

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.

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.

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

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

The screenshot shows the PowerSchool SIS interface. At the top, the logo and title 'PowerSchool SIS' are displayed. Below this, a breadcrumb trail reads 'Start Page > Reports > Reports (System)'. The main heading is 'Reports'. A navigation bar contains tabs for 'System', 'ReportWorks', 'State', 'HISD', 'Engine', 'Setup', and 'Ent'. A list of reports is shown under the 'Attendance' category, including 'Absentee', 'Attendance Count', 'Attendance Profile', 'Attendance Summary by Grade', 'Class Attendance Audit', 'Clock In/Clock Out', 'Consecutive Absences', and 'Monthly Student Attendance Report'. A blue arrow on the left points to 'System Reports' in the 'Reports' section of the sidebar. Another blue arrow on the right points to 'Consecutive Absences' in the main report list.

- 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

Report Name	Consecutive Absences
Version	3.5
Description	A report listing consecutive absences for one ab
Comments	
Attendance Mode	Meeting ▾
Attendance Codes	<div style="border: 1px solid gray; padding: 5px;"><p>ALL CODES</p><p>A (Absent) →</p><p>EX (Absent Excused) →</p><p>AT (Absent by Teacher)</p><p>T (Tardy)</p><p>ACT (Activity)</p><p>DFPS (Child Protection)</p><p>CIT (Citation)</p><p>COL (College Visit)</p><p>CRT (Court Appearance)</p></div>
Begin Date and Ending Date	09/08/2020 [calendar] 9/11/2020 [calendar]
Processing Options	In Background Now ▾
Specific Date/Time	MM/DD/YYYY [calendar] / [clock]
Data to be filled	
Number of Consecutive Days to Scan*	4
Scan*	Current Enrollment Records ▾
Include Student Number	<input checked="" type="checkbox"/>
Itemize by Day	<input type="checkbox"/>
Report Output Locale	English ▾

→ [Submit](#)

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

Occurrences of 3 consecutive absences of code(s) A,AT, from 09/08/2020 to 09/10/2020

Student	Student Number	Grade	Expression	Course	First Date	Last Date	#
Any Student 1234567	0	1(A)		HOME ROOM	09/08/2020	09/10/2020	3
	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
	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 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

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

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DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.

Report Name Monthly Student Attendance
Version 6.2
Description This report provides an audit of the Enrollment by Grade. By default the codes and values displayed in the report are the same as the ones used in the system.

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 10 11 12

Reporting Segment
 or
Begin Date and Ending Date* 9/8/2020 9/11/2020 [-> Setup Reporting Segments](#)

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 ▾



		SEPTEMBER Totals					
		B	C	D	N/E	ABS	
Student	Number	8	9	10			
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	3	0
11. +					0	0	3
12. +			AT		0	1	2
13. +		AT			0	0	2
14. +					0	0	3

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

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DATA WITH QUALITY, INTEGRITY, TRANSPARENCY.

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

Submit

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
- Add a new enrollment line with the date the student was first counted RA present.