



Rochester City School District

Attendance Manual

Table of Contents

Overview	3
Rochester City School District Policy	3
RCSD Regulations and Policies for Attendance.....	3
Rochester City School Board Policy 5100.....	3
Expectations of Schools	4
Excused and Unexcused Student Absences	5
Tardiness	6
Substitute Teacher Attendance	8
School-Based Monitoring of Attendance	8
Students with Excessive Absenteeism	9
Identifying Chronic Absenteeism	10
Educational Neglect	12
RCSD Student Withdrawal Policy	13
Glossary	15
Forms	17
Annual Attendance Responsibility Form.....	17
Agreement with Attendance Department.....	20
RCSD Student Attendance Contract.....	21
Attendance Letter Samples	26
Official Attendance Oath	31
Sample Substitute Teacher Template.....	32
FACT Referral Form.....	33
PowerSchool Student Management System (SMS) Reports	35
Overview of SPA Data Warehouse.....	47

Overview

“Chronic absenteeism-or missing 10 percent of school days in a school year for any reason, excused or unexcused-is a primary cause of low academic achievement and a powerful predictor of those students who may eventually drop out of school” (Every Student, Every Day: A National Initiative to Address and Eliminate Chronic Absenteeism, 2015.)

The purpose of this attendance manual is to provide information about the laws and regulations governing school attendance and the procedures followed by the district to maintain compliance with these mandated procedures. Through utilization of the guidelines and forms provided in this manual, the district reinforces consistent implementation of attendance procedures across all schools in RCSD. These procedures help ensure that attendance is taken accurately, students attend school regularly, and strong academic achievement for all students is promoted throughout the district.

Rochester City School District Policy

The RCSD Board of Education directs the Superintendent to establish standards and guidelines for attendance, absences, excuses and withdrawal from the District. The expectation is that all schools will continually strive toward 100% attendance with students coming to school every day. The district focuses on maximizing student attendance by clearly identifying responsibilities of staff, students, parents, and community, dedicating appropriate resources, and ensuring that students are successful academically, economically, and socially. Parents and guardians have the primary responsibility for ensuring that students arrive to school on time for each school day, that the school is informed that their child will be absent from school or classes, and are responsible for encouraging students to stay in school. The RCSD Board of Education also acknowledges the role and responsibility of principals, teachers, other support staff, parent liaisons and School-Based Planning Teams in the improvement of student academic achievement.

RCSD Regulations and Policies for Attendance

[Rochester City School Board Policy 5100](#)

The Board of Education believes that in order for students to be successful in school, the workplace and beyond, students must attend school every day. The Board also recognizes truancy and chronic absence, defined as missing 10% of the school year for any reason, are symptoms of a larger problem and not the problem itself.

The Board recognizes that chronic absenteeism jeopardizes students' ability to reach critical milestones such as reading on grade level by the end of third grade and graduating on time.

The Board acknowledges the need to maintain accurate attendance records. This Attendance/Participation Policy is aligned with the Goals and Objectives from the Rochester City School District's Strategic Framework and will be consistent with established policies and regulations to accomplish the following goals:

1. Ensure that each of our students is academically prepared to succeed in college, life, and the global economy;
2. Create safe, engaging, and nurturing school environments that enable student success;
3. Recruit, develop, and retain highly effective, diverse people dedicated to student success;

4. Use world-class operational standards and practices to continuously improve how we support student success; and
5. Create a culture in which we hold ourselves accountable for student success.

The Board directs the Superintendent to establish standards and guidelines for attendance, absences, including chronic absenteeism, excuses and withdrawal from the District. The expectation is that all schools will continually strive toward 100% attendance with students coming to school every day. The District and schools will be expected to identify and monitor students with chronic absenteeism and provide interventions to resolve the obstacles preventing students from attending school on a regular basis.

Procedures for providing make-up opportunities shall be developed and provided to students by the subject area teacher, following the administrative guidelines.

The District will focus on maximizing student attendance by clearly identifying responsibilities of staff, students, parents, and community, dedicating appropriate resources, and ensuring that students are successful academically, economically, and socially.

In July 2012, a law was enacted to authorize the Rochester City School District to require all children attaining five years of age on or before December 1st to attend kindergarten in the preceding September. However, parents may choose to wait to enroll their child in kindergarten until the following September. The law also exempts children enrolled in private schools or who are receiving home school instruction.

Once a child has enrolled in school at any grade level from kindergarten through 12th grade, the provisions of this policy take effect. All students at all grade levels from kindergarten through 12th grade, including those with disabilities, must maintain a satisfactory level of attendance in each marking period in order to be eligible to receive a passing grade. Class participation may be considered a factor for students to obtain passing grades in grades kindergarten through 12. All students in all grades are expected to strive for 100% attendance.

Expectations of Schools

It is a professional expectation that teachers complete attendance accurately and in a timely manner.

§ 3024. Teachers responsible for record books. School lists and accounts of attendance shall be kept and prepared and entries shall be made in regards thereto, in such manner, as shall be prescribed by the commissioner of education by regulation or otherwise.

In accordance with Section 19:23 of New York State School Law, a teacher, supervisory staff or other suitable employee designated by the school board shall make entries into a register of attendance and verify the entries by oath or affirmation. See Official Attendance Oath in Forms section.

School attendance records must be kept for use in the enforcement of the Education Law 3024 and as the source for the average daily attendance used to help determine a district's state aid allocation. Attendance records are legal documents that must be accurate. Taking accurate and timely attendance is a professional expectation for all teachers, as well as an educationally sound practice and an important student safety measure. Additionally, accurate attendance is critical so that every child is accounted for every minute in the school building. In the event of an emergency (such as a fire, bomb threat, lockdown or any other dangerous situation) teachers must compare classroom attendance with the attendance of students in their immediate supervisory care. A discrepancy in attendance alerts administrative staff and building security that there is a missing student that needs to be found immediately.

Excused and Unexcused Student Absences

All registered students are required to attend classes as scheduled. Parent(s) / legal guardian(s) have the obligation to inform the school verbally by phone or by a written note of his/her child's absence from school or from classes for the student's absence to be considered excused. The following reasons are considered to be excused and unexcused absences:

Excused Absences	Unexcused Absences
<ul style="list-style-type: none">➤ Child's illness➤ Doctor or Dentist Appointments➤ Sickness or death of an out of town family member for up to three days within New York State or five days outside of the state.➤ Court appearances➤ Religious observances➤ Participation in a school sponsored event. For example, at the secondary level, fieldtrips which require students to be absent from the other classes.	<ul style="list-style-type: none">➤ Oversleeping➤ Problem with transportation➤ Missing the bus➤ Family vacations➤ Non-school trips <p>All unexplained or undocumented absences are considered to be unexcused.</p>

The designated school staff will record the reason for the absence in the comment field in PowerSchool.

An anticipated student absence for two or more weeks due to health or medical problems must be documented by a physician's statement. Supplemental tutoring shall be initiated after the school administrator has received a completed physician's statement, confers with the school nurse, and consults the administrator of the Interim Health Academy.

Tardiness

Definition. Tardy is defined as a student attending school anytime during the hours of operation, but after the official start time as designated by the school.

Tardy students are required to sign in at the appropriate office upon arrival and cannot be admitted to class without a completed late slip.

If an excessive pattern of tardiness is identified by the principal or his/her designee, the school shall investigate the reasons for the tardiness and reach out to the parent to offer support in helping the student arrive on time. . The school staff designated will submit information in the comment field on the Student Attendance page in PowerSchool. Tardy codes are recorded as present codes. *There is no excused or unexcused code for tardy.*

Protocol for Attendance Submission:

- For elementary schools, student attendance must be recorded in PowerSchool within 15 minutes of the start of the student's school day.
- For secondary schools, student attendance must be recorded in PowerSchool by teachers within the first 15 minutes of the student's first class.

Attendance must be updated as soon possible to account for excused absences and tardiness.

The school will notify the parent/legal guardian of all unexcused absences via personal calls, Blackboard Connect notifications and emails. During 2018-2019 school year, the system will be enhanced and allow for text messaging and social media notifications.

- Daily Attendance Call 1: 1 hour after the student's scheduled start of the school day
- Updated Daily Attendance Call 2: 7:00 pm

The school principal will appoint a **designee** (i.e. Home School Assistant/Parent Liaison) to monitor the Blackboard Connect phone log each day after the initial daily attendance call is made. Each day after the first hour, the designee will make personal phone calls home for all of the student homes identified as "Bad Numbers," "No Answer," and "Answering Machines." Phone calls should be made to other contacts listed on Power School until someone is reached. The purpose of this call is to verify that the parent/guardian is aware of the student absence and to update any contact information. All documentation should be shared with office clerical staff and recorded in Attend Actions.

The school principal will create an "Attendance Team." Attendance Team will:

- Meet weekly
- Use data to monitor chronic absenteeism
- Organize resources to personalize student interventions
- Create a student action plan to improve attendance
- Involve community partners to assist families overcome attendance obstacles

The responsibility of the Attendance Home School Assistant assigned to school building is to focus only on attendance issues. This person is responsible for contacting all homes identified as "Hang Ups", "Bad Numbers," and "Voicemail/Answering Machine" from Blackboard Connect. The purpose of these follow up calls is to determine the reason for student absence, to document all

absences accurately and to provide updated contact information to the clerical at the home school. The Attendance Home School Assistant will collaborate with school staff to identify which students require a home visit to verify phone numbers, addresses and attendance concerns. Attendance Home School Assistants will conduct home visits along with school personnel.

A 'Period Absence Report' will also provide a list of students who have unexcused absences in first period/homeroom, as well as all contacts and phone numbers. This report is a useful tool to contact parents.

A log of the Blackboard Connect calls, emails, and person-to-person calls will be kept on file in the school office and available for monitoring from the Office of School Attendance at all times.

Illustrative Example of Blackboard Connect Script

Hello. This is School # _____. Your child _____ was absent from school, month, day, year. Please contact the school office at _____ to give the reason for your child's absence. You will receive a follow-up phone call unless you have contacted our office. Thank you, and remember to call the school.

Un-submitted Attendance:

1. All teachers are required to submit attendance in SMS within the first 15 minutes of the elementary student's start of the school day or within the first 15 minutes of the student's class period in a secondary school.
2. The teacher, the principal, the designee, and the school chief will receive a certified email each day when attendance is not submitted when it is due. This is an automated reminder to submit attendance immediately.
3. Clerical staff will run an un-submitted attendance report twice a day – one half hour after the start of the school day prior to the first robo call, and one hour before the end of the school day to verify that all teachers have submitted attendance.
4. A teacher who fails to submit attendance as required must meet with his/her principal within 24 hours to enter the un-submitted attendance.
5. Changes to attendance can only be made by clerical at the request of the principal. The teacher should complete a hard copy of the class attendance. The principal approves the changes and requests the clerical to enter the updated attendance. The clerical submits the attendance based on the teacher's report. The teacher needs to sign the report. The clerical only submits or changes attendance after a request is approved via email from the principal. The teacher's hard copy of attendance is kept on file at the school.
6. Continued failure to comply with the required attendance (3 or more days) will result in disciplinary action, as referred to in Section 37 and 38 of the RTA contract.

Substitute Teacher Attendance

1. Substitutes will not have access to PowerSchool for the purpose of taking attendance.
2. Clerical staff should run the Class Roster-Condensed report for each absent teacher and give the report to the appropriate substitute teacher for attendance recording.
3. The substitute teacher must record attendance on provided rosters for each class, sign the oath at the bottom of the page, and return the rosters to the main office within 15 minutes of the beginning of each class.
4. Clerical staff is responsible for immediately entering attendance data.
5. The Substitute Teacher Template in the Forms section on page 32 should be used to manage the collection of attendance from substitute teachers.

School-Based Monitoring of Attendance

When a student is identified as being absent from school, immediate contact will be made with the family per the procedures outlined in the Protocol for Attendance Submission section. Following the initial communication with the family, the procedures listed below are required. All communication and steps taken must be documented in Attend Actions in PowerSchool.

A. Progression of Attendance Interventions

Parents/guardians will receive daily phone calls from the Blackboard Connect system. After 3 days, schools must inform parents of student absences through written communication. A home visit and/or a school conference will be scheduled with the appropriate staff member(s) and the parent/guardian. The student will also be requested to attend this conference in order to address appropriate intervention strategies to best meet the needs of the student.

After a school has done due diligence in documenting efforts to work with a family to improve a student's attendance, it may be necessary for the school to submit a referral to the Office of Student Attendance.

The following sections describe the steps that need to take place to monitor student attendance and initiate interventions for improvement. All evidence of interventions need to be noted in Attend Actions.

B. RCSD Cumulative Absent Warning Letter.

Attendance letters are to be run by SMS through the report called RCSD Cumulative Absent Warning Letter. The principal at each school will determine who will run the attendance letters. The letters must be mailed home daily. Copies can be accessed at any time through PowerSchool. See Student Management Reports section for more specific directions on executing the RCSD Cumulative Absent Warning Letter report

Students with unexcused absences for three, five, ten and twenty days will receive attendance letters. Note that computer generated letters must be reviewed by the principal's designee before being sent to parent/guardian for appropriateness. For example, a student who is absent due to a prolonged medical condition **should not** receive the letters as long as

documentation from a doctor is on file, and the family has been in contact with the school. Those letters should be discarded and not sent to the parent.

C. Overview of Attendance Interventions

The following chart outlines the types of school communication with the parent/guardian, evidence of the documentation, person responsible for the communication and frequency of communication that should occur based on the number of unexcused absences.

	Blackboard Connect Log	Home Visit and/or Parent Meeting	Phone Call	Letter Mailed
Evidence of Documentation	Blackboard Connect log	Attend Actions	Attend Actions	Attend Actions
Who is responsible?	Automatic	School Personnel such as Administrator, Teacher, Parent Liaison, HSA, Counselor, Social Worker	School Personnel such as Administrator, Teacher, Parent Liaison, HSA, Counselor, Social Worker	Principal designee
Any Absence	X	NA	X	NA
3 days	X	X	X	Letter
5 days	X	*X	X	Letter
10 days	X	*X	X	Letter
20 days	X	*X	X	Letter

**Note, unless the school is working with the family, any absence after 5 days requires a home visit even if it is excused.*

Students with Excessive Absenteeism

Students who miss 10% of school days in a school year are considered to be chronically absent.

“As soon as a school recognizes that a student is accumulating excessive unexcused absences, a school-level conference should be held with the family and possibly the student to discuss why the absences are occurring and to select strategies that try to resolve the attendance problem”(Strengthening School Attendance Policies, 2008).

It is important to determine the reasons for the student’s absences. The causes are often divided into four broad categories: family factors, school factors, economic influences and student variables

(Chang and Romero, et al). School interventions, which include school-based services, community service resources, youth organizations, legal services, etc., should be developed to address the obstacles to good attendance.

Identifying Chronic Absenteeism

Indicators that the child's progress has been or may be about to become impaired (impending harm) include:

1. A pattern of failure to complete class assignments and home assignments which is likely to lead to a drop in grades at the end of the marking period
2. A pattern of exam or test failure
3. A grade that reflects a significant decrease in performance from one marking period to the next
4. An inability to make progress on the child's educational plan (e.g., Individualized Education Plan)
5. Failure to acquire basic skills for the grade level the child is enrolled in for the year
6. Retention at the same grade level due to the failure to acquire basic skills
7. Failing grades at the end of a marking period

Attendance Referral Process:

School staff must make diligent efforts to resolve any non-attendance issues, in accordance with the Attendance Procedures. These efforts include:

1. Blackboard Connect phone calls
2. Parent/Guardian conferences
3. Home Visits
4. Teacher and support staff phone calls
5. Mailed letters/Registered letters
6. Referral to CSD and community resources
7. Review of educational plan/intervention strategies
8. The principal or designee shall generate a referral to Child Protective Services for Educational Neglect for a student ages 5 to 11 years that has accumulated 20 days of unexcused absences from school
9. The principal or designee shall generate an ***Attendance Referral, Form 5100 R-1*** to the RCSD Attendance Department for a student ages 12-16 that has accumulated 20 days of unexcused absences from school. An Attendance Referral can be generated early in the school year if a student has a history of chronic absenteeism in the previous school year.

All of these interventions must be documented on the Attend Actions page in SMS. A copy of the Attend Actions report should be attached to the referral form.

Students who have 20 or more unexcused absent school days are considered to have excessive absenteeism and the school is required to take the following steps:

<i>Students ages 5 to 11 years</i>	<i>Students ages 12 to 16 years</i>
The principal or the designee must place a call to the Monroe County Child Abuse Reporting Hotline or the State Central Register for Child Abuse and Maltreatment regarding educational neglect for the student. All demographic information and documentation of actual or impending harm to the child's academic performance or progress as a result of the child's absenteeism should be gathered before the phone call is made. A call to the hotline must be followed up with the completion of a hard copy report to Child Protective Services (CPS). The school makes two copies of the completed CPS referral:	1. The principal or the designee initiates an Attendance Referral for PINS Diversion-Form 5100 R-1. Note: Students who are identified as Students with a Disability (SWD) or a student with a 504 plan are required to have Manifestation Team hearing prior to the initiation of the Attendance Referral
1. The original completed CPS form is mailed to Child Protective Services 111 Westfall Road Rochester NY 14620	2. Principal signs the Attendance Referral a copy of the referral and all documentation is retained by the school. The original referral is sent via courier to the Family Court Services at Central Office
2. The school sends a copy of the completed CPS referral to: RCSD-Department of Social Work Central Office	3. Family Court Services logs the referral
3. The school keeps a copy of the completed CPS referral on file at the school	4. The referral is reviewed by Family Court Services.
4. The principal or the designee initiates an Attendance Referral for PINS Diversion-Form 5100 R-1. Note: Students who are identified as Students with a Disability (SWD) or a student with a 504 plan are required to have Manifestation Team hearing prior to the initiation of the Attendance Referral	5. If little or no improvement is seen in the student's attendance pattern, the referral is forwarded to the Family Access and Connection Team (FACT).
5. Principal signs the Attendance Referral in blue ink. A copy of the referral and all documentation is retained by the school. The original referral is sent via courier to the Family Court Services at Central Office.	6. If the student's attendance does not improve after working with FACT, a Person in Need of Supervision (PINS) petition is filed in court by the district against the student
6. Family Court Services logs the referral	
7. The referral is reviewed by Family Court Services	

Educational Neglect¹

Educational neglect is the failure of a parent to ensure a child's prompt and regular attendance in school or the keeping of a child out of school for impermissible reasons.

A. Elements Needed for a Report of Educational Neglect

1. Excessive, unexcused absences from school by the child.
2. Reasonable cause to suspect the parent is aware or should have been aware and has contributed to the problem or is failing to take steps to address the problem.
3. Reasonable to suspect educational impairment or harm to the child or imminent danger of such.

B. Indicators of Impairment

1. Failure to acquire basic skills for the grade level the child is enrolled in.
2. Retention at the same grade level due to failure to acquire basic skills.
3. Failing grades at the end of a marking period.
4. Course of study to the child does NOT comply with NYS Education Law Requirements (inadequate home schooling).

C. Indicators of Impending Harm

1. A grade that reflects a significant decrease in performance from one marking period to another.
2. A pattern of test or exam failure.
3. A pattern of failure to complete homework, which is likely to lead to a drop in grade at the end of the term.
4. An inability to make progress on a child's educational plan (i.e. IEP).

D. Making a Good Educational Neglect Referral

1. Have accurate demographic information.
2. Have the number of absences and what time period they have occurred within.
3. Detail the effect the absences have directly had upon the child's educational progress.
4. What is the parent's knowledge of and response to the absences?
5. What efforts has the school made to address the problem?
6. Is this a vulnerable child (special needs, criminal behavior history, etc.)?

¹ A copy of this LDSS -221A Report of Suspected Child Abuse Form can be found on the Department's website and at <http://www.ocfs.state.ny.us/main/forms/cps/>

A. Dually Enrolled Students

There are many reasons why a student may be dually enrolled in a home school and a program school. The chart below details the steps that the home school must take in regards to the student's schedule and attendance taking. At the end of each school year, the student's attendance in a program school is transferred to the home school.

		Program School	Home Room (HR)
Full Year Programs	<ul style="list-style-type: none">• Home school drops schedule.• Student is placed in appropriate homeroom.• Attendance is recorded only at the Program School.	<ol style="list-style-type: none">1. RIA2. North STAR3. Young Mothers/Interim Health4. All City High School5. Y & J 16. Pathways to Technology7. Big Picture8. Bilingual Language Academy	<ol style="list-style-type: none">1. RIA2. NStar3. YMIH4. ACH5. Y & J 16. PTech7. BP8. BiAC
Temporary Programs	<ul style="list-style-type: none">• Home school maintains schedule• Daily attendance is generated automatically using A-LTSP code on the Student Behavior Page	<ol style="list-style-type: none">1. LyncX2. Home Hospital Tutoring3. Y & J 2, 4, 5	<ol style="list-style-type: none">1. LyncX2. HHT3. Y&J

RCSD Student Withdrawal Policy

The Board recognizes that dropping out of school has serious long-term consequences for students. The Board is committed to doing everything within its power to provide a quality education that ensures our students graduate with the skills to be successful in this global economy. To that end, the Board adopts the policy that, except for students that are employed full time, all students must complete (at a minimum) the school year in which they turn 17 years of age before initiating the paperwork required to officially drop out of school. Students that are employed full time must complete (at a minimum) the school year in which they turn 16 years of age before initiating the paperwork required to officially drop out of school.

The Board established the following guidelines for the withdrawal of students from the District:

- a. Students shall be counseled on their educational program prior to leaving the District. This includes graduates, dropouts, and students who withdraw for other reasons, such as those who intend to transfer to another school district, charter school, private school, or home school;
- b. All students leaving the District shall be properly coded and accounted for in the Student Management System (SMS);

- c. All required documentation shall be collected and filed in the student's cumulative folder;
- d. Formal processes and procedures for withdrawal shall be developed, maintained and followed by the District consistent with the law.
- e. For students transferring outside of RCSD:
 - a. All student withdrawals from RCSD must now be submitted using a Google form. This will increase accuracy and efficiency. Follow the directions below:
 - b. Go to <https://goo.gl/forms/uVHWcqX0ficEE7PM2>. There is an electronic form to complete for each student withdrawal. Save the link to your Favorites tool bar for future use. Send a copy of the Request of Records to studentwithdrawals@rcsdk12.org.
 - c. Label the email with the school # and student name.

For high school students who are 17 years of age by July 1st of the current school year and are choosing to drop out:

- a. Send the Planning Interview Form and other documentation of efforts to engage student in school. (Attend Actions report)
- b. Submit the electronic withdrawal form with demographic information.
- c. Send just the Planning Interview Form to studentwithdrawals@rcsdk12.org.
- d. Planning Form can be accessed on intranet in Student Attendance page.
<http://intranet/departments/Teaching%20and%20Learning/Student%20Attendance/Document%20Library/RCSD%20Planning%20Interview%20Form%202011%202012%20ver1%20Aug%202011.pdf>

Glossary

Attend Actions	This PowerSchool screen is where documentation of attendance interventions are added and stored. See PowerSchool Attendance Reports for instructions on how to use this feature in PowerSchool.
Attendance Blitz (Reach Out Initiative)	A district-wide and/or school-wide effort to make home visits to students/families with low school attendance in order to make connections, find resources to overcome attendance obstacles and return students to school on a regular basis.
Attendance Referral Log	This report displays all of the attendance interventions documented in Attend Actions. It is ordered by students with the most days absent and highlights in yellow the actions that are required but not yet complete on part of the school. This report can be filtered by grade level. See PowerSchool Attendance Reports for instructions on how to use this feature in Power School.
Chronic Absenteeism	A student who misses 10% of possible school days in a year for excused or unexcused reasons is considered to be chronically absent. Severe chronic absenteeism is missing 20% of possible school days.
CPS	Child Protective Services. Agency to report educational neglect or other child welfare issues.
Compulsory Age	<p>Children who turn six (6) on or before December first of the school year are required by law to attend school from the start of classes in September of that school year. Children who turn six (6) after December first must begin school no later than the first day of session the following September.</p> <p>Although it's not a state requirement for five year olds to enroll in school, the RCSD encourages early childhood education. Once a five year old is registered in the district, it is mandated by RCSD that they attend school daily.</p> <p>The RCSD elected to raise the compulsory age to 17 pursuant to Section 3205(3) of the Education Law; therefore, attendance is required until the end of the school year in which students turn 17. Fulltime employment or enrollment in Job Corps are the only exceptions to this law.</p>

Blackboard Connect	The automatic telephone system that alerts parents/guardians about a child's absence from school based on the attendance data PowerSchool. Schools often refer to these calls as Robo Calls.
Due Diligence	All necessary steps that should be taken to notify a family about attendance concerns, to create an intervention plan, and to follow up with monitoring of student attendance patterns.
Early Dismissal	With documentation from parent/guardian, a student may be dismissed before the end of the school day for an appointment that meets the requirements of an excused absence.
Nexus Manifestation Hearing	Hearing that takes place to determine if a child's behavior is a result of his/her disability.
PowerSchool Student Management System (SMS)	The web-based system to record attendance and generate reports which teachers must use in the RCSD.
PINS	Persons in Need of Supervision. Student who continues to show excessive absence patterns and needs further monitoring from probation and the court system.
SWD	Students with disabilities.
Tardy	Late to school after the official start time. Late to school for any reason, at any time throughout the school day which is also inclusive of being late to class/period.
Unexcused Absences	All absences that are not excused are unexcused. All absences that are not proven to be excused through documentation or phone call from parent /guardian are considered unexcused.
Unsubmitted Attendance Reports	A report from PowerSchool will alert administrative staff that a teacher has not taken attendance in a timely manner.

Forms

Annual Attendance Responsibility Form

I _____, Principal of _____
Principal's Name Name of School

have identified the persons responsible for each school activity listed below for the _____ school year.

I have designated _____ as my Designee for attendance. He/she has accepted the responsibility of checking the Blackboard Connect attendance report every morning after the first attendance Robo call, check for 'bad numbers', 'hang ups,' and 'voicemails/answering machine' and call persons on each student's emergency contact list to request updated contact information and/or inform the contact of the student's absence from school. He/she will then give all updated information to the clerk responsible for attendance to be entered into PowerSchool before 12:00 each day. He/she also accepts the responsibility to make home visits within one week if a parent/guardian cannot be reached and make home visits whenever requested.

Signature of Designee

Date

Principal's Signature

Date

I have identified _____ to be responsible for running an un-submitted attendance report twice a day – one half hour after the start of the school day prior to the first Robo-call and at 1:00pm. This report will be sent to the teacher and his/her supervising administrator. In addition, he/she will:

- enter all tardy students and those whose parents/guardians have called to report a student absence
- update the attendance of students who have been sent home ill
- update records of students when provided
- run the Master Attendance Report and the Attendance Referral Log and distribute to School Attendance team to identify students who have attendance concerns
(Attendance clerk/ Counselors) responsible for sending absence letters for students for 3, 5, 10 & 20 day absences.

Signature of Designee

Date

Principal's Signature

Date

I have identified _____ to make *weekly* contact with families when no communication regarding absences has been received. They are also aware that all home visits must be documented.

Signature of Designee

Date

I have identified _____ (Counselor, Social Worker)) responsible for the completion of *monthly* attendance referrals which will be sent to RCSD Office of Student Attendance.

Signature of Designee

Date

I have identified _____ responsible for completing & distributing certificates for perfect attendance each semester.

Signature of Designee

Date

Agreement with Attendance Department

I am aware the RCSD Student Attendance Department will:

- Automatically send alerts via Certify emails to teachers and principals for unsubmitted attendance;
- Monitor unsubmitted attendance by running the unsubmitted attendance report and follow up with schools to see what obstacles are preventing attendance to be submitted accurately and in a timely manner;
- District Attendance Assistants will attend school Attendance Team Meetings to create and monitor action plans for chronically absent students;
- Monitor the status of Attendance Referrals received from each school;
- Follow up with schools to see what interventions have been put into place to address attendance concerns;
- Identify significant attendance concerns in monthly report to principals through a review of the Attendance Referral Log;
- Provide Attendance Awards each semester.

Sincerely,

Principal's Signature

Print Name

Forward to the RCSD Attendance Department by the first Friday of the school year.

RCSD Student Attendance Contract

Student's Name:	Date of meeting:
Student's DOB	Grade:
School:	
Name(s) of staff conducting the meeting:	
Name of parent/guardian attending the meeting:	

REASONS FOR ATTENDANCE DIFFICULTIES

Student's explanation for attendance difficulties:

Parent/Guardian's view of attendance difficulties:

School staff's view of attendance difficulties:

AGREEMENT

Student agrees to the following to address the above attendance concerns:

Parent/Guardian agrees to the following to address the above attendance concerns:

School staff agrees to the following to support the attendance improvement of the student:

I agree to the following Success Plan:

1. _____

2. _____

3. _____

4. _____

5. _____

6. After 30 days, I will review the progress of my success plan with my counselor, social worker, and/or school administrator.

I also understand that violation of any of the above agreements could result in the following:

- Parent conference
- Referral to a counseling agency
- Referral to the FACT Team
- Filing of a PINS (Person In Need of Supervision) Petition in Family Court

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

Signature of School Principal _____ Date _____

or Designee

School staff members have made every attempt to obtain signatures of student and parent/guardian.

Contract is NOT signed by the student and/or parent/guardian due to the following reason:

Date and time for 30 day review meeting: _____

Elementary Student Attendance Success Plan (*Use this with home visits*)



MY CHILD'S ATTENDANCE SUCCESS PLAN

- My child was present _____ days.
- My child was absent _____ days.
- My goal is to improve my child's attendance. I will ensure my child misses no more than ____ for the rest of the year.
(9 or fewer absences = *satisfactory attendance*)

POSSIBLE STRATEGIES TO REACH MY CHILD'S ATTENDANCE GOALS:

- talk to my child about how going to school every day will help them do well in school and achieve their hopes and dreams
- make every effort to get my child to school on time every day
- keep an attendance chart at home. At the end of the week, recognize my child for attending school every day with _____. (i.e. a visit to the park, a new book, a break from doing chores, a special treat)
- make sure my child is in bed by _____ p.m. and the alarm clock is set for ____ a.m.
- find a relative, friend or neighbor who can take my child to school if I can't make it.
- contact the school to report every absence and contact his/her teacher to find out what he/she missed.
- set up medical and dental appointments for weekdays after school.

To improve my child's attendance, I commit to the following:

1. _____
2. _____
3. _____

We will review progress to meet this goal in two months.

Family Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Secondary Student Attendance Success Plan (*Use this with home visits*)



MY ATTENDANCE SUCCESS PLAN

- I have been present _____ days.
- I have been absent _____ days.
- My goal is to improve my attendance. I will ensure that I miss no more than _____ days for the rest of the year. (*9 or fewer absences = satisfactory attendance*)

POSSIBLE STRATEGIES TO MY ATTENDANCE GOALS:

- make attending school every day a priority.
- keep track of my attendance and absences.
- set my alarm clock for _____ a.m.
- attend school every day unless I'm truly sick
- find a relative, friend or neighbor who can take me to school if I miss my bus.
- contact my teachers to find out what I missed when absent or tardy.
- set up medical and dental appointments for weekdays after school. If I must make a medical appointment during the school day I will try to attend school the majority of the day.
- confide in an adult at school and seek help when facing challenges.

To improve my attendance, I commit to the following:

1. _____
2. _____
3. _____

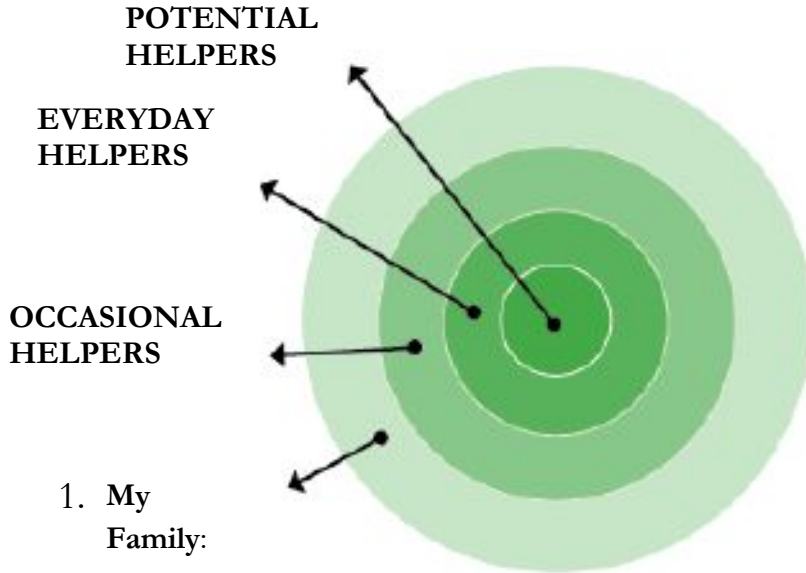
We will review progress to meet this goal in one month.

Student Signature: _____ Date: _____

School Staff Signature: _____ Date: _____

MY FAMILY'S HELP BANK

MY FAMILY



2. Everyday Helpers:

3. Occasional Helpers:

4. Potential Helpers:

1. **My Family:** List who lives in your house.
2. **Everyday Helpers:** Identify who you can call on to help drop your child off or who can pick him or her up when you cannot. These are people like friends, neighbors and relatives who can help regularly.
3. **Occasional Helpers:** Identify people who probably cannot help every day, but can help in a pinch. Maybe it's a godparent, a relative or a friend who lives outside your neighborhood but can be there for short stints.
4. **Potential Helpers:** Identify people who are part of your school community, church or neighborhood who are able to help—if you ask.

If I need help getting my child to and from school, I will ask the following people to be our back-up:

Name: _____

Best Contact Number: _____

Name: _____

Best Contact Number: _____

Name: _____

Best Contact Number: _____

Attendance Notification #1

School Letter Head
School Contact Information

<Date>

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school for at least three days this year. The Rochester City School District is committed to providing each student with a solid educational foundation.

When your child is absent from school, important instructional time is being lost. In order for your child to learn, <student name> must be present every day for instruction. There are many resources at school and in the community that are available if you need assistance with family related concerns, community problems, safety, or health issues.
We would like to work with you to improve your child's attendance.

Thank you for your support in this matter. For further assistance, please contact one of the persons below.

Sincerely,

Attendance Notification #2

School Letter Head
School Contact Information

<Date>

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school for at least five days this year. The Rochester City School District is committed to providing each student with a solid educational foundation.

When your child is absent from school, important instructional time is being lost. In order for your child to learn, <student name> must be present every day for instruction. There are many resources at school and in the community that are available if you need assistance with family related concerns, community problems, safety, or health issues.

We would like to work with you to improve your child's attendance.

Thank you for your support in this matter. For further assistance, please contact one of the persons below.

Sincerely,

School Letter Head
School Contact Information

<Date>

Student Name
Student Address
Student Address, ZIP Code

Attendance Notification #3

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school for at least fifteen days. We are committed to providing each student with a solid educational foundation. To do so, we expect all students to attend every class, every day. In order for your child to learn, (*student name*) must be present for instruction.

During this school year, your child's attendance has been closely monitored and you have been personally contacted and offered support by the school. We would like to work with you to improve your child's attendance and continue to extend our offer of support through school and our community partners. Additionally, you may call the office of Parent Engagement at 585-324-9999.

You must contact the school so that a plan can be created for your child's school success.

Sincerely,

School Letter Head
School Contact Information

<Date>

Student Name
Student Address
Student Address, ZIP Code

Attendance Notification Letter #4

To the Parent/Guardian of : <Student Name>
Date of Birth: <DOB>
Student ID : <#>

This letter is to inform you that your child has been absent from school for at least twenty days. We are committed to providing each student with a solid educational foundation. To do so, we expect all students to attend every class, every day. In order for your child to learn, (*student name*) must be present for instruction.

Educational neglect consists of parental failure to ensure a child's prompt and regular attendance in school as required by the state's compulsory education laws.

During this school year, your child's attendance has been closely monitored and you have been offered support by the school and our community partners. It may be necessary to now take action through Child Protective Services, and/or the Family Access & Connection Team (FACT).

Sincerely,

Teacher Unsubmitted Attendance Notification

School Letter Head
School Contact Information

Unsubmitted Attendance

Date: _____

Teacher's Name: _____:

Attendance records are legal documents and must be kept up to date. Our records show that you did not submit attendance by the deadline on the following date(s):

Please remember to record attendance in SMS within the first fifteen minutes of the every class to avoid this problem in the future. Failure to record attendance results in inaccurate school records and may cause the parent(s)/guardian(s) to receive an automatic call to their home inaccurately reporting a student absence.

Failure to submit attendance may result in disciplinary action being taken in accordance with the RTA contract Sections 37 and 38.

Respectfully,

Principal's Signature
Principal Name (typed)

Official Attendance Oath



Rochester City School District

Every student by face and name.
Every school, every classroom. To and through graduation.

131 West Broad Street, Rochester, New York 14614

School _____

Principal _____

I _____ hereby swear that I have accurately and to the best of my ability entered student attendance for my class(es) into the Rochester City School District's Student Management System (Power School) for the 2019-2020 school year for the following marking periods:

Sign appropriate box:

Date:

		1 st Marking Period	Sept 4 to Nov 8, 2019
		2 nd Marking Period	Nov 9 to Jan 31, 2020
		3 rd Marking Period	Feb 1 to April 17, 2020
		4 th Marking Period	April 18 to June 26, 2020

I understand that these records may be subpoenaed for PINS (Person in need of Supervision), JD (Juvenile Delinquents), Neglect, and Custody proceedings in court.

It is also my understanding that I may also be subpoenaed to testify in court as to the accuracy of these records. I understand that they will be relied upon by the courts and may have an effect on the disposition of those legal proceedings.

Principal's Signature _____ Date _____

Sample Substitute Teacher Template

Daily Schedule (SAMPLE)		
1	7:30 AM	8:14 AM
2	8:18 AM	9:03 AM
3	9:07 AM	9:52 AM
4	9:56 AM	10:41 AM
5	10:45 AM	11:30 AM
6	11:34 AM	12:19 PM
7	12:23 PM	1:08 PM
8	1:12 PM	1:57 PM

Sign in with the school clerical staff. You will be provided with the absent teacher's schedule, class rosters, and lesson plans.

Return all attendance sheets to _____ no later than 15 minutes after each class begins.

Sign the attendance affidavit at the end of school day. If the attendance affidavit is not signed, your time in PeopleSoft may not be approved.

Enter your time in PeopleSoft.

If you need assistance while in the classroom, please call _____ at extension _____.

Principal _____

Absent Teacher _____ Room # _____ Date _____

Substitute Teacher Name _____

School Behavior Expectations: (sample)

- Students may not use any personal electronics in the classroom.
- No student should leave the classroom without a pass.
- If a student leaves the room and does not return, please report the student's name to _____ at extension # _____.
- Any student with disruptive behavior must be removed from the classroom by security. Please note on attendance roster about removals.

FACT Referral Form



Cheryl Dinolfo
County Executive

SCHOOL DISTRICT TRUANCY REFERRAL FOR FACT SERVICES

All RCSD referrals are sent to the
Attendance Dept at CO-2 for approval.

TO: Family Access and Connection Team (FACT)

School: _____

Student ID#: _____

School District: _____
1099 Jay Street Bldg J Rochester, New York 14611
Attention: Truancy Referral
Attach Student Photo

Please complete all sections as indicated. Referral will not be accepted if information is incomplete.

Student's Name:

(Last Name) _____ (First Name) _____ (M.I.) _____

Address: _____ Zip Code: _____

Birth Date: _____ Race/Ethnicity: _____ Gender: _____ Current Grade: _____

Father's Name and Address:

Home Phone: _____

Work Phone: _____

Mother's Name and Address:

Home Phone: _____

Work Phone: _____

Siblings Names and Addresses:

DOB/AGE/SCHOOL ATTENDING:

Child's household includes: Mother Father Stepmother Stepfather

Other: _____

SPECIAL EDUCATION INFORMATION

Is child receiving Special Education services? Yes _____ No _____ 504 Plan? Yes _____ No _____

Classification/Accommodations: _____

Classroom Placement/Setting (e.g. 15:1:1, etc.): _____

Last CSE Date: _____ Next CSE/Annual Review Date: _____

Manifestation Determination review completed? Yes _____ No _____ Outcome: _____

REASON FOR PINS REFERRAL:

Cause of Absences: _____

Updated 8-20-2015

Interventions with the student and/or family that could be effective in improving the student's attendance:

Certified Copy of Attendance is required.

Document below strategies that have been implemented by the school to resolve this problem. (e.g. Parent/Student Conferences, Home Visits, in school Student Support Services referrals, school psychologist, referrals to outside community agencies, Child Protective Services, preventive services, counseling, or mental health). Please provide as much detail as possible on these interventions (including who participated in the interventions, name and titles of staff involved, and outcomes of the interventions) as well as barriers to success.

CONTACT ATTEMPTS (Telephone calls, letters)

Date(s)	Outcome:
_____	_____
_____	_____
_____	_____

PARENT CONFERENCES

Date(s)	In Attendance	Intervention Plan Outcome:
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOME VISITS

Date(s):	In Attendance	Outcome:
_____	_____	_____
_____	_____	_____

OTHER ATTEMPTS

REFERRALS TO OUTSIDE AGENCIES/STUDENT SUPPORT CENTER

Date(s)	Agency/Contact Person	Outcome/Still Active?:
_____	_____	_____
_____	_____	_____

CPS Referral made? Yes ____ No ____ Date Made: _____ Referral Accepted? Yes ____ No ____

CPS Active? Yes ____ No ____ CPS Caseworker: _____

Permission is hereby granted by: _____ (parent signature)
to release school records to the Family Access and Connection Team.

If no parent signature, has the parent been notified of this referral? Yes: _____ No: _____

District Contact Person: _____ Telephone: _____ E-mail: _____

Signature _____ Date _____

Updated 8-20-2015

Daily Attendance Instructions for Teachers


1. Log onto PowerSchool SMS. Enter your username and password. If you don't have access, ask your school secretary how to obtain access.

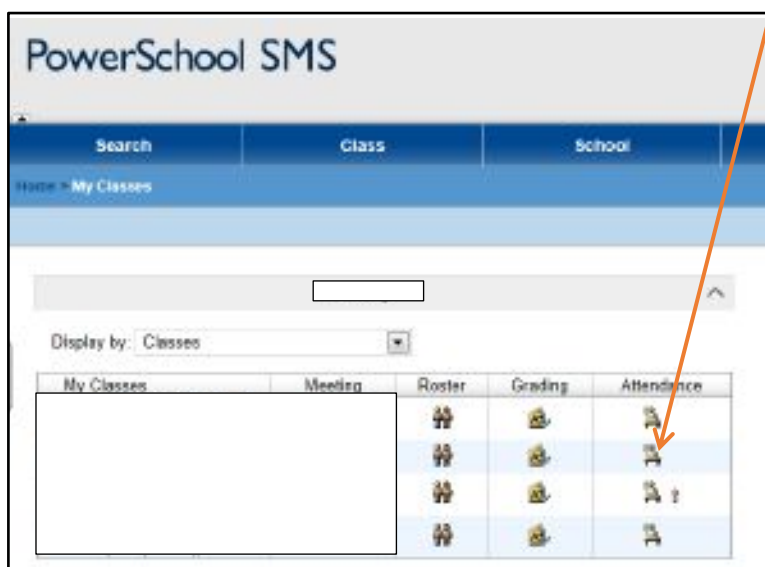


The image shows the PowerSchool SMS Sign In screen. It features a 'Sign In' section with fields for Username, Password, and Domain (pre-filled with 'RCSO'). A 'Sign In' button is located below the fields. An orange arrow points to the 'Sign In' button. At the bottom, there is a copyright notice: 'Copyright © 1999-2013, Pearson Education, Inc., or its affiliates. All rights reserved.'













2. Your name will appear near the top of the screen.

3. For the class you need to submit attendance for click on the attendance icon .

If the symbol  appears, it means the required attendance has not been submitted yet.



The image shows the PowerSchool SMS Main Menu. It has a header with 'PowerSchool SMS' and a navigation bar with 'Search', 'Class', and 'School'. Below the navigation bar, there is a 'Home - My Classes' link. A search bar is present. A 'Display by: Classes' dropdown menu is shown. Below the dropdown, there is a table with columns: 'My Classes', 'Meeting', 'Roster', 'Grading', and 'Attendance'. An orange arrow points to the 'Attendance' column header.

My Classes	Meeting	Roster	Grading	Attendance
				
				
				
				

1. Click on the appropriate attendance button for each student.

PowerSchool SMS

Student name or number Quick Search

Search Class School Admin My Reports Quick Links

Home > My Classes > Class Attendance

Wednesday

Click on **T** when the student is tardy (enters classroom any time after the start of class).

Click on **A** when the student is absent.

Click on **P** when the student is present.

Student Name	Code	Min Abs	Comment
	Unsubmitted	0	
	Unsubmitted	0	
	Unsubmitted	0	
	T-Excused	25	Pass from nurse's office
	Unsubmitted	0	
	A-Excused	0	
	Unsubmitted	0	
	Unsubmitted	0	
	A-Excused	0	
	A-Excused	5	Late from lunch / no pass
	Unsubmitted	0	

Submit Submit & Logoff

PowerSchool SMS Copyright © 1999-2013 Pearson Education, Inc., or its affiliate(s). All rights reserved.

When a student is tardy **T**

- Be sure to enter the number of minutes the student was late to class in the column.
- It is recommended that teachers reference their schools handbook regarding their policy/procedures for excused tardiness.

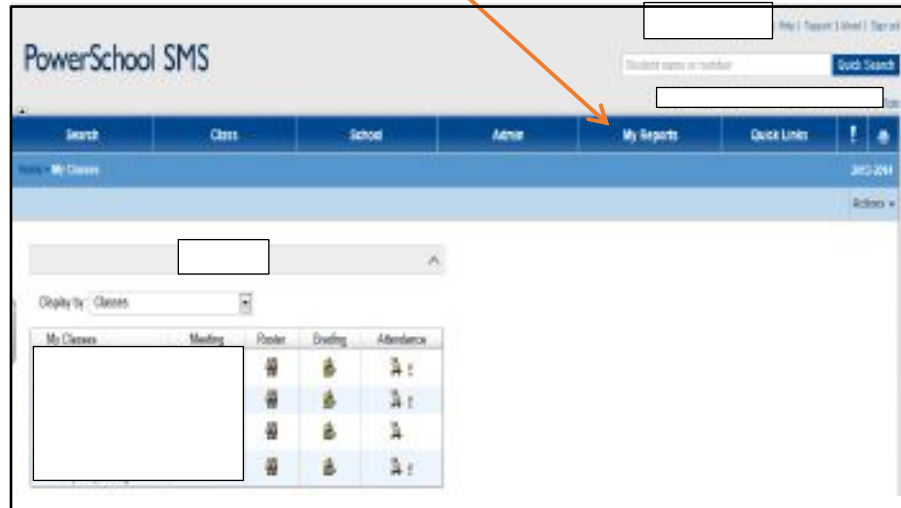
Please enter any pertinent information in the comment box that is relevant for documentation and tracking purposes.

5. Hit **Submit** button when completed.

How to Run a Master Attendance Report

1. In PowerSchool SMS click on

My Reports



2. Click on “Run All reports”
3. Scroll down to “Attendance Reports”



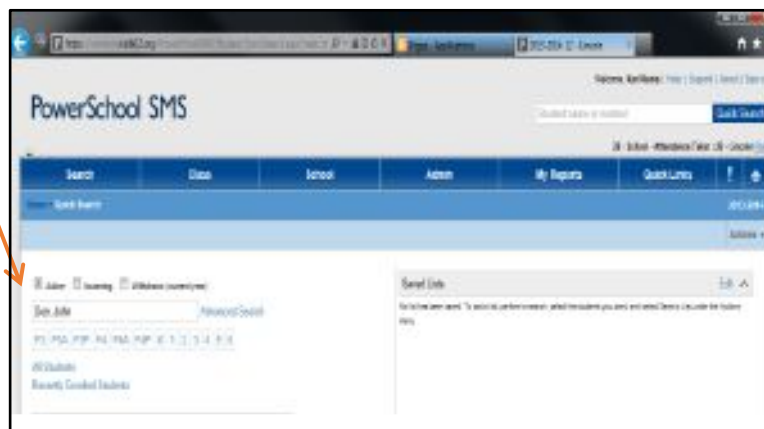
4. Click on Master Attendance Reports
5. Report Title: Leave blank
Start Date: Click on “Specify” and enter date
End Date: Click on “Specify” (if entering date other than today’s date) and enter date
You do not need to enter any other information in this section
Click on “Run” not “Save and Run”

Taking Attendance for ISS

ISS Attendance General Info

- Attendance for the ISS room is documented with “P-ISS” or “A-ISS” in the students’ daily code.
- Enter “P-ISS” when a student is present on a day that s/he is assigned ISS, or enter “A-ISS” when a student is absent on a day that s/he is assigned ISS.
- In order to enter a daily code, you must enter the code by student.
- You cannot enter attendance by class period.

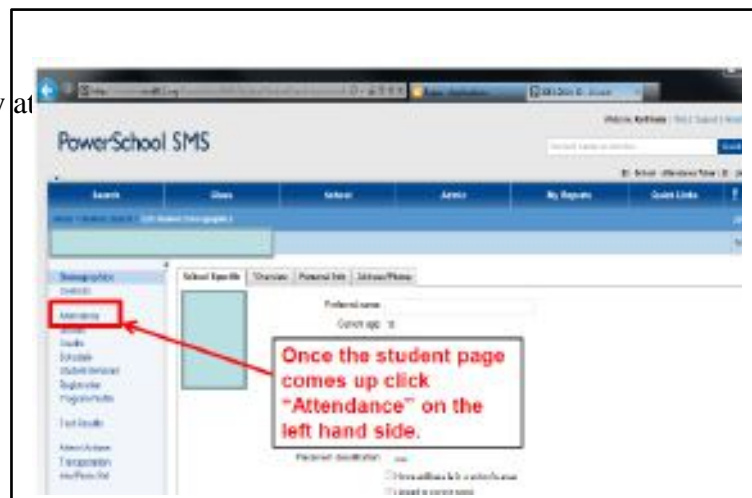
1. Locate the student in SMS



• On the home page in PowerSchool, search for the student assigned to ISS by either name or by student ID number

2. Enter daily code

3. Enter daily at



Date range: 3 weeks Archived Dec 11, 2015 - Dec 26, 2015
 Daily Attendance Summary
 Attendance Details
 November 2015 December 2015 January 2016
 Daily view
 Daily Totals
 Unchecked
 Dec 11, 2015 Dec 26, 2015 40 days
 Selected: 1

Date	Daily	1
Dec 12 (Thu)	P-Present	A-Absent
Dec 13 (Fri)	A-Absent	A-Absent
Dec 14 (Sat)	A-Absent	A-Absent
Dec 15 (Sun)	A-Absent	A-Absent
Dec 16 (Mon)	A-Absent	A-Absent
Dec 17 (Tue)	A-Absent	A-Absent
Dec 18 (Wed)	A-Absent	A-Absent
Dec 19 (Thu)	A-Absent	A-Absent
Dec 20 (Fri)	A-Absent	A-Absent
Dec 21 (Sat)	A-Absent	A-Absent
Dec 22 (Sun)	A-Absent	A-Absent
Dec 23 (Mon)	A-Absent	A-Absent
Dec 24 (Tue)	A-Absent	A-Absent
Dec 25 (Wed)	A-Absent	A-Absent
Dec 26 (Thu)	A-Absent	A-Absent
Dec 27 (Fri)	A-Absent	A-Absent
Dec 28 (Sat)	A-Absent	A-Absent
Dec 29 (Sun)	A-Absent	A-Absent
Dec 30 (Mon)	A-Absent	A-Absent
Dec 31 (Tue)	A-Absent	A-Absent
Jan 1 (Wed)	A-Absent	A-Absent
Jan 2 (Thu)	A-Absent	A-Absent
Jan 3 (Fri)	A-Absent	A-Absent
Jan 4 (Sat)	A-Absent	A-Absent
Jan 5 (Sun)	A-Absent	A-Absent
Jan 6 (Mon)	A-Absent	A-Absent
Jan 7 (Tue)	A-Absent	A-Absent
Jan 8 (Wed)	A-Absent	A-Absent
Jan 9 (Thu)	A-Absent	A-Absent
Jan 10 (Fri)	A-Absent	A-Absent
Jan 11 (Sat)	A-Absent	A-Absent
Jan 12 (Sun)	A-Absent	A-Absent
Jan 13 (Mon)	A-Absent	A-Absent
Jan 14 (Tue)	A-Absent	A-Absent
Jan 15 (Wed)	A-Absent	A-Absent
Jan 16 (Thu)	A-Absent	A-Absent
Jan 17 (Fri)	A-Absent	A-Absent
Jan 18 (Sat)	A-Absent	A-Absent
Jan 19 (Sun)	A-Absent	A-Absent
Jan 20 (Mon)	A-Absent	A-Absent
Jan 21 (Tue)	A-Absent	A-Absent
Jan 22 (Wed)	A-Absent	A-Absent
Jan 23 (Thu)	A-Absent	A-Absent
Jan 24 (Fri)	A-Absent	A-Absent
Jan 25 (Sat)	A-Absent	A-Absent
Jan 26 (Sun)	A-Absent	A-Absent
Jan 27 (Mon)	A-Absent	A-Absent
Jan 28 (Tue)	A-Absent	A-Absent
Jan 29 (Wed)	A-Absent	A-Absent
Jan 30 (Thu)	A-Absent	A-Absent
Jan 31 (Fri)	A-Absent	A-Absent

 11 rows considered above view 1
 Save

RCSD Absence Warning Letters

A. Letter Report

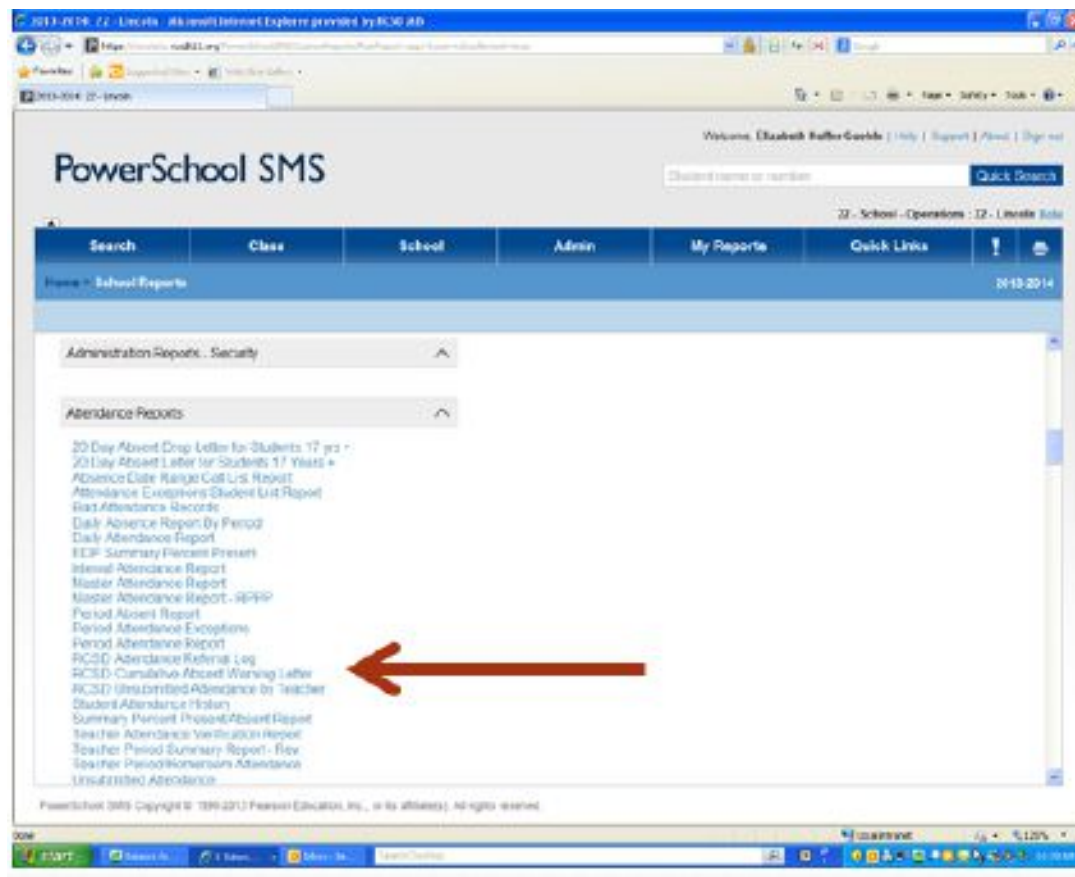
Sending letters to parents regarding student absences is an important part of the due diligence process that schools must complete.

Letters need to be run daily.

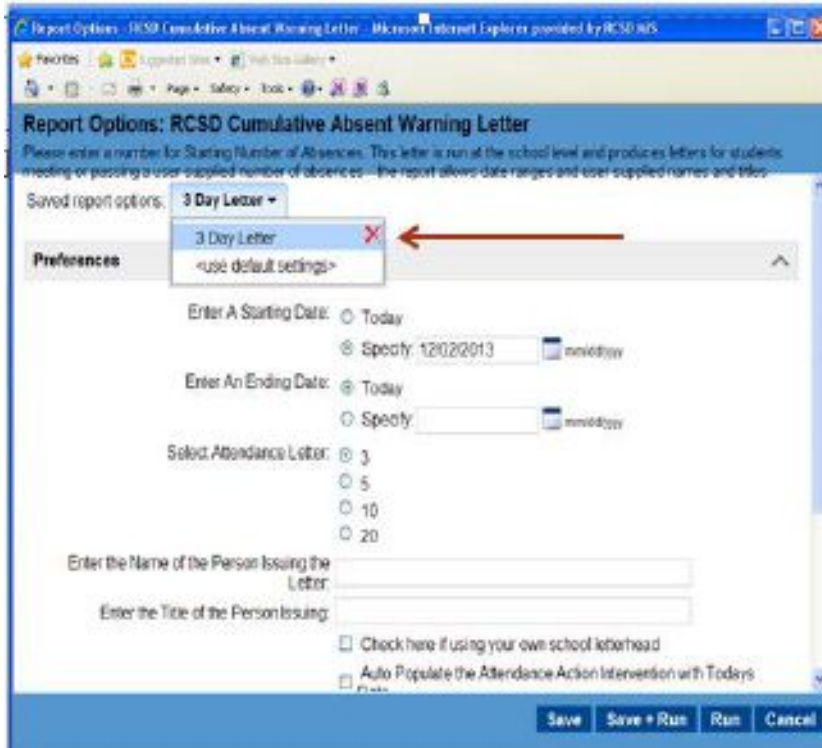
The RCSD Cumulative Absence Warning Letter report has been updated with several features to make it more user friendly and to be more time efficient.

All letters will be automatically documented in Attend Actions and in the Attendance Referral Log if auto-populated button is selected.

The new letter report has the same report name and location. Go to My Reports and then find the report under Attendance Reports.



Delete old saved templates if applicable.



This report will print all four versions of the letters. There is no need to run a report for each letter.

New option- letter will be run in English by default, however if you want to provide the letter in Spanish, choose the second option.

Remember to change the printing options for 2 sided for the English/Spanish version.

Enter the name and title of the person issuing the letter. Once you save this report, you will no longer need to enter this information

Report Options: RCSD Cumulative Absent Warning Letter
 Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs: example: Does not display "Doul Enrolled" Students attending a different school

Preferences

Language: ☒ English
☐ Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter:

Enter the Title of the Person Issuing:

☐ Check here if using your own school letterhead

☐ Auto Populate the Attendance Action Intervention with Today's Date

Retrieve Letters already Auto Populated: NO

Enter Date (only works when selecting "Retrieve Letters"):

☒ Today

☐ Specify: mm/dd/yyyy

Filters

Select filter criteria from sections below:

Choose Auto Populate to record interventions in the Attendance Referral Log and on students' Attend Action pages.

Report Options: RCSD Cumulative Absent Warning Letter
 Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs: example: Does not display "Doul Enrolled" Students attending a different school

Preferences

Language: ☒ English
☐ Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter:

Enter the Title of the Person Issuing:

☐ Check here if using your own school letterhead

☐ Auto Populate the Attendance Action Intervention with Today's Date

Retrieve Letters already Auto Populated: NO

Enter Date (only works when selecting "Retrieve Letters"):

☒ Today

☐ Specify: mm/dd/yyyy

Filters

Select filter criteria from sections below:

To save this format, hit Save + Run.

Report Options: RCSD Cumulative Absent Warning Letter
 Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs, example: Does not display "Dual Enrolled" Students attending a different school.

Preferences

Language: ☒ English
☐ Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter:

Enter the Title of the Person Issuing:

☐ Check here if using your own school letterhead

☐ Auto Populate the Attendance Action Intervention with Todays Date

Retrieve Letters already Auto Populated:

Enter Date (only works when selecting "RetrieveLetters"):

☒ Today

☐ Specify:

Filters

Select filter criteria from sections below:

Buttons: Save Save + Run Run Cancel

Label the saved report Absence Letters.

Report Options: RCSD Cumulative Absent Warning Letter
 Just hitting Run will run your 3, 5, 10 and 20 day letters. This new version is more flexible and has fixed many bugs, example: Does not display "Dual Enrolled" Students attending a different school.

Preferences

Language: ☒ English
☐ Spanish/English (PRINT 2 sided)

Enter the Name of the Person Issuing the Letter:

Enter the Title of the Person Issuing:

☐ Check here if using your own school letterhead

☐ Auto Populate the Attendance Action Intervention with Todays Date

Retrieve Letters already Auto Populated:

Enter Date (only works when selecting "RetrieveLetters"):

☒ Today

☐ Specify:

Filters

Select filter criteria from sections below:

Buttons: Save Save + Run Run Cancel

Save Report Options

You have modified the report options. To save these settings, enter a name below.

Name: Absence letters

Continue

Each day you will only need to open the absence letters report on the Power School home page and print.

Other Features

Will not display Dual enrolled student that are located at a different school such as HHT or LyncX.

Will not send letters for 3 and 5 days of Excused Absences including A-LTSP, A-HHT, etc...

Please contact your attendance assistant.

Facts about the Letters

All 3, 5, 10 and 20 day letters will be generated at the same time.

The letter will be addressed to all student contacts who are listed on Power School to receive mail.

If a letter is produced and there is no address data, the letter will say "Bad Data No Contact" in place of the address. Please update student information so the letter can be generated correctly.

Filters

Filters are available for an individual student, or by grade level designation and placement level. Please send a request if more filters are needed

Retrieving Letters Previously Run

There have been requests to retrieve previously run letters due to printing errors.

In the past, once letters had been run and recorded in Attend Actions, a copy of the letter at that threshold could not be retrieved.

It is now possible to retrieve a copy of the previously run letter if needed.

To Retrieve Letters From a Specific Date

Choose the options below and select run.

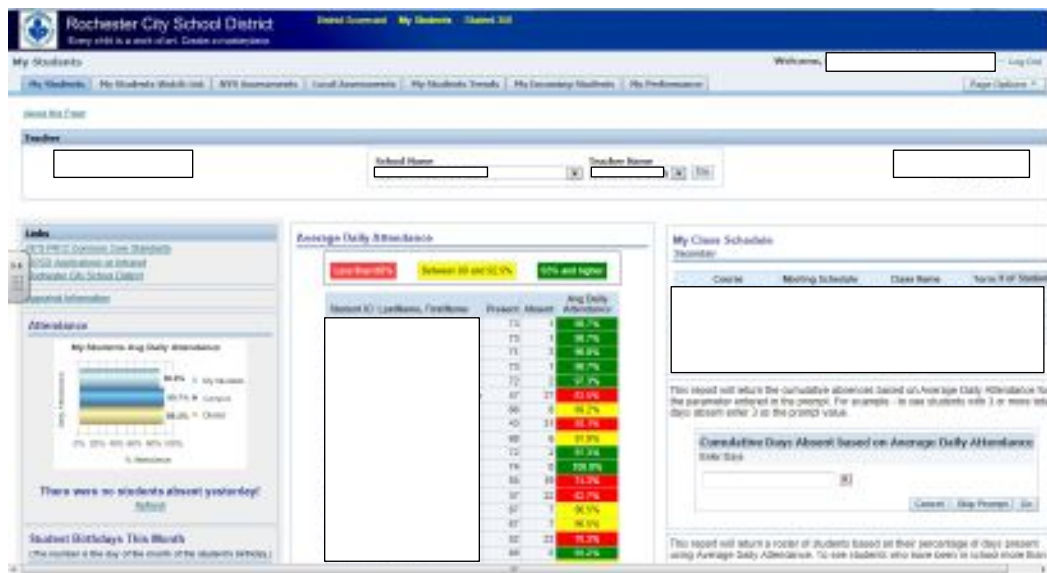
Retrieve Copy of All Letters That Have Been Generated

Choose RetrieveALLSen

Overview of SPA Data Warehouse

SPA Data Warehouse can provide student;

- Daily Attendance
- Attendance absences from day before
- Birthdays
- Medical & legal alert
- Transportation
- Overall period attendance
- Class schedule
- Cumulative days absent
- Parent Connect Information



Click on classes

Scroll down to “Teacher Name”

Select 🚗 icon.

Click on box at top of page “Submit for Teacher”

- click on “A” for students who are absent
- “T” for students who are tardy & put time in 4 digit format (eg: 09:25)
- If a code is already there (ie. E-Excused, or A-OSS), leave it as is.

Click “Save” button at the bottom.