.	Student is skipped.	Verify the **Daily Start Time** and **Daily Stop Time** values for the school calendar assigned to the student.
Student has one or more absences for the year but the total absence hours for each day are not more than zero.	Student is skipped.	Verify that the student has absence events with valid **Time In** and/or **Time Out** values.

Absence Monitoring and Reporting

Once the attendance calculator and attendance reports have run, the data displays in StudentInformation on the **Student Absence Intervention** screen. The data can also be inserted into absence intervention letters for parents or guardians and is sent to ODE through the Student Reporting Collection (S).

Student Absence Intervention

Navigation: StudentInformation > SIS > Student > Attendance > Student Absence Intervention

A new screen has been added on the student **Attendance** menu. On this screen, you can view a summary of the student's excessive absences, habitual truancies, and any thresholds the student has met. You can also view the district's responsibilities; create and update absence intervention information for the student; and print absence intervention letters. Users must have the proper security settings in order to view and/or modify this screen.

For more information on the features on this screen, refer to the *ProgressBook StudentInformation Attendance and Calendar Guide*.

Absence Intervention Letter Templates

Navigation: StudentInformation > Management > District Administration > Report Template Administration

You can now upload report templates to generate absence intervention letters for students. You can print these letters through the **Student Absence Intervention** screen.

For more information on this feature, refer to the *ProgressBook StudentInformation Attendance and Calendar Guide*.

EMIS Reporting

Navigation: StudentInformation > EMIS > Student Reporting Collection (S)

On the **Student Reporting Collection (S)** screen, a new **Transfer - Student Truancy and Excessive Absence (FT)** process has been added. EMIS reporting values are taken from the **Student Absence Intervention** screen (see the *ProgressBook StudentInformation Attendance and Calendar Guide*).

> *Note: You can indicate a student is a satellite student by selecting the **Satellite Student** checkbox on the **Edit Student Profile** screen **FS-Standing** tab (see the* ProgressBook StudentInformation Student and Registration Guide*). The attendance calculator calculates satellite student attendance as if their **Percent of Time** at the district is 100% for HB410 reporting. This does not change the FS record's **Percent of Time** values and EMIS attendance is still calculated according to the student's **Percent of Time** values.*

The Student Truancy and Excessive Absence (FT) record is reported for the following:

- Traditional Districts Midyear and End of Year Student (S) Collections
- SOES End of Year (S) Collections
- Participants in the Student Record Exchange (X) Collection

The following dates are reported to EMIS:

- Date a parent receives written notification of a student's Excessive Absences.
- Date an absence intervention plan is implemented *only when* a Habitual Truancy threshold has been crossed.
- Date a student crosses the Habitual Truancy threshold.
- Date of each time a student who has crossed the Habitual Truancy threshold violates a court order.

Reporting Event Examples

- Event A – Parent is notified of Excessive Absences.
  - Student has crossed an Excessive Absences threshold (monthly or yearly).
  - Parent involvement record exists with **Written Notification** and **Excessive Absences** where the date is on or after when the student crossed the threshold.
  - The earliest involvement record on or after the threshold is reported.
- Event B – Student becomes Habitually Truant.
  - Student has crossed any of the Habitual Truancy thresholds (consecutive, monthly, or yearly).
  - The earliest threshold date is reported.
- Event C – Habitually Truant student violates court order.
  - Student has crossed any of the habitual truancy thresholds.
  - Judicial involvement record exists with **Violates a Court Order** and **Habitual Truancy** where the date is on or after when the student crossed the threshold.
  - Each involvement record on or after the threshold is reported.

- Event D – Absence Intervention Plan is implemented.
  - Student has crossed any of the Habitual Truancy thresholds (consecutive, monthly, or yearly).
  - An intervention team **Plan Created On** date has been entered (can be before threshold date).
  - The **Plan Created On** date is reported.