



## Attendance Tracking and Notification

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## Introduction of Rose Craighead

- 7 year anniversary with PowerSchool in March 2010
- Technical Support as Lead then SR Engineer
- Georgia State Reporting Business Analyst since October 2007
- Retired from Hewlett Packard after 23 years
- 14 years as Programmer/Analyst with HP



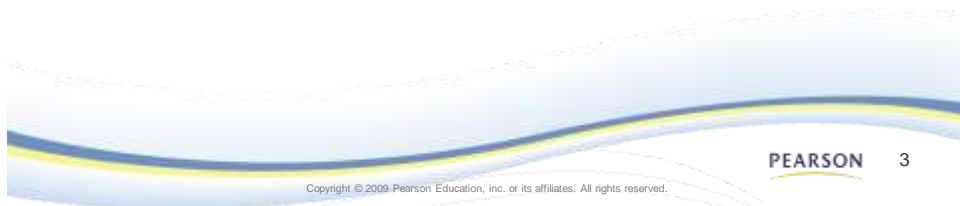
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# Agenda

- Overview
- New Items in Phase 2
- School Setup
- District Setup
- Using the UI
- Back-End & Calculation Process
- Table & Field Information



## Overview

Attendance Tracking and Notification is an enhancement to basic PowerSchool attendance.

- Additional setup allows for tracking of unexcused absence/tardies and illness attendance using a combination of thresholds and triggers.
- A notification record is created in the PowerSchool database when a student reaches a threshold.
- The notification record can be used in reports to identify students who have reached thresholds.



# Overview

Attendance Tracking and Notification tracks the following attendance types:

- Unexcused Absences - Phase 1
- Unexcused Tardies - New
- Illness Absences - New

Two tables store Attendance Tracking Data:

- [UnexcusedHistorical] - Phase 1 and Phase 2
- [UnexcusedNotify] - Phase 2

Attendance tracking and notification data is collected using a different process than basic PowerSchool attendance.



# Overview

Attendance Tracking and Notification does NOT:

- Impact existing attendance reports.
- Store data in the [Attendance] table.
- Modify data in existing attendance tables or views.
- Require changes to existing attendance setup.
- *May require the setup of an attendance code category, if not already setup.*



## New In Phase 2

- **UI - Phase 1:** Customer did not have complete control over setup. Pearson and customer both created unexcused setup.
- **UI - Phase 2:** Customer can now use new UI to have direct control over Attendance Tracking and Notification setup.
- **Attendance Modes** - Two additional attendance modes are available:
  - Meeting Period-To-Day
  - Meeting Time-To-Day (New)
  - Daily Code-To-Day
  - Daily Time-To-Day (New)



## New In Phase 2

- **Attendance Tracking Categories** - Can now create as many as needed, instead of just "Unexcused."
- **Notification** - Can now configure thresholds for notification of unexcused absences/tardies and illness absences.
- **Table Design** - New tables provide for:
  - Improved report run time
  - Storage of notification information



## Setup Overview

Attendance Tracking and Notification setup consists of:

### **School Setup - Data Collection**

- Attendance Tracking Modes
- Attendance Tracking Categories (Unexcused & Illness)
- Attendance Code Categories (associate w/tracking categories)

### **District Setup - Data Reporting**

- Attendance Tracking Thresholds
- Attendance Tracking Levels/Triggers (Unexcused & Illness)

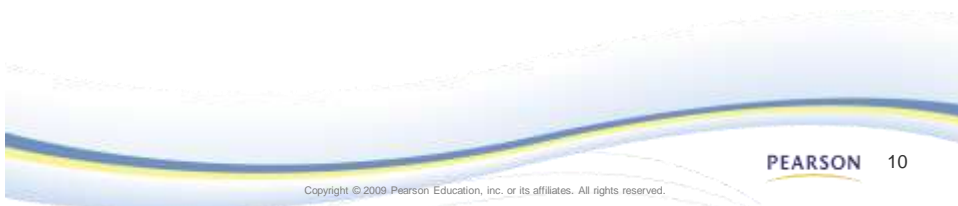


## School Setup - Attendance Mode

### **Attendance Mode**

#### **Attendance Tracking Mode:**

- One mode is required per school to track attendance.
- The same mode is used to track both unexcused & illness.
- Should be the default mode used for basic PowerSchool attendance for the school:
  - Meeting Period-To-Day (MPTD)
  - Meeting Time-To-Day (MTTD)
  - Daily Code-To-Day (DCTD)
  - Daily Time-To-Day (DTTD)



## School Setup Attendance Mode

### Question:

Can the Attendance Tracking and Notification process use the attendance modes selected on the Attendance Preferences page?

### Answer:

No, since the schools can define more than one attendance mode the process would not know which to use, so you must define a specific attendance mode for attendance tracking.



## School Setup - Attendance Codes & Categories Attendance Codes & Categories

### School Setup

Attendance	Description
Attendance Codes	Define attendance codes and their attributes.
Attendance Code Categories	Define attendance code categories such as tardy, excluded.
Attendance Conversions	Define attendance calculation conversion settings used when calculating ADA.
Attendance Tracking and Reporting	Define parameters for attendance category tracking and reporting purposes.



## School Setup

### Attendance Codes & Categories

The basic PowerSchool attendance elements that affect Attendance Tracking are:

- Attendance Code Categories
- Attendance Codes



## School Setup

### Attendance Codes & Categories

#### **Attendance Code Category Rules:**

A valid Attendance Code Category must be associated with each Attendance Tracking Category (Unexcused Absence, Unexcused Tardy, Illness Absence) in order to track attendance.

#### **Attendance Code Rules:**

- Must be associated with the correct Attendance Code Category in order to track attendance.
- Absent Codes must have an **Absent** presence status (Unexcused and Illness).
- Tardy codes must have a **Present** presence status (Tardies).



## School Setup - Attendance Mode

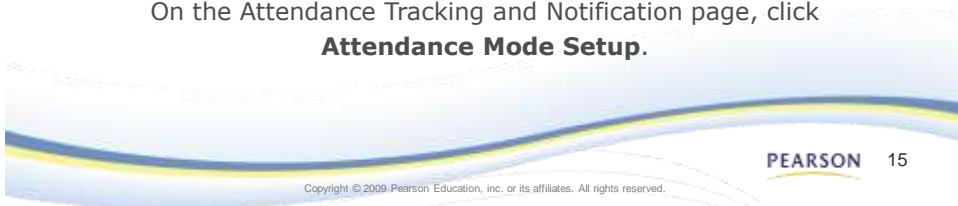
### Attendance Mode

On the School Setup page, click  
**Attendance Tracking and Notification.**

#### Attendance Tracking and Notification

Name	Description
<a href="#">Attendance Mode Setup</a>	Set up the attendance mode for the current school.
<a href="#">Unexcused Tracking Setup</a>	Set up the unexcused tracking categories for the current school.
<a href="#">Illness Tracking Setup</a>	Set up the illness tracking categories for the current school.

On the Attendance Tracking and Notification page, click  
**Attendance Mode Setup.**



## School Setup

### Attendance Mode

#### Attendance Mode



On the Attendance Tracking Mode page click **New.**



## School Setup Attendance Mode

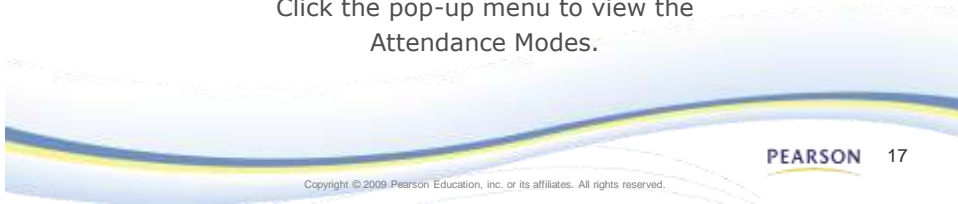
### New Attendance Mode

Label	Value
Attendance Mode Value	-Please select one-

Note: Only define one Attendance Mode entry per school.

Submit

Click the pop-up menu to view the Attendance Modes.



## School Setup Attendance Mode

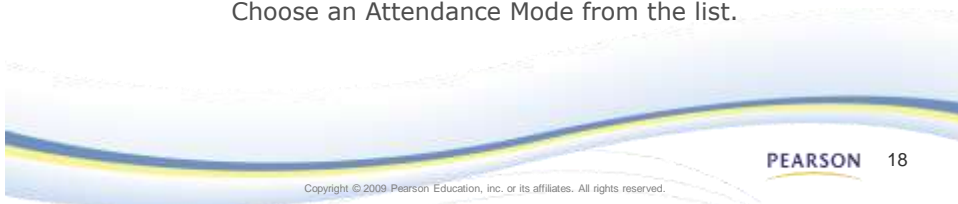
### New Attendance Mode

Label	Value
Attendance Mode Value	-Please select one-

Note: Only define one Attendance Mode entry per school.

- Please select one-
- (MPTD) Meeting Period To Day
- (MTTD) Meeting Time To Day
- (DCTD) Daily Code To Day
- (DTTD) Daily Time To Day

Choose an Attendance Mode from the list.



## School Setup Attendance Mode

### New Attendance Mode

Label	Value
Attendance Mode Value	(MPTD) Meeting Period To Day

Note: Only define one Attendance Mode entry per school.

Submit

Click **Submit**.

## School Setup Attendance Mode

### Attendance Mode

<b>Tracking Mode</b> (MPTD) Meeting Period To Day
--

**Note:** The **New** button is no longer available. Remember, only one attendance tracking mode can be set up per school. You cannot edit the mode, you must delete it and create a new mode.

## School Setup - Unexcused Tracking Categories Unexcused Tracking Categories (Absent)

### Attendance Tracking and Notification

Name	Description
Attendance Mode Setup	Set up the attendance mode for the current school.
Unexcused Tracking Setup	Set up the unexcused tracking categories for the current school.
Fitness Tracking Setup	Set up the fitness tracking categories for the current school.

On the Attendance Tracking and Notification page  
click **Unexcused Tracking Setup**.



## School Setup Unexcused Tracking Categories (Absent)

### Unexcused Tracking Categories



On the Unexcused Tracking Categories page  
click **New**.

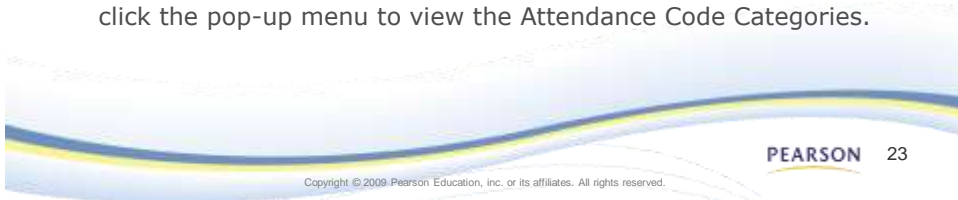


## School Setup Unexcused Tracking Categories (Absent)

### New Unexcused Tracking Category

Label	Value
Tracking Category	Unexcused
Attendance Category	-Please select one-
Status	<input type="radio"/> Absent <input type="radio"/> Tardy

On the New Unexcused Tracking Category page  
click the pop-up menu to view the Attendance Code Categories.



## School Setup Unexcused Tracking Categories (Absent)

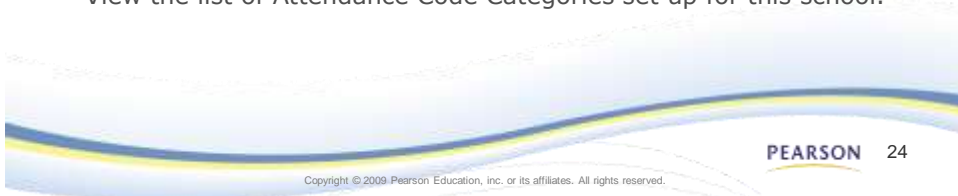
### New Unexcused Tracking Category

Label	Value
Tracking Category	Unexcused
Attendance Category	-Please select one-
Status	<input type="radio"/> Absent <input type="radio"/> Tardy

The pop-up menu for the Attendance Category field is open, showing the following options:

- Please select one-
- Excused
- ghch
- illness
- Tardy
- Unexcused
- UnexcusedT

View the list of Attendance Code Categories set up for this school.



## School Setup

### Unexcused Tracking Categories (Absent)

#### New Unexcused Tracking Category

Label	Value
Tracking Category	Unexcused
Attendance Category	Unexcused
Status	<input checked="" type="radio"/> Absent <input type="radio"/> Tardy

- Select the Attendance Code Category used to track unexcused absences at this school.
- Choose **Absent** as the Status.
- Click **Submit**.

## School Setup

### Unexcused Tracking Categories

#### Unexcused Tracking Categories

New	
Att Category	Status
Unexcused	Absent

- The Unexcused Tracking Categories page appears with the new unexcused absence tracking category.
- Now we will create a category for unexcused tardy tracking.
- Click **New**.

## School Setup Unexcused Tracking Categories (Tardy)

### New Unexcused Tracking Category

Label	Value
Tracking Category	Unexcused
Attendance Category	UnexcusedT
Status	-Please select one- Excused ghch Illness Tardy UnexcusedT

- Select the Attendance Code Category used to track unexcused tardy attendance for this school.
- Choose Tardy as the Status.
- Click **Submit**.

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## School Setup Unexcused Tracking Categories

### Unexcused Tracking Categories

New	
Att Category	Status
Unexcused	Absent
UnexcusedT	Tardy

The Unexcused Tracking Categories page appears with both unexcused Absent and Tardy attendance tracking categories.

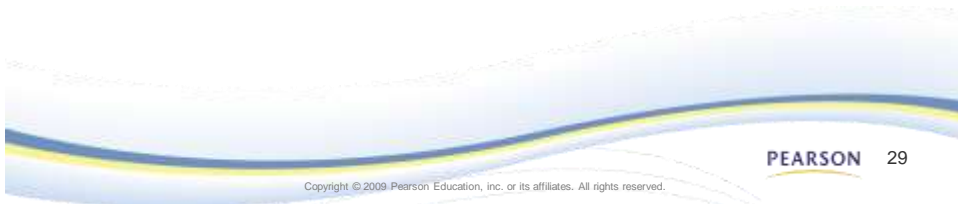
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## District Setup - Attendance Tracking Methods

### Attendance Tracking Methods

- Tracking Methods determine what to report.
- Tracking Methods:
  - Percent
  - Year
  - Consecutive
  - Semester
  - Tardy Day (New)
- Tracking Methods are defined by a threshold, which must be greater than zero.
- A threshold indicates when a student is reportable.



## District Setup

### Attendance Tracking Methods

- Percent is calculated as *greater than* the threshold.  
For example, if the Percent threshold is 50, the student must be absent greater than 50% of the day to be reported.
- All other Tracking Methods are calculated as *greater than or equal to* the threshold.  
For example, if the Year threshold is 5, a student must be absent greater than or equal to 5 days in a year to be reported.
- Calculations are based on a student's day.  
For example, if a student has 5 periods on Monday and 4 on Tuesday, the process will base its calculation on 5 periods for Monday and 4 periods for Tuesday.
- Each Tracking Method can only be defined once per district.



## District Setup

### Attendance Tracking Methods

#### Percent Tracking Method

The percentage of the day the student can miss due to unexcused absence. This is the only method that must be greater than (not equal to) the threshold.

Example:

Percent Threshold = 50

Number of Periods = 4

The student must be absent more than 2 periods to be reported.

**Note:** The Percent tracking method is the only required method. The other tracking methods can be combined with Percent. (except Tardy Day).



## District Setup

### Attendance Tracking Methods

#### Year Tracking Method

The number of days a student can miss due to unexcused absence per school year.

Example:

Percent Threshold = 75

Year Threshold = 8

The student must be unexcused for more than 75% of eight days during the school year to be counted.



## District Setup

### Attendance Tracking Methods

#### Semester Tracking Method

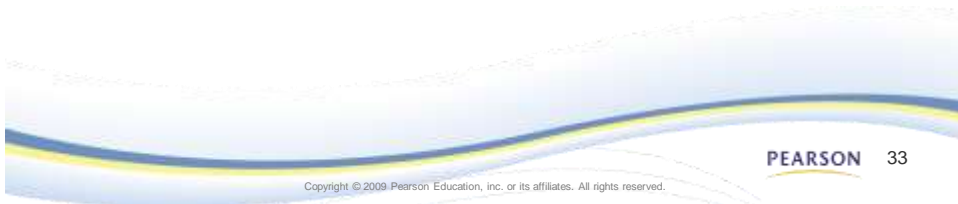
The number of days the student can miss due to unexcused absence per semester.

Example:

Percent Threshold = 50

Semester Threshold = 3

The student must be unexcused for more than 50% of three school days during the semester to be counted.



## District Setup

### Attendance Tracking Methods

#### Consecutive Tracking Method

The number of consecutive days the student can miss due to unexcused absence per school year.

Example:

Percent Threshold: 99

Consecutive Threshold: 4

The student must be unexcused for more than 99% of four consecutive in-session school days (spans over weekends) to be counted.



## District Setup

### Attendance Tracking Methods

#### **Tardy Day Tracking Method (New)**

The number of unexcused tardy periods allowed for the student per day.

Example:

Tardy Day Threshold: 3

The student must be assigned an unexcused tardy for three or more periods during the day to be counted.

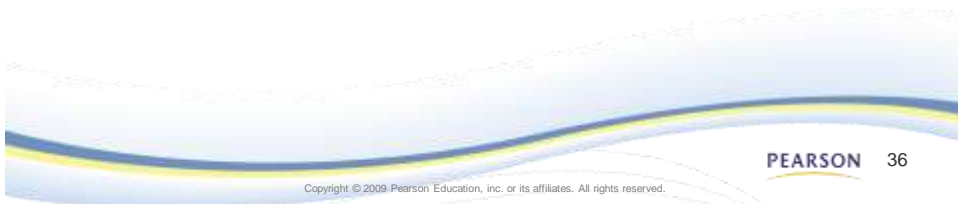


## District Setup

### Attendance Tracking Methods

#### **Review**

- All Tracking Methods are greater than or equal to the threshold except Percent which is greater than.
- The Percent tracking method is required, even if only unexcused tardies are tracked.
- Each Tracking Method can only be defined once per district.
- Each threshold must be greater than zero.



## District Setup

### Attendance Tracking Methods

#### District Setup

General Functions	Description
<a href="#">Attendance</a>	Set attendance preferences for all schools on this server.
<a href="#">Attendance Tracking and Reporting</a>	Define global parameters for attendance category tracking and reporting purposes.

On the District Setup page  
click **Attendance Tracking and Reporting**.

## District Setup

### Attendance Tracking Methods

#### Attendance Tracking and Notification

Name	Description
<a href="#">Tracking Methods</a>	Set up global tracking methods for attendance tracking.
<a href="#">Unexcused Levels</a>	Set up global levels for unexcused attendance tracking.
<a href="#">Illness Levels</a>	Set up global levels for illness attendance tracking.

**Note:** These tracking methods apply to all schools.

On the Attendance Tracking and Notification page  
click **Tracking Methods**.

## District Setup

### Attendance Tracking Methods

#### Attendance Tracking Methods



On the Attendance Tracking Methods page  
click **New**.

## District Setup

### Attendance Tracking Methods

#### New Attendance Tracking Method

Label	Value
Name	-Please select one-
Threshold	<input type="text"/>

Rules: A Percent Method must be defined. Each Method may only be defined once.

Submit

On the New Attendance Tracking Method page  
click the pop-up menu to view the Tracking Methods.

## District Setup

### Attendance Tracking Methods

#### New Attendance Tracking Method

Label	Value
Name	-Please select one-
Threshold	-Please select one-
Rules: A Percent Method	Percent Tardy Day Consecutive Semester Year

Method may only be defined once.

Submit

Choose a Tracking Method from the list.

**Note:** You must set up a Percent Tracking Method.

## District Setup

### Attendance Tracking Methods

#### New Attendance Tracking Method

Label	Value
Name	Percent
Threshold	50

Rules: A Percent Method must be defined. Each Method may only be defined once.

Submit

- Enter a value for the Threshold.
- For example, choose Percent and enter 50 for the Threshold. This setup indicates that the district wants to report any student who misses more than 50% of a school day due to unexcused absence.
- Click **Submit**.

## District Setup

### Attendance Tracking Methods

#### Attendance Tracking Methods

Name	Threshold
Percent	50

- The Attendance Tracking Methods page displays the new Attendance Tracking Method and associated Threshold.
- Click **New** to add another Attendance Tracking Method.

## District Setup

### Attendance Tracking Methods

#### New Attendance Tracking Method

Label	Value
Name	--Please select one--
Threshold	

Rules: A Percent Method may only be defined once.

Submit

- Notice that the **Percent** Tracking Method no longer appears in the list. Remember, each Tracking Method can only be defined once.
- Choose a different Tracking Method and enter a value for the Threshold.

## District Setup

### Attendance Tracking Methods

#### New Attendance Tracking Method

Label	Value
Name	Year
Threshold	7

Rules: A Percent Method must be defined. Each Method may only be defined once.

- Enter a value for the Threshold.
- For example, choose Year and enter 7 for the Threshold. This setup indicates that the district wants to report any student who misses 7 or more school days due to unexcused absence in a year. This is combined with the Percent tracking method defined previously (the student must miss more than 50% of the day).
- Click **Submit**.

## District Setup

### Attendance Tracking Methods

#### Attendance Tracking Methods

New	
Name	Threshold
Percent	50
Year	7

- The Attendance Tracking Methods page displays the new Tracking Method and associated Threshold.
- Click **New** to add another Attendance Tracking Method.

## District Setup

### Attendance Tracking Methods

#### New Attendance Tracking Method

Label	Value
Name	-Please select one-
Threshold	-Please select one-
	Tardy Day
	Consecutive
	Semester

Rules: A Percent Method must be defined. Each Method may only be defined once.

Submit

Notice that the **Year** Tracking Method no longer appears in the list. Remember, each Tracking Method can only be defined once.

## District Setup - Attendance Tracking Levels

### Attendance Tracking Levels

#### Attendance Tracking Levels/Triggers (New in Phase 2)

- Allows you to create conditions to trigger reporting.
- You can track when a student reaches a defined threshold for multiple instances (triggers).  
For example, you may want to track the first time the student reaches 5 unexcused absences, as well as the second time (10 absences) and third time (15 absences).
- Optional - you do not need to set up Tracking Levels.
- When a student reaches a threshold, a notification record is created in the [UnexcusedNotify] table. These records can be used in Attendance Tracking reports.

## District Setup

### Attendance Tracking Levels

Label	Value
Level Name	Truist

Conditions

Tracking Method --Please select one--

Tracking Method --Please select one--

Triggers  

Trigger 1

**Level Name** (user definable)

**Tracking Method (1st)** - Choose at least one Tracking Method. Only defined Tracking Methods are available.

**Tracking Method (2nd)** - Choose a second tracking method, if appropriate. This is an and/or combination.

**Trigger** - Set up at least one Trigger. A notification record is created when student absences or tardies reach a value equal to the Trigger multiplied by the Tracking Method threshold.

For example, if the Tracking Method is Semester with a Threshold of 3 and the Trigger is 2, a notification record would be created when the student was absent for 6 days ( $2 \times 3$ ).

## District Setup

### Attendance Tracking Levels

#### Valid Tracking Methods for Attendance Tracking Levels:

- Percent (use in place of Year)
- Semester
- Consecutive
- Tardy Day

**Valid Combinations:** Percent and Tardy Day. When both of these Tracking Methods are used, the student can trigger a notification record if he/she is either:

- Absent for a number of days per year, based on a percentage of the day.

#### And/Or

- Tardy for a number of periods per day.

None of the other tracking methods can be combined.

## District Setup - Unexcused Tracking Levels

### Unexcused Tracking Levels

#### Attendance Tracking and Notification

Name	Description
<a href="#">Tracking Methods</a>	Set up global tracking methods for attendance tracking.
<a href="#">Unexcused Levels</a>	Set up global levels for unexcused attendance tracking.
<a href="#">Illness Levels</a>	Set up global levels for illness attendance tracking.

**Note:** These tracking methods apply to all schools.

On the Attendance Tracking and Notification page  
click **Unexcused Levels**.

## District Setup

### Unexcused Tracking Levels

#### Unexcused Tracking Levels

[New](#)

Level Name

**Note:** Click level name to edit level.

On the Unexcused Tracking Levels page  
click **New**.

## District Setup

### Unexcused Tracking Levels

- Enter a Level Name.
- Click on the pop-up menu to view a list of the defined Attendance Tracking Methods for this District.

## District Setup

### Unexcused Tracking Levels

**Note:** For the examples on the next pages the following district Attendance Tracking Methods have been defined.

Tracking Method	Threshold
Percent	50
Tardy Day	1 (1 tardy period in a day=1 tardy day)
Consecutive	1
Semester	1
Year	1

## District Setup

### Unexcused Tracking Levels

Label	Value
Level Name	Truancy
<b>Conditions</b>	
Tracking Method	<div style="border: 1px solid black; padding: 2px;">                     -Please select one-                      Percent                      Tardy Day                      Consecutive                      Semester                 </div>
Tracking Method	
Triggers	<input type="checkbox"/> <input type="checkbox"/>
Trigger 1	<input type="text"/>

- View the Tracking Methods defined for this district. Notice that **Year** does not appear. You must use Percent instead.
- Choose **Percent** from the list.

## District Setup

### Unexcused Tracking Levels

Label	Value
Level Name	Truancy
<b>Conditions</b>	
Tracking Method	Percent
Tracking Method	-Please select one-
Triggers	<input type="checkbox"/> <input type="checkbox"/>
Trigger 1	<input type="text"/>

- Choose **Semester** as the second Tracking Method.
- The following error appears: "You can not choose Semester with Percent."
- Remember, you can only combine Percent and Tardy Day.

## District Setup Unexcused Tracking Levels

Label	Value
Level Name	Truancy
Conditions:	
Tracking Method	Percent
Tracking Method	Tardy Day
Triggers	
Trigger 1	3

- Choose **Tardy Day** as the second Tracking Method.
- Enter **3** for **Trigger 1**.

A notification record is created with a variety of combinations such as:

- 1 unexcused tardy period, 3 times
- 3 unexcused absences in the school year
- 2 unexcused tardy days and 1 unexcused absence

## District Setup Unexcused Tracking Levels

Label	Value
Level Name	Truancy
Conditions:	
Tracking Method	Percent
Tracking Method	Tardy Day
Triggers	
Trigger 1	3
Trigger 2	6

- Click **+** (plus sign). Trigger 2 appears.
- Enter **6** for **Trigger 2**.

A notification record is created with a variety of combinations such as:

- 1 unexcused tardy period, 6 times
- 6 unexcused absences in the school year
- 4 unexcused tardy days and 2 unexcused absences

## District Setup

### Unexcused Tracking Levels

Label	Value
Level Name	Truancy
Conditions	
Tracking Method	Percent
Tracking Method	Tardy Day
Triggers	
Trigger 1	3

Submit

- Click - (minus sign). Trigger 2 disappears.
- Click - (minus sign) again. Trigger 1 does not disappear. You cannot delete Trigger 1, which must be populated.
- The most recent trigger is always deleted first, i.e. the trigger at the bottom of the list is deleted.

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## District Setup

### Unexcused Tracking Levels: Example 1

**District Tracking Methods:** Percent (Threshold 50)

#### Tracking Level

- Name: Truant
- Tracking Method: Percent (only one defined)
- Trigger 1 = 5
- Trigger 2 = 7
- Trigger 3 = 10

Trigger 1 "fires" (a notification record is created) when a student is absent (unexcused) for more than 50% of 5 days in a year.

Trigger 2 "fires" at 7 days.

Trigger 3 "fires" at 10 days.

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## District Setup

### Unexcused Tracking Levels: Example 2

#### District Tracking Methods

- Percent (Threshold 99)
- Semester (Threshold 1)

#### Tracking Level

- Name: Truant
- Tracking Methods: Semester (cannot be combined)
- Trigger 1 = 3
- Trigger 2 = 6
- Trigger 3 = 9

Trigger 1 "fires" (a notification record is created) when a student is absent for more than 99% of 3 days in a semester (Threshold 1 x Trigger 3).

Trigger 2 "fires" at 6 days, Trigger 3 "fires" at 9 days, etc.



## District Setup - Illness Tracking Levels

### Illness Tracking Levels

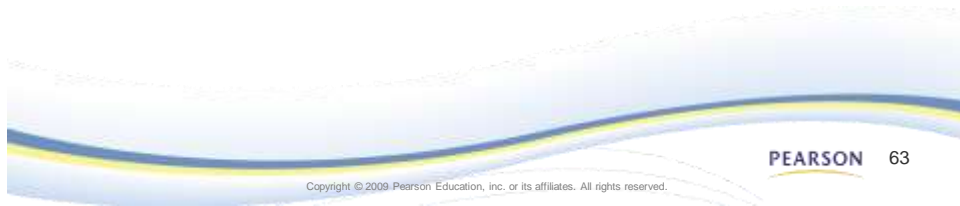
- Uses the Attendance Mode set up at the School.
- Uses the Illness Tracking Category set up at the School.
- Attendance Tracking Methods do not apply.
- Must use Attendance Tracking Levels.
- Hard-coded in Phase 2 with Percent = 99 for Year. The student must be absent due to illness more than 99% of a specified number of days (threshold X trigger) in the school year to be reported.



## Data Processing

### Overview

- Schools and District define their setup.
- Schools take attendances as normal.
  - There are no changes to existing practices.
- Execute "Refresh Attendance Tracking Data" report on the State Report Page as needed.
- Process students for notification.



## Data Processing

### Refresh Attendance Tracking Data

- The *Refresh Attendance Tracking Data* process must be run before any reporting.
- This is a district wide process that updates the data in the [UnexcusedHistorical] and [UnexcusedNotify] tables.
- The process speeds up attendance tracking reports; the reports do not need to calculate attendance on the fly.
  - Schools with defined attendance tracking setup are processed.
- The processing order is:
  - Unexcused
  - Illness
  - Levels
- All students are processed in each school before moving to the next school.



## Data Processing

### Refresh Attendance Tracking Data

- [UnexcusedHistorical] Table
  - Records are refreshed with each run of Refresh ATN report.
  - Stores Attendance Tracking records based on records in the Attendance table and the setup that has been defined.
  - Includes Course, Section, Period, and Teacher details.
  - Includes Record Type, Level Reached and Name, and Conversion Count details.
- [UnexcusedNotify] Table
  - Records are added or modified
  - Records are not deleted
  - Stores records that the district defined as needing notification using Attendance Tracking Methods, Levels, Thresholds, and Triggers.

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## Data Processing - Refresh [UnexcusedHistorical]

### Refresh [UnexcusedHistorical]

#### Refresh [UnexcusedHistorical] Process:

1. Runs a validation to confirm that the setup is correct.
  - If there are any errors, the process stops and lists the errors in the result file.
  - If there are any warnings, the process continues and lists the warnings at the end of the result file.
2. Selects all schools with a defined Attendance Tracking Mode.
3. Truncates the [UnexcusedHistorical] table (drops records).
4. Executes the correct internal process depending on school's Attendance Tracking Mode.
5. Qualifying records are selected from the [Attendance] table.

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## Data Processing

### Refresh [UnexcusedHistorical]

6. Each unexcused record (period) is stored in [UnexcusedHistorical] as a **Detail** record.
  - Record type is either A (Absent) or T (Tardy).
7. A **Summary** record is stored in [UnexcusedHistorical] for each student per day when one or more detail records exist.
  - Record type is TA (Total Absent) or TT (Total Tardy).



## Data Processing

### Refresh [UnexcusedHistorical]

8. The process moves on to Illness records.
9. If an Illness Tracking Category was set up, executes the correct internal process depending on school's Attendance Tracking Mode.
10. Each record is stored in [UnexcusedHistorical] as a **Detail** record.
  - Record type is I (Illness).
11. A **Summary** record is stored in [UnexcusedHistorical] for each student per day when one or more detail records exist.
  - Record type is TI (Total Illness).



## Data Processing

### Refresh [UnexcusedHistorical]

12. The process moves on to Attendance Tracking Levels.
13. Only executes if an Attendance Tracking Level was defined for the District.
14. Executes the correct internal process depending on the Attendance Tracking Method associated with the Tracking Level.
15. Returns records from [UnexcusedHistorical] that satisfy the threshold/trigger combination.



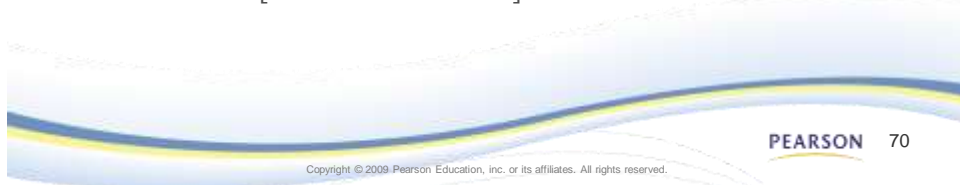
## Data Processing - Refresh [UnexcusedNotify]

### Refresh [UnexcusedNotify]

#### **Refresh [UnexcusedNotify] Process:**

A record is added to [UnexcusedNotify] when the student satisfies a Trigger and does not already have a record for that Trigger.

- Set [UnexcusedNotify]LevelName to the Level Name.  
Example: Truancy.
- Set [UnexcusedNotify]LevelReached to the Trigger.  
Example: 1, 2, or 3.
- If a record does not already exist for that Trigger in [UnexcusedNotify], then a new record is added.
- Set [UnexcusedNotify]DateReached to the date of the qualifying record from [UnexcusedHistorical].



## Data Processing - Clear Tracking Records

### Clear Attendance Tracking Records

The date for an [UnexcusedNotify] record can be cleared.

For example:

- Student John Doe was marked unexcused.
- It was a mistake or the parent forgot to call.
- The date in question is now marked excused.
- [UnexcusedNotify] must be updated to clear the date.

#### Clearing [UnexcusedNotify] Dates:

1. [UnexcusedHistorical] and [UnexcusedNotify] records are compared based on the fields LevelName and LevelReached.
2. When no matching records are found the [UnexcusedNotify]DateCleared is set the current date.
3. If matching records are found with *different* dates, then [UnexcusedNotify]DateCleared is set to the current date and a new record is created with the [UnexcusedNotify]DateReached set to the date of the new qualifying record from [UnexcusedHistorical].

## Reporting

Records in [UnexcusedNotify] can be extracted for reporting as needed.

Pearson provides two reports

- Truancy View Only: Preview of students to be notified.
- Truancy Extract:
  - Sets [UnexcusedNotify]DateExtracted to the current date.
  - Once this date has been set, the record for the selected Trigger will not be extracted again.

## Reporting

**Reports**

System Reports Date Range Date

Miscellaneous Reports	Description	Version
State ID Report Print	Provides extracts of students in the district meeting a state ID (DTEID) or all active students in district (with and without DTEID).	1.8
Class Size Report	This report provides information about the number of students enrolled in classes at each school.	1.9
Pre-ID Labels	Pre-ID labels extract.	2.0
JOCT Pre-ID Labels	Pre-ID labels EOCT extract.	1.2
College 411 Transcript	This report generates the output for the College 411 NCWS Transcript.	1.2
Refresh Attendance Tracking Data	This report refreshes attendance tracking and notification records in the PowerSchool database. Storing attendance tracking records in the database improves the performance of reports by eliminating the need to calculate attendance in real-time. This report performs the following functions: <ul style="list-style-type: none"> <li>Attendance tracking records are stored and retrieved in the [PowerSchoolHistorical] table.</li> <li>Attendance notification records are added to the [PowerSchoolNotify] table.</li> </ul> <b>Date Last Run: N/A</b>	1.0
Quarterly and Attendance Letters (View Only)	This report must be run at the school level. The View Only version produces a list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences. This output includes the ability to immediately access a student in the list by clicking the student's name. <b>Date Last Run: N/A</b>	1.0
Quarterly and Attendance Letters (Extract)	This report must be run at the school level. The default version of this report produces two outputs: <ul style="list-style-type: none"> <li>A list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences. The output includes the ability to immediately access a student in the list by clicking the student's name.</li> <li>A state specific attendance letter to be printed via a ReportWorks template.</li> </ul> <b>Date Last Run: N/A</b>	1.0

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## Reporting

- Both reports can be executed at the school or district level
- Input parameters
  - Grade level – leave blank for all grades
  - Level Name
  - Trigger
  - Minimum age to extract – enter zero for no restriction.

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## Reporting - School Level

### Tuency Extracts Report

<b>Report Name:</b>	Tuency Extracts
<b>Version:</b>	1.0
<b>Description:</b>	<p>This report can be run at the school level. The default version of this report produces two outputs:</p> <ul style="list-style-type: none"> <li>A list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences. The output includes the ability to immediately email a student or the list by clicking the student's name.</li> <li>A letter specific attendance letter to be printed via a ReportWizard template.</li> </ul> <p>Use this report to set the data extracted the date the report completes, usually the current date for each attendance verification record stored in EducationCity/SmartClass. The data extracted represents the data that the attendance letter will print and sent to the student's parents or guardians. Setting the date extracted cannot be reversed, so it is recommended to verify data using the New Day version before running the Extract system.</p> <p><b>Note:</b> You must run the Refresh Attendance Tracking Data report before the Tuency and Attendance Letters report.</p>
<b>Comments:</b>	<p><b>Student Selection</b> The Refresh Attendance Tracking Data report should have been run previously, as the Tuency and Attendance Letters report does not calculate attendance. The report references records in the [Attendance] and [AttendanceLetter] tables associated with the student, trigger, and attendance tracking level selected at report runtime. The report returns records located for the student at any school.</p> <p><b>Internet Explorer Known Issue:</b> When using Internet Explorer to generate this report and the resulting list of students exceeds 350, the student selection may not be accurate. For best results use an alternate browser when your mode includes a large number of resulting students.</p>
<b>Fields:</b>	<p> <input type="checkbox"/> All  <input type="checkbox"/> All  <input type="checkbox"/> All  <input type="checkbox"/> All         </p>
<b>Date to be Filed:</b>	<p>Check checkboxes on the right to save as default value! <b>Reset All</b></p>
<b>Extraction Type:</b>	<p>Unexcused <input type="checkbox"/></p>
<b>Level Name:</b>	<p><input type="checkbox"/></p>
<b>Trigger:</b>	<p><input type="checkbox"/></p>
<b>Minimum Age To Extract:</b>	<p>0 <input type="checkbox"/></p>

## Reporting - District Level

### Tuency Extracts Report

<b>Report Name:</b>	Tuency Extracts
<b>Version:</b>	1.0
<b>Description:</b>	<p>This report can be run at the district level. The default version of this report produces two outputs:</p> <ul style="list-style-type: none"> <li>A list of students who meet a specified threshold for an attendance tracking level, such as unexcused absences. The output includes the ability to immediately email a student or the list by clicking the student's name.</li> <li>A letter specific attendance letter to be printed via a ReportWizard template.</li> </ul> <p>Use this report to set the data extracted the date the report completes, usually the current date for each attendance verification record stored in EducationCity/SmartClass. The data extracted represents the data that the attendance letter will print and sent to the student's parents or guardians. Setting the date extracted cannot be reversed, so it is recommended to verify data using the New Day version before running the Extract system.</p> <p><b>Note:</b> You must run the Refresh Attendance Tracking Data report before the Tuency and Attendance Letters report.</p>
<b>Comments:</b>	<p><b>Student Selection</b> The Refresh Attendance Tracking Data report should have been run previously, as the Tuency and Attendance Letters report does not calculate attendance. The report references records in the [Attendance] and [AttendanceLetter] tables associated with the student, trigger, and attendance tracking level selected at report runtime. The report returns records located for the student at any school.</p> <p><b>Internet Explorer Known Issue:</b> When using Internet Explorer to generate this report and the resulting list of students exceeds 350, the student selection may not be accurate. For best results use an alternate browser when your mode includes a large number of resulting students.</p>
<b>Fields:</b>	<p> <input type="checkbox"/> All  <input type="checkbox"/> All  <input type="checkbox"/> All  <input type="checkbox"/> All         </p>
<b>Date to be Filed:</b>	<p>Check checkboxes on the right to save as default value! <b>Reset All</b></p>
<b>Extraction Type:</b>	<p>Unexcused <input type="checkbox"/></p>
<b>Level Name:</b>	<p><input type="checkbox"/></p>
<b>Trigger:</b>	<p><input type="checkbox"/></p>
<b>Minimum Age To Extract:</b>	<p>0 <input type="checkbox"/></p>

## Reporting

The Truancy Extract does the following:

- Sets [UnexcusedNotify]DateExtracted to the current date.
- Returns a **ReportWorks** link.

Click the link to open ReportWorks.

Select your report and run.

- Pearson has provided a template to get you started.
- You will need a trained ReportWorks developer to add customized templates.



## Reporting

**Truancy Report**  
**As of: 10/28/09**  
**Level Name: Test1**  
**Level Reached: 1**

Student	School	Grade	DOB	Phone	Absent Dates	Tardy Dates
Gene Wilson		10	7/9/99	338-4994	10/10/09,10/11/09,10/20/09,10/21/09	
Diana Van Arman		11	3/25/98	338-0423	9/15/09,9/16/09,9/16/09,9/17/09	
Samuel Santos		11	5/3/99	338-2509	9/16/09,9/17/09,9/17/09,9/18/09	
Shane Kim		10	12/11/03	338-8003	10/10/09,10/11/09,10/20/09,10/21/09	
Ashley Williams		10	10/11/03	338-1052	10/10/09,10/11/09,10/20/09,10/21/09	
Andrew Wilson		12	8/13/91	338-1052	10/10/09,10/11/09,10/20/09,10/21/09	
Robert Smith		11	7/26/94	703-4202	10/10/09,10/15/09,10/20/09,10/21/09	
Timothy Spangler		11	8/25/91	338-8230	9/29/09,9/29/09,10/13/09,10/14/09	
Stephanie Cruz Salas		10	1/21/93	338-7080	9/11/09,10/10/09,10/20/09	10/26/09
Walter Anderson		11	11/11/02	338-1055	9/25/09,9/26/09,9/26/09,9/27/09	
Michael Wilson		11	12/7/93	444-8851	9/25/09,10/16/09,10/27/09,10/28/09	
Lucas Baker		11	8/27/92	338-8757	9/30/09,10/11/09,10/20/09,10/21/09	
Dustin Charney		11	3/25/91	338-8888	3/16/09,3/16/09,3/20/09,3/22/09	
Michael Smith		11	8/22/92	444-888-8023	10/12/09,10/22/09,10/23/09,10/24/09	

Report Works

Click **ReportWorks**.

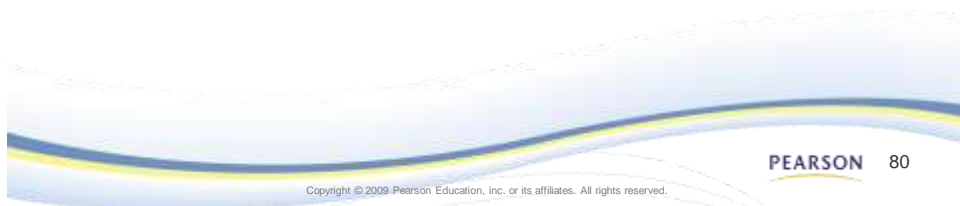


## Special Notes

- PowerSource has the global ATN guide (Article #59098)
- GA State Reporting Setup Guide has ATN details
- Currently only CA and GA have ReportWorks templates for letters
- ATN will become a PowerSchool core feature in Spring



## Q & A





Thank you for attending  
this presentation.



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