Attendance Tracking and Notification User Guide

PowerSchool
Student Information System

PowerSchool

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Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click Help on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

Attendance Tracking and Notification can be used in combination with the basic PowerSchool attendance setup. The additional setup elements allow for tracking of truant attendance using a combination of thresholds and triggers. Each time a student meets or exceeds a specific threshold, a notification record is created in the PowerSchool database. The notification records can be used to print attendance letters for students with truant attendance.

For example, you may set up your school to track unexcused absences. Using basic PowerSchool attendance, you can report the total number of unexcused absences for a student for particular period of time. Using attendance tracking, you can report when the student reaches a defined number of unexcused absences (thresholds) for multiple instances (triggers). In this example, you may track the first time the student reaches five unexcused absences, as well as the second time (ten absences) and third time (fifteen absences).

Remote Attendance

All calculations for Attendance Tracking and Notification will consider attendance for classes taken at a remote school. Rules regarding remote attendance:

- Both schools must record attendance in either Meeting-Period-To-Day (MPTD) or Meeting-Time-To-Day (MTTD).
- Both schools must be set up to use ATN.
- All calculations are based on the attendance settings defined at the students 'home' school regardless of the settings defined at the remote school.

For example, school A is the student's 'home' school, and is ATN is configured to use Meeting – Period to Day (MPTD). All calculations for this student would be based on the attendance conversion set up for Period attendance at School A.

State Reporting

For state-specific information, see PowerSchool's recommended state-specific setup of Attendance Tracking and Notification settings available on [PowerSource](#) in your state reporting setup guide. If there is no state-specific setup specified in your state reporting setup guide, there is no state-specific setup considerations need to be taken into account.

Basic Attendance Setup

Attendance Tracking and Notification requires that PowerSchool attendance is set up to accurately calculate attendance and membership.

The attendance setup elements that directly affect Attendance Tracking and Notification are:

- Attendance code categories
- Attendance codes

Attendance Code Categories

Attendance code categories are used to identify types of attendance. The attendance codes associated to a particular category must either be absent codes or present codes. For example, you must set up an attendance code category to track unexcused absences, and all of the codes assigned to the category must be absent codes. The default Unexcused category set up in PowerSchool is designed to track unexcused absences and can be used for attendance tracking and notification. Alternatively, if you want to track unexcused absences separately for different reports, then you must set up two unexcused absence categories, one for attendance tracking and notification and one for other purposes.

If you want to track unexcused tardies in attendance tracking and notification, you must set up an unexcused tardy attendance code category. Note that tardies are considered present, thus all codes assigned to the Tardy attendance code category must be present codes. In order to track both unexcused tardies and unexcused absences, you must have a separate attendance code category for each.

Once attendance code categories are set up, these code categories must be associated to the appropriate attendance codes and attendance tracking category, in order to properly track attendance.

For information about associating attendance code categories with attendance tracking categories, see *Unexcused Tracking Categories* or *Illness Tracking Categories*.

For more information about attendance code categories, see *Attendance Code Categories* or the *Attendance User Guide* available on PowerSource.

Attendance Codes

Attendance codes are used to assign an attendance to a student for a particular day, section meeting, or interval. For example, you may set up attendance codes such as Unexcused Absence (UE) and Illness Absence (IL).

Once attendance codes are set up, these codes must be associated with the appropriate attendance code category. If you track both unexcused tardies and unexcused absences, you must assign one category or the other to an attendance code, but not both. If an attendance code is considered both an unexcused absence (absent) and an unexcused tardy (present), then two attendance tracking records are created from one attendance code assigned to the student.

Note: For most attendance reports, attendance status is determined by the presence status (Present or Absent) of the attendance code. For attendance tracking and notification reports, however, the presence status is ignored. Instead, the student's status is determined by the unique settings used for attendance tracking.

For more information about attendance codes, see *Attendance Codes* or the *Attendance User Guide* available on PowerSource.

Summary

- Attendance codes must be set up.
- Attendance codes must be associated with the appropriate attendance code category.
- Attendance code categories must be set up to identify types of attendance.
- Separate attendance code categories must be set up for unexcused tardies and unexcused absences.
- Attendance code categories must be associated with attendance tracking categories.

Attendance Tracking District Setup

Once you have set up basic attendance, you can then define the following attendance tracking and notification settings for your district:

- Attendance Tracking Methods
- Unexcused Tracking Levels
- Illness Tracking Levels

The Percent attendance tracking method must be set up for the district. Additional attendance tracking methods are optional. Unexcused and illness levels are also optional.

Attendance Tracking Methods

The Percent attendance tracking method must be set up with a threshold in order to properly track attendance, even if only tardies are tracked. Attendance tracking methods are used to track unexcused attendance. There are no tracking methods for illness. Illness by default uses the Year method seen in the table below.

Once the Percent tracking method is set up, additional tracking methods can be set up to be used in conjunction with Percent.

The following tracking methods are available:

Tracking Method	Description
Percent (Required)	The percentage of the day the student can miss due to unexcused absence attendance.
	The Percent method is calculated as 'greater than' the value set for the threshold. For example, if you enter 50 for the threshold, the student must be absent more than 50% of the school day in order to be reported.
	For example, for a four period day, the student would need to miss more than two periods due to unexcused absence.
Tardy Day	The number of periods the student can be assigned an unexcused tardy.
	The Tardy Day method is calculated as greater than or equal to the threshold. For example, if you enter one for the threshold, the

	student must be counted as unexcused tardy for one or more periods in order to be reported.
Consecutive	The number of consecutive days the student can miss due to unexcused absence in a year.
	The Consecutive method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is 99 and the Consecutive threshold is three, then the student must miss more than 99% of three consecutive school days during the school year to be reported.
Semester	The number of days the student can miss due to unexcused absence per semester.
	The Semester method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is set to 50 and the Semester threshold is set to four, then the student must miss more than 50% of four school days during the semester in order to be reported.
Year	The number of days the student can miss due to unexcused absence per school year.
	The Year method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is set to 75 and the Year threshold is set to seven, then the student must miss more than 75% of seven school days during the school year in order to be reported.
	Note: The year method is not available as an option when creating levels, and is used for reporting purposes only. The Percent method calculates using the year by default, so use of the Percent method alone can be used for reporting on a year basis.

Period/Intervals	The number of periods or intervals a student can miss in a day due to an unexcused attendance. In order for this method to function as expected, the Meeting attendance mode must be selected as the "Default attendance page" via **Start Page > School Setup > [Attendance] Preferences**. The Meeting attendance mode must also be selected for the student's Full Time Equivalency (FTE) via **Start Page > School Setup > Full-Time Equivalencies**. FTEs are assigned to students via **Start Page > Student Search > Transfer Info > Edit Enrollment**.
	Note: This method cannot be configured to track attendance in a specific period or section. Once the student is identified as meeting the threshold for any period in the day, the method does not count additional periods.
Trimester	The number of days the student can miss due to unexcused absence per Trimester.
	The Trimester method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is set to 50 and the Trimester threshold is set to four, then the student must miss more than 50% of four school days during the Trimester to be reported.
Quarter	The number of days the student can miss due to unexcused absence per Quarter.
	The Quarter method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is set to 50 and the Quarter threshold is set to four, then the student must miss more than 50% of four school days during the Quarter to be reported.
Calendar Month	The number of days the student can miss due to unexcused absence per Calendar Month.

	This method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is set to 50 and the Calendar Month threshold is set to four, then the student must miss more than 50% of four school days during the Calendar Month in order to be reported.
Calendar Week	The number of days the student can miss due to unexcused absence per Calendar Week.
	This method is calculated as greater than or equal to the value entered for the threshold, and is combined with the Percent method.
	For example, if the Percent threshold is set to 50 and the Calendar Week threshold is set to four, then the student must miss more than 50% of four school days during the Calendar Week in order to be reported.

How to Add an Attendance Tracking Method

Use this procedure to add an attendance tracking method.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Tracking Methods**. The Attendance Tracking Methods page appears.
4. Click **New.** The New Attendance Tracking Method page appears.
5. Use the following table to enter information in the fields:

Field	Description
Name	Choose one of the following attendance tracking methods from the pop-up menu: • **Percent** • **Tardy Day**

	• **Consecutive** • **Semester** • **Year** • **Period** • **Trimester** • **Quarter** • **Calendar Month** • **Calendar Week** **Note:** Each tracking method can only be set up once. If a tracking method has already been set up, it does not appear in the list. The Percent tracking method must be set up for all districts using attendance tracking.
Threshold	Enter the threshold for the attendance tracking method. **Note:** The threshold cannot be zero or blank.
Minimum Period/Interval Length (in Minutes)	Enter the minimum minutes required for a class period. The student must be marked unexcused for at period that is at least the minimum number of minutes in length to be reported for this tracking level. The length of a period is determined by the minutes in the bell schedule. **Note:** This field is only available for the Period/Interval tracking method.

6. Click **Submit**. The Attendance Tracking Methods page displays the new attendance tracking method.

How to Edit an Attendance Tracking Method

Use this procedure to edit an attendance tracking method.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Tracking Methods**. The Attendance Tracking Methods page appears.
4. Click the name of the attendance tracking method you want to edit. The Edit Attendance Tracking Method page appears.

5. Edit the information as needed. For field descriptions, see *How to Add an Attendance Tracking Method*.
6. Click **Submit**. The Attendance Tracking Methods page displays the edited attendance tracking method.

How to Delete an Attendance Tracking Method

Use this procedure to delete an attendance tracking method that may have been created in error or that is no longer in use.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Tracking Methods**. The Attendance Tracking Methods page appears.
4. Click the name of the attendance tracking method you want to delete. The Edit Attendance Tracking Method page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Attendance Tracking Methods page displays without the deleted attendance tracking method.

Unexcused Tracking Levels

Unexcused tracking levels are used to expand on the attendance tracking methods and thresholds. Tracking levels are optional.

For example, if you set up the tracking method Percent with a threshold of 50% and Semester with a threshold of five, you can track when a student is absent more than 50% of five school days during the semester.

Using tracking levels, you can report when the student reaches a defined number of unexcused absences (thresholds) for multiple instances (triggers). For example, you may want to track the first time the student reaches five unexcused absences, as well as the second time (ten absences) and third time (fifteen absences).

Each time a student reaches a threshold, a notification record is created in the database. Multiple records may exist per day if the student reaches a threshold for more than one attendance tracking level. These records can be used to print attendance letters for students who meet or exceed attendance thresholds.

Note: If a tracking level is changed, the notification records in the database are not automatically updated. If the district must change a tier because of new requirements, it is

recommended to create a new tracking level. Optionally, the District may choose to clear all records for the level. For more information, see *How To Edit an Unexcused Tracking Level*.

Example 1: Tardy Day

Based on the table below, notification records are created in the database when the student achieves four, eight, and/or twelve unexcused tardies during the school year. The Tardy Day tracking method uses the school year timeframe by default.

Tracking Method	Threshold	Trigger	Notification
Tardy Day	4 Unexcused Tardies	1	4
		2	8
		3	12

Example 2: Semester

In this example, we have set up the Percent tracking method with 99% as the threshold, so a student must miss more than 99% of the day to be considered absent.

Based on the table below, for a tracking level using the Semester tracking method, notification records are created in the database when the student misses more than 99% of three, six, and/or nine school days during the semester.

Tracking Method	Threshold	Trigger	Notification
Semester	3 Unexcused Absences	1	3
		2	6
		3	9

Example 3: Consecutive

In this example, we have set up the Percent tracking method with 50% as the threshold, so the student must miss more than 50% of the day to be considered absent. The Consecutive tracking method uses the school year timeframe by default.

Based on the table below, for a tracking level using the tracking method Consecutive, notification records are created in the database when the student misses more than 50% of four, six, eight, and/or ten consecutive school days during the school year.

Tracking Method	Threshold	Trigger	Notification
Consecutive	2 Unexcused Absences	2	4
		3	6
		4	8
		5	10

How to Add an Unexcused Tracking Level

Use this procedure to add an unexcused tracking level.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Unexcused Levels**. The Unexcused Tracking Levels page appears.
4. Click **New.** The New Unexcused Tracking Level page appears.
5. Use the following table to enter information in the fields:

Field	Description
Level Name	Enter a name for the level. **Note:** Each level name must be unique and cannot exceed 30 characters.

Tracking Method	Choose a tracking method from the pop-up menu.
	Note: The Year tracking method is not available. Tardy and Consecutive use the year time period by default.
Tracking Method	Choose a second tracking method from the pop-up menu.
	Note: You can only choose a second tracking method for Percent, Period, or Tardy Day. In other words, Percent. Period and Tardy Day are the only tracking methods that can be set up together in combination. All of the other tracking methods must be set up separately.
Tracking Method	Choose a third tracking method from the pop-up menu.
	Note: You can only choose a third tracking method for Percent, Period, or Tardy Day. In other words, Percent. Period and Tardy Day are the only tracking methods that can be set up together in combination. All of the other tracking methods must be set up separately.
Triggers	Do one of the following: • Click the **Plus (+)** button to add a new trigger. You may set up as many triggers as needed. • Click the **Minus (-)** button to remove the most recently added trigger, such as the trigger at the bottom of the list.
Trigger 1	Enter at least one trigger for this level.
	The trigger is a multiplier of the threshold. For example, if you have a Semester tracking method with a user-defined threshold of three and you set up a trigger of two, a notification record is created when the student reaches six unexcused absences (two multiplied by three).

6. Click **Submit**. The Unexcused Tracking Levels page displays the new tracking level.

How to Edit an Unexcused Tracking Level

Use this procedure to edit an unexcused tracking level.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Unexcused Levels**. The Unexcused Tracking Levels page appears.
4. Click the name of the tracking level you want to edit. The Edit Unexcused Tracking Level page appears.
5. Use the following table to enter information in the fields:

Field	Description
Level Name	Enter a name for the level. **Note:** Each level name must be unique and cannot exceed 30 characters.
Tracking Method	Choose a tracking method from the pop-up menu. **Note:** The Year tracking method is not available. Tardy and Consecutive use the year time period by default.
Tracking Method	Choose a second tracking method from the pop-up menu. **Note:** You can only choose a second tracking method for Percent, Period, or Tardy Day. In other words, Percent. Period and Tardy Day are the only tracking methods that can be set up together as an and/or combination. All of the other tracking methods must be set up separately.
Tracking Method	Choose a third tracking method from the pop-up menu. **Note:** You can only choose a third tracking method for Percent, Period, or Tardy Day. In other words, Percent. Period and Tardy Day are the only tracking methods that can be set up together as an and/or combination. All of the other tracking methods must be set up separately.

Triggers	Do one of the following: • Click the **Plus (+)** button to add a new trigger. You may set up as many triggers as needed. • Click the **Minus (-)** button to remove the most recently added trigger, such as the trigger at the bottom of the list.
Trigger 1	Enter at least one trigger for this level. The trigger is a multiplier of the threshold. For example, if you have a Semester tracking method with a user-defined threshold of three and you set up a trigger of two, a notification record is created when the student reaches six unexcused absences (two multiplied by three).
Clear all existing records for this level	Select the checkbox to clear all existing records for this level. A dialog box appears warning that the records will be archived and no longer reportable. Click **OK** if you are sure you want to continue. The page is available to edit after clicking **OK**. When you are finished entering values on the page and click **Submit**, all records for this level are archived and can no longer be accessed without contacting PowerSchool Technical Support or using ODBC. Only records for the appropriate timeframe are archived. For example, if records span the school year, then only records for the current school year are archived. If records span one semester, then only records for the current semester are archived. **Note:** This option is useful if the triggers for this level were set up incorrectly, causing students to receive attendance letters when they should not.
Records Cleared Status	A message appears indicating the status of records cleared for this level.

6. Click **Submit**. The Unexcused Tracking Levels page displays the edited tracking level.

How to Delete an Unexcused Tracking Level

Use this procedure to delete an unexcused tracking level that may have been created in error or that is no longer in use.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Unexcused Levels**. The Unexcused Tracking Levels page appears.
4. Click the name of the unexcused tracking level you want to delete. The Edit Unexcused Tracking Level page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Unexcused Tracking Levels page displays without the deleted tracking level.

Illness Tracking Levels

Illness tracking levels can be used to report when a student reaches a defined number of illness absences (thresholds) for multiple instances (triggers). For example, you may want to track the first time a student reaches five illness absences, as well as the second time (ten absences) and third time (fifteen absences).

By default, illness levels use a Percent tracking method with a threshold of 99 and a timeframe of one full school year.

Each time a student reaches a threshold, a notification record is created in the database. Multiple records may exist per day if the student reaches a threshold for more than one attendance tracking level. These records can be used in reports to identify students who have reached illness attendance thresholds.

Note: If a tracking level is changed, the records in the database are not automatically updated. If the district must change a level because of new requirements, it is recommended to create a new tracking level.

Example: Illness Absences

By default, illness levels use a Percent tracking method with a threshold of 99 and a timeframe of one full school year.

Based on the table below, a notification record is created in the database when the student misses more than 99% of three, six, and/or nine school days during the school year. A total of four records are created, one detail record for each instance, plus a summary record.

Threshold	Trigger	Notification
3 Illness Absences	1	3
	2	6
	3	9

How to Add an Illness Tracking Level

Use this procedure to add an illness tracking level.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Illness Levels**. The Illness Tracking Levels page appears.
4. Click **New.** The New Illness Tracking Level page appears.
5. Use the following table to enter information in the fields:

Field	Description
Level Name	Enter a name for the tracking level. **Note:** Each level name must be unique and cannot exceed 30 characters.
Triggers	Do one of the following: • Click the **Plus (+)** button to add a new trigger. • Click the **Minus (-)** button to remove the most recently added trigger, such as the trigger at the bottom of the list.
Trigger 1	Enter a trigger for this level. The trigger is a multiplier of the threshold. For example, if the Year tracking method is set up with a threshold of three and you

	set up a trigger of two, a notification record is created when the student reaches six illness absences (two multiplied by three).

6. Click **Submit**. The Illness Tracking Levels page displays the new illness tracking level.

How to Edit an Illness Tracking Level

Use this procedure to edit an illness tracking level.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Illness Levels**. The Illness Tracking Levels page appears.
4. Click the name of the level you want to edit. The Edit Illness Tracking Level page appears.
5. Use the following table to enter information in the fields:

Field	Description
Level Name	Enter a name for the tracking level. **Note:** Each level name must be unique and cannot exceed 30 characters.
Triggers	Do one of the following: • Click the **Plus (+)** button to add a new trigger. • Click the **Minus (-)** button to remove the most recently added trigger, such as the trigger at the bottom of the list.
Trigger 1	Enter a trigger for this level. The trigger is a multiplier of the threshold. For example, if the Year tracking method is set up with a threshold of three and you set up a trigger of two, a notification record is created when the student reaches six illness absences (two multiplied by three).

Clear all existing records for this level	Select the checkbox to clear all existing records for this level. A dialog box appears warning that the records will be archived and no longer reportable. Click **OK** if you are sure you want to continue. The page is available to edit after clicking **OK**. When you are finished entering values on the page and click **Submit**, all records for this level are archived and can no longer be accessed without contacting PowerSchool Technical Support or using ODBC.
	Only records for the appropriate timeframe are archived. For example, if records span the school year, then only records for the current school year are archived. If records span one semester, then only records for the current semester are archived.
	Note: This option is useful if the triggers for this level were set up incorrectly, causing students to receive attendance letters when they should not.
Records Cleared Status	A message appears indicating the status of records cleared for this level.

6. Click **Submit**. The Illness Tracking Levels page displays the edited illness tracking level.

How to Delete an Illness Tracking Level

Use this procedure to delete an illness tracking level that may have been created in error or that is no longer in use.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Illness Levels**. The Illness Tracking Levels page appears.
4. Click the name of the illness tracking level you want to delete. The Edit Illness Tracking Level page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Illness Tracking Levels page displays without the deleted illness tracking level.

Calculation Year

The calculation year determines the school year associated with Attendance Tracking and Notification. This setting affects reporting, since attendance reporting is year specific.

In order to change the calculation year, the appropriate term must be set up at both the district and the school via **Years & Terms**. For example, to change the calculation year to 2012-2013, the 2012-2013 school year term must be set up at the district office and at each appropriate school. For more information, see *Years and Terms*.

The Update Calculation Year utility provides the ability to change the calculation year for all schools or an individual school. In order for a school to appear in the available list of schools to update, an attendance tracking mode must be defined for the school. For more information, see *Attendance Tracking Modes*.

How to Update the Calculation Year for All Schools

Use this procedure to update the calculation year for all schools that use Attendance Tracking and Notification. The correct term must be selected at the top of the page in order to change the calculation year for all schools.

1. On the start page, choose **Term** at the top of the page. The Change Term page appears.
2. Choose the appropriate term from the **Change to** pop-up menu. The start page appears.
3. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
4. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
5. Click **Update Calculation Year**. The Update Calculation Year page appears. A message at the bottom of the screen displays the value that will be set, based on the term selected at the top of the page. Verify this value before submitting the page. EX: On submit, year will be set to: 2010-2011
6. Click **Submit**. A validation message appears to verify that the Calculation Year will be updated for all schools listed on the page.

   Note: If the selected term is not set up for one or more schools in the list, a validation message appears indicating that the term does not exist for that school. If a term is missing, switch to the school, set up the term via **Years & Terms**, and then return to the district to proceed with updating the calculation year.

7. Click **OK**. The Update Calculation Year page appears with the updated year value for each school.

How to Update the Calculation Year for an Individual School

Use this procedure to update the calculation year for an individual school. An attendance tracking mode must be defined for the school in order for it to appear on the page.

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Update Calculation Year**. The Update Calculation Year page appears.
4. Click the name of the appropriate school. The Edit Calculation Year for (school name) page appears.
5. Choose the appropriate term from the **Select Year** pop-up menu.

   Note: The terms displayed are set up for the individual school. If a term is missing, switch to the school, set up the term via **Years & Terms**, and then return to the district to proceed with updating the calculation year.

6. Click **Submit**. The Update Calculation Year page appears with the update year listed for the school.

Attendance Tracking School Setup

Once you have set up attendance tracking and notification settings for your district, you can then define the following attendance tracking and notification settings for each of your schools:

- Attendance Tracking Mode
- Unexcused Tracking Categories (Absent and Tardy)
- Illness Tracking Categories (Absent only)

One attendance tracking mode is required per school. You may set up as many attendance tracking categories as needed for the school.

Attendance Tracking Modes

Only one attendance tracking mode may be defined at a time. The same attendance tracking mode is used by both unexcused and illness attendance tracking categories.

How to Add an Attendance Tracking Mode

Use this procedure to add an attendance tracking mode.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Attendance Mode Setup**. The Attendance Mode page appears.
4. Click **New**. The New Attendance Tracking Mode page appears.

    Note: Only one attendance tracking mode can be set up per school.

5. Choose the attendance mode value from the **Attendance Mode Value** pop-up menu:
    - **(MPTD) Meeting Period To Day**
    - **(MTTD) Meeting Time To Day**
    - **(DCTD) Daily Code To Day**
    - **(DTTD) Daily Time To Day**
    - **(ITVL) Interval**
6. Click **Submit**. The Attendance Tracking Mode page displays the new attendance tracking mode.

How to Edit an Attendance Tracking Mode

Use this procedure to edit an attendance tracking mode.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Attendance Mode Setup**. The Attendance Mode page appears.
4. Click the attendance mode you want to edit. The Edit Attendance Tracking Mode page appears.

   Note: Only one attendance tracking mode can be set up per school.

5. Edit the information as needed. For field descriptions, see *How to Add an Attendance Tracking Mode*.

How to Delete an Attendance Tracking Mode

Use this procedure to delete an attendance tracking mode that may have been created in error or that is no longer in use.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Attendance Mode Setup**. The Attendance Mode page appears.
4. Click the attendance tracking mode you want to delete. The Edit Attendance Tracking Mode page appears.
5. Click **Delete** to remove the attendance tracking mode. The Attendance Tracking Mode page displays without the deleted attendance tracking mode.

Unexcused Tracking Categories

Once an attendance tracking mode is defined, you may define as many attendance tracking categories as needed.

The following unexcused tracking categories can be set up for each school:

- Unexcused absence tracking category
- Unexcused tardy tracking category

Each unexcused tracking category must be associated with the appropriate attendance code category. You must set up attendance code categories before proceeding. For more information, see *Basic Attendance Setup*.

When a student is assigned unexcused attendance, a detail record is created in the database with the record type A (absent) or T (tardy), as well as a summary record with record type TA (absent) or TT (tardy). There may be multiple detail records per day if the school uses meeting attendance.

How to Add an Unexcused Tracking Category

Use this procedure to add an unexcused tracking category.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Unexcused Tracking Setup**. The Unexcused Tracking Categories page appears.
4. Click **New.** The New Unexcused Tracking Category page appears.

   Note: If all of the attendance code categories for your school have been associated with an unexcused tracking category, the **New** button is no longer available. You must edit or delete an existing record in order to create a new record.

5. Use the following table to enter information in the fields:

Field	Description
Tracking Category	The tracking category displays Unexcused. **Note:** This field is read-only.
Attendance Category	Choose the attendance code category used to track unexcused absences or tardies from the pop-up menu. Attendance code categories can only be used once, so the pop-up menu displays all attendance code categories set up for your school, except for those already associated with an unexcused tracking category. Note that if you track both tardies and

	unexcused absences, you must have separate attendance code categories for each. **Note:** You must set up attendance code categories prior to configuring this parameter. For more information, see *Basic Attendance Setup*.
Status	Select one of the following options: • **Absent** – Indicates that this unexcused tracking category is used to track absences. • **Tardy** – Indicates that this unexcused tracking category is used to track tardies.

6. Click **Submit**. The Unexcused Tracking Category page displays the new unexcused tracking category. You may want to create a second attendance tracking category, either to track absences or tardies, depending on how you set up the first category.

How to Edit an Unexcused Tracking Category

Use this procedure to edit an unexcused tracking category.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Unexcused Tracking Setup**. The Unexcused Tracking Categories page appears.
4. Click the name of the unexcused tracking category you want to edit. The Edit Unexcused Tracking Category page appears.
5. Edit the information as needed. For field descriptions, see *How to Add an Unexcused Tracking Category*.
6. Click **Submit**. The Unexcused Tracking Category page displays the edited unexcused tracking category.

How to Delete an Unexcused Tracking Category

Use this procedure to delete an unexcused tracking category that may have been created in error or that is no longer in use.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Unexcused Tracking Setup**. The Unexcused Tracking Categories page appears.
4. Click the name of the unexcused tracking category you want to delete. The Edit Unexcused Tracking Category page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Unexcused Tracking Categories page appears without the deleted unexcused tracking category.

Illness Tracking Categories

Multiple illness tracking categories can be set up for each school to track illness absences. Each illness tracking category must be associated with the appropriate attendance code category. You must set up attendance code categories before proceeding. For more information, see *Basic Attendance Setup*.

When a student is assigned illness attendance, a detail record is created in the database with the record type I, as well as a summary record with record type TI. There may be multiple detail records per day if the school uses meeting attendance.

How to Add an Illness Tracking Category

Use this procedure to add an illness tracking category.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Illness Tracking Setup**. The Illness Tracking Categories page appears.
4. Click **New.** The New Illness Tracking Category page appears.

   Note: If all of the attendance code categories have been associated with an illness tracking category, the **New** button is no longer available. You must edit or delete an existing record in order to create a new record.

5. Use the following table to enter information in the fields:

Field	Description
Tracking Category	The tracking category displays Illness. **Note:** This field is read-only.
Attendance Category	Choose the attendance code category used to track illness absences from the pop-up menu. Attendance code categories can only be used once, so the pop-up menu displays all attendance code categories set up for your school, except for those already associated with an illness tracking category. **Note:** You must set up attendance code categories prior to configuring this parameter. For more information, see *Basic Attendance Setup*.

6. Click **Submit**. The Illness tracking category page displays the new illness tracking category.

How to Edit an Illness Tracking Category

Use this procedure to edit an illness tracking category.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Illness Tracking Setup**. The Illness Tracking Categories page appears.
4. Click the name of the illness tracking category you want to edit. The Edit Illness Tracking Category page appears.
5. Edit the information as needed. For field descriptions, see *How to Add an Illness Tracking Category*.
6. Click **Submit**. The Illness Tracking Category page displays the edited illness tracking category.

How to Delete an Illness Tracking Category

Use this procedure to delete an illness tracking category that may have been created in error or that is no longer in use.

1. On the start page, choose **School** under Setup in the main menu. The School Setup page appears.
2. Under Attendance, click **Attendance Tracking and Notification**. The Attendance Tracking and Notification page appears.
3. Click **Illness Tracking Setup**. The Illness Tracking Category page appears.
4. Click the name of the illness tracking category you want to delete. The Edit Illness Tracking Category page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Illness Tracking Category page appears without the deleted illness tracking category.

Attendance Tracking Reports

There are three Attendance Tracking and Notification reports, which must be run in the following order:

1. Refresh Attendance Tracking Data – used to update attendance tracking and notification records in the PowerSchool database.
2. Truancy and Attendance Letters (View Only & Extract) – used to view dates that students received truant attendance. The Extract version of this report can be used to print attendance letters for parents and/or guardians.
3. Truancy and Attendance – Levels Reached – used to view dates that attendance letters were sent to a student's parent, as well as dates that student truant attendance was cleared (excused).

Refresh Attendance Tracking Data Report

The Refresh Attendance Tracking Data report creates Attendance Tracking records for students with truant attendance. The purpose of the report is to identify attendance that requires administrative or parental attention, such as excessive unexcused absences, unexcused tardies, or illness absences. Once this information is calculated and stored in the PowerSchool database, it can be used when printing attendance letters.

Note: It is recommended to complete the Refresh Premier Attendance Views Data process before running this report. To access this function, navigate to **Start Page > Special Functions** under Functions in the main menu **> Attendance Functions > Refresh Premier Attendance Views Data**.

The Refresh Attendance Tracking Data report performs the following processes:

1. **Detail Record:** The report creates one detail record for each truant attendance instance. There may be multiple detail records per student per day if the school uses Meeting attendance. The detail record types are:
   - **A** (absent)
   - **T** (tardy)
   - **I** (illness)
2. **Summary Record:** The report creates one summary record for the student for the day, if the student has a detail record for that day. The summary record types are:
   - **TA** (absent)
   - **TT** (tardy)
   - **TI** (total illness)

3. **Notification Record:** The report creates a notification record for the student if he/she has enough truant attendance records to require parent notification, such as if the student's records meet or exceed an attendance tracking threshold (set up at the District).

For example, you may track unexcused absences. At the school level, you set up an attendance code category named Unexcused Absence (UA), and you choose Meeting-Period-to-Day (MPTD) as the attendance mode used for attendance tracking and notification.

With this setup, the report creates a detail record for each attendance record associated with the UA attendance code category. Next, the report creates a summary record for each day where the student has a detail record. Finally, the report creates a notification record if the student's detail records meet or exceed an attendance tracking threshold, based on the MPTD attendance mode.

Note: This process must be completed prior to reports that require attendance tracking and notification data, including Truancy and Attendance Letters.

How to Run the Refresh Attendance Tracking Data Report

This report must be run at the district level.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Refresh Attendance Tracking Data**. The Refresh Attendance Tracking Data Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Processing Options	Choose a time to run the report from the pop-up menu: • **In Background Now** (Recommended) – Execute the report immediately in the background. • **ASAP** – Execute the report in the order it is received in the Report Queue. • **At Night** – Execute the report during the next evening. • **On Weekend** – Execute the report during the next weekend.

	• **On Specific Time** – Execute the report on the date and time specified.
Specific Date/Time	Enter a date using the format mm/dd/yyyy or mm-dd-yyyy in order to run the report on a specific day. The incorrect format displays an alert and the date field is submitted as a blank entry.
	Use the pop-up menus to schedule the report to be run at a specific hour and minute.
	For example, 7/29/2008 @ 10:05 AM.

4. Click **Submit**. The Report Queue page appears.
5. When the report completes, click **View**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Click **View** to view the report results. A dialog window appears.
7. Do one of the following:
   - Save the file to your hard drive and then open the file using a text editor application, such as TextEdit or NotePad.
   - Save the file to your hard drive and then open the file using your web browser.
   - Open the file in your web browser.

Note: A blank result file indicates data issues in the PowerSchool database, such as duplicate attendance records or duplicate FTEs. Investigate possible data issues before proceeding with attendance tracking and notification reports.

8. Use the following table to review the report results:

Data Element	Description
WARNING: Attendance Mode not defined for the following	This warning may display if one or more schools is missing a value for the attendance tracking mode. Attendance tracking and notification data is only processed for schools with an attendance tracking mode. For more information, see *Attendance Tracking Modes*.

Schools Loaded	**Note:** A school must have an attendance tracking mode selected in order to be included in the report. For each school reported, the following data is displayed:
School	The name of the school.
Year	The Calculation Year associated with this school. For example: • Year: 19 = 2009-2010 School Year • Year: 20 = 2010-2011 School Year • Year: 21 = 2011-2012 School Year
Mode	The attendance tracking mode associated with this school. Valid values include: • (MPTD) Meeting: Period To Day • (MTTD) Meeting: Time To Day • (DCTD) Daily: Code To Day • (DTTD) Daily: Time To Day • (ITVL) Interval
Calculation Year (Year ID) for Levels	The Calculation Year that will be used. This value is based on the term selected at the top of the page when the Refresh Attendance Tracking Data report was initiated.

Truancy and Attendance Letters Report (View Only and Extract)

Use the *View Only* version of this report to review the dates that students received truant attendance that requires parental notification – the date that attendance met or exceeded the threshold of an attendance tracking level.

Use the *Extract* version of the report to record the date that the parent was notified (the date the report completes, usually the current date). This date represents the date that the attendance letter was printed and sent to the students' parents or guardians. Setting the "date extracted" cannot be reversed, so it is recommended to verify data using the *View Only* version before running the *Extract* version.

The *View Only* version of this report produces the first output below. The *Extract* version of this report produces both of the following two outputs:

- A list of students who meet or exceed a specified threshold for an attendance tracking level. This output includes the ability to immediately access a student in the list by clicking the student's name.
- An attendance letter to be printed via a ReportWorks report.

  Note: ReportWorks must be set up prior to accessing reports. For more information, see the *ReportWorks Setup and Administration Guide* on [PowerSource](#).

The first time you run the extract for each attendance tracking level and trigger, all records are returned that meet the level and trigger. Subsequently, records are only returned if they met level and trigger since the last time the extract was run.

Note: You must run the *[Refresh Attendance Tracking Data](#)* report before the Truancy and Attendance Letters report.

How to Run the Truancy and Attendance Letters Report

Both the *View Only* and *Extract* versions of this report must be run at the school level.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Truancy and Attendance Letters (Extract/View)**. The Truancy and Attendance Letters (Extract/View) Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Grades (leave blank for all)	Select the checkbox for the appropriate grade levels. The page displays the grade levels associated with this school.
Data to be Filled	Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Set All** from the pop-up menu. To clear all checkboxes, choose **Reset All**.
Extraction Type	Choose Unexcused or Illness from the pop-up menu.
Level Name	Choose the appropriate attendance tracking level from the pop-up menu.

Trigger	Choose the trigger you would like to report from the pop-up menu.
Minimum Age to Extract	Enter the minimum age of students to include in the report.

4. Click **Submit**. The Report Queue page appears.
5. When the report completes, click **View**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Use the following table to review the report results:

Data Element	Description
Student	The student's full name. Click the student's name to access that student. **Note:** The report includes both active and inactive (transferred out) students in the current school.
Student Number	The student's locally assigned student number.
Qualified School	The school in which the attendance occurred. **Note:** If the line is highlighted with yellow, this indicates that the student is no longer enrolled in the school in which attendance occurred. Thus, the Current School is different than the Qualified School.
Current School	The school in which the student is currently enrolled.
Date Reached	The date the student's attendance met or exceeded an attendance tracking threshold.
Semester	If the Semester tracking method is used, then the report indicates whether the attendance occurred in the 1st or 2nd semester.

	Note: This designation is based on the ID of the term in the database. In order to have the correct ID, you must create your Years & Terms in the correct order, such as year, semester 1, semester 2.
Grade	The student's grade level.
DOB	The student's date of birth.
Phone	The student's home phone number.
Absent Dates	The date of each unexcused absence record associated with the tracking level and trigger selected at report runtime.
Tardy Dates	The date of each unexcused tardy record associated with the tracking level and trigger selected at report runtime.

7. Do one of the following:
   - **Set as current selection** (*View Only* version): Click the button to work with the selection of the students. The Group Functions page appears.
   - **ReportWorks** (*Extract* version): Click **ReportWorks** to access the list of ReportWorks reports for your school. Choose the appropriate Attendance Letters report.

     Note: The Attendance Letters template must be published in ReportWorks before it will be available as a report. The PowerSchool installation includes one Attendance Letters template for the district. If different attendance letters are required for schools on the server, it is recommend to publish the template with a different name for each school. For more information, see the *ReportWorks Setup and Administration Guide* on PowerSource.

Truancy and Attendance – Levels Reached Report

Use the Truancy and Attendance – Levels Reached report to view one or more of the following groups of students:

- Students whose parents have been notified of their truant attendance, with the date the parent were notified.
- Students whose attendance has been cleared; such as the student is no longer considered truant, with the date the attendance was cleared.
- Students whose parents haven't been notified and for whom attendance has not been cleared.

Note: You must run the _Refresh Attendance Tracking Data_ and _Truancy and Attendance Letters (Extract)_ reports before the Truancy and Attendance – Levels Reached report.

How to Run the Truancy and Attendance – Levels Reached Report

This report must be run at the school level.

1. On the start page, choose **System Reports** under Reports in the main menu. The Reports page appears.
2. On the System tab, click **Truancy and Attendance – Levels Reached**. The Truancy and Attendance – Levels Reached Report page appears.
3. Use the following table to enter information in the fields:

Field	Description
Data to be Filled	Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Set All** from the pop-up menu. To clear all checkboxes, choose **Reset All**.
Extraction Type – leave blank for all	Choose Unexcused or Illness from the pop-up menu.
Filter by Level Name – leave blank for all	Choose the appropriate attendance tracking level from the pop-up menu.
Filter by Trigger – leave blank for all	Choose the trigger you would like to report from the pop-up menu.
Students Extracted	Select the checkbox to view a list of students who were extracted in the _Truancy and Attendance Letters (Extract)_ report, with the date extracted.

Students Cleared	Select the checkbox to view a list of students whose attendance records were cleared (no longer qualify for tracking or notification) in the *Refresh Attendance Tracking Data* report, with the date cleared.
Students Not Extracted (and not Cleared)	Select the checkbox to view a list of students who were not extracted and whose attendance records were not cleared.

4. Click **Submit**. The Report Queue page appears.
5. When the report completes, click **View**. The report results display based on the parameters you selected. Depending on your specifications, this could take several minutes.
6. Use the following table to review the report results:

Data Element	Description
Student	The student's full name. **Note:** The report includes both active and inactive (transferred out) students in the current school.
Student Number	The student's locally assigned student number.
Grade	The student's grade level.
Level Name	The name of the attendance tracking level.
Trigger	The trigger associated with the attendance tracking level.
Date Reached	The date the student received truant attendance.
Date Extracted	The date the student's truant attendance was extracted in the *Truancy and Attendance Letters (Extract)* report.

Date Cleared	The date the student's previous truant attendance was cleared using the *Refresh Attendance Tracking Data* report.