Attendance Initiative: Generating Attendance Reports

report

This document walks users through generating attendance reports used to target excessive absences. The reports will be generated by the Campus Attendance and/or Data Management clerks and given to the corresponding attendance or parent liaison in order to increase campus attendance percentages

8/8/2013

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Attendance Initiative Reports

This document describes the steps to follow in order to generate the two reports that will be used to identify students with attendance issues for the purpose of increasing campus attendance percentages and implementing truancy prevention measures. These two reports are part of the Attendance Initiative project.
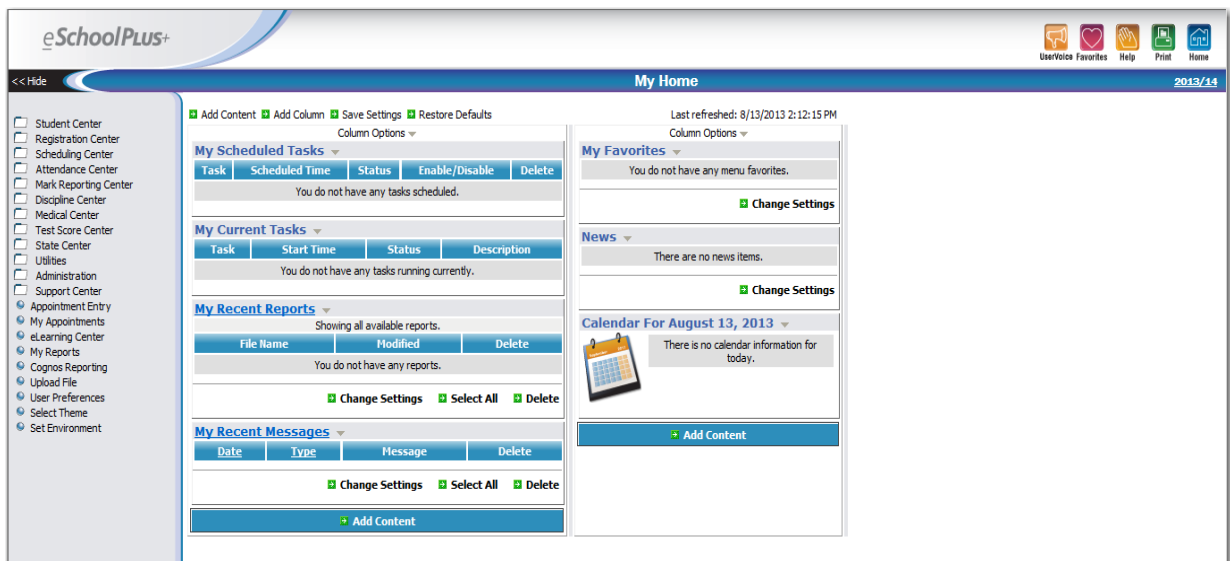
The "Attendance Trends by Period (Detail)" and "Attendance Trends by Period (Summary)" reports are the reports that will be used by the Liaisons to identify the applicable students. The reports are generated by the campus attendance and data management clerks and emailed to the applicable liaisons.

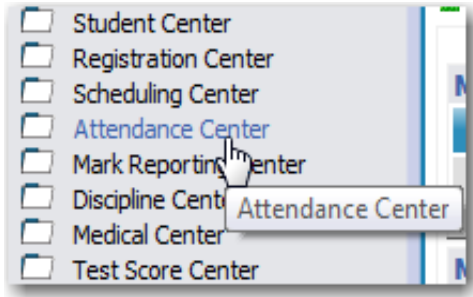## Attendance Trends by Period (Detail)

The Trends by Period (Detail) report allows you to select students based on specified absence criteria. The report can be used to review student's attendance information for specified attendance periods and look for potential trends. The report produces a list of absence totals by period, date, and code for students who meet specific absence criteria. The report can be used to increase ADA or percent of attendance (when generated for 2nd period) as well as to identify truancy (when generated for all periods).

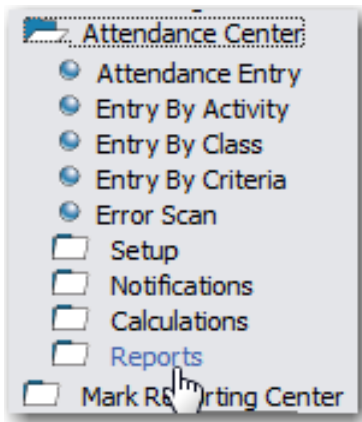### 2nd period only (used for ADA and percent of attendance)

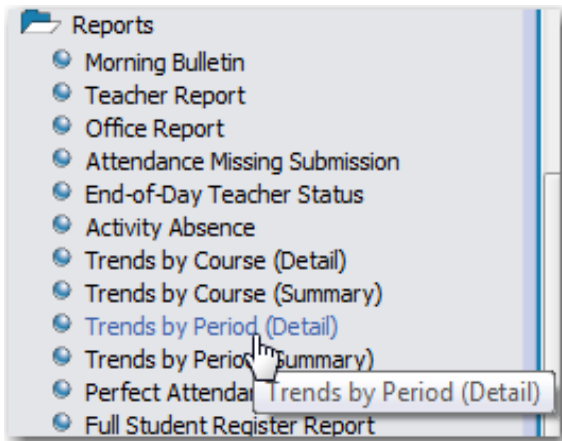1. Log in to the eSchoolPlus student system.

2. Click on "Attendance Center."

3. Click on "Reports."

4. Click on "Trends by Period (Detail)."

5. Enter the report criteria as follows:

Attendance Trends by Period (Detail)

Building:*	41 ↓ **Enter your building**
Start Date:*	⦿ By Date: 12/3/2012 📅
	○ By Prior Days:
End Date:*	○ Today **These dates will change**
	⦿ By Date: 12/20/2012 📅
Calculate On:	Code ▾
List of Attendance Codes:	ABS ↓
Count Period Absences:	Only count within each separate attendance period ▾
Days to Check:*	☐ Sunday
	☑ Monday
	☑ Tuesday
	☑ Wednesday
	☑ Thursday
	☑ Friday
	☐ Saturday
Attendance Periods to Check:	2 ↓
Page Break On Student:	☐
Log Statistics:	☑ Include the report statistics in the report file

- **Building** – Enter the appropriate campus building number.
- **Start Date** – Click on "By Date:" and enter the beginning date for which you want to report absences from.
- **End Date** – Click on "By Date" and enter the ending date for which you want to report absences to.
- **Calculate On** – Select "Code" from the drop-down table.
- **List of Attendance Codes** – Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** – Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** – Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- **Attendance Periods to check** – Select "2" (2nd Period) from the drop-down table or type in the number.
- **Page Break On Student** – Leave the box unchecked.
- **Log Statistics** – Check the box.

6. Enter the Occurrence Criteria as follows:

Occurrence Criteria

Choose one of the following:

○ Include only students who have at least [　　] absences, but no more than [　　] absences anywhere in the reporting cycle.

● Include only students who have at least [3] absences, but no more than [180] absences, entered for the same attendance period.

○ Include only students who have at least [　　] absences, but not more than [　　] ◉ consecutive ○ cumulative absences in the selected attendance periods, and these absences were entered for at least [　　] days, but not more than [　　] ◉ consecutive ○ cumulative days.

Choose one of the following – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."*

7. Enter the Sort Criteria as follows:

Sort

Clear Criteria

Area	Field Name	Sort Order	Delete
Demographic ▼	Grade ▼	Ascending ▼	☐
Demographic ▼	Last Name ▼	Ascending ▼	☐
Demographic ▼	First Name ▼	Ascending ▼	☐
Demographic ▼	Middle Name ▼	Ascending ▼	☐
Demographic ▼	Student ID ▼	Ascending ▼	☐
▼			☐

This is the recommended sort. Make changes as needed.

8. Run the report by clicking on the [Run] button at the top or bottom of the screen.

9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

My Scheduled Tasks ▾

Task	Scheduled Time	Status	Enable/Disable	Delete
Attendance Trends by Period (Detail)	8/13/2013 3:10:57 PM	Waiting	⊞ Disable	⊞ Delete

10. The report will, then, move to the "My Current Tasks" section.

Task	Start Time	Status	Description
Attendance Trends by Period (Detail)	8/13/2013 3:11:09 PM	288 of 720 (40%)	Processing 289-360

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

My Recent Reports
Showing all available reports.

File Name	Modified	Delete
Attendance Trends Period Detail Report	8/13/2013 3:12:29 PM	☐

12. Click on the report name ("Attendance Trends Period Detail Report").

My Recent Reports
Showing all available reports.

File Name	Modified	Delete
Attendance Trends Period Detail Report	8/13/2013 3:12:29 PM	☐

13. The report displays on the screen. Notice that period 2 is the only one printing on the report.

| 8/13/2013 | | | | | Attendance Trends by Period (Detail) | | | | Page 2 of 4 |

Student ID	Student Name	House/Team	Grade	Counselor	Att Period	Monday	Tuesday	Dates Absent Wednesday	Thursday	Friday
1700716	Martinez, Carlos Benjamin	63	06	4188 - Invalid ID	2	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
4201011	Avila, Viry Aylinn	71	07	Alvarado, Cinthia Denise	2	12/3/2012 ABS 12/10/2012 ABS	12/4/2012 ABS			
2601137	Guevara, Juan Jose JR	71	07	STAFF	2	12/3/2012 ABS 12/10/2012 ABS	12/11/2012 ABS	12/12/2012 ABS	12/20/2012 ABS	12/14/2012 ABS
2701070	Moreno, Kassandra	71	07	STAFF	2	12/3/2012 ABS	12/11/2012 ABS	12/12/2012 ABS		
2600398	Orozco, Yolanda Elizabeth	NA	07	Guerrero, Eva	2	12/3/2012 ABS 12/10/2012 ABS 12/17/2012 ABS	12/4/2012 ABS 12/11/2012 ABS 12/18/2012 ABS	12/5/2012 ABS 12/12/2012 ABS 12/19/2012 ABS	12/6/2012 ABS 12/13/2012 ABS 12/20/2012 ABS	12/7/2012 ABS 12/14/2012 ABS
2201278	Ortiz-Gaytan, Mario Alberto JR	71	07	STAFF	2	12/17/2012 ABS			12/20/2012 ABS	12/14/2012 ABS

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.
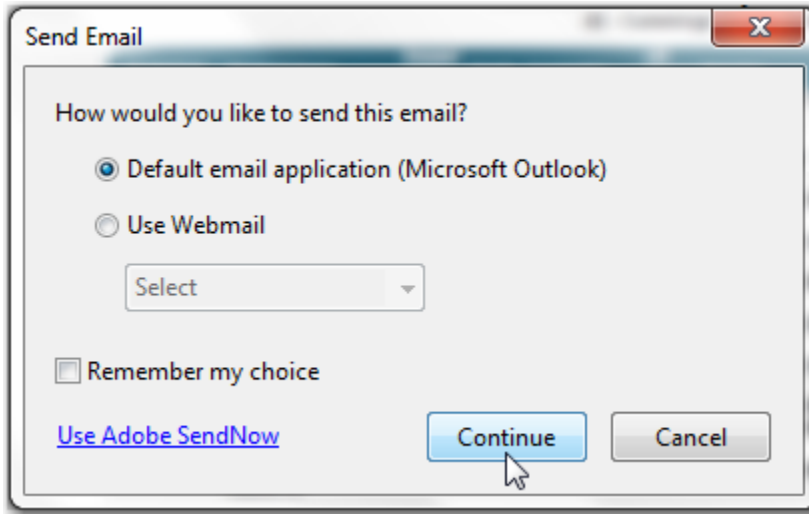

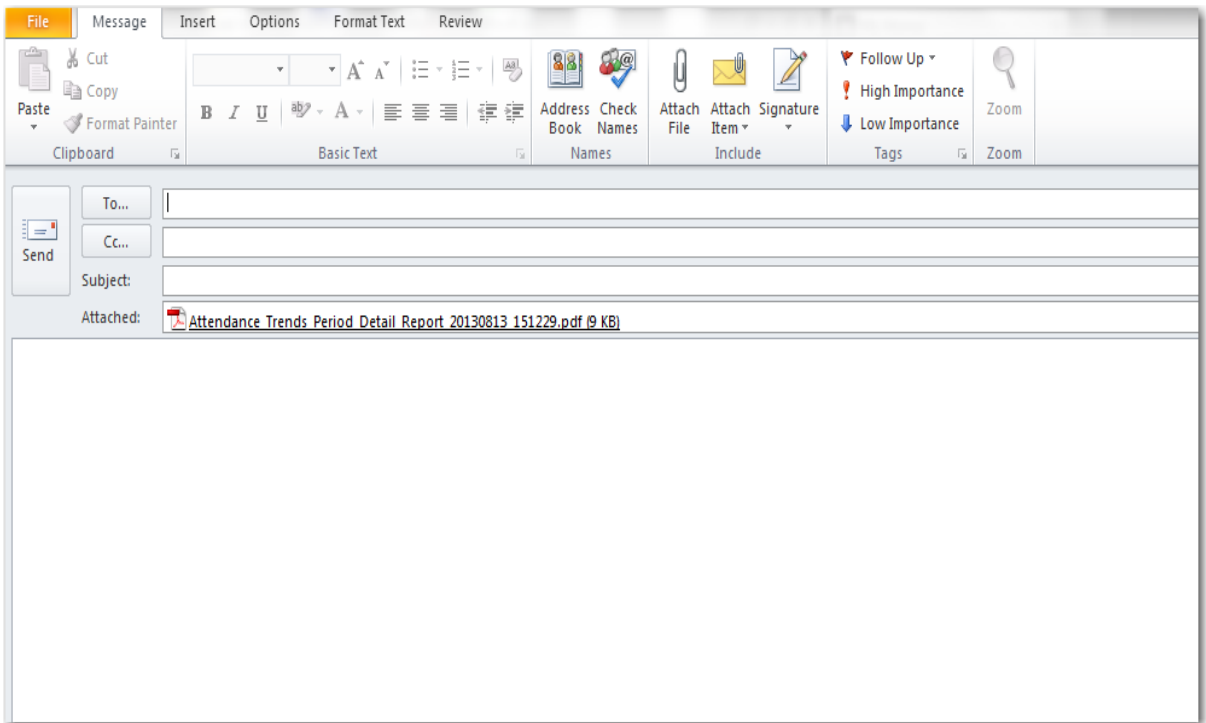15. Select the "envelope" icon at the top of the screen.

16. A box will display asking whether you want to send a link to the report or send the report itself. Click on the "Send Copy" button to attach a copy of the report to the email.

17. A box displays asking how the email is to be sent. Select the "Default email application (Microsoft Outlook)" option and click on the "Continue" button.

18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

Notice that the attachment is automatically placed in the "Attached" portion of the email message.

All periods (used for Truancy)

1. Log in to the eSchoolPlus student system.

2. Click on "Attendance Center."

3. Click on "Reports."

4. Click on "Trends by Period (Detail)."

5. Enter the report criteria as follows:

- **Building** – Enter the appropriate campus building number.
- **Start Date** – Click on "By Date:" and enter the beginning date for which you want to report absences from.

- **End Date** – Click on "By Date" and enter the ending date for which you want to report absences to.
- **Calculate On** – Select "Code" from the drop-down table.
- **List of Attendance Codes** – Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** – Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** – Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- **Attendance Periods to check** – Select ALL periods from the drop-down table or type in the numbers separated by commas.
- **Page Break On Student** – Leave the box unchecked.
- **Log Statistics** – Check the box.

6. Enter the Occurrence Criteria as follows:

Choose one of the following – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."*

7. Enter the Sort Criteria as follows:

This is the recommended sort. Make changes as needed.

8. Run the report by clicking on the Run button at the top or bottom of the screen.

9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

10. The report will, then, move to the "My Current Tasks" section.

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

12. Click on the report name ("Attendance Trends Period Detail Report").

13. The report displays on the screen. Notice that all periods are showing on the report.

Attendance Trends by Period (Detail)

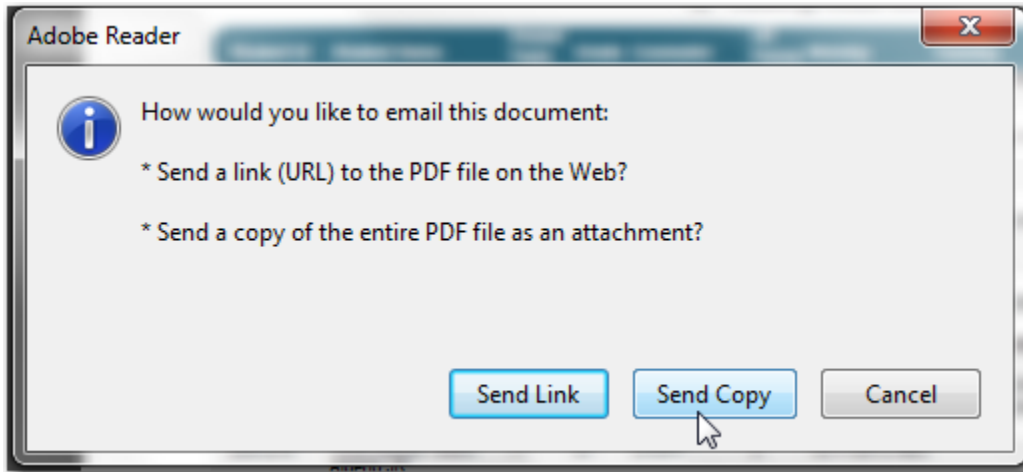| Student ID	Student Name	House/Team	Grade	Counselor	Att Period	Monday	Tuesday	Dates Absent Wednesday	Thursday	Friday
1700716	Martinez, Carlos Benjamin	63	06	4188 - Invalid ID	1	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
					2	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
					6	12/3/2012 ABS	12/4/2012 ABS	12/5/2012 ABS		
4201011	Avila, Viry Aylinn	71	07	Alvarado, Cinthia Denise	2	12/3/2012 ABS 12/10/2012 ABS	12/4/2012 ABS			
					4	12/3/2012 ABS 12/10/2012 ABS	12/4/2012 ABS			
					8	12/3/2012 ABS 12/10/2012 ABS	12/4/2012 ABS			
602319	ESTRADA, RAE ANN	71	07		9		12/11/2012 ABS			12/7/2012 ABS 12/14/2012 ABS
3901244	Gamez, Victorino JR	71	07	Alvarado, Cinthia Denise	1	12/17/2012 ABS	12/11/2012 ABS	12/5/2012 ABS 12/12/2012 ABS		12/7/2012 ABS
					3	12/10/2012 ABS 12/17/2012 ABS	12/11/2012 ABS	12/5/2012 ABS 12/12/2012 ABS		12/7/2012 ABS
					4	12/10/2012 ABS	12/11/2012 ABS	12/5/2012 ABS 12/12/2012 ABS		
					5	12/10/2012 ABS	12/11/2012 ABS	12/5/2012 ABS 12/12/2012 ABS		
					7	12/10/2012 ABS	12/11/2012 ABS	12/5/2012 ABS		12/7/2012 ABS

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.
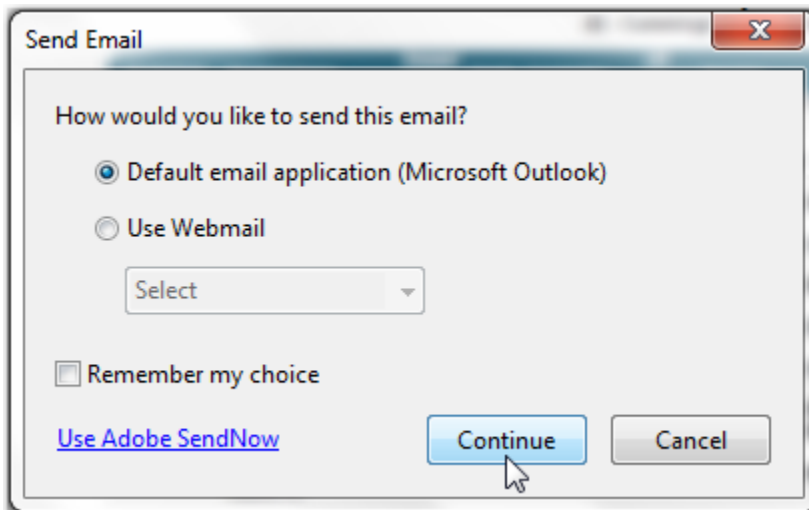

Show Adobe Reader toolbar

15. Select the "envelope" icon at the top of the screen.

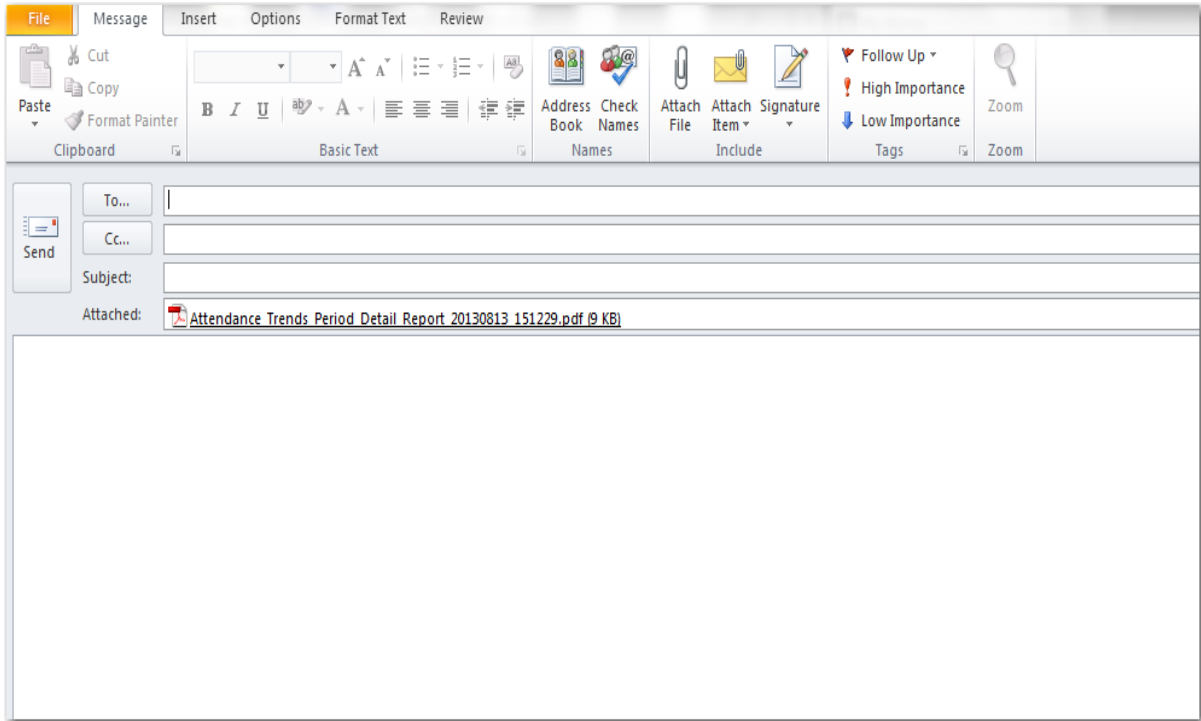Send file as email attachment using desktop email or web-based email

16. A box will display asking whether you want to send a link to the report or send the report itself. Click on the "Send Copy" button to attach a copy of the report to the email.

17. A box displays asking how the email is to be sent. Select the "Default email application (Microsoft Outlook)" option and click on the "Continue" button.

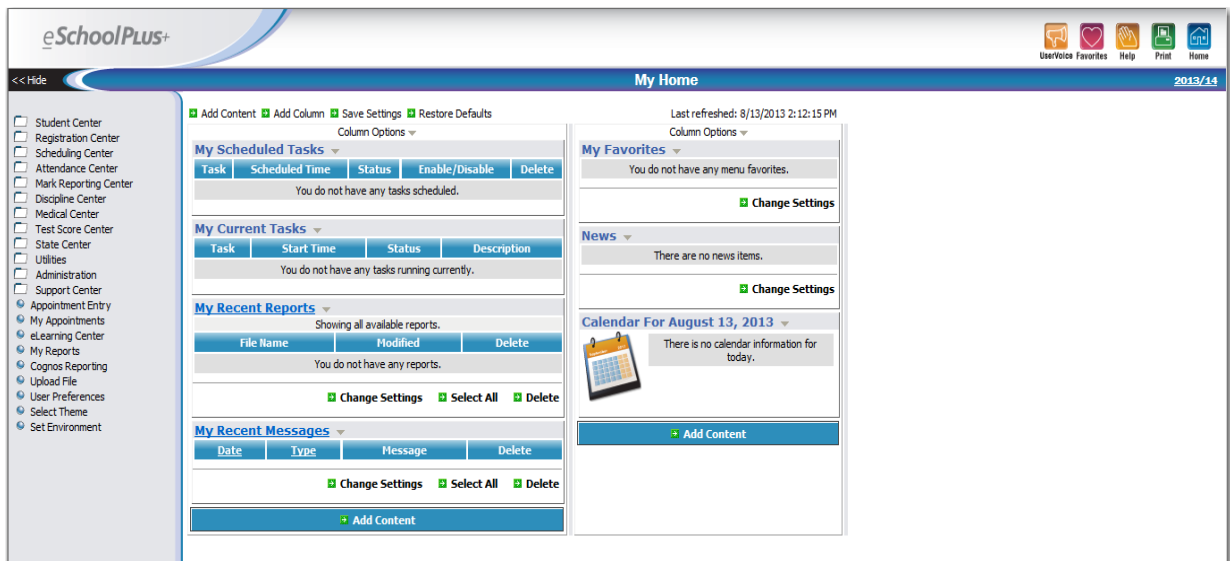18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

Notice that the attachment is automatically placed in the "Attached" portion of the email message.

Attendance Trends by Period (Summary)

The Trends by Period (Summary) report allows you to select students based on specified absence criteria. The report can be used to review student's attendance information for specified attendance periods and look for potential trends. The report produces a summary of absence totals by period, date, and code for students who meet specific absence criteria. The report can be used to increase ADA or percent of attendance (when generated for 2nd period) as well as to identify truancy (when generated for all periods).

2nd period only (used for ADA and percent of attendance)

1. Log in to the eSchoolPlus student system.

2. Click on "Attendance Center."

3. Click on "Reports."

4. Click on "Trends by Period (Summary)."

5. Enter the report criteria as follows:

- **Building** – Enter the appropriate campus building number.
- **Start Date** – Click on "By Date:" and enter the beginning date for which you want to report absences from.
- **End Date** – Click on "By Date" and enter the ending date for which you want to report absences to.
- **Calculate On** – Select "Code" from the drop-down table.
- **List of Attendance Codes** – Select "ABS" (Absent) from the drop-down table.
- **Count Period Absences** – Select "Only count within each separate attendance period" from the drop-down table.
- **Days to check** – Click on boxes for "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday."
- **Attendance Periods to check** – Select "2" (2nd Period) from the drop-down table or type in the number.
- **Page Break On Student** – Leave the box unchecked.
- **Log Statistics** – Check the box.

6. Enter the Occurrence Criteria as follows:

Choose one of the following – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."*

7. Enter the Sort Criteria as follows:

This is the recommended sort. Make changes as needed.

8. Run the report by clicking on the Run button at the top or bottom of the screen.

9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

10. The report will, then, move to the My Current Tasks" section.

Task	Start Time	Status	Description
Attendance Trends by Period (Summary)	8/13/2013 6:45:53 PM	72 of 720 (10%)	Processing 73-144

My Current Tasks ▾

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

My Recent Reports ▾
Showing all available reports.

File Name	Modified	Delete
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM	☐

12. Click on the report name ("Attendance Trends Period Detail Report").

My Recent Reports ▾
Showing all available reports.

File Name	Modified	Delete
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM	☐

13. The report displays on the screen. Notice that period 2 is the only one printing on the report.

8/13/2013 — **Attendance Trends by Period (Summary)** — Page 2 of 3

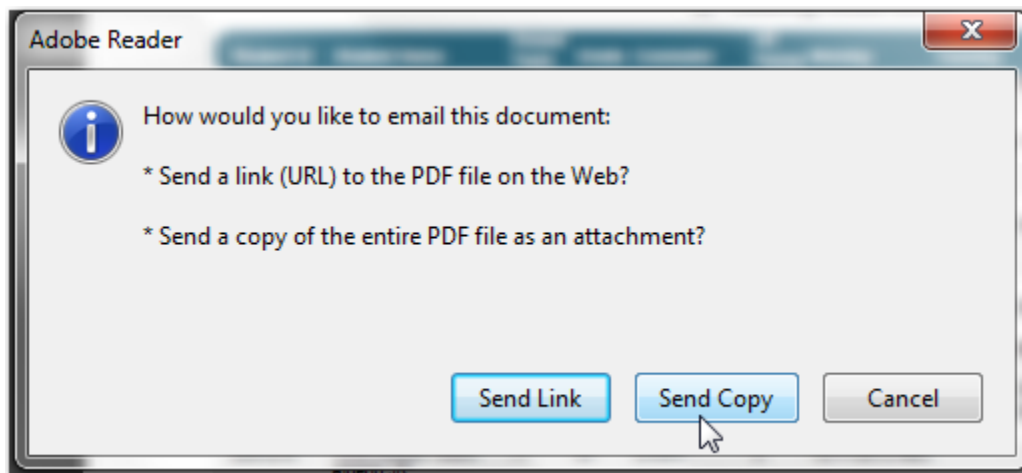| Student ID	Student Name	Grade	Counselor	Period	ABS
2201258	Alcantar Garcia, Kemberly	07	2645 - Invalid ID	2	3
4201011	Avila, Viry Aylinn	07	Alvarado, Cinthia Denise	2	3
2200176	Castillo, Luis Angel	08	2727 - Invalid ID	2	11
4600441	Coronado, Amelia Ester	08	769 - Invalid ID	2	3
4600997	Coronado, Andres Miguel	08	769 - Invalid ID	2	3
2201073	Fuentes, Alondra	07		2	6
1602099	Garcia, Cynthia Alejandra	07	Alvarado, Cinthia Denise	2	6
2600027	Garcia, Yanira Vazquez	08	2645 - Invalid ID	2	5
2601137	Guevara, Juan Jose JR	06	STAFF	2	6

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.
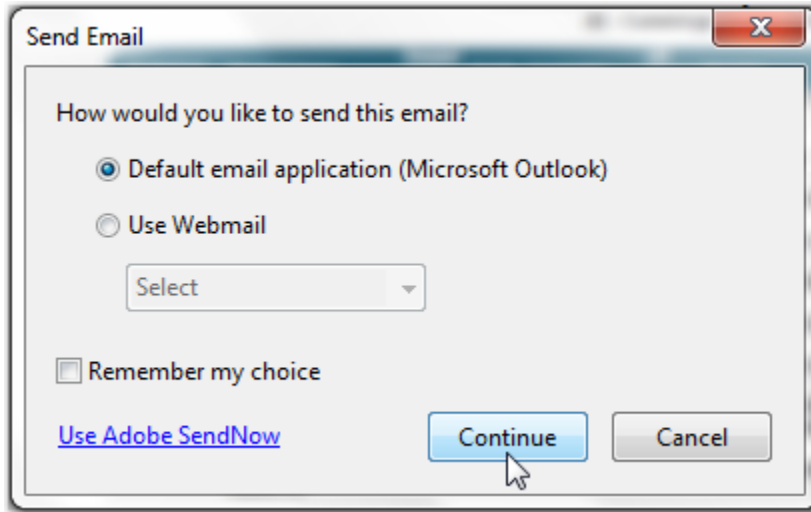

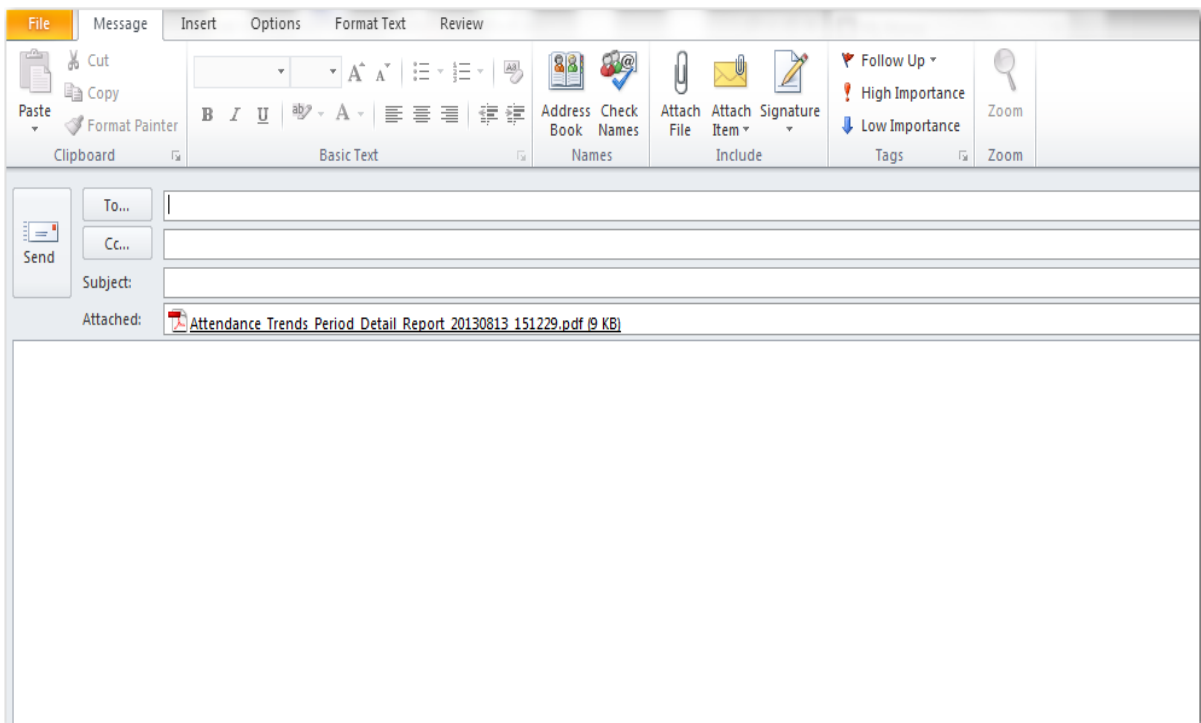15. Select the "envelope" icon at the top of the screen.

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18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

Notice that the attachment is automatically placed in the "Attached" portion of the email message.

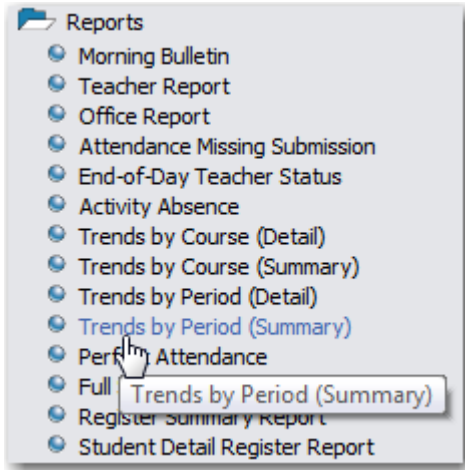### *All periods (used for Truancy)*

1. Log in to the eSchoolPlus student system.

2. Click on "Attendance Center."

3. Click on "Reports."

4. Click on "Trends by Period (Summary)."

5. Enter the report criteria as follows:

- **Building** – Enter the appropriate campus building number.
- **Start Date** – Click on "By Date:" and enter the beginning date for which you want to report absences from.

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- **Page Break On Student** – Leave the box unchecked.
- **Log Statistics** – Check the box.

6. Enter the Occurrence Criteria as follows:

Choose one of the following – Click on the second occurrence and enter absence counts as shown above. *i.e. "Include only students who have at least 3 absences, but no more than 180 absences, entered for the same attendance period."*

7. Enter the Sort Criteria as follows:

This is the recommended sort. Make changes as needed.

8. Run the report by clicking on the | Run | button at the top or bottom of the screen.

9. The Home screen will display and the report will be shown under the "My Scheduled Tasks" section.

Task	Scheduled Time	Status	Enable/Disable	Delete
My Scheduled Tasks ▾				
Attendance Trends by Period (Summary)	8/13/2013 6:45:43 PM	Waiting	⊞ **Disable**	⊞ **Delete**

10. The report will, then, move to the "My Current Tasks" section.

Task	Start Time	Status	Description
My Current Tasks ▾			
Attendance Trends by Period (Summary)	8/13/2013 6:45:53 PM	72 of 720 (10%)	Processing 73-144

11. The report will display under "My Recent Reports" as soon as the report has finished processing.

File Name	Modified	Delete
My Recent Reports ▾		
Showing all available reports.		
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM	☐

12. Click on the report name ("Attendance Trends Period Detail Report").

File Name	Modified	Delete
My Recent Reports ▾		
Showing all available reports.		
Attendance Trends Period Summary Report	8/13/2013 6:46:25 PM	☐

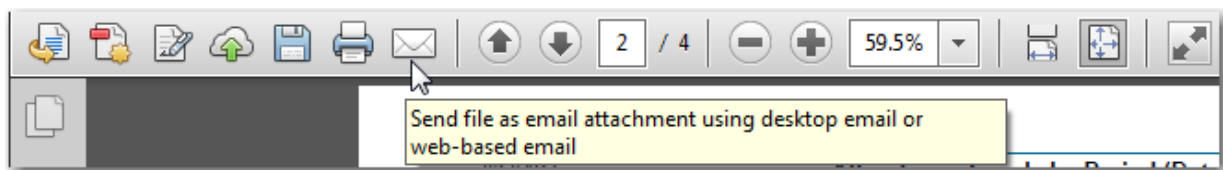13. The report displays on the screen. Notice that all periods are showing on the report.
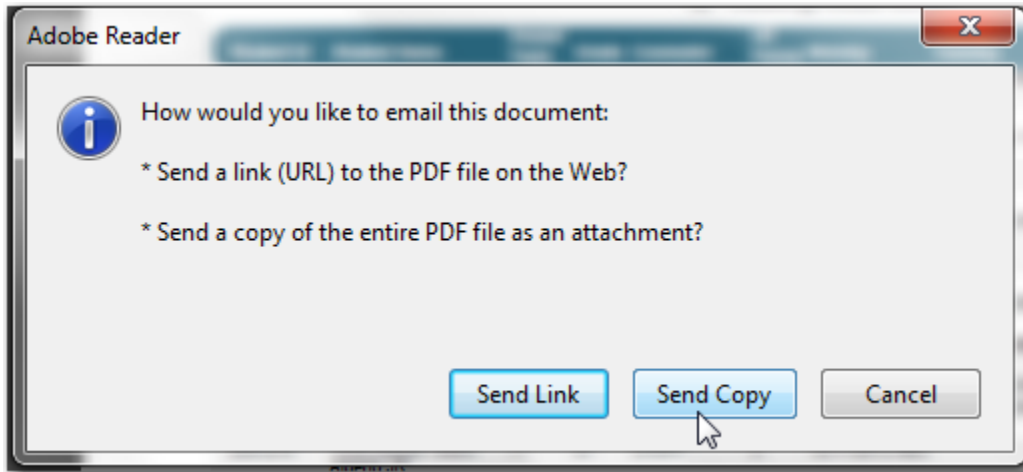

14. Move the mouse toward the bottom of the screen until a selection bar appears that allows you to choose whether to print or save the report. Click on the Adobe icon.
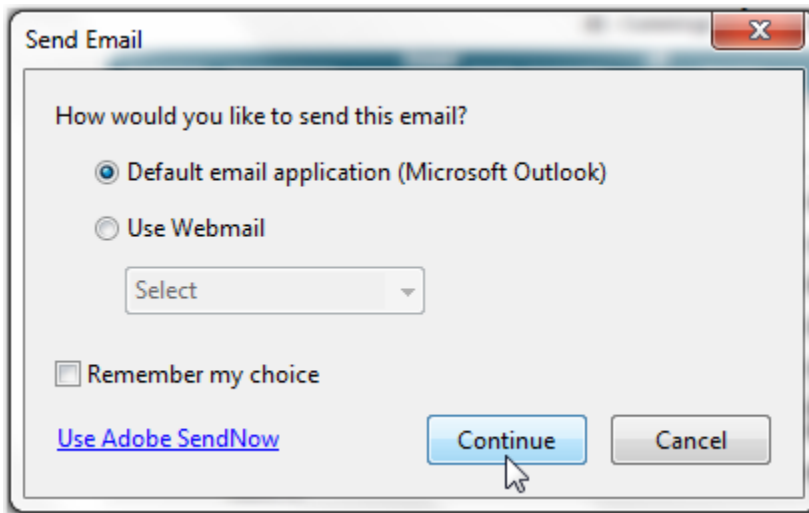

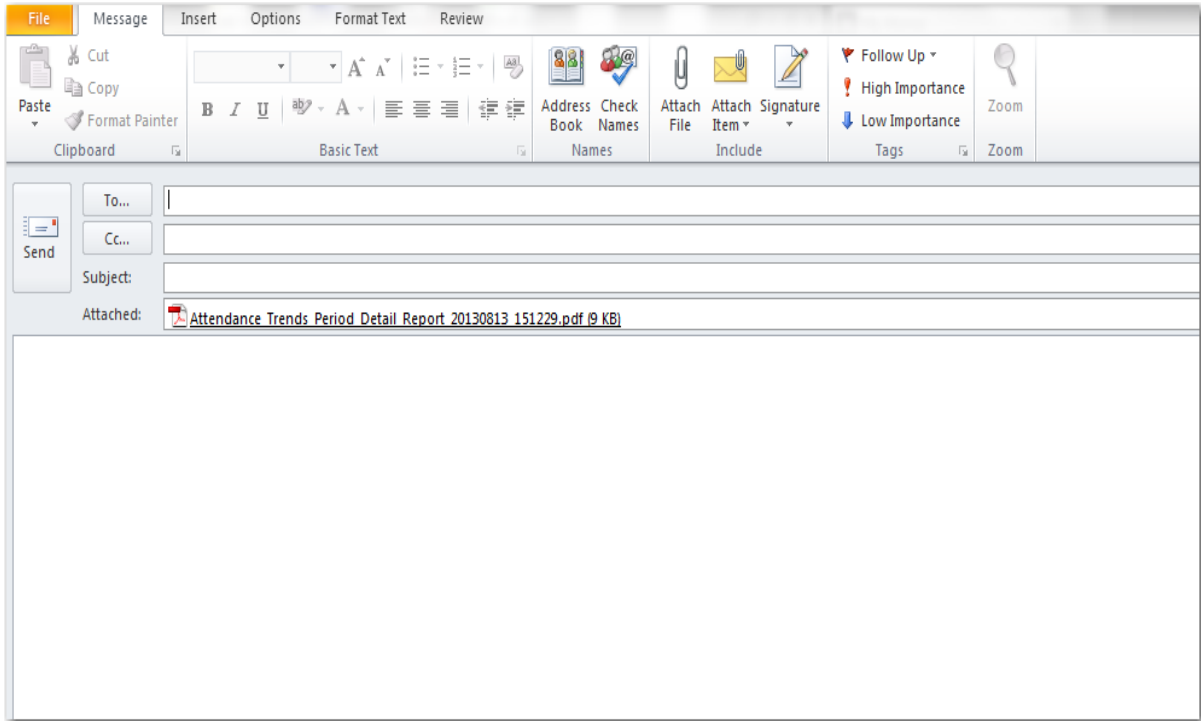15. Select the "envelope" icon at the top of the screen.

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18. Enter the appropriate data in the email fields (To, CC, Subject, etc.).

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