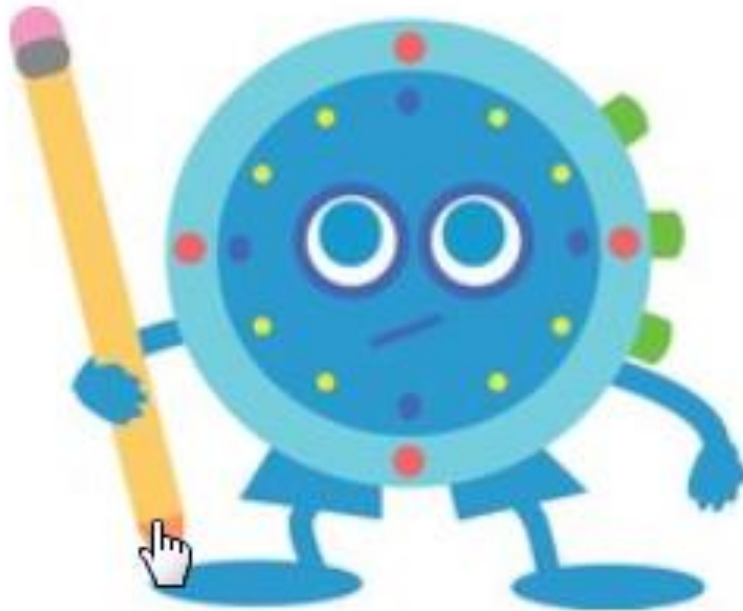# ATTENDANCE

IN

SKYWARD

CODES

Attendance type codes are Entity specific and year specific codes used to determine what kind of absence is being entered. When you select a *Category of Excused, Unexcused, Tardy, or Other,* the category that you select affects the attendance calculations that are used when defining attendance records which are included on reports and Report Cards. The Absence Type Codes are used in special processes such as Attendance Letters, as well. Below are commonly used Absence Type Codes:

Type	Description
E	Excused absence.
I	In-school suspension.
L	Web tardy. This code is typically used by teachers when entering a tardy for a student using Educator Access Plus. To learn more about how teachers enter attendance, see the *WSIPC Guide to Educator Access Plus for Teachers and Advisors.*
O	Informational or school-related absence. This code is used to indicate that a student is not in the classroom, but is at a school-sanctioned activity where the school and/or district is responsible for the student's well-being and supervision.
S	Suspension.
T	Tardy.
U	Unexcused absence.
W	Web absence. This code is typically used by teachers when entering an absence for a student using Educator Access Plus. To learn more about how teachers enter attendance, see the *WSIPC Guide to Educator Access Plus for Teachers and Advisors.*
X	Expulsion.

To edit or add to these codes, you would navigate to:
OF/AT/SETUP/CODES/AT

To see codes from prior years, change the School Year to view them.

The Absence Type Maintenance Screen below is where you set up the new codes. An explanation of what the fields represent follows that:

Absence Type Code Maintenance

Absence Type Codes

Entity ID:	401
Entity Name:	WSIPC High School
School Year:	2014-15
* Type Code:	
* Short Description:	
* Long Description:	
Absence Category:	Excused
Disciplinary Action:	Absence

☐ Count in Truancy
☐ Include in Total Attendance ②
☐ Do Not Display in Family/Student Access
☐ Do Not Include in Auto Email

Save
Back

Asterisk (*) denotes a required field

Option	Description
Type Code	Single-character alphanumeric code that identifies the type of absence. This option is only available when you are creating a new Absence Type Code. You cannot edit the Type Code for existing Absence Type Codes.
Short Description	A brief description of the Absence Type Code, such as "In-School Susp." The Short Description is printed on Attendance reports.

Option	Description
Long Description	A longer description of the Absence Type Code, such as "In-School Suspension." The Long Description can be printed on Attendance reports.
Absence Category	Designates the Absence Type Code as being counted as Excused, Unexcused, Tardy or Other. Absences that are entered using an Absence Type Code that has an Absence Category of Tardy are not counted as excused or unexcused. The Absence Category of Other defines absences where the student is present but not in class. For example, the student is on a field trip for one class that causes them to miss another class. Absences with an Absence Category of Other do not count against the student's percent attended calculation on reports, because the system does not see it as an absence.
Disciplinary Action	Links the Absence Type Code to a Disciplinary Action. Selecting the Disciplinary Action of Expulsion, In School Suspension, Out School Suspension, or IAES Suspension allows Attendance information to be automatically entered when a student is suspended, if the Discipline module is configured to allow for this. To learn more about configuring the Discipline module, see the *WSIPC Guide to Discipline*.
Count in Truancy	Determines whether or not absences with this Absence Type Code should be included in truancy calculations. Reports such as the Attendance Truancy Report use this option to determine which absences to include.

Using the Absence Category of Other

Use the Absence Category of Other for school-sanctioned events such as field trips, for
time in the Health Room or the counselor's office, or meetings with school
Administrators. Absences related to these events are not considered to be excused
or unexcused absences, because while the student may not be present in class, they are still at school.
Do not use the Absence Category of Other for out-of-school suspensions or expulsions. Absences that are due to out-of-school suspensions and expulsions are
considered to be excused. Use an Absence Type Code that is specific to suspensions and expulsions that has an Absence Category of Excused.

Deleting an Existing Absence Type Code

There may be times when you need to delete an existing Absence Type Code that
is no longer in use. You cannot delete Absence Type Codes that are attached to any students' Attendance records.
To delete an existing Absence Type Code:
   1. Go to Student Management\Office\AT Setup\CO\AT.
   2. If necessary, use Filter Options to change the School Year, then select a
code and click Delete. The following message appears:
"Are you sure you want to delete record [X]? If Attendance Records don't
exist for this Entity and School Year, a report will be sent to your Print
Queue that will show if the record was successfully deleted or not."
   3. Click OK.
   4. The Processing Request window appears. When the report has finished
processing, click View Report.
    If the code was deleted, the report reads, "Absence Type [X] was
not being used and was successfully deleted."
    If the code was not deleted, the report reads, "Absence Type [X]
was not deleted because it is used in the following records." The
students for whom the Absence Type code is used appear on the report.

Absence Reason Codes

Absence Reason Codes are alphanumeric codes of up to two characters that are used to define the reason a student is absent or tardy. Absence Reason Codes are both Entity-specific and year-specific, and may be cloned from one year to the next. The use of Absence Reason Codes is optional.

Adding or Editing an Absence Reason Code

You can add and edit Absence Reason Codes as needed.

To add or edit an Absence Reason Code:

1. Go to Student Management\Office\AT Setup\CO\AR.
2. Click Add or Edit.
3. Configure the Absence Reason Code Maintenance screen.
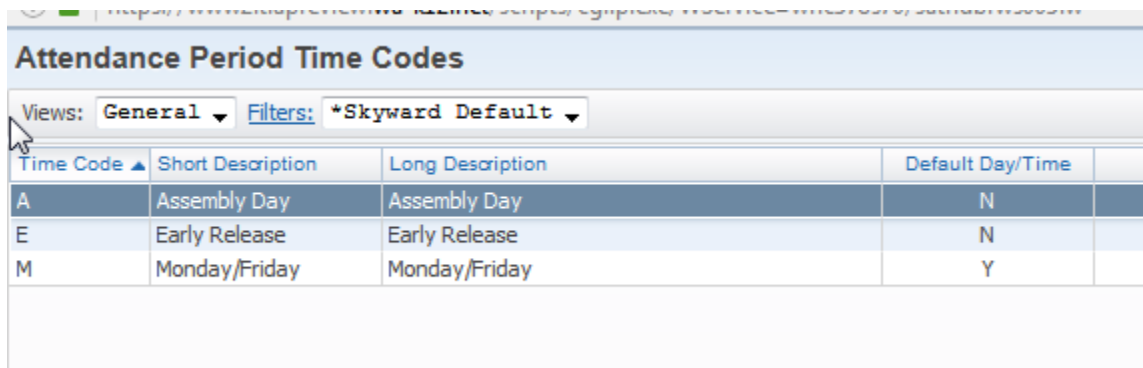
Note To make the Absence Reason Code available to guardians
for selection when they enter an Absent Request through
Family Access, select Family Access Entry.

4. Click Save.

You cannot delete a reason code for the same reason you cannot delete an Absence Type code: it is being used. You can, however, delete a code for the school year IF it has not been used. After the cloning of the codes for the new school year happens, you can then delete codes you think you will not use to clean up your screen. If, at a later date, you find you need to use codes you deleted, you can add them again to the school year.
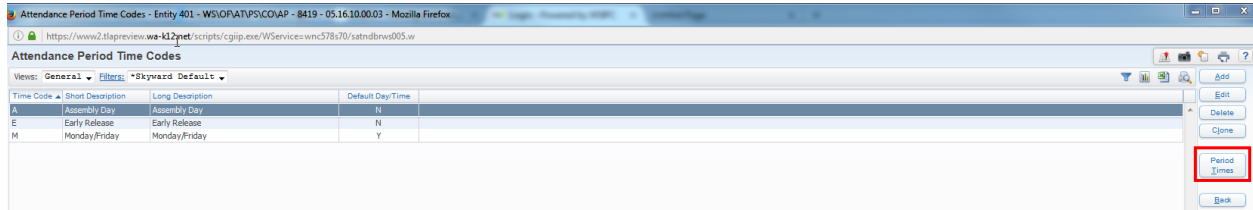
Attendance Period Time Codes

When setting Attendance Period Time Codes, you must first set up the Time Code which you want to assign periods and times to.
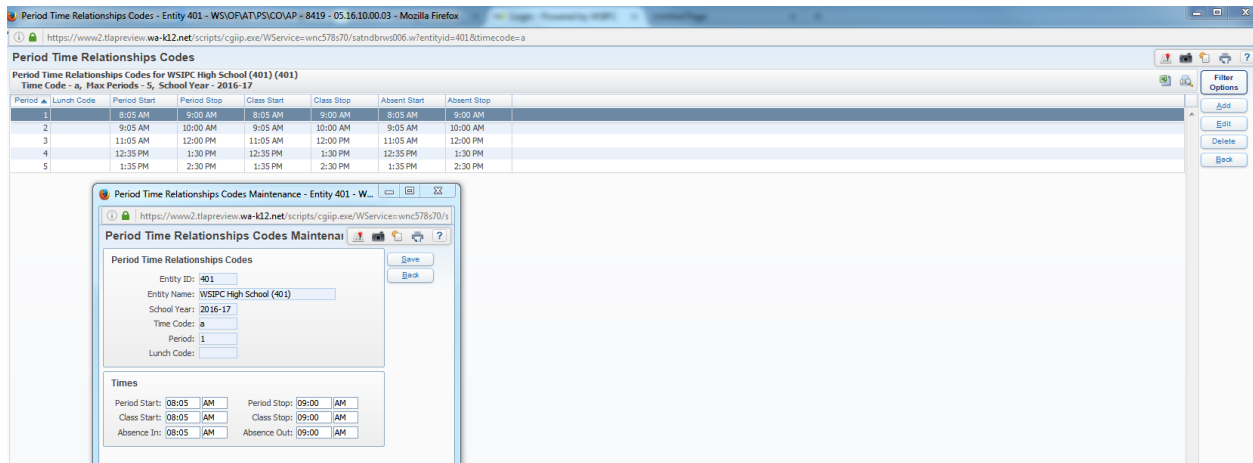

Time Code ▲	Short Description	Long Description	Default Day/Time	
A	Assembly Day	Assembly Day	N	
E	Early Release	Early Release	N	
M	Monday/Friday	Monday/Friday	Y	

Then you would add the Period Times for each Time Code you set up:

You would add a line for each period of the Time Code:

More reference for this process starts on page 14 of the Attendance Guide.

Configuring the Calendar

Calendars define the start and end dates for a school year, the start and stop dates of the terms within the school year, and the dates that classes are actually held. Calendars are Entity-specific and can only be managed from within the Entity.

Calendar Master

The Calendar Master defines the start and stop dates for the school year. These dates are typically the same as the Term Definition dates in Entity Year Setup. The Calendar Master also defines the following:

· The Attendance method that is used to produce Membership Totals

· The Maximum number of periods per day

· Whether or not Zero Period is used

· Whether or not to include Zero Period in Attendance counts

Option	Description
Method	Determines Attendance total calculations. There are three methods: Calendar, Formula and Schedule. *Calendar Method:* Uses half days and full days of attendance to calculate days absent. The Calendar Detail contains the number of periods missed to qualify for a full, half and zero day absence count. It also allows you to determine whether to use half days or not. The Calendar Method is useful if all students are scheduled into the same number of periods per day with no exception schedules. Selecting Calendar Method – Use Half Days allows you to determine how many periods a student can miss to be considered absent for a half day. When this option is not selected, students are considered present all day or absent all day based on the number of periods missed. *Formula Method:* Uses the number of periods entered into Formula Method Periods when calculating attendance information. This number is used instead of the actual Periods per Day. The Formula Method is not supported for use in Washington State, because the underlying logic is not in place for Washington State districts. Do *not* use this method. *Schedule Method:* Looks at and uses the student's schedule when entering and calculating attendance. The Schedule Method is useful if some students are scheduled into every period of the day, and others have exception schedules. For example, in a high school most students attend 6 classes per day. However, some students attend less than 6 classes. The Schedule Method provides the most accurate calculation based on student schedule.

This information is found on page 23 of the Attendance Guide.

Of the options in the screen shot below, on the line under Method, Washington State only used the last box, which is in red:

Calendar Details

If the Calendar Master is set up to use the Calendar Method, the system looks at the Calendar Details to calculate full, half and zero days absent for Attendance Reports.

Calendar Details are primarily used when the Calendar Master is set up to use the Calendar Method, but you must create Calendar Details even if the Calendar Method is the Schedule Method. This is because some Attendance reports, such as the Attendance Truancy Report, use the Calendar Details in calculating a full day of absence. In Calendar Details, you define how many periods a student can miss in a single day to still be considered present for the full day, present for a half day, or absent for the full day.

Calendar Terms

Calendar Terms allow you to define the start and end dates for each term. These dates should match the dates and number of terms defined by Term Definitions in Entity Year Setup. For example, if the Entity Year is defined as using four terms, the Calendar must have four terms as well.

Calendar Days

After you have created the Calendar ID, Calendar Master, Calendar Detail, and Calendar Terms, you must create Calendar Days. Each Calendar Day is individually defined and has an assigned Bell Schedule, specifies the periods that meet that day, and allows you to select whether or not the day counts as a school day. If the Entity is using Day Rotation for scheduling, each Calendar Day is assigned to a day of the rotation.

The Calendar Days area includes options to Add Day, View All Days and Events, and Utilities. Under the Utilities hyperlink, you'll find four utilities that allow you to perform the following tasks:

· Generate Calendar Days

· Assign Day Bell Schedule

· Mass Change Calendar Days

· Mass Delete Calendar Days

Note: You must run the Generate Calendar Days Utility to make the other three utilities available for use.

Generate Calendar Days

The Generate Calendar Days Utility automatically generates all days from the Calendar Master Start Date to the End Date. You can configure the utility to exclude weekend days.

To generate Calendar Days:

1. Go to Student Management\Office\AT Setup\CO\CC.
2. Expand the Calendar ID.
3. Expand the School Year.
4. Click Utilities and select Generate Calendar Days.
5. Configure the Calendar Day Generation.
6. Click Run
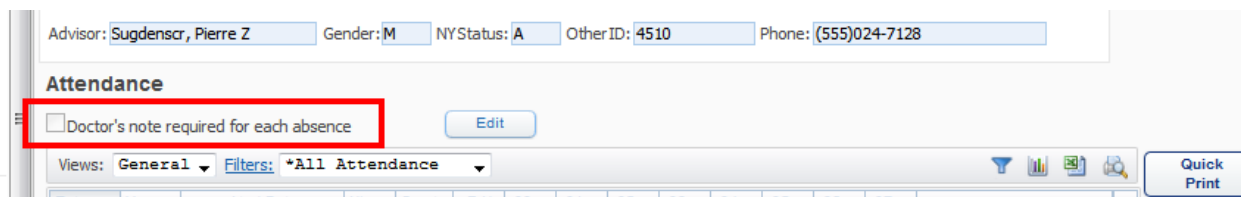
ENTERING ATTENDANCE OPTIONS AND ISSUES:
Fill Periods of Attendance Based on Schedule

If your Entity schedules students into classes, you may want to select Fill Periods of Attendance Based on Schedule to ensure that Attendance records are created only for those periods in which a student is scheduled into a class. The software references this option when you enter Attendance records through the following areas:

· Entry by Date (Student Management\Office\AT\AE)

· Entry by Student (Student Management\Office\AT\BS)

· Attendance tab in Student Profile (Student Management\Students\ST\PR)

· Mass Add Attendance for a Single Day Utility (Student Management\Office\AT Setup\UT\MA)

Use Required Doctor's Note Flag Option

The Use Required Doctor's Note Flag option allows you to flag a student who requires a doctor's note for each absence. When selected, a Doctor's note required for each absence field is added to the student's Attendance tab in Student Profile. This field has an associated Student Indicator that your Entity can configure to display on Student Profile as well. To learn more about Student Indicators and how they are configured, see the WSIPC Guide to Advanced Features.

To enable Use Required Doctor's Note Flag:
1. Go to Student Management\Office\AT Setup\CF\EY.
2. Select the School Year and click Edit.
3. Select Use Required Doctor's Note Flag.
4. Click Save.

CANNOT PUT ATTENDANCE IN:

When you can't put attendance in for all students (no days in range)
- Check your subsystem control dates first
- Make sure all 4 corners have the same dates that are correct for each term
- Attendance LIVES in the lower left hand corner of the Course Length Sets. If one of the dates is not in the range of the term you are in, you will not be able to put attendance in for that term
- Check your day pattern in calendar days to see if you have a day pattern that is off

When you can't put attendance in for 1 student
- Check the student's schedule for validity and dropped classes
- View Transactions to verify of dropped and added classes
- Run the Student Transaction File Verification Utility found under
- OF/CS/SS/PS/UT/TF
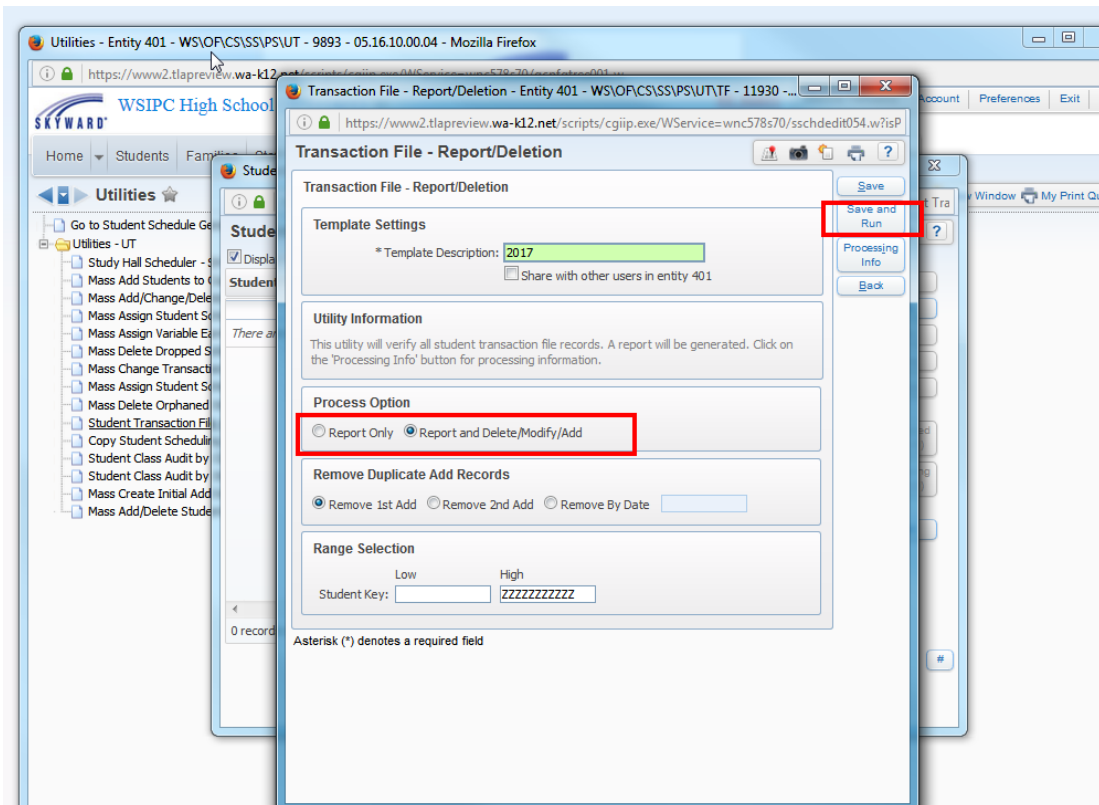
- The above are the only things you need to check on the utility
- Does not hurt to run this utility after many scheduling changes anytime

When you cannot put attendance in for a class of or several students

- Check the Course Master for the class(es) the students are in to make sure Keep Attendance is checked

- Edit the class meet to make sure the Attendance Period is checked in the Meet Pattern:

REPORTS:

Day Summary
Unrecorded Class Attendance
Monthly Quarterly
Attendance Graphs
Attendance Detail/Summary
Teacher/Class Rollbook
Consecutive Absences
Absence Occurrence