February 2018 EMIS Updates

StudentInformation

February 14, 2018

SOFTWARE ANSWERS ProgressBook SUITE

FEBRUARY 2018 AGENDA

- 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

ATTENDANCE CALCULATION

- 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

CCP Attendance Calculation

- 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

INFORMATIONAL ATTENDANCE MESSAGES

- 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

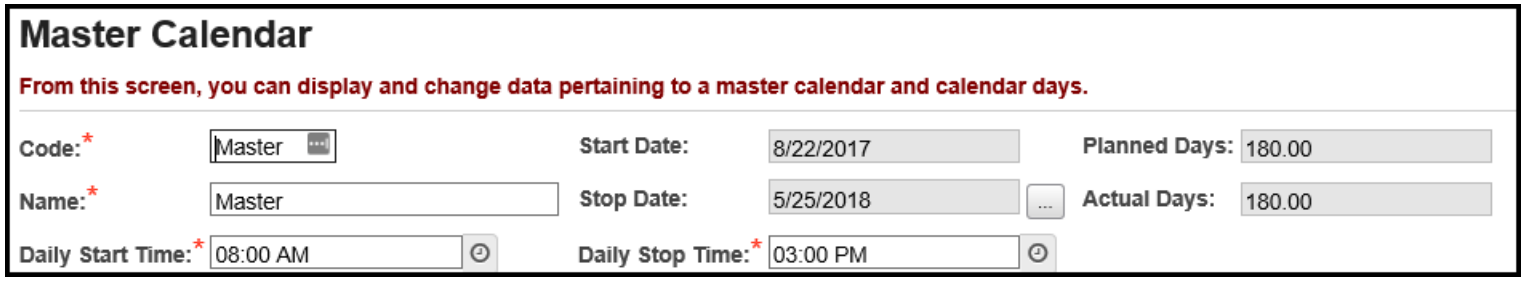
Correcting Attendance Issues

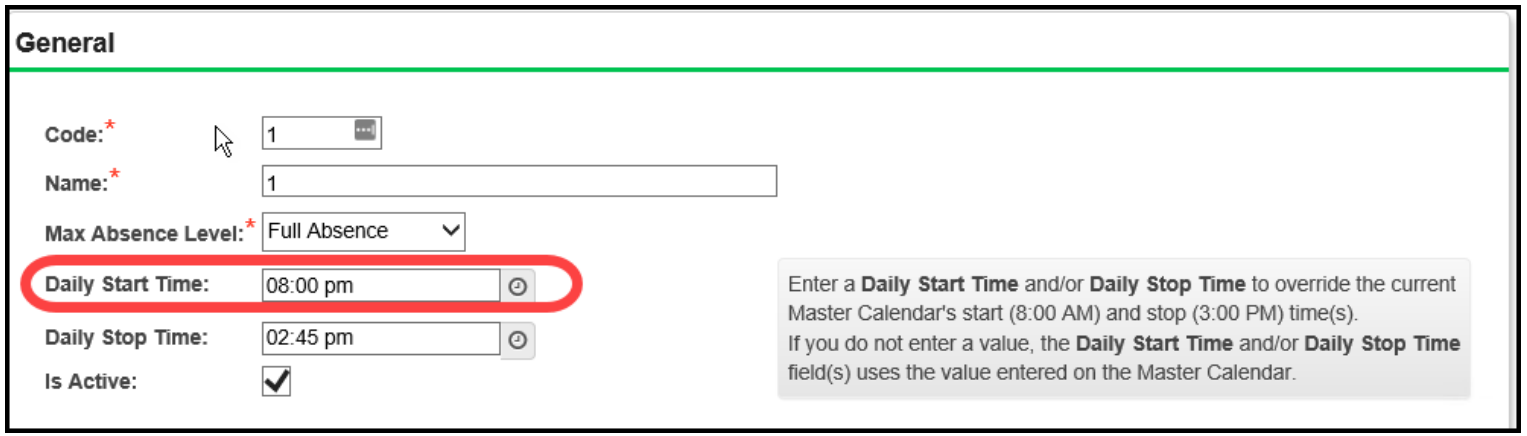
- Verify Calendars
  - Verify the student is on the correct calendar
  - Verify the calendar on the General tab and on the FD Attributes tab are the same
  - EMIS Admission Calendar Comparison is an available AdHoc report to identify students who don't have matching calendars

Correcting Attendance Issues

#ProgressBook

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





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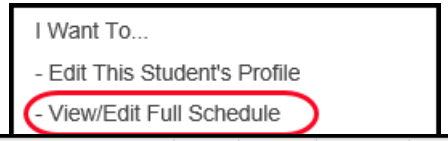
CORRECTING ATTENDANCE ISSUES

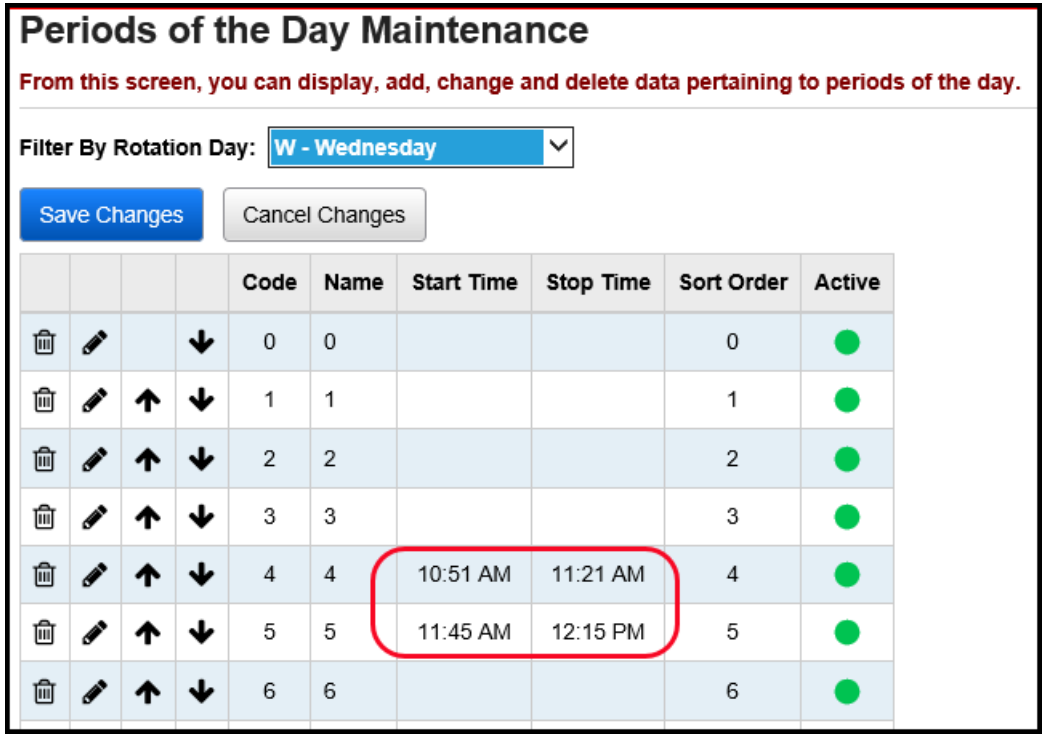
- Lunch/Periods of the Day Maintenance
  - Students can only have ONE lunch type course on any given day
  - Date changes for semester that affect lunch



		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

- 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

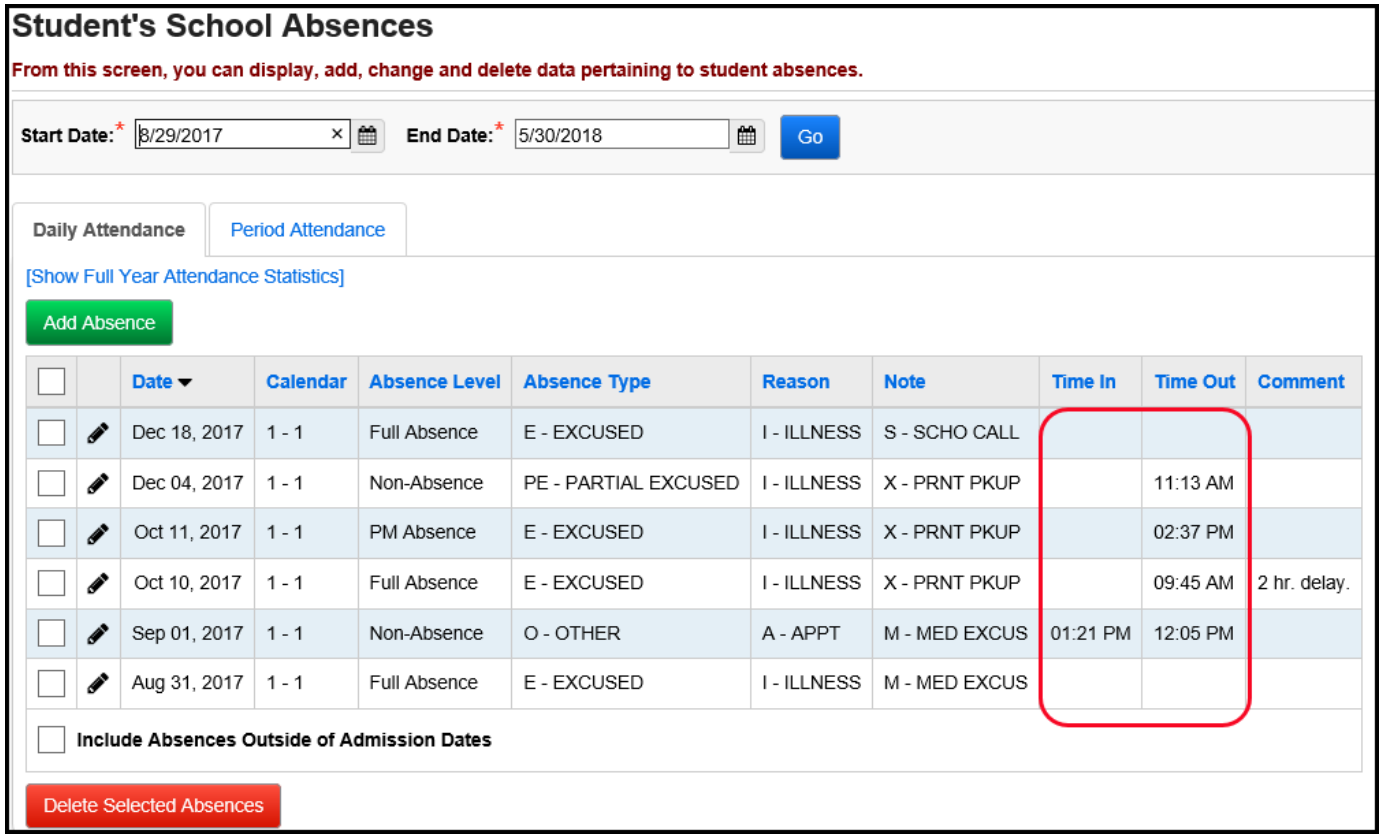
Save Changes | Cancel Changes

				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	

CORRECTING ATTENDANCE ISSUES

#ProgressBook

- 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 × 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

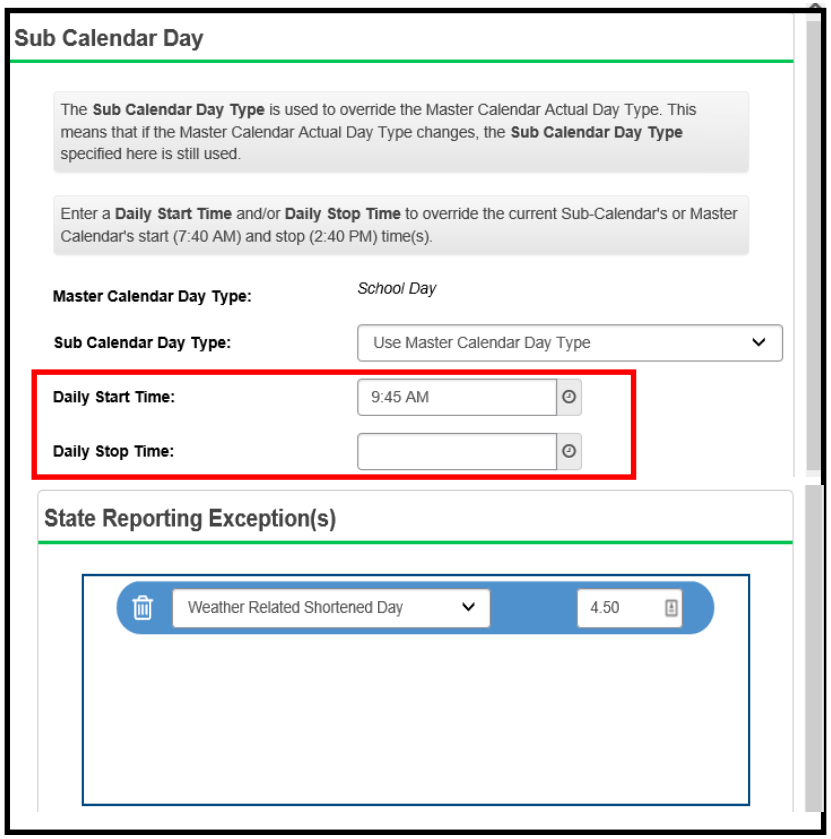
Delete Selected Absences

Correcting Attendance Issues

- 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

- School Absences
  - When school starts late or dismisses early



Correcting Attendance Issues

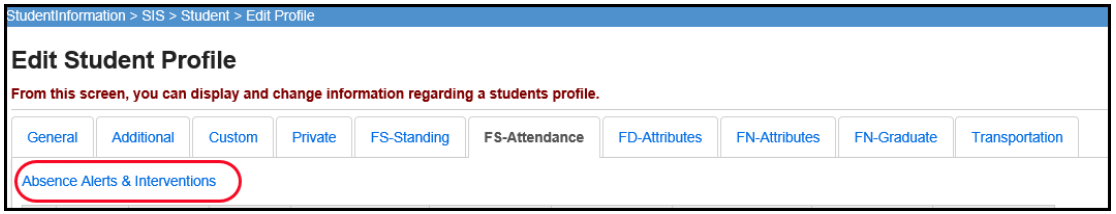
- Conflicting Absences in GradeBook
  - Defect 13057 - HB410 calculation skips student daily absence if student is in a class that isn't at the school they're enrolled at.
  - Defect entered into GradeBook as well to prevent this issue

Student Truancy (FT Record)

- 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

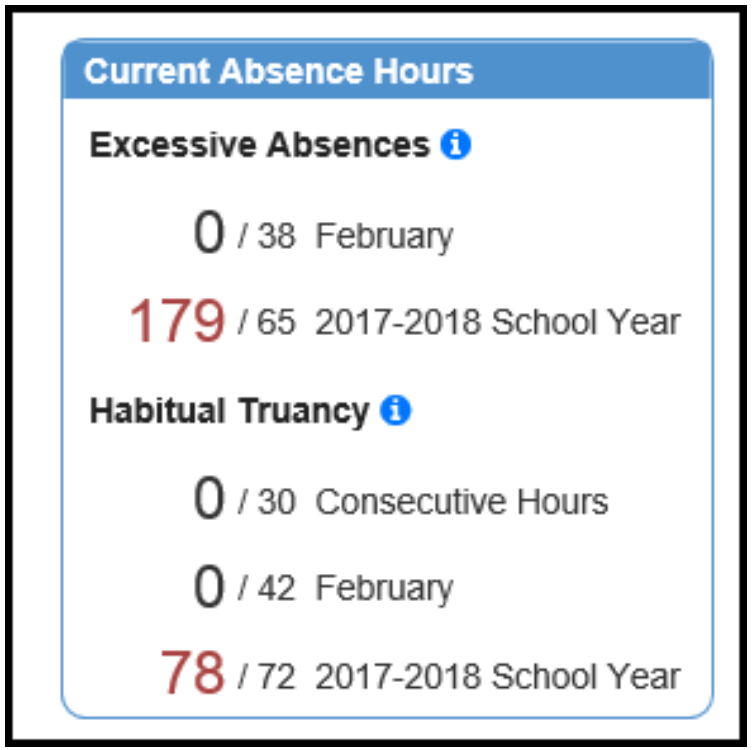
Student Truancy (FT Record)

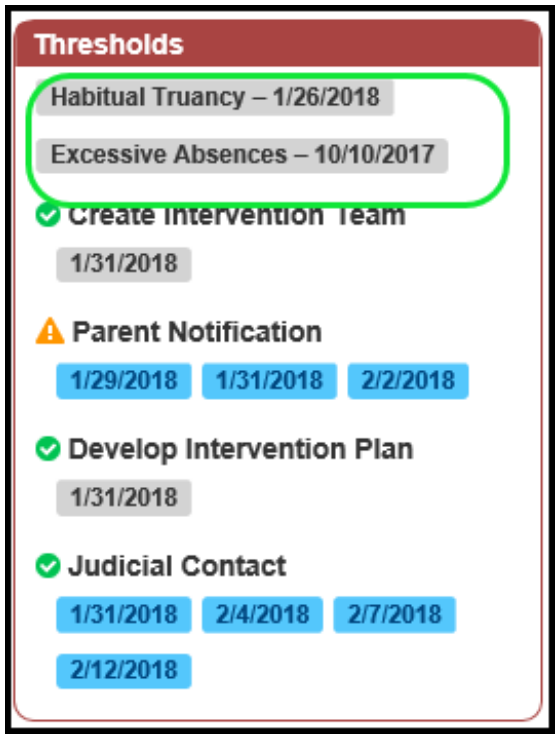
- Student Absence Intervention page
  - This page can be reached two different ways
    - StudentInformation > SIS > Student > Attendance > Student Absence Intervention
    - Or from the FS Attendance tab on the Edit Profile page



STUDENT TRUANCY (FT RECORD)

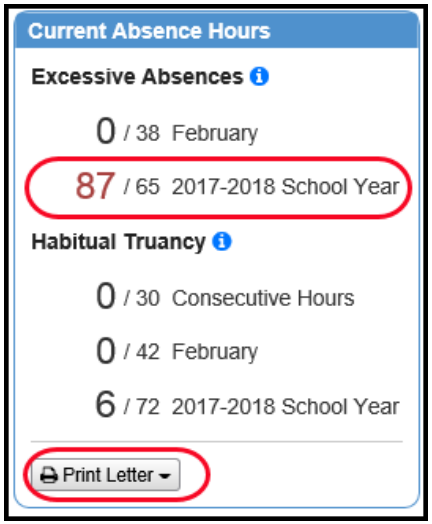
- Student Absence Intervention page
  - The Excessive Absences or the Habitual Truancy values appear in black once the students accumulate at least 50% of the consecutive monthly absences until the triggers have been met; at that time the numbers turn to red on this page in the Current Absence Hours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

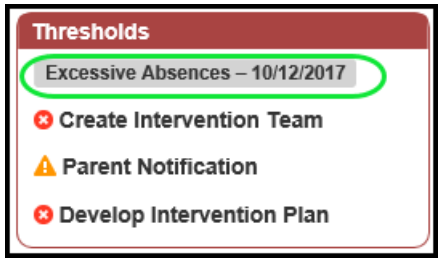




Student Truancy (FT Record)

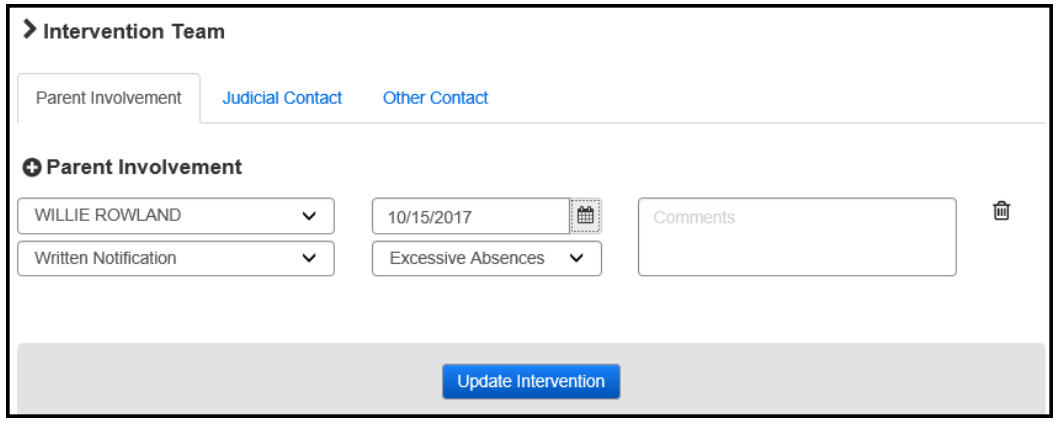
- Student Absence Intervention page
  - Once the student's Excessive Absences has been triggered, the district must notify the parents in writing within seven days of the absence that caused the student to become excessively absent.
  - Uploaded absence letters are available in the Print Letter dropdown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

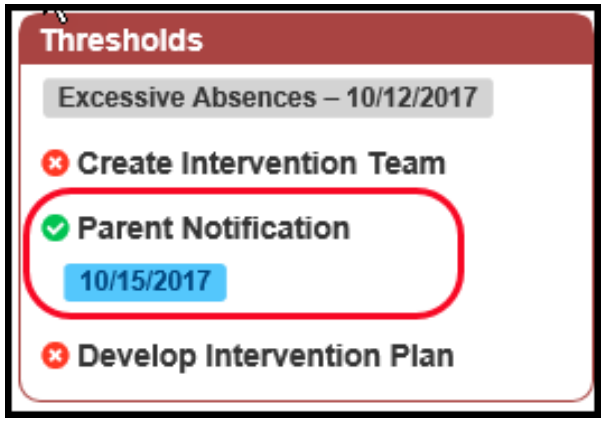




Student Truancy (FT Record)

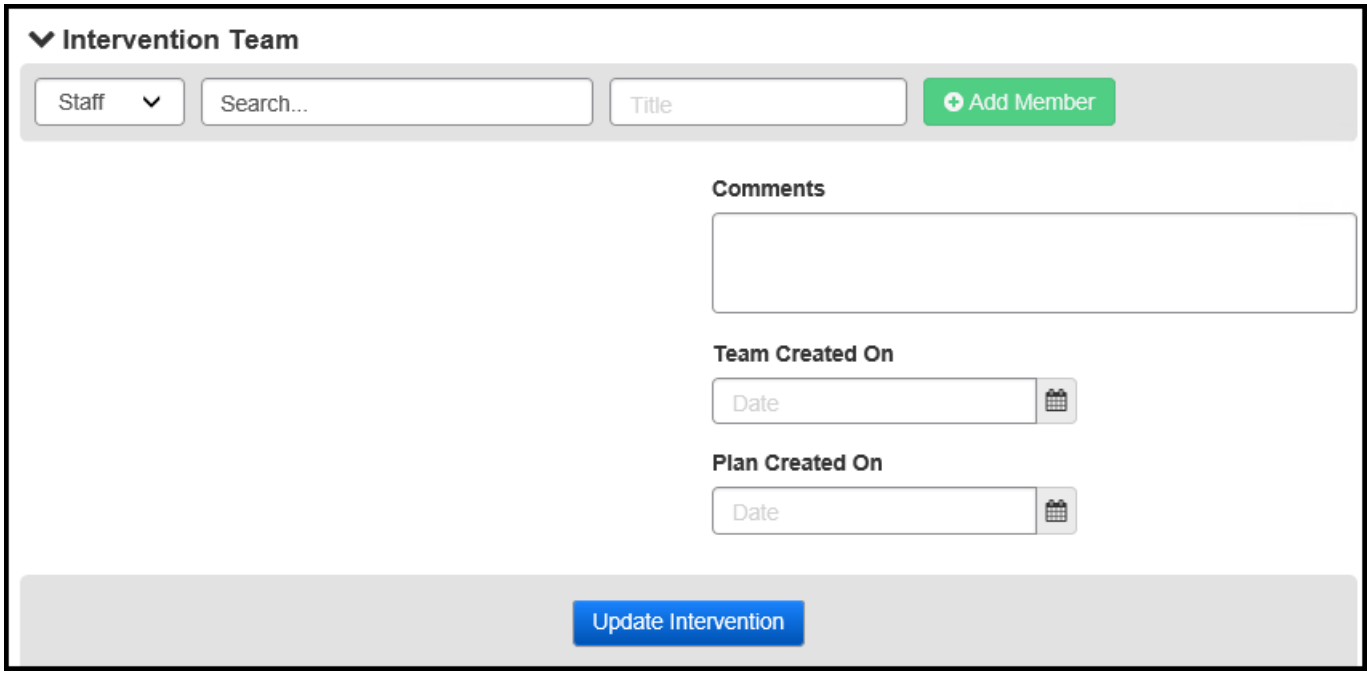
- Student Absence Intervention page
  - After the district sends the written notification to the parents, they must update this page with the specific date the letter was sent
  - Clicking the Update Intervention button after entering the data, will update the Parent Notification with as displayed below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





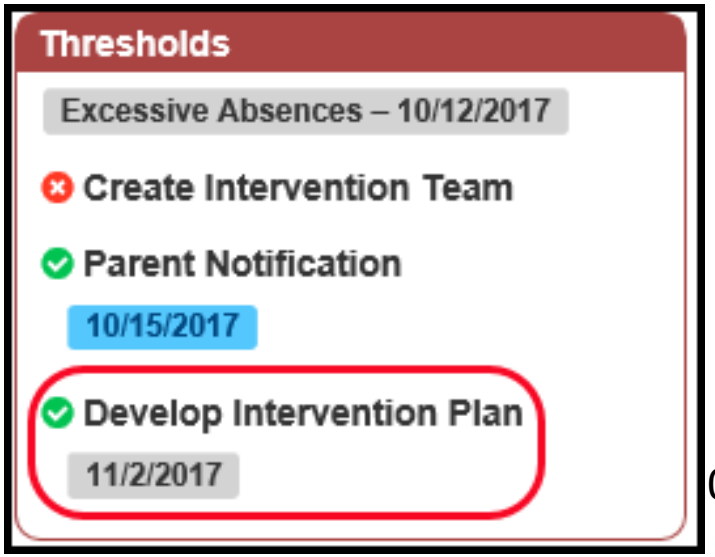
Student Truancy (FT Record)

- 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



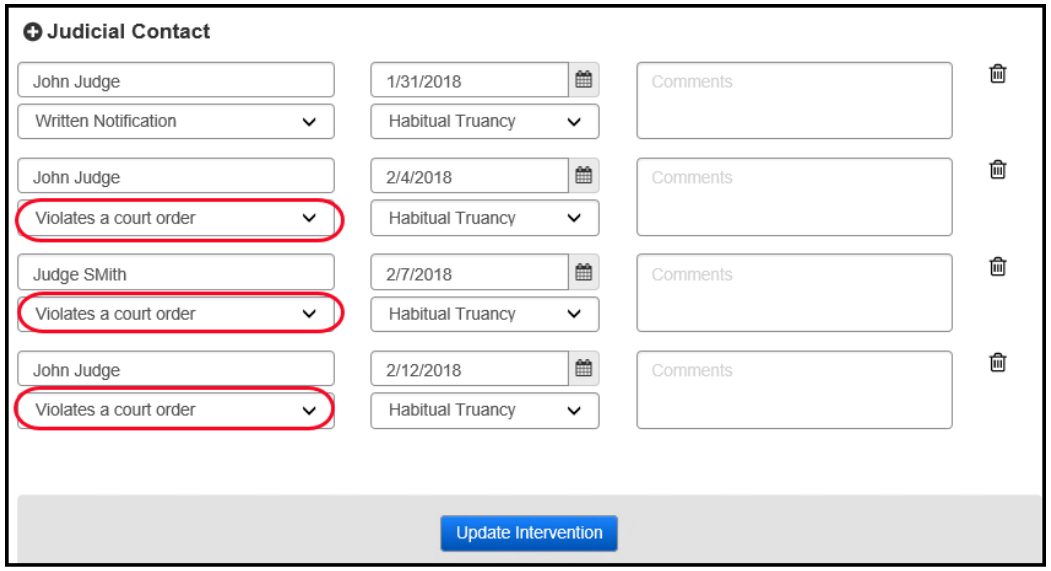
Student Truancy (FT Record)

- 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



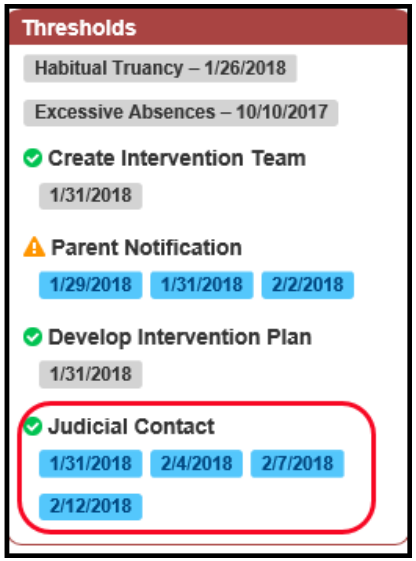
STUDENT TRUANCY (FT RECORD)

- 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.



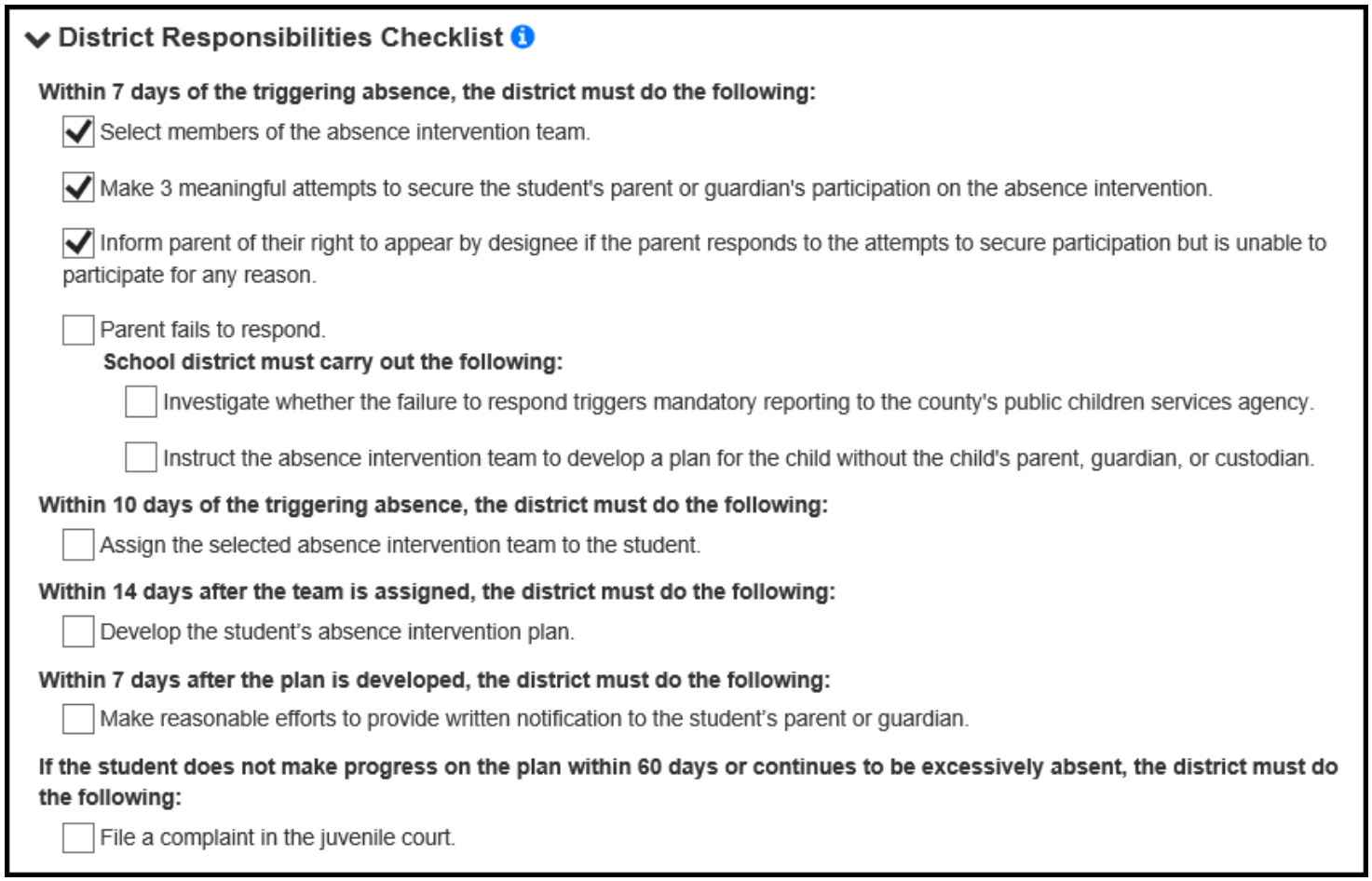
Student Truancy (FT Record)

- 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



Student Truancy (FT Record)

- District Responsibilities Checklist



District Responsibilities Checklist

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

- [x] Select members of the absence intervention team.
- [x] Make 3 meaningful attempts to secure the student's parent or guardian's participation on the absence intervention.
- [x] 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

- 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

SUBMITTED QUESTIONS

- 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