

## APPENDIX J

### Attendance Tracking and Notification Guidance

PowerSchool SIS: Attendance Tracking and Notification (or ATN) enhances PowerSchool SIS attendance reporting of students with unexcused absences. ATN uses the same attendance information reported daily to determine which students meet specific thresholds for the different attendance tracking levels. Before reports can be generated, setup must be completed at the district office and schools in PowerSchool SIS.

#### Attendance Codes and Code Categories

Each attendance code represents a reason for an absence. Attendance code categories are used to group attendance codes by classification, beyond present or absent, for reporting and searching purposes.

Both attendance codes and attendance code categories must be set up before starting the Attendance Tracking and Notification (ATN) setup. Add or modify attendance codes or attendance code categories by selecting either one from the School Setup page.

All attendance codes that reflect an unexcused absence must be assigned to only one ATN code category.

Start by setting up attendance code categories that you will assign to attendance codes used for ATN. While these codes and code categories are set up at the school level, follow your district and regional regulatory compliance reporting requirements as you create them.

To create new attendance code categories on the Start Page:

1. Click **School**.
2. On the School Setup page, click **Attendance Code Categories**.  
The Attendance Code Categories page displays a list of all current attendance code categories. The Excused, Tardy, and Unexcused categories are set up during system implementation. These code categories are likely used for non-ATN attendance reporting. It is best practice to create new attendance code categories for use in ATN.
3. To create a new attendance code category, click **New**.
4. In the Name field, enter a descriptive name, such as **Unexcused Absent**.
5. In the code field, enter a name for the code category, such as **Absent Unx**.  
Limit the total number of characters and spaces to 10.
6. Add a description for the attendance code category.
7. From the "Sort order for display" menu, select the next number.
8. If a regional regulatory compliance reporting option is present, review it and select the appropriate response.
9. To save the attendance code category, click **Submit**.

To create attendance codes to use with ATN:

1. Return to the School Setup page by clicking **School Setup** in the breadcrumbs at the top of the page.
2. On the School Setup page, click **Attendance Codes**.
3. In the list of attendance codes, open the Unexcused code by clicking **U**.
4. To begin using the Unexcused Attendance Code for ATN reporting, click **Unexcused Absent (Use for ATN)**.

The ATN option will be named using the descriptive name you previously gave the attendance code category. Attendance codes can be assigned to more than one attendance code category but must be assigned to only one ATN attendance code category.

- To save your changes, click **Submit**.

**Edit Attendance Code**

Label	Value
Code	U
Description	Unexcused
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input checked="" type="checkbox"/> Unexcused <input checked="" type="checkbox"/> Unexcused Absent (Use for ATN) <input type="checkbox"/> Unexcused Tardies (Use for ATN)
Points	0
Teacher can assign	No
This attendance code is considered in ADA calculations	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
Sort order for display	6

### Attendance Mode

How a school records attendance, either meeting or daily, and whether the attendance calculation conversion is based on periods, codes, or time determine the Attendance Tracking and Notification (ATN) attendance mode.

Setting up the ATN attendance mode indicates that a school will track unexcused attendance codes with ATN. To select the attendance mode:

- On the school's Start Page, open the School Setup page by clicking **School**.
- Click **Attendance Tracking and Notification**.
- Click **Attendance Mode Setup**.
- On the Attendance Mode page, click **New**.
- Open the Attendance Mode Value menu and select a value.
- To save your changes, click **Submit**.

### Unexcused Tracking Categories

Unexcused tracking categories use your attendance code categories to group unexcused attendance or unexcused tardy codes together. To create a new unexcused tracking category:

- On the school's Start Page, click **School**.
- Click **Attendance Tracking and Notification**.
- Click **Unexcused Tracking Setup**.
- On the Unexcused Tracking Category page, click **New**.
- Click the Attendance Category menu and select an attendance category.
- Select a status of Absent or Tardy.
- To save your changes, click **Submit**.

### Attendance Tracking Methods

Tracking methods monitor absences and are set up at the district office. In order to begin tracking unexcused absences, you must set up the percent tracking method. To set up the percent tracking method:

1. From the School menu, select **District Office**.
2. Click **District** on the main menu.
3. On the District Setup page, click **Attendance Tracking and Notification**.
4. From the Attendance Tracking and Notification page, click **Tracking Methods**.
5. Click **New**.
6. From the Name menu, select **Percent**.
7. Enter a value in the Threshold field.
8. To save your changes, click **Submit**.

### Unexcused Tracking Levels

Unexcused tracking levels create multiple notification parameters, known as triggers, for previously defined tracking methods in ATN. To add an unexcused tracking level:

1. On the District Office Start Page, click **District**.
2. On the District Setup page, click **Attendance Tracking and Notification**.
3. On the Attendance Tracking and Notification page, click **Unexcused Levels**.
4. To add a new tracking method, click **New**.
5. Assign a level name.
6. From the Tracking Method menu, select a tracking method.
7. Enter a trigger value for Trigger 1.
8. To add another trigger, click the + sign.
9. When you have entered all triggers, click **Submit**.

Label	Value
Level Name	Unexcused
<b>Conditions</b>	
Tracking Method	Percent
Tracking Method	-Please select one-
Tracking Method	-Please select one-
<b>Triggers</b>	
Trigger 1	3
Trigger 2	6

### Update the Calculation Year

The calculation year tells the system the Year ID of the records it should retrieve from the Attendance table. Update the calculation year when you need to access data from previous school years. To update the calculation year:

1. On the District Office Start Page, click **District**.
2. On the District Setup page, click **Attendance Tracking and Notification**.
3. On the Attendance Tracking and Notification page, click **Update Calculation Year**.
4. To modify the school year, click the school name.

5. Open the Select Year menu and click the desired year.
6. To save your changes, click **Submit**.  
When you change the calculation year to go back to a previous school year, also set the term menu in the navigation bar to that year. It is important to update the calculation year to the current year again when your tasks are complete.

## Attendance Tracking and Notification (ATN) Reports

Use Attendance Tracking and Notification (ATN) reports to:

- Refresh ATN attendance records in the database.
- Verify students who meet a specified threshold for an attendance tracking level.
- Extract the students that meet a specified threshold.
- Provide attendance letters to be sent home.
- Review which students have been extracted by the ATN system.

### Refresh Attendance Tracking Data

Running the Refresh Attendance Tracking Data report clears and then recreates the data in the Unexcused Historical table. By running the report, attendance data in the table reflects any attendance changes. Run this report at the district office only and run it before any other Attendance Tracking and Notification (ATN) reports. To run the Refresh Attendance Tracking Data report:

1. On the District Office Start Page, click **System Reports**.
2. On the Reports page, click **Refresh Attendance Tracking Data**.
3. To run the report, click **Submit**.

### Truancy and Attendance Letters (View Only)

Run the Truancy and Attendance Letters (View Only) report at the school level to produce a list of students who have met an attendance tracking level. The report acts as a preview so that you can correct attendance errors without updating data in Attendance Tracking and Notification (ATN).

Always run the Refresh Attendance Tracking Data report prior to running the Truancy and Attendance Letters (View Only) report. To run the Truancy and Attendance Letters (View Only) report:

1. Select a school from the School menu and click **System Reports** on the main menu.
2. On the Reports page, click **Truancy and Attendance Letters (View Only)**.
3. Select one or more grade levels or leave the option blank to run the report for all grade levels.
4. Select an extraction type, level name, and trigger value.
5. Click **Submit**.

### Truancy and Attendance Letters (Extract)

Run the Truancy and Attendance Letters (Extract) report at the school level to extract students who meet a specified threshold for an attendance tracking level. After running the report, print notification letters for parents.

Always run the Refresh Attendance Tracking Data report prior to running the Truancy and Attendance Letters (Extract) report. To run the Truancy and Attendance Letters (Extract) report:

1. On the school's Start Page, click **System Reports**.
2. On the Reports page, click **Truancy and Attendance Letters (Extract)**.
3. Click **OK** after reviewing the warning message.
4. Select one or more grade levels or leave the option blank to run the report for all grade levels.
5. Select an extraction type, level name, and trigger.
6. Click **Submit**.
7. On the Report Queue page, when the Truancy Extracts report says Complete, click **View**.
8. To generate truancy letters, at the bottom of the report, click **ReportWorks**.

### **Truancy and Attendance – Levels Reached**

Run the Truancy and Attendance – Levels Reached report at the school level for Attendance Tracking and Notification information. This report produces a list of students in Attendance Tracking and Notification (ATN) that have either been extracted, cleared, or have not been extracted or cleared this school year. To run the Truancy and Attendance – Levels Reached report:

1. On the school's Start Page, click **System Reports**.
2. On the Reports page, click **Truancy and Attendance - Levels Reached**.
3. Select an extraction type, filter-by level name, filter-by trigger, and student type.
4. Click **Submit**.