



# Assigning Attendance Patterns to Students

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## Change Log

Date	Section Number/Name	Change Description
10/31/14	Entire document	Fix spacing - cosmetic

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## Step 1 - Create Attendance Patterns

Beginning with the 14.5 release, the Attendance Pattern Codes used for EMIS no longer reflect predefined codes from ODE. Each district will be required to define a set of attendance patterns to be used across the district. Prior to each district defining their own attendance patterns, the previous attendance patterns used are still valid codes should you choose to use them instead of defining your own codes. There are several factors to keep in mind when defining attendance pattern code values:

- Only one attendance pattern may be designed as the Default value for all grade levels (\*\*) on the building's default calendar
- Each attendance pattern may be assigned to multiple calendars as long as the grade levels assigned to each of those calendars is different. There can be no duplication of grade levels between the two calendars. (ex: AM Cal: Att Patt: HD, Grade Level KG, /PM Cal: Att Patt: HD, Grade Level: PS)
- If there is a chance a group of students may have different attending days than other students, a separate pattern is needed
- Each attendance pattern may represent students in multiple grade levels

### Adding Attendance Patterns

With the district in context, navigate to **StudentInformation** >> **Management** >> **School Administration** >> **EMIS** >> **Attendance Pattern Maintenance**. Initially, all previously used Attendance Pattern codes from last year will display. Add and/or Inactivate codes as needed to define the set of codes to be used for all buildings.

The following example provides a separate pattern for Seniors, AM or PM only calendars, Kindergarten Late/Staggered Start and an Alternative Schedule.

## Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

The Attendance Pattern was successfully saved

Add Attendance Pattern

	Attendance Pattern ^	Attendance Pattern Description	Is Active
	**	Not Applicable	
	AM	AM Only Calendar	
	AS	Alternative Schedule	
	KL	KG Late Start	
	PM	PM Only Calendar	
	PS	PS Alternate Days	
	SR	Seniors	

Show Active Only

1. With the district in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **EMIS** » **Attendance Pattern Maintenance**.
  - a. Add an attendance pattern by clicking **Add Attendance Pattern**.
  - b. Type in a **Code** that makes sense to you and your district.
  - c. AM is used as the code in the example following this step by step for the pattern assigned to students who attend mornings only.
  - d. Next, give the attendance pattern a **Name** that represents the group.
  - e. Make sure the **Is Active** checkbox is checked. Attendance patterns that do not have this box checked will not be available on Sub-Calendar Maintenance.
  - f. Click **Save**.
  - g. See the example screenshot below this step by step.

## Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

Attendance Pattern Code:

Attendance Pattern Description:  x

Is Active:


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Inactivate any attendance patterns that will not be used. If you don't want any building to use an existing attendance pattern code, make it inactive so there is no chance it may be used. If an Attendance pattern is already assigned to a sub-calendar, do not inactivate it until you have assigned another attendance pattern to the calendar.

## Step 2 - Assigning Attendance Patterns to Sub-Calendars

Each calendar that is to be reported to EMIS must have an attendance pattern assigned.

1. With the building in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-Calendars**.

- a. Click the  next to the sub-calendar you wish to assign an attendance pattern to.
- b. Under the EMIS section, select the appropriate Attendance Pattern Value from the dropdown.
- c. If the sub-calendar is not the default calendar, uncheck the checkbox for the **All Grade Levels - \*\*:** prompt. Once unchecked the Grade Levels dual select box will become available. Select all grade levels that apply to this calendar/attendance pattern combination.

Grade Levels:

01 - 01	PS - PS
02 - 02	KG - KG
03 - 03	
04 - 04	
05 - 05	
06 - 06	
UG - UG	
IN - IN	

- d. For the **To Be Reported:** value, check the appropriate radio button to indicate whether the calendar is to be reported in Days or Hours.
  - e. Enter a date in the **Date of Spring Administration - Math Test:** date box if applicable to students assigned to this calendar. Save a blank date to report the **Date of Spring Administration** as "00000000".
2. **Not Expected to be in Attendance between the first and last day of school on every:**
    - a. The checkboxes in this section indicate whether students assigned to this calendar may not attend a specific day of the week consistently (ex: students may only attend MWF and never T or TH).
    - b. Check the box beside each day where students are **NOT** expected to attend each week.

Not expected to be in attendance between the first and last day of school on every:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

3. **Expected to be in attendance between the first and last day of school on every:**

- a. The checkboxes in this section indicate the days outside of a normal school week where students are expected to be in attendance every week.
- b. Check the box beside each day where students **ARE** expected to attend each week.

Expected to be in attendance between the first and last day of school on every:

Saturday:

Sunday:

- c. Check the **Report to EMIS:**  Checkbox.
- d. Click **Save** to Save the record.
- e. The following prompt will appear, Click on Continue. This will update the attendance pattern on the FD record for any student who is assigned to this sub-calendar.

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendar

**Sub-Calendar Maintenance**

From this screen, you can display, add, change and delete data pertaining to Sub-Calendar.

**By saving your changes the attendance pattern on the FD records of Students associated with this calendar will be updated.**

Continue Cancel

Any student assigned to this sub-calendar will now show the Attendance pattern associated with this calendar on their current FD record.

Repeat the steps listed above for each sub-calendar in each building that is to be reported to EMIS.

## Step 3 - Assigning Attendance Patterns to Students Individually

When a student has a calendar change, it will most likely mean an attendance pattern change as well. There is a new element on the student's FD record indicating which Calendar they are assigned to. This is in addition to the Calendar field on the General Tab. The calendar on the FD tab controls the attendance pattern assignment. Follow these steps to make a calendar change for a student.

1. With the building in context, navigate to: **StudentInformation** » **SIS** » **Student** » **Edit Profile**.
2. Find the student you wish to perform a calendar change for.
3. On the General Tab, select the appropriate calendar from the **Attendance Calendar:** dropdown.
4. Click Save.
5. A new screen will appear indicating the student's previous calendar assignment, their new calendar assignment and a Calendar Change Effective Date field.
6. Enter the Effective Date of the calendar Change. The date selected must be a day within the school year.
7. Click Save.
8. Next, select the FD – Attributes Tab
9. You will need to add a new Attributes record with the updated attendance calendar if this is a true calendar change and not a correction to existing calendar assignment.
10. Enter the Effective Start Date. Use the same date that was used on the General Tab for the Calendar Change Date.
11. Select the appropriate Calendar from the Reporting Calendar Dropdown. When a calendar is selected, the Attendance Pattern value will change to show the attendance pattern associated with that calendar.
12. Click Save to save the record.

**Attendance Pattern:**

AS - Alternative Schedule

**Reporting Calendar:**

GR - Graduates/Early release

Exclude FD Records from Fall Initialization Updates

## Step 4 - Assigning Attendance Patterns to Students Using Student Profile Bulk Update

FD Calendar assignments may be made in bulk using the Student Profile Bulk Update process. Before updates can be made, an Ad-Hoc Membership group must first be created for the students you wish to update. Once the group has been created, follow these steps:

1. With the building in context, navigate to: **StudentInformation** » **Management** » **Ad-Hoc Updates** » **Student Profile Bulk Update**
2. Select the Ad Hoc Membership group you wish to perform the update for.
3. Click Next until you get to the FS-Standing & FD-Attributes Effective Date Tab.
4. If you're updating records as of the beginning of the school year, enter the effective date of 07/01/2014. This will update an existing FD record if it already exists. If you're making a calendar change mid year, enter the effective date of the change and a new FD record will be created to reflect the calendar change.
5. Scroll down the page to the FD Attributes Box.
6. Check the Box beside Reporting Calendar.
7. Select the appropriate Reporting Calendar from the Dropdown.
8. The Attendance Pattern checkbox will automatically be checked as well as the Attendance pattern value associated with the calendar will be displayed.
9. Click Next until you get to the Review Updates Tab. Examine your selections to ensure they are correct. There is no back-out once the updates are made.
10. Click Submit.

NOTE: If you use the 7/1/2014 Date to perform the update, this will update the student's initial record for the beginning of the school year. If you choose to use the first day of school, the update will ADD a new FD record with the new calendar value and attendance pattern. The prior record will be reported with whatever calendar and pattern it had been assigned when the release was first installed.