Office Staff- Attendance

Intended Audience: School Office Staff that verify and process student attendance taken by teachers.
Description: This course will cover the attendance entry & verification process including the Attendance Wizard, Daily Attendance, Partial Day Attendance, Classroom Monitor, attendance reports, and student information.
Time: 4 hours

Campus Overview (15 minutes)	• Learn navigation • Learn search procedures • Learn help options
Student Information (45 minutes)	Navigate to and view key student information tabs • Sumary • Enrollment • Schedule • Attendance View and understand the information available on a student's attendance tab • KY Daily Attendance Calculations • Understand the different on-screen colors Learn how to add new and edit existing attendance records for an individual student • Check-in/Check-out funcationality • Period Attendance • Whole Day Attendance • Shortened day (early release or delay) • Educational Enhancement Opportunity (EHO)
Attendance Wizard (60 minutes)	Understand the search options and techniques • Searching by student and/or attendance information • Using the Search Result options Inputting Attendance Information • Whole Day • Period • Check-in/Check-out • Batch Check-in/Check-out (Multiple Days) Understand best practices in applying the appropriate record option when inputting attendance information Understand how to use the information that displays in the Savings Result confirmation window Learn how to edit existing attendance records Working with Multiple Schedule Structures

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Daily Attendance (15 minutes	• Navigate through the screens and review the color coding and options • Edit an individual student's attendance • View an individual student's attendance history • Shortened day (early release or delay)
Partial Day Attendance (45 minutes	• Navigate through the screens to access partial day attendance • Have various scenarios for utilizing partial day attendance modeled
Classroom Monitor (10 minutes)	• Monitor teacher attendance process compliance • Monitor individual classroom attendance trends • Take attendance for substitute teachers
Attendance Reports and Letter Wizard (15 minutes)	Understand the Attendance Reports • ADM and ADA Detail • KY Attendance Register • Sub Attendance Roster • Monitoring SAAR Letter Wizard • Create a letter format • Generate letters for a particular effective date
Review (25 minutes)	• Campus Key Words and Review Questions • Complete Infinite Campus Training Survey

Daily Attendance Processes for Kentucky

The following processes MUST be done in the daily work flow of school staff who verifies student attendance.

- At the beginning of the day change teacher reported absences (i.e., absent unknown attendance records) to absent unexcused.
- If a student is late to school at the beginning of the day, the student should report to the office to be checked in. If a student is late to class, teachers should mark the student tardy. The attendance office should leave teacher-entered tardies as unknown records which will display as yellow on the student's attendance tab.
- Check in and out students during the school day using the student's Attendance tab, the Daily Attendance tool, or the Attendance Wizard.
- Enter EHO attendance events on the student's Attendance tab or through the Daily Attendance tool. Note: EHO attendance events cannot be entered through the Attendance Wizard.
- Enter attendance records in advance for students on Home Hospital with a code of O: Other that is mapped to a state status of Present and excuse of Exempt (Green) on the student's Attendance

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tab or though the Attendance Wizard. Comments should indicate this is a home hospital attendance code and the student must be placed in a Home/Hospital Attendance Group. Doing this will prevent teachers from taking attendance on these students. When the Home Hospital sends you the attendance report edit the student's attendance record with the appropraite information.

Review Questions

1. What is the easiest way to search for all students who have been marked absent by teachers and have not yet been processed by the attendance clerk at the beginning of the day?
2. How would you mark out a student for an EHO event that starts at noon on a specific date?
3. What is the easiest way to enter an attendance record for a group of students that will be attending an all-day field trip?
4. Name five things a person can learn from the Classroom Monitor

Hands-On Activities

Complete each process that may occur on a typical day below using the appropriate attendance tools.

Beginning of the Day

The following calls and notes have come in before school starts:

- 10 students are out ill today -- parents called
- 5 students have doctor/dentist appointments and will be checking out early during the day
- 3 students come to the office 15 minutes into the school day after missing the bus
- All females in a specific grade are released from school at 1:30 p.m. today for a field trip. Three of these students have already been marked out as ill.

During the Day

- 1 student will be on Home Hospital for the next 3 weeks
- All students in a specific grade level are going on a field trip on Friday
- 1 family with 2 students at your school is going on vacation next week
- Take attendance for 3 teachers that are absent today
- Find the contact information for teachers who have not taken attendance by the required time

Campus Key Words

Absent Unknown

Source/Target List

Check In/Check Out

Saving Mode

Enrolled Days/Scheduled Days

District Code/State Code

Pink color coding

Yellow, White, Red and Green color coding

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- 2 students checked in at 10:30 a.m. after the teachers have marked them absent and the office has changed the unknown records to unexcused. Use the Attendance Wizard or Attendance Tab to check these 2 students in
- 2 females that were going on the field trip today are actually out of ill; however the parents didn't call until later in the day
- 1 of the students who checked out early today, returned to school. Check this student in

End of the Day

- Generate the attendance profile report for a student
- Generate the caller report

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Logging In & Navigation

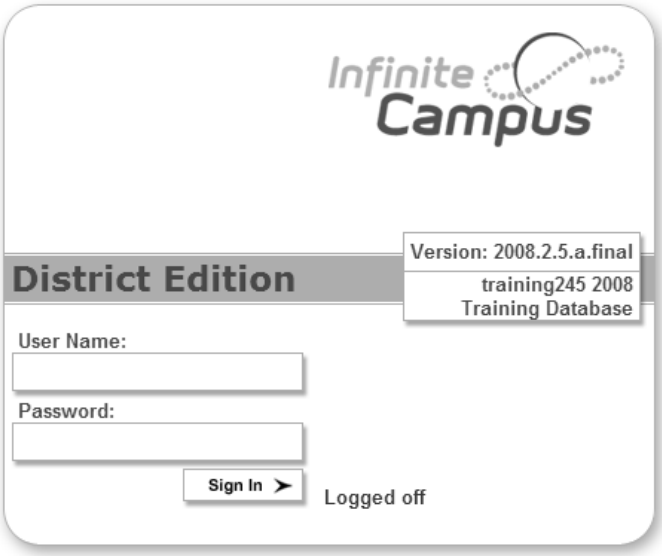
Overview

In this lesson, you will be introduced to the Infinite Campus system.

Objectives

At the conclusion of this lesson, you should be able to:

- Log in to Campus
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus



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Access & Logging In

Each district's data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Camino. The web address used in training will be different than the address you will use in your everyday use of your school's Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Training Site:

User Name:

Password:

Since Campus is a web-based product, it is accessible anywhere in the world. Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are "strong passwords." A strong password is at least six characters long with a combination of letters, numbers, or special characters. In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.

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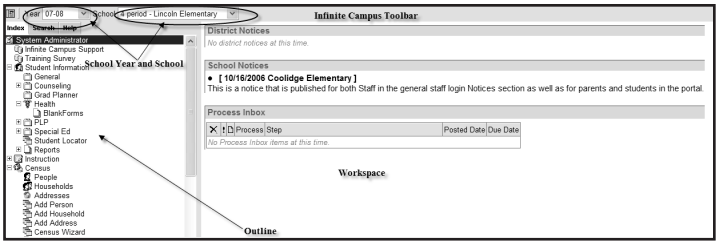
Calendar- a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

Schedule Structure- a sub-division of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

Navigation

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header **Infinite Campus Toolbar** contains drop down menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. ***Your account's rights will determine which schools and what years' data you can access.***



2. The space to the lower left contains three tabs. The first tab, the Index tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user's complete **Outline**.
3. The second tab, the Search tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
4. The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the help tab. As an example, if a question arises during taking attendance, clicking the help tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.
5. The space on the right is your main **Workspace**. The tools that you select on the index tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the process inbox—your "to do" list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.

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Student Information

Overview

Data in Student Information>General is based on being enrolled in a specific school for a year. Much of the data, such as schedules, attendance, and grades are for the year selected in the grey menu bar at the top of the screen. To access information from prior years, select the relevant year and school combination in the drop down menus at the top.

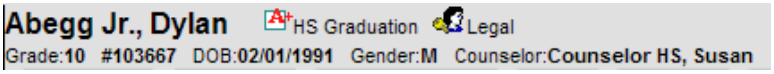
Objectives

- Navigate to the tabs for specific student information
- Understand the information available on a student's attendance tab
- Learn how to verify, add and edit attendance information for an individual student

Navigating to a Student's file

1. Go to the Index tab in the Outline on the left side of the window. Expand the Student Information module by clicking on the plus sign, or the name of the module.
2. Select General.
3. Search for a student.
4. Select a student.
    - The Student Information > General file is subdivided into separate tabs for commonly used information.
    - Located above the student information tabs is a gray header that displays the student's name, grade, date of birth, gender, and if applicable alert flags, team name, or counselor's name for the selected student. Hovering over the icon for an alert flag with your cursor will open up a pop-up with more infromation regarding the assigned alert (see Figure 3).
    - The team and counselor for the student may also appear next to in the header if that information is being tracked in Campus.

Figure 3



Summary Tab

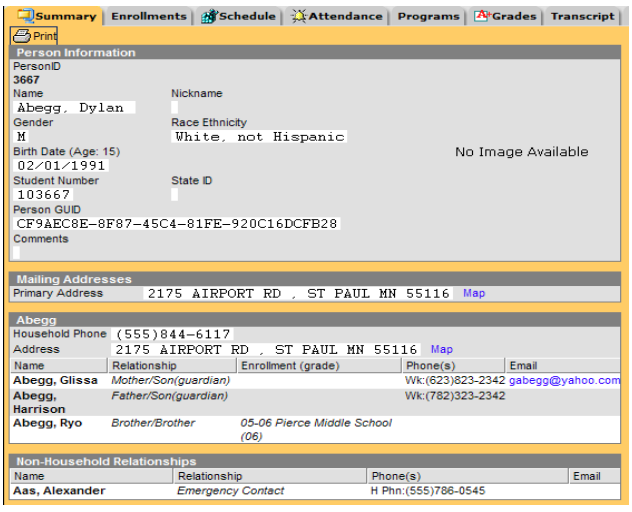
The summary tab is a read-only view of the data that was created for the student in the Census module.

Person Information

The top section will be personal identification information for that student.

Mailing Addresses

The mailing addresses for the student will show below the student's information.



There are two print options on the Student Summary tab: Print and Print with Picture. Print With Picture is a distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district's live site.

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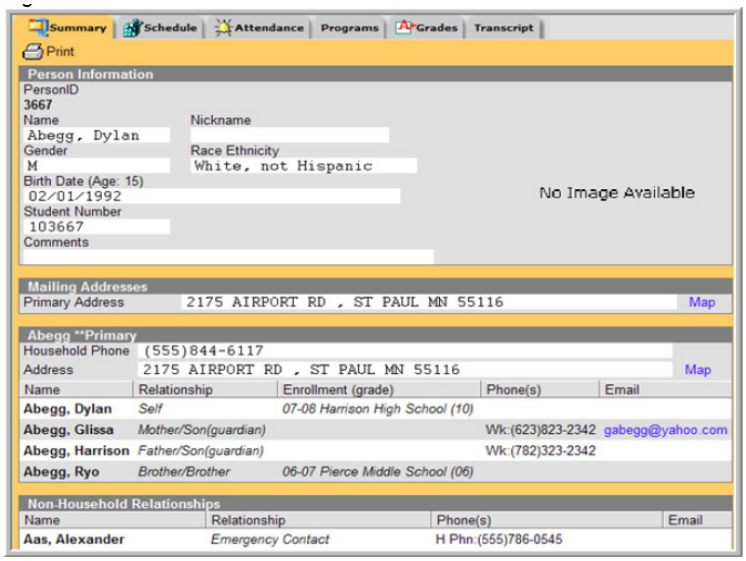
State Reporting and Special Education fields are used in preparing extracts for the state and will vary in each state. Your training site will have a state-neutral set of data elements rather than the state reporting fields for your state.

Household Information

All households, Primary and Secondary, that a student is a member of, will display below the mailing addresses. The home phone number, address, members of the household and their relationship, individual phone numbers, and email addresses with the selected student will display if entered in the Census module. The map link will open another web browser and load Google maps to assist in locating a student's address on a map or finding directions. If a user clicks on an email address link it will open an email client service such as Microsoft Outlook. This link is available to assist in writing an email to the person's email address the user selected.

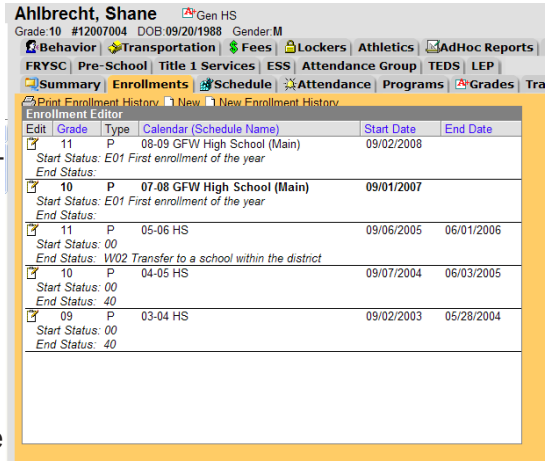


Non-household Relationships

Relationships that are made to people outside of the household, such as emergency contacts will display in the "non-household relationships" area below the household.

Enrollment tab

The Enrollment tab will list all enrollments for the child that have been created in Campus. Many pieces of data used for state reporting are stored here and are tied to an enrollment. To view this data, click on the enrollment in the Enrollment Editor.



- The general enrollment information determines what school and grade the child is in and also records their enrollment dates and status for state reporting.
- The graduation area will hold the graduation and diploma information on the twelfth grade enrollment.

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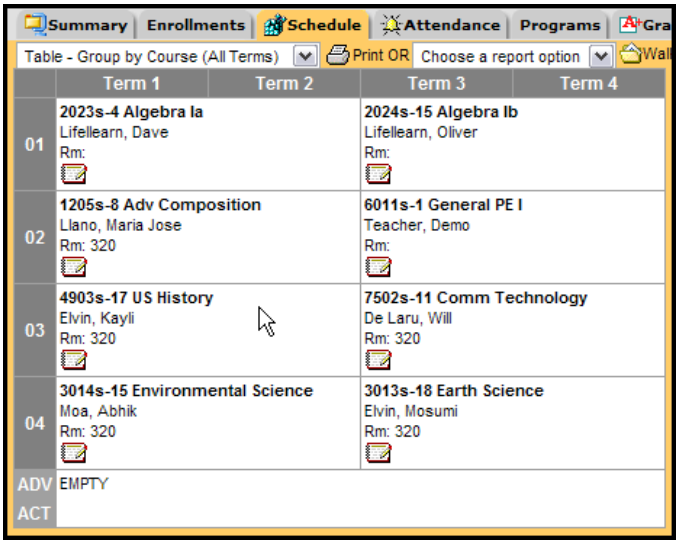
Schedule tab

- The schedule tab will show the courses that the student is taking. The terms (divisions of the year) will be across the top and the periods (divisions of the day) will be down the left side.
- To switch to a different view of the schedule, choose a different option in the left dropdown menu.



- To print the student's schedule in the on-screen layout, click the print icon. Your district may also have created a template that will be available in the "Choose a report option" dropdown. Campus will then create an Adobe PDF version of the schedule that can be printed, saved to a local drive, or emailed as needed.
- Depending on user rights, you may see a red gradebook icon on each entry in the schedule. If the teacher is using Campus gradebook, clicking on this icon will take you to a read-only summary of the student's assignments and progress in that course.
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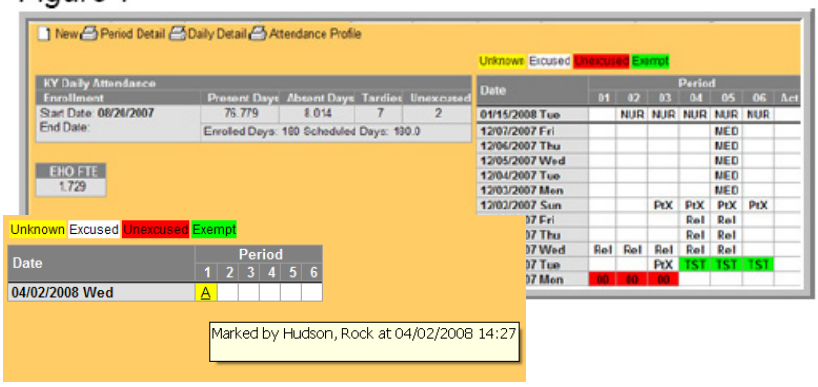
Attendance tab

The student's summary attendance information displays on this tab as shown in Figure 7. The information that follows Figure 7 describes the information displayed.

Figure 7



KY Daily Attendance calculations are based on a student's enrollment start date display. The following bullets define the numeric values displayed in this section of the screen for the selected student. Fore more information regarding the calculations refer to the State Reporting -- Kentucky Attendance Reporting User Guide.

Color-Coded Key

Yellow – unknown
Teacher attendance records that have not been verified.

White – excused
Attendance records that have a code applied that is mapped to a status of excused.

Red – unexcused
Attendance records that have a code applied that is mapped to a status of unexcused.

Green – exempt
Attendance records that have a code applied that is mapped to a status of exempt.
The Period and Daily Detail reports do not calculate attendance based on Kentucky FTE regulations.

When hovering over an attendance code, the name of the teacher who entered hte attendance will display.

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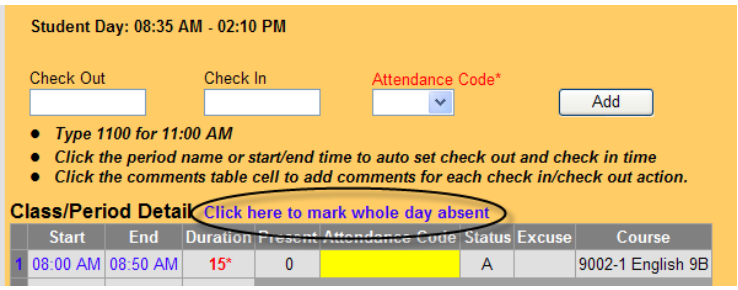
Student Information (Read Only)



- Present Days = FTE Percent of the Day Present calculation
- Absent Days = FTE Percent of Day Absent calculation
- Tardies = Total number of KY calculated tardies (60 minutes or less).
- Unexcused = Total number of unexcused attendance records as defined by school codes maped to a state code with a status of unexcused.
- Enrolled days = the total number of instructional days in the current school year in which the student is enrolled.
- Scheduled days = the total number of scheduled days in the current school year (i.e. if a student is scheduled to attend this school for half of a dy then the scheduled days will be half the number of enrolled days).

EHO FTE

The EHO FTE displays a sumary of the full-time equivalency for the selected student. This is a calculation that totals the days of all attendance records with an Educational Enhancement Opportunity (EHO) code applied. The maximum allowed per student is ten days cumulative. If the user attempts to add an attendance record greater than 10 days cumulative, a warning message will appear and this record will not be saved.

Print Options

Period Detail - Opens an Adobe PDF report that summarizes the student's attendance history broken down by period, by course and by term.
Daily Detail - Opens an Adobe PDF report that summarizes the student's attendance history by total number of missed days per term and the total number of absent and present minutes and FTE percentages per day.
Attendance Profile - Opens an Adobe PDF report that sumarizes the student's accumulative attendance information for the current school year.

The Period and Daily Detail reports do not calculate attendance based on Kentucky FTE regulations.

Programs Tab

- The programs tab is where more information can be found out about the "warning flag" that is seen next to the student's name above the tabs. Many users will not have access to this tab, but you may have access depending on district policy and procedure.
- To find out more information about a particular warning program, select the program in the editor list. The details will open on screen and provide more information about the concern.

Daily Attendance Information

On the right side of the screen a line-by-line record of the student's attendance

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for the school year displays.

- The attendance reocrds are color-coded according to the key provided.
- Attendance codes that display are defined by the school and mapped to the appropriate state code.
- To find out more information about a particular attendance record, hover over the cell with the code.
- Clicking on the date or code for that date will allow the user to view detail information and make changes to that day's attendance record if needed.

Adding and Editing Attendance Records for an Individual student

This section explains in a step-by-step process how to add new and edit existing attendance records for a student on the Attendance tab.

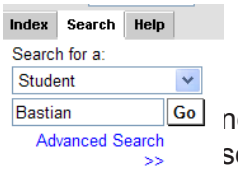
Adding New Attendance Records

The steps below provide general instructions on how to add a new attendance record for an individual student. The instructions that follow provide step-by-step instruction for adding an attendance record that represents adding a Check In/Check Out, period, whole day, and an EHO attendance record for an individual student.

General Instructions

1. Select the Search tab in the outline and student from the dropdown list.
2. Enter the student's name (last name, first name) and click Go (see Figure 8).

Figure 8



ndex tab in the outline, expand the student information select General. This will bring you to the student information tabs.

4. Click on the attendance tab for this student.
5. Click on the New icon located on the far left of the screen.
6. Enter the date (mmddyy) of the attendance event and click Refresh. (Note: the default is set to today's date allowing you to skip this step if the reocrd being added is for today.
7. Enter the applicable attendance record, code, and select the Add button.
8. Click the Save icon.

Adding a Check In or Check Out Attendance Record

1. Follow steps 1-6 in the general instructions section then move to step 2.

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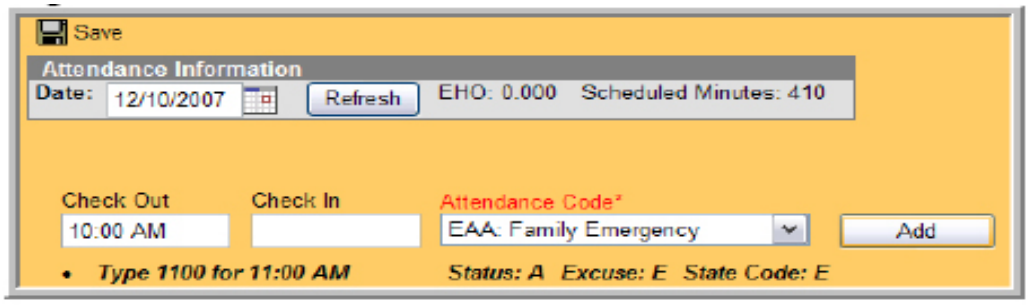
2. Enter the correct time in the Check In or Check Out field by typing the hour and minutes (hhmm) then select the Tab key on your computer (i.e., 8:00 AM type 800 then select the Tab key, 12:30 PM type 1230 then select the Tab key) as shown in Figure 9.

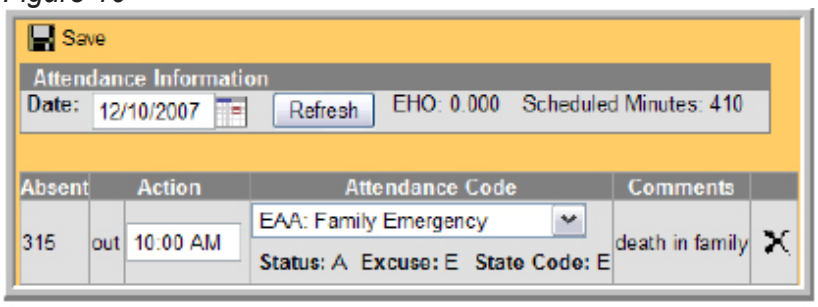
Figure 9



3. Apply the appropriate Attendance Code from the dropdown list and click the Add button.
4. Click into the gray expandable Comments column to add comments to this attendance record as shown in Figure 10 (Note: the "X" to the right of the Comments column will delete this attendance record in the event the user made an error).
5. Click the Save icon.

Period attendance is only taken for attendance events that involve an entire class such as a field trip. In Kentucky these events MUST have a school code that is mapped to the state code O: Other designated with a status of P: Present and an excuse of X: Exempt.

Figure 10



Adding a Period Attendance record

1. Follow steps 1-6 in the general instructions section then move to step 2.
2. Select the appropriate period number as shown in Figure 12. This action will populate the start tie and end time of that period in the Check In and Check Out fields.
3. Select the appropriate Attendance code from the dropdown list and click the Add button.
4. Click into the gray expandable Comments column to add comments to this attendance record as shown in Figure 13 (Note: the "X" to the right of the Comments column will delete this attendance record in the event the user made an error).
5. Click the Save icon.
6. Verify the attendance record by viewing the daily attendance information for that date. Hover over the code to see the information entered on that date.

Figure 12

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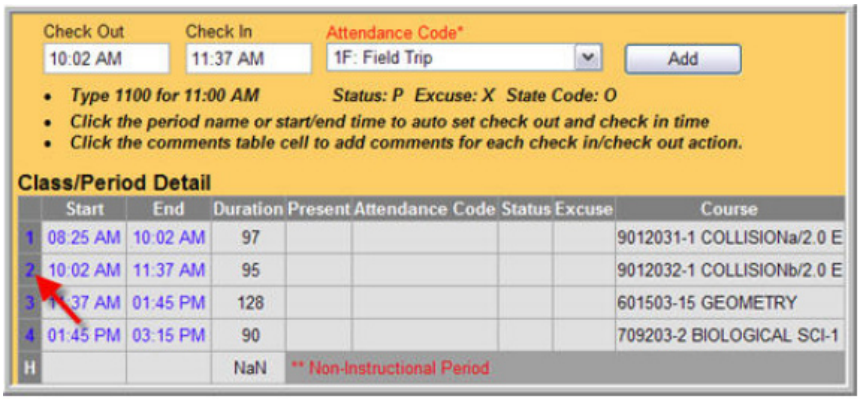
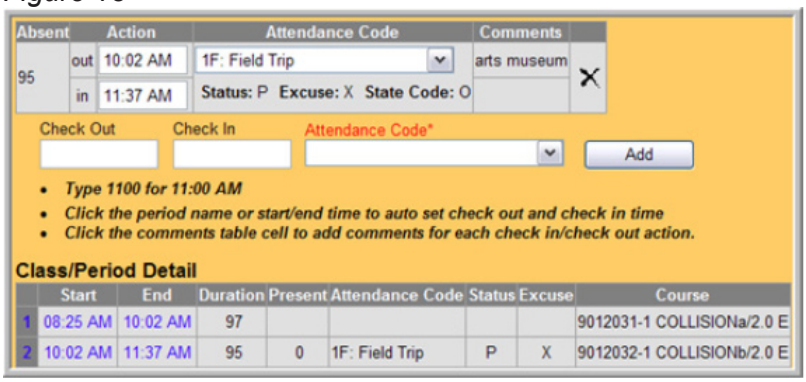


Figure 13



Adding a Whole day Attendance record

1. Follow steps 1-6 in the general instructions section then move to step 2.
2. Click on the first Start time link and the last End time link in the Class/ Period Detail section of the screen (Figure 14). This action will populate the initial start time of the day and end time ofthe day in the Check In and Check Out fields to signify a whole day attendance event.
3. Select the appropriate Attendance code from the dropdown list and click the Add button.
4. Click into the gray expandable Comments column to add comments to this attendance record (Note: The “X” to the right of the Comments column will delete this attendance record in the event the user made an error).
5. Click the Save icon.

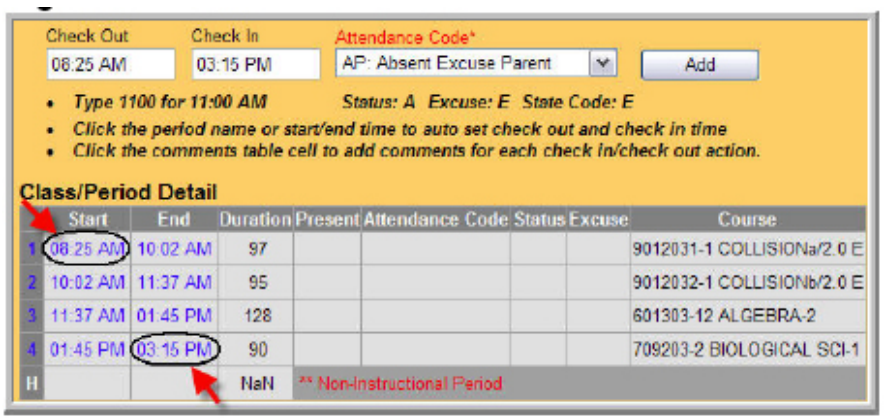


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Figure 14

6. Verify the attendance record by viewing the daily attendance information for that date. The applied code will display in all period cells the student is scheduled into a course section (see Figure 15). Note: In Figure 15 the student is not scheduled to attend a class during period H. Hover over the code to see the information entered on that date.

Figure 15

Date	Period				
	1	2	3	4	H
01/02/2008 Wed A	AP	AP	AP	AP	

The state of Kentucky requires that a school attendance code designating an EHO event is mapped to the state code EHO: Educational Enhancement Opportunity has been set with a status of A: Absent and has an excuse of X: Exempt as shown in Figure 16.

Adding an EHO Attendance record

1. Follow steps 1-6 in the general instructions section then move to step 2.
2. Follow the appropriate instructions for adding a Check In/Out (Partial Day) or Whole Day EHO attendance record. EHO attendance records must be created using the Attendance Tab or Daily Attendance functionality.
3. Select
4. Click into the gray expandable Comments column to add comments to this attendance record (Note: The “X” to the right of the Comments column will delete this attendance record in the event the user made an error).
5. Click the Save icon.
6. Verify the EHO code has been applied by viewing the color-coded excuse on the date you entered in the daily attendance information display and that the EHO FTE calculation has changed (see Figure 17).
7.

Figure 16

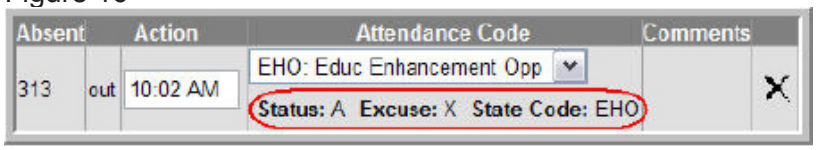
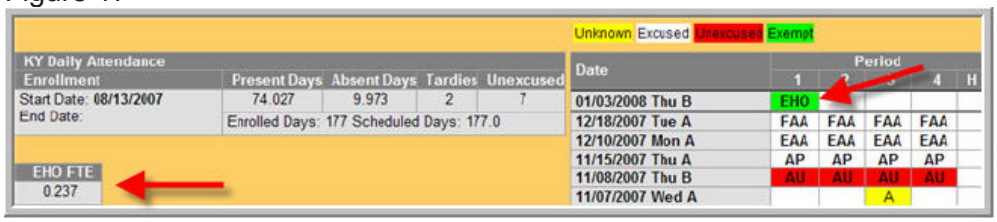


Figure 17



Editing Existing Attendance Records

This section covers how to change or delete an existing attendance record for an individual student.

Instructions for editing an Attendance record

1. Follow steps 1-6 in the general instructions section then move to step 2.
2. To change or delete an existing record click on the applicable date or an attendance code link listed next to the applicable date in the daily attendance information area of the screen (see Figure 18). This action will bring the user to the attendance detail screen for that date.
3. To change a Check In/Check Out or period attendance record re-enter hte correct action time, attendance code and comments and click on the Save

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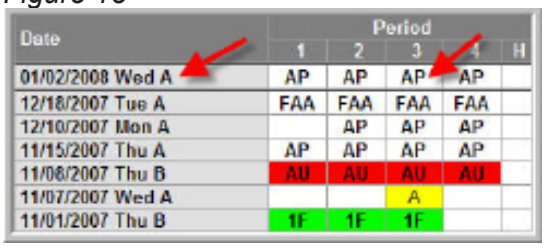
icon. (Note: You must delete the existing check in/out before adding the new attendance record if there is a time conflict.

4. To delete a check in/check out or period attendance select the “X” next to the Comments column and click on the Save icon.

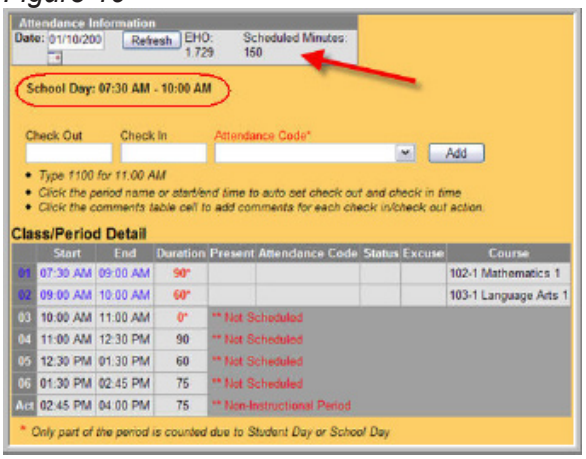
Figure 18



Shortened Days

In the event of a shortened day due to inclement weather or other applicable events the calendar will be adjusted by the system administator. The change on the calendar will automatically change attendance calculations based on the duration of that day. On the student’s attendance tab (see Figure 19) the scheduled minutes will reflect the change in the day, the start and end time of the day will display, and periods after the end time will be grayed out and state that the student is not scheduled to attend class during that time. There is no change in how attendance should be taken on a shortened day.

Figure 19



Instructions for deleting a Whole Day Attendance record

1. Follow steps 1-6 in the general instructions section then move to step 2. Select the blue link located under the Class/Period Detail section of the attendance edit screen as shown in Figure 20.
2. Click the Save Icon.

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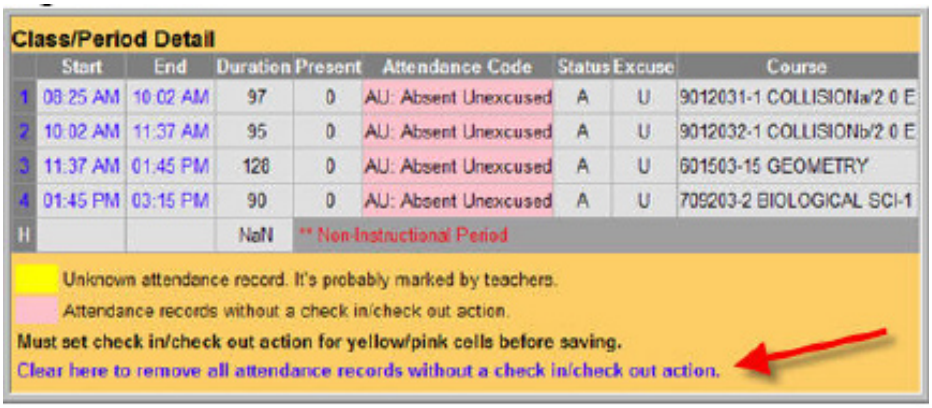
Figure 20



Grades Tab

- The Grades tab will display all grades that have been submitted for a student for the year. This will include report card grades and/or standards and may also include mid-term progress marks and weekly eligibility grades.
- The report card format dropdown allows the user to select a defined template and generate a report card for one student if needed.
- Down the left side will be the courses a student is in and the grading tasks the teacher was expected to turn in. Across the top will be the terms. A white cell in the table indicates that this particular grade was expected to be submitted at that point in time. The grade in the white cell is the grade submitted by the teacher.
- To view a student's overall progress in a course, click the red gradebook icon below the course name. If the teacher is using the Campus gradebook, the student's individual scores on assignments in that class can be seen.
- At the bottom of the grades tab will be the students term GPA for that term. Term GPA is the value used in many Campus schools for their term honor roll.

Transcript Tab

The transcript tab holds the permanent academic record for the student. The grading system in Campus is set up by the district to indicate which grading tasks are posted to the transcript. A user with proper rights can also manually add or adjust grades to the student transcript if needed. A printed version of the transcript may be generated by choosing a format type in the dropdown. A PDF version of the transcript will then display in a new window and can be printed or saved as needed.

Credit Summary

The Credit Summary tab will show the total amount of credits that are listed on the student's transcripts based upon the credit groups that are associated with the school. Clicking the student total for a credit group will show the courses that a student has taken in that area, while clicking on the credit group name will show where credit could be earned in the selected school and calendar.

Assessment

The student Assessment tab will show the scores a student has earned on district, state, or national standardized tests. A test may have subtests that are organized beneath the top level test. To see scores on these subtests, click on the plus sign to the left of the assessment name.

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Behavior

The behavior tab can be used to track student behavioral events, the student's role in the event, and the resolution that occurred as a result of the event. Behaviors may be positive or negative events. Events will be organized by the school and year they occurred in—depending on user rights, you may be able to see previous years' events.

Transportation

The transportation tab can be used to store and organize both bus information and parking information, including parking permit and vehicle information.

Fees

The fees tab will show all fees that have been assessed to a student, the payments that have been made and their current balance. The Print icon will generate a billing statement for the student.

Lockers

The lockers tab will show all lockers that the student has been assigned to. Campus supports multiple types of lockers, such as academic and gym, and multiple locations for those lockers, such as the senior hallway.

Athletics

The Athletics tab holds basic information about the student's athletic eligibility. Your school may add additional fields or areas to the athletics tab to track specific sports or participation as needed.

AdHoc Reports

An AdHoc Report is a form letter generated in Campus using a tool available in the AdHoc Reporting module. The AdHoc Reports tab allows one of these created form letters to be generated for one particular student.

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KY Attendance Wizard

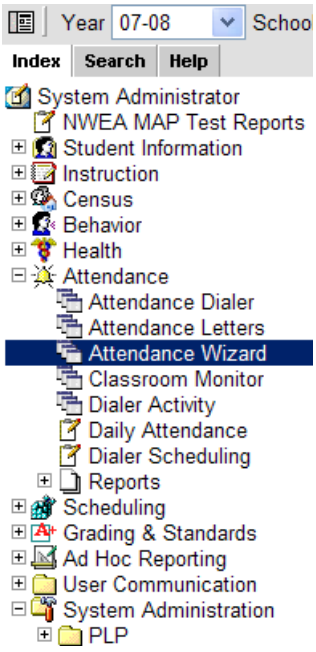
Overview & Objectives

The Attendance Wizard tool allows the attendance office to quickly create or change attendance data for a group of students. At the conclusion of this lesson, you should be able to:

- Understand Campus terminology in the Attendance Wizard
- Search for a group of students based on their personal and attendance information
- Input attendance records for a group of selected students
- Learn how to verify and edit attendance information for groups or students or an individual
- Learn best practices for processing attendance records.

Navigating to the Attendance Wizard

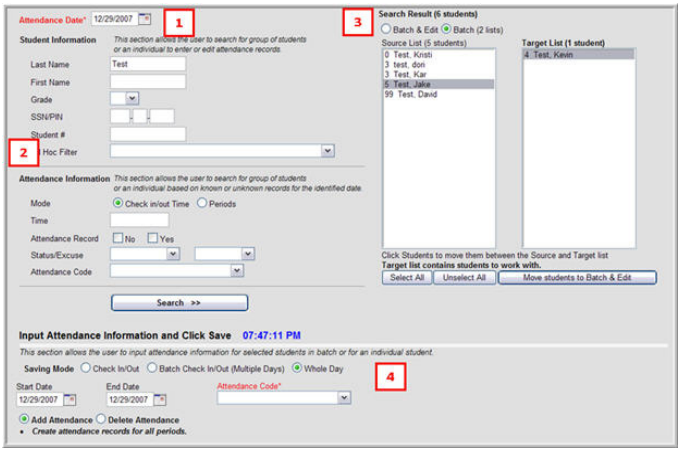
1. Select the applicable year, school, calendar, and schedule structure(s) from the Campus Toolbar
2. From the Campus Outline, select the Index tab
3. Expand the Attendance module
4. Select the Attendance Wizard tool.



Overview of the Attendance Wizard

The Attendance Wizard tool in Campus has four key steps as shown in Figure 1. In general, the steps are:

1. Enter the Attendance Date needed to enter attendance records for a group of students (Note: This date defaults to the current date).
2. Enter applicable Search criteria that will results in a list of students that need a specific attendance record entered.
3. Use the Search Results to select the students for which an attendance record will be added or changed on this date.
4. Input the appropriate attendance information for the selected students and click Save.



Described below, in detail, are the four steps with step-by-step instructions and best practices that support a variety of scenarios an attendance office is likely to encounter.

EHO attendance marks MUST be entered on the student's attendance tab not in the Attendance Wizard.

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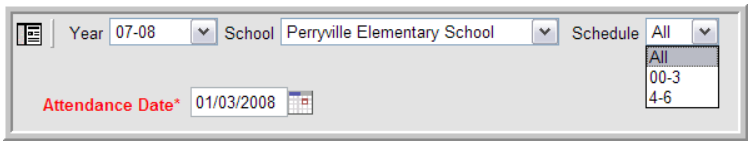
Understanding the Four Key Steps for entering student Attendance records



It is possible to work with multiple schedule structures at the same time in the Attendance Wizard. At the end of this lesson, an explanation of how to work efficiently with all schedule structures at the same time is provided.

Prior to completing step 1 it is important to select the appropriate year and school. If applicable, select the calendar and schedule structure of the students you are planning to work with on a particular date.

Step 1: Attendance Date

The current date will default to the date field. To change this date enter mmddyy or click the calendar icon next to the field and select the date to enter or edit student attendance records. It is important to enter the applicable "Attendance Date" as the students found based on the search criteria entered in step 2 are based on this date.

Step 2: Searching for Students

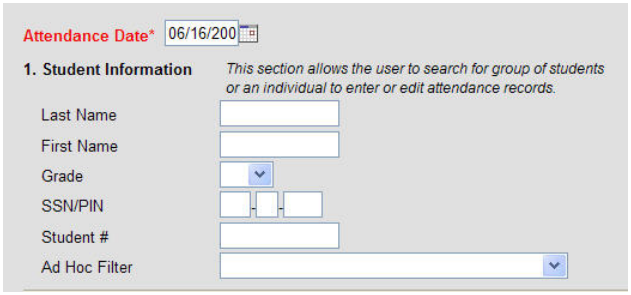
The attendance office may search by entering applicable student information and/or attendance information for the date entered in step 1. After entering the search criteria for a specific attendance date select the "Search" button. Results will display in the Search Results area. Step 3 describes the Search Results area.

Search options available in the student information area allow the user to enter specific criteria to find a particular student or group of students for the purpose of entering or editing an attendance record.

Student Information search options:

It is important to know the criteria used to group students into a filter prior to using an Ad Hoc Filter available in the drop down list in the Student Information search area of the Attendance Wizard.

- Last Name
- First Name
- Grade
- SSN/PIN – this field will only find a student if this data is stored in your district's Campus database.
- Student # – this number is the district's local student number which may be different from the student's state identification (SSID) number. It is the number that displays in Campus when you search for students in the Outline.



- Ad Hoc Filter – this drop down includes all filters created in the Ad Hoc Reporting module of Campus. Filters available in this drop down list contain a group of students based on a query or selection process.

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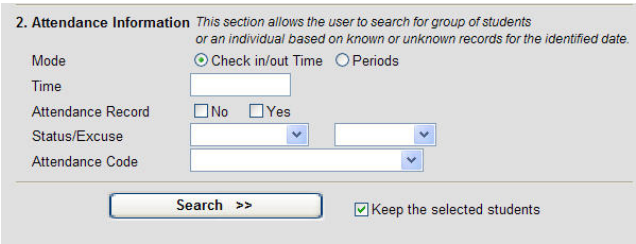
Attendance Information search options:

Mode – the available search modes include Check In/Out Time or Period mode.



The Check In/Out Time mode allows the attendance office to search for a group of students that have checked in or out at a specific time on the entered attendance date. This mode is often used to modify a check in or check out time for a group of students.

For example, a field trip previously entered for a group of students was delayed by an hour; therefore the Check-out time for this group needs to be changed.

Selecting the Show Period Schedule link will pull up a chart indicating the times and period schedule. The Period Mode allows the attendance office to search for a group of students scheduled into a specific period. This mode is often used in conjunction with student information search criteria. For example, to find all students scheduled into a specific course during a particular period to enter a field trip attendance record for that day.

To use each search mode

- Check In / Out mode – Select the radio button and enter the applicable time (e.g. enter 1000 and right click or use the Tab key on your computer for a time of 10:00 AM).
- Period mode – Select the radio button and check the applicable period(s). If your school has multiple schedule structures, a row for each structure will appear with check boxes for the periods of that schedule structure next to the name of the structure.

Attendance Record – This option allows the attendance office to search for students with or without an existing attendance record.

- Selecting the No check box will search for students who do not have an attendance record on the entered attendance date (i.e. students who are in school at the time of the search on that day).

- Selecting the Yes check box will search for students who have an attendance record, both existing verified or teacher attendance records, at the time and date of the search.

Status/Excuse – This option allows the attendance office to search for students who have an attendance record that is assigned to a particular status and excuse. For example, searching for a status of Absent

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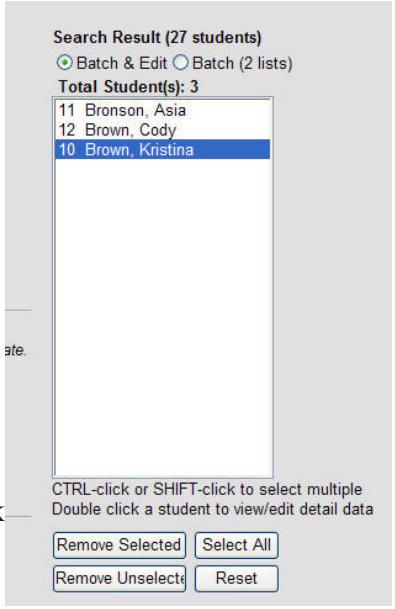
and excuse of Unknown will find all students that have been marked absent by a teacher on that date prior to or at the time of the search. Selecting a status/excuse will automatically select the “Yes” Attendance Record checkbox.

Attendance Code – This option allows the attendance office to search for students who have a specific attendance code applied to their record on that date. The attendance codes listes are school codes that are mapped to the appropriate state codes. This option might be used to find all students on Home Hospital in order to enter the attendance information provided by the hospital for the date entered. Selecting an attendance code will automatically select the “Yes” Attendance Record checkbox.

Step 3: Search Results

Search results are based on the selection criteria entered in step 2. After selecting the Search button in step 2 results will display in a source list box. There are two options for working with the results list, Batch & Edit and Batch (2 lists). The Search Results area is used to select students the attendance office will be inputting attendance information for on a specific date.

Batch & Edit



The attendance office may work directly with the students in the Source List if the Batch & Edit option is selected. If the search results are incorrect, click on Remove Unselected. To restore the original search list, click on Reset.

The steps for using the Batch & Edit option are:

1. To remove any students from the list that should not have an attendance record added or changed select the student or CTRL-click or SHIFT-click to select multiple students then select the Remove Selected button.
2. Click the Select All button. This action will shade the names in the Source List box gray indicating the attendance office will input an attendance record for the selected students or double click on an individual student’s name to add or edit attendance information for that student.
3. Input Attendance Information.

Batch (2 Lists)

The Batch (2 lists) allows the attendance office to keep track of the original search results in the Source list box and move selected students to a Target list box. Attendance records will be applied to a group

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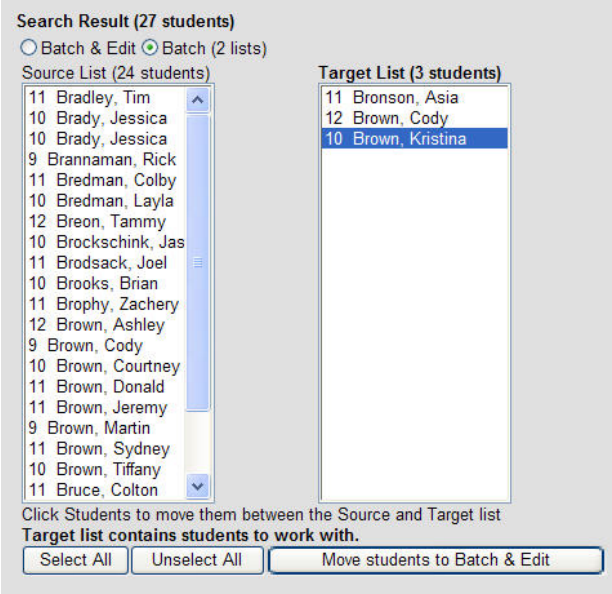
of students from the Target List box if this option is selected.

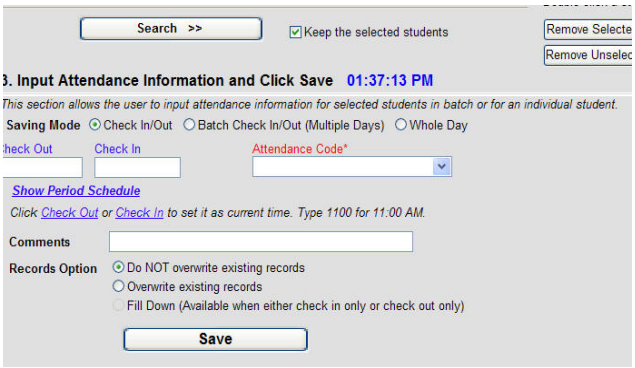


The steps for using the Batch (2 Lists) option are:

1. Select the Batch (2 Lists) radio button
2. Select students from the Source List box by clicking on the Select All button. This action will move all students to the Target List box.
3. To unselect an individual student, click on their name. This action will move the selected student back to the Source List box.
4. Input Attendance Information.

Step 4: Input Attendance Information

This area allows the attendance office to input attendance information for an individual student or selected students in batch based on the selected student(s) from the Source List box or students in the Target List box.



The Saving Mode options allow the user to input attendance information for students for different scenarios. Selecting a different mode will change the options available to the user on this screen. Applying an attendance code is required when inputting attendance information for students. The option to enter a comment here will apply this comment to all students and will display on each student's attendance tab for this attendance event. Record options to Not Overwrite, Overwrite, and Fill Down are available based on the selected saving mode. Click the Save button for the transaction to be completed. After saving the attendance information a Savings Result confirmation window will appear that displays the status of all students affected.

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Unselect All – this button will move all students in the Target List box back to the Source list box.

Move Students to Batch & Edit – This button will return the user to the first Search Result option.

Saving Modes
Check In/Out – Enter a specific time a student or group of students are returning or leaving school for the entered attendance date.

Batch Check In/Out (Multiple Days) – Enter a Start and End time for a range of dates for a student or group of students who will be out of class for more than 1 day for a specific time range each day.

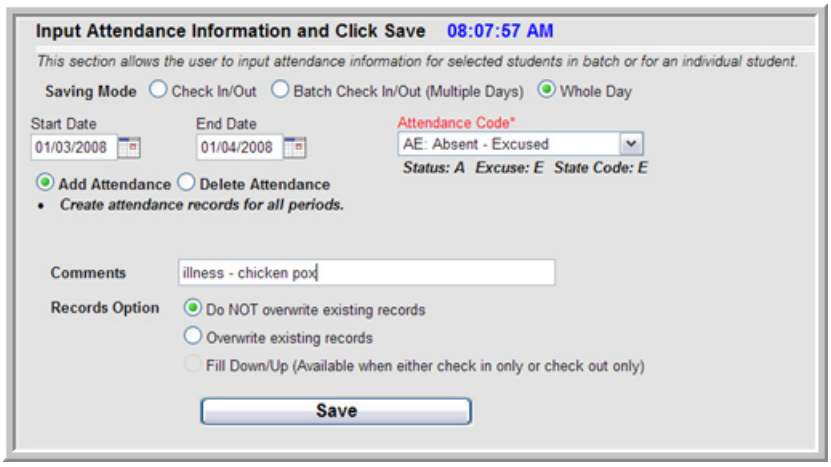
Whole Day mode –
Marks selected students as absent for the entire day or range of days. Most common use of this mode is entering attendance data into Campus as a result of parent phone calls or notes.

Period Attendance – Campus uses the Check in/Check out mode and the period schedule to take period attendance for a student or group of students. This option is commonly used when excusing an entire group of students for a field trip during a specific period of the day. Reminder: In Kentucky, period attendance marks are ONLY entered for district codes mapped to a state code of O: Other, with a status of Present, and an excuse of Exempt and EHO

The next section of this document provides step-by-step instructions for different scenarios that utilize the different saving modes and options available in this area.

Entering Student Attendance Using the Whole Day Mode

1. Enter an Attendance Date.
2. Enter the search criteria for the students that need to be marked absent for this date or a range of dates. Click Search.
3. Select the Search Results option desired.
4. If using the Batch & Edit option select the students by clicking the Select All button, or select individual students.
5. Scroll down to the Input Attendance area.
6. Select the Whole Day Saving Mode.
7. The attendance date entered above will display in the Start and End date fields. Adjust as needed by highlighting the field and entering the new date *mmddyy* or clicking on the calendar link next to the field.
8. Select the appropriate Attendance Code.
9. Enter a comment. Note: This comment will apply to all selected students.
10. If attendance should be deleted for this student or group of students change the default option from “add attendance” to “delete attendance”
11. Select the appropriate Record Option. Note: The default is do NOT overwrite existing records as overwriting will delete any attendance record for a student that was previously entered for this date or range of dates.
12. Click the Save button
13. Review the Savings Results box (see STOP sign note).



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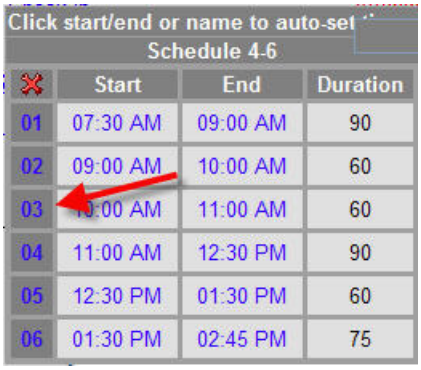
Entering Student Attendance for a single Period

1. Enter the Attendance Date.
2. Enter the search criteria for the students that need to be marked absent for this date or a range of dates. Click Search.
3. Select the Search Results option desired.
4. If using the Batch & Edit option select the students by clicking the Select All button, or select individual students.
5. Scroll down to the Input Attendance area.
6. Select the Check In/Out Mode
7. Show the Period Schedule. Select the appropriate schedule structure that represents the student's in the Search Results list.
8. Select the appropriate period on the schedule then click the red x on the schedule to hide it (see Figure 7).
9. Select the appropriate Attendance Code (see STOP sign note).
10. Enter a comment. Note: This comment will apply to all selected students.
11. Select the appropriate Record Option.
12. Click the Save button
13. Review the Savings Results box (see STOP sign note).



events must be entered on the student's attendance tab.

Record Options

Do NOT overwrite existing records – this option prevents the user from overwriting a previously entered attendance record for the selected students on the attendance date entered. This option is set as the default.

Overwrite existing records – this option will allow the user to overwrite a student or group of student's previously entered attendance record on the attendance date entered. This option should be used sparingly. A user may use this option for a list of selected students known to be out for illness (i.e. Notes or calls from the parents came in to the office) on the same date a field trip was scheduled and attendance was previously recorded for that trip.

Fill Down/Up – this option is only available if either a check in or check out time is entered. This option will apply the attendance information to all periods prior to a check in time or after a check out time.

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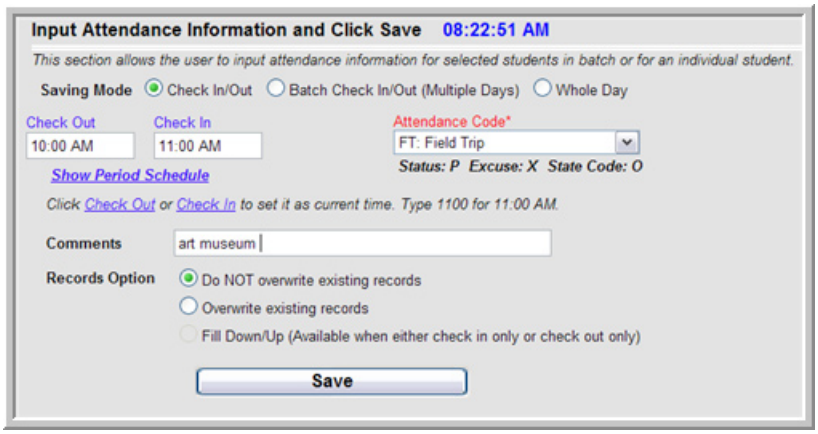
Entering Student Attendance Using the Check In/ Check Out Mode

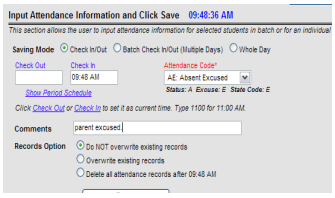


1. Enter the Attendance Date.
2. Enter the search criteria for the students that need to be marked absent for this date or a range of dates. Click Search.
3. Select the Search Results option desired.
4. If using the Batch & Edit option select the students by clicking the Select All button, or select individual students.
5. Scroll down to the Input Attendance area.
6. Select the Check In/Check Out Mode.

A warning message will appear if the user navigates away from the student attendance tab when entering a check-in/ check-out time.

Checking In Students

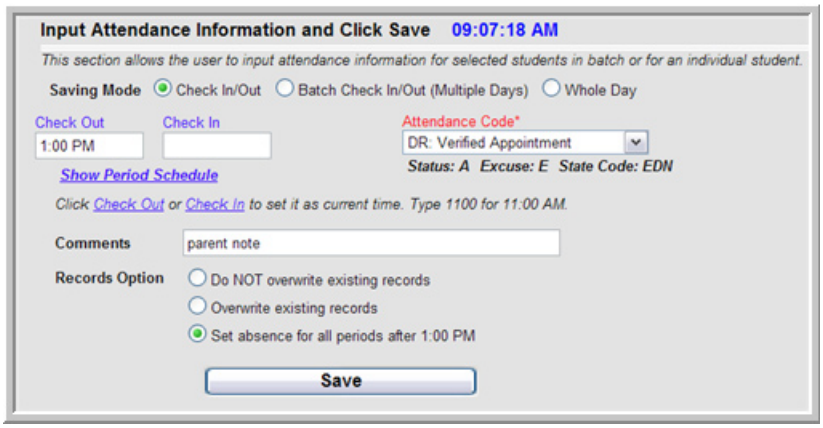
1. Enter the time the students should be checked in.
2. Enter any comments as needed.
3. Select the Delete all attendance records after the Check In time Record Option.
4. Click Save. Verify any potential conflicts prior to saving.



Check In Mode – is designed to check in students who come to school after the start of the day. A common use of this option is for students who arrive late to school in the morning.

Checking Out Students

1. Enter the time the student's are checking out.
2. Enter any comments as needed.
3. Select the Set absence for all periods after the Check Out time.
4. Click Save. Verify any potential conflicts prior to saving.



Check Out Mode – is designed to check out students who are leaving prior to the end of the school day. A common use of this option is afternoon doctor or dentist appointments.

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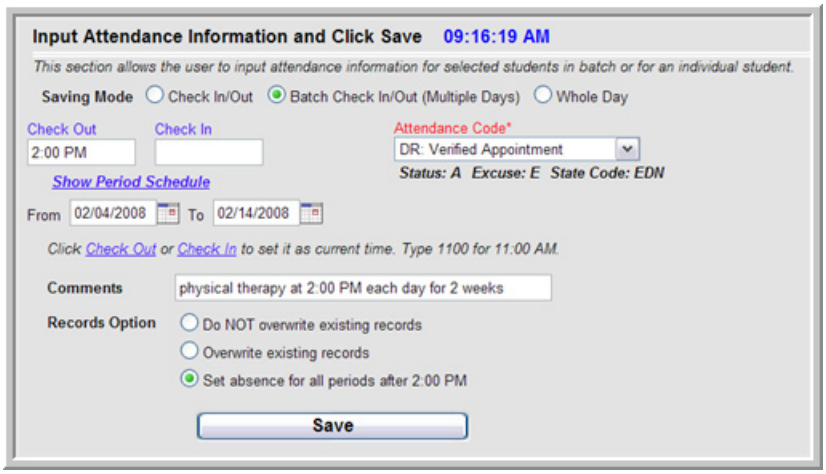
Entering Student Attendance Using the Check In/Out (Multiple Days) Mode

1. Enter the Attendance Date.
2. Enter the search criteria for the students that need to be marked absent for this date or a range of dates. Click Search.
3. Select the Search Results option desired.
4. If using the Batch & Edit option select the students by clicking the Select All button, or select individual students.
5. Scroll down to the Input Attendance area.
6. Select the Check In/Out (Multiple Days) mode.
7. Enter the time the students are checking in or out at for multiple days.
8. Enter the start date and end date.
9. Select the appropriate Record Option.
10. Click Save. Verify any potential conflicts prior to saving.

Check In/Check Out (Multiple Days) mode – is designed to check in or out students over a range of dates. One use of this option is for students who will be checking in or out at a specific time each day for more than one day for scheduled physical therapy sessions.



Review the Results box carefully. If students appear in the "conflict" section it is recommended that the user reviews each of these students individually. To do this, double click on a student's name in the Source List box and scroll down to view their detailed attendance information for the entered attendance date. Determine whether or not to overwrite the record for this student and click Save.

Editing existing attendance records in the Attendance Wizard

The Attendance Wizard may be used to edit existing attendance records for individual students as well as for groups of students.

Editing an individual student's attendance record

1. Enter the Attendance Date.
2. Search for the student.
3. In the Batch & Edit option double click on the student's name in the Source List box.
4. Scroll down to the Input Attendance area to see the student's detailed attendance information for this date. Here are the options to edit the selected student's record:

- Enter the correct information for this student on this screen.
- Remove the records by clicking on the "X" next to each attendance record.
- Switch back to the Batch Mode, select the appropriate mode, correct information, and select the Overwrite existing records radio button.

5. Click Save.

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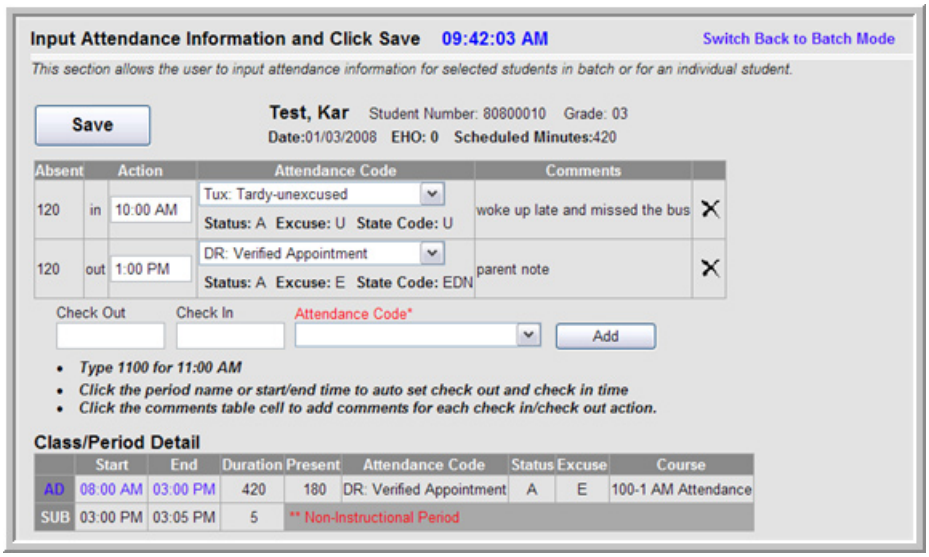

TIP –
In the morning, after teachers have taken attendance, search for all students with a status of Absent and excuse of Unknown. Modify the entered records to an Unexcused Absent Attendance code. Modify this record for student's who check in later during the day. This will ensure that all student's have a valid attendance record at the end of the day.

Editing an attendance record for a group of students.

1. Enter the Attendance Date.
2. Search for the students known to have an event on the date entered in step 1 than needs to be changed.
3. In the Batch & Edit option, Select All in the Source List Box.
4. Scroll down to the Input Attendance area.
5. Select the appropriate mode and enter the correct information for this group of students.
6. Select the Overwrite existing records radio button.
7. Click Save.

Working with Multiple Schedule Structures

In the Campus toolbar you have the option of selecting a specific schedule structure or all schedule structures. If you select All schedule structures you can work with all students in the school calendar at the same time. This is helpful if a group of students across schedule structures are checking in or out at the same time as well as processing Whole day attendance records based on parent notes and calls. Depending on the work flow of the attendance office, it may be easier to work with individual schedule structures. To do so, select the appropriate schedule structure in the Campus tool bar and all search results in the Attendance Wizard will ONLY find students in that structure.

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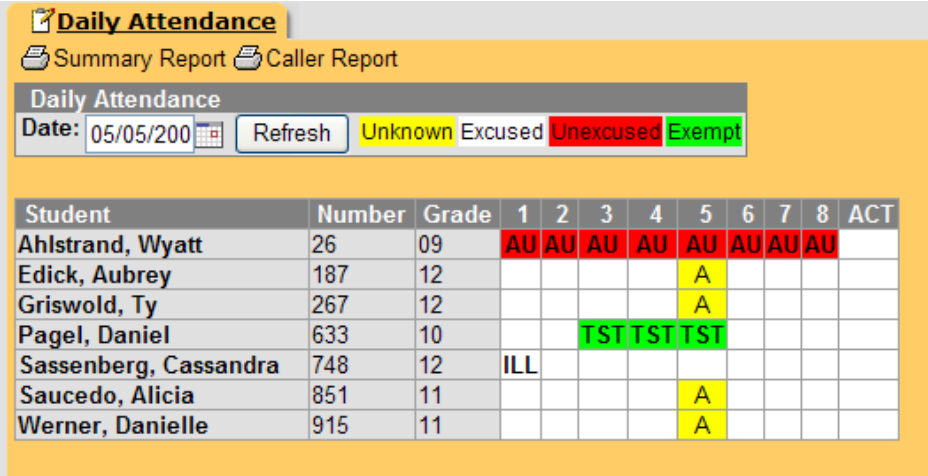
Daily Attendance

Overview

The Daily Attendance tool allows a user to see at a glance all students who have an attendance event (absence or tardy) for a selected day. From here, a user with proper rights may also edit or process individual student attendance events.

Objectives

1. Navigate through the screen and understand the different on-screen colors and options.
2. Edit individual student attendance
3. View individual student attendance history.



Student	Number	Grade	1	2	3	4	5	6	7	8	ACT
Ahlstrand, Wyatt	26	09	AU	AU	AU	AU	AU	AU	AU	AU	
Edick, Aubrey	187	12					A				
Griswold, Ty	267	12					A				
Pagel, Daniel	633	10			TST	TST	TST				
Sassenberg, Cassandra	748	12	ILL								
Saucedo, Alicia	851	11					A				
Werner, Danielle	915	11					A				

To use the Daily Attendance tool:

1. Expand the Attendance module.
2. Select the Daily Attendance tool from the Index outline.
3. The tool will automatically load today's attendance data based on the server's timestamp.
4. To change the date, either enter the desired date in the date field or use the calendar tool to select the date and click Refresh.
5. If you wish to see attendance data from another school or from another year, you will need to change the options selected in the grey header bar at the top of your Campus session.
6. Events that have been created by the Attendance Wizard or by manual edits on the student's attendance tab (in Student Information>General) will show the code and a color-coded status.
7. Any attendance that has been entered by a teacher will show just the attendance type of Absent or Tardy with a yellow background, meaning that these attendance events are of an unknown type and have yet to be processed by the attendance office. In the example above, there are several students who are absent from a teacher's fifth period class but they have yet to be processed by the attendance office.
8. Hovering over an attendance event will cause a pop-up window to display, showing the meaning of the code, the person who entered the event, and any comments that were entered regarding that particular attendance event.

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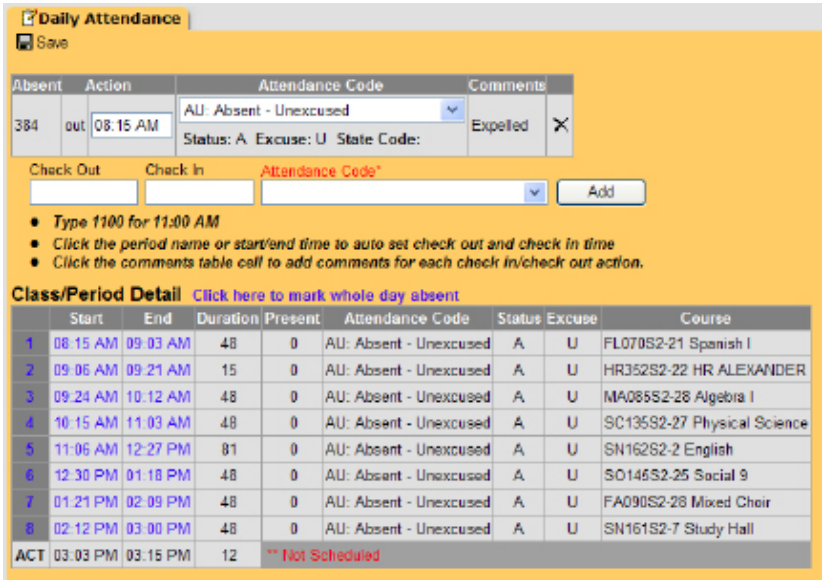
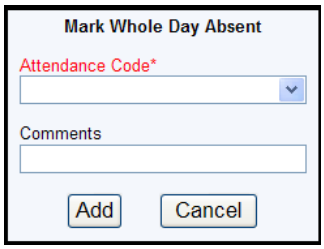
To process an attendance event for a student:

1. Select the event you wish to edit by clicking on the code.
2. In the dropdown, select the relevant attendance code. The blank option at the top of the drop down will mark the student as present for that period.
3. Edit Action time (the start time of the Attendance Event) if event is being edited.
4. If entering a new Attendance Event, enter Check Out/Check In times, and enter Attendance Code from dropdown.
5. Click Add.
6. Enter in any new comments in the comments field.
7. If the change should be applied to all subsequent periods (as in a parent phone call excusing an entire day), select the fill down option.



8. If the entire day needs to be marked as present (as in the case of clerical error), click Clear.
9. When finished, click Save.

Add a Whole Day Absent



1. From the Daily Attendance screen, select the event you wish to edit by clicking on the code.
2. Above the Class/Period Detail chart, select the link “Click here to mark whole day absent”
3. Select the appropriate Attendance Code from the dropdown list.
4. Add any Comments for the event.
5. Click Add.

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Daily Attendance

To view a student's attendance history:

1. Click on the student's name. Their attendance history in that particular school and year will then display on screen.
2. To return to the daily attendance tool, click the daily attendance tab at the top of the screen.

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KY Partial Day Attendance

Overview

In Kentucky, students may attend one or more schools for a portion of the day. Districts receive funding for the students they serve based on the number of attendance minutes each student is actively attending school. Attendance calculations will be adjusted appropriately for partial day students.

Objectives

During this lesson, you will learn how to appropriately enter partial day records for students who participate in:

- Special Education programs
- Specialized programs
- Traditional programs

Special Education Programs

Special education students participate in school programs as defined by their IEP. This section describes four scenarios and instructs the users on how to manage the attendance records for students in each scenario. Appendix A provides a flowchart that describes the entire process visually. The following scenarios represent students who:

- Attend school on a modified schedule.
- Attend school for a portion of the day and receive full funding.
- Participate in special education services only and are not reported for ADA funding.
- Participate in special education services, attend courses offered by the school, and are reported for ADA funding.

Note: If the student attends school for 3 days of a 5 day week the schedule structure this student is enrolled in must accomodate for the appropriate number of rotations. In this case a 5 - day rotation will be needed. Refer to Appendix B for more information.

Scenario I

A special education student attends classes that meet during all instructional periods in the appropriate schedule structure or calendar. In this scenario, the student has a different start and/or end time then what is defined by the period schedule. An appropriate KY IEP for students, in this scenario, should already exist in the Kentucky Student Information System (KSIS) and state that the student requires a shortened day. Appendix B provides options for setting up schedules for students who do NOT attend school 5 days a week.

Add an Attendance Group

Path: Student Information > General > Attendance Group (see Figure 1)

1. Enter the appropriate end date on an existing Attendance Group record if a change in partial minutes for a student is needed.
2. Click Save.
3. To add a new record, select Add Attendance Group.
4. Select the appropriate Enrollment record.
5. Select PAR: Partial Day from the Attendance Group dropdown list.
6. Enter the start date that represents the first day this student's minutes of attendance differ from the standard day.
7. Enter the appropriate start and/or end time.
8. Click Save.

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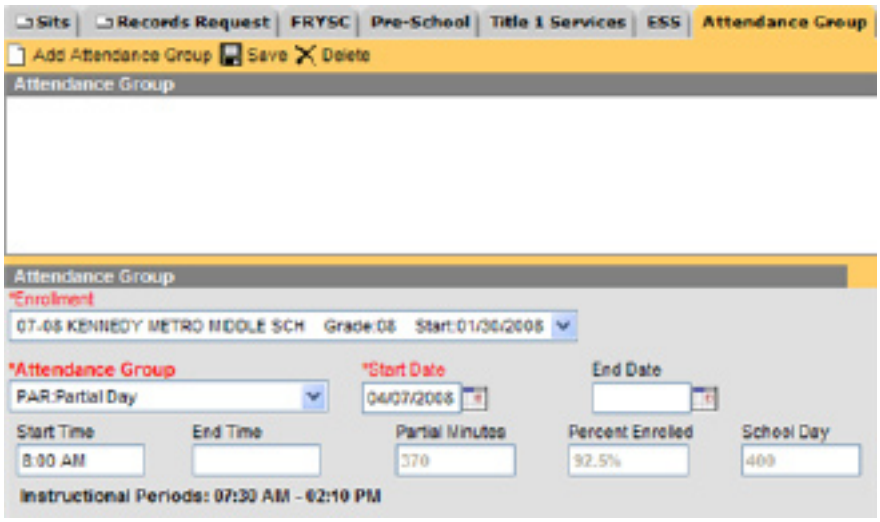
Figure 1



Note: A validation message will appear when adding an attendance group to remind the user to make sure the Partial Minutes calculated equal the number of Service minutes per day defined in the student's IEP.

Scenario II

A special education student attends classes for a portion of the school day. The portion of the school day the student attends may be based on student's schedule or on the start and/or end time entered on an attendance group record. In this scenario, the district receives funding based on a full day ONLY if the student's IEP requires a shortened day. An appropriate KY IEP for students, in this scenario, should already exist in the Kentucky Student Information System (KSIS).

Case 1

For a student who is scheduled to attend courses for a portion of the day within the defined period schedule complete the following processes.

Add an Attendance Group

Path: Student Information > General > Attendance Group

1. Enter the appropriate end date on an existing Attendance Group record if a change in partial minutes for a student is needed.
2. Click Save.
3. To add a new record, select Add Attendance Group.
4. Select the appropriate Enrollment record.
5. Select PAR: Partial Day from the Attendance Group dropdown list.
6. Enter the start date that represents the first day the student was partially scheduled into course sections.
7. Click Save.

Select the Full Funding Checkbox

Path: Student Information > General > Enrollment (see Figure 2)

1. Select the current enrollment record.
2. Scroll to the Special Ed Fields editor.
3. Check the Full Funding Checkbox.
4. Click Save.

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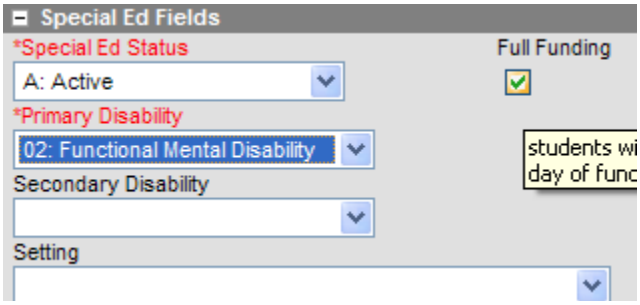
Figure 2



Note: A student in scenario III, IV may be scheduled into course sections, representing the service(s) provided, for grade tracking purposes. All courses set up to represent services provided should be checked as a non-attendance course.

Case 2

For a student who attends classes that meet during all instructional periods with a different start and/or end time complete the following processes.

1. Add an attendance group making sure to enter the appropriate start and/or end time as explained in Scenario I.
2. Select the Full Funding Checkbox on the special ed fields editor within the student's current enrollment record.

Scenario III

A special education student who receives ONLY special education services at a school within the district and will NOT be reported for ADA funding. This student will only receive funding for the services provided by the district and will be reported on the December 1 Child Count. An appropriate KY IEP for students, in this scenario, should already exist in the Kentucky Student Information System (KSIS).

Add an Enrollment record

Path: Student Information > General > Enrollments

1. Click on New.
2. Select N: Special Ed Services from the Service Type dropdown list.
3. d Services from the Service Type dropdown list.
4. Scroll down to enter applicable information in the state reporting and special education field editors.
5. Click Save.

Scenario IV

A special education student reported for ADA funding. Students, in this scenario, may receive services only and/or attend classes at the school for a portion of the school day. An appropriate KY IEP for students, in this scenario, should already exist in the Kentucky Student Information System (KSIS).

Add an Enrollment record

Path: Student Information > General > Enrollments

1. Click on New.
2. Enter the appropriate Start Date and Start Status.
3. From the Service Type dropdown list select N: Special Ed Services

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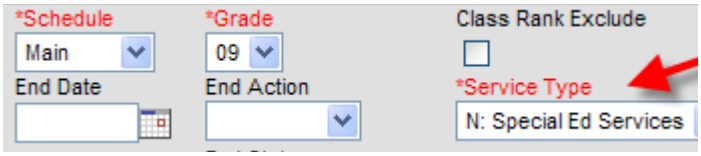
if the student ONLY receiving services at the school; if the student is attending classes at the school select the appropriate Service Type of P: Primary or S: Partial (see Figure 3).

4. Scroll down to enter applicable information in the state reporting and special education field editors.
5. Click Save.

Figure 3



Add an Attendance Group

Path: Student Information > General > Attendance Group

1. Enter the appropriate end date on an existing Attendance Group record if a change in partial minutes for a student is needed.
2. Click Save.
3. To add a new record, select Add Attendance Group.
4. Select the appropriate Enrollment record.
5. Enter the start date that represents the first day the student was partially scheduled into course sections.
6. If applicable, enter the appropriate start and/or end time.
7. Click Save.

Add A Course

If a school will report student(s) receiving special education services for ADA funding each service and/or related service will need to be set up as an attendance course in the system.

Add A Section

Add a section for each meeting pattern needed for the courses set up to represent a service provided by the school.

Schedule the student into a course section

To schedule a student into a course section that represents a service use the roster set up tool or the walk-in scheduler.

Specialized Programs

This section represents students who participate in vocational programs NOT reported for ADA funding. The school or district receives ONLY Perkins funding for these students. The student must have a primary enrollment record in their home school and an appropriate TEDS record in the system.

Add an Enrollment record

Path: Student Information > General > Enrollments

1. Click on New.
2. Enter the appropriate Start Date and Start Status.
3. Select S: Partial from the Service Type dropdown list (see Figure 4).

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4. Scroll down to the state reporting editor and select the Perkins Only check box (see Figure 5).
5. Click Save.

Figure 4

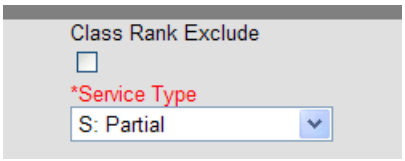
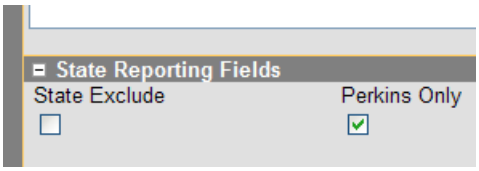


Figure 5



Note: A student in a specialized program may be scheduled into course sections for graded tracking purposes. All courses set up to represent vocational courses,should be checked as a non-attendance course.

Traditional Programs

This section describes how to manage attendance records for students who attend a traditional school program for a portion of the day. The following scenarios represent students who:

- Attend one or more schools for a portion of the day.
- Change Service Type during the current calendar year.
- Participate in Virtual or Performance Based courses for a portion of the day.

Scenario I

A student attends their home school for a portion of the day during the current calendar year at the same time as attending another school in Kentucky for a portion of the day.

Add an Enrollment record

Path: Student Information > General > Enrollments

1. Click on New.
2. Enter the appropriate Start Date and Start Status.
3. Select the appropriate Service Type for the student as follows:
    a. Select a Service Type of P: Primary in the student's home school of attendance.
    b. Select a Service Type of S: Partial in the student's secondary school of attendance.
4. Click Save.

Add an Attendance Group

Path: Student Information > General > Attendance Group

1. Enter the appropriate end date on an existing Attendance Group record if a change in partial minutes for a student is needed.
2. Click Save.

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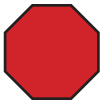
3. To add a new record, select Add Attendance Group.
4. Select the appropriate Enrollment record.
5. Select PAR: Partial Day from the Attendance Group dropdown list.
6. Enter the start date that represents the first day the student was partially scheduled.
7. Click Save.

Scenario II

In this scenario, a student changes their service type from P: Primary to S: Partial during the calendar year one or more times. To change a a service type complete following processes.



Note: Students should be scheduled into the appropriate course sections for the time the student attends school.

Change in Service Type

Path: Student Information > General > Enrollments

1. Click on New.
2. Add a R01 enrollment status and an appropriate start date.
3. Select the appropriate Service Type.
4. Click Save.
5. Go to the previous enrollment record.
6. Enter an end status of W01 and an appropriate end date.
7. Click Save.

Scenario III

A student is taking a Virtual and/or a Performance Based course for all or part of a school day.

Add an Enrollment record

Path: Student Information > General > Enrollments

1. Click on New.
2. Enter the appropriate Start Date and Start Status.
3. Select the appropriate Service Type for the student as follows:
    a. Select a Service Type of P: Primary in the student's home school of attendance.
    b. Select a Service Type of S: Partial in the student's secondary school of attendance.
4. Click Save.

A student taking Virtual and/or a Performance Based course(s) will need to be scheduled into a course section. Appendix C section explains how to set up the Virtual and Performance Based courses.

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Appendix B: Schedule Options

Option 1: A Separate Schedule Structure

If a school has special education students attending school on specific days of the week a 5-day rotation is needed to place course sections in the correct meeting pattern.

Add a New Schedule Structure

Refer to pages 11 - 23 of the Calendar Administration User Guide [UG_CalendarAdministration.pdf] for how to set up a new schedule structure with a 5-day rotation and/or request a course from Campus University at http://cpu.infinitecampus.com/icu.

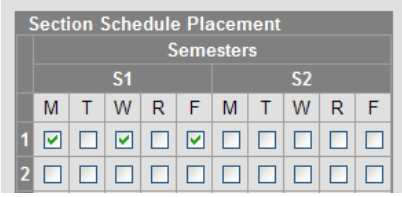
Note: Do NOT change the number of rotations of a schedule in the current calendar year.

Add Courses and Sections

Add Courses provided for special education students from the Course master. Add a section for each meeting pattern needed (see Figure 6).

Figure 6

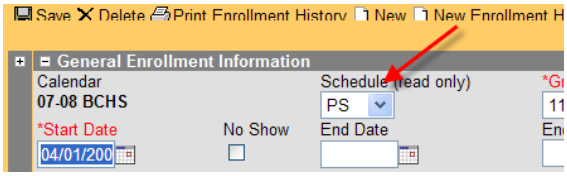
In this example, the section is meeting on Mon, Wed, and Fri during Period 1 in Semester 1.



Add An Enrollment Record

When entering the enrollment record for a special education student meeting on a specific days of the week (i.e. Mon, Wed, Thurs) select the schedule structure that has a 5-day rotation (see Figure 7).

Figure 7



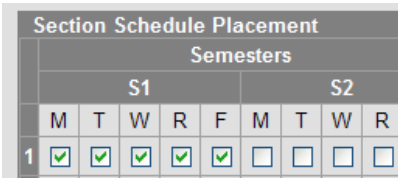
Schedule the student

Use the Walk-in Scheduler to place the student into the appropriate course sections that represent the student's schedule as defined by the IEP.

Option 2: A 5-Day Rotation

When planning for the next school year a school may opt to place the Main schedule structure on a 5-day rotation in order to accomodate special education students who attend school on specific days of the week. Course sections that meet everyday will need to be placed as shown in Figure 8.

Figure 8



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Classroom Monitor

Overview

The Classroom Monitor will show attendance from the point of view of the teacher including if the teachers have taken attendance for the courses they are assigned to teach. In addition, the Classroom Monitor allows the user to rapidly enter attendance for substitute teachers, provided a roster or other list is submitted to the attendance office.

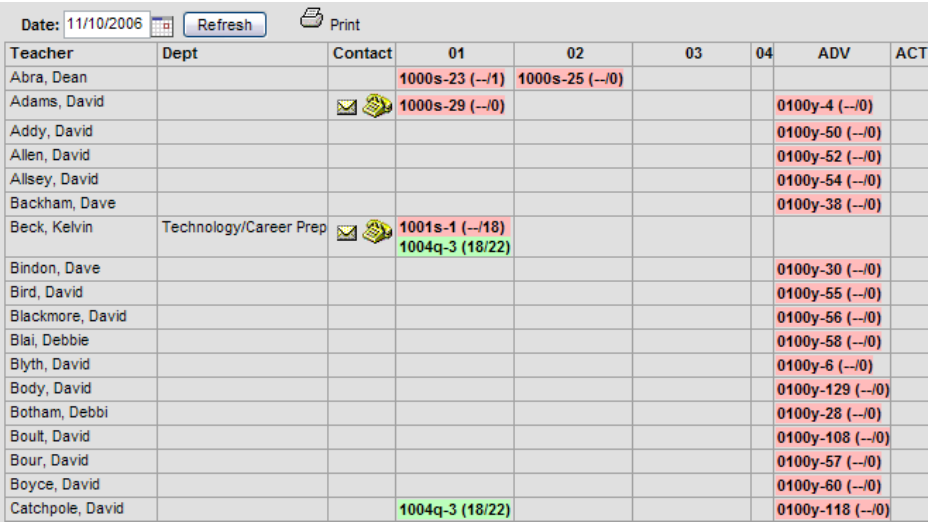
Objectives

At the conclusion of this lesson, learners will be able to:

1. Monitor teacher attendance process compliance
2. Monitor individual classroom attendance trends
3. Take attendance for substitute teachers

To open the Classroom Monitor

1. Expand the Attendance module.
2. Select Classroom Monitor.
3. The Classroom Monitor will open for the current date based on the server clock.
4. To change the date, enter the date in the date field or use the calendar tool to select the date.
5. Click refresh to reload the Classroom Monitor for that particular date.
6. The Classroom Monitor will show attendance from the point of view of the courses, including if the teachers have taken attendance for the courses they are assigned to teach.
7. Any section highlighted green indicates that attendance has been taken for that section; a pink background indicates that attendance has not been taken for that section.


Date: 11/10/2006 Refresh Print

Teacher	Dept	Contact	01	02	03	04	ADV	ACT
Abra, Dean			1000s-23 (---/1)	1000s-25 (---/0)				
Adams, David			1000s-29 (---/0)				0100y-4 (---/0)	
Addy, David							0100y-50 (---/0)	
Allen, David							0100y-52 (---/0)	
Allsey, David							0100y-54 (---/0)	
Backham, Dave							0100y-38 (---/0)	
Beck, Kelvin	Technology/Career Prep		1001s-1 (---/18) 1004q-3 (18/22)					
Bindon, Dave							0100y-30 (---/0)	
Bird, David							0100y-55 (---/0)	
Blackmore, David							0100y-56 (---/0)	
Blai, Debbie							0100y-58 (---/0)	
Blyth, David							0100y-6 (---/0)	
Body, David							0100y-129 (---/0)	
Botham, Debbi							0100y-28 (---/0)	
Boult, David							0100y-108 (---/0)	
Bour, David							0100y-57 (---/0)	
Boyce, David							0100y-60 (---/0)	
Catchpole, David			1004q-3 (18/22)				0100y-118 (---/0)	

Contact options for a teacher

The e-mail address and work phone number for a teacher as entered on their Census>Person demographics may be obtained by hovering over the icons in the contact column next to their name. Clicking on the e-mail icon will open a new message in your e-mail program if you have Microsoft Outlook, Mozilla Thunderbird, Qualcomm Eudora or Apple Mail installed.

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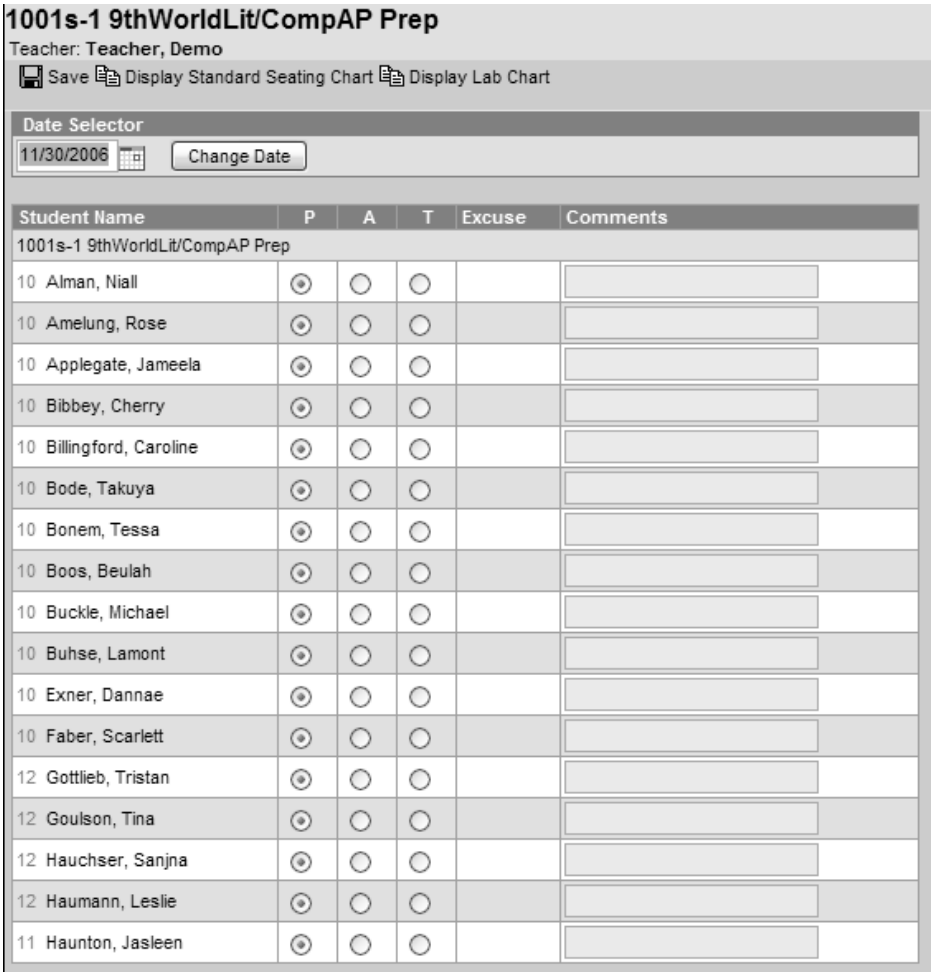
Viewing Attendance Data for a Particular Course

1. The numbers on the schedule grid indicate the course and section the teacher is assigned to teach and the number of students present on that given day over the number of students scheduled into that section.
2. Hovering over the section will display the name of the course.
3. Clicking on the section will open the attendance tool for that particular section showing specific students and their attendance status for that period on that day.



Taking attendance for a substitute teacher.

If a teacher is gone and has a substitute, in most circumstances the sub will not take attendance in Campus. It is recommended that a roster or seating chart be provided for the sub to take attendance with and then return that form to the office. The attendance office may then enter the attendance by clicking on the section in the classroom monitor and entering the data as needed from the teacher attendance tool. When finished, clicking save will mark attendance as taken in that period for the teacher. Their entry on the classroom monitor will now show as green.

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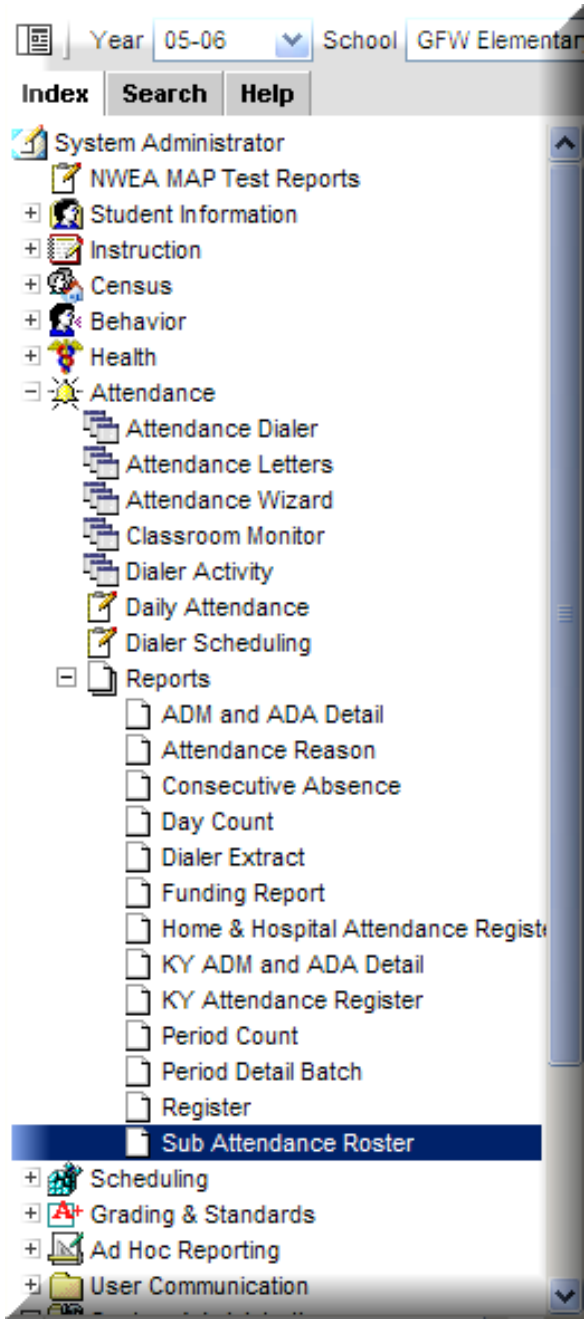
KY Attendance Reports

Overview and Objectives

The Attendance Reports allow assigned users the ability to run both Adhoc and previously produced (canned) filters to make data-based decisions on students' attendance records. Administrators need timely access to accurate, aggregated educational data to meet government reporting requirements. Infinite Campus provides customers with this capability customized by the applicable state and updated when mandates are required.

Elementary schools in Kentucky are required to record attendance once in the morning and maintain attendance by using an exit/entry log. Middle and high schools are required to record attendance each class period and maintain an exit/entry log.

The minimum instructional term includes 175 six-hour days of actual instruction. Attendance is based on the regularly scheduled school day. Instructional time is the regularly scheduled school day less the amount of time used for breaks, lunch, recess, etc.



Students with gaps in their schedule may lead to inaccurate attendance. Counselors should be sure that no gaps exist in students' schedules.

Navigating to the Attendance Wizard

From the Index>Attendance>Reports

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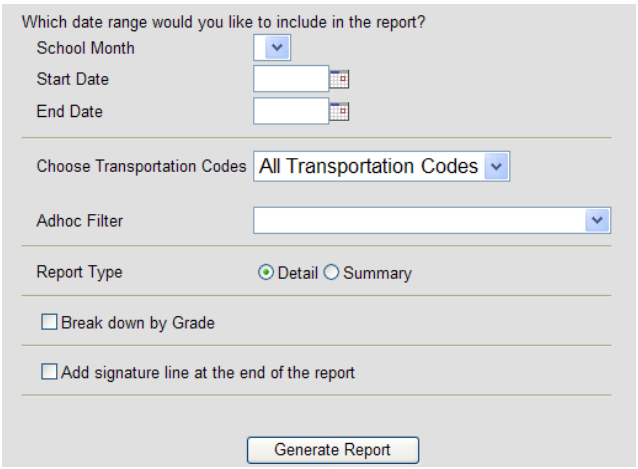
Attendance Reports

ADM and ADA Detail

This report summarizes the data by student, grade and calendar for the date range entered. Blank dates default to the start/end dates of the calendar. Because of the report's complexity, it is recommended that users limit the number of calendars run per batch.

To run the report:



1. Choose the ADM and ADA Detail Report from the Index
2. Select the date range to include in the report. You can:
   - Choose the school month
   - Select the specific dates either by manually entering (mm, dd, yyyy) or using the pop-up calendar.
3. Choose the Transportation Code which applies (default is All Transportation Codes)
4. Choose an AdHoc filter that applies (optional)
5. Choose the Report Type (Detailed or Summary)
6. Check the radio button if user wants the report broken down by grade level.
7. Check the radio button if user would like a signature line to appear at the end of the report
8. Click Generate Report

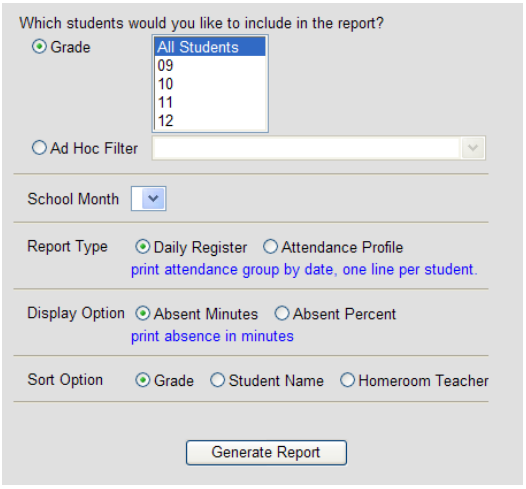
Additional canned Attendance Reports are available in this areas; however the data in these additional reports are not based on KY attendance calculations.

KY Attendance Register Report

Attendance > Reports > KY Attendance Register

This report includes two different views of a student's attendance information by school month.

To run this report:



1. Choose the KY Atten-

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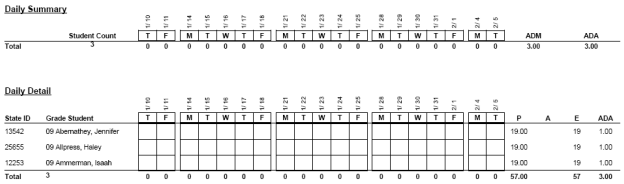
dance Register Report from the Index

2. Select a specific grade level for the report (default is All Students)
3. Mark radio button and choose an Ad Hoc filter if applicable (optional)
4. Choose School Month from dropdown
5. Select Report Type (Daily Register or Attendance Profile)
6. Choose Display Option (Absent Minutes or Absent Percent)
7. Choose Sort Option (Grade, Student Name or Homeroom Teacher)
8. Select Generate Report. (Both report types are displayed below)

The daily register: provides a line-by-line detail of student attendance information.



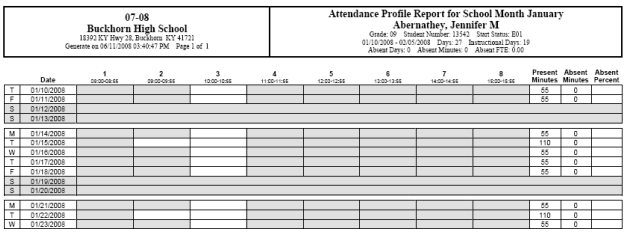
Daily Summary

Student Count	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	ADM	ADA
Total 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.00	3.00

Daily Detail

State ID	Grade	Student	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	P	A	E	ADA
13542	09	Abernathey, Jennifer																				19.00		19	1.00
25655	09	Allpress, Haley																				19.00		19	1.00
12253	09	Ammerman, Isaah																				19.00		19	1.00
Total	3		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.00		57	3.00

The attendance profile: provides prints all attendance actions for a student and prints 1 page per student. The attendance profile report may be generated for an individual student on their student's attendance tab in Student Information > General > Attendance.



07-08
Buckhorn High School
16392 KY Hwy 28, Buckhorn, KY 41721
Generate on 06/11/2008 03:40:47 PM Page 1 of 1

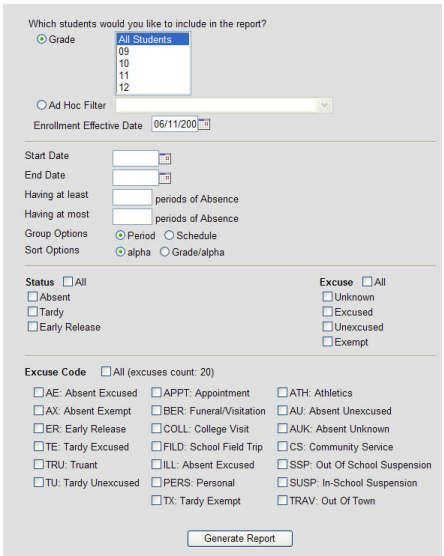
Attendance Profile Report for School Month January
Abernathey, Jennifer M
Grade: 09 Student Number: 13542 Start Status: E01
01/10/2008 - 02/05/2008 Days: 27 Instructional Days: 19
Absent Days: 0 Absent Minutes: 0 Absent FTE: 0.00

	Date	1 08:00-08:55	2 09:00-09:55	3 10:00-10:55	4 11:00-11:55	5 12:00-12:55	6 13:00-13:55	7 14:00-14:55	8 15:00-15:55	Present Minutes	Absent Minutes	Absent Percent
T	01/10/2008									55	0	
F	01/11/2008									55	0	
S	01/12/2008											
S	01/13/2008											
M	01/14/2008									55	0	
T	01/15/2008									110	0	
W	01/16/2008									55	0	
T	01/17/2008									55	0	
F	01/18/2008									55	0	
S	01/19/2008											
S	01/20/2008											
M	01/21/2008									55	0	
T	01/22/2008									110	0	
W	01/23/2008									55	0	

Period Count

This report counts attendance marks that meet the filter criteria by period. Excuse Codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

To run this report:



Which students would you like to include in the report?
Grade: All Students, 09, 10, 11, 12
Ad Hoc Filter
Enrollment Effective Date 06/11/200
Start Date
End Date
Having at least periods of Absence
Having at most periods of Absence
Group Options: Period, Schedule
Sort Options: alpha, Grade/alpha
Status: All, Absent, Tardy, Early Release
Excuse: All, Unknown, Excused, Unexcused, Exempt
Excuse Code: All (excuses count: 20)
AE: Absent Excused, APPT: Appointment, ATH: Athletics
AX: Absent Exempt, BER: Funeral/Visitation, AU: Absent Unexcused
ER: Early Release, COLL: College Visit, AUK: Absent Unknown
TE: Tardy Excused, FILD: School Field Trip, CS: Community Service
TRU: Truant, ILL: Absent Excused, SSP: Out Of School Suspension
TU: Tardy Unexcused, PERS: Personal, SUSP: In-School Suspension
TX: Tardy Exempt, TRAV: Out Of Town
Generate Report

1. Choose the Period Count Report from the Index Outline.
2. Choose the Grade level to include (default is All Students)

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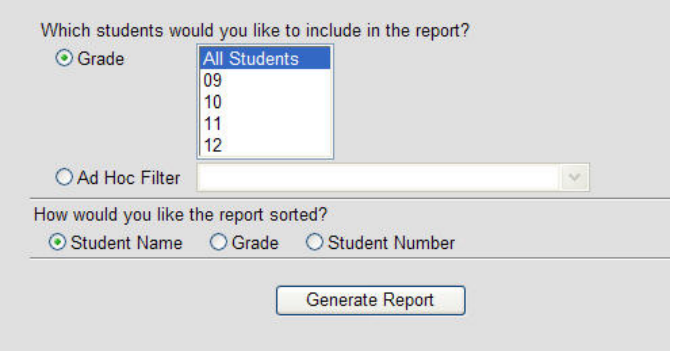
3. Check radio button if Ad Hoc Filter will be applied; choose filter to apply.
4. Select the Enrollment Effective Date (or use the pop-up calendar.
5. Select the specific dates to include in the report either by manually entering (mm, dd, yyyy) or using the pop-up calendar.
6. Fill in the baseline (Having at least) and the ceiling (Having at most) periods of Absence for a particular period (0-999).
7. Group Options: Report should run grouped by period absences or by schedule (Monday-Friday).
8. Sort Options: Report should run all students in alpha order, or alpha by Grade level.
9. Status: Choose radio button indicating whether the report is tracking Absent, Tardy or Early Release. Users can select a combination of these or select All.
10. Excuse: Choose one or a combination of the excuse codes which will appear on the report. Users can select all 20 excuses by choosing the All radio button.
11. Click Generate Report

Period Detail Batch



This report will batch print student attendance period detail, 1 page or 2 pages per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

To run this report:

1. Choose the Period Detail Batch Report from the Index Outline
2. Choose the Grade level to include in the report. The default is All Students.
3. If an Ad Hoc Filter will be used, fill in the radio button and choose the applicable filter from the dropdown menu.
4. Choose the sorting method from the following three radio buttons: Student Name, Grade or Student Number.
5. Click Generate Report

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Register

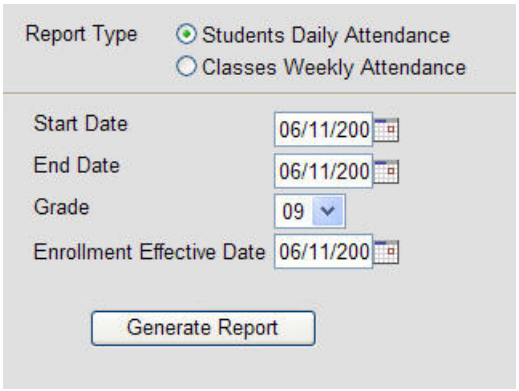
This report calculates whole day & Half Day attendance based off the number of minutes defined in the grade and calendar, and displays the result for each day, for each student for a grade level along with a summary of ADA and ADM during that time frame. The attendance days are displayed across the X-axis on a page in landscape mode, so there is a formatting limit of about 40 days.

To run this report:

1. Choose the Register Report from the Index Outline
2. Choose the Report Type that will be ran: Students Daily Attendance, or the Classes Weekly Attendance.

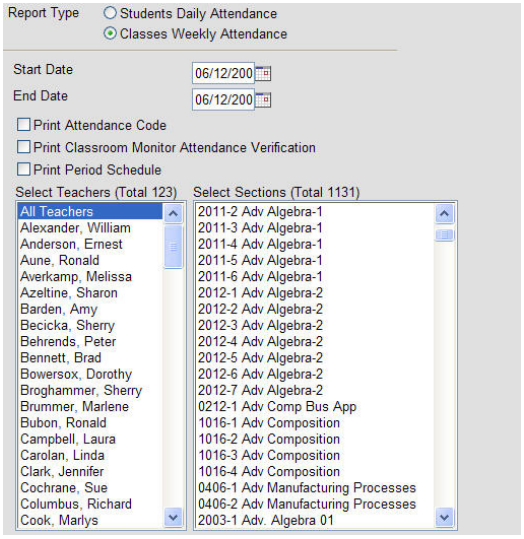
- **Students Daily Attendance**

1. Enter Start and End Date either manually (mm,dd,yyyy) or use pop-up calendar.
2. Choose Grade level from dropdown list
3. Enter Enrollment Effective Date either manually (mm,dd,yyyy) or use the pop-up calendar. Students who have been withdrawn prior to this date will not appear in report.
4. Click Generate Report



- **Classes Weekly Attendance**

1. Enter Start and End Date either manually (mm,dd,yyyy) or use pop-up calendar.
2. Print Option checkboxes: Print Attendance Code, Print Classroom Monitor Attendance Verification, Print Period Schedule
3. Select Teachers from list to include in report (default is All Teachers). Select which active sections to include in report (default is All Sections).



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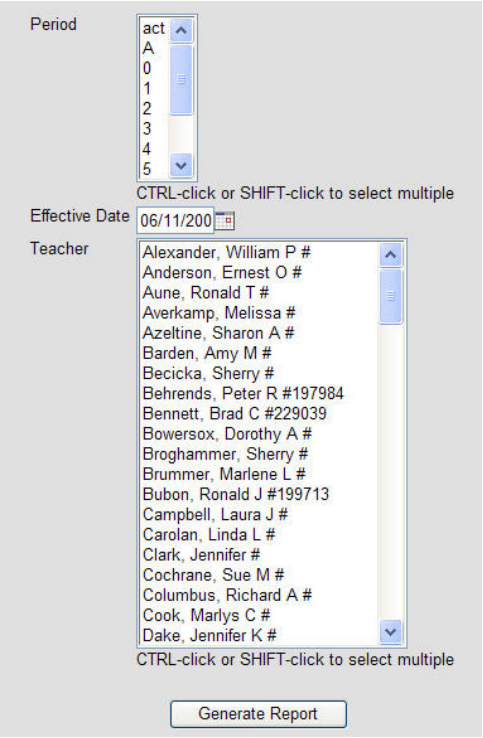
4. Click Generate Report

Sub Attendance Roster

Path: Attendance > Reports > Sub Attendance Roster

This report will print rosters for substitute teachers printed by period and/or teacher for an entered effective date.

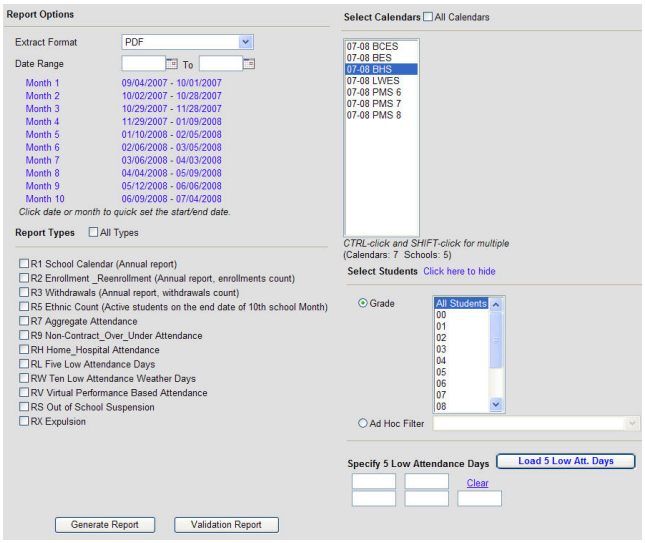


To run this report:

1. Choose the period(s) that rosters need to be printed for. (For all classes, select 'A'; for activity period select 'act'). CTRL-click or SHIFT-click to select multiple classes.
2. Select the Effective Date to include in the report either by manually entering (mm, dd, yyyy) or using the pop-up calendar.
3. Select the teacher(s) that the substitute will be responsible for.
4. Click Generate Report.

SAAR Report

The Superintendent's Annual Attendance (SAAR) Summary Report provides a summary of each district's aggregate attendance data for the entire school year. SAAR is large and will take several minutes to generate if all reports, calendars and school months are used. The SAAR is the core report used to determine funding based on attendance.



To run this report choose the following Report Options:

1. Choose the Extract Format from the drop-down list (the default is PDF)

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2. To filter a specific date range, the user can: (1) enter the specific date range (mm,dd,yyyy) or use the pop-up calendar; (2) select one of the calendar/school months that appear as hyperlinks.

3. Choose the Report Type(s) that will be generated. Check All Types to have all types generated.

4. Click Generate Report.

Report Types

- R1 School Calendar - The R1-School Calendar Report returns data about the selected schools' calendars. It provides total number of the types of days included in the calendar and total days in the school year.
- R2 Enrollment_Reenrollment - The R2-Enrollment/Reenrollment Report returns data about each enrollment in the selected school(s).
- R3 Withdrawals - The R3-Withdrawals report returns data about each withdrawn enrollment in the selected school(s).
- R5 Ethnic Count - The R5-Ethnic Count report returns data about each student's race/ethnicity in the selected school(s).
- R7 Aggregate Attendance - The R7-Aggregate Attendance report contains both the base attendance and the adjustment attendance. Attendance values should directly include regular attendance, partial day and all other unadjusted attendance.
- R9 Non-contract/Over_Under Attendance - The R9-Non-contract Report returns values on Attendance Groups of NC and NCO.
- RH Home/Hospital Attendance - The RH - Home/Hospital Attendance record returns data for students who are assigned to the Home/Hospital Attendance Group.
- RL Five Low Attendace Days - The RL - Five Low Attendance Days will display the aggregate attendance for present days and absent days for hte selected school and for the district. The record will also display the dates of the lowest five attendance days with a student count for present and absent days.
- RW Ten Low Weather Attendance Days - The RW - Tean Low Weather Attendance Days report lists the ten lowest attendance days for the selected school. The record will also display the dates of the lowest ten attendance days with a student count for present and absent days.
- RV Virtual Performance Based Attendance - This record will only be triggered for students who are scheduled into a section marked as virtual or performance-based upon completion of the course within the school year. Students marked with a grade of P or Pass will be counted as proficient and their present days will be added to the record. Students who have another grade (other than P or Pass) will be classified as Not Proficient and their head count will show on the RV Report, but no attendance will be taken into account.

If more than one schedule structure is found for a calendar with the same grade level but different attendance days or day events, a fatal error will be returned. Users are required to correct this information.

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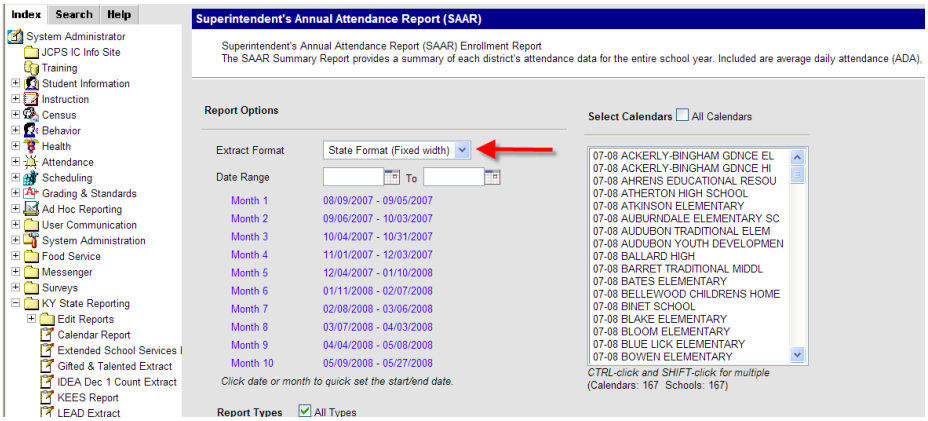
- RS Out of School Suspension - The report for record S will show both the total suspension attendance (State Attendance Code = S) in the first section and the Eligible 10 days attendance in the second section.
- RX Expulsion - Use the Expulsion Attendance Edit report to identify any suspension event/attendance mismatches.

Submitting the SAAR Extract

After cleaning up any inconsistencies with the reports (above), and the school is ready to submit the SAAR Extract to the state, change the SAAR Extract Format selection option to State Format (fixed width) and generate the extract in the state-required format. Submit it to KDE for processing.



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Attendance Letters

Overview

The attendance letter tool may be used to generate letters notifying guardians of attendance and truancy issues about their children. Official letter templates in line with local policy or state law may be provided by district administration for users to generate at their schools.

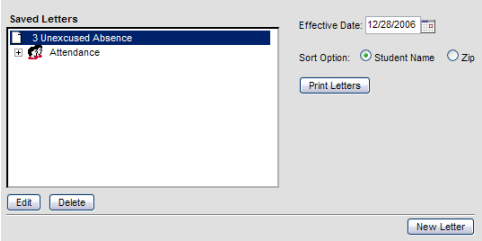
Objectives

At the conclusion of this lesson, learners will be able to

- Set the trigger criteria for an attendance letter
- Create a letter format
- Generate letters for a particular effective date

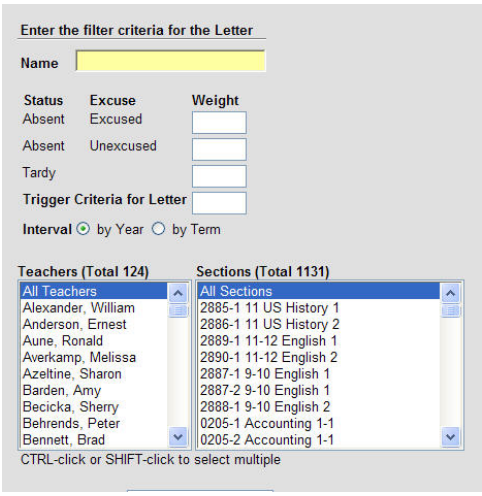
Navigating to Attendance letters

1. Expand the Attendance module by clicking the name or the plus sign.
2. Select Attendance Letters.



Creating a new attendance letter template

1. Select New Letter.
2. Enter a template name.
3. In the type, select what type of attendance marks this letter should be based upon.
4. Choose the status and excuse combination(s) and the weight that each particular attendance event carries.
5. Enter a trigger criteria for the letter.
6. Choose the interval to determine how far back the query should count.
7. If the letter should be ran for a particular group of teachers or sections, select the relevant groups.



8. Click Letter Format.
9. Enter the text of the letter using the editor. To insert a data element from Campus (such as guardian name or other data) to complete a mail merge, select the Campus Field icon at the top right of the editor. To insert a pre-formatted table of information (such as an attendance summary), select the Campus Sub-Report icon at the top right of the editor.
10. When finished, click Save Format. A letter may be saved to your user account only (by having user account selected in the organized to) or shared with a user group.

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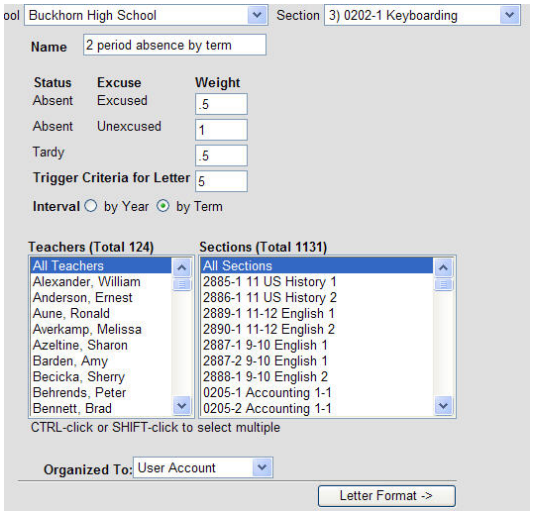
Attendance Letters

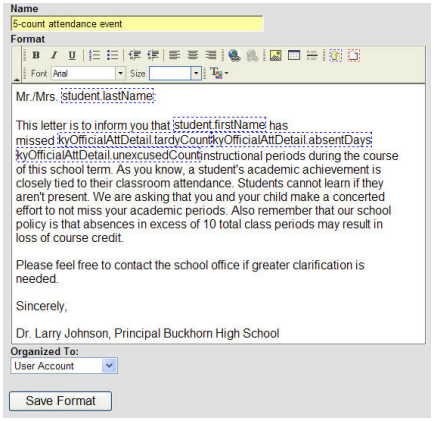
In this example, the letter will be generated if the student has a total of five attendance events during any section during a term. You can filter your criteria by status, excuse code, teacher or section. Events can be given weight -- in this case unexcused absences total 1, and excused absences and tardies count for .5 of an event.

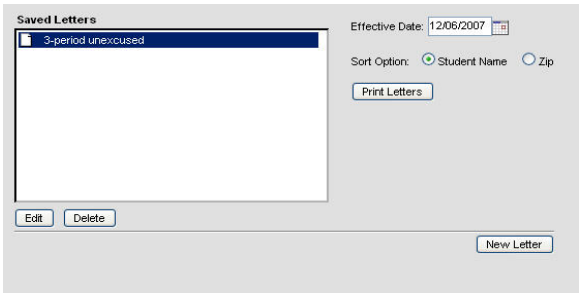


NOTE: The attendance letters are designed to look at the criteria as a target. In the previous example, a student with a total of five tardies, unexcused and unknown absences for the term would meet the criteria; but a student with six unexcused absences from one course would not. Attendance letters should be run for each day to insure all students who are meeting the criteria have a letter generated for them.

Generating an attendance letter

1. Select Attendance letters from the Index outline.
2. Select the template from the list of saved letters.
3. Enter an effective date.
4. Choose a sort option for how the generated letters should be sorted.
5. Click Print Letters. The query will run at this point. If any students match the criteria set, a letter will be generated and will be included in an Adobe PDF that may be saved and printed as needed.





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