

Truancy and Chronic Absenteeism Summary – Released 9/22/2017

1. Set up

Set to a school > School > Attendance Codes

a. Attendance codes (edit for each building)

- i. Check box if code can be associated with a partial day absence so if you have half days absences these need updated in each building – screen shot 1 below
 1. Setting this causes a warning to be shown if no hours:minutes are entered on the student attendance screen at time of entry.
- ii. Check box if code is considered 'present' – Field Trips is an example – screen shot 2 below
- iii. Check that all excused Tardy codes have "Excused" checked - screen shot 3 below
- iv. Check your Out Of School Suspension code – screen shot 4 below

Edit Attendance Code

Label	Value
Code	AIh
Description	Absent II 1/2 Day
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Tardy (Tardy) <input type="checkbox"/> Attendance Tracking (Attendance Tracking)
Points	0
Teacher can assign	No
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	3

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.
*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

Ohio State Information	
Check this box if this code can be associated with a partial day of attendance for Ohio State Reporting?	<input checked="" type="checkbox"/>
Check this box if this code is considered present for Ohio State Reporting?	<input type="checkbox"/>

Edit Attendance Code

Label	Value
Code	AP
Description	Absent Present
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input type="checkbox"/> Tardy (Tardy) <input type="checkbox"/> Counts (Counts toward 5 & 10 day letters.) <input type="checkbox"/> Counts Unexcused (Counts Unexcused for Trkr) <input type="checkbox"/> Counts Excused (Counts Excused for Trkr) <input type="checkbox"/> Counts Half Day Unexcused (Counts Half Day Unexcused for Trkr) <input type="checkbox"/> Counts Half Day Excused (Counts Half Day Excused for Trkr) <input type="checkbox"/> Counts Excused Tardy (Counts Excused Tardy Trkr) <input type="checkbox"/> Counts Unexcused Tardy (Counts Unexcused Tardy for Trkr)
Points	0
Teacher can assign	No
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	1

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.
*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

Ohio State Information	
Check this box if this code can be associated with a partial day of attendance for Ohio State Reporting?	<input type="checkbox"/>
Check this box if this code is considered present for Ohio State Reporting?	<input checked="" type="checkbox"/>

Edit Attendance Code

Label	Value
Code	<input type="text" value="TE"/>
Description	<input type="text" value="Tardy Excused"/>
Presence Status	<input checked="" type="radio"/> Present <input type="radio"/> Absent
Code Categories	<input checked="" type="checkbox"/> Excused (Excused) <input type="checkbox"/> Unexcused (Unexcused) <input checked="" type="checkbox"/> Tardy (Tardy) <input type="checkbox"/> Attendance Tracking (Attendance Tracking)
Points	<input type="text" value="0"/>
Teacher can assign	<input type="text" value="No"/>
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	<input type="text" value="22"/>

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.
*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

Ohio State Information	
Check this box if this code can be associated with a partial day of attendance for Ohio State Reporting?	<input checked="" type="checkbox"/>
Check this box if this code is considered present for Ohio State Reporting?	<input type="checkbox"/>

Edit Attendance Code

Label	Value
Code	<input type="text" value="OSS"/>
Description	<input type="text" value="Out of School Suspension"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused (Excused) <input type="checkbox"/> Tardy (Tardy) <input checked="" type="checkbox"/> Unexcused (Unexcused) <input checked="" type="checkbox"/> Counts (Counts Towards 5 & 10 Day Letter)
Points	<input type="text" value="1"/>
Teacher can assign	<input type="text" value="No"/>
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	<input type="text" value="16"/>

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.
*Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different attendance codes. Capitalization is not taken into account; thus "A" and "a" are equivalent.

Ohio State Information	
Check this box if this code can be associated with a partial day of attendance for Ohio State Reporting	<input type="checkbox"/>
Check this box if this code is considered present for Ohio State Reporting	<input type="checkbox"/>
Check this box if absence hours for this code should not count toward HB410 Truancy/Chronic Absenteeism, but DO count for attendance reporting for EMIS (example, out of school suspension).	<input checked="" type="checkbox"/>

2. Data Entry – Student Attendance – Daily

- a. Select date
- b. Enter absence code
- c. Based on district policy – enter time in and time out
- d. If the attendance code is for a partial day absence – enter hours/minutes absent
 - i. If attendance code is checked as can be associated with a partial absence AND the data entry person does not enter hours/minutes, a warning pops up. User can save as is, or go back and edit. If the absence is a full day -NO TIME needs entered.

Ohio State Information

Total Instructional Time Absent in Hours and Minutes on 09/08/2017 (Example entry: 02:10 for 2 hours and 10 minutes of absence)

Do not enter information in this field if this is a full day absence.

Submit

You have selected an absence code that can be associated with a partial day of absence. Please enter the total time absent if this is a partial day. If it is a whole day absent, leave the field blank.

Cancel and Edit Data Save As Is

e. Submit

3. Accessing the Truancy and Chronic Absenteeism Summary

- a. Select a group of students. Note the more students who are included, the longer the page load will take (be patient).

Truancy and Chronic Absenteeism Summary

Truancy and Chronic Absenteeism Summary

These data are provided as a summary of student absences in relationship to House Bill 410 rules for absence reporting. Users should **verify each absence** before implementing actions based on district policy and the new rules for habitual truant and/or excessive absences.
Currently absences are rounded to the nearest hour per category (i.e. Total Absence Hours per Month).

Key ✔ - Not At Risk (does not reach set threshold) ⚠ - At Risk (reaches or exceeds set threshold) ✖ - May Require Notification (meets or exceeds HB410 maximum hours)

b. Parameters and Thresholds

- i. Dates are defaulted to 7/1/xx (Start Date) and current date (End Date) – can be edited
- ii. Thresholds are set to equal 50% of HB410 maximum hours – can be edited

Parameters and Thresholds

The threshold defaults are currently set to 50% of the maximum allowable hours absent set by HB 410. Dates are set to encompass the start of school until the current date. Users can edit these defaults if desired.

Start Date	07/01/2017
End Date	09/29/2017
Total Absence Hours (EX & UNEX) per Month Considered At Risk	19 (Maximum allowed per HB410 = 30)
Total Absence Hours (EX & UNEX) per Year Considered At Risk	32 (Maximum allowed per HB410 = 62)
Consecutive Unexcused Absence Hours Considered At Risk	15 (Maximum allowed per HB410 = 30)
Unexcused Absence Hours per Month Considered At Risk	21 (Maximum allowed per HB410 = 42)
Unexcused Absence Hours per Year Considered At Risk	36 (Maximum allowed per HB410 = 72)

Save Apply

c. Basic Filter

- i. Click the plus sign to open the filter
- ii. Select a field to filter – to remove students who are not at risk, select Total Absences Status and check *May Require Notification* and *At Risk* – then Apply. The list of students will now only show the two categories selected.
- iii. Additional filters can be applied by clicking the plus sign.

Basic Filter

Total Absences Status May Require Notification At Risk Not At Risk

Clear Apply

d. Sorting and Reviewing

- i. Click the **Green** plus sign to expand and the **Gray** plus sign to collapse the two categories. Each category is broken down into columns that mirror HB410.
 - 1. Total Absences Category (which includes excused and unexcused)
 - a. Total Hours per Month
 - b. Total Hours per Year
 - 2. Unexcused Absences Category
 - a. Consecutive Unexcused Absence Hours
 - b. Unexcused Absence Hours per Month
 - c. Unexcused Absence Hours per Year
- ii. Each column can be sorted
- iii. **Absence hours have been rounded to the nearest hours per column category.**

The screenshot shows a web application interface for viewing student absence data. At the top, there is a filter section with a dropdown menu for 'Total Absences Status' and three checkboxes: 'May Require Notification' (checked), 'At Risk' (checked), and 'Not At Risk' (unchecked). Below the filters, there are 'Clear' and 'Apply' buttons. The main data area is a table with 9 columns: 'Building', 'Student Number', 'Student Name', 'Total Absences Status', 'Unexcused Absences Status', 'Consecutive Unexcused Absence Hours', 'Unexcused Absence Hours Per Month', and 'Unexcused Absence Hours Per Year'. The table contains three rows of data, each with a green expand icon and a gray collapse icon. The data is as follows:

Building	Student Number	Student Name	Total Absences Status	Unexcused Absences Status	Consecutive Unexcused Absence Hours	Unexcused Absence Hours Per Month	Unexcused Absence Hours Per Year
ACES	324224	Testing, Testing Testing	▲	▲	27 / 30	27 / 42	27 / 72
ACES	324926	Testing, Testing Testing	■	■	31 / 30	56 / 42	56 / 72
ACES	326005	Testing, Testing Testing	■	■	31 / 30	56 / 42	56 / 72

Reviewing details of a single student

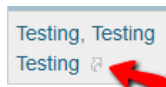
- iv. Click on the student's name (it is a blue link)
- v. A window rolls down to show the absence detail for the student – date; school, attendance code, excused status, time absent in hours and minutes (no rounding has been done on this data)
- vi. In a future release (late September 2017) this screen will also show the EMIS related events that have happened for the student.

1-3 of 3 items

Building	Student Number	Student Name	Total Absences Status	Total Absence Hours Per Month	Total Absence Hours Per Year	Unexcused Absences Status	Consecutive Unexcused Absence Hours	Unexcused Absence Hours Per Month	Unexcused Absence Hours Per Year
ACES	324224	Testing, Testing Testing	▲	27 / 38	27 / 65	▲	27 / 30	27 / 42	27 / 72

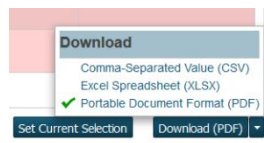
Absence Date	School	Attendance Code	Excused Status	Time Absent in Hours and Minutes
08/21/2017	ACES	HA (Half day absent unexcused)	Unexcused	2:30
08/22/2017	ACES	A (Absent)	Unexcused	6:10
08/23/2017	ACES	A (Absent)	Unexcused	6:10
08/24/2017	ACES	A (Absent)	Unexcused	6:10
08/25/2017	ACES	A (Absent)	Unexcused	6:10

- vii. Click on the small arrow next to the student's name to open the student page in a new tab. This feature allows you to check on the details of the student without losing the currently Summary view.



e. Downloading / Student Selection

- i. The current group of students can be set as the current selection
- ii. The data can be downloaded as a CSV, XLSX or PDF



4. Accessing the student page – Truancy and Chronic Absenteeism Detail

- a. Page link is found alphabetically under Academics and titled **Truancy/Chronic – OH**

Start Page > Student Selection > Truancy and Chronic Absenteeism Detail

Truancy and Chronic Absenteeism Detail

Truancy and Chronic Absenteeism Detail

Data Disclaimer: The data on the Truancy and Chronic Absenteeism Detail screen is compiled from the available attendance data, therefore its accuracy is dependent on the source data and is not guaranteed.

▼ Student Absences

This is a view of the student's raw attendance data and no rounding rules related to HB 410 have been applied.

Absence Date	School	Attendance Code	Excused Status	Time Absent in Hours and Minutes
09/05/2017	ACES	AEC (Full day absent excused counts)	Excused	6:10
09/06/2017	ACES	AEC (Full day absent excused counts)	Excused	6:10
09/07/2017	ACES	AEC (Full day absent excused counts)	Excused	6:10
09/08/2017	ACES	AEC (Full day absent excused counts)	Excused	6:10

- b. Data shown is the attendance for the set term. **NO rounding is applied to Time Absent** on this page.
- c. Future release will include:
 - i. data entry points on this page for EMIS requirements for HB410
 - ii. comment box to allow user to record notes
 - iii. link to attendance page if edits are required