

# **STUDENT ATTENDANCE SYSTEM**

**WVEIS Summer Data Conference  
Canaan Valley Resort  
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MENU SAS000: STUDENT ATTENDANCE SYSTEM

- 1. ATTENDANCE DEFINITIONS . . . . . SAS100 MENU
- 2. ABSENCE MAINTENANCE . . . . . SAS200 MENU
- 3. ATTENDANCE REPORTS . . . . . SAS500 MENU
  
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item \_\_\_\_\_

MENU SAS100: ATTENDANCE DEFINITIONS

- 1. Attendance Options . . . . . ATT.101
- 2. Calendar Notes and Codes . . . . . ATT.212
- 3. Attendance Calendar . . . . . ATT.210
- 4. Entry/Withdrawal Codes . . . . . ATT.250
- 5. Attendance Registers . . . . . ATT.240
- 6. Absence Reasons . . . . . ATT.260
- 7. ATTENDANCE DATA INTEGRITY . . . . . SAS110 MENU
  
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item \_\_\_\_\_

Once established, Attendance definitions should not be changed unless directed to do so. Changes may have a dramatic affect on your attendance rates and membership.

District 049 School 501 Year 2004

Membership is: 2

- 1 = Always counted as 1
- 2 = Variable by Register
- 3 = Variable by Student Enrollment

Absence is: 2

- 1 = Always Full Day
- 2 = Variable by Reason
- 3 = Variable by Number of Periods Absent

OFFICIAL ATTENDANCE RECORDED:

During Period(s): 01 02 03 04 AA  
Y N N N NUse course attendance? NCount withdrawal date as a membership day? NCancel? N

- 1) Membership is always "Variable by Register"
- 2) Be sure your "Official Attendance Periods" match your absence reasons.

District 049 School 501 Year 2004

Absence Types are: 1

- 1 = Defaulted to Absent
- 2 = Defaulted to Excused
- 3 = Defaulted to Tardy
- 4 = Always Specified by Teacher
- 5 = Not Specified, Always Absent

Default Daily Reason for Absence is: W1

Cancel? N

The "Default Daily Reason for Absence" only applies to Official Reporting. At this time, it will not automatically appear on the student record.

SAS Attendance Options

District 049 School 501 Year 2004

		Amount of Membership Day Absent
Absent	1 period.....	_____
Absent	2 periods.....	.5
Absent	3 periods.....	.5
Absent	4 periods.....	1
Absent	5 periods.....	1

Cancel? N

Use this screen to establish the amount of absence based on the number of periods. You may also apply absence reasons if using number of periods as your attendance method - good for tracking unexcused absences.

Date 8/26/03 School District 049

Official School Day No.: 1 Tuesday

Note:

Code

_____	—
_____	—
_____	—
_____	—
_____	—
_____	—
_____	—
_____	—
_____	—
_____	—

Cancel? N

This is an example of the attendance calendar definition for the county.  
Note the official school day. If desired, you may use the "Notes:" section to  
record any particulars about the day - like "Report Cards Due".

Date 1/09/04 School District 049

Official School Day No.:      Friday

Note:

snow day  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code

S  
—  
—  
—  
—  
—  
—  
—  
—

Cancel? N

As days are missed as in bad weather, adjust the calendar by removing the official school day number. You also must apply a code and it helps if you enter something in the notes area.



Code EA District 049

Short Title IN CNTY PUB

Description: IN COUNTY PUBLIC EDUCATION

Type of code: E  
E = Entry  
W = Withdrawal

Mode: **Lookup**

F3=Exit

F12=Cancel

Attendance Registers have been established as State Standards. Schools may not use anything other than the standards. "E" codes are Entry codes and cause a student to be counted at your school. "T" codes and numeric codes (01,02, etc.) are withdrawal codes and cause a student to be removed from your count.

Position to District: \_\_\_ Register: \_\_\_

"X" Register	Description	District
— CP5 M	PRE-KINDERGARTEN 5 MALE - 5 FULL DAYS	049
— CP6 F	TENDERHEART FEMALE	049
— CP6 M	TENDERHEART MALE	049
— CP7 F	EVENSTART 4 HOURS WEEKLY FEMALE	049
— CP7 M	EVENSTART 4 HOURS WEEKLY MALE	049
— CP8 F	EVENSTART 8 HOURS WEEKLY FEMALE	049
— CP8 M	EVENSTART 8 HOURS WEEKLY MALE	049
— CP9 F	EVENSTART 16 HOURS WEEKLY FEMALE	049
— CP9 M	EVENSTART 16 HOURS WEEKLY MALE	049
— C0K F	KINDERGARTEN FEMALES	049
— C0K M	KINDERGARTEN MALES	049
— C01 F	FIRST GRADE FEMALES	049
— C01 M	FIRST GRADE MALES	049
— C02 F	SECOND GRADE FEMALES	049
— C02 M	SECOND GRADE MALES	049
— C03 F	THIRD GRADE FEMALES	049
— C03 M	THIRD GRADE MALES	049
— C04 F	FOURTH GRADE FEMALES	049
— C04 M	FOURTH GRADE MALES	049

+

Attendance Registers are established to provide tracking and FTE value to the enrolled students. They are counted as "Days per Week".

5 days = 1 FTE

1 day = 1/5 FTE

Register C0K F District 049

Short Title: KIND F

Description: KINDERGARTEN FEMALES

Age of students computed as of: 1

- 1 = Month 9 Day 1
- 2 = First Day of Register
- 3 = Last Day of Register

Membership for Students on this Register is: 1.000

Mode: **Lookup**

F3=Exit

F12=Cancel

Membership above reflects the FTE.

Position to: District: 049 School: 501 Reason:     

"X"	Reason	Description	Print	Deduct	Amount	School
—	A1	BUS UNABLE TO RUN/HARARDOUS CONDITIONS	A1	N		501
—	B1	SCHOOL APPROVED CURR/CO-CURR.	B1	N		501
—	B2	CURRICULAR/CO-CURRICULAR ACT. HALF DAY	B2	N		501
—	C1	ASSULT/BATTERY SCH EMP	C1	N		501
—	C2	POSSESSION OF FIREARMS/DEADLY WEAPONS	C2	N		501
—	C3	SOLD A NARCOTIC DRUG	C3	N		501
—	C4	COMMITTED A FELONY ACT	C4	N		501
—	C5	POSSESSION OF A CONTROLLED SUBSTANCE	C5	N		501
—	H1	UNEXCUSED HALF DAY	H1	Y	.500	501
—	H2	DOCTOR/MEDICAL EXCUSE HALF DAY	H2	Y	.500	501
—	H3	PARENT NOTE HALF DAY	H3	Y	.500	501
—	H4	PERSONAL DAY HALF DAY	H4	Y	.500	501
—	H5	SUSPENDED HALF DAY	H5	Y	.500	501
—	H6	LICE/PARASITE DISEASE HALF DAY	H6	Y	.500	501
—	H7	APPROVED EDUCATIONAL LEAVE HALF DAY	H7	Y	.500	501
—	H8	UNEXCUSED JUDICIAL PROCEEDINGS HALF	H8	Y	.500	501
—	W1	UNEXCUSED WHOLE DAY	W1	Y	1.000	501
—	W2	DOCTOR/MEDICAL EXCUSE WHOLE DAY	W2	Y	1.000	501
—	W3	PARENT NOTE WHOLE DAY	W3	Y	1.000	501

+

Absence Reason codes are used to establish if the Absence is "Excused" or "Unexcused" and how much of the day was missed (.5 or 1).

Reason W1 School 502 District 049

Description: UNEXCUSED WHOLE DAY

Excused? N Non-deduct for accountability only (Y/N) N

If this is a District reported absence:

What code is printed on the District report? W1

Description: UNEXCUSED WHOLE

Does this reduce ADA? Y Exact Amount is: 1.000  
(If absence varies by reason)

Mode: **Lookup**

F3=Exit

F12=Cancel

The "Excused Y/N ?" question establishes whether the reason is "allowed" or not. It is reflected on reports as "Ae" or "Au".

All reason codes with the exception of those beginning with A, B, C should reduce ADA by either .5 or 1 for county purposes only.

MENU SAS200: ABSENCE MAINTENANCE

- 1. Access to All Student Records . . . . . STU.301E
- 2. Input Student Absences by Period . . . . . ATT.420
- 3. Enter Student Absences by Course and Section ATT.421
- 4. Input Student Absences by Homeroom . . . . . ATT.422
- 5. Maintain Course Attendance by Student . . . . . ATT.426
- 6. Input Absence Reasons . . . . . ATT.430
- 7. Maintain Summarized Absence History . . . . . ATT.450
- 8. Group Absence Maintenance . . . . . ATT.620
- 9. Post Absence Totals to Course Records . . . . . ATT.630
- 10. Post Summarized Absence History . . . . . ATT.650
- 11. Maintain and Print Detailed Absence . . . . . ATT.431
  
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item \_\_\_\_\_

Most Frequently Used:

- 2. Input Student Absences by Period.
- 4. Input Student Absences by Homeroom.
- 6. Input Absence Reasons.

**SAS** Enter Student Absences by Period

District 049 School 501 Date 6/08/04

Period: 01

Student No.

Type

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

A = Absent (DEFAULT)  
 E = Excused  
 T = Tardy  
 P = Present

Cancel? N

One of the easiest methods for entering absences! Just input the student numbers. The Absence Type will default to "A" (from school options)

\_ Date 6/08/04 School \_\_\_\_ District \_\_\_\_  
 Add  
 Index Course \_\_\_\_\_ Section \_\_\_\_ Period \_\_\_\_  
 End Teacher \_\_\_\_\_ Term \_

- Index: 1
- 1 = Absences by Date
  - 2 = Absences for Student \_\_\_\_\_
  - 3 = Student Name (L/F) \_\_\_\_\_
  - 4 = Teachers
  - 5 = Schedule for Course \_\_\_\_\_ Sect \_\_\_\_
  - 6 = Schools
  - 7 = Districts

If using Course Attendance, use this program to enter absences. After completing this screen, the list of students will be displayed for the selected course, mark appropriately.



Date 6/08/04 School 501 District 049  
 Period 01 Room V 200

Student Name	Number	Type	Reasons	
			Period	Daily
ADKINS, JOE J.	4900008933	—	—	—
ADKISON, KENNETH W.	4900009025	—	—	—
ANDERSON, JAMES E.	4900006742	—	—	—
BICKETT, CHRISTINE R.	4900004091	—	—	—
BLACKBURN, NICKOLIS R.	4900005943	—	—	—
BLISS, DANIEL T.	4900001569	—	—	—
BLISS, DREW X.	4900001565	—	—	—
BOWEN, TABITHA B.	4900005940	—	—	—
BRIMEFIELD, KENDRA N.	4900006477	—	—	—
BRIMEFIELD, JB LARRY T.	4900005971	—	—	—
BURNS, JESSIE J.	4900007256	—	—	—
BURTON, MICHAEL E.	4900008443	—	—	—

A = Absent E = Excused T = Tardy

Cancel? N

Input Student Absences by Homeroom will provide the list of students for the desired homeroom. Enter the Absence Type and Daily Reason code if known.

Date 6/08/04 - 6/08/04 School 501 District 049

Student	Reason	From	Thru
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____
_____	---	_____	_____

( If Different )

Cancel? N

Once attendance has been taken the fastest method for entering reason codes is this program. Apply the desired date range and only those students that have not yet had reason codes entered will be shown on the screen.

District: 049

School: 502

Group:

Student No. .... \_\_\_\_\_

All with Tag: , , , \_\_\_\_\_

All in Course: , , \_\_\_\_\_ Section: , \_\_\_\_\_

All Absences? N (With Time & Type Specified)

Time:

Periods: , , , \_\_\_\_\_ - \_\_\_\_\_

Dates: , , , 0/00/00 - 0/00/00

Information:

Code All Match

Daily Reason: , , \_\_\_\_\_ N \_\_\_\_\_

Period Reason: , , \_\_\_\_\_ N \_\_\_\_\_

Absence Type: \_\_\_\_\_ N \_\_\_\_\_

A = Absent

E = Excused

T = Tardy

P = Present

\* = \*Any type

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

Group Absence Maintenance is used to make changes to groups of students at a time. As you can see above, it could be for All students, Tagged students, etc. When run it will affect all records that match the specified criteria. Use this program carefully - you will get a chance to verify what you are requesting.

School 502 District 049

**Group:**

All Absences found of type **T** during

**Time:**

Periods..... **AA - AA**

Dates.... **6/01/04 - 6/01/04**

If already on file, then:

REPLACE all but type "E" absences with type **T**

If existing type is **A**

**OK TO PROCEED? Y**

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

Use this screen to ensure you are updating the desired group of records with the desired change. If this screen does not match your wishes, go back and try again!

MENU SAS500: ATTENDANCE REPORTS

- 1. Print 5 Column Teacher Attendance Rolls . . . ATT.538
- 2. Print Absence Reason Worksheet . . . . . ATT.510
- 3. Print Student Absence Information . . . . . ATT.515
- 4. Print Attendance Registers . . . . . ATT.530
- 5. Print Attendance Registers - ADJUSTED ADA . . WVA.532
- 6. Display Official Attendance Summaries . . . . ATT.241
- 7. Print School Events Calendar . . . . . ATT.512
- 8. Attendance Letter Formats . . . . . ATT.280
- 9. Select And Print Attendance Letters . . . . . ATT.580
- 10. Print Perfect Attendance Report/Letters . . . ATT.524
- 11. Print Period Absence Information . . . . . ATT.523
- 12. Print Summarized Absence History . . . . . ATT.550
- 13. General Report Writer Formats . . . . . STU.260
- 14. Select & Print Your Own Report . . . . . STU.530
- 15. Elementary Attendance Report . . . . . ATT.537

**More...**

Option or Menu Item \_\_\_\_\_

District:, \_\_\_\_\_ School:, \_\_\_\_\_ Term:, \_\_\_\_\_

Print: 1  
1 = Sections defined as Class Rolls = "Y"  
2 = Sections defined as Attendance Taken = "Y"

Description                      Limit to

Teacher:, \_\_\_\_\_  
Period:, \_\_\_\_\_

Date Option: 1  
1 = Hand written on Attendance Roll  
2 = 5 days beginning with: 0/00/00  
3 = 0/00/00 0/00/00 0/00/00 0/00/00 0/00/00

Page Break on Section? \_

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

5 Column report provides "tear-off" sheets for teachers to use. The dates can be automatically generated or manually input. They must be in your calendar.

District: 049 School: 501 Date: 8/26/03 Thru 6/04/04

Print: Detail Y with period reasons? N 1 Type of Output  
Summary? N 1 = All Absences  
Tag or Tag Category? N 2 = Selected Absences

Sort Description Limit to  
(1) Periods: 01 02 03 04 AA  
Y Y Y Y Y  
Absence types: Ae Y Au Y T N E N  
Absence reasons: — — — — — — Daily Y Period N  
Student: — or Multiple Students? N  
Classes: — — — — —  
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

This report counts the number of absences found NOT the amount of absence. If Johnny has 1.5 days absent based on reason codes, this report will show 2.

District:, \_\_\_\_\_

Date: 0/00/00 -- 0/00/00

**Limit to:**

Schools:, \_\_\_\_\_

Registers:, \_\_\_\_\_

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

This program will print your schools "Official Membership" and "Official Attendance". It will print 3 separate reports based on the date range provided.



District: 049

Date: 8/26/03 -- 6/04/04

**Limit to:**

Schools: 501  
Registers:

**Print:**

Attendance Registers? ..... Y  
School Attendance Summary? ..... Y  
Daily Enrollment Statistics? ... Y

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

Page 2 of the Attendance Register program allows you to choose which of the three reports you wish. The actual attendance register will show every student that has "touched" your school along with every day/reason they were absent.

District 049 School 501 Format 001

HANNAN HIGH SCHOOL  
6770 Ashton Upland Road  
Ashton, WV 25503  
576-2571/743-3212

To: (Contact Receiving Notification)  
RE: (Each Student Selected)  
(Address Line-1)  
(Address Line-2)

Your child has missed 5 or more unexcused days of school this  
year, and I am writing to express our concern. An unexcused  
absence reduces the chances of your child's success at Hannan. Please  
speak with your child immediately and inform the school of any  
problems. Also, if your child continues to miss school without a  
valid reason, the county attendance director will be notified.

Mode: **Lookup** F3=Exit F12=Cancel

Just an example of the standard attendance letter format - a little limited by functional .  
Use this in conjunction with the Select and Print Attendance Letters program.

Report for: District 049 School 501 Date: 8/26/03 Thru 6/04/04

Limit to : ,Class:, \_\_\_ ,Tag,Category:, \_\_\_ ,Tag:, \_\_\_

Select: \_

1 = Days absent must be >, =, < \_ Consecutive? \_ (Y/N)
2 = Period absences must be >, =, < \_ total absences
for \_ (X) individual periods or \_ (X) total selected periods
In periods 01 02 03 04 AA

Count absence types Au Y Ae N E N T N

Skip if last letter was sent after 0/00/00

Sort Alpha by: 1 1=School, 2=Class, 3=Homeroom, 4=Zip Code

Output: (Y/N)

N Build Text File Y Print Student List
Page break by sort option? N (Y/N)

N Print Attendance Letters, -, Format:, \_\_\_

N Print Mailing Labels, -, Format:, \_\_\_

N Print Attendance Letters / Labels for Contacts?

N Print Unlisted Phone No.?

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

This is an extremely useful report. Use it to print perfect attendance, students missing 5 or more unexcused days, anyone with ABC tag with less than 3 days, etc. Using it alone will just print a list of students and the number of absences. You also use this program to print the attendance letters - simply specify. Watch out for "Ae" and "Au". Also, make sure your "Select" matches your attendance definitions.

MENU AOS300: ATTENDANCE (ADD-ON ITEMS)

- 1. Student Absence Information Inquiry . . . . . AOS.307
- 2. Update Absences and Reasons Using Lists . . . . . AOS.380
- 3. Perfect Attendance Report . . . . . AOS.730
- 4. Print Student Absence History . . . . . AOS.760
- 5. Absence Letter Formats . . . . . AOS.525
- 6. Absence Letter Processing . . . . . AOS.535
- 7. Review Absence Letter History . . . . . AOS.537
- 8. Display List of Absent Students . . . . . AOS.310
- 9. Official Attendance Letter Formats . . . . . AOS.670
- 10. Official Attendance Letter Processing . . . . . AOS.675
- 11. Review Official Attendance Letter History . . . . . AOS.680
- 12. Print Teacher Attendance Confirmation Report . . . . . AOS.625
  
- 89. Change Assignment
- 90. Exit ACS

Option or Menu Item \_\_\_\_\_

The Student Addon Items for Attendance provide some great tools as well.

**AOS Student Absence Information**

**Ref: AOS.307 .02**

Name (L,F,M): \_\_\_\_\_ or ID: \_\_\_\_\_ Cls:  
Date range: 0/00/00 to 0/00/00 Print? N Output queue: PRT04 Init:

**Total**

Absent (A) 1  
Excused (E) 0  
Tardy (T) 0

Date	Day	Rea
0/00/00		A

F4=Index    F8=Reasons/Types    F12=Cancel

Fill in the blanks, see the students matching your criteria, then print if desired.

District: \_\_\_\_\_

School: \_\_\_\_\_

Display absences up through: 6/10/04

Include up to 15 school days prior to above date.

Current, daily, reason must be one of the following:

\_\_\_\_\_

Include absences with no daily reasons? Y

Include days consisting of only tardies? N

**F3=Exit** F4=Index

This program is a good tool for quickly changing absences and/or reasons based on lists of students matching your criteria.

**AOS Display List of Absent Students**

**Ref: AOS.310 .01**

Position to Student: Last name: \_\_\_\_\_ First name: \_\_\_\_\_

District:, \_\_\_\_\_ School:, \_\_\_\_\_ Date: 6/10/04 Number of students: 0

Options: C=Change, D=Delete, L=Lookup, H=Show History

Opt Name	Cls	Age	Rea	Dly Period(s)
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**F3=Exit**    **F4=Index**    **F5=Refresh**    **F8=Reasons/Types**

Excellent, very quick method of displaying the day's absence list.