



February 2018 EMIS Updates

Student Information
February 14, 2018



SOFTWARE ANSWERS
ProgressBook®
S U I T E

FEBRUARY 2018 AGENDA

#ProgressBook

- Attendance Calculation
- CCP Attendance Calculation
- Correcting Attendance Issues (Warning/Skipped)
 - Informational Attendance Messages
 - Verify Calendars
 - Calendar Start/End Times
 - Lunch/Periods of the Day
 - School Absences
 - Conflicting Absences in GradeBook
- Student Truancy & Excessive Absence (FT) Record
 - Submitted Questions
- Next Webinar: March 21, 2018 10 a.m.

ATTENDANCE CALCULATION

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- New absences and/or calendar changes are included in the Attupemis updates only after the Attendance Calculation has been run
- Districts who enter all student absences as unexcused until such time as the appropriate documentation has been turned in, will see the changes to the students' attendance, attendance reports, and the Student Truancy and Excessive Absence record after Attendance Calculation has been run, and Attupemis is run in update mode
- Running the Attendance Calculation multiple times daily

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CCP ATTENDANCE CALCULATION

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- ODE has advised that student's who attend CCP courses part time should include the attendance in the total attendance reported regardless of whether the CCP courses are online, at the district or at the college campus
- Student Information includes both the FTE and the Sent to 1 CCP FTE in the calculation for the total amount. Ex. 60% FTE and Sent to 1 CCP 40% FTE, the student will get calculated at 100% FTE for the attendance calculations

- The student has a Percent of Time (FTE) of 0 on all FS-Standing records.
- None of the calendars assigned to the student have more than 0 hours per day for each day that the student is attending.
- Student has no absences.
- Student has no lunch hours assigned.
- Enhancement Request
 - HB410 -ER Update AdHoc Attendance Skipped Student and Attendance Skipped Student Detail reports to move all informational messages for students calculating correctly to bottom of report or add filters

CORRECTING ATTENDANCE ISSUES

#ProgressBook

- Verify Calendars
 - Verify the student is on the correct calendar
 - Verify the calendar on the General tab and on the FD Attributes tab are the same
 - EMIS Admission Calendar Comparison is an available AdHoc report to identify students who don't have matching calendars

- Calendar Start/End Times
 - Check both the Master Calendar and the Sub-Calendars for correct Start/End Times (am/pm)

Master Calendar

From this screen, you can display and change data pertaining to a master calendar and calendar days.

Code: *	Master	Start Date:	8/22/2017	Planned Days:	180.00
Name: *	Master	Stop Date:	5/25/2018	Actual Days:	180.00
Daily Start Time: *	08:00 AM	Daily Stop Time: *	03:00 PM		

General

Code: *	1	Name: *	1
Max Absence Level: *	Full Absence	Daily Start Time:	08:00 pm
		Daily Stop Time:	02:45 pm
		Is Active:	☒

Enter a Daily Start Time and/or Daily Stop Time to override the current Master Calendar's start (8:00 AM) and stop (3:00 PM) time(s). If you do not enter a value, the Daily Start Time and/or Daily Stop Time field(s) uses the value entered on the Master Calendar.

CORRECTING ATTENDANCE ISSUES

#ProgressBook

- Lunch/Periods of the Day Maintenance
 - Students can only have ONE lunch type course on any given day
 - Date changes for semester that affect lunch

I Want To ...
 - Edit This Student's Profile
 - View/Edit Full Schedule

	Group	Group Section	Course	Course Name	Section	Meeting	Teacher	Term	Type	Status	Start Date	End Date
	#1-1	1	001-1	ADVISORY	1	1 (E109)	LORA KARCHER	Year	Manual	Assigned	Aug 22, 2017	
	#1-1	1	400-1	SCIENCE-1	1	8 (E109)	LORA KARCHER	Year	Manual	Assigned	Aug 22, 2017	
	#1-1	1	500-1	SOCIAL STUDIES-1	1	9 (E109)	LORA KARCHER	Year	Manual	Assigned	Aug 22, 2017	
			LUNCH/RECESS	LUNCH/RECESS	1	3B (CAFE)	TBA	Year	Manual	Assigned	Aug 22, 2017	
			RECESS	RECESS	1	10B (PLAY)	TBA	Year	Manual	Assigned	Aug 22, 2017	

CORRECTING ATTENDANCE ISSUES

#ProgressBook

- Lunch/Periods of the Day Maintenance
 - Periods of the Day Maintenance – verify start/end times for lunch periods

Periods of the Day Maintenance

From this screen, you can display, add, change and delete data pertaining to periods of the day.

Filter By Rotation Day: W - Wednesday

Save Changes Cancel Changes

			Code	Name	Start Time	Stop Time	Sort Order	Active
			0	0			0	☒
			1	1			1	☒
			2	2			2	☒
			3	3			3	☒
			4	4	10:51 AM	11:21 AM	4	☒
			5	5	11:45 AM	12:15 PM	5	☒
			6	6			6	☒

- School Absences
 - Check the times for am/pm indicators

Student's School Absences

From this screen, you can display, add, change and delete data pertaining to student absences.

Start Date: *
8/29/2017
x
End Date: *
5/30/2018
Go

Daily Attendance
Period Attendance

[Show Full Year Attendance Statistics]

Add Absence

☐	Date ▼	Calendar	Absence Level	Absence Type	Reason	Note	Time In	Time Out	Comment
☐	Dec 18, 2017	1 - 1	Full Absence	E - EXCUSED	I - ILLNESS	S - SCHO CALL			
☐	Dec 04, 2017	1 - 1	Non-Absence	PE - PARTIAL EXCUSED	I - ILLNESS	X - PRNT PKUP	11:13 AM		
☐	Oct 11, 2017	1 - 1	PM Absence	E - EXCUSED	I - ILLNESS	X - PRNT PKUP	02:37 PM		
☐	Oct 10, 2017	1 - 1	Full Absence	E - EXCUSED	I - ILLNESS	X - PRNT PKUP	09:45 AM		2 hr delay
☐	Sep 01, 2017	1 - 1	Non-Absence	O - OTHER	A - APPT	M - MED EXCUS	01:21 PM	12:05 PM	
☐	Aug 31, 2017	1 - 1	Full Absence	E - EXCUSED	I - ILLNESS	M - MED EXCUS			

☐ Include Absences Outside of Admission Dates

Delete Selected Absences

- School Absences
 - Entering absences prior to the date of the absence, and date changes to a non-attending day
 - Prior to changing a school day to a non-attending date, if a district already had pre-entered absences (examples include field trips, vacations and students on medical leave), you will need to delete the absences prior to changing the day type by navigating to *StudentInformation » SIS » Attendance » Daily*

Absence List

- Resolution in the event absences not deleted prior to day type change:
 - The absence will not display on the student's school absence page once the calendar day is changed to a non-attending day
 - Temporarily update the day on the calendar back to a school day, then go to the student's school absences page, and delete the absence, which now appears.
 - Once deleted, change the day back to the non-attending day.

CORRECTING ATTENDANCE ISSUES

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- School Absences
 - When school starts late or dismisses early

Sub Calendar Day

The Sub Calendar Day Type is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the Sub Calendar Day Type specified here is still used.

Enter a Daily Start Time and/or Daily Stop Time to override the current Sub-Calendar's or Master Calendar's start (7:40 AM) and stop (2:40 PM) time(s).

Master Calendar Day Type:

School Day

Sub Calendar Day Type:

Use Master Calendar Day Type

Daily Start Time:

9:45 AM

Daily Stop Time:

State Reporting Exception(s)

Weather Related Shortened Day

4:50

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ProgressBook
A BRIGHT IDEA

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STUDENT TRUANCY (FT RECORD)

- Student Absence Intervention page
 - This page can be reached two different ways
 - StudentInformation > SIS > Student > Attendance > Student Absence Intervention
 - Or from the FS Attendance tab on the Edit Profile page

Student Information > SIS > Student > Edit Profile

Edit Student Profile

From this screen, you can display and change information regarding a student's profile.

General	Additional	Custom	Private	FS-Standing	FS-Attendance	FS-Attributes	FN-Attributes	FN-Graduate	Transportation
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Absence Alerts & Interventions

STUDENT TRUANCY (FT RECORD)

- Student Absence Intervention page
 - The Excessive Absences or the Habitual Truancy values appear in black once the students accumulate at least 50% of the consecutive monthly absences until the triggers have been met; at that time the numbers turn to red on this page in the Current Absence Hours display

Current Absence Hours	
Excessive Absences ⓘ	0 / 38 February
	179 / 65 2017-2018 School Year
Habitual Truancy ⓘ	0 / 30 Consecutive Hours
	0 / 42 February
	78 / 72 2017-2018 School Year

Thresholds	
Habitual Truancy – 1/26/2018	
Excessive Absences – 10/10/2017	
☒ Create Intervention Team	1/31/2018
☒ Parent Notification	1/29/2018 1/31/2018 2/2/2018
☒ Develop Intervention Plan	1/31/2018
☒ Judicial Contact	1/31/2018 2/4/2018 2/7/2018
	2/12/2018

CORRECTING ATTENDANCE ISSUES

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- Conflicting Absences in GradeBook
 - Defect 13057 - HB410 calculation skips student daily absence if student is in a class that isn't at the school they're enrolled at.
 - Defect entered into GradeBook as well to prevent this issue

STUDENT TRUANCY (FT RECORD)

#ProgressBook

- Documentation
 - Student Information Attendance and Calendar Guide, pg. 67
- FT Transfer Record
 - Each of the following FT Absence Event Elements is reported only one time to ODE for students who meet the requirements
 - A – Parent Notified of Excessive Absences
 - B – Student becomes Habitually Truant
 - D – Absence Intervention Plan Implemented (Only created when the habitual truancy has been triggered **and** once the plan is created and a date entered in the Plan Created field)
 - Absence Event Element 'C' – Habitual Truant Violates Court Order is to be reported **each time** a violation occurs – added in upcoming 17.3 release

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STUDENT TRUANCY (FT RECORD)

- Student Absence Intervention page
 - Once the student's Excessive Absences has been triggered, the district must notify the parents in writing within seven days of the absence that caused the student to become excessively absent.
- Uploaded absence letters are available in the Print Letter dropdown in the Current Absence Hours location

The screenshot displays the 'Student Absence Intervention' page. It is divided into two main sections: 'Current Absence Hours' and 'Thresholds'.

Current Absence Hours:

- Excessive Absences:** 0 / 38 February. Below this, a large box shows '87 / 65 2017-2018 School Year'.
- Habitual Truancy:** 0 / 30 Consecutive Hours. Below this, it shows '0 / 42 February' and '6 / 72 2017-2018 School Year'.
- A 'Print Letter' button is located at the bottom right of the 'Current Absence Hours' section.

Thresholds:

- A dropdown menu shows 'Excessive Absences - 10/12/2017'.
- Three action items are listed: 'Create Intervention Team', 'Parent Notification', and 'Develop Intervention Plan'.

STUDENT TRUANCY (FT RECORD)

- Student Absence Intervention page
 - After the district sends the written notification to the parents, they must update this page with the specific date the letter was sent
 - Clicking the Update Intervention button after entering the data, will update the Parent Notification with as displayed below & create an FT Transfer record

> Intervention Team

Parent Involvement Judicial Contact Other Contact

Parent Involvement

WILLIE ROWLAND

Written Notification

10/15/2017

Excessive Absences

Comments

Update Intervention

Thresholds

Excessive Absences – 10/12/2017

Create Intervention Team

Parent Notification

10/15/2017

Develop Intervention Plan

STUDENT TRUANCY (FT RECORD)

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- Student Absence Intervention – Creating the Intervention Plan
 - This is the location where you can add Team Members, comments and the date the team is created as well as the date the Plan is created

▼ Intervention Team

Staff ▼

Search...

Title

+ Add Member

Comments

Team Created On

Date 

Plan Created On

Date 

Update Intervention

STUDENT TRUANCY (FT RECORD)

#ProgressBook

- Student Absence Intervention – Creating the Intervention Plan
 - Once the Plan is Created and the date entered, this information will appear in the Thresholds location
 - Additionally, an FT record with the Absence Element 'D' is automatically created and included in the transfer file for Intervention Plans created for Habitually Truant students
 - Intervention Plans are only reported for students with Habitual Truancy; they are not reported for students with Excessive Absences

Thresholds

- Excessive Absences - 10/12/2017
- ✗ Create Intervention Team
- ✓ Parent Notification
- 10/15/2017
- ✓ Develop Intervention Plan
- 11/2/2017

STUDENT TRUANCY (FT RECORD)

- Student Absence Intervention – When a habitually truant student violates the court order
 - These students are to be reported with an FT record that has the Absence Element ‘C’. This is the only FT record that is reported multiple times for a student.
 - This record is reported with the date that each violation occurs.

Judicial Contact			
John Judge	1/31/2018	Comments	
Written Notification	Habitual Truancy		
John Judge	2/4/2018	Comments	
Violates a court order	Habitual Truancy		
Judge Smith	2/7/2018	Comments	
Violates a court order	Habitual Truancy		
John Judge	2/12/2018	Comments	
Violates a court order	Habitual Truancy		

Update Intervention

STUDENT TRUANCY (FT RECORD)

#ProgressBook

- Student Absence Intervention – When a habitually truant student violates the court order
 - All of the Judicial Contacts appear with the dates contact was made in the Threshold area of the Student Absence Intervention screen
 - This includes all judicial contacts regardless of whether or not an FT record was created for the contact

The screenshot displays a 'Thresholds' section with several intervention steps, each with a date field. The steps are: 'Habitual Truancy - 1/26/2018', 'Excessive Absences - 10/10/2017', 'Create Intervention Team' (with a date field of 1/31/2018), 'Parent Notification' (with a date field of 1/29/2018), 'Develop Intervention Plan' (with a date field of 1/31/2018), and 'Judicial Contact' (with a date field of 1/31/2018). The 'Judicial Contact' section is highlighted with a rounded rectangle.

Threshold	Date
Habitual Truancy	1/26/2018
Excessive Absences	10/10/2017
Create Intervention Team	1/31/2018
Parent Notification	1/29/2018
Develop Intervention Plan	1/31/2018
Judicial Contact	1/31/2018

• District Responsibilities Checklist

✓ District Responsibilities Checklist ①

Within 7 days of the triggering absence, the district must do the following:

- ☒ Select members of the absence intervention team.
- ☒ Make 3 meaningful attempts to secure the student's parent or guardian's participation on the absence intervention.
- ☒ Inform parent of their right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.
- ☐ Parent fails to respond.

School district must carry out the following:

- ☐ Investigate whether the failure to respond triggers mandatory reporting to the county's public children services agency.
- ☐ Instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian.

Within 10 days of the triggering absence, the district must do the following:

- ☐ Assign the selected absence intervention team to the student.

Within 14 days after the team is assigned, the district must do the following:

- ☐ Develop the student's absence intervention plan.

Within 7 days after the plan is developed, the district must do the following:

- ☐ Make reasonable efforts to provide written notification to the student's parent or guardian.

If the student does not make progress on the plan within 60 days or continues to be excessively absent, the district must do the following:

- ☐ File a complaint in the juvenile court.

SUBMITTED QUESTIONS

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- Must the Intervention Plan/Team information be completed in the application when inputting parental involvement?
 - No. The Team Member information is optional. Districts can choose to use it or not. It is designed to assist districts track who is on the team and other pertinent information they may need to assist their students
 - The date the Intervention Plan is implemented needs to be entered at the time of implementation in order that the appropriate FT transfer record can be created

- I entered a written notification for a parent of a student that has not yet met any thresholds. Should this student have an FT record with the Absence Element of 'A'?
 - No. Students must meet either the Excessive Absences or the Habitually Truant thresholds to be included in the FT Transfer.

SUBMITTED QUESTIONS

- If a student meets a threshold, ex. Habitually Truant, and an FT Transfer file with the Absence Element of 'B' is included in the FT transfer files, what happens if this student's absences are updated and the student isn't really habitually truant?
 - At the time the student's absence record is updated and it removes the student from being habitually truant, the FT record is no longer included in the FT transfer file.
 - We are working with ODE to obtain additional information on any impact this could have if a student was previously reported with the FT record and at a later date is not reported with the FT record