



February 2018 EMIS Updates

StudentInformation

February 14, 2018



- 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

- 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

- 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
- StudentInformation 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

- 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-Calendar 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:	<input checked="" type="checkbox"/>

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.

- 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	

- 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

[\[Show Full Year Attendance Statistics\]](#)

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

Include Absences Outside of Admission Dates

- 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.

- 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:

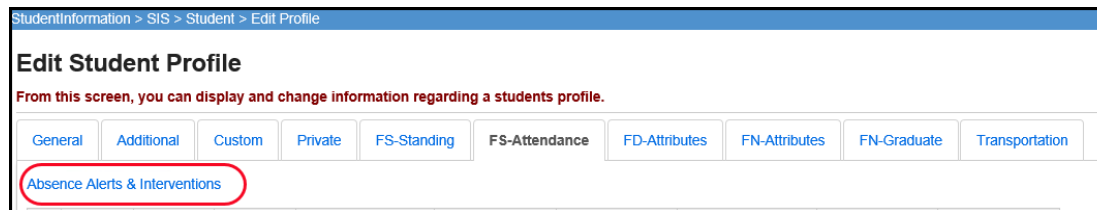
State Reporting Exception(s)

Weather Related Shortened Day 4.50

- 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

- Documentation
 - StudentInformation 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

- 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 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

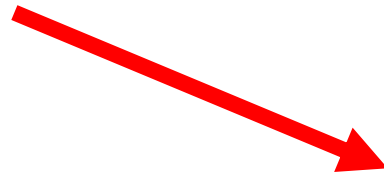
✓ Judicial Contact

1/31/2018 2/4/2018 2/7/2018

2/12/2018

- 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



Current Absence Hours

Excessive Absences ⓘ

0 / 38 February

87 / 65 2017-2018 School Year

Habitual Truancy ⓘ

0 / 30 Consecutive Hours

0 / 42 February

6 / 72 2017-2018 School Year

Print Letter ▾

Thresholds

Excessive Absences – 10/12/2017

- ✖ Create Intervention Team
- ⚠ Parent Notification
- ✖ Develop Intervention Plan

- 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

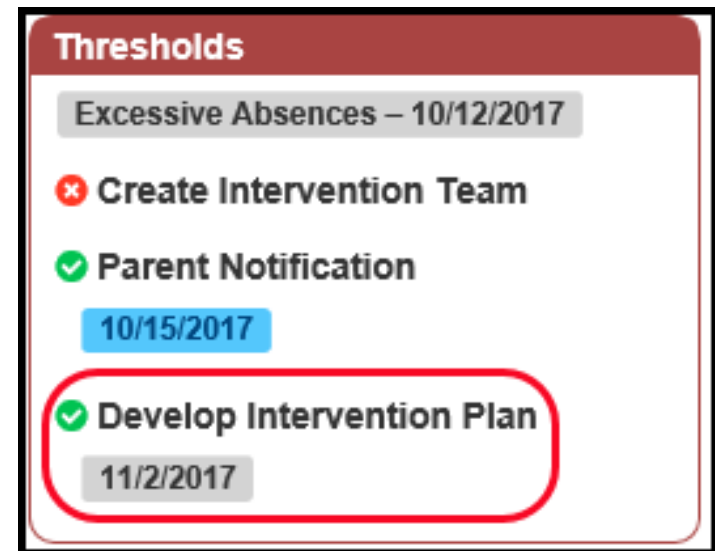
The screenshot shows the 'Intervention Team' section of a software interface. It has three tabs: 'Parent Involvement' (selected), 'Judicial Contact', and 'Other Contact'. Under the 'Parent Involvement' tab, there is a section with a plus icon and the text 'Parent Involvement'. Below this, there are two rows of input fields. The first row contains a dropdown menu with 'WILLIE ROWLAND' selected, a date field with '10/15/2017' and a calendar icon, and a 'Comments' text area with a trash icon. The second row contains a dropdown menu with 'Written Notification' selected, a dropdown menu with 'Excessive Absences' selected, and the same 'Comments' text area. At the bottom of the form is a blue button labeled 'Update Intervention'.

The screenshot shows the 'Thresholds' section of the software interface. It has a red header with the text 'Thresholds'. Below the header, there is a grey bar with the text 'Excessive Absences – 10/12/2017'. Below this, there is a checklist with three items: 'Create Intervention Team' with a red 'x' icon, 'Parent Notification' with a green checkmark icon and a blue box containing the date '10/15/2017', and 'Develop Intervention Plan' with a red 'x' icon. A red rounded rectangle highlights the 'Parent Notification' item.

- 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

The screenshot displays a web form titled "Intervention Team". At the top left, there is a dropdown menu labeled "Staff" with a downward arrow. To its right is a search input field with the placeholder text "Search...". Further right is a "Title" input field. A green button with a plus icon and the text "Add Member" is positioned to the right of the "Title" field. Below these fields is a large, empty text area labeled "Comments". Underneath the comments area are two date selection fields: "Team Created On" and "Plan Created On", each with a "Date" placeholder and a calendar icon. At the bottom center of the form is a blue button labeled "Update Intervention".

- 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

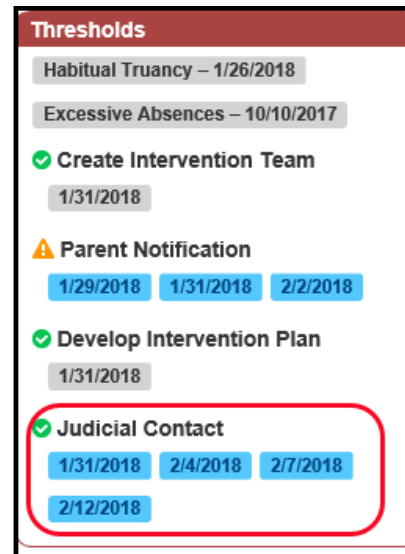


- Student Absence Intervention – When a habitually truant student violates the court order
 - These students are to be reported with an FT record that has the Absence Element ‘C’. This is the only FT record that is reported multiple times for a student.
 - This record is reported with the date that each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



• District Responsibilities Checklist

▼ District Responsibilities Checklist

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.

- 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.

- 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