This two-hour training will provide an in-depth training on the configuration and procedures for the setup of key pages/tables used in Attendance and the best practices for maintenance.  It is recommended that Daily Attendance Management and/or Period Attendance Management training is included with Attendance Setup and Configuration. Needs of individual districts may vary.

**A – Overview of Attendance Navigation**

* Expanding/collapsing nodes and branches
* Favorites – customize frequently accessed Pages/Reports
* Attendance information located on:
	+ Home page
	+ Attendance Dashboard
	+ Profile page
	+ YTD Attendance Totals
	+ Attendance page
		- Red Flag
* **Attendance Process Dashboard**
	+ Order of operations
	+ Hyperlinks to Pages and Reports

**B – Verify/Review School Options (Attendance Process Dashboard A8)**

**Node: School Info | School Options**

* **School Options** – defines key configurations in database
* Attendance Setup
	+ Attendance Options Chart
	+ Verify:
	+ Scheduling Type
	+ Att Type
	+ Att Reporting
	+ Schedule Basis

**C – Create a School Calendar (A1)**

**Node: School Info | Calendar**

* The **Calendar** defines attendance and non-attendance days
* Use Board approved calendar to add attendance months and designate school holidays, staff development days and minimum days
* Attendance months can be locked after monthly reconciliation
* Print **Calendar** for reference
* **Push and Pull Setup Tables** functionality

**D – Tracks**

**Node: School Info | School Options**

* Tracks are used for year-round education or schools with staggered start dates
* Tracks are identified in:
	+ School Options – Identify the number of tracks
	+ Calendar – Build for each track
	+ Terms – Build term dates for each track
	+ Students – Every student is assigned a track

**E – Build Terms (A2)**

**Node: School Info | Terms**

* Build the grading **Terms** for the school year
* **Push and Pull Setup Tables** functionality

**F – Verify/Review Absence Code Table (A3)**

**Node: Attendance Accounting | Configurations | Update Absence Codes**

* **Absence Code Table** identifies and defines each attendance code used
* District approved
* Map Independent Study Codes
* Print **Absence Code Table** for reference
* **Push and Pull Setup Tables** functionality

**G – Attendance Notes**

**Node: Student Data | Attendance**

* Review code and add/update, if needed

**H – Attendance History (A6)**

**Node: Attendance Accounting | Configurations | Attendance History Config**

* Creates an up-to-date Attendance History record for each student
* Provides longitudinal attendance data
* Provides attendance data for CALPADS Student Attendance Summary extract
* Confirm process is enabled through current day for each day of the week and select an update time *other than* *12:00 a.m.*

**I – Bell Schedule (A4, A5)**

**Node: School Info | School Options**

* **Bell Schedule** determines a student’s location and defaults for attendance period for teachers on the **Classes** page
* **Bell Schedule** on **School Options** is the default bell schedule

**Node: Attendance Accounting | Configurations | Bell Scheduler**

* Add Bell Schedule for block days, minimum days, finals, etc.
* Assign Bell Schedule to Calendar

**Node: Attendance Accounting | Configurations | Block Schedule Calendar**

* **Block Schedule Calendar** determines which periods meet for each calendar day
* Build **Block Schedule Calendar**
* Determines which periods meet each day

**J – Verify/Review Student Programs and Attendance Programs**

**Node: Student Data | Demographics**

* Student Programs (STU.SP) determines grouping on Attendance Reports and calculates ADA totals for P1 and P2
* Attendance Program 1 (STU.AP1) and Attendance Program 2 (STU.AP2) provide additional grouping/filtering

**K – No Show Code (A9)**

**Node: School Info | Configurations | No Show Setup**

* No Show Code populates *Summer Withdrawal Reason* on Demographics/ Tab 2
* **No Show Setup** is configured each year to reflect last day of school from prior year
* Using No Show Code deletes all attendance and scheduling/course information
* Recommended practices:
	+ Disable the No Show Code after a few weeks to avoid accidental loss of data
	+ Districts should determine who will manage the **No Show Setup**

**L – Verify/Review Attendance Portal Options (A10)**

**Node: School Info | Portal Management | Portal Options**

* Determines teacher view and **Attendance** access
* **Lunch Count** setup
* **Attendance** input time range

**M – Initialize Attendance (B1)**

**Node: Attendance Accounting | Functions | Initialize ATT/CAR**

* Creates an **Attendance** record for each student and a **Course Attendance** for schools with a Master Schedule
* **Needs to be performed as close to the first day of school as possible**
* Before initializing attendance, review the **Total** **Students** column for possible anomalies
* Procedures change after the **Attendance** table has been initialized and the **Attendance** table is updated individually