

Attendance Conversions

Go to each school and click on School under Setup > Attendance Conversions

This is what you might see if you use Meeting Period-to-Day for your attendance:

FTE	Period	Code	Time
Full Time Conversion			
Full Time	Defined	0..1	(NONE)
Non Attending Conversion			
Full Time	(NONE)	(NONE)	(NONE)

This is what you might see if you use Daily Code-to-Day for your attendance:

FTE	Period	Code	Time
Normal Attendance Conversion			
Full Time FTE	(NONE)	Defined	0..1
Non-Attending	(NONE)	(NONE)	(NONE)

Click on the word “**Defined**” to open up the detail and make sure your conversion is there. If there is no data in the fields, you will need to re-enter the information. ***TIP*** You can flip back to the 12-13 school year to see how you set up the conversions previously.

For Meeting, Period-to-Day an example of a setup is below:

Periods Present	Day Attendance Value
0	0
1	0
2	0
3	0
4	0.5
5	0.5
6	1
7	1
8	1
9	1
10	1
11	1

For Daily, Code-to-Day an example of a setup is below:

Code	Day Attendance Value
(Present)	1
A (Absent)	0
T (Tardy)	1
P (Parent Excused)	0
U (Unexcused)	0
S (School Excused)	1
I (In School Suspension)	1
O (Out of School Suspension)	0
X (Truant)	0
V (Vacation)	0
F (Field Trip)	1