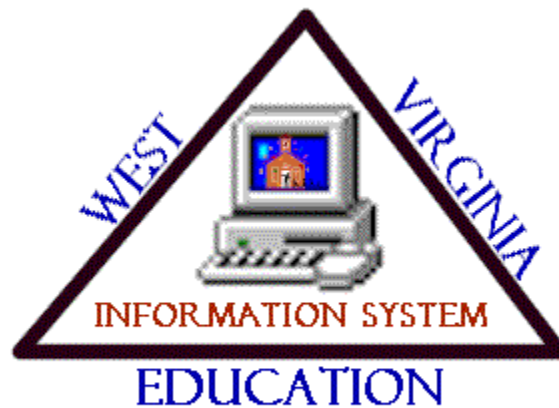


# Standards for Using the Student Attendance System



# USING THE ATTENDANCE SYSTEM

Managing and reporting student attendance begins before the first day of school and ends after the school year. The student attendance system helps monitor the student attendance and generate reports with school, district, and state attendance information.

The following functions can be performed using the Student Attendance System.

- Calculate attendance and membership
- Record annual calendar information for individual schools or an entire district
- Work with the PhoneMaster automatic, phone dialing system (May work with others.)
- Record group absences, before or after their occurrence, by:
  1. Course and section
  2. Tag
  3. Student Number
- Print absence worksheets
- Provide period absence summary and detail information
- Record absence information by period, course, homeroom, or individual student
- Use the CSO application to scan absence information
- Update from GradeQuick
- Create and print attendance letters
- Produce reports containing:
  1. ADA and ADM calculations for schools
  2. Attendance registers
  3. Accountability registers
  4. Excessive day absences
  5. Absence percentage
- Post absences to course information
- Define reports using the General Report Writer

**Before defining the Attendance Definitions, for any school year, the Scheduling Options for the school MUST be defined, for the same school year, using SCH.101. This program defines the school to the system, including the number of periods per day.**

Below is an example of the main Student Attendance System menu.

```

MENU SAS000: STUDENT ATTENDANCE SYSTEM

1. ATTENDANCE DEFINITIONS . . . . . SAS100      MENU
2. ABSENCE MAINTENANCE . . . . . SAS200      MENU
3. ATTENDANCE REPORTS . . . . . SAS500      MENU

89. Change Assignment
90. Exit ACS
```

# USING THE ATTENDANCE SYSTEM

## ATTENDANCE DEFINITIONS

MENU SAS100: ATTENDANCE DEFINITIONS		
1. Attendance Options . . . . .	ATT.101	
2. Calendar Notes and Codes . . . . .	ATT.212	
3. Attendance Calendar . . . . .	ATT.210	
4. Attendance Registers . . . . .	ATT.240	
5. Absence Reasons . . . . .	ATT.260	
6. ATTENDANCE DATA INTEGRITY . . . . .	SAS110	MENU
89. Change Assignment		
90. Exit ACS		

### ATT.101 Attendance Options

Use this program to define the different variables in the attendance system. These options control how the system calculates official attendance. **Attendance Options must be defined at the beginning of each fiscal year.**

SAS	Attendance Options	Ref: ATT.101 .11
District 028	School 201	Year 2006
Membership is: <u>1</u>	1 = Always counted as 1 2 = Variable by Register 3 = Variable by Student Enrollment	
Absence is: <u>2</u>	1 = Always Full Day 2 = Variable by Reason 3 = Variable by Number of Periods Absent	
OFFICIAL ATTENDANCE RECORDED:		
During Period(s):	HR 01 02 03 04 05 06 07 08 09 10 11 12 13 14	
	<u>Y</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u> <u>N</u>	
Use course attendance? <u>N</u>		
Count withdrawal date as a membership day? <u>N</u>		
		Cancel? <u>N</u>

**Membership is:** In West Virginia option **2, Variable by Register**, is always used.

**Absence is:** The system considers only A type absence codes when determining absences and to reduce ADA in the official attendance calculations. In West Virginia, 2 and 3 are both valid options.

# USING THE ATTENDANCE SYSTEM

- 2, Variable by Reason, if absence reasons are used to show full or partial day absences.
- 3, Variable by Number of Periods Absent, if the number of official attendance periods a student is absent is used to determine their attendance. If this option is selected a table of values must be defined to determine absences.

**Official Attendance Recorded:**

At least one period must be selected. The marked fields are used to calculate Average Daily Attendance (ADA) for state and district reports. Only the periods defined in the Scheduling Options are displayed. If attendance is based on the number of periods absence, option 3, mark Y in all periods to count. Attendance can be taken in all periods, whether they are official or not.

**Use Course Attendance?**

This allows attendance to be track by course and should only be implemented at the beginning of the school year. If student schedules vary by day this allows the tracking of absences by the course instead of the period.

**Count Withdrawal Date as a Membership Day?**

N, in West Virginia the withdrawal date is the first day of non enrollment.

SAS	Attendance Options			Ref: ATT.101
	District 028	School 201	Year 2006	
			Amount of Membership Day Absent	
	Absent	1 period.....	█	
	Absent	2 periods.....	_____	
	Absent	3 periods.....	.500	
	Absent	4 periods.....	.500	
	Absent	5 periods.....	1.000	
	Absent	6 periods.....	1.000	

If option 3, Variable by Number of Periods Absent, was selected the above screen is displayed. The number of periods coded official absence periods is displayed. All periods do not need to be official periods. In the Amount of Membership Day Absent fields, type the amount of attendance to deduct for each period a student misses. The periods listed represent the number of periods absent, not the actual period in which the student was absent. Use the decimal point for half-day absences.

# USING THE ATTENDANCE SYSTEM

SAS	Attendance Options	Ref: ATT.101
	District 028      School 201      Year 2006	
	Absence Types are: <u>1</u> 1 = Defaulted to Absent 2 = Defaulted to Excused 3 = Defaulted to Tardy 4 = Always Specified by Teacher 5 = Not Specified, Always Absent	
	Default Daily Reason for Absence is: <u>U1</u>	

**Absence Types are:** In West Virginia, 1, Defaulted to Absent is the valid option. This absence counts against daily attendance.

**Default Daily Reason**

**For Absence is:**      **This must be a valid absence reason code and should be U1, Unexcused Absence Full Day.** When attendance reports are generated, the system prints the default absence reason for any student with a recorded absences but no reason. The default reason only prints on reports it is not recorded in the student attendance records.

**ATT.212      Calendar Notes and Codes**

Notes and codes are defined to use when creating the yearly calendar. They must be defined each year and they must be defined for the district and each school not using the district calendar.

Distribution Code	Discription
*	CLOSED DAYS - SCHOOLS NOT IN SESSION
C	CONTINUING EDUCATION
E	PRIMARY OR GENERAL ELECTION
F	FACULTY SENATE MEETING
G	GRADE CARDS ISSUED
H	HOLIDAY
I	INSERVICE TRAINING
M	MARKING PERIOD ENDS
N	NOTES ABOUT CERTAIN DAYS
O	OUTSIDE SCHOOL ENVIRONMENT
P	PREPARATION DAY
R	RECORDS DAY
S	SPECIAL LEVY AND BOND ELECTION
T	TEACHER/PUPIL CONFERENCE DAY
X	EMERGENCY SCHOOL CLOSING

# USING THE ATTENDANCE SYSTEM

## ATT.210 Attendance Calendar

This program is used to Preset and maintain district and school calendars. All valid school days must be defined in the attendance calendar. The attendance calendar shows the days a district and/or school is in session. The calendar is used to determine official attendance.

A district calendar must be defined. If all schools in the district follow the same calendar, separate calendars are not necessary. Separate calendars are only necessary when a school's attendance days vary from the district.

Use the notes and codes to denote special days on the calendar.

```
SAS                               District Attendance Calendar                               Ref: ATT.210

█ _____ Date _____ School ____ District ____
Add
Change
Delete
Lookup
Preset                               Index: 1
Index                                1 = School Calendar
End                                   2 = District Calendar
                                      3 = Calendar Codes
                                      4 = Schools
                                      5 = Districts
```

To preset the district calendar, enter P in the command field, enter the first day of student attendance and the district number. Press ENTER.



# USING THE ATTENDANCE SYSTEM

Notes and codes may be added to the calendar. The codes must be defined using ATT.212 before continuing.

To add a note or code to an attendance date, enter C and the date and press ENTER. Enter the note and code which defines the school day and press ENTER.

```
Date 8/28/06      School      District 028
Official School Day No.: 1      Monday
Note:
STUDENTS FIRST DAY                                     Code
█                                                         N
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
```

To add a note or code to a holiday or not-attendance date, enter A and the date and press ENTER. Remove the entry in the Official School Day No field to show this is a non-attendance day. Type the note and the appropriate code. Press ENTER.

```
Date 9/04/06      School      District 028
Official School Day No.:        Monday
Note:
HOLIDAY                                                 Code
█                                                         H
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
█                                                         -
```



## USING THE ATTENDANCE SYSTEM

SAS	Attendance Calendar by District					Ref: ATT.210Y
Position to:		District: <u>028</u>	Date: <u>0/00/00</u>			
"X"	No.	Day	Date	Note	Code	
█	1	Mon	28 Aug 2006	STUDENTS FIRST DAY	N	
-	2	Tue	29 Aug 2006			
-	3	Wed	30 Aug 2006			
-	4	Thu	31 Aug 2006			
-	5	Fri	01 Sep 2006			
-		Mon	04 Sep 2006	HOLIDAY	H	
-	6	Tue	05 Sep 2006			
-	7	Wed	06 Sep 2006			

When the calendar is indexed the notes and codes display. The user can rapidly see why a day is not included in the school calendar.

### ATT.240 Attendance Registers

Attendance registers is a code that identifies groups of students for attendance reporting purposes. They enable the district to report aggregate information to the state or other governmental agencies.

The registers are state defined for students based on their class level. Pre-K students have unique registers based on their amount of time in attendance. The sub-register is either F or M according to the student's sex.

In West Virginia attendance registers are state defined and standardized except CP1 – CP9. These codes are used for pre-kindergarten student and the amount of time they attend may vary by school district.

SAS	Attendance Registers		Ref: ATT.240 .11
<p style="margin: 0;">Register C01 F District 028</p> <p style="margin: 0;">Short Title: <u>FIRST GRD F</u></p> <p style="margin: 0;">Description: <u>FIRST GRADE FEMALES</u></p> <p style="margin: 0;">Age of students computed as of: <u>1</u></p> <div style="margin-left: 150px;"> <p style="margin: 0;">1 = Month <u>9</u> Day <u>1</u></p> <p style="margin: 0;">2 = First Day of Register</p> <p style="margin: 0;">3 = Last Day of Register</p> </div> <p style="margin: 0;">Membership for Students on this Register is: <u>1.000</u></p>			

In West Virginia the “Age of students computed as of:” is always 1 and **Month** is 9 and **Day** is 1. Using this information the student's age is calculated as of September 1 of the current school year.

“Membership for Students on this Register is:” is always 1 except for the Pre-K registers which are defined based on the amount of time in attendance.

# USING THE ATTENDANCE SYSTEM

## ATT.260 Absence Reasons

Absence reasons and definitions are defined by the West Virginia Department of Education (WVDE) State Attendance Director.

At least one reason code must be defined, and it should match the reason specified for the *Default Daily Reason for Absence* field in ATT.101, Attendance Options. If absence is variable by reason, all absence reason codes must be defined to identify deduction values.

SAS	Absence Reasons	Ref: ATT.260 .11
1 →	Reason <u>U1</u> School 201    District 028	
2 →	Description: <u>UNEXCUSED</u> (FULL DAY)	
3 →	Excused? <u>N</u> Non-deduct for accountability only (Y/N) <u>N</u>	← 4
<u>If this is a District reported absence:</u>		
	What code is printed on the District report? <u>U1</u>	← 5
6 →	Description: <u>UNEXCUSED</u>	
7 →	Does this reduce ADA? <u>Y</u> Exact Amount is: <u>1.000</u> (If absence varies by reason)	← 8
Mode: Lookup                      F3=Exit                              F12=Cancel		

1. In the **Reason** field, type a 2 character unique identifier. (From WVDE)
2. In the **Description** field, type a detailed description of the absence reason. (From WVDE)
3. Review the default (**Y**) in the **Excused** field. This is set based on district policy. Change the default if necessary.
  - Y**    Excused absence
  - N**    Unexcused absence
4. The system uses this distinction when reporting Ae, excused, and Au, unexcused, absences. In the **Non-deduct for accountability only** field, review the default (**N**). Change the default if necessary.
  - Y**    indicates that the reason does not count against accountability
  - N**    indicates that the reason does count against accountability
5. In the **What code is printed on the District report** field, type a valid absence reason code for district-reported absences. This code is used on official attendance reports. It should be the same as the absence reason code, unless your state mandates specific codes to track reasons for absences.
6. In the **Description** field, type a description of the district-reported absence reason code.
7. If this absence reason reduces Average Daily Attendance (ADA), select the **Reduces ADA** option. The system reduces the student's attendance by the amount specified in the **Exact Amount is** field in Step 8. Something must be in the **Exact Amount is** field even if this

# USING THE ATTENDANCE SYSTEM

absence reason does not reduce ADA. At least one absence reason should be selected to reduce ADA.

8. If you selected the *Reduces ADA* option, type the amount that the absence reason reduces ADA. This field accepts 2 digits with 3 decimal positions. A value of .5 indicates a half-day absence.

## ATTENDANCE DATA INTEGRITY

```

MENU SAS110: ATTENDANCE DATA INTEGRITY

1. Preset Starting Enrollment History . . . . . STU.805
2. WV Audit Enrollment History . . . . . WVP.245E
3. Validate Enrollment History . . . . . STU.920
4. Audit of Withdrawn Students . . . . . STU.720

89. Change Assignment
90. Exit ACS
    
```

This menu may only be available to district level employees.

### STU.805 Preset Starting Enrollment History

**THIS PROGRAM REQUIRES THAT NO ONE ELSE BE SIGNED INTO THE ATTENDANCE SYSTEM WHILE IT IS BEING RUN.**

```

SAS                               Preset Starting Enrollment History          Ref: STU.805P.01

District:      █
Enrollment Date:  _____
Entry Code:    _____

School:  _____

Compute Load from Student Schedule? N   Default Load:  1
Assign Registers by Class & Sex? Y       Register Prefix: C
-- OR --

Make assignments described below:      Sub-registers by Sex? Y
Class Attribute Reg Sub Load          Class Attribute Reg Sub Load
-----
  0  0  0  0  0  0  0  0  0  0
  0  0  0  0  0  0  0  0  0  0
  0  0  0  0  0  0  0  0  0  0
  0  0  0  0  0  0  0  0  0  0
  0  0  0  0  0  0  0  0  0  0
  0  0  0  0  0  0  0  0  0  0
  0  0  0  0  0  0  0  0  0  0

F3=Exit  F4=Index  F5=Reset  F12=Cancel
    
```

Each student must have an enrollment record to be included in official attendance reporting. Run this program at the beginning of a new school year to set each student's starting enrollment.

## USING THE ATTENDANCE SYSTEM

The program allows schools with different starting dates to be entered before setting the entire district information. Example: Year Round Schools, which start early, or Pre-schools/Kindergartens, which may have a later starting date.

To set the whole district at once or the majority of the students, leave the school number blank.

<b>Enrollment Date</b>	The first day of student attendance
<b>Entry Code</b>	<b>E8</b> , Default Enrollment (The standard for WV)
<b>Compute Load From Student Schedule?</b>	N, loads are based on Enrollment Registers
<b>Default Load</b>	<b>1</b>
<b>Assign Registers By Class &amp; Sex?</b>	<b>Y</b>
<b>Register Prefix:</b>	<b>C</b>

Do not use the fields at the bottom of the screen.

### **WVP.245E WV Audit Enrollment History**

The WVP.245E error report program validates and compares data in the basic student information file and the student enrollment file. The program consolidates several standard edit reports. It may be run at the school or district level and may be sorted several ways.

### **STU.920 Validate Enrollment History**

Review the report, generated by WVP.245E, WV Audit Enrollment History, and correct errors before running this program. The program validates and updates the enrollment history file, based on the information entered on the top portion of the Enrollment/Registration screen. Use this program when homeroom information is incorrect on reports.

### **STU.720 Audit of Withdrawn Student**

The program produces a report of students currently assigned to a school but has an enrollment status of withdrawn..

# USING THE ATTENDANCE SYSTEM

## ABSENCE MAINTENANCE

MENU SAS200: ABSENCE MAINTENANCE	
1. Access to All Student Records . . . . .	STU.301E
2. Input Student Absences by Period . . . . .	ATT.420
3. Enter Student Absences by Course and Section	ATT.421
4. Input Student Absences by Homeroom . . . . .	ATT.422
5. Maintain Course Attendance by Student . . . . .	ATT.426
6. Input Absence Reasons . . . . .	ATT.430
7. Maintain Summarized Absence History . . . . .	ATT.450
8. Group Absence Maintenance . . . . .	ATT.620
9. Post Absence Totals to Course Records . . . . .	ATT.630
10. Post Summarized Absence History . . . . .	ATT.650
11. Maintain and Print Detailed Absence . . . . .	ATT.431
89. Change Assignment	
90. Exit ACS	

STU.301E, Access to All Student Records or STU.301M, Access to Multiple Student Records, may be on the Absence Maintenance menu to allow quick access to individual student records.

Student absences can be added to the system several ways.

- Posting from a Grade Book program to upload and post
- Using scan forms to collect, upload and post
- Manually from teacher homeroom rolls, from class rolls, attendance worksheets or listings

The system uses two codes to record absences and tardies: absence type and absence reasons.

The type code is used to identify who misses or is late for a class and does not identify the reason.

- A** Absent, uses absence reasons to identify the reason and may reduce ADA and ADM
- E** Absent, uses absence reasons to identify the reason but never reduces ADA and ADM (Recommend not using this type.)
- T** Tardy, is never used when calculating ADA and ADM

Absence reasons were discussed above.



# USING THE ATTENDANCE SYSTEM

If *Use Course Attendance* was selected in Attendance Options, two additional fields will be displayed at the top of the screen. The specific day and term codes must be entered so the absences are posted to the correct course and section.

Enter the student number and the absence type. If the absence type is left blank the default absence type, from the Attendance Options, will be posted with the student number.

When using this program it is not necessary to divide students by teacher or grade.

Type **P** is used in this program to remove an existing absence type for a specified student and date. The system removes the information from the student's record.

Press ENTER to post the information.

## **ATT.421      Input Absences by Course and Section**

## **ATT.422      Input Absences by Homeroom**

These two programs are similar because they allow attendance information to be entered by groups of students and period and/or daily reason codes may be entered at the same time.

If using ATT.421, the user must enter the Course Code, Section Number, Period, Teacher ID and Term. If using ATT.422, the user must enter the Period Code and the Room number. Both programs then display a list of students meeting the criteria entered. Record the information on the appropriate students.

## **ATT.421**

```
SAS                               Enter Student Absences by Course          Ref: ATT.421 .01

█      Date 5/26/06   School 501   District 028
Add
Index  Course 000001  Section  1  Period 3A
End
      Teacher MCKE G  Term 1

      Index: 1
            1 = Absences by Date
            2 = Absences for Student _____
            3 = Student Name (L/F) _____
            4 = Teachers
            5 = Schedule for Course 000001 Sect  1
            6 = Schools
            7 = Districts
```





# USING THE ATTENDANCE SYSTEM

## ATT.430 Input Absence Reasons

Use this screen to maintain daily absence reasons for a single day or for a group of days. Select the date or date range to work with.

```
SAS                               Input Absence Reasons                               Ref: ATT.430 .01

█ _____ Date 5/31/06 Thru 5/31/06 School ___ District ___
Add
Index
End

                                Index: 1
                                1 = Absences by Date
                                2 = Absences for Student _____
                                3 = Student Name (L/F) _____
                                4 = Reasons
                                5 = Schools
                                6 = Districts

                                Pre-Load? Y   Begin with Last Name: _____
```

Information can be selected from one of the following indexes:

- 1 A list of absences sorted by date
- 2 A list of absences sorted by student number
- 3 A list of students sorted by student name
- 4 A list of absence reasons
- 5 A list of schools sorted by school ID
- 6 A list of districts sorted by district ID

Place an X beside the record to select.

### Pre-Load?

Use this field to tell the system whether to generate a list of student names and numbers on the Input Absence Reasons detail.

- Type **N** (NO) to prevent the system from generating a list of student names and numbers on the Input Absence Reasons detail screen. If you type **N** (NO), you must type the student names and numbers for whom you want to maintain absences.
- The default is **Y** (YES), which generates a list of names and numbers of the students who have received an absence type of **A** (ABSENT) for the specified date.

### Begin With Last Name

If you want the list of students that the system displays on the Input Absence Reasons screen to start with a specific name, use this field to specify the first two letters of the student's last name. You can only use this field if you accept the default of **Y** (YES) in "PRE-LOAD?".

# USING THE ATTENDANCE SYSTEM

Press ENTER and the following screen is displayed.

SAS	Input Absence Reasons	Ref: ATT.430																																																								
Date <u>8/29/05</u> - <u>5/31/06</u>		School <u>501</u> District <u>028</u>																																																								
AL EM HF KA LE RC SF YC AD BF CF JE NI	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Student</th> <th style="text-align: left;">Reason</th> <th style="text-align: left;">From</th> <th style="text-align: left;">Thru</th> </tr> </thead> <tbody> <tr> <td><u>280</u> <u>5</u></td> <td><u>█</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>5</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>9</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>1</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>4</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>8</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>4</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>4</u></td> <td><u>—</u></td> <td><u>9/09/05</u></td> <td><u>9/09/05</u></td> </tr> <tr> <td><u>280</u> <u>3</u></td> <td><u>—</u></td> <td><u>10/26/05</u></td> <td><u>10/26/05</u></td> </tr> <tr> <td><u>280</u> <u>8</u></td> <td><u>—</u></td> <td><u>10/26/05</u></td> <td><u>10/26/05</u></td> </tr> <tr> <td><u>280</u> <u>3</u></td> <td><u>—</u></td> <td><u>10/26/05</u></td> <td><u>10/26/05</u></td> </tr> <tr> <td><u>40</u> <u>7</u></td> <td><u>—</u></td> <td><u>10/26/05</u></td> <td><u>10/26/05</u></td> </tr> <tr> <td><u>280</u> <u>4</u></td> <td><u>—</u></td> <td><u>10/26/05</u></td> <td><u>10/26/05</u></td> </tr> </tbody> </table>	Student	Reason	From	Thru	<u>280</u> <u>5</u>	<u>█</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>5</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>9</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>1</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>4</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>8</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>4</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>4</u>	<u>—</u>	<u>9/09/05</u>	<u>9/09/05</u>	<u>280</u> <u>3</u>	<u>—</u>	<u>10/26/05</u>	<u>10/26/05</u>	<u>280</u> <u>8</u>	<u>—</u>	<u>10/26/05</u>	<u>10/26/05</u>	<u>280</u> <u>3</u>	<u>—</u>	<u>10/26/05</u>	<u>10/26/05</u>	<u>40</u> <u>7</u>	<u>—</u>	<u>10/26/05</u>	<u>10/26/05</u>	<u>280</u> <u>4</u>	<u>—</u>	<u>10/26/05</u>	<u>10/26/05</u>
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		( If Different )																																																								
		Cancel? N																																																								

- Student**                      If N (NO) was entered in “PRE-LOAD?” on the Input Absence Reason previous screen, use this field to specify the number of the student to maintain absence reasons. If the default of Y (YES) is in “PRE-LOAD?”, the system displays a list of student numbers for those students with **blank reason codes**.
- Reason**                      Use this field to specify a valid daily absence reason for the student.
- From**                         Use this field to assign the absence reason for a different beginning date than the beginning date typed in the DATE field.
- Thru**                         Use this field to assign the absence reason for a different ending date than the ending date typed in the DATE field.

**Note:** Up to 13 lines of information can be entered on this screen. If a plus sign (+) appears to the right of the last entry line, additional students exist for the specified date range. Press PAGE DOWN or ROLL UP to enter additional absence information for the remainder of the students.

# USING THE ATTENDANCE SYSTEM

## ATT.620      Group Absence Maintenance

Use this screen to define the groups for which to maintain absence information. This program can be used to record absence information before it occurs or to change existing absence records.

SAS	Group Absence Maintenance	Ref: ATT.620P.02
	District: 028	
	School: 501	
Group:	Student No. █	
	All with Tag: █	
	All in Course: █	Section: █
	All Absences? N (With Time & Type Specified)	
Time:	Periods: █ - █	
	Dates: █/██/██ - █/██/██	
Information:	Code	All Match
Daily Reason:	█	█
Period Reason:	█	█
Absence Type:	█	█
	A = Absent	
	E = Excused	
	T = Tardy	
	P = Present	
	* = *Any type	
	F3=Exit F4=Index F5=Reset F12=Cancel	

**GROUP:** Use one of these fields to select the group to maintain absence information.

**NOTE:** You cannot use more than one of these fields.

- Student No.:** To maintain absence information for a single student, type the student
- All with Tag:** To maintain absence information for all students with a specific tag, type the tag code in this field.
- All in Course:**
- Section:** To maintain absence information for all students in a specific course and section, type the course code and section code in these fields.
- All Absences?** Use this field to make mass changes to the daily or period reasons for previously recorded absences.
  - (N) The default, which means, do not maintain all existing absence information.
  - (Y) To maintain all existing absence information for the period(s) and date(s) you enter in the PERIOD and DATE fields.

**TIME:**

- Periods** To maintain absence information for a single period, type the period number in the first field. To maintain absence information for a range of periods, type the beginning period number in the first field and the ending period number in the second field.
- Dates** To maintain absence information for a single date, type the date in the first field. To maintain absence information for a range of dates, type the beginning date in the first field and the ending date in the second field.

# USING THE ATTENDANCE SYSTEM

## INFORMAITON:

### Daily Reason:

- Code:** Use this field to enter a daily absence reason code to add to the absence record.
- All:** **N** is the default, which means do not change absence information for all daily absence reasons.  
**Y** to change absence information for all daily absence reasons.  
**P** (PERIOD) means you want to change a period absence reason to a daily absence reason.

**NOTE:** Leave this field blank if a value is entered in the next field, MATCH.

- Match:** Use this field to enter the code of an existing daily absence reason to add, change, or remove.

**NOTE:** Leave this field blank if the previous field, ALL, was used.

### Period Reason:

- Code:** Use this field to enter a period absence reason code to add to the absence record.
- All:** **N** is the default, which means do not change absence information for all period absence reasons.  
**Y** to change absence information for all period absence reasons.  
**D** (Daily) to change a daily absence reason to a period absence reason.

**NOTE:** Leave this field blank if a value in the next field, MATCH.

- Match:** Use this field to enter the code of an existing period absence reason to add, change, or remove.

**NOTE:** Leave this field blank if the previous field, ALL, was used.

### Absence Type:

- Code:** Use this field to select the new absence type to add to absence records. Use one of the following absence types:
- A - absent
  - E - excused
  - T - tardy
  - P - present
  - \* - any absence type.

Use the \* (ANY ABSENCE TYPE) to indicate a mass change of all absence types for a group of students without adding any new absence types.

**NOTE:** Use absence type P (present) to remove absence types entered in error. The E (excused) absence can only be changed with a P (present) absence type.

- ALL:** **N** (NO) is the default, which means do not change absence information for all absence types.

**Y** (Yes) to change absence information for all absence types.

**NOTE:** Leave this field blank if a value is entered in the next field, MATCH.

- Match:** Use this field to select the existing absence type to change or add to absence records. Use one of the following absence types:

- A - absent
- E - excused
- T - tardy

**NOTE:** Leave this field blank if the previous field, ALL, was used.

# USING THE ATTENDANCE SYSTEM

## ATT.650 Post Summarized Absence History

Use this program to post absence information to history records. The information is posted by fiscal year and may be posted by specific grade titles, classes, courses and sections, or students. The program may also be used to re-post absences previously recorded. The program attaches attendance information to the student transcripts when using final grade titles.

**THIS PROGRAM MUST BE RUN BEFORE PROMOTING STUDENTS.**

```
SAS                               Post Summarized Absence History          Ref: ATT.650P

Process for:  District: █      School:  __      Fiscal Year: 06

                Date:  _____  Thru  _____  Grade Title:  __
                Date:  _____  Thru  _____  Grade Title:  __
                Date:  _____  Thru  _____  Grade Title:  __

Option:  1  Repost? N
          1 = Post absences for selected grade titles.
          2 = Post absences for selected classes.
          3 = Post absences for selected courses and sections.
          4 = Post absences for selected students.

                F3=Exit  F4=Index  F5=Reset  F12=Cancel
```

**District:** Current District

**School:** Current School

**Date: Thru** Enter valid calendar dates to post information for the specified date range.

**Grade Title:** Enter a valid grade title.

**Note:** History may be posted for up to three (3) grade titles at a time.

**Option:** Select how to post the absences.

1. Post absences fro selected grade titles.
2. Post absences for selected classes
3. Post absences for selected courses and sections
4. Post absences for selected students

**Note:** Options 2-3 displays an additional screen for more information.

**Repost?** N (No) the default, does not override existing information.

Y (Yes) allows the re-posting of absence information, replacing existing information.

# USING THE ATTENDANCE SYSTEM

## ATTENDANCE REPORTS

### MENU SAS500: ATTENDANCE REPORTS

1. Print 5 Column Teacher Attendance Rolls . . . .	ATT.538
2. Print Absence Reason Worksheet . . . . .	ATT.510
3. Print Student Absence Information . . . . .	ATT.515
4. Print Attendance Registers . . . . .	ATT.530
5. Display Official Attendance Summaries . . . .	ATT.241
6. Print School Events Calendar . . . . .	ATT.512
7. Attendance/Discipline Letter Formats . . . .	ATT.280
8. Select And Print Attendance Letters . . . . .	ATT.580
9. Print Perfect Attendance Report/Letters . . .	ATT.524
10. Print Period Absence Information . . . . .	ATT.523
11. Print Summarized Absence History . . . . .	ATT.550
12. General Report Writer Formats . . . . .	STU.260
13. Select & Print Your Own Report . . . . .	STU.530
14. Elementary Attendance Report . . . . .	ATT.537
15. Print Teacher Absence Rolls . . . . .	ATT.539
16. Att Participation %/Adjusted ADA acctability	WVA.532

#### **ATT.538 Print 5 Column Teacher Attendance Rolls**

Use this program to print rolls to distribute for teachers' use in recording student absence information.

The program prints five columns, one for each day of the week. The heading of each column includes:

- School number and name
- Teacher name
- Period number
- Letters denoting the days of the week (M, T, W, R, F)
- Dates
- Name of the course

#### **ATT.510 Print Absence Reason Worksheet**

The program produces a list of students who have a recorded absence but no daily absence reason for the dates specified. The list can be used to note absence reasons before entering them into the system.

# USING THE ATTENDANCE SYSTEM

## ATT.515 Print Student Absence Information

This program generates reports based on the date or date range entered. It can generate four different reports based on how the screen is completed.

- Detail Report by Period
- Summary Report by Period
- Detail Report by Course (This option only displays if attendance is taken by course)
- Summary Report by Course (This option only displays if attendance is taken by course)

Period reasons may be included on the report. Also, the report may include all absence types or only selected absence types.

```

SAS                               Print Student Absence Information          Ref: ATT.515P.02

District: 028  School: 501  Date: 8/26/05 Thru 5/31/06
Print:  Detail  with period reasons?  N   1 Type of Output
      Summary?  N                               1 = All Absences
      Tag or Tag Category?  N                 2 = Selected Absences

Sort Description          Limit to
(1)  Periods:            HR 1  2  3  4  3A 3B
      Absence types:      Y  Y  Y  Y  Y  Y  Y
      Absence reasons:    Ae  Y  Au  Y  T  N  E  N
      Student:           _____ or Multiple Students?  N
      Classes:           _____
      Homeroom number:   _____
      Teacher:           _____ Homeroom?  Y

Tags:           _____ Include or Omit?  I (I/O)
Tag categories: _____ Include or Omit?  I (I/O)
                F3=Exit  F4=Index  F5=Reset  F12=Cancel
    
```

## Summary Report

Student #		Student Name	Cl	Homeroom Teacher	Homeroom Number	HR	1	2	3	4	3A	3B
2800	AD		09				20					
2800	DE	Y R.	10		106		16					
2800	DI		10		106		3					
2800	RI	PHE R.	10		210		12					
ACLI J												
2800	LO		09	ACLIN, JACK	226A		4					
2800	LO	W.	09	ACLIN, JACK	226A		5					
2800	LO		09	ACLIN, JACK	226A		1					
2800	LU	E R.	09	ACLIN, JACK	226A		2					
2800	MA	A C.	09	ACLIN, JACK	226A	1	2					
2800	MA	E R.	09	ACLIN, JACK	226A		3					

## Detail Report

Student #		Student Name	Cl	Homeroom Teacher	Homeroom Number	HR	1	2	3	4	3A	3B	Daily Reason	Date
2800	KEI		10	BISER, JESSICA	104		A						I1	9/30/0
							I1						U1	10/11/0
							A						U1	10/14/0
							U1						I2	10/21/0
							A							
2800	KII		10	BISER, JESSICA	104		U2						U1	9/16/0
							A							
							U1						X1	9/28/0
							E							
							X1						X1	9/29/0
							E							

# USING THE ATTENDANCE SYSTEM

## ATT.523 Print Period Absence Information

The program generates a report of all currently assigned students who meet the number of period absences based on the criteria entered. A detail and/or summer report may be generated.

```

SAS                               Print Period Absence Information          Ref: ATT.523P.01

District: █ School: ___ Date: _____ Thru _____

Print:  Detail Y with period reasons? N   1 Type of Output
        Summary N                          1 = All Absence Types
                                           2 = Selected Absence Types

Select: Au Y  Ae Y  E N  T N

Total period absences greater than or equal to ___
                OR
Students with ___ or more absences in any period

Sort  Description _____ Limit to _____
(1)
-     Class: _____
-     Student: _____ or Multiple Students? N

F3=Exit F4=Index F5=Reset F12=Cancel
    
```

**Total period absences  
greater than or  
equal to**

The number of absences to use as a cutoff. The report includes any currently enrolled student who has this number of absences or more.

**OR**

**Students with \_\_\_  
Or more absences  
in any period**

The report limits to students whose absences in a single period equal or exceed the given number.

Detail report of total period absences.

```

Time: 13:22:55                Period Absence Detail  8/26/05 - 5/31/06  ( 178 Days )
Select: Total period absences greater than or equal to 10 (Au) (Ae) (display reason for each absence)
-----
Student          Cl  Number  Enrolled  Attended  Date      Reason  HR  1  2  3  4  3A  3B
-----
AD [ ]          09  28 [ ]  174.000  155.000  9/02/05  E3     OUT OF STATE PUB
                9/09/05  F  U2     Au
                9/23/05  F  U1     Au
                10/04/05 T  U2     Au
                10/05/05 W  U1     Au
                10/11/05 T  U1     Au
                10/17/05 M  U1     Au
    
```





# USING THE ATTENDANCE SYSTEM

## ATT.550 Print Summarized Absence History

Summarized absences must be posted for students before this program can be run. The Program prints a summary of absence history. At the district level the report can be generated for the entire district. The report includes all records meeting the criteria entered.

```

SAS                               Print Summarized Absence History          Ref: ATT.550P.01

      District: █ School: █

Limit to:
Classes:  _ _ _ _ _
Student:  _____ or Multiple Students? N
Grade titles: _ _ _ _ _

Include history from all schools?..(Y/N) N

F3=Exit F4=Index F5=Reset F12=Cancel
    
```

The report will print summarized absence history from other districts, if the information was posted before the student transferred.

```

date: 07/31/00          001  MINI SHINE SENIOR HIGH SCHOOL
Time: 13:44:30          Summarized Absence History
    
```

Student #	Student Name	Cty	Sch	Class	FY	Grade Title	Possible Days	Membership Days	Absences	Attended
028		501	09	03	SM2	86	86.000	.000	86.000	
028		501	10	04	FIN	171	171.000	2.500	168.500	
028		501	10	04	SM1	85	85.000	2.000	83.000	
028		501	10	04	SM2	85	85.000	.500	84.500	
028		501	11	05	FIN	177	177.000	3.000	174.000	
028		501	11	05	SM1	89	89.000	1.000	88.000	
028		501	11	05	SM2	88	88.000	2.000	86.000	
028		501	12	06	SM1	90	90.000	2.000	88.000	
530	L. Blumey, Common S.	053	201	03	95	FIN	178	178.000	.000	178.000
		053	201	04	96	FIN	172	172.000	15.400	156.600
		053	103	06	98	FIN	178	178.000	23.000	155.000
		053	103	07	99	FIN	173	173.000	29.800	143.200
		053	103	08	00	FIN	178	178.000	25.000	153.000
		053	503	09	01	1SF	88	88.000	10.500	77.500

# USING THE ATTENDANCE SYSTEM

## ATT.530     **Print Attendance Registers**

This program generates up to four different reports; each report displays attendance differently.

- Attendance Registers             Detailed attendance register list showing exact enrollment and attendance for each student for the specified dates.
- School Attendance Summary     Lists attendance summary totals for all attendance registers in a specified school
- District Attendance Summary     Lists attendance summary totals for all attendance registers in a specified district (Only available at district level)
- Daily Enrollment Statistics     Lists enrollment, attendance and absences for each day for each school

If only the district code is entered on the Print Attendance Registers screen, the system gives the option of generating all four reports. The reports for this option are considered Official Attendance Reports. On the second Print Attendance Registers screen select whether to print all four reports or omit one or more report. If the district code and a specific school are selected, the system gives the option of generating all reports except District Attendance Summary. Choose to print all three reports or omit one or more report. If the selection is further limited by one or more specific attendance registers, the system generates only Attendance Registers.

Print Attendance Registers

District: █

Date: 0/00/00 -- 0/00/00

Limit to: \_\_\_\_\_

Schools: \_\_\_\_\_

Registers: \_\_\_\_\_

In the date fields enter the beginning and ending dates from the attendance calendar. The report can be run for one day by entering the same date in both fields.

Print Attendance Registers

District: 028

Date: 8/26/05 -- 6/01/06

Limit to: \_\_\_\_\_

Schools: .....

Registers: .....

Print:

Attendance Registers? .....  Y

School Attendance Summary? .....  Y

Daily Enrollment Statistics? ...  Y

District Attendance Summary? ...  Y

# USING THE ATTENDANCE SYSTEM

me: 8:28:47		School Attendance Summary		8/26/05 Thru 6/01/06		( 179 Days )			
Register	Description	School Days	Membership Days	Attendance Days	ADM	ADA	Membership 8/26/05	Membership 6/01/06	Count
0K F	KINDERGARTEN FEMALES	179	1253.000	1234.500	7.000	6.897	.000	7.000	10
0K M	KINDERGARTEN MALES	179	1248.000	1224.000	6.972	6.838	.000	7.000	8
Register Total			2501.000	2458.500	13.972	13.735	.000	14.000	18
01 F	FIRST GRADE FEMALES	179	1403.000	1368.500	7.838	7.645	.000	8.000	8
01 M	FIRST GRADE MALES	179	2688.000	2657.500	15.017	14.846	.000	15.000	17
Register Total			4004.000	4026.000	28.855	28.489	.000	29.000	25

The School Attendance Summary includes the following information:

- Attendance register code
- Register description
- Number of school days on the report
- Membership days
- Attendance days
- ADM
- ADA
- Membership as of the starting date
- Membership as of the ending date
- Total membership count
- Register total
- School Total

Ref: ATT.530		209		[Redacted]		01		* Age as of 9/01/05		Attendance Register		Page 199		
Date: 6/01/06		THIRD GRADE MALES		8/26/05 Thru		6/01/06		( 179 Days )						
Time: 8:28:47														
Student Name / Number	School	Age	Sex	Birthday	Class	Date	Load	Membership-Days Add	Membership-Days Total	Description	Absence-Days Add	Absence-Days Total	Code	Comment
JA [Redacted]	209	7	M	11/06/97	03	29 Aug	1	1.000	1.000	PROMOTION	.000	.000	E8	ENROLLED
28 [Redacted]						R 01 Sep	1	3.000	4.000	ABSENT	1.000	1.000	M1	MED APPOINT FU
						F 16 Sep	1	10.000	14.000	ABSENT	.500	1.500	I4	DR NOTE HALF
						F 30 Sep	1	10.000	24.000	ABSENT	.500	2.000	I4	DR NOTE HALF
						T 04 Oct	1	2.000	26.000	ABSENT	.500	2.500	L4	LEGAL HALF
						F 07 Oct	1	3.000	29.000	ABSENT	.500	3.000	I4	DR NOTE HALF
						R 20 Oct	1	9.000	38.000	ABSENT	.500	3.500	I4	DR NOTE HALF
						01 Jun	1	141.000	179.000	END REPORT		3.500		ENROLLED
KE [Redacted]	209	8	M	5/27/97	03	29 Aug	1	1.000	1.000	PROMOTION	.000	.000	E8	ENROLLED
28 [Redacted]						R 01 Sep	1	3.000	4.000	ABSENT	1.000	1.000	I3	DR NOTE FULL
						F 02 Sep	1	1.000	5.000	ABSENT	1.000	2.000	I3	DR NOTE FULL
						T 06 Sep	1	1.000	6.000	ABSENT	1.000	3.000	I3	DR NOTE FULL

The Attendance Register includes the following information:

- Date of age calculation in the header
- Date range of report
- Student name and number
- School number
- Student age
- Student sex
- Student birthday
- Class
- Date (This field can contain the first report date, absence dates, or the last report date)
- Load
- Membership days
- Description

# USING THE ATTENDANCE SYSTEM

- Absence days
- Absence reason/Enrollment code
- Comment
- Sub-register total
- Total ADM
- Total ADA

me: 8:28:47		District Attendance Summary		8/26/05 Thru 6/01/06						
Register Description	School	School Days	Membership Days	Attendance Days	ADM	ADA	Membership 8/26/05	Membership 6/01/06	Count	
P3 F PRE-KINDERGARTEN 3 FEMALES	A	ELE	179	165.000	165.000	.922	.922	.000	1.000	1
	R	ELEM	179	485.000	483.000	2.709	2.698	.000	3.000	3
	C	BR EL	179	358.000	346.500	2.000	1.936	.000	2.000	2
Sub-total				1008.000	994.500	5.631	5.556	.000	6.000	6
P3 M PRE-KINDERGARTEN 3 MALES	R	Y ELEM	179	1174.000	1170.000	6.559	6.536	.000	7.000	7
	C	BR EL	179	885.000	866.500	4.944	4.841	.000	5.000	5
	Sub-total				2059.000	2036.500	11.503	11.377	.000	12.000
Register Total				3067.000	3031.000	17.134	16.933	.000	18.000	18
P4 F PRE-KINDERGARTEN 4 FEMALES	R	Y ELEM	179	1712.000	1697.000	9.564	9.480	.000	10.000	12
	C	BR EL	179	716.000	711.500	4.000	3.975	.000	4.000	4
	Sub-total				2428.000	2408.500	13.564	13.455	.000	14.000

The District Attendance Summary includes the following information:

- Attendance register code
- Register description
- School name
- Number of school days on the report
- Membership days
- Attendance days
- ADM
- ADA
- Membership as of the starting date
- Membership as of the ending date
- Total membership count
- Sub-register total
- Register total
- District Total

## USING THE ATTENDANCE SYSTEM

Time: 8:28:47		Daily Enrollment Statistics			
Day	Date	Enrolled	Absent	Attended	
Monday	29 Aug 2005	1,125.000	56.000	1,069.000	
Tuesday	30 Aug 2005	1,124.000	43.500	1,080.500	
Wednesday	31 Aug 2005	1,124.000	45.500	1,078.500	
Thursday	01 Sep 2005	1,123.000	53.000	1,070.000	
Friday	02 Sep 2005	1,123.000	68.000	1,055.000	
Tuesday	06 Sep 2005	1,122.000	64.000	1,058.000	
Wednesday	07 Sep 2005	1,121.000	61.500	1,059.500	
Thursday	08 Sep 2005	1,113.000	71.500	1,041.500	
Friday	09 Sep 2005	1,113.000	58.500	1,054.500	
Monday	12 Sep 2005	1,113.000	91.500	1,021.500	
Tuesday	13 Sep 2005	1,110.000	85.000	1,025.000	
Wednesday	14 Sep 2005	1,109.000	80.500	1,028.500	
Thursday	15 Sep 2005	1,109.000	64.000	1,045.000	
Friday	16 Sep 2005	1,110.000	86.000	1,024.000	
Monday	19 Sep 2005	1,109.000	92.000	1,017.000	

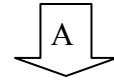
The Daily Enrollment Statistics shows the following information:

- Day of the week
- Date
- Number of students enrolled
- Number of students absent
- Number of student who attended for specified date
- Totals for the number of students enrolled, absent, and who attended school for the specified date range of the report.

# USING THE ATTENDANCE SYSTEM

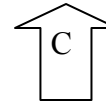
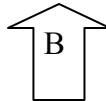
## WVA.532 Attendance Participation Percentage and Adjusted ADA for Accountability

This program is a modification of ATT.530, Attendance Register. The report may be run at anytime during the school year and may be run at the school level or the county level. Like ATT.530 multiple reports are generated.



### School Accountability Attendance Summary

Register Description	School Days	Membership Days	Attendance Days	ADM	ADA	Membership 8/26/05	Membership 6/01/06	Cou
C09 F 9TH GRADE FEMALES	178	2160.000	1859.000	12.135	10.444	.000	9.000	
C09 M 9TH GRADE MALES	178	6267.000	5355.000	35.208	30.084	.000	41.000	
Attendance Rate: 85.60600	Register Total	8427.000	7214.000	47.343	40.528	.000	50.000	1
C10 F 10TH GRADE FEMALES	178	2356.000	2166.000	13.236	12.169	.000	14.000	
C10 M 10TH GRADE MALES	178	3546.000	3162.000	19.921	17.764	.000	25.000	
Attendance Rate: 90.27400	Register Total	5902.000	5328.000	33.157	29.933	.000	39.000	
C11 F 11TH GRADE FEMALES	178	1751.000	1719.000	9.837	9.657	.000	8.000	
C11 M 11TH GRADE MALES	178	3204.000	2829.000	18.000	15.893	.000	22.000	
Attendance Rate: 91.78600	Register Total	4955.000	4548.000	27.837	25.551	.000	30.000	
C12 F 12TH GRADE FEMALES	178	4052.000	4006.000	22.764	22.506	.000	22.000	
C12 M 12TH GRADE MALES	178	3906.000	3696.000	21.944	20.764	.000	22.000	
Attendance Rate: 96.78300	Register Total	7958.000	7702.000	44.708	43.270	.000	44.000	
Attendance Rate: 91.00700	School Total	27242.000	24792.000	153.045	139.281	.000	163.000	3



Additional information not on the ATT.530:

- Title includes the word ACCOUNTABILITY
- Participation Percentage, by register and school
- Attendance Days (Per Absence Reason definition field “Non-deduct for Accountability”)

### Accountability Attendance Register

Student Name / Number	School	Age	Sex	Birthdate	Class	Date	Load	Membership-Days Add	Total	Description	Absence-Days Add	Total	Code	Comment
WR [redacted]	703	29	M	5/17/76	13	29 Aug	1	1.000	1.000	PROMOTION	.000	.000	E8	ENROLLED
390 [redacted]						01 Jun	1	177.000	178.000	END REPORT	.000	.000		ENROLLED
YEA [redacted]	703	28	M	1/30/77	13	29 Aug	1	1.000	1.000	PROMOTION	.000	.000	E8	ENROLLED
390 [redacted]						01 Jun	1	177.000	178.000	END REPORT	.000	.000		ENROLLED
YOU [redacted]	703	51	M	1/31/54	13	29 Aug	1	1.000	1.000	PROMOTION	.000	.000	E8	ENROLLED
390 [redacted]						01 Jun	1	177.000	178.000	END REPORT	.000	.000		ENROLLED
Attendance Rate: 100.0000	ADULT PREP M	Sub-total M						33820.000	190.000	ADM	.000	.000		190.000 ADA
Attendance Rate: 100.0000		Register Total						146316.000	822.000	ADM	.000	.000		822.000 ADA
Attendance Rate: 100.0000		School Total						146316.000	822.000	ADM	.000	.000		822.000 ADA
Attendance Rate: 96.7690		Excluding PK						146316.000			.000	.000		
		District Total						5225996.600	29359.531	ADM	172270.500			28391.720 ADA
		Excluding PK						5156972.000			166630.000			

Additional information on the Accountability Register:

- Title includes the word ACCOUNTABILITY
- Participation Percentage, by register, school and district
- Attendance Days (Per Absence Reason definition field “Non-deduct for Accountability”)

If the absence reason code is defined as “Non-deduct for Accountability = Y” then nothing prints or is included in the total under Absence-Days.