

2. ATT.515 – Homeroom Attendance Summaries (AM/PM attd use ATT.597)

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrintScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

2/17/00 FY 00 SCHOOL DISTRICT NO. 23 20:04:18 QPADEV0001
 SAS Print Student Absence Information Ref: ATT.515P.02

District: 23 School: 001 Date: 8/20/99 Thru 12/31/99
 Print: Detail N with period reasons? N 1 Type of Output 1 = All Abs Types
 Summary? Y 2 = Sel Abs Types
 Course Totals? N Incl Abs from All Schools N
 Page Break by Student? N Sort ? Y Print Home Phone# ? Y

Sort Description Limit to
 (1) Periods: X 01 02 03 LU 04 S1 S2 S3 S4 Z E F G H
 Y Y Y Y Y Y Y Y Y Y Y Y Y Y
 Absence types: Ae Y Au Y T Y E Y
 Absence reasons: _____ Daily Y Period N
 Student: _____ or Multiple Students? N
 Classes: _____
 1 Homeroom number: _____
 Teacher: _____ Homeroom? Y

Tags: _____ Include or Omit? I (I/O)
 Tag categories: _____ Include or Omit? I (I/O)

F3=Exit F4=Index F5=Reset F12=Cancel

MA a 16/026

Session A - [27 x 132]

File Edit Transfer Appearance Communication Assist Window Help

PrintScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

Display Spooled File

File : 0ATT515S Page/Line 3/2
 Control Columns 1 - 130
 Find

*.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....3
 Ref: ATT.515S SCHOOL DISTRICT NO. 23 Page
 Date: 2/17/00 #STUDENTS 1062 001 MOUNT BOUCHERIE SECONDARY SCHOOL
 Time: 20:04:51 #DAY/PRDS 85 680 Student Absences from 8/20/99 to 12/31/99 Absence Types: (Au) (Ae) (E) (T)

| Student # | Student Name | Home Cl | Home Phone# | Homeroom Number | Totl | X | 01 | 02 | 03 | LU | 04 | S1 | S2 | S3 | S4 | Z | E | F | G | H |
|-----------|--------------|---------|-------------|-----------------|------|---|----|----|----|----|----|----|----|----|----|---|---|---|---|---|
| 98 | DRAM | | 19 | DRAM | 9 | | 3 | 2 | 1 | | 3 | | | | | | | | | |
| 98 | DRAM | | 14 | DRAM | 22 | | 6 | 5 | 7 | | 4 | | | | | | | | | |
| 98 | DRAM | | 16 | DRAM | 20 | | 6 | 4 | 6 | | 4 | | | | | | | | | |
| 98 | DRAM | | 10 | DRAM | 20 | | 5 | 3 | 4 | | 6 | | | | | | | | | |
| 98 | DRAM | | 10 | DRAM | 38 | | 15 | 5 | 4 | | 14 | | | | | | | | | |
| 98 | DRAM | | 16 | DRAM | 27 | | 6 | 5 | 5 | | 9 | | | | | | | | | |
| 98 | DRAM | | 10 | DRAM | 15 | | 3 | 3 | 5 | | 4 | | | | | | | | | |
| 98 | DRAM | | 18 | DRAM | 9 | | 2 | 1 | 3 | | 3 | | | | | | | | | |
| 98 | DRAM | | 13 | DRAM | 30 | | 4 | 8 | 8 | | 10 | | | | | | | | | |
| 98 | DRAM | | 2 | DRAM | 57 | | 22 | 11 | 11 | | 13 | | | | | | | | | |

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys More...

MA a 04/022

3. ATT.894 – Monthly Absence Statistics

This new report has been generated for both District and School statistical reporting of absences. For consistency/equal measurement for all schools, daily attendance is used. Each school determines their own definition of a day's absences (ie: for AM/PM attendance 2 periods = 1 Day, for high school operations 2,4,6 or whatever can constitute a days absence)

This report does not consider each course. If you provide many outside of timetable periods etc. this value may be low. Use ATT.520 if you do course attendance and want an attendance ratio reviewing each course independently - does not consider a 'day'

Report for:
 District: 006
 School: 030
 Date Range (MDY): 9/01/87 3/29/00
 Sch/Grade or Sch/Month G/M? G
 Days or Percentage D/P? D
 GRADE :
 TAG :
 GENDER M/F:
 Include "A" Absences: Y
 Include "E" Absences: N
 Include "T" Absences: N
 SPEC1 SPEC2 NURS KIND 01 02 03 04 05
 06 07 08 09 10 11 12 TOTAL
 F3=Exit F4=Index F5=Reset F12=Cancel

Select to see either total Absence days or Percentage

Run once for attendance, then once for lates

*Select to see a report that runs either by grade or whole school by month:

| a) Miles Mac | Abs Days | Abs% | Enrolled |
|--------------|----------|------|----------|
| Gr 10 | 1996 | 4% | 312 |
| Gr 11 | 2022 | 4% | 323 |
| Gr 12 | 2330 | 5% | 322 |
| Total | 6348 | 4% | 957 |

| b) Miles Mac | Abs Days | Abs% | Enrolled | Days |
|--------------|----------|------|----------|------|
| Sept | 1007 | 3% | 1070 | 26 |
| Oct | 947 | 4% | 1053 | 21 |

** Select to run the report based on Gender, Grade Level, or Tag (example tag all first nations students)

4. ATT.580A – List and/or Letters for specific absence or late amounts!

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Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

2/17/00 FY 00 SCHOOL DISTRICT NO. 23 20:27:44 QPADEV0001
CANSMS Select/Print Attendance Letters/Lists Ref: ATT.58AP.02

Report for: District 23 School 001 Date: 8/20/99 Thru 12/31/99
Limit to : Single Student Class Tag Category Tag
Select 2
1 = Days absent must be >, =, < _____ Consecutive? _ (Y/N)
2 = Period absences must be >, =, < > 25 total absences
   for _ (X) individual periods or X (X) total selected periods
   In periods X 01 02 03 LU 04 S1 S2 S3 S4 Z E F G H
               Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
3 = Course absences must be >, =, < _____ AND _____ TERM _____
Count absence types Au Y Ae Y E N T N
Skip if last letter sent after 0/00/00 Skip if already received letter _____
Sort Alpha by: 1 1=Schl 2=Class 3=Hroom Skip if COURSE received letter _____
Output: (Y/N)
N Build Text File Print Absence Detail Info. N
1 Print Student List Print Course Absence Info. Y
Page break by sort option? N (Y/N) Print TO THE PARENT .. Text Y
N Print Parent Letters - Format Auto Add Discip Incident ..
Y Print Labels-Format GEN New 3x10? Y Auto Update Text Tag .....
Print Absence Reason Count N Print TEXT Tag Details N
F3=Exit F4=Index F5=Reset F12=Cancel
  
```

- Ask to print a list and labels for all students with more than 10 absences (turn 'E'xcused and 'T'ardies off)

Other opportunities:

- Print everyone with > 50 Tardies (turn Au,Ae,E off)
- Print everyone with <1 absence (perfect attendance)

** Critical to use formats(ATT.281) to auto-fill & make option user-friendly

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Session A - [27 x 132]
File Edit Transfer Appearance Communication Assist Window Help
PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

Display Spooled File
File . . . . . DATT580L Page/Line 1/2
Control . . . . . Columns 1 - 96
Find . . . . .
* . . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7 . . . . . 8 . . . . . 9 . . . . .
Ref: ATT.580L SCHOOL DISTRICT NO. 23 Page 1
Date: 2/17/00 001 MOUNT BOUCHERIE SECONDARY SCHOOL
Time: 20:32:22 Attendance Letter Listing
From 8/20/99 Through 12/31/99

Sort by: SCHOOL
Select students more than 25 period absence for type Au Ae
-----
Student Name Number Class Letter Dates Absent
Current Last Au Ae E T
-----
AB [REDACTED] 12 12 Period 01 9
Period 02 11
Period 03 9
Period 04 10
ADAMS, BRETT R. 3089416 11 Period 01 13
Period 02 16
Period 03 18

F3=Exit F12=Cancel F19=Left F20=Right F24=More Keys More...
  
```

OR: Use the ATT.580A with days (ie: missed 4 days implies 32 periods) to get a report with 1 line per student:

ATT.580a – Print Absence Letters/Labels (And summary list)

- Will produce a letter plus include:
 - Absence details (and course summary)
 - ATT Tag containing history of all letter(s) sent home

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Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrtScr Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

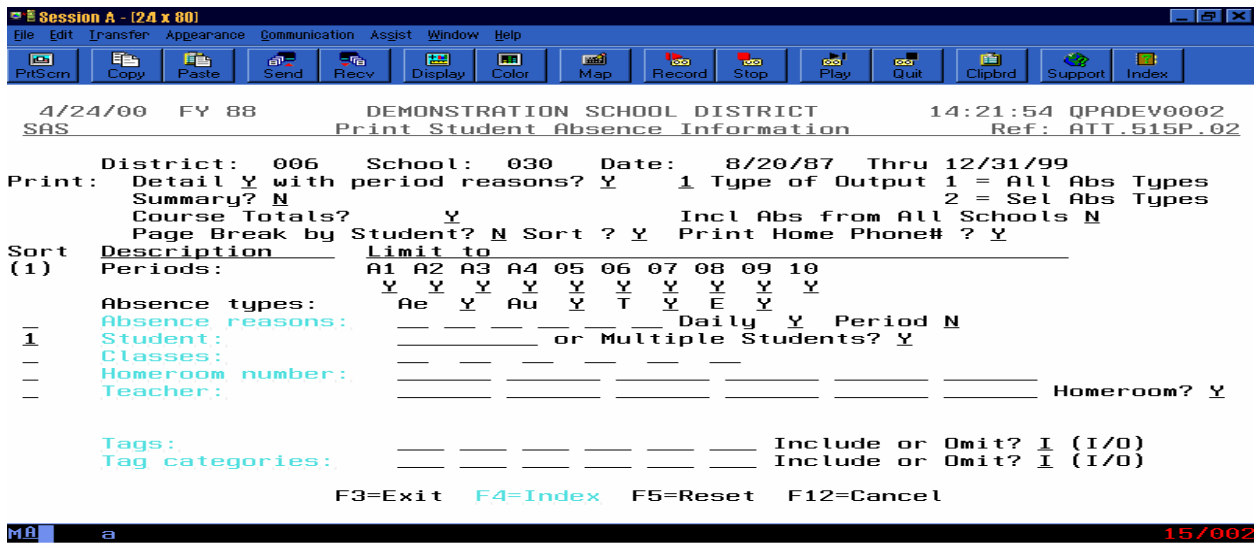
2/17/00 FY 00 SCHOOL DISTRICT NO. 23 20:39:11 QPADEV0001
CANSMS Select/Print Attendance Letters/Lists Ref: ATT.58AP.02

Report for: District 23 School 001 Date: 8/20/99 Thru 12/31/99
Limit to : Single Student _____ Class __ Tag Category __ Tag __
Select 3
1 = Days absent must be >, =, < _ _ Consecutive? _ (Y/N)
2 = Period absences must be >, =, < _ _ total absences
   for _ (X) individual periods or X (X) total selected periods
   In periods X 01 02 03 LU 04 S1 S2 S3 S4 Z E F G H
               Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y
3 = Course absences must be >, =, < >_5 AND _ _ TERM _
Count absence types Au Y Ae Y E N T N
Skip if last letter sent after 0/00/00 Skip if already received letter _
Sort Alpha by: 1 1=Schl 2=Class 3=Hroom Skip if COURSE received letter Y
Output: (Y/N)
N Build Text File Print Absence Detail Info. Y
Y Print Student List Print Course Absence Info. Y
Page break by sort option? N (Y/N) Print TO THE PARENT .. Text Y
Y Print Parent Letters - Format AT5 Auto Add Discip Incident .. Y
Y Print Labels-Format GEN New 3x10? Y Auto Update Text Tag ..... ATT
Print Absence Reason Count Y Print TEXT Tag Details Y
F3=Exit F4=Index F5=Reset F12=Cancel
    
```

- If you are experimenting DO NOT request to update ATT tag ** Tag Att OFF!
- If you print different letters at say over 5 then over 10 make sure that 'Skip if course received letter' is 'Y' AND that you fill the AND < 10 in so that kids away for 10 absences do NOT receive an AT5 letter.
- When you print say the AT5 letter, you can request the format twice - once for over 18 (Print TO THE PARENT .. Text) = "N" ... then do it again for those under 18.

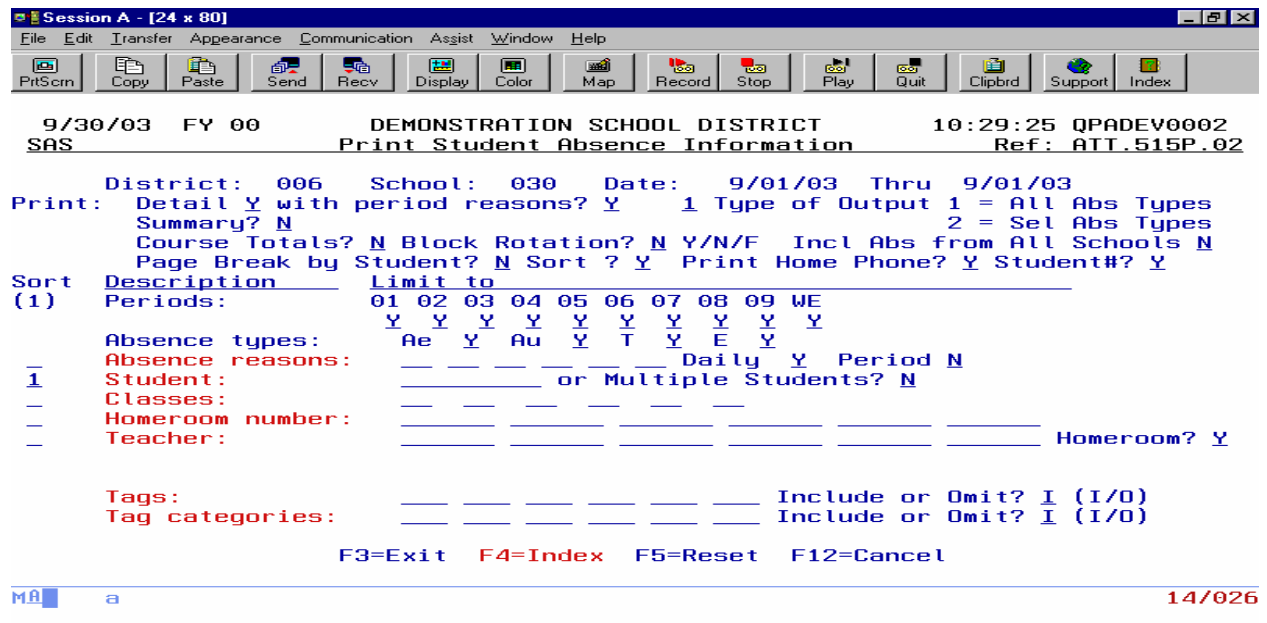
** Predefining formats is critical so that you don't have to manually each day for each letter type fill-in appropriate blanks. Use ATT.281 to define all standards - making execution easy and accurate!

**5. ATT.515 - Use to find absence comparisons for multiple/selected kids
Eg: Were Donna Bell, Deb Pfrimmer, Kim Parr away today? Or last week?**



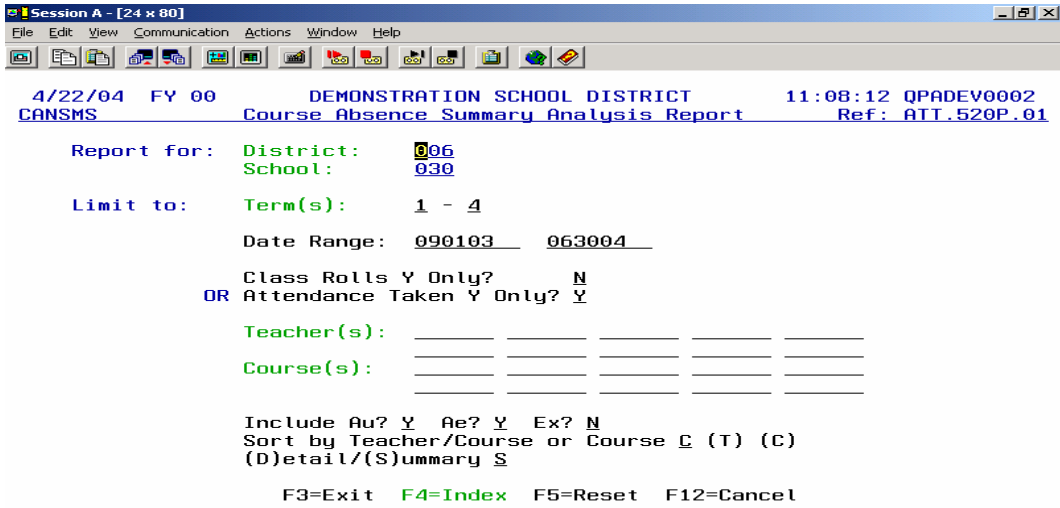
Select Multiple Students 'Y' and a subsequent screen will appear to allow you to enter the student numbers OR use Select 'Y', display 'Y' for students by name!

6. Use ATT.515 to List Daily Absences and/or lates

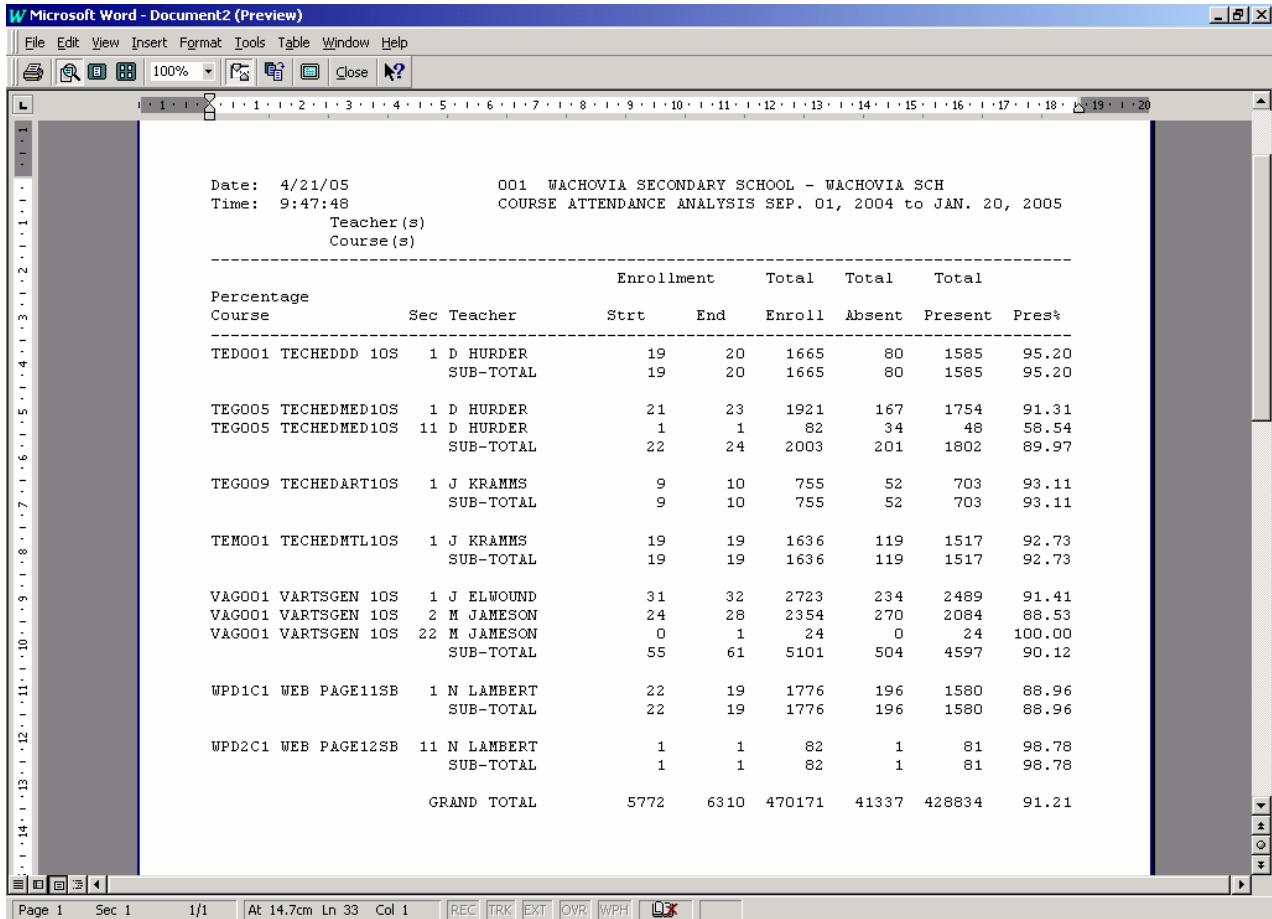


- Sort '1' alpha by student as above ... or indicate 1 beside class if you wish to run by grade level

7. ATT.520 Analyze Student attendance/presence by Course or Teacher
 Excellent report to analyze absences by course, type of course (English only say), or by Teacher. This is a totally accurate representation of attendance ratios because it considers each day enrollment and does not calculate per day figures.



- detail/Summary - means show section details or just a single line per teacher/course



8. ATT.521: Analyze what reasons/why kids are away.

This can be run for any date range and can provide insight into why students are missing.

```
File . . . . . : DATT521
Control . . . . . : █
Find . . . . . :
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8
Time: 10:30:07      ABSENCE REASON USAGE SUMMARY
                   SEP. 01, 2004 to APR. 21, 2005
-----
REASON              PERIOD DAILY
                   USAGE  USAGE
-----
AO ADMINISTRATIVE OFFICER EXCUSED      262   45
AP APPOINTMENT                        2441  139
BA BAND PERFORMANCE/RECITAL/TRIP         1    0
CF CAREER FOCUS CONFERENCE              119   27
CO COUNSELLOR                            56    6
DE DENTAL OR ORTHODONTIST APPOINTMENT    15    3
DR DOCTOR'S APPOINTMENT                  14    2
FN FUNERAL                               256   59
FT FIELD TRIP                           1117  223
HO HOSPITAL/HOMEBOUND                    545   113
IL ILLNESS/MEDICAL                       6241 3553
IS IN SCHOOL SUSPENSION                   16    4
JS JOB SHADOW                             374   85
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F3=Exit  F12=Cancel  F19=Left  F20=Right  F24=More keys
More...
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03/022
HP Color LaserJet 2500 PCL 6 on DOT4_001
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9. ATT.904: Know how often teachers are or are not completing attendance

In order for letters to be effective the school must feel confident that attendance is being taken religiously by the teachers. Whether you are scanning bubble sheets or using Teacher Connect to input attendance – ATT.904 should become a daily practice at schools to ensure attendance is being completed. This report can be run every day – and followups should occur. If you are using TeacherConnect negligent attendance can automatically be messaged.

For some school staff meetings we have run ATT.904 for a date range (include complete *YES and *NO) and run a downsms to provide a nice summary of how each teacher has done for that date range in completing attendance.