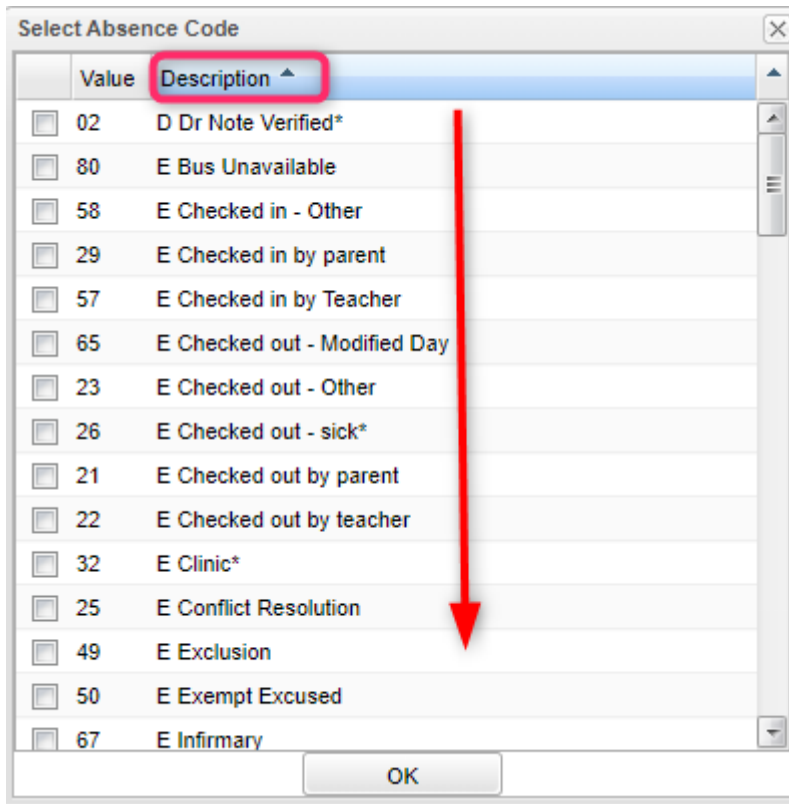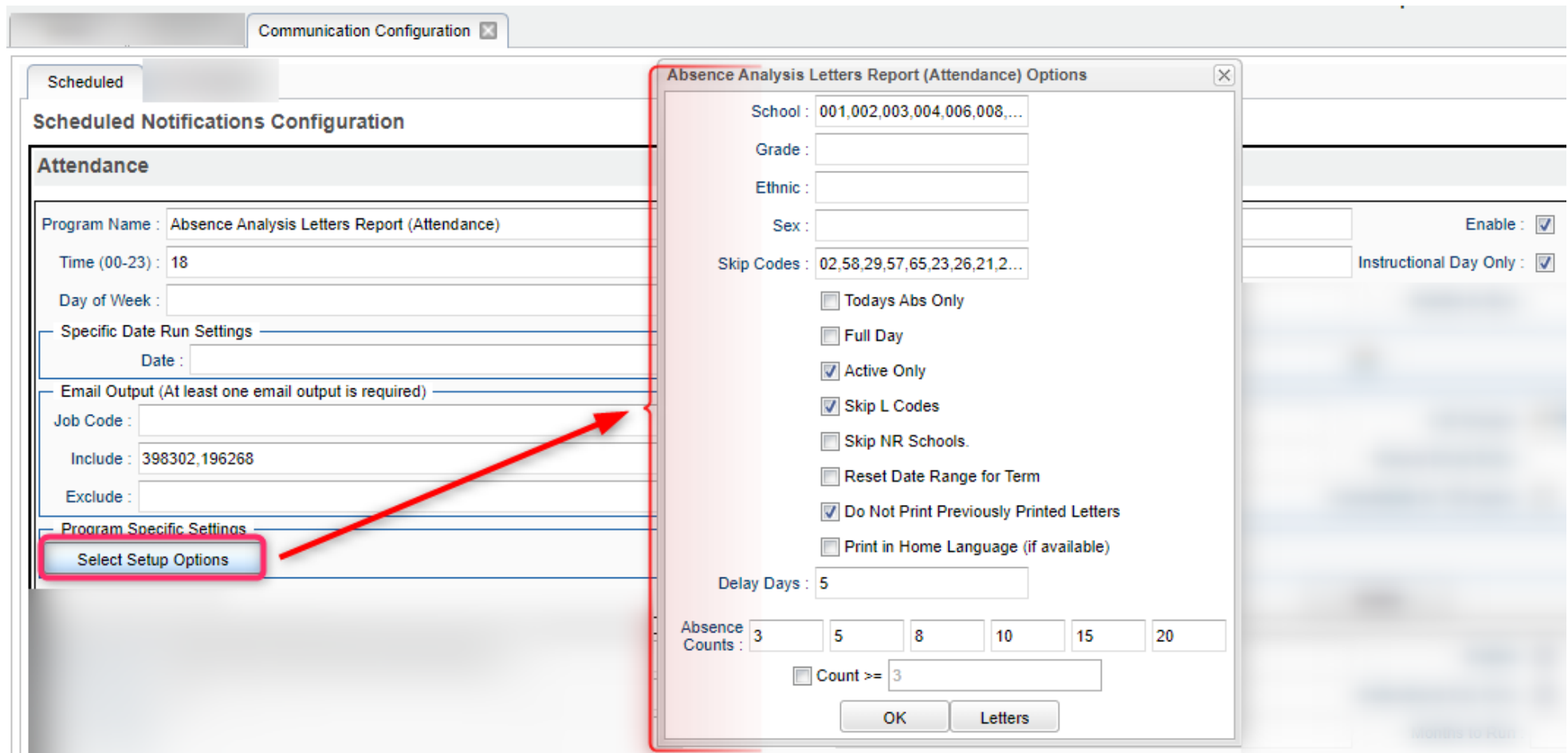# 2024 LACWAP Conference

## JCampus Reminders and Tips

1. Review attendance, discipline incident, discipline action codes with your JCampus Coordinator.
   a. Sort the listing of codes on "**Description**" and determine if it would help your department if some codes were hidden.



   b. The District Coordinator can go to **System > Lists > Code List** to obtain listings.
      i. Attendance Codes: select "stuabsencecodes"
      ii. Discipline Incident Codes: select "incident_code"
      iii. Discipline Action Codes: select "admin_actions2011"

2. **Absence Analysis** might be the best report for the busy CWA supervisor.
   a. There is an **ANS (automatic notification system) version of the report (#81 Absence Analysis Letters Report)** that can be configured for delivery to schools each school day.
      i. Work with your JCampus Coordinator to review letters, set counts, skip codes, etc.… for delivery to specific staff at the schools.
      ii. Letters are delivered as a PDF attachment for the school to print out.
      iii. **Main advantage**: All letters are created on the same criteria and no work is involved for the school. Letters made each night and delivered for printing and delivery.
      iv. **Main weakness**: Letters are printed to send home.

b. The **Absence Analysis Report** in JCampus can be accessed by going to *Attendance > Lists > Absence Analysis*

    i. Can be configured for date range, skip codes, letters, and counts of your choosing.

Setup-02.21.2024

Year : 2324

District : 067

School : 001,002,003,004,006,008,...

From Date : Aug 09 2023

To Date : May 23 2024

☑ Active Only on To Date

Grade :

Ethnic :

Sex :

Skip Codes : 02,80,58,29,57,65,23,26,2...

Health Codes :

Special Codes :

Custom Codes :

Program :

☐ Todays Abs Only

☐ Full Day

☑ Skip L Codes

☐ Skip NR Schools.

☐ Do Not Print Previously Printed Letters

☐ Print in Home Language (if available)

Reports :

Absence Counts : 3 | 5 | 8 | 10 | 15 | 20

☑ Count >= 10

OK     Letter     Form

ii. Click on the count of students to see students meeting criteria.

| Sch | School Name | Student Count | >= 10 | Student Percentage |
|-----|-------------|---------------|-------|--------------------|
| 001 | | 333 | 19 | 5% |
| 002 | | 814 | 39 | 4% |
| 003 | | 785 | 33 | 4% |
| 004 | | 1307 | 187 | 14% |
| 006 | | 840 | 56 | 6% |
| 008 | | 227 | 2 | 0% |
| 010 | | | 23 | 2% |
| | TOTAL: | 5120 | 359 | 7% |

iii. **Advantage**: Select students to "**Email Letters**".

iv. **Advantage**: Select students to "**Communicate**" (send text messages and or emails) alerts to parents.

**Student Information for >= 10 absences**

| | Student Name | SIDNO | GD | Homeroom Teacher | EDate | ECode | Email | Phone | Abs | Sped | 504 | Programs | Special ... |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | 00 | | 2022-08-09 | E1 | | | 11 | Yes | | | K01 |
| 2 | | | 00 | | 2023-08-10 | E5 | | | 15 | | 60 | | K01 |
| 3 | | | 00 | | 2022-08-09 | E1 | | | 12 | | Yes | | K01 |
| 4 | | | 00 | | 2022-08-10 | E1 | | | 10.5 | Yes | | | K01 |
| 5 | | | 00 | | 2023-08-10 | E5 | | | 15.5 | | 60 | | K01 |
| 6 | | | 00 | | 2023-08-09 | E5 | | | 19.5 | Yes | | | K01 |
| 7 | | | 00 | | 2022-08-09 | E1 | | | 10.5 | | | | K01 |
| 8 | | | 00 | | 2022-08-09 | E1 | | | 10 | | 61 | | K01 |
| 9 | | | 00 | | 2023-08-09 | E1 | | | 10.5 | | | | K03 |
| 10 | | | 00 | | 2022-08-09 | E1 | | | 12 | | | | K01 |
| 11 | | | 00 | | 2023-08-11 | E5 | | | 16 | | | | K01 |
| 12 | | | 00 | | 2023-08-09 | E1 | | | 10 | | | | K07 |
| 13 | | | 00 | | 2022-08-09 | E1 | | | 17 | | | | K01 |
| 14 | | | 00 | | 2022-11-07 | E5 | | | 15 | | | | K07 |
| 15 | | | 00 | | 2023-08-09 | E1 | | | 13 | | | | K07 |
| 16 | | | 00 | | 2023-01-12 | E1 | | | 85 | | | | K01 |
| 17 | | | 00 | | 2023-08-09 | E1 | | | 10 | Yes | | | K07 |

Print Letters | Email Letters | Print Labels | Print Forms | Print | Communicate

3. **New**: **Chronic Absence Report**
   a. Go to *Attendance > Lists > Chronic Absence Report*
   b. Configure the report as needed. **% Days Missed** is based on days enrolled.



   c. The resulting list shows matching students with Days Enrolled and Days Missed.
   d. A floating "Gear" provides access to student details,

| | School | School Name | Last Name | First Name | Middle Name | SIDNO | SASID | Grade | Sex | Ethnic | D Enroll | D Missed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 003 | | | | | | | 04 | F | 1 | 188 | 23.0 |
| 2 | 003 | | | | | | | 04 | F | 1 | 188 | 19.0 |
| 3 | 003 | | | | | | | 03 | M | 1 | 188 | 24.0 |
| 4 | 003 | | | | | | | 03 | F | 0 | 188 | 23.0 |
| 5 | 003 | | | | | | | 04 | F | 0 | 188 | 30.0 |
| 6 | 003 | | | | | | | 03 | M | 1 | 188 | 19.0 |
| 7 | 003 | | | | | | | 03 | M | 0 | 188 | 43.0 |
| 8 | 003 | | | | | | | 04 | M | 1 | 188 | 58.5 |
| 9 | 003 | | | | | | | 04 | F | 1 | 157 | 25.0 |
| 10 | 003 | | | | | | | 03 | F | 1 | 117 | 13.0 |

e. There is a "**Dashboard**" version of this report as well.
   i. Check with your JCampus District Coordinator if you would like access to the Dashboard system.
   ii. Dashboard instructions: https://wiki.edgear.net/wiki/w/index.php?title=Dashboard_tab

**Chronic Absences 2324**

Legend: ■ English Learners ■ Disabled ■ Foster ■ Homeless ■ Migrant ■ White ■ Black ■ Hispanic ■ Asian ◀ 1/2 ▶

| Category | Value |
|---|---|
| English Learners | 0 |
| Disabled | 11 |
| Foster | 0 |
| Homeless | 1 |
| Migrant | 0 |
| White | 15 |
| Black | 26 |
| Hispanic | 1 |
| Asian | 0 |
| Native American/Alaskan Nat... | 1 |
| Hawaiian/Pacific Islander | 0 |
| Multi Race | 2 |
| Male | 23 |
| Female | 20 |