

ATTENDANCE MATTERS



SEPTEMBER 2017



ISI Mini Melt Series

#attendancematters

T: *@illuminateed* IG: *@illuminateedinc*

Session 3: Attendance Reports & Workflows



illuminativeducation.com

Archived webinars posted: <https://goo.gl/9X6i6F>

Topic	Date & Time
Attendance Setup & Configurations	09/14 @ 1:30pm
Attendance Letters & Parent Impact	09/21 @ 1:30pm
Attendance Reports (Prebuilt & Custom)	09/28 @ 1:30pm



Annie Stefano, Rebecca Coleman, Kaylin Bailey

Today's Agenda

Getting Engaged in Workflows &
Reports

- Goals & Norms
- Attendance Awareness Month
- Homework 1 & 2 Review
- Parent Impact
- Daily
- Weekly
- Monthly
- Implementation and Training Opportunities
- Session 3 Homework
- Resources
- Survey!



ISI Mini Melt Webinar Series Goals & Norms

- Provide virtual training opportunities in order to gain an increased depth of knowledge around Illuminates many features
- Define best practices and requirements of specific Illuminate tools and features
- Establish a platform of users for specific tools and features for future feedback, sharing of best practices, and future development insight
- *Session 3* To review and experience various attendance reports in support of decreasing attendance challenges and gaps
- *Session 3* Promote and strengthen attendance practices and procedures within your District/LEA
- To build a foundation of awareness and compliance of attendance

Attendance Awareness Month

The Story of an Attendance Coordinator

[Article from *Remind Me*, highlighting the role of Attendance Coordinators and their everyday duties](#)



That sounds like it goes much deeper than the job description of an attendance coordinator.

Oh, I do everything. Whatever's necessary. When a kid is absent, there's a reason for their absence. Sometimes it's just a cold, but where we work, it usually has to do with social and emotional issues. Some of our kids are homeless. Some of our kids don't have parents. They don't have a person in their life to say, "Hey, this is how you do things."

I'm not a teacher, so I don't have these children for long periods of time. But whatever little time I do have with them, I hope I reach them. The kids come in here all the time, and it's "Ms. Dominguez, I need a pregnancy test. Ms. Dominguez, I'm hungry. Ms. Dominguez, can you talk to my mom or my dad? They don't listen to me."

When it's something beyond what I can do, I call in reinforcements—our social worker, our psychologist, or my assistant principal. But the majority of the time, I do my best to counsel the students and point them in the right direction. When you're a kid, sometimes everything feels like it's the end: This is it, there's no more. I try to calm them down and open their minds to another outlook.

I know there's no such thing as a typical day, but describe what a day might look like for you.

When I come in, I'll run attendance reports for the previous day and reach out to the teachers and deans. Then, I'll go downstairs at about 7:15 to greet the students as they swipe in and get any pertinent notes. It'll be 8:00 when I come back up, and I'll start sending out phone blasts or calling the families whose students aren't in yet. I do a lot of paperwork—emails, reports, preparing. It's part of how we execute and improve on our plan for attendance.

The kids know I'm in my office by then, and they'll start coming in for various things. It might be as simple as needing a Band-Aid, but most of the time they're coming in to call Mom or Dad or whomever because they can't use their cell phones during the day. We'll have other people come in as well—parents, probation officers, people from outside agencies who want to see the children, since we have a few students who are wards of the state. No two days are the same, but there's a lot of traffic and a lot of customer service. A lot of listening, a lot of taking care of things. Then comes the paperwork.



Homework Review

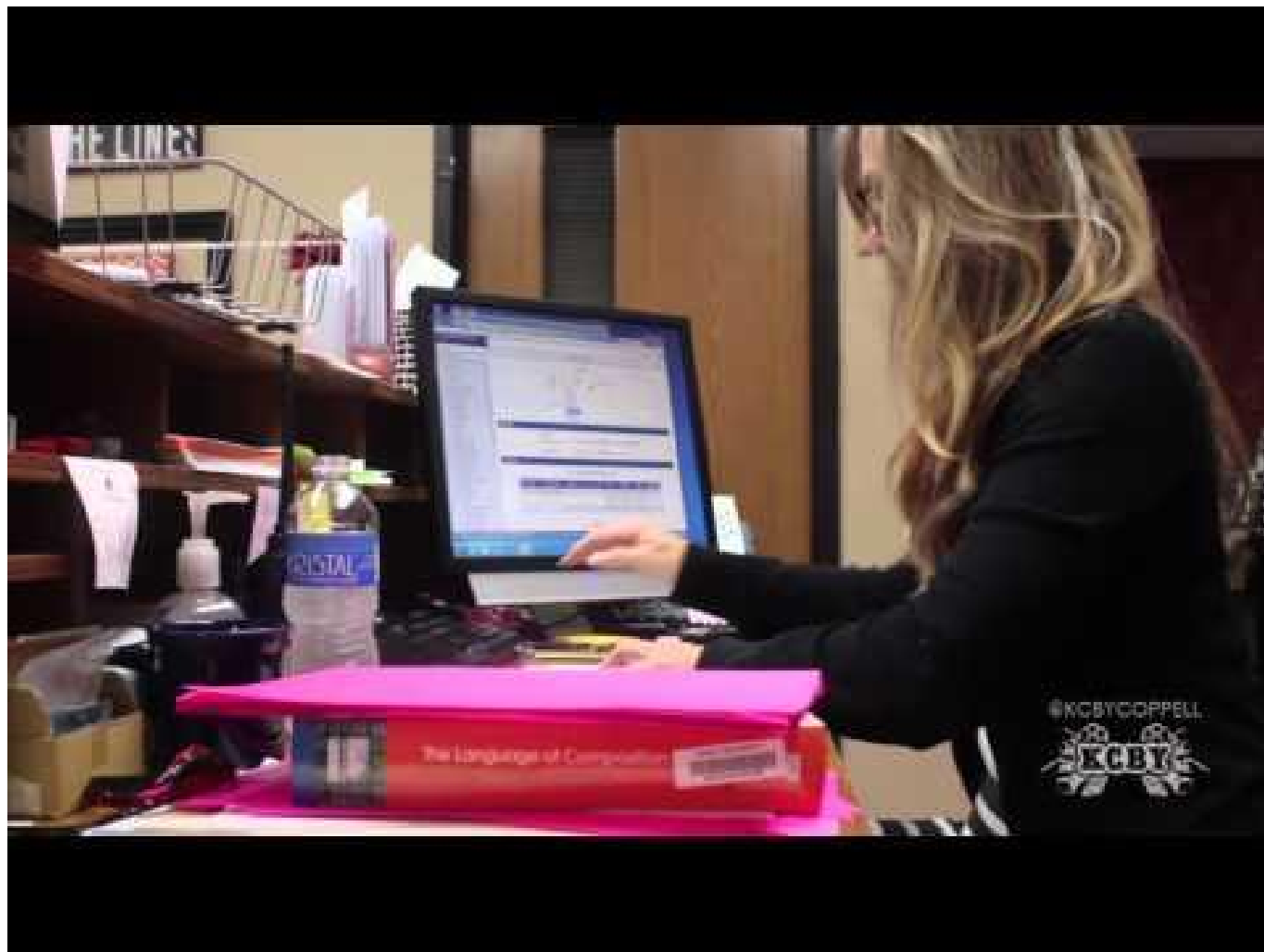
Session 1 & 2

Homework

Who did their homework?

- [Share your Attendance Letters!](#)
- [Share your Attendance Manual!](#)

Parent Impact



Report Overview

ADA Checker

Attendance	Scheduling	SpecEd	Language	Health	Grades	GradeBook	Behavior	Reports	C
TAKE ATTENDANCE			Entry Date Exceptions			FORMS			
By Class Roster			Missing Attendance			Attendance Letters			
By Class Roster (monthly)			Multiple Student Summary			Monthly/Weekly Verification Forms			
By Seating Chart			Perfect Attendance						
By Student			Search Records			ADMINISTRATION			
By Student Group			Seventy Five Percent Report			Student Program Overrides			
Edit Seating Charts			Present Student Aggregation Report			Programs			
Mass Attendance Updates			Student Summary			Program Sets			
			Student Summary Weekly			Manage Hall Pass Templates			
			Ten/Thirty Date Report						
			Top Truancy Offenders						
			Electronic Verification Log						
REPORTS			ADA 3.0 REPORTS						
Absence Reconciliation			ADA Checker						
Class Roster PDF			Cumulative Attendance						
CSR Summary			Daily ADA						
Class Size Reduction			Hourly ADA - Week Summary						
Class Size Compliance			Hourly ADA - Backfill						
Class Summary			Single Period Attendance						
Cumulative Attendance (PDF)									
Daily Absences / Tardies									
Lunch Counts									

ADA Checker

ADA 3.0 REPORTS

ADA Checker

Cumulative Attendance

- Use Daily, Weekly, and Monthly (Basically all the time)
- Technically runs 4 reports at once
- Help Document:
<https://goo.gl/gbtwLf>

"The goal of the ADA Checker is to streamline month end attendance balancing procedures and minimize clicks"

Checker Completed Oct 17, 2016, 1:42 pm

- ✗ No attendance is missing
- ✓ All attendance has been reconciled
- ✗ All students are receiving ADA
- ✗ All entry date exceptions have been verified
- ✓ Cumulative Attendance matches ADA

NOTES:

- Run ADA Checker as often as possible "All the time"
- Absence Reconciliation - Must be done on a daily basis for Calpads
- "All Students are Receiving ADA" mostly drives from scheduling challenges or conflicts. 5% of the time it is due to a timeblock occurrence setup (i.e. student is not counting towards enough minutes)

Checker Completed Oct 17, 2016, 1:42 pm

- ✗ No attendance is missing
- ✓ All attendance has been reconciled
- ✗ All students are receiving ADA
- ✗ All entry date exceptions have been verified
- ✓ Cumulative Attendance matches ADA

Count Summary

ADA Begin	Enroll Begin	Diff	ADA End	Enroll End	Diff	ADA Sched	Enroll Days	Diff Students	Diff Records
136	138	-2	136	138	-2	2720	2760	2	40

Attendance Missing from 2016-09-19 - 2016-10-14

Displaying 1 to 50 of 260 students



Search

Date	Section ID	Teacher ID	Teacher Name	Period	Class	Room #
2016-09-19	42398	536	Coleman, Rebecca	Homeroom	1 Elem	
2016-09-19	42399	535	Albracht, Jill	Homeroom	2 Elem	
2016-09-19	42401	537	Hsu, Kenny	Homeroom	3 Elem, 4 Elem	
2016-09-19	42402	539	Bakas, Kendall	Homeroom	4 Elem, 5 Elem	
2016-09-19	42403	542	Badella, Tony	Homeroom	5 Elem, 6 Elem	
2016-09-19	42404	541	Teacher2, MUSD	Homeroom	4 Elem, K-6 Elem Combo, K-6 Elem Combo	
2016-09-19	42405	543	Vazquez, Melissa	Homeroom	K Elem	
2016-09-19	42407	545	Thompson, Rufus	PE-K	Elem PE	PE



Students not receiving ADA

Displaying 1 to 2 of 2



More...

Search

Student ID	Student Name	Count of Days Missing ADA	Grade	Primary Enrolled Site
550010594	Artemio Gracia	20	6	Grandin Elementary - IM SBAC
550020488	Consuelo Vivaldo	20	K	Grandin Elementary - IM SBAC

Show 50

← Previous

1

Next →

Entry Date Exceptions for Grandin Elementary - IM SBAC, 2017

Displaying 1 to 50 of 110



More...

Search

ID	Student Name	Grade	Entry Date	First Present	Leave Date	Last Present
550010506	Capelouto, Izaak	6th Grade	07-01-2016	08-16-2016		08-17-2016
550012113	Keough, Filiga	6th Grade	07-01-2016	08-16-2016		08-17-2016
550012439	Fraser, Myrna	5th Grade	07-01-2016	08-16-2016		08-17-2016
550012772	Aftab, Narcisso	6th Grade	07-01-2016	08-17-2016		08-17-2016
550012801	Brucales, Melia	6th Grade	07-01-2016	08-16-2016		08-17-2016
550012812	Guadalupe, Kimly	6th Grade	07-01-2016	08-16-2016		08-17-2016
550012885	Macdougall, Monica	6th Grade	07-01-2016	08-16-2016		08-17-2016



NOTES: Entry Date Exceptions are not in the seat or marked present, may be true but has to do with scheduled data is first present date. Cumulative vs. ADA compares all numbers to ADA, checks and balances.

Cumulative Vs. ADA

Item	Cumulative	Ada	Check
Absent Total	0	0	✓
Apportioned	2720	2720	✓
Present Not Apportioned	0	0	✓
Absent Excused	0	0	✓
Absent Unexcused	0	0	✓
Max Apportionment	2720	2720	✓
Begin	136	136	✓
End	136	136	✓

*If this particular report or section fails and you are running it at the district level, try to run at the site level.
Reporting Periods need to match between the district and sites.*

Daily

Date Range 10/17/2016 to 10/17/2016

Periods * Select All / None

- ☒ Homeroom
- ☒ PE-K
- ☒ PE-1
- ☒ PE-2
- ☒ PE-3
- ☒ PE-4
- ☒ PE-5

Submit

Displaying 1 to 10 of 10

More...

Date	Section ID	Teacher ID	Teacher Name	Period	Class
10-17-2016	44364	553	Adato, Mark	Homeroom	6 Elem
10-17-2016	44370	1546	Cariss, Tim	Homeroom	K-6 Elem C
10-17-2016	44361	529	Hetzendorfer, Vanessa	Homeroom	K Elem
10-17-2016	44378	1398	Kalis, Jennifer	Homeroom	1 Elem, 2 E
10-17-2016	44359	551	Morefield, Sue	Homeroom	1 Elem

Missing Attendance

- Filter by date, defaulted to today
- Choose Timeblocks to display
- A list of Teachers appears
- Alert teachers to update attendance
- Help Doc [<https://goo.gl/SwFHGn>]

"Discover which staff/classes have not submitted attendance for a particular day by school."

NOTES:

- Run after every period or timeblocks for most efficiency
- Follows the timeblocks as they present themselves (the list grows)
- To clear teachers, use Take Attendance by Class Roster
- No internal alert yet.



Mass Attendance Updates

Attendance

Scheduling

Spec

TAKE ATTENDANCE

By Class Roster

By Class Roster (monthly)

By Seating Chart

By Student

By Student Group

Edit Seating Charts

Mass Attendance Updates

Mass Attendance Updates

Find Students > Reconcile Absences

Save

Fill Down

Displaying 1 to 7 of 7

Search

Date	ID	Last Name	First Name	Grade Level	Flag	Comment	Period	Course	Teacher Name	Contact	
☒	2016-08-22	550017607	Liswi	Dahlia	6th Grade	AU		Homeroom	6 Elem (K6160)	(464) Star, Ben	Shin, Milenna (123) 456-7890
☒	2016-08-11	550020249	Busser	Kealani	6th Grade	AU		Homeroom	6 Elem (K6160)	(464) Star, Ben	Curiel, Thy Thi (123) 456-7890
☐	2016-08-10	550016624	Sulsona	Alaidria	4th Grade	A		Homeroom	4 Elem (K6140)	(1357) Parker, Jacquie	Barnes, Betsua (123) 456-7890
☒	2016-08-01	550010708	Iversen	Zachary	6th Grade	AU		Homeroom	6 Elem (K6160)	(464) Star, Ben	Gandara, Sarah Se (123) 456-7890
☐	2016-08-01	560067720	La Vinh	Jareth	3rd Grade	A		Homeroom	3 Elem (K6130)	(460) Dorjee, Shiela	Mcneill, Janella (123) 456-7890
☐	2016-08-01	550017607	Liswi	Dahlia	6th Grade	A		Homeroom	6 Elem (K6160)	(464) Star, Ben	Shin, Milenna (123) 456-7890
☒	2016-08-01	560070878	Looman	Jannevince	2nd Grade	AU		Homeroom	2 Elem (K6120)	(481) Mauershan, Topher	Pettit, Garr (123) 456-7890

Show 100

Save

Previous 1 Next

- Filter by date or attendance period
 - Choose Timeblock(s)
 - Specify an order of the report
 - Can use *Search* to locate key information quickly
 - Option to Show Reconciled Absences
 - Can also use **Mass Attendance Update Tool**
- [Help Doc](#)
[\[https://goo.gl/6Ukl8Q\]](https://goo.gl/6Ukl8Q)

☐ Date

10/17/2016
 

☒ Period

#2 (09-19-2016 - 10-14-2016)
 

Timeblocks

Homeroom
 PE-K
 PE-1
 PE-2
 PE-3
 PE-4
 PE-5
 PE-6

Order By

Date
 

Search

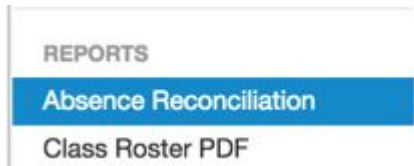
Show Reconciled Absences

☐ Yes
 ☒ No

Load

NOTES:

Recommended to use by date as opposed to period (since its daily), don't show reconciled absences, so you can focus on what needs to be reconciled - not what was. Green plus sign provides the ability to record information. Reconciliation should occur within 3 days of the absence.



Absence Reconciliation

- Filter by date or attendance period
- Choose Timeblock(s)
- Specify an order of the report
- Can use *Search* to locate key information quickly
- Option to Show Reconciled Absences
- Can also use **Mass Attendance Update Tool**
- [Help Doc](#)
[<https://goo.gl/6Ukl8Q>]

Absences Reconciliation											
Student ID	Student Name	Gender	Grade Level	Period	Timeblock	Teacher	Reason	Status	Primary Phone	Call logs	
  560070342	Agor, Theresa Nhi	F	3rd Grade	09-26-2016	All Day	Stefano, Annie	A	unreconciled	(123) 456-7890 		
  550019202	Giardino, Anayelli	M	3rd Grade	09-26-2016	All Day	Stefano, Annie	A	unreconciled	(123) 456-7890 		
  550018220	Ungcad, Misti	M	3rd Grade	09-26-2016	All Day	Stefano, Annie	A	unreconciled	(123) 456-7890 		

Weekly

FORMS

Attendance Letters

Monthly/Weekly Verification Forms

Weekly Verification Form

Teacher Name: Stefano, Annie
School: Maslow Elementary - Im2 Sbac
Course: (k6130) 3 Elem
Section: 44360
Room: 104
Period: Homeroom
From: 10-17-2016
Students: 17 male, 12 female

Attendance Flags		
**	Non-Student Day/Holiday	+ Present
--	Student Not Enrolled	T Tardy
A	Absent, Unverified	

I hereby certify that, to the best of my knowledge, the below attendance information is correct.

Teacher Signature

Date

Online
Verification
Available!

Lunch Counts	10/17	10/18	10/19	10/20	10/21	10/24	10/25	10/26
Teacher								
Student								

Student Name	ID	GL	10/17	10/18	10/19	10/20	10/21	10/24	10/25	10/26
Agor, Theresa Nhi	560070342	3								
Belisle, Tariq	560069976	3								
Berchtold, Katina	550020156	3								
Chie, Dzuyan	560068494	3								
Connelly, Irving	560068164	3								
Deaton, America	550018518	3								

Weekly Verification

- Select Weekly or Monthly range
- Options to include a verification form and single period attendance forms
- Filter by Teachers, Grade Level, or Periods
- Choose a Week or Date Range
- Options to show and include lunch counts, student ID, and/or Grade Level
- Printing Friday morning/Monday morning, expected to returned
- Stored for 7 years
- Online verification process available. Charters, much easier. NO MORE PAPER!?
- Great also for subs if necessary, or Teachers who like such a style of report.
- Only works when attendance is able, or following the calendar for Normal/In-Session days.

Illuminate School District - Attendance Period #1 (07-01-2016 to 09-16-2016)

Daily ADA

- Filter by Attendance Period or Custom Date Range
- Select schools(s) (Required)
- Option to filter by Student Race or funding categories other than regular and special education
- Option to show grade level, subtotals and funding category subtotals
- Run on a weekly/monthly basis. This is the report also used for P1, P2 report.
- How many refreshes can I get? 2 a day.
- NPS and has a Charter (who reports separately) would be when to select Yes to include all selected sites or not
- Show Column Descriptions, say yes to learn what the report means.
- Setup issues with the Calendar and Timeblocks will manifest here on the ADA checker- too many gains and losses usually indicative of this.

		Carry In	First Day Entry	Begin	Gain	Loss	End	Last Day Exit	Carry Out	N/E	Abs.	Exc.	Unex.	Other Non Apport.	Apport.	Sched.	ADA	% ADA
		0	45	45	0	0	45	0	45	0	0	0	0	0	2520	2520	45.000	100.000%
		0	146	146	0	21	125	0	125	1029	5	4	1	0	7142	7147	127.536	99.930%
		0	158	158	1	0	159	0	159	22	18	12	6	0	8864	8882	158.286	99.797%
3	56	0	134	134	1	0	135	0	135	24	10	3	7	0	7526	7536	134.393	99.867%
4	56	0	129	129	0	0	129	0	129	0	33	17	16	0	7191	7224	128.411	99.543%
5	56	0	145	145	0	0	145	0	145	0	15	11	4	0	8105	8120	144.732	99.815%
6	56	0	91	91	1												90.768	98.718%
7	56	0	0	0	2												1.714	96.970%
9	56	0	0	0	203												130.232	99.795%
10	56	0	0	0	207												132.911	99.893%
11	56	0	0	0	167												107.143	99.867%

First Day Entries - Regular Education - Grade 1

ID	Name	Entry Date
560069678	Alani, Daria	07-01-2016
560068716	Alaniz, Kelisha	07-01-2016
560069559	Amicay, Devondre	07-01-2016
560071153	Ankrom, Janev	07-01-2016
560070498	Antunez, Juan De	07-01-2016
560070504	Arcila, Ronica	07-01-2016
560069575	Auyeung, Am	07-01-2016
560069996	Bandfield, Minhthu Teresa	07-01-2016
		07-01-2016

ADA 3.0 REPORTS

ADA Checker

Cumulative Attendance

Daily ADA

Monthly

Illuminate School District - Attendance Period #1 (07-01-2016 to 09-16-2016)

Daily ADA

ADA 3.0 REPORTS

ADA Checker

Cumulative Attendance

Daily ADA

- Filter by Attendance Period or Custom Date Range
- Select schools(s) (Required)
- Option to filter by Student Race or funding categories other than regular and special education
- Option to show grade level, subtotals and funding category subtotals
- Conduct this weekly, should avoid this report monthly, or just use it as a quick "I'm ok!" moment.

Carry In	First Day Entry	Begin	Gain	Loss	End	Last Day Exit	Carry Out	N/E	Abs.	Exc.	Unex.	Other Non Apport.	Apport.	Sched.	ADA	% ADA
0	45	45	0	0	45	0	45	0	0	0	0	0	2520	2520	45.000	100.000%
0	146	146	0	21	125	0	125	1029	5	4	1	0	7142	7147	127.536	99.930%
0	158	158	1	0	159	0	159	22	18	12	6	0	8864	8882	158.286	99.797%
0	134	134	1	0	135	0	135	24	10	3	7	0	7526	7536	134.393	99.867%
0	129	129	0	0	129	0	129	0	33	17	16	0	7191	7224	128.411	99.543%
0	145	145	0	0	145	0	145	0	15	11	4	0	8105	8120	144.732	99.815%
0	91	91	1												90.768	98.718%
0	0	0	2												1.714	96.970%
0	0	0	203												130.232	99.795%
0	0	0	207												132.911	99.893%
0	0	0	167												107.143	99.867%

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ID	Name	Entry Date
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560070498	Antunez, Juan De	07-01-2016
560070504	Arcila, Ronica	07-01-2016
560069575	Auyeung, Am	07-01-2016
560069996	Bandfield, Minhthu Teresa	07-01-2016
560070094	Barden, Janne	07-01-2016

Close

Students Attendance Scheduling SpecEd Language Health Grades GradeBook Behavior Reports Counselor

GENERAL

Search 2.0

Advanced Search

Student List

Bus Information

Comments

Counselor Logs

Language Details

Picture Upload

Programs

Retentions/Promotions

Schedule

Schedule 2.0

Walk-In Scheduler

HEALTH

Health Profile

Auditing

Health Alert Report

Health Search

Mass Screenings

Mass Blue card download

Enrollment by Day

Enrollment by 10-Day P

Enrollment by Ethnicity

Enrollment by Teacher

Entries and Exits

Gains and Losses

Household List

Gains and Losses

- Not found in Attendance but Students > Gains and Losses
- Select School, Attendance Reporting Period, and by Primary, Non-Primary or All Enrollment
- [Help Doc \[https://goo.gl/FypBl1\]](https://goo.gl/FypBl1)
- Gains and losses in enrollment. ADA Checker if all green, then this ADA number will match in Enrolled correctly. Helps to explain students dropping off.

Report of Gains and Losses Academy #10 (03-31-2014 - 04-17-2014)

Date	Student ID	Last Name	First Name	Gender	Grade	Entry Date	Leave Date	Action	Running Count	Male	Female	Other
		Starting Enrollment								223	243	0
03-31-2014	78535			F	2	03-31-2014	06-05-2014	GAIN	467			
		End of Day Enrollment								223	244	0
04-01-2014	99905			M	K	08-20-2013	04-01-2014	LOSS	496			
		End of Day Enrollment								222	244	0
04-02-2014	355552			M	6	10-18-2012	04-02-2014	LOSS	495			
	99905			M	K	04-02-2014	04-14-2014	GAIN	496			
		End of Day Enrollment								222	244	0
04-03-2014	250000			M	2	08-20-2012	04-03-2014	LOSS	495			
	355552			M	6	04-03-2014	04-11-2014	GAIN	496			
		End of Day Enrollment								222	244	0
04-04-2014	250000			M	2	04-04-2014	05-05-2014	GAIN	497			
	360824			M	4	08-07-2013	04-04-2014	LOSS	496			
	74005			M	2	03-18-2014	04-04-2014	LOSS	495			
	97027			M	1	08-20-2012	04-04-2014	LOSS	494			
	99903			F	2	02-19-2013	04-04-2014	LOSS	493			

"The report will run based on the criteria selected. It will list enrollment totals alongside students who entered or exited each day in an attendance reporting period."

Cumulative Attendance

ADA 3.0 REPORTS

ADA Checker

Cumulative Attendance

Daily ADA

- Filter by School, Attendance Period, Funding Categories
- View in browser or Text
- Download formats ONLY

[Help Doc](#)

[\[https://goo.gl/kKfkh4\]](https://goo.gl/kKfkh4)

"...provides a view of students' daily attendance marks and present/absent counts over a selected time period"

Regular Education / Kindergarten

#560071217	Period	Start	End	MTWTF	MTWTF	MTWTF	MTWTF	APP	ONA	ABS	EX	UX	SCH	PE	TR	SU
Arostico, Narbelito	1	07/01	09/16	Att. period too long				56	0	0	0	0	56	0	0	0
Kindergarten	2	09/19	10/14	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
	3	10/17	11/11	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
Whyte, Leylany	4	11/14	12/09	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
123 Fake Str	5	12/12	01/06	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
Beverly Hills, CA 90210	6	01/09	02/03	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
(123) 456-7890	7	02/06	03/03	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
	8	03/06	03/31	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
	9	04/03	04/28	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
	10	05/01	05/26	++++	++++	++++	++++	20	0	0	0	0	20	0	0	0
	11	05/29	06/08	++++	++++			9	0	0	0	0	9	0	0	0
	Totals							245	0	0	0	0	245	0	0	0

Attendance Flag Legend

- (+) Present
- (3) Independent Study Incomplete
- (4) Tardy Excused
- (A) Absent, Unverified
- (E) Absence Excused
- (F) Independent Study Complete
- (K) Early Release - Over 30 minutes
- (N) School Closed
- (S) Suspended
- (T) Tardy
- (U) Absence Unexcused
- (V) Activity / Field Trip
- (X) Not Enrolled
- (Y) Truant

Column Legend

- APP Apportionment: the sum of all apportionment across the date range
- ONA Other Non-apportionment: the sum of all non-apportioned present records across the date range
- ABS Absences: the sum of all absent (excused and unexcused) records across the date range
- EX Excused absences: the sum of all excused absent records across the date range
- UX Unexcused absences: the sum of all unexcused absent records across the date range
- SCH Scheduled: the highest potential apportionment for the date range (the sum of the number of students enrolled on each day in the date range)
- PE Permissive: the sum of all permissive records across the date range
- TR Truancy: the sum of all truancy records across the date range
- SU Suspension: the sum of all suspension records across the date range



Implementation Training and Considerations

Setting Up Protocols and Procedures



- Do you have a district attendance manual?
 - Check out [CASBO's Attendance Manual](#)!
 - We've got a template, something to *start* with at least: [Sample](#) to Edit and Refine for Attendance (and/or all things ISI)
 - [Illuminate Technical Attendance Manual](#) [<https://goo.gl/UGyGIV>]
- What is a day like for your Attendance Clerks?
 - Let us come and hangout with your team. We can see their procedures in action and see which Illuminate solutions fit into *your* best practices. Or it may reveal an opportunity to improve current practices and make them even *better*!
- Monthly or Bi Annual User Group Meetings
 - Virtual works too!
- Invite Illuminate to help!
 - Need some additional training? Reach out! We are here to help.

Homework

Homework

Establish Workflows and
Procedures

- Complete all Homework
- Upon receiving post-mailer, please answer our quick survey!
- [Share your Attendance Letters!](#)
- [Share your Attendance Manual!](#)
- Book a follow up with your IM on your attendance needs

Resources

How Do I Get Help?

- [CA Attendance Technical Manual](#)
- [Changing ADA Funding Categories](#)
- [Attendance Setup Checklist](#)
- [ASES Setup](#)
- [Vote for Attendance Comments to be available in Reports!](#)
- [Chronic Absenteeism and Why It Matters](#)
- [Attendance Letters Help Manual](#)
- [Daily Workflows and Procedures](#)
- [Weekly Workflows and Procedures](#)
- [Monthly Workflows and Procedures](#)



Need training by Illuminate or Jeri Wenger?

Contact your Implementation Manager directly, or
help@illuminateed.com

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Thank you

ATTENDANCE MATTERS



SEPTEMBER 2017



ISI Mini Melt Series

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<https://vimeopro.com/illuminateed/archived-webinars-2017>