

- 1) Overview of Attendance
 - a) Attendance Codes Selection
 - b) Flow:
 - i) Start of Day for Teacher and Office
 - ii) During the day for Teacher and Office
 - iii) Automated Calls
 - iv) Excuse posting
 - v) Tardy vs Late to School

- 2) Single Student Research in Student Master:
 - a) Attendance and Discipline tab,
 - b) Search across years,
 - c) Interpreting an attendance by day screen.
 - d) Court Report now has a test score page option.
 - e) Log Posting
 - f) Communication with parent / guardian

- 3) Letter Maintenance:
 - a) 700 vs individual school site,
 - b) Languages

- 4) Absence Analysis: Great Report for letters, emails, and calls when needed. (ANS Version as well)

- 5) Monthly Attendance: Excellent report for percentages absent. Print Average Totals.

- 6) Average Daily Attendance: Needs skip codes, appears to be counting O's. Needs some adjustments.

- 7) Consecutive Absence Report: Pretty good report for students who have missed consecutive days. May need to be dropped or contacted.

- 8) Daily Absence Report: Configure to show skips, Quick Daily % Present.

- 9) Non-Instructional Day Audit: Checks for attendance records for days not in school.

- 10) Student Present Report: Useful in situations of evacuations, threats. Answers who is on campus now.
 - a) If a bell schedule is assigned, shows classroom and teacher assigned location for the time.

- 11) Suspension Attendance Audit: Compares discipline referral days out to matching attendance records.

- 12) Truancy RS 17-233: Check for absences and late to school combinations

- 13) Attendance Trends: A very nice report. Unique feature: Click on a count to graph just that particular count.
 - a) Needs a reset or refresh button.

- 14) Attendance, Discipline related Dashboards:
 - a) Create
 - b) Adjust
 - c) Filter

- 15) Discipline Posting Overview: Review basic elements of discipline posting
- 16) Discipline Audit: Good for catching simple date type errors.
- 17) Hot List: if monitoring a particular incident over a 5 day span, good report to quickly get counts of a hot button incident.
- 18) ISS / OSS List: Set for Incident Count, Detail, Show Total Referral Counts, then filter for Discipline Type. Gives a good report of students and days summary.
- 19) Student Statistic Review: A very good report to filter on number of referrals by specific action or incidents. A favorite.
 - a) Can also filter on count of absences!
- 20) Suspension Occurrence Report: An amazingly simple report to configure that shows the count of ISS, OSS, and Alt Site referrals and days.
- 21) PBIS Communication Reports for positive messaging: These reports are great for creating lists and messaging to parents from the listing for positive communications.
 - a) Students Without Referrals
 - b) Honor Roll
 - c) Perfect Attendance
 - d) GPA Difference Audit: Very good for catching kids improving regardless of gpa. Going up – way to go!
- 22) Unsafe Schools Report: Best use is for comparing ISS current year to previous year. Can do same for OSS>
- 23) Discipline Frequency: Very good report. Be careful when choosing “Primary Inc / Action”. If selected, only counting first incident and first action.