

## Secondary No Shows (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.

Date of transfer (should be the day after the student's last day in class) 9/8/2020

Exit code NS (No Show)

Check here if student(s) intend to enroll in school during next school year.\*

\* If the box is **NOT** checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

**Warning:** There are 3 attendance record(s) for the current student. Listed below are the number of records per date:

- (1) 9/8/2020
- (1) 9/9/2020
- (1) 9/10/2020

Check to delete all future attendance records this student has listed above.

Submit

**A warning box will display. You will need to check the box to delete all future attendance records and hit submit.**

### Step 2: Run the Absentee Report

Run an individual **Absentee Report** in PowerSchool for each of the following dates: 9/8/2020, 9/9/2020, 9/10/2020, and 9/11/2020.

**Run the reports on 9/11/2020 AFTER the official ADA attendance has been taken. Note** – The Absentee Report shows single day attendance period by period.

#### Instructions for running the Absentee Report

1. From the PowerSchool Start Page, click **Attendance**.
2. Click the **Reports** Tab.
3. Select **Absentee Report**.

#### Reports

System	ReportWorks	State	HISD	Engine	Setup	Enterprise Reporting	sqlReports	Special Programs	
Attendance		Version	Description						
Absentee		2.17	Single day period by period attendance code report.						

4. Use the default setting for **Attendance Mode** (Meeting).
5. Select students to include in report (All students).
6. Select grades to include or leave blank to include all (Leave blank).
7. For **Attendance Codes**, select **AT** (Absent by Teacher) (Use the command or control key to select more than one code.)
8. Select the period(s) or leave blank for all periods. **Keep in mind that there is no need to select a period in Daily mode.**

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9. Include the student number. Do not include blank lines and the verification line. *Your screen should be set up like the one below with the desired date to scan: 9/8/2020, etc.*

## Absentee Report

Report Name	Absentee
Version	2.17
Description	Single day period by period attendance code report. Note: Period(s) does not apply to daily mode.
Comments	
Attendance Mode	Meeting ▾
Students to Include	<input type="radio"/> The selected 0 students only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Attendance Codes	<ul style="list-style-type: none"><li>A (Absent)</li><li>EX (Absent Excused)</li><li>AT (Absent by Teacher)</li><li>T (Tardy)</li><li>ACT (Activity)</li><li>DFPS (Child Protection)</li><li>CIT (Citation)</li><li>COL (College Visit)</li><li>CRT (Court Appearance)</li><li>DC (Dual Credit)</li></ul>

Date to Scan	09/10/2020
Period(s) (leave blank for all)	<input type="checkbox"/> 1M <input type="checkbox"/> 88 <input type="checkbox"/> 99 <input type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6 <input type="checkbox"/> P7 <input type="checkbox"/> P8
Processing Options	In Background Now ▾
Specific Date/Time	MM/DD/YYYY  /
Data to be filled <span style="float: right;">(Check checkbox on the right to save as default)</span>	
Include Student Number	<input checked="" type="checkbox"/>
Number of Blank Lines Below Student Names	0
Include Verification Line	<input type="checkbox"/>
Report Output Locale	English ▾

10. Click **Submit**.

11. On the Report Queue page, if the report is still running, click **Refresh** until the status changes to completed.

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## Report Queue (System) - My Jobs

System ReportWorks

Refresh

Created	Job Name	Started	Ended	Status
09/10/2020	Absentee	09/10/2020 07:48 PM	09/10/2020 07:48 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.  
 If a job is running or is waiting to be run, you can cancel it by clicking the red cancel icon. You can also cancel a job on the Job Detail page. Note: If you cancel a running job, depending on its complexity, it may not be immediately marked as canceled, but will eventually respond to the cancel request.  
 Completed and canceled jobs will automatically be deleted after days.

### 12. Click **View**.

Student	Number	Grade	Phone	1M	88	99	P1	P2	P3	P4	P5	P6	P7	P8
Doe, Joe	123456	12	777-9311						AT				AT	
								AT						AT
								AT						
									AT					
										AT				AT
									AT	AT				

At the bottom of the Absentee report, click **Functions** to work with the group of absent students.

### Copy and paste report data into an Excel spreadsheet.

1. Highlight the report data and right click to copy the information.
2. Paste report data in an Excel spreadsheet.
3. Delete any extra or blank lines from the top of the sheet.
4. Filter by ADA period to determine which students were absent.
5. Repeat for each individual Absentee Report.

Student	Number	Grade	Phone	1M	P1	P2	P3	P4	P5	P6	P7	P8
Student 1	1	11	713-555-5555			AT						
Student 2	2	11	713-555-5556			AT						
Student 4	4	12	713-555-5558			AT						

### Update PowerSchool to update the attendance.

1. If the student was marked AT in the ADA class period, but he/she was marked RA in another class on the same day, then update the student's attendance in the ADA period to RA based on engagement in other classes.
2. Update attendance for 9/9/2020, 9/10/2020 and 9/11/2020.
3. Keep all reports on file for documentation.

### Step 3: How Secondary Schools will generate their list to identify No Shows

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

## Reports

System ReportWorks State HISD Engine Setup Enterprise Re

Attendance	Version
Absentee	2.17
Attendance Count	3.8
 Attendance Profile	1.0
Attendance Summary by Grade	3.1
Class Attendance Audit	5.15
 Clock In/Clock Out	1.0
Consecutive Absences	3.5
Monthly Student Attendance Report	6.2
Period Att. Verification	4.6
PowerTeacher Attendance	3.3

- 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

Report Name	Monthly Student Attendance
Version	6.2
Description	This report provides an audit of the Enrollment by Grad By default the codes and values displayed in the repo
Comments	
Attendance Mode	Meeting ▾
Attendance Conversion	Period to Day ▾
Students to Include	<input type="radio"/> The selected 1 student only <input checked="" type="radio"/> All students
Grades (leave blank for all)	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Reporting Segment or Begin Date and Ending Date*	<input type="radio"/> No Reporting Segments defined -> <a href="#">Setup Reporting Segments</a> <input checked="" type="radio"/> <input type="text" value="9/8/2020"/> <input type="text" value="9/11/2020"/>
Processing Options	In Background Now ▾
Specific Date/Time	<input type="text" value="MM/DD/YYYY"/> <input type="text" value=""/> / <input type="text" value=""/>
Data to be filled	
Include Student Number	<input checked="" type="checkbox"/>
Include Partial Attendance	<input type="checkbox"/>
The report will break to a new page for each:	Reporting Segment ▾
Report Output Locale	English ▾



MonthlyStudentAttendance.pdf

	Student	Number	SEPTEMBER Totals					
			B T 8	C W 9	D H 10	N/E	AB	
1. +	Any Student	1234567				0	0	3
2. +	My Student	7654321				0	0	3
3. +	Your Student	0987655				0	0	3
4. +	Her Student	1357901				0	0	3
5. +						0	0	3
6. +						0	0	3
7. +						0	0	3
8. +						0	0	3
9. +						0	0	3
10. +			AT	AT	AT			0
11. +						0	0	3
12. +					AT	0	1	2
13. +			AT			0	1	2
14. +						0	0	3
15. +						0	0	3
16. +						0	0	3
17. +						0	0	3
18. +						0	0	3
19. +						0	0	3
20. +					AT	0	1	2
21. +						0	0	3
22. +						0	0	3



Students who have an AT for all four days this week should be no-showed as of 9/8/2020.

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Date of transfer  
(should be the day after the student's last day in class)  

Exit code

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Submit

**A warning box will display. You will need to check the box to delete all future attendance records and hit submit.**

## Caution: Do Step 4 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
- Add a new enrollment line with the date the student was first counted RA present.