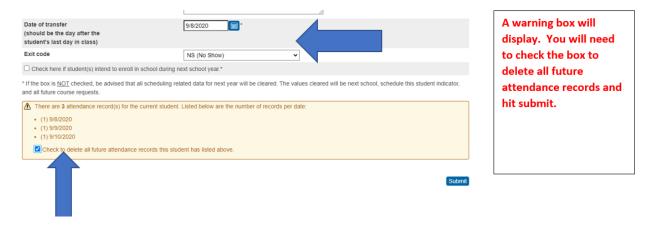


Elementary No-Show Procedures (Process must be completed by 5:00 PM on September 12, 2020.)

Step 1: No-Show students you have received confirmation are not returning to your campus.

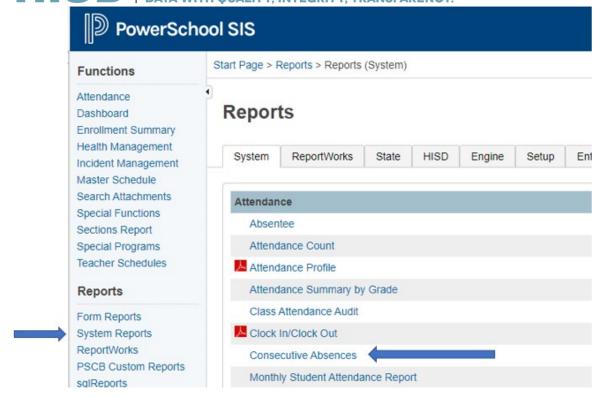
- the parent or guardian has notified the campus that the student is not returning, or
- the campus has received a TREx or records request from another campus or district.



Step 2: How Elementary Schools will generate their list to identify No Shows

- From the PowerSchool SIS Start Page
- Click on System Reports
- Click Consecutive Absences

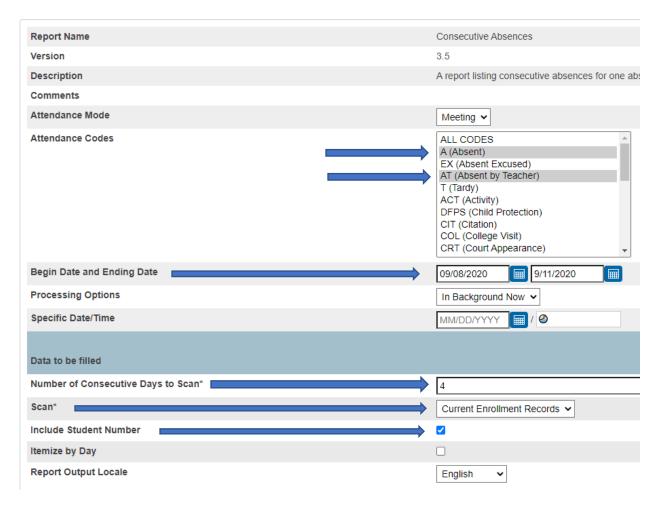
HISD Federal and State Compliance DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.



- Select A (Absent) and hold down the Control Key and Select AT(Absent by Teacher)
- Begin Date and Ending Date 9/8/2020 9/11/2020
- Number of Consecutive Days to Scan 4
- Scan Current Enrollment Records
- Include Student Number Check the Box
- Click Submit



Consecutive Absences Report







This is what the report looks like except that your report will have 4 days instead of 3 days.

| Occurrences of 3 consecutive ab | sences of | code(s) A,AT | ; from 09/08 | /2020 to 09/1 | 0/2020 | | |
|---------------------------------|-----------|--------------|--------------|---------------|------------|------------|-----|
| | | | Expression | | | Last Date | # |
| Any Student 1224557 | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| Any Student 1234567 | | 3 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 (|
| My Student 7654321 | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| 1117 Student 7004021 | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 (|
| Your Student 5647382 | | 2 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 5 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| Her Student 0987654 | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 3 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 2 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 1 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 (|
| | | 3 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 3 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 5 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | -1 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 2 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 1 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 (|
| | | 4 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 0 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 5 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |
| | | 1 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 (|
| | | 2 | 1(A) | HOME ROOM | 09/08/2020 | 09/10/2020 | 3 |

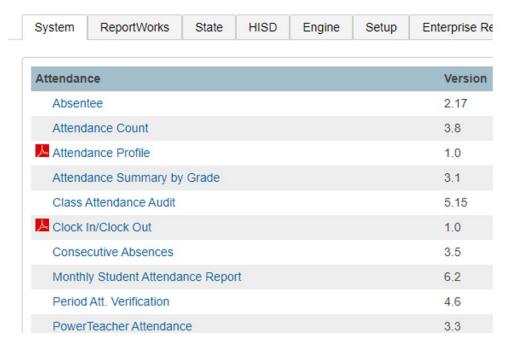
Students with 4 consecutive absences will need to be be no-showed with the effective date of 9/8/2020.

Step 3: How Elementary Schools will generate their list to update effective entry date if applicable

- From the PowerSchool SIS Start Page
- Click on System Reports
- Click Monthly Student Attendance Report

HISD Federal and State Compliance DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.

Reports

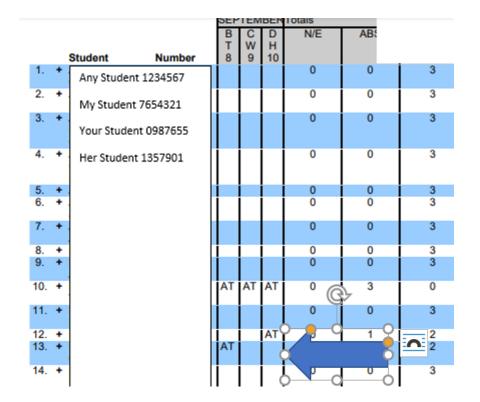


- Click All Students
- Click the radio button in front of the date range 9/8/2020 9/11/2020
- Include Student Number Click check box
- Click Submit

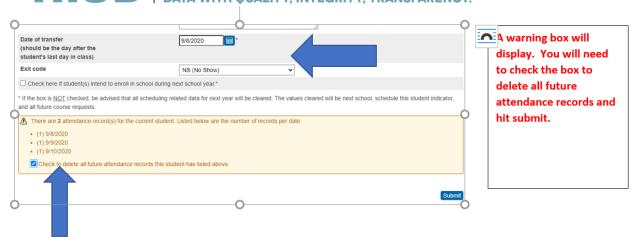
HISD Federal and State Compliance DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.

| Report Name | Monthly Student Attendance | | | |
|---|--|--|--|--|
| Version | 6.2 | | | |
| Description | This report provides an audit of the Enrollment by Grac By default the codes and values displayed in the repo | | | |
| Comments | | | | |
| Attendance Mode | Meeting ~ | | | |
| Attendance Conversion | Period to Day | | | |
| Students to include | The selected 1 student only All students | | | |
| Grades (leave blank for all) | 9 0 10 11 0 12 | | | |
| Reporting Segment | No Reporting Segments defined Setup Reporting Segments | | | |
| Begin Date and Ending Date* | 9/8/2020 9/11/2020 m | | | |
| Processing Options | In Background Now 🕶 | | | |
| Specific Date/Time | MM/DD/YYYY 🔚 / 🤣 | | | |
| | | | | |
| Data to be filled | | | | |
| Include Student Number | ☑ | | | |
| Include Partial Attendance | | | | |
| The report will break to a new page for each: | Reporting Segment 🕶 | | | |
| Report Output Locale | English 🗸 | | | |





Example: Student did not engage in learning on September 8, 2020, but they attended class the rest of the week.



Caution: Step 4 should be completed in the afternoon.

Step 4: Correct Student Effective Enrollment Date if Applicable.

Students who were marked AT absent on Tuesday, September 8, 2020, but engaged in instruction on September 9, 2020 or later will need to have their enrollment information updated.

- Mark them as a no-show for September 8, 2020
- o Add a new enrollment line with the date the student was first counted RA present.