

It's that time of year again,
Time to keep track of
Student **ATTENDANCE**



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ATTENDANCE PARAMETERS

The following parameters are used in relation to attendance input, maintenance and reports. They are used with all methods of attendance. Verify that all applicable parameters have been entered and are correct.

P126 STUDENT ABSENCE TYPES

Used to define student absence types reported in your school.
(Required)

SIS - P126	TCCSA Test School	Jul 07, 2001	
[DISPLAY]	School Control Parameters	03:33 PM	
	Student Absence Types		
Type:	Text:	Qualifier:	Long Text:
1 A	EXCUSED	F	EXCUSED ABSENCE
2 I	INSCHOOL	N	IN SCHOOL SUSPENSION
3 O	OUTSCHOOL	F	OUT OF SCHOOL SUSPENSION
4 T	TARDY	P	TARDY
5 U	UNEXCUSED	F	UNEXCUSED ABSENCE
6			
7			
8			

Qualifier: F = Full Absence, P = Partial Absence, N = Not Absent from School

Command: DISPLAY
Message:



P127**STUDENT ABSENCE REASONS**

Used to define absence reasons reported in your school.

(Optional)

SIS - P127 [DISPLAY]	TCCSA Test School School Control Parameters Student Absence Reasons	Jul 07, 2001 03:34 PM
	Code: Text: Long Text:	
1	* NOTAPP	NOT APPLICABLE
2	1 PERS ILL	PERSONAL ILLNESS
3	2 ILL FAM	ILLNESS IN FAMILY
4	3 QUARINTINE	QUARINTINE
5	4 REL DEATH	DEATH OF RELATIVE
6	5 HOME WORK	HOME WORK DUE TO ILLNESS OF PARENTS
7	6 RELIGION	OBSERVANCE OF RELIGIOUS HOLIDAY
8	7 EMERGENCY	CIRCUMSTANCES BEYOND CONTROL
9	8 OTHER	OTHER
10		
Command: DISPLAY		
Message:		

P128**STUDENT ABSENCE NOTES**

Used to define absence notes reported in your school.

(Optional)

SIS - P128 [DISPLAY]	TCCSA Test School School Control Parameters Student Absence Notes	Jul 07, 2001 03:35 PM
	Code: Text: Long Text:	
1	C Call	Phone call from Parent
2	L Letter	School sent letter
3	M Message	School left Message
4	P Parent	Note from Parent
5		
Command: DISPLAY		
Message:		

P179

CONTROL PARAMETER FOR ATFE

Used to define the default attendance method displayed on ATFE, and controlling the manner, in which absence information is updated. **(Required only when using the ATFE screen for attendance input and required only once).**

```

SIS - P179                      TCCSA Test School                      Jul 07, 2001
[DISPLAY]                      School Control Parameters          03:36 PM
                               Control Parameters For ATFE

Attendance Method:              1                1 - Half/Full Day (ABSE)
Update Existing Attendance (Y/N): Y            2 - Period (APER)
Display Message When Updating/ 3 - Course (ACRS/APER)
  Not Updating Existing Data (Y/N): Y
Convert Half Day To Full Day -
  ABSE (Y/N):                    N

Command: DISPLAY
Message:
  
```

P310

SCHOOL CALENDAR

Used to define your school calendar(s) for a given school year. Also, used to determine days possible for several attendance reports. **(Required)**

```

SIS - P310                      TCCSA Test School                      Jul 07, 2001
[DISPLAY]                      School Control Parameters          03:37 PM
School Year: 01/02            School Calendar
Calendar: 1

----- Day of Month ----- Act Est
      0 0 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 2 2 2 2 2 2 2 2 2 2 3 3 No No
Yr/Mo 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 1 Days Days

1 01 8                                X X X X      X X
2 01 9 X X X      X X X X      X X X X      X X X X X      X X X X
3 01 10 X      X X X X X      X X X X X      X X X X      X X X X X
4 01 11 X X X X X      X X X X X      X X X X X      X X X      X
5 01 12 X X X      X X X X X      X X X X X
6 02 1      X X X X X      X X X X X      X X X X      X X X X X      X
7 02 2 X X X X      X X X X X      X X X X      X X X X      X X
8 02 3 X X X      X X X X X      X X X X X      X X X X X      X X X X X
9 02 4      X X X X X      X X X X X      X X X X X
10 02 5 X X X X X      X X X X X      X X X X X      X X X X X      X X
11 02 6 X
12
----- X=All Day, A=AM Only, P=PM Only -----

Command: DISPLAY
Message:
  
```

DAILY ATTENDANCE BY DAY

INPUT AND MAINTENANCE

ABSE STUDENT ABSENCES

This screen is used to display/maintain student absence data. Information can be entered directly on ABSE or updated to ABSE through ABIN, ATFE, ABHR, ABCA. Accessed in ALL MODES.

SIS - ABSE [DISPLAY]	TCCSA Test School Student Absences	Aug 24, 2001 10:09 AM F-08-A-01/02-5A (330)555-5555
Student ID: <u>87654</u>	Grd: 05	Home: WICKED WITCH
WHITE, SNOW	Cont:	Cont:
Date:	Abs Type:	Am/Pm: Prds: Time: Abs Reason: Abs Note:
1 08/24/01	A	2 P
2		
3		
4		
5		
6		
7		
8		
Command:		
Message:		

ATFE ATTENDANCE FAST ENTRY/LOAD

Used to input absence information massively. This screen will change depending on the attendance method selected on P179. For daily attendance mass update, method (1) HALF/FULL DAY (ABSE) is used. Accessed in ADD MODE ONLY.

Must use student id's.

SIS - ATFE [ADD]	TCCSA Test School Attendance Fast Entry/Load	Aug 24, 2001 10:14 AM	
Attendance Method:	1 - HALF / FULL DAY (ABSE)	1 - Half/Full Day (ABSE) 2 - Period (APER) 3 - Course (ACRS/APER)	
Absence Date:	08/24/01		
Absence Type:	A EXCUSED	AM/PM:	
Absence Reason:	2 ILLNESS IN	Periods: Time:	
Absence Note:	P PARENT CAL		
Stud ID	Name	Stud ID Name	
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	
Command:			
Message			



ATTENDANCE REPORTS

R307 DAILY OFFICE REPORT OF STUDENT ABSENCES
Used to generate a list of students absent on a specified date.

R309 STUDENT ABSENCE SEARCH REPORT
Used to generate a list of students absent within a specified period of time. **Can be used for perfect attendance also.**

SIS - R309 [CHANGE]	TCCSA Test School Report Requesting	Jun 06, 2001 03:56 PM
Report ID: R309	STUDENT ABSENCE SEARCH REPORT	
Version: 01	Default Version	
Version Date: 06/06/00		Run Day or Night (D/N): D
----- Selection Control -----		
From	To	Sequence Control -----
Date: 08/23/01	10/30/01	Student ID: 0
Grade:		Last Name: 2
School Year: 01/02		Grade: 1
Program:	From To	Homeroom: 0
No. Days Absent:	0.5 9.9	Sex: 0
No. Partial Absences:		Program: 0
No. Absences For Type:		
----- Print Control -----		
Density: L	Print Details or Summary (D/S): D	Report Flag:
Spacing: 1	Separate Page per Student (Y/N): N	P149 Version:
Copies: 1	Print Parent Address Labels (Y/N): N	Clear P149 (Y/N): N
Printer: P1	Status: A Use Ext or Sys (E/S): S	
Save (Y/N): Y	Print all absence data (Y/N): N	
Enter Field Number To Change		
Message:		

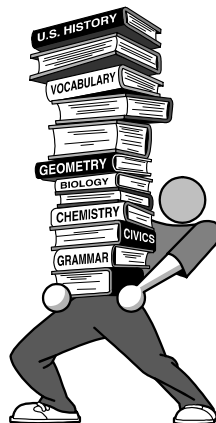
R311 STUDENT ABSENCE STATISTICS REPORT
Used to generate a report analyzing student absences by type and reason.

R322 STUDENT ADM & ADA REPORT FROM ABSE
This report is similar to the R319, except it pulls it's information from the ABSE records, so the B115 is not necessary to run.

- R318** **STUDENT ATTENDANCE REGISTER**
Used to summarize the attendance history of all students who were absent based on a specified reporting period range using the information stored in ABHI - Absence History. This report can **only** be run **after** the batch update "**B115**" or the attendance information is updated directly to the ABHI screen as totals.
- R319** **AVERAGE DAILY ATTENDANCE/AVERAGE DAILY MEMBERSHIP**
Used to analyze the attendance history of each student within a specified reporting period range. As with the R318, this report is processed using information stored in the ABHI - Absence History. (Also requires B115 to have been ran prior to submission of this report).

REPO - REPORT WRITER DAILY ATTENDANCE REPORTS

- A100** Version 01 – Daily Absence Report, half page absence sheet
- A100** Version 02 – Daily Absence Report, with detail
- A100** Version 03 – Daily Absence Report, with home phone
- A100** Version 04 – Daily Absence Report, with absence reason
- A101** Version 01 – Student Absence Record, by individual student
(must change P606 to student id of student selected)
- A101** Version 02 – Student Absence Record, by groups of students
- A101** Version 03 – Student Absence Record, for suspensions
- A101** Version 04 – Student Absence Record, for tardies
- A101** Version 05 – Student Absence Record, for specific reason
(P127) (must change P606 to reason you want)



BATCH JOBS TO UPDATE ATTENDANCE INFORMATION

B115 CUMULATIVE ABSENCE HISTORY UPDATE FROM ABSE
Used to cumulate student absence data stored in ABSE - check control parameter "P173" - verify that all absence types needed to be included in total absence types, have been entered.

SIS - B115 [CHANGE]	TCCSA Test School Batch Job Requesting	Aug 26, 2001 11:04 AM
Batch Job ID: B115	CUMULATIVE ABSENCE HISTORY UPDATE FROM ABSE	
Version: 01	B115 - VERSION DEFAULT	
Version Date: 08/26/98	Run Day or Night (D/N): D	
----- Batch Job Control -----		
Student Grade From:	To:	
School Year: 01/02		
Term: 1		
Report Period: 01		
	P173 Version: 01	
	ABSE Date From: 08/23/01	To: 10/30/01
-- Print Control --	Create ABHI Records Even if Totals are Zero (Y/N): Y	
Density: H		Report Flag:
Spacing: 1		P149 Version:
Copies: 1		Clear P149 (Y/N): Y
Printer: P1		
Save (Y/N): Y		
Enter Field Number To Change		
Message:		

B123 MEMBERSHIP ATTENDANCE UPDATE
Used to update absence information for all students who are members of a specific group.

DAILY ATTENDANCE BY HOMEROOM

INPUT AND MAINTENANCE

ABHR STUDENT ABSENCE INPUT BY HOMEROOM

Used to input and maintain student attendance information by homeroom. Updates automatically to ABSE. Accessed in ADD and DISPLAY MODE ONLY.

SIS - ABHR [DISPLAY]	TCCSA Test School Student Absence Input by Homeroom	Aug 26, 2001 11:09 AM Date: 08/24/01					
Year: 01/02	Homeroom: 5A	Room: 0008	Teacher: MRS. B. Nice				
Student Name:	ID:	Type:	A/P Prds:	Time:	Reason:	Note:	#
1 CHARMING, PRINCE	12345						
2 DEER, BAMBI	23456						
3 DWARF, BASHFUL	34567						
4 DWARF, DOC	45678						
5 DWARF, DOPEY	56789						
6 DWARF, GRUMPY	67890						
7 DWARF, HAPPY	78901						
8 DWARF, SLEEPY	89012						
9 DWARF, SNEEZY	90123						
10 RABBIT, THUMPER	01234						
11 SKUNK, FLOWER	98765						
12 WHITE, SNOW	87654						
13 WITCH, WICKED	76543						
(MORE)							
Command: DISPLAY							
Message:							

SIS REPORTS

R310 HOMEROOM ATTENDANCE REGISTER

Used to summarize homeroom attendance within a specified date range for a specific homeroom or range of homerooms. Additional selection based on the number of tardies and/or absences are also given.

R331 HOMEROOM ATTENDANCE REPORT

Used to generate a biweekly attendance by homeroom based on student absence records within the Attendance by Day substructure.

WITHDRAWING A STUDENT

To withdraw a student properly from the POISE system you will need to do the following:

You will go to the on-line scheduler (D SCHE) and answer the following questions:

Enter the student id number or hit the delete key and it will prompt for the name, enter school year and terms. Once the correct student's schedule is displayed, there are many options.

Take option **5 "withdraw"**. It will then proceed to ask for a withdrawal mark, withdrawal date, withdrawal code, transferred to, file sent, periods possible, and status (again we recommend you change the status to an "I").

It will then ask you **"Withdraw this student (Y/N)"** enter "Y" to do the withdrawal. It will then proceed to ask if you wish to save the schedule, you will need to answer with a "Y" so that it will save the now empty schedule. This procedure will automatically update the student demographic screen (STUD) so you will **not** need to change anything.

Please note there are new withdrawal codes as per EMIS, you may see them in the EMIS guide with explanations or check the P112 for quick referral.



RE-ENTERING A STUDENT

To re-enter a student, you will need to modify the following fields on the student demographics screen (C STUD):

STATUS = You will need to change the status from an I to an A, N, R or J, whichever is appropriate. (You may also need to change the ATT code too, depending on the situation.)

ADMISSION DATE = Update the admission date to the re-entry date.

ADMISSION CODE = Update with the appropriate code from the P111 screen.

ADWD SCREEN

When entering or withdrawing a student, the admission/withdrawal (ADWD) screen is updated. If changes are made to the admission or withdrawal dates on the STUD screen, you should verify the information on the ADWD screen.

The ADWD screen can be accessed in the add, change, delete or display mode. To view a student record, type in the student id or hit the delete key and enter the student's last name and hit return. Once the cursor is under the Schl Code field, hit the delete key (Word/Char key directly above the Return key) and this will bring up the admission and withdrawal history.

Note: It is very important at high school level to make sure that the ADWD screen is current and correct.