

School Pathways SIS

Taking ADA Attendance in Learning Centers - Admin

New Procedure - 1/22/2008

This message only pertains to schools and teachers that are claiming ADA attendance in Learning Centers. If you are only claiming attendance in Learning Centers for informational purposes, you can ignore this message. If you are claiming ADA attendance in ReportWriter, you can also ignore this message. Please call us if you are confused which group you fit into! We're here to help.

The History -

When a teacher claims ADA attendance in Learning Centers, it is automatically sent to the SP SIS attendance system. The teacher signs and dates an attendance roster and sends it to the office so there is a paper copy that mirrors what the attendance clerk sees in SP SIS. Because a teacher can go in and change that ADA attendance claim *but forget to reprint and sign the new attendance sheet to send to the office again*, the ADA report the attendance clerk has in SP SIS and the paper/signed copy might not match. BIG PROBLEM!

Solution -

So - to solve this problem, we have added the "form and tracking number" system to LC ADA attendance.

The new procedure -

(Those of you who have been using the form and tracking number system with ReportWriter, the process will be the same):

1. Before Attendance Claim Is Made

Teacher View: The teacher sees the attendance for his/her attendance class.

Claim Attendance													
Attendance	Instructor: Brennan, Kathleen	Course Code: 0954	Section: 01										
School Pathways LC	Schoolyear: 2007-2008	Start: 02/02/2007	Trainers Code:										
Room:	Reporting Period: Semester 1, Semester 2	Finish: 05/25/2008	Credits: 18 Weeks										
	Learning Period: 5												

Legend	
■	Positive ADA claimed.
■	Negative ADA claimed.
■	Tardy ADA claimed.
■	No attendance claim previously made.

SSID	Type	Name	Gr	Teacher	10/08	10/09	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/01	11/02
		Heston, David	11	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
958475947		Jensen, Michael	9	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Jody, Jimenez	6	Gruber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
0512578545		Kester, John	5	Gruber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1002001029		Lasky, Megan	10	Gruber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9705949098		Miles, Sarah	6	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
		Nolan, Gloria	11	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
8875807584		Saxon, Sondra	10	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9600300031		Smith, Nathan	10	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9584574321		Terry, Mary	8	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Set all unclaimed days to 'Present' Save

Attendance Clerk View: All student attendance days in SP SIS show as **RED** blocks next to their name.

Milestones Charter School Attendance Claims Report 01/14/2008 To 02/08/2008																											
Report criteria: All Learning Centers, All Learning Centers Classes, All ADA Programs, All Staff, All Grades, All Tracks Generated on: 01/19/2008																											

(0954) Attendance																												
Student Name	Staff Name	Grd	01 14	01 15	01 16	01 17	01 18	01 21	01 22	01 23	01 24	01 25	01 28	01 29	01 30	01 31	02 01	02 04	02 05	02 06	02 07	02 08						
Jody, Jimenez	A Gruber	6	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Kester, John	A Gruber	5	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Lasky, Megan	A Gruber	10	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Heston, David	M Kramers	11	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Jensen, Michael	M Kramers	9	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Nolan, Gloria	M Kramers	11	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Smith, Nathan	M Kramers	10	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Miles, Sarah	L Reeves	6	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Saxon, Sondra	L Reeves	10	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Terry, Mary	L Reeves	8	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

2. Claiming Attendance

Teacher View:

S/he can click the button on the bottom left to change all claims to positive (green). To change an individual claim to TARDY (yellow) or ABSENT (red), the teacher clicks on the check in that box. One click turns the claim to Tardy. Two clicks changes it to Absent. Click again and it's back to Positive (green). If the box is white, the student was not enrolled that day. Then click the **SAVE** button.

Instructor: Banneman, Kathleen Course Code: 0954 Section: 01
 School Pathways LC Schoolyear: 2007_2008 Start: 07/02/2007 Transcript Code:
 Room: Reporting Period: Semester 1, Semester 2 Finish: 05/25/2008 Credits: 18 Weeks
 Learning Period: 5

Legend
 Positive ADA claimed
 Negative ADA claimed
 Tardy ADA claimed
 No attendance claim previously made

SSID	Type	Name	Gr	Teacher	10/08	10/09	10/10	10/11	10/12	10/16	10/17	10/18	10/19	10/22	10/23	10/24	10/25	10/26	10/29	10/30	10/31	11/01	11/02
		Heston, David	11	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
959475947		Jensen, Michael	9	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Jody, Jimenez	8	Stuber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6512576545		Kester, John	5	Stuber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1002001029		Lasky, Megan	10	Stuber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9705946086		Miles, Sarah	6	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Noian, Gloria	11	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9875887564		Saxon, Sondra	10	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9000300031		Smith, Nathan	10	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
98974321		Ternv, Mary	10	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Set all unclaimed days to 'Present'

After the save, the teacher will see a page that tallies what is being sent to the office. If S/he's happy with this claim, s/he will click the >>>Print this Report <<< button.

Claim Attendance

Instructor: Banneman, Kathleen Course Code: 0954 Section: 01
 School Pathways LC Schoolyear: 2007_2008 Start: 07/02/2007 Transcript Code:
 Room: Reporting Period: Semester 1, Semester 2 Finish: 05/25/2008 Credits: 18 Weeks
 Learning Period: 5

Save Successful

Number of Students	10
Number of Schooldays	19
Maximum Possible Attendance	190
Actual Attendance	187
Average Attendance Rate	98.42%
Average Daily Attendance	9.84

New Attendance Report

You are currently building a new attendance report which has not been printed before. You may continue adding more and students days from this class's LP until you print this report off.

If you print the report off, you cannot make any further changes to this attendance report (which covers the entire learning period) without an authorization code from the central office.

If you do not print this off, you may continue altering the attendance claims for this LP until you decide to print off the report.

Below is a summary of the attendance claims currently in this report:

Learning Period: 5

Student	Attended Days	Tardy Days	Absent Days	Unclaimed Days	Total Days
Ternv, Mary	17	0	2	0	19
Kester, John	19	0	0	0	19
Heston, David	18	0	1	0	19
Lasky, Megan	19	0	0	0	19
Jody, Jimenez	19	0	0	0	19
Noian, Gloria	19	0	0	0	19
Miles, Sarah	19	0	0	0	19
Saxon, Sondra	15	4	0	0	19
Jensen, Michael	19	0	0	0	19
Smith, Nathan	19	0	0	0	19

>>> PRINT THIS REPORT <<<

Teacher prints/signs/dates the attendance claim and sends the report to the office with the new form and tracking number on the upper right corner of the page.

Learning Centers: Class Attendance Report

Class: @954 Attendance
 Teacher: Breneman, Kathleen # Students: 10
 Schoolyear: 2007 - 2008 Learning Period: 5
 LP Start Date: 10/08/2007 LP Finish Date: 11/02/2007

Form Number: h1b51
 Tracking Number: 322

SSID	Student	Att	10 08	10 09	10 10	10 11	10 12	10 16	10 17	10 18	10 19	10 22	10 23	10 24	10 25	10 26	10 29	10 30	10 31	11 01	11 02
	Heston, David	18 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	#	X	X	X
968475947	Jensen, Michael	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Jody, Jimenez	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6512576545	Kester, John	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
1002001029	Lasky, Megan	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9709448098	Miles, Sarah	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Nolan, Gloria	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8675867564	Saxon, Sondra	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9600305031	Smith, Nathan	19 of 19	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9684574321	Terry, Mary	17 of 19	X	X	X	X	X	X	X	#	#	X	X	X	X	X	X	X	X	X	X

I, Kathleen Breneman, certify that the above is true and correct.

Teacher Signature: _____ Date: _____

Attendance Clerk View:

When teacher clicks the SAVE button, color in **Attendance Claim Status Report** that the attendance clerk sees in SP SIS changes from **RED** to **YELLOW**.

Student Name	Staff Name	Grd	10 08	10 09	10 10	10 11	10 12	10 15	10 16	10 17	10 18	10 19	10 22	10 23	10 24	10 25	10 26	10 29	10 30	10 31	11 01	11 02
Jody, Jimenez	A Gruber	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kester, John	A Gruber	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lasky, Megan	A Gruber	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Heston, David	M Kramers	11	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Jensen, Michael	M Kramers	9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nolan, Gloria	M Kramers	11	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Smith, Nathan	M Kramers	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Miles, Sarah	L Reeves	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Saxon, Sondra	L Reeves	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Terry, Mary	L Reeves	8	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

3. Confirming Teacher's Claim.

Attendance Clerk logs into SP SIS and goes to Administration>Attendance>Confirm Claim and enters the Form and Tracking numbers into the system that show in the upper right corner of the teacher's attendance claim report (see circled area above).

School Pathways SIS

Home | Site Home | Administration | Learning Centers | My Pages | Staff Info | Parents | Help | Logout

Confirm Claim

Your report contains a special, unique number.

By entering that number here, you are certifying that you have a copy of the report in hand with a verified signature.

If this is not the case, you most certainly should not be entering anything in here.

Form #:

Tracking #:

Color coding the attendance clerk sees for LC ADA attendance in the **Attendance Claim Status Report** changes from **YELLOW** to **GREEN**. The attendance is locked and cannot be changed.

Student Name	Staff Name	Grd	09 17	09 18	09 19	09 20	09 21	09 24	09 25	09 26	09 27	09 28	10 01	10 02	10 03	10 04	10 05	10 08	10 09	10 10	10 11	10 12
Aikenhead, Abigail	D Aikenhead	KN	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Bennett, Richard	D Aikenhead	8	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Bolin, Kavita	D Aikenhead	2	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Cuevas, Linda	D Aikenhead	3	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Furubotten, Chelsea	D Aikenhead	7	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Hair, Savannah	D Aikenhead	6	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Hair, Steven	D Aikenhead	7	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
McCaslin, Shelby	D Aikenhead	4	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G

What if teacher needs to change the attendance claim?

If the teacher needs to change a claim, s/he won't be able to unless s/he goes through the *Change Claim Process*.

Teacher View:

1. Teacher will re-enter the Attendance Claim area for the attendance class. Click **CI**

S/he will see a ***Notice** at the bottom of the screen explaining that the attendance was already claimed and printed and they should call the office for the authorization request number. Give the attendance clerk the "Authorization Request Number" at the bottom of the page.

											No attendance claim previously made.													
SSID	Type	Name	Gr	Teacher	09/10	09/11	09/12	09/13	09/14	09/17	09/18	09/19	09/20	09/21	09/24	09/25	09/26	09/27	09/28	10/01	10/02	10/03	10/04	10/05
		Heston, David	11	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
968475947		Jensen, Michael	9	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Jody, Jimenez	6	Gruber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6512576545		Kester, John	5	Gruber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1002001029		Lasky, Megan	10	Gruber, Amy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9705948098		Miles, Sarah	6	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
		Nolan, Gloria	11	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8675867564		Saxon, Sondra	10	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9600305031		Smith, Nathan	10	Kramers, Mary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9684574321		Terry, Mary	8	Reeves, LeAnn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* Notice: Attendance for this LP has already been reported and printed. You cannot change your claim without an authorization code from the central office. Contact them, and give them the number below. They will give you a code to enter in below to authorize this change in your attendance claim. If you need to print, you can [skip saving and just print by clicking here](#).

Authorization Request Number: 361

Save

Attendance Clerk View:

2. **Attendance clerk** logs into Administration>Attendance>Allow Attendance Claim Change. Asks the teacher for the number they see on the bottom left of the attendance screen and enters that number into the *Allow Attendance Claim Change* screen. The number generated is verbally given to the teacher to enter into the white box on their page. Prior attendance claim sent in by teacher should be discarded by the office. It will not match the new claim.

When the Authorization claim number is entered by the teacher, the attendance for her/his students turns back to **YELLOW**.

Student Name	Staff Name	Gr	10 08	10 09	10 10	10 11	10 12	10 15	10 16	10 17	10 18	10 19	10 22	10 23	10 24	10 25	10 26	10 29	10 30	10 31	11 01	11 02
Jody, Jimenez	A Gruber	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kester, John	A Gruber	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lasky, Megan	A Gruber	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Heston, David	M Kramers	11	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Jensen, Michael	M Kramers	9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nolan, Gloria	M Kramers	11	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Smith, Nathan	M Kramers	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Miles, Sarah	L Reeves	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Saxon, Sondra	L Reeves	10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Terry, Mary	L Reeves	8	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

3. Teacher changes attendance, re-saves, re-prints, signs and dates the new claim and sends it to the office for re-authorization.

4. When the new attendance sheet reaches the office, the attendance clerk re-enters the new Form and Tracking #'s.

What the attendance clerk sees:

The attendance for this teacher's students turns back to **GREEN**.

