SchoolData.net
INTEGRATED · CUSTOM · APPLICATIONS

Ar

ABSENCE RESPONSE
TECHNICAL MANUAL

SchoolData.net

Introduction

What Absence Response Achieves

It can be daunting to learn and keep up-to-date with the various laws that educators and school districts must stay in compliance with. School Data Solutions created Absence Response to allow a school district to ensure that they are fully compliant with their state laws. This lets you concentrate on the crucial issues abundant in managing a school district or classroom.

Absence Response will allow you to:

1. Maintain compliance as well as flag any absence conditions identified by ESSA and your state reporting regulations.
2. Get automatic alerts under absence conditions defined by your state or district.
3. Send absence notifications to families via email, text, letter, or voice message.
4. Review absences by class period, day, week, or month.
5. Customized reports empower schools to correct inequity in student learning opportunities.
6. Record each absence communication home for a clear trail of documentation.
7. Filter records by gender, race, or program to uncover absence trends.
8. Remove the hurdles to learning by showing clear charts that demonstrate student subgroups most at risk for more effective interventions.
9. Customize your alerts that monitor the essential attendance metrics to your district.
10. Avoid hefty fines and fees, as well as potential litigation that is involved when not maintaining compliance.

It can be extremely challenging to stay compliant with the law when it's constantly changing or when new laws have been in the past. Sometimes it seems as though you need a law degree to comprehend the ramifications fully. With Absence Response, you don't. It will handle all of the specifics with this leaking clean interface as well as intuitive alerts. The purpose of this manual is to give you a tour and some functional knowledge of how to utilize Absence Response to its full potential.

How to Use This Manual

The layout of this manual is organized with a basic introduction—a manual to familiarize yourself with the User Interface. The purpose of this manual is to get you up and running with Absence Response in the most timely manner possible. All options in Absence Response are covered here.

This manual is laid out in terms of user "Roles". Everything relevant to any given role is covered in individual sections such as District Administrator, School Administrator, Data Administrator, and Secretary. This allows you to find the information that is relevant to you or your job quickly and efficiently. Like any other reference book, you can consult it when needed or read it cover to cover to obtain a full working knowledge of Absence Response.

Login Instructions

The first place to begin is getting into the application. You can accomplish this by visiting the following URL and entering in your login credentials.

https://v2dev.schooldata.net/v2/absence-response/#/secretary/summary

Once you have done this, the application will present you with a page that looks like this:
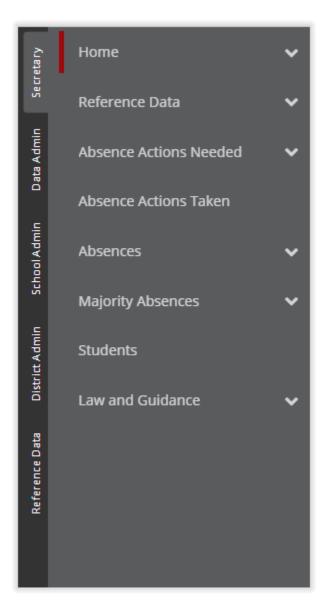
Application Navigation

User roles play a critical part in understanding and navigating this document and this Quick-Start Manual. Regardless of your position, we know that this manual will serve as an invaluable resource for you to quickly and efficiently utilize Absence Response to its full potential. Doing so will, in turn, allow your district or school to comply with the Law.

The Application Navigation Menu is located on the left side of the page and can be accessed at any time. You will notice that the site structure is mirrored in this manual.

To the right, we can see a picture of the Application Navigation Menu, also referred to as the "Left Nav".
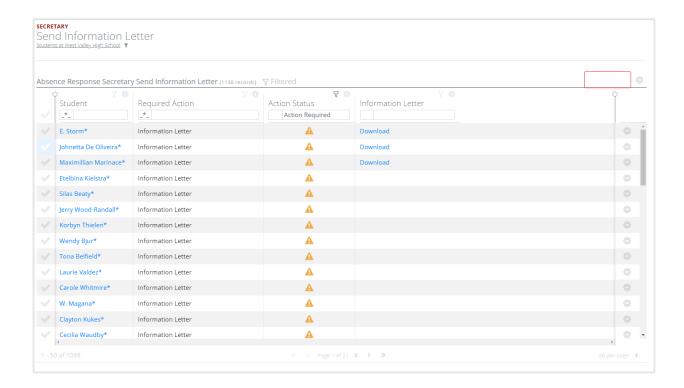
Global Tools of the Absence Response Interface

There are a few tools you will find in this application that are the same for every section. Pointing these tools out now will allow you to recognize them on every page and sub-page listed in this manual. The global tools specified here don't always do the same actions, but they are always in the exact location and have the same meaning.

Bulk Actions
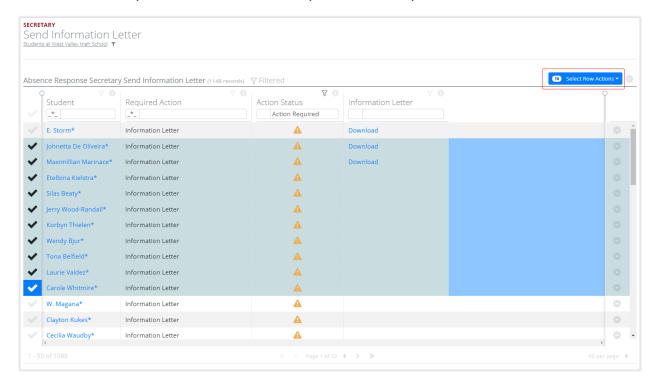
Almost all School Data Solutions applications inside the data tables allow actions to be completed mass or bulk.

As an example, let's look at the data table located below. Note the red rectangle at the top right. This rectangle currently does not highlight anything. We also noticed that no students are checked on the left-hand side.
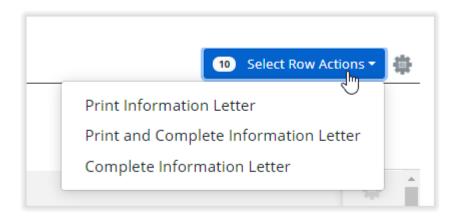
However, once we begin selecting students, the red box that highlights nothing in the above picture will be filled with a box that allows you to conduct actions in bulk. What precisely those actions are will vary based on the section that you are currently in.

As we can see in the above picture, we now have a button to select to complete actions in bulk. If the button is clicked, we will see the actions that we can complete involving project specifications. Again these actions will change based on the section that you are currently in.

Secretary

The following section is composed primarily for the role of "secretary". It is the section with the most content, and as such, contains the most information.
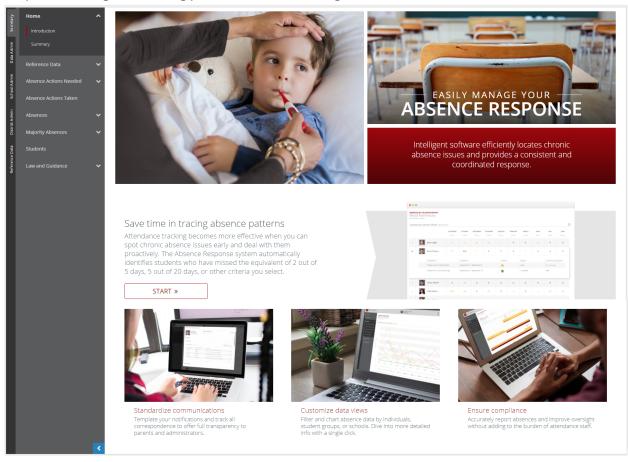
Home

The Home section is composed of two different sections, Introduction and Summary.

All other significant sections of Absence Response (by User Role) also have these sections. However, to avoid redundancy, we will only cover the two sections here.

Introduction

The introduction will display just a few of the many features that you will find inside of Absence Response. It's a good starting point for understanding some of the standard features.

Summary

The summary page under the "Home" section will give further details regarding the user role and applicability of that specific section for that user. The summary is meant to provide you with the main points of Absence Response. As well as give you a sample of what you will be capable of using it.

Reference Data

This Application link is meant to be a section that holds eight different subsections. Reference data is a particular subset of master data that is used for classification, in this case primarily for the State Requirements.

State Requirements
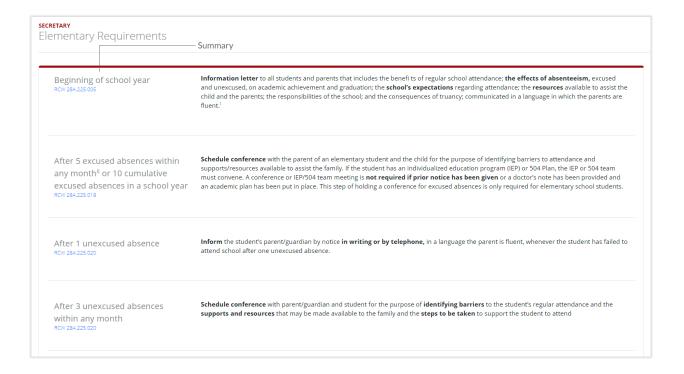
The following two sections break down the law for both elementary and middle and high school.

Essentially, they will show you a summary of the law as it is written. This section contains a great deal of foundational information regarding absenteeism and the effects from a legal perspective.

Elementary Requirements
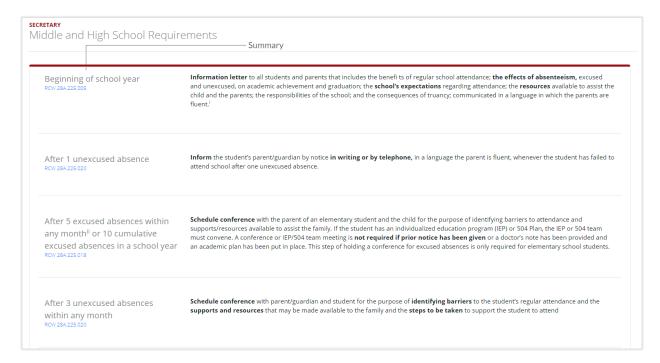
Outlined in great detail in this section are the legal requirements for Elementary Schools regarding absences. Each section has a hyperlink, with its page detailing that section of the law that has been summarised in the light grey text. This makes it easy to understand and read the law quickly.

SECRETARY
Elementary Requirements

Summary

Beginning of school year RCW 28A.225.005	**Information letter** to all students and parents that includes the benefi ts of regular school attendance; **the effects of absenteeism,** excused and unexcused, on academic achievement and graduation; the **school's expectations** regarding attendance; the **resources** available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.[i]
After 5 excused absences within any month[ii] or 10 cumulative excused absences in a school year RCW 28A.225.018	**Schedule conference** with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is **not required if prior notice has been given** or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.
After 1 unexcused absence RCW 28A.225.020	**Inform** the student's parent/guardian by notice **in writing or by telephone,** in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
After 3 unexcused absences within any month RCW 28A.225.020	**Schedule conference** with parent/guardian and student for the purpose of **identifying barriers** to the student's regular attendance and the **supports and resources** that may be made available to the family and the **steps to be taken** to support the student to attend

Middle and High School Requirements

The middle school and high school sections show the legal requirements for those grade levels. It's structured in the same way as the prior section, with a summary of the law and regulations.

SECRETARY
Middle and High School Requirements

Summary

Beginning of school year RCW 28A.225.005	**Information letter** to all students and parents that includes the benefits of regular school attendance; **the effects of absenteeism,** excused and unexcused, on academic achievement and graduation; the **school's expectations** regarding attendance; the **resources** available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.[i]
After 1 unexcused absence RCW 28A.225.020	**Inform** the student's parent/guardian by notice **in writing or by telephone,** in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
After 5 excused absences within any month[ii] **or 10 cumulative excused absences in a school year** RCW 28A.225.018	**Schedule conference** with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is **not required if prior notice has been given** or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.
After 3 unexcused absences within any month RCW 28A.225.020	**Schedule conference** with parent/guardian and student for the purpose of **identifying barriers** to the student's regular attendance and the **supports and resources** that may be made available to the family and the **steps to be taken** to support the student to attend

Absence Types

Absence Types covers all types of absences that are discussed under the law. It lists which ones are classified as Excused absences, unexcused absences, other absences, Monday, and multiple absence types in one student school day. It provides helpful examples as well as points to the fundamental law Where these facts can be sourced.
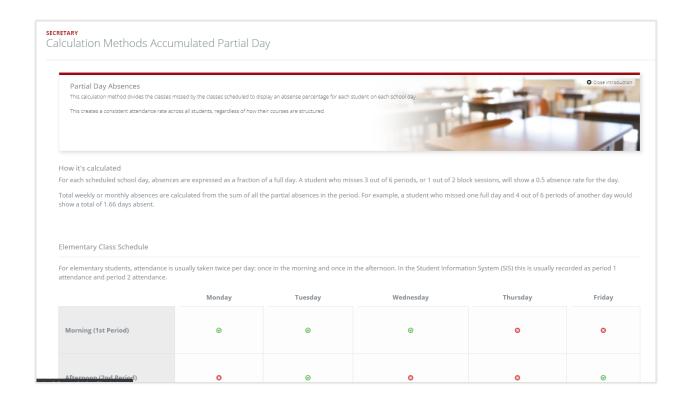
Calculations Methods

The calculations methods section holds in it three subsections. All the first sections accumulated partial-Day absences, second partial day and full Day absences, and last majority absence counts. In the following sections, we will discuss these and provide screenshots for them.

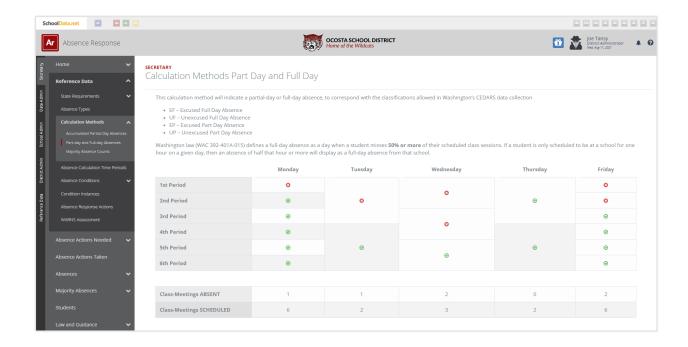SchoolData.net

Accumulated Partial-Day Absences

Accumulated partial Day absences provide the calculation to figure out how many days are missed when grouped fractional days are taken into account. In this section of the elementary class schedule, secondary class schedules are both taken into account.

Calculation Methods Accumulated Partial Day

Partial Day Absences

This calculation method divides the classes missed by the classes scheduled to display an absense percentage for each student on each school day.

This creates a consistent attendance rate across all students, regardless of how their courses are structured.

⊗ Close Introduction

How it's calculated

For each scheduled school day, absences are expressed as a fraction of a full day. A student who misses 3 out of 6 periods, or 1 out of 2 block sessions, will show a 0.5 absence rate for the day.

Total weekly or monthly absences are calculated from the sum of all the partial absences in the period. For example, a student who missed one full day and 4 out of 6 periods of another day would show a total of 1.66 days absent.

Elementary Class Schedule

For elementary students, attendance is usually taken twice per day: once in the morning and once in the afternoon. In the Student Information System (SIS) this is usually recorded as period 1 attendance and period 2 attendance.

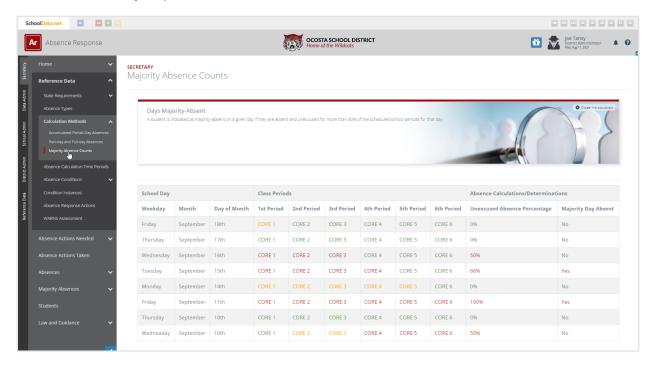|	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (1st Period)	⊘	⊘	⊘	⊗	⊗
Afternoon (2nd Period)	⊗	⊘	⊗	⊗	⊘

Part-day and Full-day Absences

The 2nd section in the calculation methods application link describes the calculation methods for part-day and full-day absences. The calculation method specified in the section will indicate a partial day or full day absence to correspond with the classification allowed in Washington Cedar data collection. This section discusses Washington's law WAC 392-401A-015 specifically.

Majority Absence Counts

The section majority absence counts describe in great detail that if a student has more than 50% of the scheduled school periods marked as absent marked explicitly as unexcused and absent, they are classified as majority absence counts.

Absence Calculations Time Periods

This section of reference data describes calculation periods. Specifically, it elaborates on what happens when consecutive school days, calendar days, calendar weeks, and calendar months are missed.

Absence Conditions
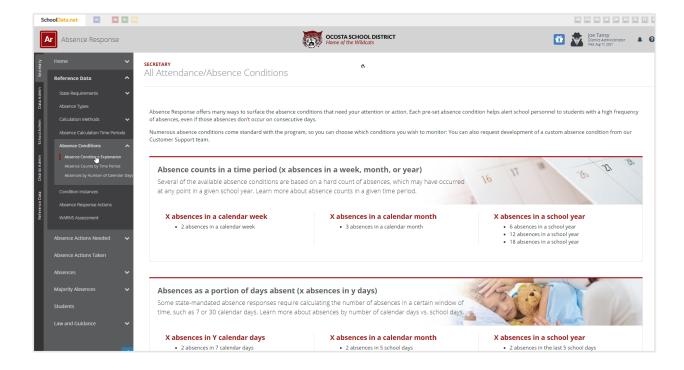
Absence conditions as a navigational link item that contains three subsections. The subsections contained therein are absence condition explanation, absence counts by time, and absence by number of calendar days.

Absence Conditions Explanation
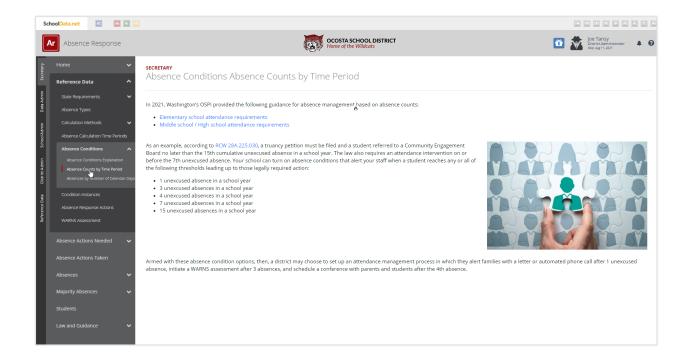
The "Absence Conditions Explanation" section under Absence Conditions details one of the many mathematical equations that Absence Response uses to surface absence conditions that may need attention or action. The three main sections in this subsection are absence counts in a time, absence as a portion of days absent, and conditions that consider absence type.

Absence Counts by Time Period
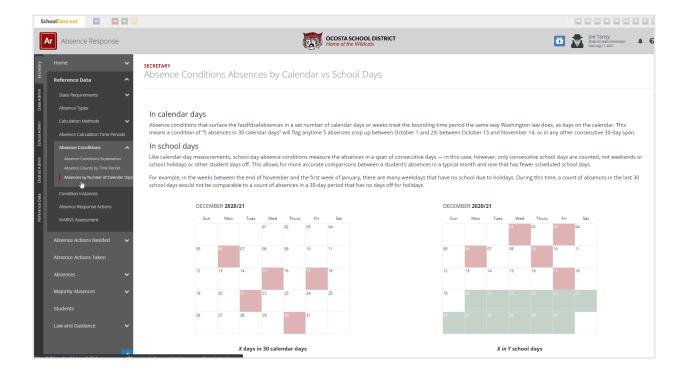
This section details Washington state's OSPI guidance for absent management based on absence counts. Multiple resources are hyperlinked in the section. Additionally, law RCW 28A.225.030 is also discussed. Also, this subsection discusses the initiation of WARNS assessment after multiple absences and other absence condition options.

Absence by Number of Calendar Days
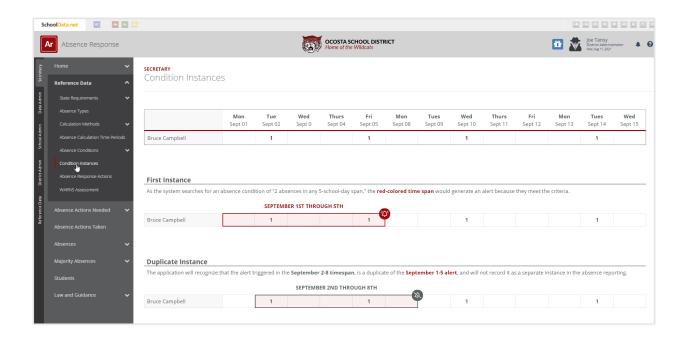
The last section, in absence conditions, is entitled to absences by the number of calendar days. This section compares school days and calendar days for a more solid understanding of absence conditions.

Condition Instances
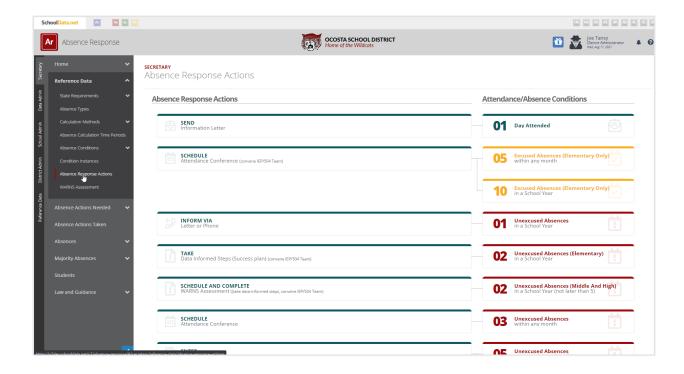
This section details how Absence Response searches for fines generate alerts based on the given input data.
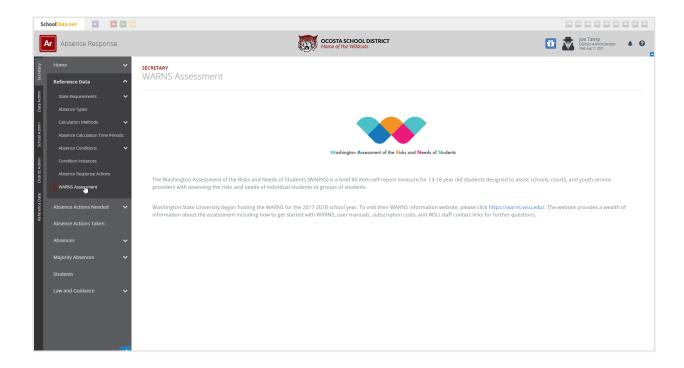
Absence Response Actions

Absence Response actions detail different responses to absence conditions. You Can see the actions taken on the left side, which matches the right side attendance absence conditions. So, for example, if a student misses ten excused absences for an elementary school in a year, then an attendance conference is scheduled. The infographic on this page allows a visual depiction of the proper response to any given absence condition.

WARNS Assessment

The WARNS assessment sub-page inside of reference data gives details and links to the Washington Assessment of the Risks and Needs of Students (WARNS).
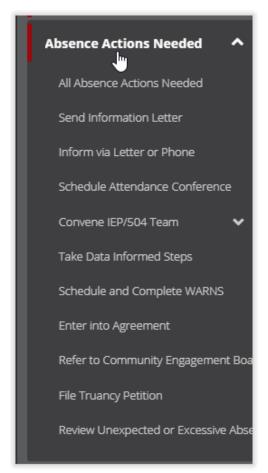
Absence Actions Needed

This navigation item link contains 11 different subpages.

These subpages are as follows:

1. All Absence Actions Needed
2. Send Information Letter
3. Informed By A Letter Form
4. Schedule Attendance Conference
5. Convene IEP/504 Team
6. Take Data-Informed Steps
7. Scheduling Complete WARNS
8. Enter Into Agreement
9. Refer To Community Engagement Board
10. File Truancy Petition
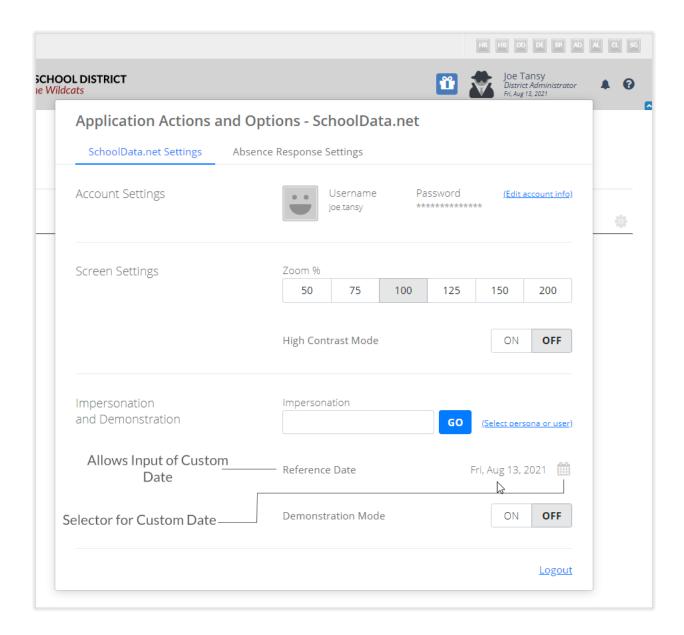11. Review Unexpected Or Excessive Absences

We will go into detail and explain the section below. This section will also cover adding a custom date to review data from any year that you would like.

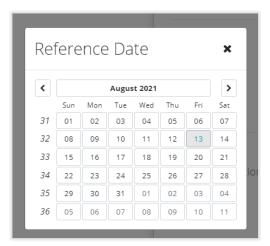## Adding Dates and Reviewing Prior Year Data

It is possible to review prior year data. We can accomplish this by going to the top right of the Avenue and clicking on the user profile. When done, you'll see an option to be able to add a custom date.
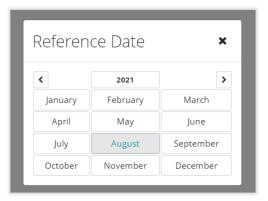
Absence Response will bring you to an additional modal once you have clicked on the selector pointed out in the above picture. This mode will allow you to set the date.
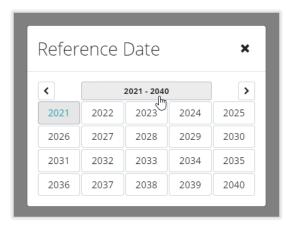
In the image to the right, we can see that we can select specific days. However, we can also choose particular months and particular years. This is accomplished by clicking on the month title. In our example, we see that it is set for August 2021. To select a different month, we simply click on this.

The following picture will show the month being clicked on.

In the same way that we selected the month, you can also set the year. It's just a matter of clicking on the actual option inside of the model. This can be seen demonstrated below.
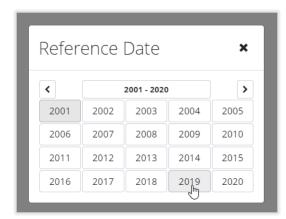

As you probably could have guessed by now, additionally, you can expand even years upon. We see that in the year section, there is a left arrow and a right arrow. Clicking these will allow you to scroll through multiple decades. This allows for quick and efficient referencing of data. Once the information has been added even decades later, you can zoom in at a specific part of the time. For which you need to retrieve your data.
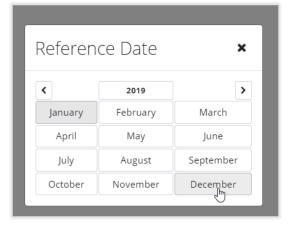
For our example, we will choose December 25 in 2019. So the first thing we would do is click the left arrow key to get to 2001 2 2020. Once there, we will select the year 2019, as you see in the following picture.
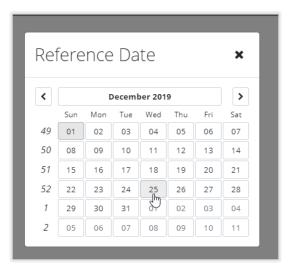
To select your specific date, hover the mouse over it and click on the year. Next, we will need to enter the month that we want to use in our case December.

Once we have selected December will be brought to a page where we will need to specify our exact date. Once this date is determined, the modal will disappear in our reference date and be input as December 25, 2019. You can see the final selection is made in the picture below.
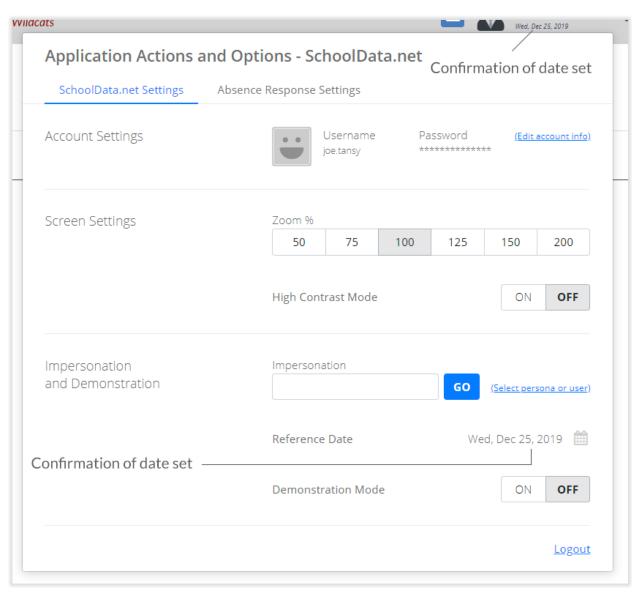
Once we have set this very last part of the date, the modal will disappear, and the date will be charged.

Confirmation that the reference date has been completed is displayed in the top middle of the application once the date is wholly entered. Once this is done, the following will show;

As we can see in the image above, the confirmation of our reference date has been set. It is displayed both on the lower half of the picture and the top of the picture. Once you exit out of application actions and options For your profile, the state will still be displayed to quickly and efficiently reference the current date you are looking at.

You can see below that we have exited out of application actions and options. Our user profile currently shows that we are accessing Wednesday, December 25, 2019. This is displayed in A red box.
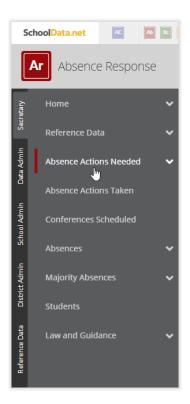
All Absence Actions Needed

The "Absence Actions Needed" section is a main navigation link item on the left-hand navigation menu. This specific section contained the majority of the actions and options available inside of the Absence Response application. To navigate to the section, you can follow the instructions shown in the picture depicted on the right side of this text. Please note that similar sections will be detailed and have the same formatting and layout.

Below, we will cover some of the column headers you will see and some actions specific mainly to the majority of the data tables used in this application.

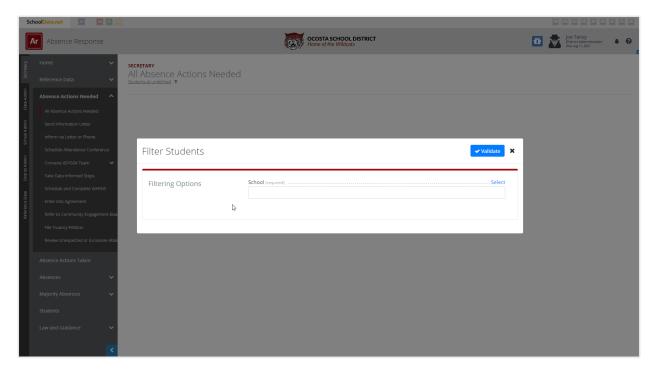The subsections that are located inside of this main navigation link item are as follows:

1. Send Information Letter
2. Inform Via Letter or Phone
3. Schedule Attendance Conference
4. Convene IEP/504 Team
5. Take Data Informed Steps
6. Schedule and Complete Warns
7. Enter into Agreement
8. Refer to Community Engagement Board
9. File Truancy Petition
10. Review Unexpected or Excessive Absences
11. All Absence Actions Needed
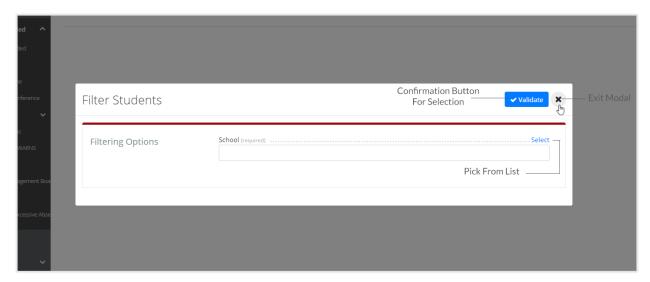
When navigating to this part of the Absence Response application, you will be prompted to input the school's name. A modal will appear and gray out the rest of the application. We can see this demonstrated in the picture below.

If you accidentally clicked on the section, you can click the black X at the top right of the modal. Additionally, you will see the word select inside the box, which will allow you to choose from a list of schools you would like to select to filter students.

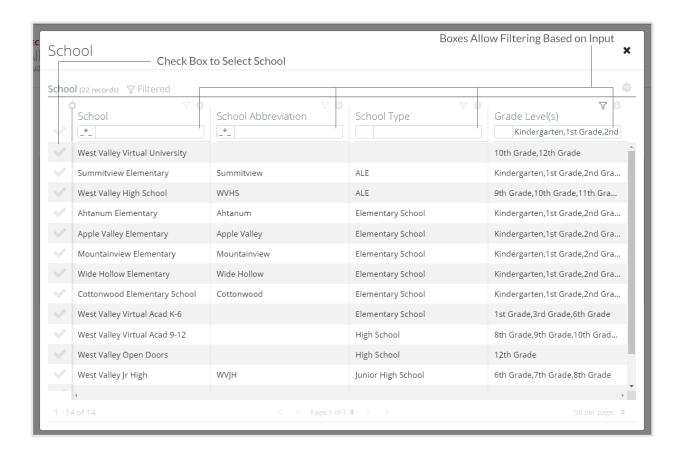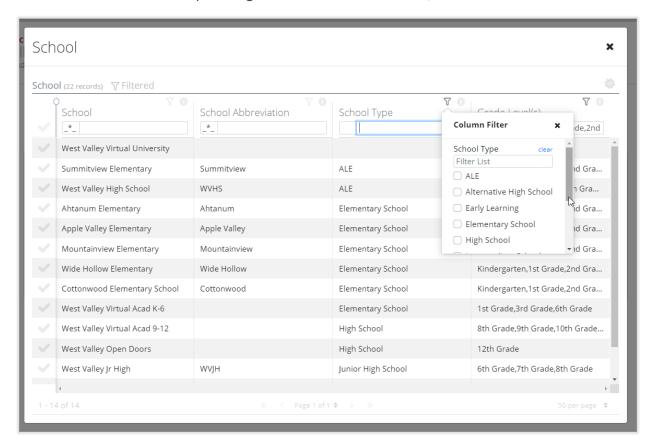If you click on the select button, a group of schools will appear. You can specify and narrow down your results by inputting the school's name Or Inputting the type of school such as elementary, junior high, high school. Below we will enumerate the available options in the school list that appear when the select button is clicked.

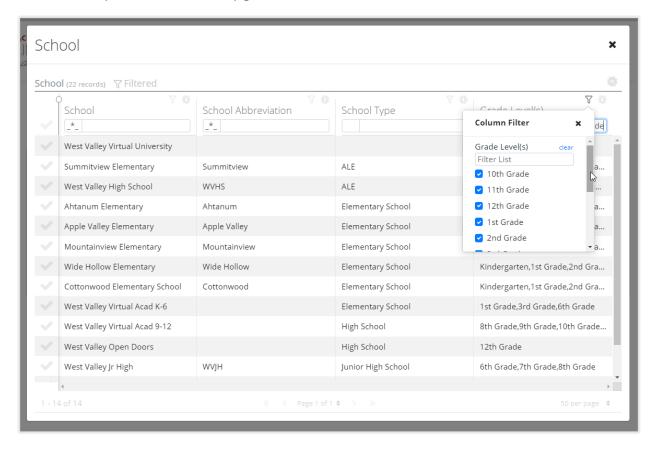| School	School Abbreviation	School Type	Grade Level(s)
West Valley Virtual University			10th Grade,12th Grade
Summitview Elementary	Summitview	ALE	Kindergarten,1st Grade,2nd Gra...
West Valley High School	WVHS	ALE	9th Grade,10th Grade,11th Gra...
Ahtanum Elementary	Ahtanum	Elementary School	Kindergarten,1st Grade,2nd Gra...
Apple Valley Elementary	Apple Valley	Elementary School	Kindergarten,1st Grade,2nd Gra...
Mountainview Elementary	Mountainview	Elementary School	Kindergarten,1st Grade,2nd Gra...
Wide Hollow Elementary	Wide Hollow	Elementary School	Kindergarten,1st Grade,2nd Gra...
Cottonwood Elementary School	Cottonwood	Elementary School	Kindergarten,1st Grade,2nd Gra...
West Valley Virtual Acad K-6		Elementary School	1st Grade,3rd Grade,6th Grade
West Valley Virtual Acad 9-12		High School	8th Grade,9th Grade,10th Grad...
West Valley Open Doors		High School	12th Grade
West Valley Jr High	WVJH	Junior High School	6th Grade,7th Grade,8th Grade

1 - 14 of 14   Page 1 of 1   50 per page

Alternatively, suppose you do not wish to type anything. In that case, Absence Response has pre-build options that you can also elect to use for School Type and Grade Levels, the last two columns. We can see those by clicking on the "Column Filter" icon, as shown below.

Furthermore, you can also refine by grade:

Or you can select both for a more specific targeted group.

Once this has been done, a list of students was evident. Typically this list will show first and last names constructing this manual, a special mode known as "Demonstration Mode" was used. Using this mode generates fake student names, as well as fake student information. This is done to secure the privacy of the students.

As such, all information that you see regarding students, or names, is fictitious. However, obtaining this information and executing the various items contained in this manual is the same.
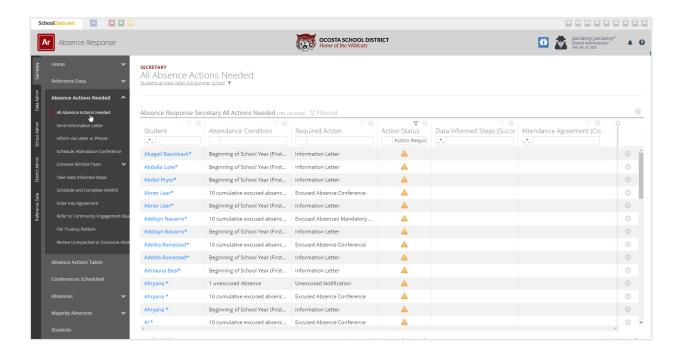
"All Absence Actions Needed" is the first section that we will cover that will deal with the actual interaction of the data table.

As this is the first section where we will be covering interacting with the data table, we will need to pay particularly close attention to the directions contained therein.

After selecting the school that we wish to use, Absence Response will present a list of students. There will be various columns that allow for classification and show additional information regarding students.

Below we can see what Absence Response looks like once students for the specified school have been selected. Note the columns we will be discussing next.
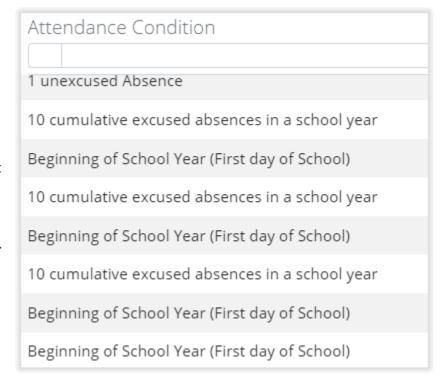

Some of these columns will be "Attendance Condition", "Required Action", "Action Status", "Data Informed Steps", "Attendance Agreement". Below we will explain in detail.
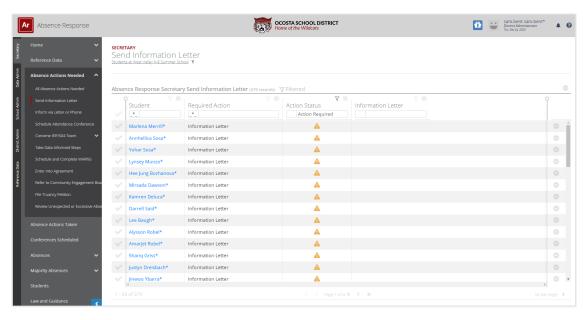
Attendance Condition

Attendance conditions will specify the issues that exist with the student. They will provide numerical values for the issue at hand to know exactly how many excused or unexcused absences a student has or if any other variables go into Absence Response, flagging that specific student as one that requires attention.
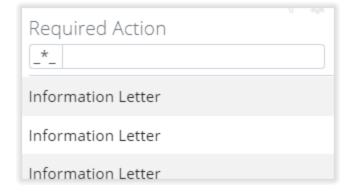

Required Action

This will detail exactly what needs to be done for the students and why their name shows up in Absence Response.

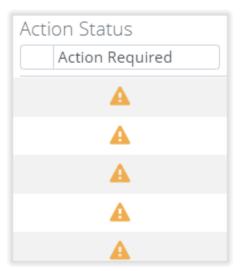*This at a glance will tell us what actions need to be taken.*

We can see to the right a picture of the specific column and the sign underneath it that is associated with it.

Action Status

This column provides you with an alert. Its purpose is to call attention to the fact that something needs to be done.
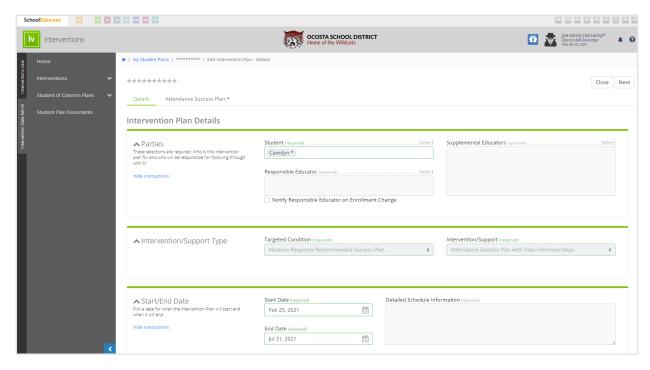

Data Informed Steps

Data Informed Steps will show you the steps that have been documented to document the students' absence conditions. Once you click on "View Plan," an additional page will open inside the Interventions application. Once the blue hyperlink is clicked, and in the interventions application linked to you from Absence Response, you can review and add various information regarding the students' Data Informed Steps.
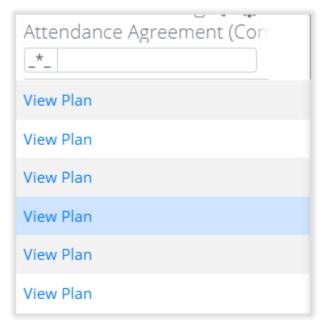
In the example below, we clicked on the "View Plan" hyperlink in Absence Response. The following pages loaded as a result. There is much information contained on the intervention details page.
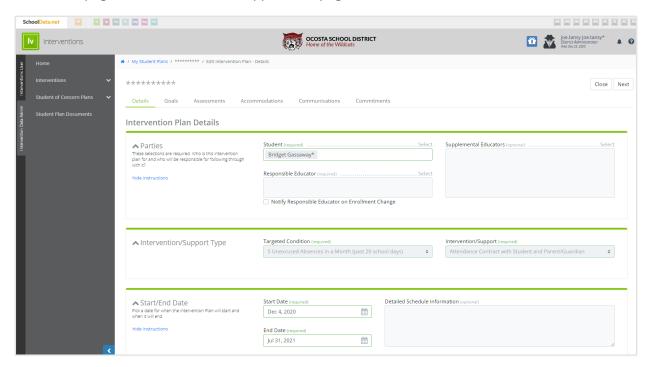

Attendance Agreement

Much like in the Data Informed Steps section, once you click on the blue hyperlink that says "View Plan," Absence Response will bring you to the Intervention application page. However, once there, you will have many more options than you had when selecting the Data Informed Steps hyperlink. We will review the sub-pages that will be available to you on the page below.

Details

The Details page on the attendance agreement page, which will be displayed to you after clicking the "View Plan" hyperlink inside of Absence Response, will show you all of the primary information required, some of which may already exist. For example, as we are already clicking on a student plan for a specific student, the applications will fill out that student's name in the parties section of the Details page in the interventions application page.

As you can see here, we can edit various items inside the Intervention Plan details.

Goals
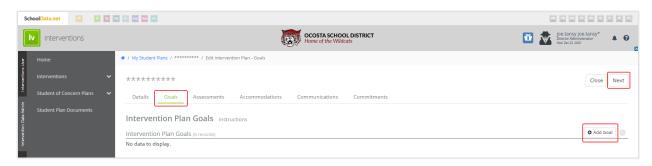
In the Goals section, we will modify various aspects of the Attendance Agreement, such as setting specific targets for the student to reach. These can be altered or removed or additional ones added at any point that they are required.

In the picture below, we can see three red boxes that have been highlighted. The first is the goals subpage, which highlights where we currently are in the Attendance Agreement.

The next item is labeled "Add Goal" this allows you to add additional goals for the student to reach.
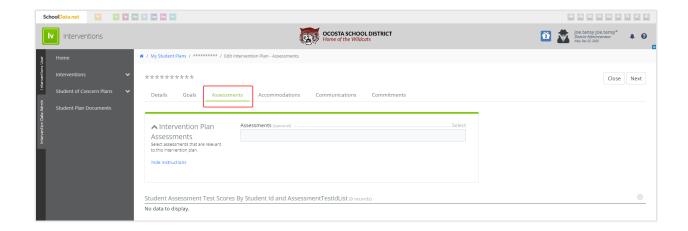
The 3rd red rectangle highlights the following button. This allows you to navigate subpages. So, for example, if we were to click on the next button while in the goals section, you'd be brought to the assessment section.

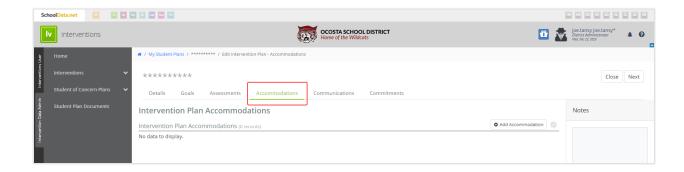## Assessments

In the Assessment section, you can add assessments that are relevant to the Attendance Agreement. Below, we can see an example of an assessments page. The assessment pages are highlighted with a red rectangle.
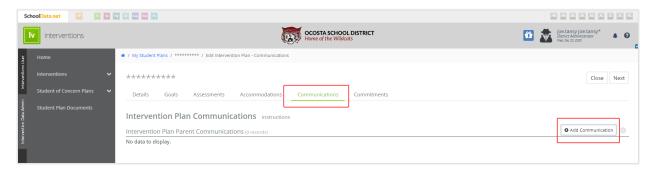
Accommodations

HimThe Accommodation section displays intervention plan accommodations. Additionally, it also allows you to add accommodations to the students' Attendance Agreements.

Communications

The communication section maintains a record of communications that have taken place. These can be meetings with the parents or meetings with the student. Additionally, in this section, you can also add communications records if they have taken place.
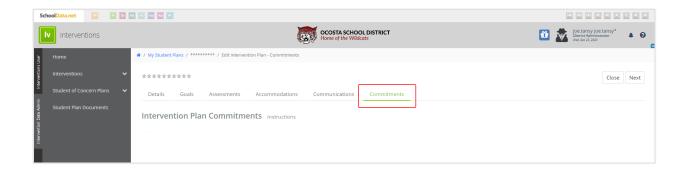
The above picture shows that communication is highlighted, showing us the sub-page location for this section. Additionally, we can also see a red rectangle around "add communications". This is where you would add any new communications between the student or the parents, or both.

Commitments

The commitment section will show us a broad overview of specific actions regarding the students' Attendance Agreement. Below we can see a picture of this section.
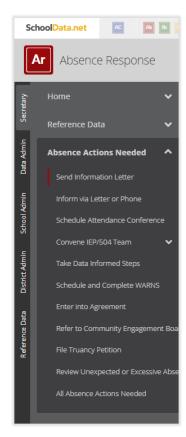
Send Information Letter

The law requires that should too many days excused or unexcused be missed, the school or school district must initiate contact with the parents or guardians of the student. Send Information Letter allows you to quickly reference which students need to have this specific action completed in their case without having to compare absence conditions yourself. Instead, Absence Response automatically does this for you and singles out all the relevant information.

The "Send Information Letter" section is a navigational link item inside the "Absence Actions Needed" section. To the right, we have pointed out its exact location.

Some of the relevant information that you will find contained in the data table in this section are the following column headers:
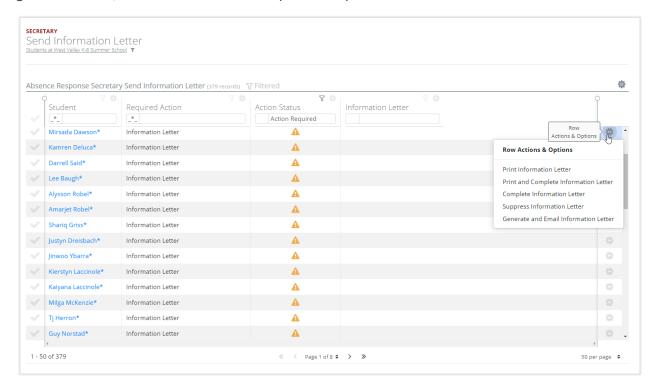
1. Student Name
2. Required Action
3. Action Status
4. Information Letter

Row Acttions & Options
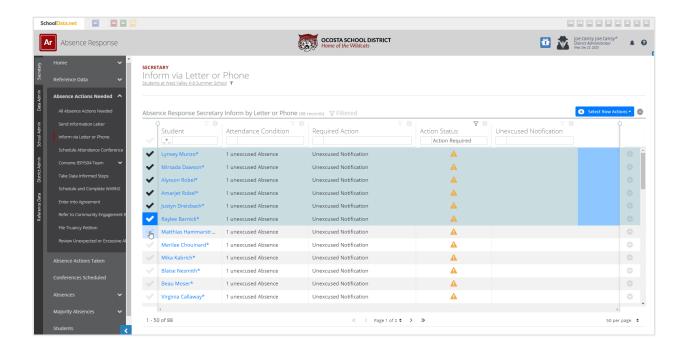
Row Actions & Options allow you to specify specific things for one individual student. It is located to the right of the page. Its symbol is a gear icon. You can see it selected below. Simply click the gear icon to set, which will animate when you hover your mouse over it.
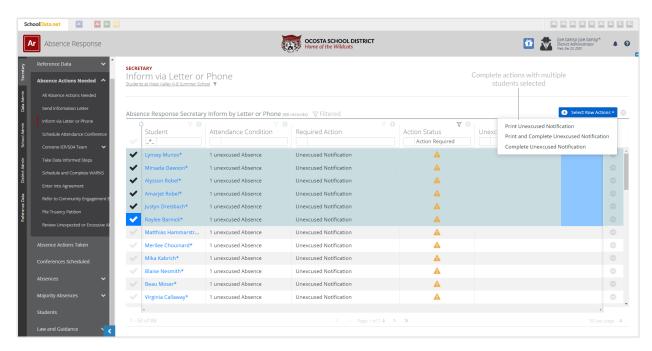
In addition to selecting users individually through the Row Actions & Options, You can also choose activities for multiple students on the left-hand side of the Application.

We confirm in the picture below that multiple Students have been selected on the left-hand side of Absence Response. This allows us to do actions for numerous students in a batch.

Almost any option available to you as a row option you can also complete in bulk by selecting multiple rows as shown below.
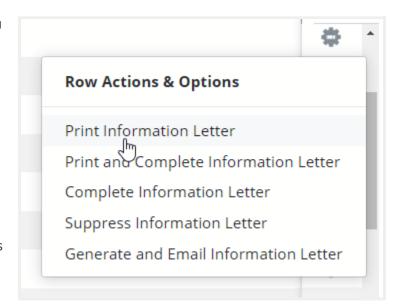
Print Information Letter will allow you to quickly and easily print out a letter to the student's parents or guardians to notify them of the student's absence conditions.
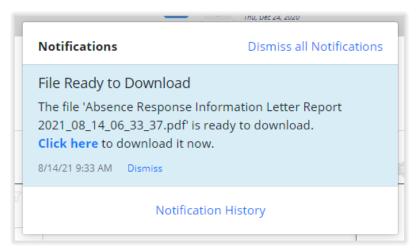
All you have to do is click "Print information Letter," and the Absence Response will handle the rest for you.

It will automatically create and email you a report. Formatting, spell check is all a thing of the past, with Absence Responses intuitive user interfaces and advanced capabilities.

Row Actions & Options

Print Information Letter

Print and Complete Information Letter

Complete Information Letter

Suppress Information Letter

Generate and Email Information Letter

You will get immediate feedback on the status of the letter. As soon as "Print Information Letter" Is selected, you will see a message at the top middle of the screen inside a green bar that lets you know that the letter is generated and will be emailed to you shortly.

You will receive an email when your report is ready ✖

Notifications   Dismiss all Notifications

File Ready to Download

The file 'Absence Response Information Letter Report 2021_08_14_06_33_37.pdf' is ready to download.
Click here to download it now.

8/14/21 9:33 AM   Dismiss

Notification History
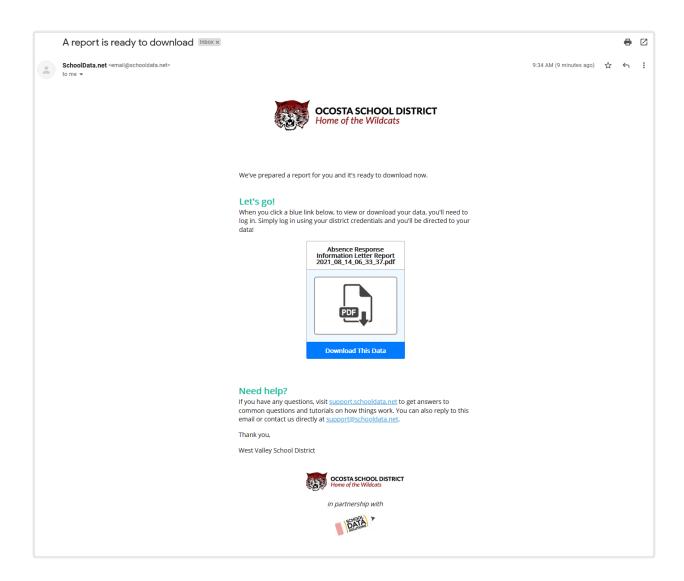
In addition to the above message, you will also receive confirmation in your updates notifications located at the top right of the application page.

In this case, we could either click on the blue hyperlink or download it from your email.

SchoolData.net

Once the letter has been downloaded, either by going to your email downloading it through the updates section on the MWe, see the result below. I have shown only the first page as an example. However, there are three pages to this letter and a request for a signature from a parent or guardian.

OCOSTA SCHOOL DISTRICT
Home of the Wildcats

Dear Parent/Guardian of Jaeda Declquet,

This year, West Valley Jr High is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school - and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day, is important. Consistent attendance will help children do well in high school, college, and at work.

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU
We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that Jaeda attends regularly and is successful in school. If Jaeda is going to be absent, please contact (509) 972-5800.

OUR PROMISE TO YOU
We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or Jaeda face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping Jaeda attend school.

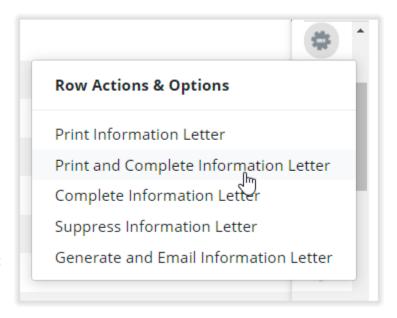Portions of this letter are attributable to Attendance Works (http://www.attendanceworks.org/)

08/14/2021   Page 1 of 3

SchoolData.net

49

Much like the previous section, this section allows you to have a letter exported rapidly. However, the difference between this letter and the former one is that this one allows for the input of different items inside the letter.
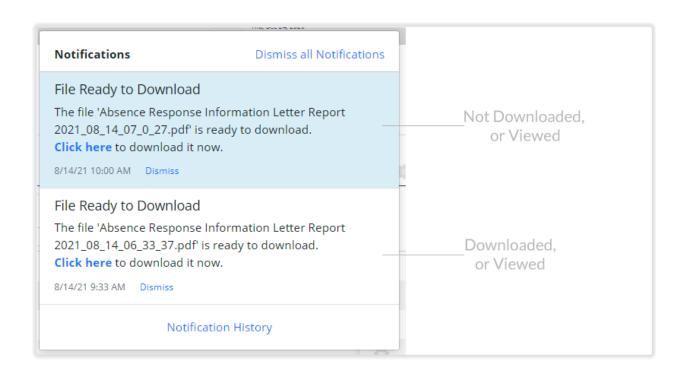
When you click on "print and complete information letter," you will get the same confirmation letter with the previous "print information letter" selection. This confirmation will come in the form of a green bar at the top center of the screen. You can see this bar displayed in the image below.

Row Actions & Options

Print Information Letter

Print and Complete Information Letter

Complete Information Letter

Suppress Information Letter

Generate and Email Information Letter

You will receive an email when your report is ready ✖

As we can see in the picture below, the letter has successfully been generated and is ready for down. We can click the "click here"Hypertext link or check her email to download the letter. Additionally, it is worth noting that, The top notifications highlighted indicate that you have not seen this or that you have not done it yet. This allows us to differentiate the difference between a file that has been downloaded and one that has not yet been downloaded.
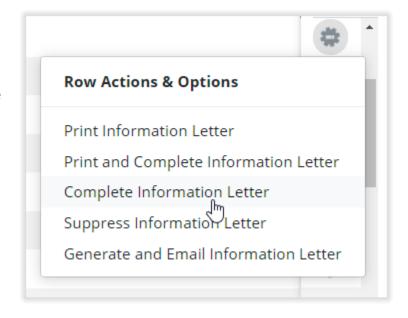
Upon clicking the blue h hyperlink, a new download will start in a new tab.

Complete informational letter

Selecting a complete informational letterWillChange the status of the student from needing to be addressed. Clicking "complete informational letter" willChange the status of the student to reflect the fact that an informational letter has already been sent or completed.

If, however, the status has already been changed, Absence Response will notify you via a message at the top center of the application letting you know so. However, suppose this has not happened yet. In that case, Absence Response will show you a message confirming the successful completion of the submitted information.

Information Letter marked complete   ✖
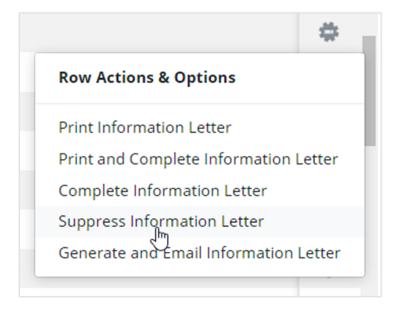
Suppress Information Letter

The option to suppress an
informational letter also exists inside
of row actions and choices. You can
see this option displayed to the right.

Row Actions & Options

Print Information Letter

Print and Complete Information Letter

Complete Information Letter

Suppress Information Letter

Generate and Email Information Letter
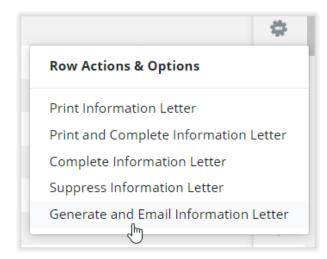
Below, we can see the message presented to us upon successfully suppressing an informational
letter mandate.

Information Letter marked Suppressed   ✖

SchoolData.net
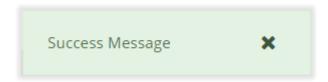
You can choose the "Generate and Email Information Letter" option from the Row Acttions & Options" menu to email an information letter.

Row Actions & Options

Print Information Letter

Print and Complete Information Letter

Complete Information Letter

Suppress Information Letter

Generate and Email Information Letter
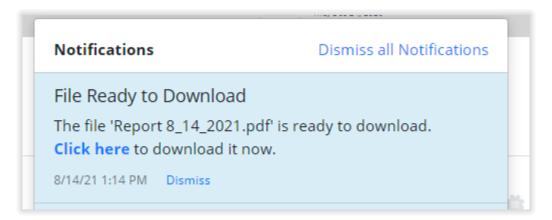
Once this action has been completed successfully, we will see a message confirming this.

Shown below is an example of such a confirmation message.

Success Message ✖
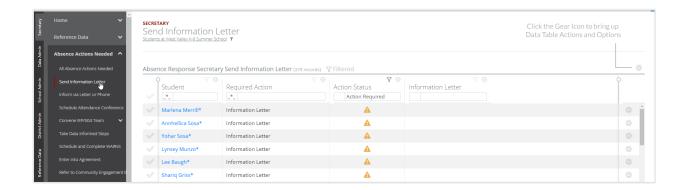
We will also see that we have a notification alerting us that our file is ready for download.

Notifications   Dismiss all Notifications

File Ready to Download

The file 'Report 8_14_2021.pdf' is ready to download.
Click here to download it now.

8/14/21 1:14 PM   Dismiss
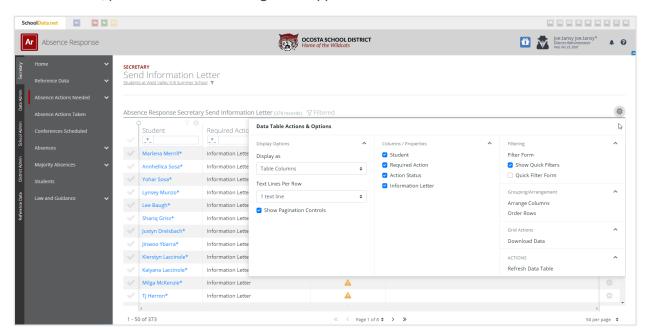
Data Table Actions and Options

With data table actions and options, you can change the layout of the displayed data table. To access this pop-up menu, you will need to click the gear icon located at the top right of the application page.

Once selected, you will see the following menu appear.
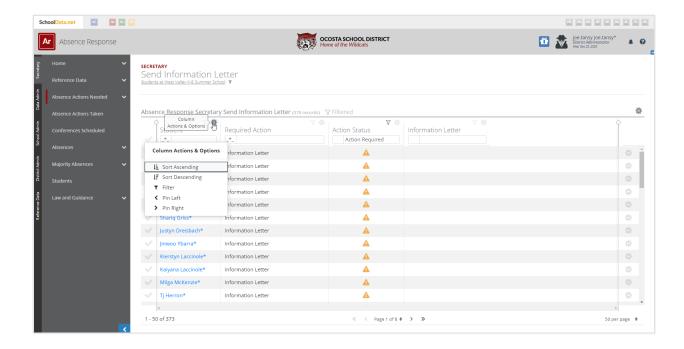
With data table actions and options expand need, you can change the number of text lines per row, show pagination controls, add or remove different home properties such as student, action required, action status Information l, and arrange columns to download the data or refresh the data table.
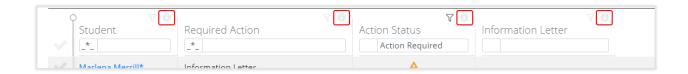
Column actions and options

Using column actions and options, you can change various options within each column, including how they are sorted and the order in which they are laid out. Additionally, you can also add or remove the filter.

Each column has its specific column actions and options menu located at the top of the column. We can see the location of this pop-up menu highlighted below and the red squares.
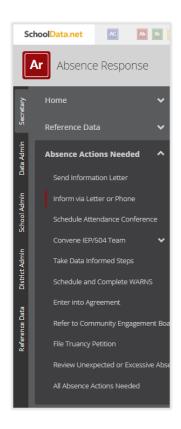
Inform Via Letter or Phone
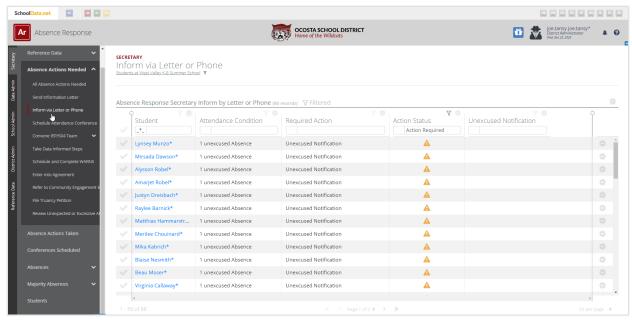
This section is structured much like the "Send Informational Letter" section in terms of layout but has completely different options available to you. The options that are the same, for example, "Column Actions and Options," since they were already covered, will not be covered here. As we can see in the picture to the right, this section is located under the main section entitled "Absence Actions Needed".

Some of the information that you can locate in section specific to informing by a letter or phone the parents or guardians is the following:

1. Student Name
2. Attendance Condition
3. Required Action
4. Action Status
5. Unexcused Notification

Below we can see a picture of this section as well as the relevant information outlined above.
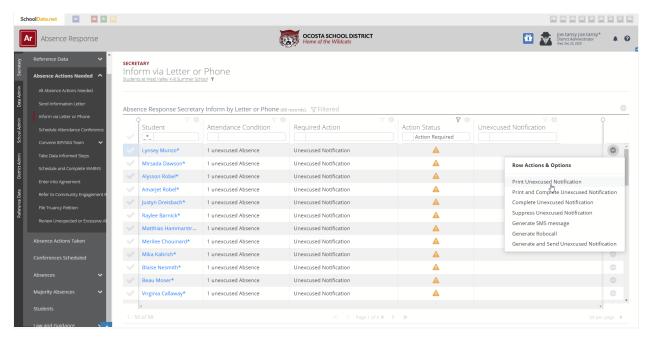
Most options that change in this section concerning its predecessor are located in the "Row Acttions & Options". As such, we will take a closer look at them.

Row Acttions & Options

In the previous section, we covered how you can select multiple students at one time and create an action using the top-right gear icon that has a pop-out menu called Row Acttions & Options. The process here is the same, but the options are different. As such, you should refer to the previous section for detailed information on the user interface relations regarding general layout. You can find that information here. The options specific to this subsection, "Inform Via Letter of Phone," are displayed below and covered.
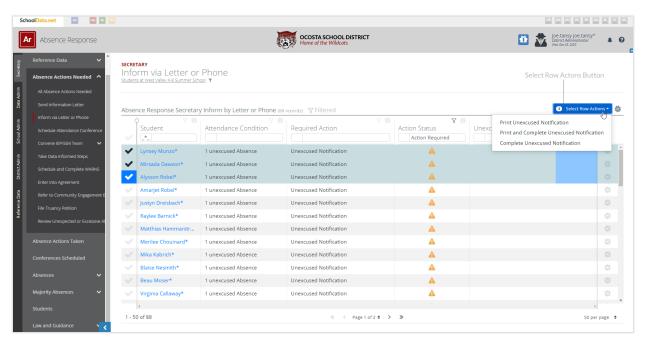
Row Acttions & Options can be found on the right side of each student's name in the data table, as shown below.

Additionally,y to apply settings or execute given actions in bulk, this can be accomplished from the "Select Row Actions" at the top of the page, to the right, as shown below. **Note: "Select Row Actions" will only become visible when one or more students are selected in the data table.**
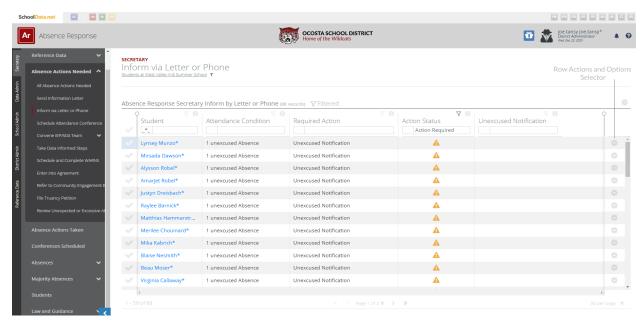
In the above picture, there is no "Select Row Actions" button. However, after selecting students via the checkboxes on the left, the button appears, as shown below.

As stated before, the "Select Row Options" does contain many of the same options in the "Row Options" that are available under it, all the way to the right via the gear Icon. As such, below, we will cover the Row options.

Highlighted below, we can see the icon we will click on to bring up the popup menu "Row Acttions & Options".
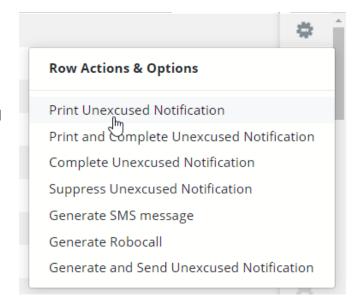
Print Unexcused Notification

In this example, the option selected will download a custom generated letter that will inform the parents or guardians of the student that they have unexcused absences, it will cite the law that is applicable along with a summary, and it will include a full schedule of the days that the student missed.

Row Actions & Options

Print Unexcused Notification

Print and Complete Unexcused Notification

Complete Unexcused Notification

Suppress Unexcused Notification

Generate SMS message

Generate Robocall

Generate and Send Unexcused Notification

To use this option, click on the gear icon to the right of the student's name, then click "Print Unexcused Notification".
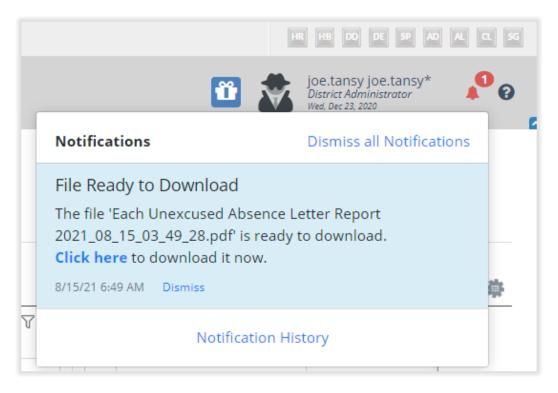
If done correctly, the following notification will alert you that this option selection was successful. It will appear in the top center of the application screen.

You will receive an email when your report is ready ✖

As with the previous section, you will also download this letter via your email address. In this example, however, we will demonstrate downloading it directly from the application. Once the letter is ready, you will get a notification. Absence Response will show this to you via the bell icon at the top right of Absence Response. Clicking on it will present you with a drop-down menu with a blue hyperlink for you to download the document. Note the blue "Click here" hyperlink in the below picture.

SchoolData.net

Once you click this hyperlink, an additional window will pop up with your download. Feel free to close it. The purpose of this is to not change or modify any data on your current page, allowing for seamless download of any document using Absence Response without disturbing your workspace.

Now that we have downloaded the letter, we can view it, print it, or modify it. Below we can see the first page of what the letter in this example would look like. **Note: the information in the letter below is fictitious. It is used only as an example to show layout and content.**

OCOSTA SCHOOL DISTRICT
Home of the Wildcats

Date: 08/15/2021

Dear Parent/Guardian of Abigail Munson:

This letter is to notify you that Abigail now has 1.86 unexcused absences. Please review the attendance detail for that is at the end of this letter. It is the philosophy of the School Data Solutions School District that attendance is essential for students to receive the full benefit of their education. Chronic absence (missing 18 or more days in a school year) drastically reduces a student's chance of receiving such benefits.

In an effort to support early intervention for students, RCW 28A.225.020 requires districts to take data-informed steps to eliminate or reduce student absences. At 2 unexcused absences in a month School Data Solutions School District uses this letter to ensure parents know their child is accumulating unexcused absences and to schedule a conference with you and your student to identify the barriers and supports available to ensure regular school attendance. The State's compulsory attendance law, RCW 28A.225.010, mandates that children who are enrolled at school or whose ages are between 8 and 18 must attend public, private, or home school unless otherwise excused by the district. **To ensure that School Data Solutions School District is complying with this law, we are asking you to please contact us immediately to arrange for a conference so an attendance contract may be developed.** Hopefully, we can end this pattern of truancy and develop a solution to the problem.

Should your student accumulate 5 unexcused absences in a month, or 10 unexcused absences during the school year, the school district will refer the student and parents to our Community Truancy Board. If attendance is not improved a petition will be filed with the King County Juvenile Court.

Thank you for your prompt attention to this very important matter.

Sincerely,

Joo Young Jeffers*
Principal
West Valley Jr High
(509)972-5800

On the next page, we can see an example of the schedule that the student has missed.
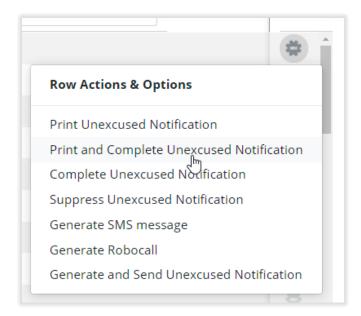
Chronic Absence Student Detail Report

OCOSTA SCHOOL DISTRICT
Home of the Wildcats

Student: **Abigail Rae-Lynn Munson**

ID: **0358869**

DOB: **February 22, 2007**

School: **West Valley Jr High**

Notification Reasons

What has triggered this notification

Attendance History 2020/21

Regular attendance is important for success in learning.

Date	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	1st Period
2020-09-01		E	E				E	
2020-09-02				E	E	E		
2020-09-03	E	E						
2020-09-04					E			
2020-09-08	E		E				E	
2020-09-09					E			
2020-09-10		E						
2020-09-11					E			
2020-09-14							E	
2020-09-15					E	E		
2020-09-17	E							
2020-09-21							E	
2020-09-22				E				
2020-09-23							E	
2020-09-28		E						
2020-09-30							E	
2020-10-12	E	E	E				E	
2020-10-14							U	
2020-10-19							U	
2020-10-23					T			
2020-10-26							U	

Page 2 of 4

SchoolData.net

Print and Complete Unexcused Notification

This option inside of Row Acttions & Options allows the generation of a form that can be completed.

This form's generation and download are as simple as clicking on the "Print and Complete Unexcused Notification" option, as depicted to the right.
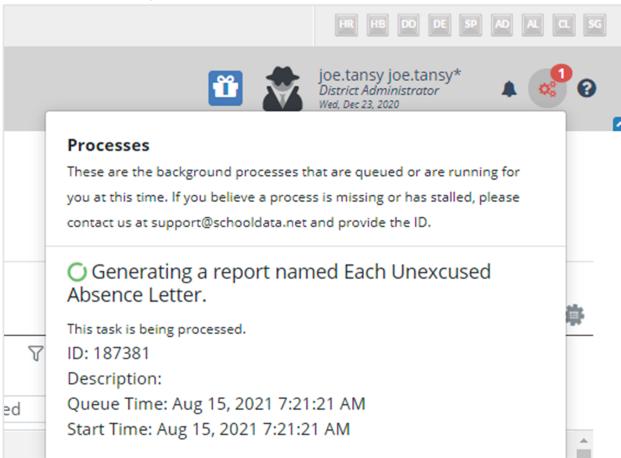
Once we have done this successfully, we will receive a notification telling us that this action has been completed, in the top middle of the Absence Response applications screen, which will look like this:

Once you've been notified, thatThe generation of your letter has begun.
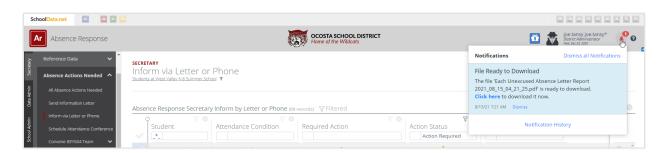
After receiving this notification, you will receive an additional notification at the top right of your screen. This notification will let you know that the Absence Response has started the process of generating your letter. Typically this process is very short-lived. The image below shows that we have gotten the notification at the top right that lets us know unique variables for the procedure. If, for any reason, we had an issue and could not get a letter to generate. We could pass the idea along to support staff at School Data Solutions. In this email, you would want to specify the ID number, the queue time, and the start time. It is improbable that you'll ever have to deal with the

situation. However, it's good to know how to resolve it as quickly and painlessly as possible.

Once this process is finished, the gear icon that you see and read in the picture above will disappear. Instead, they will be replaced by notification in the updates section, which is also at the top right inside the bell, which will turn red, as you can see in the picture below. Our report will be ready for download. To download it, we do the same thing that we did in previous sections that are outlined. Simply click the blue hyperlink that is included inside of the notification. As discussed earlier, once this is completed, a new tab will open, and your download will begin. Absence Response opens a new tab to ensure that whatever work you do inside your main tab is not disturbed.
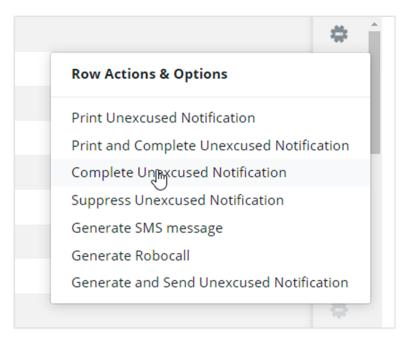
If you have completed an unexcused notification letter, Upon completion will need to market as such inside of Absence Response.

To do this, click on the gear icon to the right the same way you initiate any other row action and click "complete unexcused notification". This will log into the system and let the Absence Response know that an unexcused letter or phone call notification has been placed to the parents or guardians of the student.

Row Actions & Options

Print Unexcused Notification

Print and Complete Unexcused Notification

Complete Unexcused Notification

Suppress Unexcused Notification

Generate SMS message

Generate Robocall

Generate and Send Unexcused Notification

You do not have to keep track of each of these you marked complete because Absence Response will do that for you. For example, below, we can see what happens if this action has already been marked complete by you or someone else.

This action has already been resolved for the student ✖

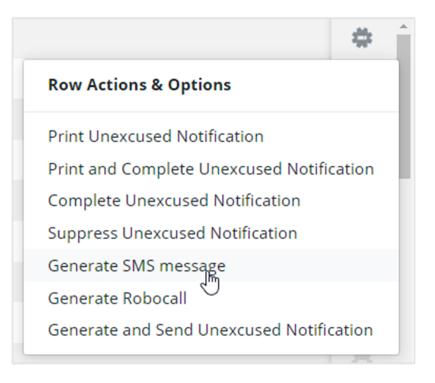As we can see, if it is already marked resolved, we get aNotification letting us know. This notification will appear in the top center of the Absence Response application page. However, Supposethis action has not yet been done. In that case, additionally, you will get a confirmation that the student status regarding the unexcused notification has been marked as complete.

Unexcused Notification marked complete ✖
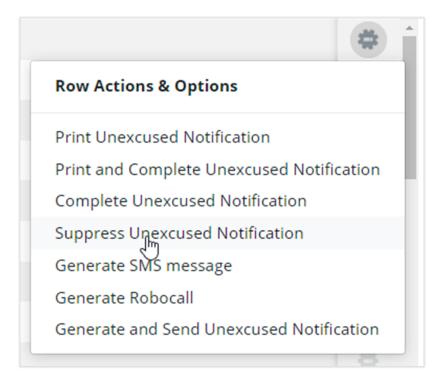
SchoolData.net

65

Generate SMS Message

An alternate form of notification can be in a text message. To accomplish this, click on the gear icon to the right of the student's name to make Row Actions & Options appear. Once they appear, click on "generate SMS message".This will allow you to notify parents by an SMS message of any absence conditions that surface.

Row Actions & Options

Print Unexcused Notification

Print and Complete Unexcused Notification

Complete Unexcused Notification

Suppress Unexcused Notification

Generate SMS message

Generate Robocall

Generate and Send Unexcused Notification

Suppress Unexcused Notifications

To get rid of notifications that have been handled outside of Absence Response and have been confirmed to have been taken care of, You can suppress them. This means that an issue with the student's attendance 30 has been resolved. The two guardians have been notified that we can tell the Absence Response not to show us this notification. This is accomplished through the "Suppress unexcused notification" option inside of row actions and choices.

Row Actions & Options

Print Unexcused Notification

Print and Complete Unexcused Notification

Complete Unexcused Notification

Suppress Unexcused Notification

Generate SMS message

Generate Robocall

Generate and Send Unexcused Notification

SchoolData.net
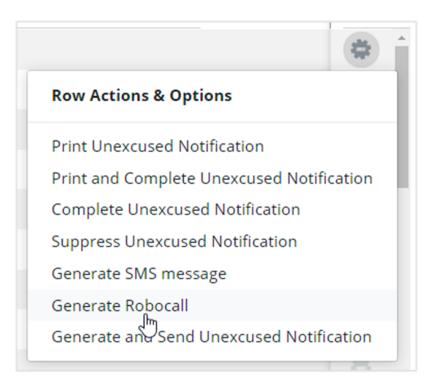
Generate Robocall

This feature inside of Absence Response is currently being developed and worked on.
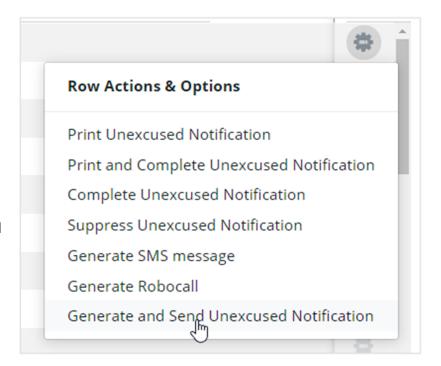
Once this feature is enabled, you can generate an automated call to call the students' parents to inform them of an absence or series of absences.

Generate and Send Unexcused Notification

Using this option inside of Absence Response will allow you to automatically generate and send to the parent or guardian a notification per student who has an unexcused absence.
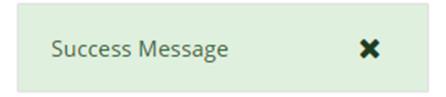
Essentially using this option will completely automate the sending of a notification to a parent or guardian.

Suppose this option is selected and executed successfully. In that case, Absence Response will present you with a confirmation box at the top center of the Absence Response application screen.

Below we will see a message confirming that we have successfully generated and sent an unexcused notification to the parent or guardian.

Success Message ✖
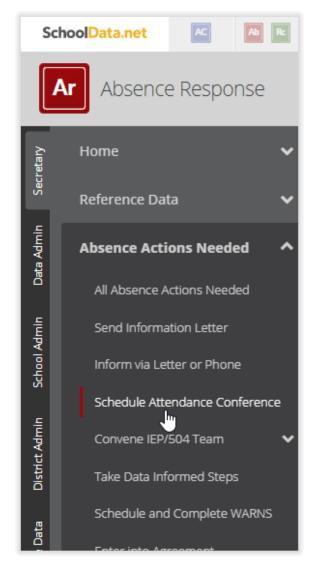
Schedule Attendance Conference

"Schedule Attendance Conference" can be located in the left-hand navigation menu under "Absence Actions Needed". As with the rest of the categories, this navigational link item is only applicable when using the "Secretary" user role.

In this section's data table, you will find the following information:

1. Student Name
2. Attendance Condition
3. Required Action
4. Action Status

Using this section will schedule a conference with the parent of an elementary student and the child to identify barriers to attendance. They will also help in locating or using supports and resources available to assist the family. If the student has an individualized education program (IEP) or 504 plan, the IEP or 504 must convene. A conference or IEP/504 team meeting is not required; prior notice has been given, a doctor's note has been provided, and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.

Row Acttions & Options
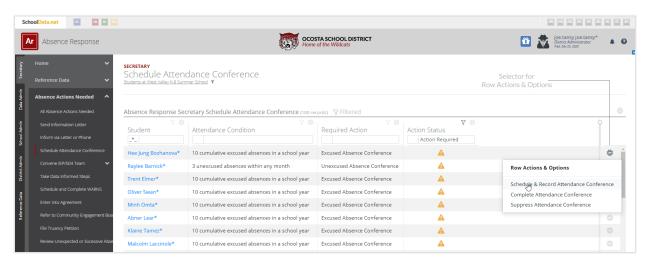
To start utilizing the section more adequately, we will concentrate on Row Acttions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please remember that you must have numerous students selected to see the multiple options on multiple students. Only when you have chosen, students will be an icon that enables you to do bulk actions.

In the image below, under "Schedule and Record Attendance Conference", we can see the location of Row Actions & Options.
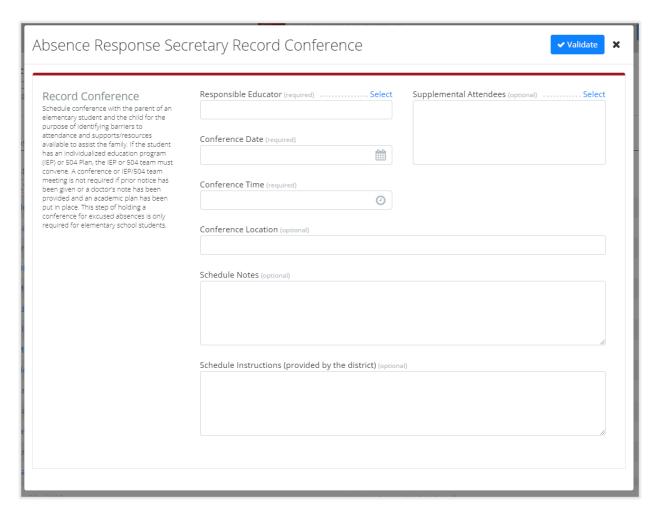
Schedule & Record Attendance Conference

Under the "Row Acttions & Options," we have three different actions that we can complete. "Schedule and Record Attendance Conference" will allow you to complete two actions with one click.
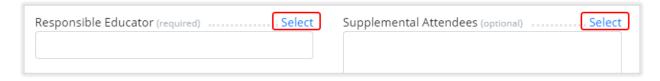
Once selected, a modal will appear, asking all relevant data to be entered. Below we can see a picture of this modal and any inputs that are requested for it.

Absence Response Secretary Record Conference

✓ Validate ✕

Record Conference

Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.

Responsible Educator (required) .... Select

Conference Date (required)

Conference Time (required)

Conference Location (optional)

Schedule Notes (optional)

Schedule Instructions (provided by the district) (optional)

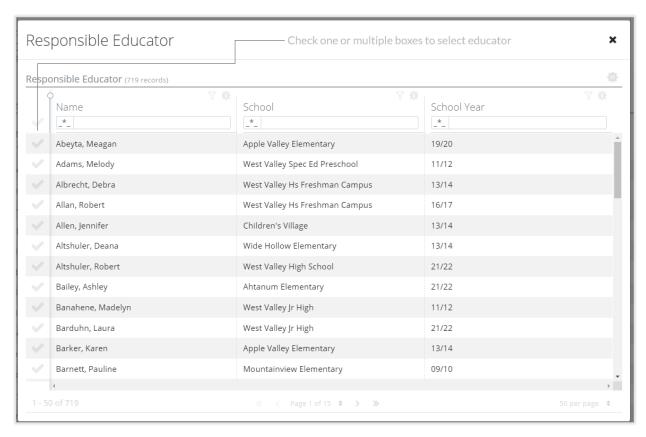Supplemental Attendees (optional) .... Select

Items with blue hyperlinks indicate that they are clickable. Instead of having to enter in the text, we can select from a list of precompiled sources.

Below we can see highlighted by a red rectangle the select buttons that are clickable.

Responsible Educator (required) .... Select

Supplemental Attendees (optional) .... Select
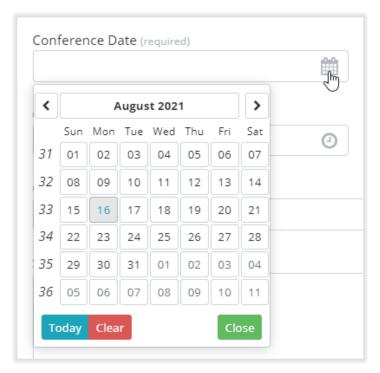
SchoolData.net

Clicking on one of these will bring up a range of options from a precompiled list. For example, if we click on select next to "Responsible Educated," we will see that a list of educators pops up in an additional modal. Below we can see an example of this modal. To select an educator, simply check the box to the left. Multiple educators can be chosen.

Responsible Educator	Check one or multiple boxes to select educator	✖

Responsible Educator (719 records)

Name	School	School Year
_*_	_*_	_*_
Abeyta, Meagan	Apple Valley Elementary	19/20
Adams, Melody	West Valley Spec Ed Preschool	11/12
Albrecht, Debra	West Valley Hs Freshman Campus	13/14
Allan, Robert	West Valley Hs Freshman Campus	16/17
Allen, Jennifer	Children's Village	13/14
Altshuler, Deana	Wide Hollow Elementary	13/14
Altshuler, Robert	West Valley High School	21/22
Bailey, Ashley	Ahtanum Elementary	21/22
Banahene, Madelyn	West Valley Jr High	11/12
Barduhn, Laura	West Valley Jr High	21/22
Barker, Karen	Apple Valley Elementary	13/14
Barnett, Pauline	Mountainview Elementary	09/10

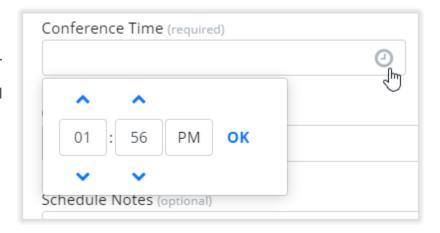1 - 50 of 719   « ‹ Page 1 of 15 ⬍ › »   50 per page ⬍

Clicking on the conference date, specifically, the calendar inside the text box will bring up a calendar that you can easily use to select the date you would like to pick for the conference.

Conference Date (required)

	August 2021					>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06	07
32	08	09	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31	01	02	03	04
36	05	06	07	08	09	10	11

Today   Clear   Close

In the same way that we can set the Conference date, we can also place the conference times. Simply click on the clock button inside the text field, and you will see a timeslot pop-up appear. Selecting the time you would like then selecting the word "ok", once this is done, you will put the time you have inserted into the text field for a conference time.

Conference Time (required)
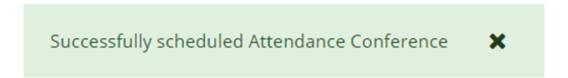
01 : 56   PM   OK

Schedule Notes (optional)

Note that all of the options that we have discussed have been required fields for selling so far. Scheduled notes, as well as scheduled instructions, are optional, along with supplemental attendees.

SchoolData.net

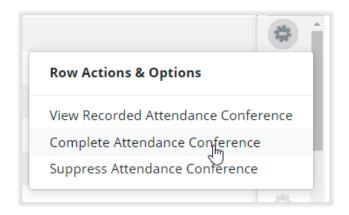It says "Validate". Once this is done, our conference will be scheduled.

If this is all done successfully, Absence Response will present a green success box at the top middle of the screen. Said box would look like the picture shown below.

Complete Attendance Conference

"Complete Attendance Conference" will do the same thing as the suppress option in the former sections. Essentially, it will mark the attendance conference asset or the issue resolved. It will eliminate the need to schedule an attendance conference. It will also remove the student from the "Absence Response secretary schedule attendance conference" data table. It is essential only to use this option if the attendance conference has already been resolved.
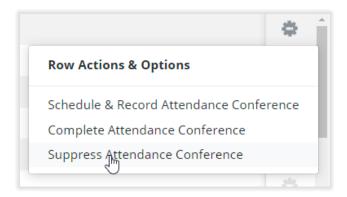

Using this option without having the attendant conference scheduled or already have happened will result in noncompliance with the state's legal requirements. As a result, the parents or guardians of the student will not be notified of the absence of the need for the conference.

If the attending conferences have already taken place or been scheduled, the right thing to do would be to select this option. Once you have chosen this option, you will see a green success box at the top middle of the Absence Response application notifying me that you have successfully completed the attendance conference and that you will suppress notifications in the future to have one set. The green box that will appear in the top middle of the page will look like the following;

Attendance Conference marked Completed ✖

Suppress Attendance Conference

Suppose, for any reason. You need to suppress the fact that a student requires an absence conference, for example, expulsion or severe health conditions (i.e., a terminal illness). In that case, you can select the "Suppress Attendance Conference" option from "Row Actions & Options".

Row Actions & Options

Schedule & Record Attendance Conference
Complete Attendance Conference
Suppress Attendance Conference

Attendance Conference marked Suppressed ✖
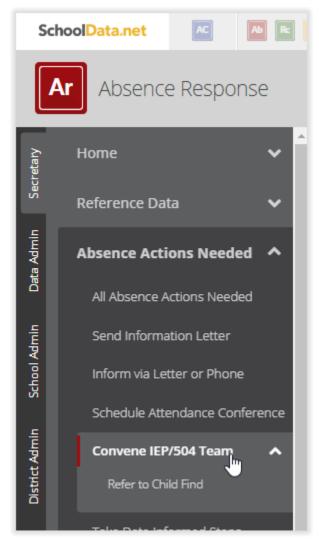
Convene IEP/504 Team

You can locate the "Convene IEP/504 Team" option under "Absence Action Needed". We will edit or update student statuses using the "Row Acttions & Options" and the previous sections.

The information contained in the data table in this section is as follows:

1. Student Name
2. Attendance Conditions
3. Required Action
4. Action Status

Using this option is different from using the "Schedule the Attendance Conference" option because this option will also include the IEP/504 codes along the line in the conference.

Using this option will allow you to schedule a conference with the parent or guardian of an elementary student and the child to identify issues in attendance. Additionally, it will require that you review the support and resources available to assist the family. If the student has an individualized education program (IEP) or 504 plan, the IEP or 504 must convene. A conference or IEP/504 meeting is not required if prior notice is given for a doctor's note, has been provided, and an academic plan has been put in place. This step for holding a conference for excused absences is only required for elementary school students.

![SchoolData.net Absence Response navigation menu showing Home, Reference Data, Absence Actions Needed with options All Absence Actions Needed, Send Information Letter, Inform via Letter or Phone, Schedule Attendance Conference, Convene IEP/504 Team, Refer to Child Find]
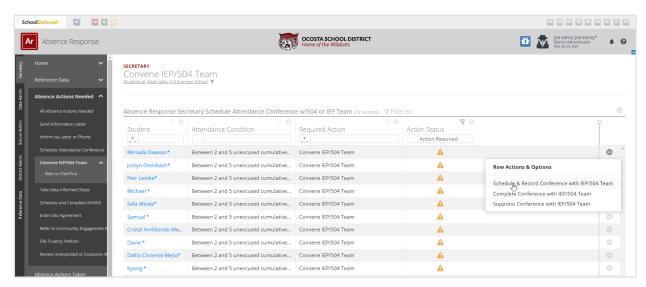
Row Acttions & Options

To start utilizing the section more adequately, we will concentrate on Row Acttions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

In the image below under "Convene IEP/504 Team", we can see the location of Row Actions & Options.

Schedule and Record Conference with IEP/504

Selecting this option inside of the "Row Acttions & Options" pop-up menu will bring you to a page that will allow you to record a date for a conference.
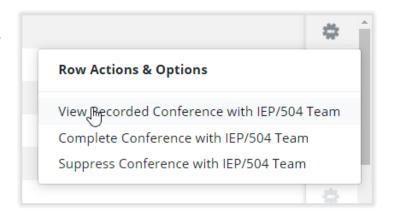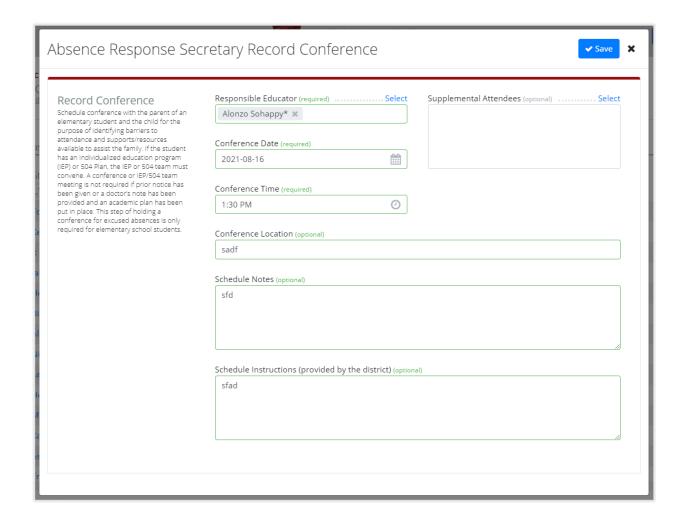
View Recorded Conference with IEP/504 Team

With the "View Recorded Conference with IEP/504 Team'' option, we can see and edit scheduled conferences that are set to take place with the IEP or 504 teams.

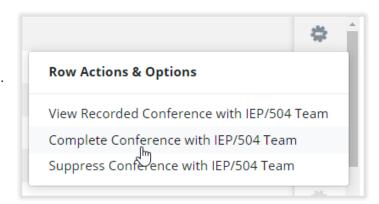Below we can see a picture of the modal that will appear when selecting this Row Option.

Row Actions & Options

View Recorded Conference with IEP/504 Team

Complete Conference with IEP/504 Team

Suppress Conference with IEP/504 Team

Absence Response Secretary Record Conference   ✔ Save   ✕

Record Conference

Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.

Responsible Educator (required) .... Select

Alonzo Sohappy* ✕

Conference Date (required)

2021-08-16

Conference Time (required)

1:30 PM

Conference Location (optional)

sadf

Schedule Notes (optional)

sfd

Schedule Instructions (provided by the district) (optional)

sfad

Supplemental Attendees (optional) .... Select

Complete Conference with IEP/504 Team

Suppose a conference has already been held, or the necessity has been mitigated. In that case, we can mark the conference as complete with this option.
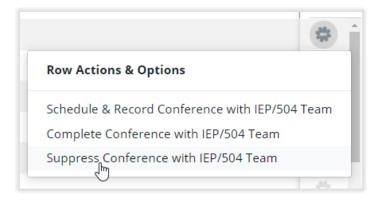
Row Actions & Options

View Recorded Conference with IEP/504 Team
Complete Conference with IEP/504 Team
Suppress Conference with IEP/504 Team

Below we see an example of the success message that confirms that you have marked the conference is completed.

Conference with IEP/504 Team Completed ✖

Suppress Conference with IEP/504 Team

Just like in previous sections, we can also suppress a conference. You should only do this in particular circumstances. As the law mandates, these conferences suppressing notifications about them can cause adverse and sometimes contradictory to the law reactions. It is highly advised that you do not suppress conferences except for students who have been expelled or in terminal cases of severe illness or if the student no longer attends that school, such as a student who is moved.

Row Actions & Options

Schedule & Record Conference with IEP/504 Team
Complete Conference with IEP/504 Team
Suppress Conference with IEP/504 Team

You do suppress a conference on the confirmation of this will be shown on the top center of the Absence Response screen.

Conference with IEP/504 Team Suppressed ✖

SchoolData.net
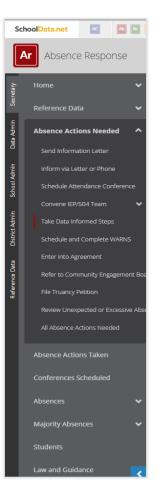
Take Data Informed Steps

The "Take Data Informed Steps''section can be located inside the "Absence Actions Needed" main navigation link item in the left-hand navigation menu. We can see its exact location detailed in the picture to the right.

In this section, you can create "Data Informed Steps". You can also mark the steps as complete or suppress the need for the steps you have any further processing. A detailed explanation will follow for those specific actions.

Inside of this section, you will find the following information located in the data table column headers:
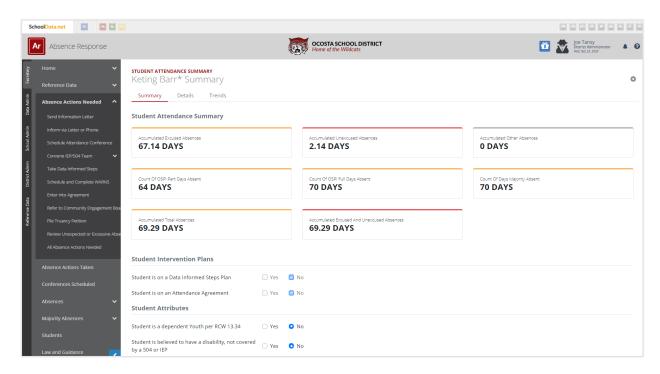
1. Student Name
2. Attendance Condition
3. Required Action
4. Action Status
5. Data Informed Steps (Success Plans)

Selecting a Student Name
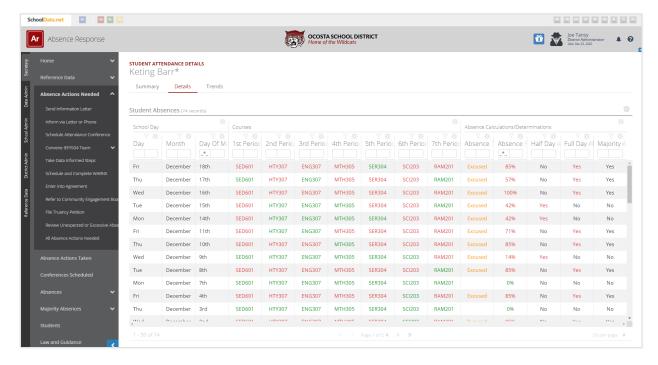
When you are in this section,n and select a student name, Absence Response will bring you to a different page detailing specific items relevant to the "Take Data Informed Steps" section.
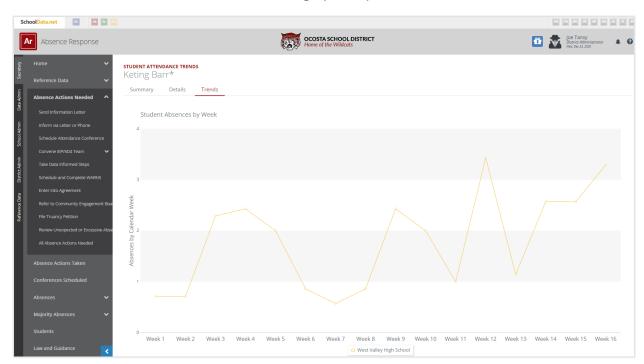
When the student name is selected or clicked inside the main section, we are brought to this page.

There are three sub-pages located at the top and titled "Summary", "Details", and "Trends".

Clicking on the "Details" page will display the following:

The "Trends" section will break down the data graphically.

Row Acttions & Options

To start utilizing the section more adequately, we will concentrate on Row Acttions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.
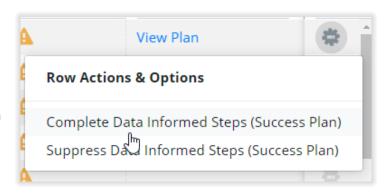
In the image below, under "Complete Data Informed Steps (Success Plan)", we can see the location of Row Actions & Options.

Complete Data Informed Steps (Success Plan)

If you have successfully completed data-informed steps, then selecting this option is the next step in the process. This will mark this part of the process as complete. This is important not only for the sake of being thorough but also if, for example, the court becomes involved. Having a verifiable historical record of what happened and when is invaluable in times like that.
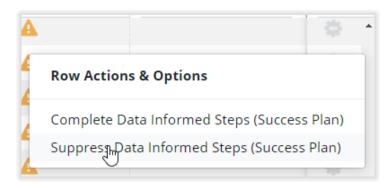
Suppose you mark it as completed after completing the Data Informed Steps. In that case, you will see the following confirmation at the top center of the Absence Response application.

Suppressing Data Informed Steps (Success Plan)

As explained in previous sections, it is highly suggested that the same do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences, parental or guardian contacts will not be warranted. Primarily this is the purpose of the suppress action.

When Data Informed Steps are suppressed, you are notified by a message at the top center of the Absence Response application. You can see an example of this message listed below.

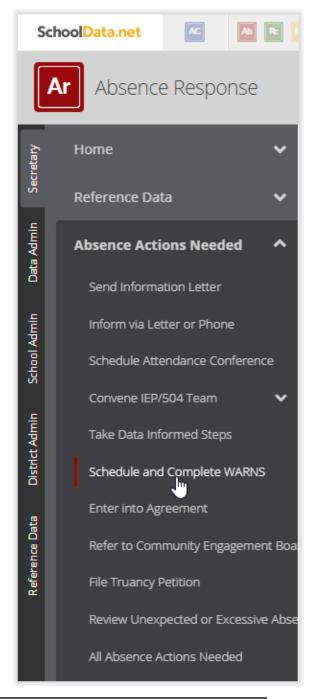

Schedule and Complete WARNS

The Washington Assessment of the Risks and Needs of Students (WARNS) self-reporting measure for 13 to 18-year-old youth is designed to allow schools, courts, and youth service providers to assess individual risks and needs that may lead to truancy/or school failure and target interventions accordingly.

Memorizing the 78 page manual for WARNS can be a daunting task. However, with Absence Response, it's not necessary. Absence Response analyzes the conditions of all students and then simplifies that output if or when a WARNS is required.

This section will review the "Schedule and Complete WARNS Assessment" navigational link item located in Absence Response's left-hand navigation menu. To the right we can see where this section is located.

Some of the information that you will find inside of this section is:

1. Student Name
2. Attendance Conditions
3. Required Action
4. Action Status

Row Acttions & Options

To start utilizing the section more adequately, we will concentrate on Row Acttions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.
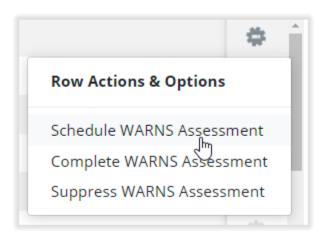
Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

In the image below, under "Schedule and Complete WARNS Assessment", we can see the location of Row Actions & Options.

Schedule WARNS Assessment
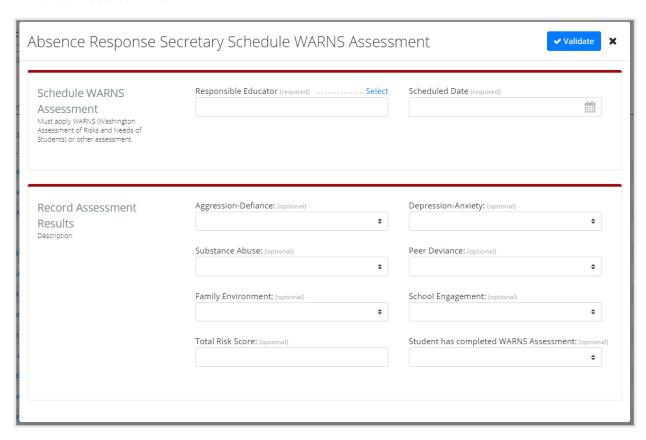
To schedule a WARNS Assessment, we will start by clicking on the "Row Acttions & Options" located on the far right of the Absence Response interface in the data table. We can see this in action to the right.

Once this is done, we will see the option "Schedule WARNS Assessment". Clicking on that will bring up a modal, as seen below.
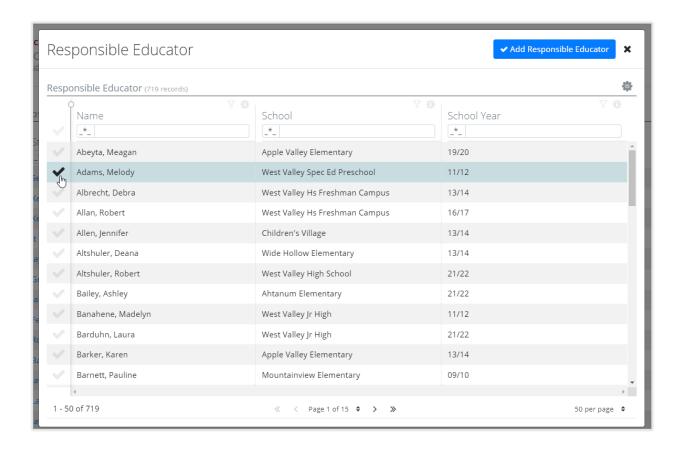
Once the modal appears, we will need to select a minimum of two options to complete this action successfully. The first is a "Responsible Educator". This will be the teacher or staff member that will conduct the assessment.
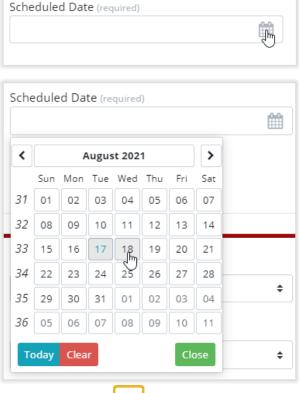

Clicking the blue "Select" hyperlink that you see below will bring up a list of precompiled staff qualified to do this assessment. Simply select the staff member's name whom you would like to elect to be responsible for this assessment.

Once we have selected our "Responsible Educator", click the blue confirmation box at the top right of the modal. Next, we will need to move on to the date. Clicking on the icon inside of the text field will bring up a calendar.

Once the calendar has been open, you can select a date for the assessment. To change the month, click the right or the left arrow keys to the left and right of the month. Once the month has been selected, clicking on the date in the pop-up window will disappear, and you will enter the date into the text field. As stated before, the only requirements to schedule a WARNS assessment are the scheduled date and the name of the responsible educator.

At this point, if you wish, you could forgo the rest of the information inside of the modal. However, suppose the record assessment results are accessible. In that case, it's recommended that they be input into the text fields below the scheduled date and responsible educator.

Once all the necessary information has been added, you can click the "validate" button at the top right in blue.
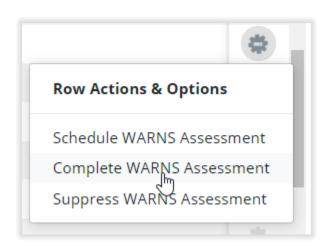
Absence Response Secretary Schedule WARNS Assessment   ✔ Validate   ✖

Suppose everything has been done correctly once you click the "validate" button. In that case, Absence Response will present you with a message telling you that the WARNS assessment has been successfully scheduled. This message box will appear at the top center of the Absence Response application screen.

Complete WARNS Assessment

If you have just completed a WARNS assessment, you can mark it complete as depicted in the picture to the right. Simply click on the Row Acttions & Options menu and select "Complete WARNS Assessment".

After marking the warnings assessment complete, you will present a completion box at the top center of the Absence Response application screen.
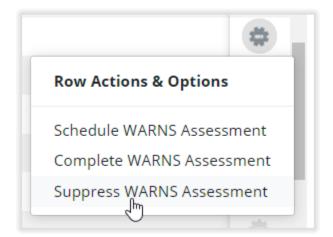
Row Actions & Options

Schedule WARNS Assessment
Complete WARNS Assessment
Suppress WARNS Assessment

WARNS marked Complete   ✖

Suppress WARNS Assessment

To suppress a request or action needed for a WARNS assessment, use the Row Actions & Options pop-up menu as described earlier.

It is highly suggested that you do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences, where parental or guardian contacts would typically be warranted.

Row Actions & Options

Schedule WARNS Assessment
Complete WARNS Assessment
Suppress WARNS Assessment

If the need does arise to suppress a WARNS assessment, use the Row Acttions & Options menu as shown above. Absence Response will respond to completing the suppression of a WARNS assessment with a confirmation dialog that will appear in the top center of the Absence Response application page. You can find an example of this below.

WARNS marked Suppressed   ✖
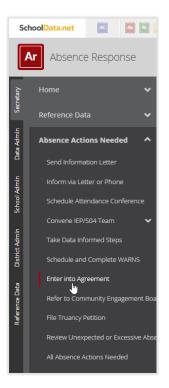
Enter into Agreement

You can locate the entering into an agreement section in the left-hand navigation menu under "Absence Actions Needed". In the picture to the right, it is highlighted by the mouse cursor.
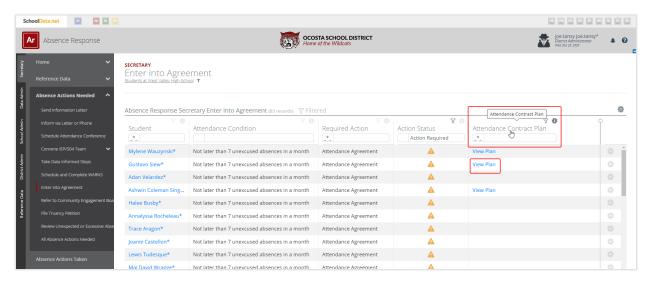
Just like many of the other sections in the "Absence Actions Needed" category, you will find the data table located here. Some of the relevant information that you will be able to located in the data table will be:

1. Student Name
2. Attendance Condition
3. Required Action
4. Action Status
5. Attendance Contract Plan
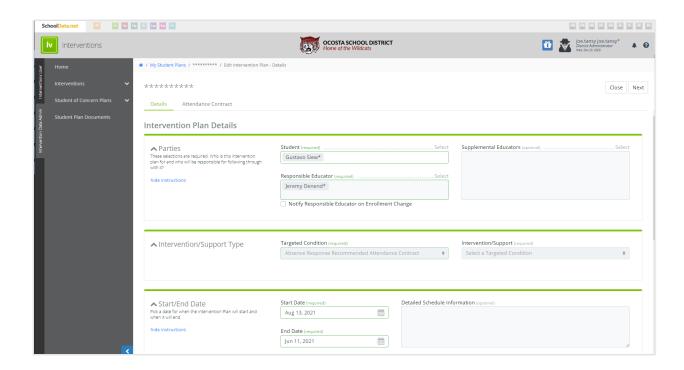
Attendance Contract Plan Column

The "Attendance Contract Plan" column seen in the picture below is highlighted inside the red box. The large red box shows the location of the Attendance Contract Plan.

The smaller box underneath it shows the blue hyperlink that you can click to see the details of this plan inside of the application "Interventions". Once the blue hyperlink is clicked, you will be brought to the interventions page as stated above. Below we can see what the page layout looks like.

Row Actions & Options

To start utilizing the section more adequately, we will concentrate on Row Actions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.
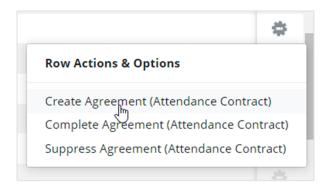
Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

In the image below, under "Enter Into Agreement", we can see the location of Row Actions & Options.

Create Agreement (Attendance Contract)

To create an agreement, use the Row Actions & Options pop-up menu on the right side of the datasheet. You can see this action is completed in the picture to the right.
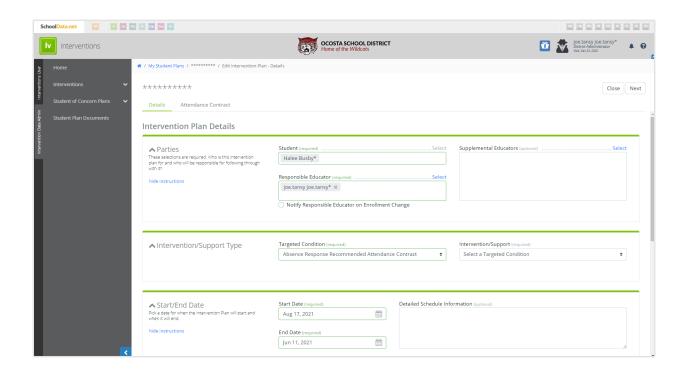

Row Actions & Options

Create Agreement (Attendance Contract)
Complete Agreement (Attendance Contract)
Suppress Agreement (Attendance Contract)

We can see the following fictitious student does not have an Attendance Contract Plan. To create one, we simply click on the Create Agreement in Row Actions & Options.

| Halee Busby* | Not later than 7 unexcused absences in a month | Attendance Agreement | ⚠ | | ⚙ |

To generate one, we will click on Create Agreement as depicted in the picture in the first part of the section. Once we do this, we will get a confirmation message at the top center of the Absence Response interface.

Successfully submitted the request   ✖

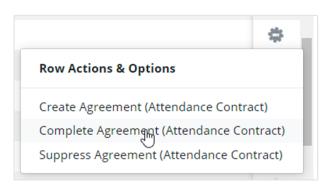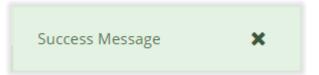| Halee Busby* | Not later than 7 unexcused absences in a month | Attendance Agreement | ⚠ | View Plan | ⚙ |

As you can see, now we have generated the blue hyperlink that says "View Plan". Click on this link, Absence. E Response will bring you to a page in the Interventions application, precisely Intervention Plan Details. From here, we can modify any data that needs modification or just any other relevant parameters of the Intervention Plan or Attendance Contract Plan.

Complete Agreement (Attendance Contract)

To complete an agreement, simply click on the Row Actions & Options gear icon on the far right of the datasheet. Once the pop-up menu appears, click on Complete Agreement (Attendance Contract).
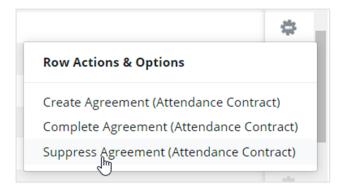
To suppress an Attendance Contract Plan, you will use the Row Actions & Options pop-up menu. It is highly suggested that you do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences, where parental or guardian contact would typically be warranted.

Row Actions & Options

Create Agreement (Attendance Contract)
Complete Agreement (Attendance Contract)
Suppress Agreement (Attendance Contract)

If the need does arise to suppress an Attendance Contract Plan, in Enter into Agreement, use the Row Actions & Options menu as shown above. Absence Response will respond to completing the suppression of the Attendance Contract Plan with a confirmation dialog in the top center of the Absence Response application page.

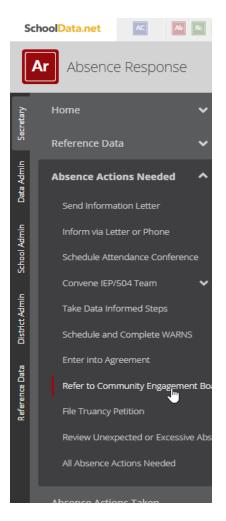## Refer to Community Engagement Board

The Community Engagement Board is located in the left-hand navigation menu under "Absence Actions Needed". We can see its specific location in the picture to the right. This section contains the columns in its data table:

1. Student Name
2. Attendance Condition
3. Required Action
4. Action Status
5. Community Engagement Board Referral

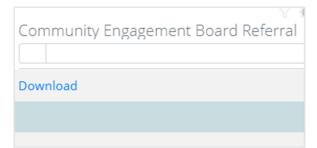A column not present in any other sections we have covered is "Community Engagement Board Referral ".

As such, this will be covered later on in the section below.

All of the other specified columns have already been covered in previous sections.

Community Engagement Board Referral Column

This column is specific to "Refer to the Community Engagement Board". It allows you to download via the blue hyperlink that says "Download", the referral if one was made. If one were, created, it would have the hyperlink. If one has not yet been created, it will not. Below, we will look at a fictitious sample letter and the result of the downloaded referral.

The following is the first page of the Refer to Community Engagement Board Report. As you can see on this first page, the number of unexcused absences cited and the laws that affect the governing of the amount of excused and unexcused absences.

OCOSTA SCHOOL DISTRICT
Home of the Wildcats

Date: 08/09/2021

Dear Parent/Guardian of Toa Jennings:

This letter is to notify you that Toa now has 22.29 unexcused absences. Please review the attendance detail for that is at the end of this letter. It is the philosophy of the West Valley School District that attendance is essential for students to receive the full benefit of their education. Chronic absence (missing 18 or more days in a school year) drastically reduces a student's chance of receiving such benefits.

In an effort to support early intervention for students, RCW 28A.225.020 requires districts to take data-informed steps to eliminate or reduce student absences. At 2 unexcused absences in a month West Valley School District uses this letter to ensure parents know their child is accumulating unexcused absences and to schedule a conference with you and your student to identify the barriers and supports available to ensure regular school attendance. The State's compulsory attendance law, RCW 28A.225.010, mandates that children who are enrolled at school or whose ages are between 8 and 18 must attend public, private, or home school unless otherwise excused by the district. **To ensure that West Valley School District is complying with this law, we are asking you to please contact us immediately to arrange for a conference so an attendance contract may be developed.** Hopefully, we can end this pattern of truancy and develop a solution to the problem.

Should your student accumulate 5 unexcused absences in a month, or 10 unexcused absences during the school year, the school district will refer the student and parents to our Community Truancy Board. If attendance is not improved a petition will be filed with the King County Juvenile Court.

Thank you for your prompt attention to this very important matter.

Sincerely,

Principal
West Valley High School
(509)972-5900

We will also take a quick look at the 2nd page of this report. It is also the student name, ID, e school they attend, date of birth, and lengthy attendance history. The report that we are currently examining of the fictitious student is eight pages in length. That said, we will not be examining every page, but the first two pages will give us a good idea of the level of detail in the report.

SchoolData.net

Chronic Absence Student Detail Report

OCOSTA SCHOOL DISTRICT
Home of the Wildcats

Student: **Toa Ryan Jennings**   ID: **0355898**

DOB: **December 31, 2003**   School: **West Valley High School**

Notification Reasons

What has triggered this notification

Attendance History 2020/21

Regular attendance is important for success in learning.

Date	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period
2020-09-11		E	E				
2020-09-14				E	E		
2020-09-16				E			
2020-09-17				E			
2020-09-18	E	E	E				
2020-09-23				E			
2020-09-24				E	E		
2020-09-25	E						
2020-09-29	E	E	E				
2020-09-30	E	E	E	E			
2020-10-01							E
2020-10-02							E
2020-10-05				E	E		E
2020-10-07	E	E	E	E	E		E
2020-10-08							E
2020-10-09							E
2020-10-12							E
2020-10-13	E	E	E	E			
2020-10-14	E	E	E	E	E		E
2020-10-15	E						E
2020-10-16							E

Page 2 of 8
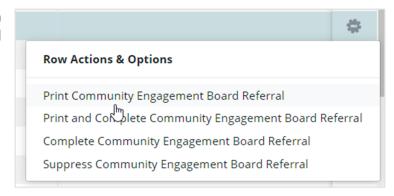
SchoolData.net

Row Actions & Options

To start utilizing the section more adequately, we will concentrate on Row Actions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

In the image below, under "Refer to Community Engagement Board", we can see the location of Row Actions & Options.

Print Community Engagement Board Referral

Clicking on this option will generate a report that will be downloadable, and in turn, printable. Once we have selected it, we will receive a notification in the top center of the Absence Response application screen.

Row Actions & Options

Print Community Engagement Board Referral
Print and Complete Community Engagement Board Referral
Complete Community Engagement Board Referral
Suppress Community Engagement Board Referral
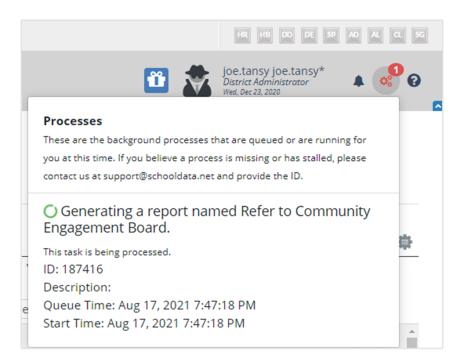
After clicking on "Print Community Engagement Board Referral", we are given the message that is displayed below.

You will receive an email when your report is ready ✖
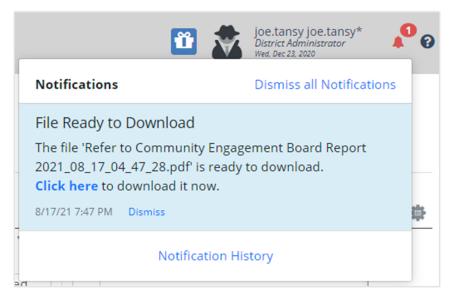
In addition to the above message, you will also get a Status update on the generation of your report. Essential details such as its ID number, description, and queue time will all be provided. If you encounter a problem, you should send the details to support@schooldata.net.
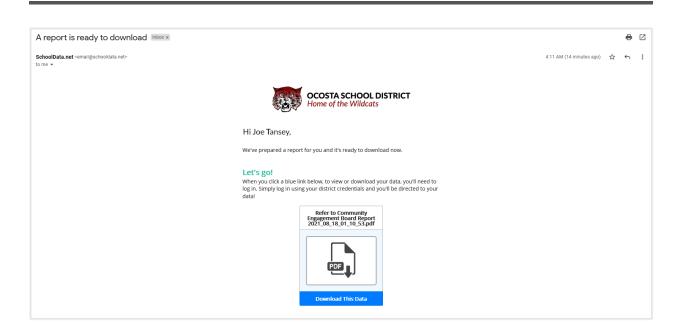

Once your report has been generated, Absence Response will also notify you. In this notification, you will have a hyperlink that reads "click here". To download your report, simply click on the hyperlink.

Once you have initiated the download process, you will notice that a new tab opens up. This tab opens mainly to download the report. Its job is to ensure that nothing on your current page is disturbed.
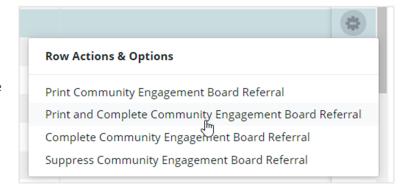
The email address you registered your School Data Solutions accounts with will receive a copy of the report. Below we can see a picture of the email sent to you once your report has been successfully generated.

Print and Complete Community Engagement Board Referral

Much like the previous section, this section allows you to generate and download a report. However, with this section, you can add additional information. The Absence Response application will generate the report for you and notify you once that has been completed.
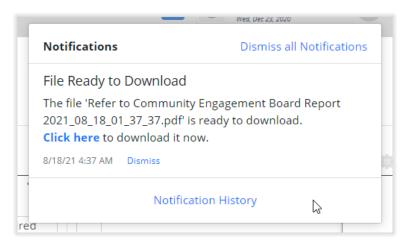

Below, we can see the confirmation notification in the top center of the Absence Response application to let us know that it is working on our report.
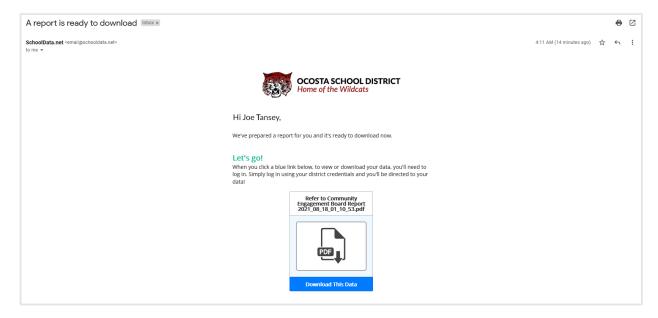
Once the report has been successfully generated, we will receive a notification confirming this at the top right of our screen. Below we can see this notification. At this point, we can click the "click here" blue hyperlink in the notification to download the report, or we can navigate to our email and find it there.
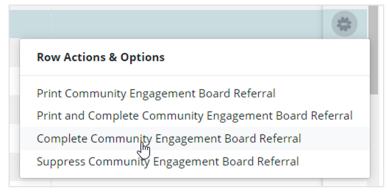
As you can see below, this is what the emailed report will look like. You can easily download the report by clicking the blue bar with the "Download This Data" text.

Complete Community Engagement Board Referral
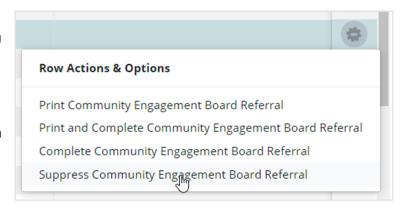
If you have already completed a Community Engagement Board Referral for a student, click on the "Complete Community Engagement Board Referral" under Row Actions & Options inside of the data grid to the right of the Absence Response interface.

To suppress a Referral to Community Engagement Board, you will need to utilize the Row Actions & Options pop-up menu. It is highly suggested that you do not suppress any of the options presented to you in Absence Response. The exception to this is if a student is expelled, moves, or has a terminal condition and therefore cannot or will not be participating in any conferences or parental or guardian contact would typically be warranted.
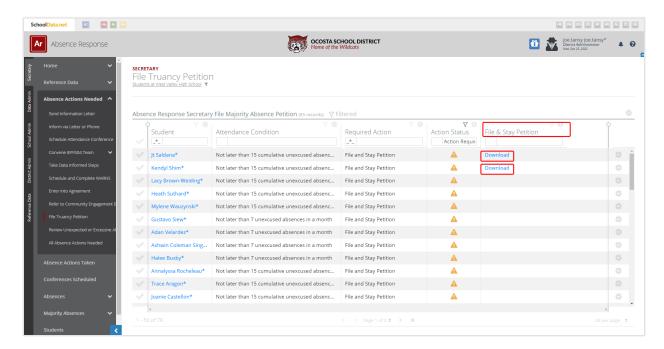
Row Actions & Options

Print Community Engagement Board Referral

Print and Complete Community Engagement Board Referral

Complete Community Engagement Board Referral

Suppress Community Engagement Board Referral

If the need does arise to suppress a Referral to Community Engagement Board referral notice in"Refer to Community Engagement Board", Use the Proactive's and Options Menu as shown above. Absence Response will respond to completing the suppression of the mandated referral with a confirmation dialog box at the top center of the Absence Response application page.

File and Stay Petition - Column

Below, we can see in the large red rectangle the "File and Stay Petition" column. Below this, we concede to hyperlinks that are in blue that are labeled "Download". Clicking on these hyperlinks will download the file and stay a petition for that specific student. In our example, we have loaded fictitious students for security reasons.

Once the download has been completed, if we open it, we can see the layout and that all of the relevant fields have been filled out. Additionally, the correct laws are cited. Absence Response generates this document and ensures that all legal requirements are met in its formation.

We can see this example document laid out below. There are four pages contained therein.

Superior Court of Washington
County of Dev - Juvenile Court

_____

School District, petitioner
vs. Respondent(s)

Jayeles Fasano 5/29/2004
Student   DOB

Fasano, Matthew, Hubbard, Kristi
Parent(s)

No: _____

PETITION REGARDING TRUANCY (PTTRU)

_____

☐ Elementary School   ☐ Intermediate School
☐ Middle School   ☐ Junior High School
☐ High School   ☐ Alternative High School   ☒ ALE

[X] Clerk's Action Required

The petitioner, the West Valley School District, requests that this court assume jurisdiction over the truancy of the ☐ student ☐ parent(s) and issue an order compelling school attendance and such other relief under RCW 28A.225.090 as the court may order.

Pursuant to RCW 28A.225.030 this petition has been filed upon the student's:

☐ Not later than 7 unexcused absences in a month (RCW 28A.225.030)
☐ After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year (RCW 28A.225.035)

I. Identification of the Respondents

1.1   Identification of the student:

Name	Jayeles Fasano	
Date of Birth	5/29/2004	
Sex	Male	
Race/Ethnicity	White	
Mailing Address	3903 Ahtanum Rd Yakima WA 98903-1162	
Fluent Language(s)	English	
Individual Education Program (IEP)?	☐ No ☒ Yes If yes, what program? Special Education	
Current Academic Status	Yes	

FOR OFFICIAL USE ONLY
Juv. Ref. No: _____

Page 1

1.2 Identification of parent

Name	Fasano, Matthew
Mailing Address	1013 s 50Th Ave Yakima WA 98908-3717
Fluent Language(s)	

1.3 Identification of parent

Name	Hubbard, Kristi
Mailing Address	1013 s 50Th Ave Yakima WA 98908-3717
Fluent Language(s)	

1.4 The student has had the following unexcused absences during the current school year: 2/16/2021 2/18/2021 2/22/2021 2/25/2021 3/1/2021 3/4/2021 3/8/2021 3/11/2021 3/15/2021 3/18/2021 3/25/2021 3/29/2021 4/1/2021 4/12/2021 4/15/2021 4/19/2021 4/22/2021 4/26/2021 4/29/2021 5/3/2021 5/6/2021 5/10/2021 5/13/2021 5/17/2021 5/20/2021 5/24/2021 5/27/2021 6/1/2021 6/3/2021 6/7/2021 6/10/2021

Date school year begins and ends:	Student's grade:12th Grade
Number of credits earned: 7.0000	Number of unexcused absences: 31
Dates of unexcused absences: 2/16/2021 2/18/2021 2/22/2021 2/25/2021 3/1/2021 3/4/2021 3/8/2021 3/11/2021 3/15/2021 3/18/2021 3/25/2021 3/29/2021 4/1/2021 4/12/2021 4/15/2021 4/19/2021 4/22/2021 4/26/2021 4/29/2021 5/3/2021 5/6/2021 5/10/2021 5/13/2021 5/17/2021 5/20/2021 5/24/2021 5/27/2021 6/1/2021 6/3/2021 6/7/2021 6/10/2021	

☐ Copies of the attendance reports are attached.

II. Basis

2.1 The respondent student resides within the above referenced petitioning School District and is subject to the requirements of the Compulsory School Attendance Law (RCW 28A.225).

2.2 The school district has informed the respondents of the requirements of the Compulsory School Attendance Law and of the potential consequences to each respondent of non-compliance with the law (RCW 28A.225.005).

2.3 The school district has taken the following actions to eliminate or reduce the child's absences from school (RCW 28A.225.020):

☐ Informed the parent(s)/guardian that the student has been absent without excuse.
    ☐ in writing on: _____
    ☐ by phone on: _____

☐ Scheduled a conference with the student and parent(s)/guardian after a third absence without excuse. The conference was scheduled for _____ (date). The result of the conference was:

_____

    ☐ Student failed to attend.
    ☐ Parent(s)/guardian failed to attend.

Page 2

Further, the school district has undertaken the following data-informed actions to eliminate or reduce the student's absences:

Completion of Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment:
☐ Not completed due to ☐ parent and/or ☐ student refusal to consent or ☐ not in Middle School or High School

☐ applied the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment and, where appropriate, provided approved best practice or research-based intervention consistent with the WARNS profile, as provided in the attached assessment or as listed below:

☐ adjusted schedule
☐ adjusted student's program
   ☐ course changes
   ☐ vocational classes
   ☐ work experience
☐ arranged transportation changes
☐ ELL evaluation and assessment undertaken
☐ arranged for morning calls
☐ made a special education referral (Focus of Concern):
   ☐ testing completed
   ☐ held Multi-Disciplinary Team Meeting
☐ Other: _____

☐ provided tutoring
☐ offered special school district programs:
   ☐ alternative school placement
   ☐ retention & retrieval programs
   ☐ counseling
   ☐ other
☐ provided individualized remedial instruction
☐ conducted home visits or conference
☐ contacted the student's probation officer: _____
☐ contacted local police department

Did the school district enter into an agreement with the student and parent(s) that establishes school attendance requirements? ☐ no ☐ yes, attached is a copy of the agreement.

Did the school district refer the student to a community truancy board? ☐ no ☐ yes, ☐ agreement attached ☐ no agreement reached.

4   The above-described actions have not been successful in substantially reducing the respondent student's unexcused absences from school and court intervention is necessary to assist the school district in reducing the student's unexcused absences from school.

5   The following circumstances and behavior of the student demonstrate that testing for use of controlled substances or alcohol would help the student's compliance with the mandatory attendance law:

_____

6   Other juvenile court matters involving the student known to the school district:

☐ "ARY" petition (case#): _____
☐ "CHINS" petition (case#): _____

☐ Juvenile Offenses (case#): _____
☐ Dependency (case#): _____

7   Based upon the foregoing, the school district alleges that:

☐ The respondent student is in violation of the Compulsory School Attendance Law in that he/she has at least five unexcused absences within one month or ten unexcused absences during the current school year.
☐ The respondent parent(s) is/are in violation of the Compulsory School Attendance Law in that he/she has/have not exercised reasonable diligence in causing the respondent student to regularly attend school.
☐ Further opportunity to intervene with the respondents may result in successfully addressing the respondent student's truant behavior.
☐ Other: _____

Page 3

Further, the school district has undertaken the following data-informed actions to eliminate or reduce the student's absences:

Completion of Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment:
☐ Not completed due to ☐ parent and/or ☐ student refusal to consent or ☐ not in Middle School or High School

☐ applied the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment and, where appropriate, provided approved best practice or research-based intervention consistent with the WARNS profile, as provided in the attached assessment or as listed below:

☐ adjusted schedule
☐ adjusted student's program
    ☐ course changes
    ☐ vocational classes
    ☐ work experience
☐ arranged transportation changes
☐ ELL evaluation and assessment undertaken
☐ arranged for morning calls
☐ made a special education referral (Focus of Concern):
    ☐ testing completed
    ☐ held Multi-Disciplinary Team Meeting
☐ Other: _____

☐ provided tutoring
☐ offered special school district programs:
    ☐ alternative school placement
    ☐ retention & retrieval programs
    ☐ counseling
    ☐ other
☐ provided individualized remedial instruction
☐ conducted home visits or conference
☐ contacted the student's probation officer: _____
☐ contacted local police department

Did the school district enter into an agreement with the student and parent(s) that establishes school attendance requirements? ☐ no ☐ yes, attached is a copy of the agreement.

Did the school district refer the student to a community truancy board? ☐ no ☐ yes, ☐ agreement attached ☐ no agreement reached.

4   The above-described actions have not been successful in substantially reducing the respondent student's unexcused absences from school and court intervention is necessary to assist the school district in reducing the student's unexcused absences from school.

5   The following circumstances and behavior of the student demonstrate that testing for use of controlled substances or alcohol would help the student's compliance with the mandatory attendance law:

_____

6   Other juvenile court matters involving the student known to the school district:

☐ "ARY" petition (case#): _____
☐ "CHINS" petition (case#): _____

☐ Juvenile Offenses (case#): _____
☐ Dependency (case#): _____

7   Based upon the foregoing, the school district alleges that:

☐ The respondent student is in violation of the Compulsory School Attendance Law in that he/she has at least five unexcused absences within one month or ten unexcused absences during the current school year.
☐ The respondent parent(s) is/are in violation of the Compulsory School Attendance Law in that he/she has/have not exercised reasonable diligence in causing the respondent student to regularly attend school.
☐ Further opportunity to intervene with the respondents may result in successfully addressing the respondent student's truant behavior.
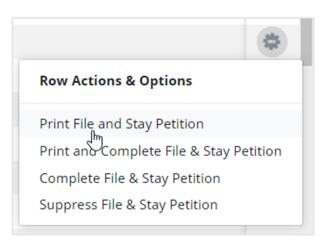☐ Other: _____

Page 4

Row Actions & Options

To start utilizing the section more adequately, we will concentrate on Row Actions & Options. This is available from the right side of the data table in the form of a clickable gear icon. If you would like to edit individual students or do actions for individual students, you would use this icon to the right of the student's name.

Please keep in mind that to use actions on multiple students you must have numerous students selected. Only when you have chosen, students will be an icon that enables you to do bulk actions.

In the image below, under "File Truancy Petition", we can see the location of Row Actions & Options.

Print File and Stay Petition
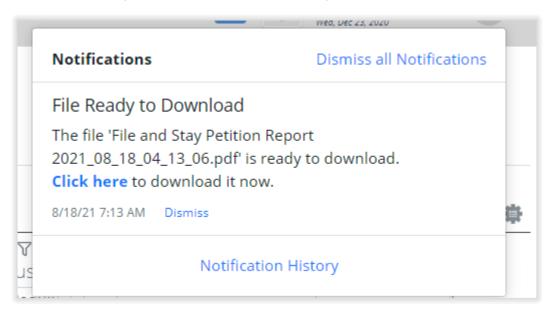
This section allows you to obtain the petition quickly. To do this, simply use the Row Actions & Options to the right of the data table. If this is done successfully, you receive a confirmation message by the Absence Response application in the top center of your screen.
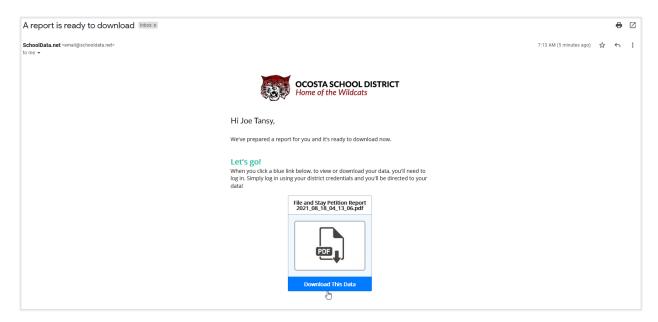
We can utilize the ability to download the report via email, or you can download it via the notifications at the top right of the Absence Response page.

Clicking on the blue hyperlink labeled "click here" will allow you to download your File and Stay Petition Report directly from the application screen.
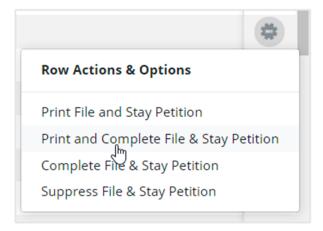
Alternatively, you can also download it from the email address that your account is registered with. Once the email has been sent to you, the formatting of the email will look like the picture below. To download your report, simply click the blue box that says inside that "Download This Data".

Print Incomplete File and Stay Petition

If you would like to download the document and mark this task as complete, we will use the action shown to the right. Using the Row Actions & Options pop-up menu on the right side of the data table in Absence Response will allow us to download the petition and mark the action as complete.

Row Actions & Options

Print File and Stay Petition

Print and Complete File & Stay Petition

Complete File & Stay Petition

Suppress File & Stay Petition
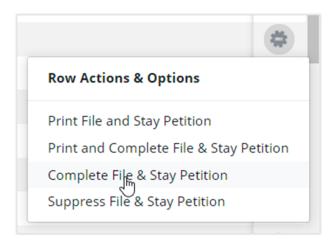
You will receive an email when your report is ready ✖

The process to download this file is listed for the "Print File and Stay Petition" section located directly above this section.

Complete File and Stay Petition

Using the "Complete File and Stay Petition" option under Row Actions & Options will allow you to mark the action of filing the petition as completed.

Row Actions & Options

Print File and Stay Petition

Print and Complete File & Stay Petition

Complete File & Stay Petition

Suppress File & Stay Petition

SchoolData.net
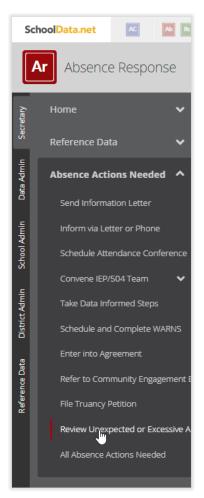
Review Unexpected or Excessive Absences

The section "Review Unexpected or Excessive Absences" will allow you to review students who meet the criteria of the above title. Using this section allows you to reference the students and do so quickly and efficiently instantly.

The final section stands the navigational link item titled "Absence Actions Needed". Almost at the bottom, you will find the section. You can see it highlighted by the mouse cursor in the picture on the right-hand side.

The column headers inside the data table in this section will highlight all relevant data you need. The following title for the column headers in the section are:

1. Student Name
2. Attendance Condition
3. Action Status
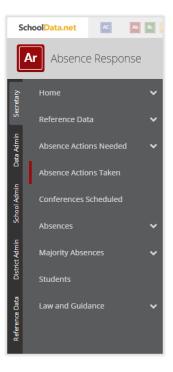
Absence Actions Taken
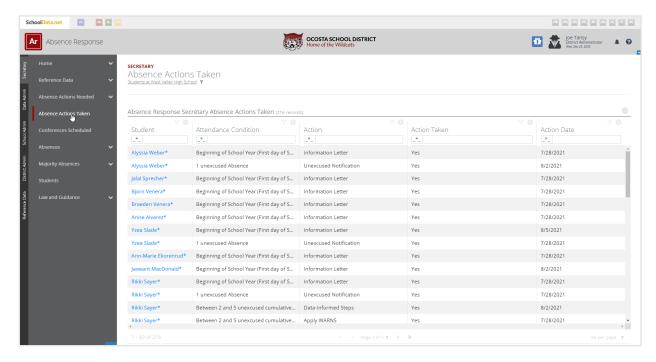
You can locate the Absence Actions Taken section in the left-hand navigation menu as the 4th item down. We can see a picture of it to the right. This section will allow you to see exactly what actions have been taken, for which students, the unmet attendance condition, and the date of the action.

Some of the relevant variables in this section, detailed in the column headers, are:

1. Student
2. Attendance Condition
3. Action
4. Action Taken
5. Action Date

We can see the entire "Absence Actions Taken" screen. As stated above, the columns indicate the Student, Attendance Condition, Action, Action Taken, and the Action Date.
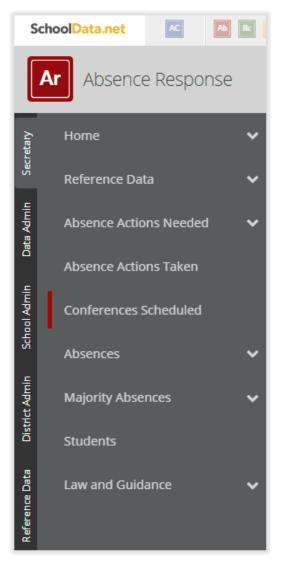
Conferences Scheduled
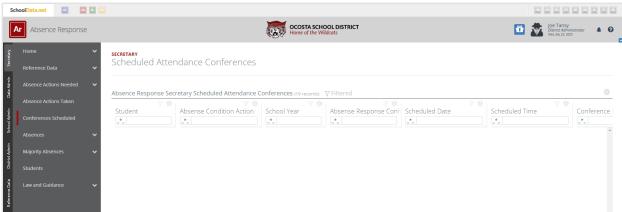
This section can be located as the 5th navigational link item from the top of the left-hand navigation menu. Using this section, you can quickly and easily review all upcoming conferences that are scheduled.

The relevant column headers in this section are:

1. Student
2. Absence Condition Action
3. School Year
4. Absence Response Conference Title
5. Scheduled Date
6. Schedule Time
7. Conference Notes
8. Location
9. Instructions
10. Responsible Person

You can see it's the location to the right and what this section looks like below.

Absences

The absences section has four subsections in it. The subsections are:

1. Recent Absences (in the Last)
2. Absences by Calendar Week
3. Absences by Calendar Month
4. Absences by Class Term.

You can locate this section as the 6th item down in the application navigation menu. You can see its location depicted to the right.

In the following section, we will detail each subsection of absences.
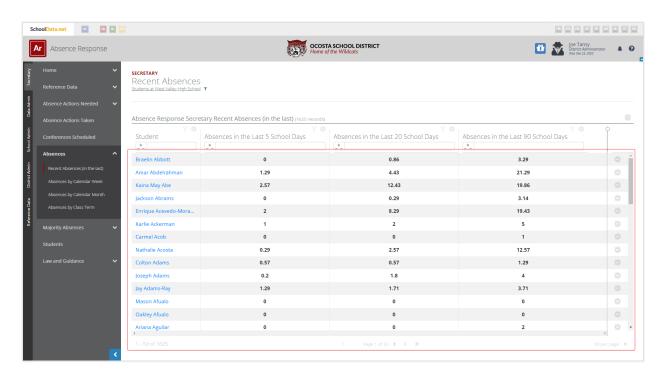
Recent Absences (in the Last)

To the right, we can navigate to the section Recent Absences (in the Last). This section is beneficial to view the most current absences that are currently documented.

Below we can see what it looks like when we have the section loaded with student data. The columns that you will find in this section are Student, Absences in the Last 5 School Days, Absences in the Last 20 School Days, and Absences in the Last 90 School Days.

The red box that is in the picture above denotes student data inside of the data table.

If we require a more detailed view, one can be obtained by clicking the Row Actions & Options to the right of the data table. Below we can see this option selected and highlighted in the red box.

Once you select "View Student Absences", Absence Response will show you a more detailed view of that student's absences.
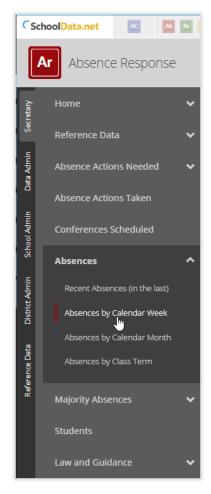
Absences by Calendar Week
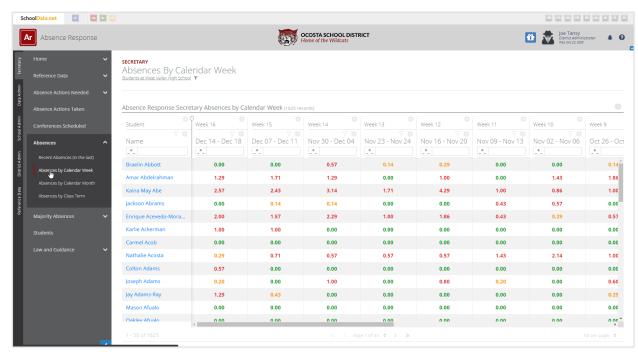
You can locate the "Absences by Calendar Week" section inside f the "Absences" main section, which is the 6th navigational link item down in the left-hand navigation menu. We can see the exact location of this subsection to the right.

This section will organize absences by week number.

The week numbers are specified inside of the column headers. Additionally, the relevant dates are also inserted.

You continue the example of this done in the picture below.

Absences by Calendar Month
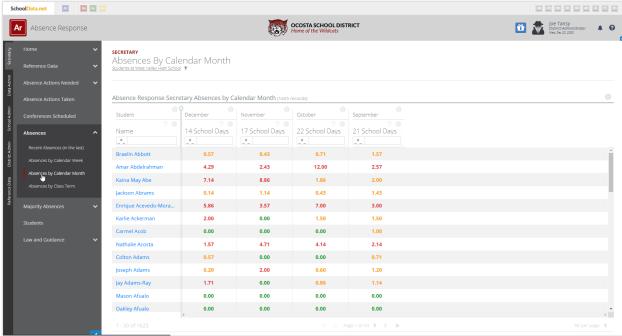
You can locate this section inside the "Absences" main section, the 6th navigational link item down the left-hand navigation menu. We can see the exact location of this subsection to the right.

This section organizes absences by month. We can see the months specified in the column headers, along with the number of school days. You can see an example of this in the picture below.

Absences by Class Term
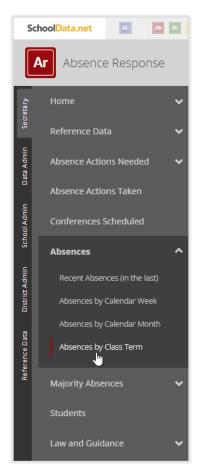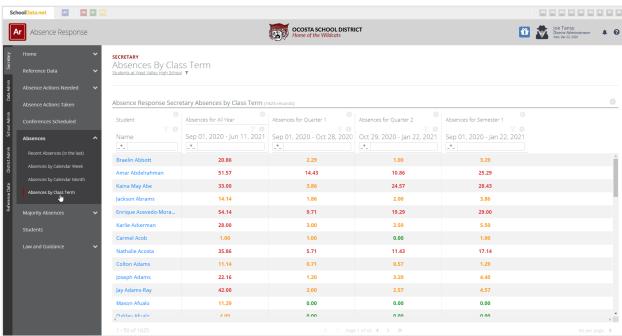
You can locate the "Absences by Class Term" section inside the "Absences" main section, which is the 6th navigational link item down in the left-hand navigation menu. We can see the exact location of this subsection to the right.

This section will organize absences by class term. The class terms that are shown in the example below are

1. Absences for All Year
2. Absences for quarter 1
3. Absences for quarter 2
4. Absences for Semester 1

You can see an example of this done in the picture below.
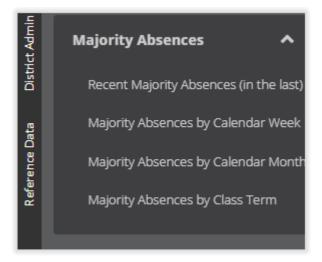
Majority Absences

The "Majority Absences" section will highlight relevant majority absences grouped in different ways. In this section, you will find the following groupings:

1. Recent Majority Absences (in the Last)
2. Majority Absences by Calendar Week
3. Majority Absences by Calendar Month
4. Majority Absences by Class Term
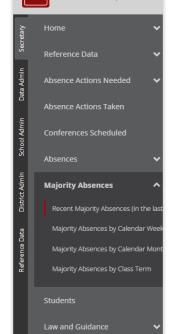
Recent Majority Absences (in the last)
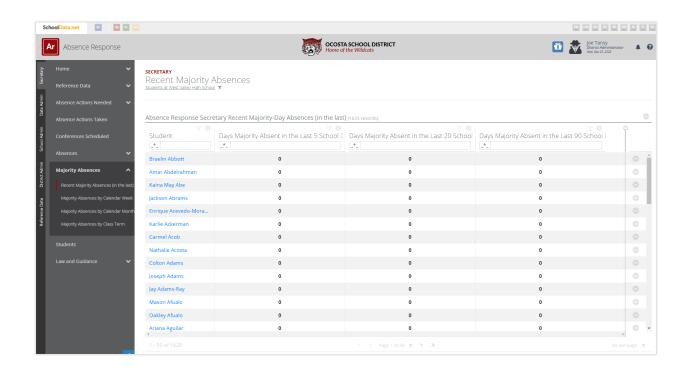
The section "Recent Majority Absences (in the Last)" section, which is inside of the "Majority Absences", is the 7th navigational link item down, inside of the left-hand navigation menu. We can see the exact location of this subsection to the right.

This section will organize majority absences by their most recent school days. The grouping of school days are:

1. Days Majority Absent in the Last 5 School Days
2. These Majority Absent in the Last 20 School Days
3. These Majority Absent in the Last 90 School Days
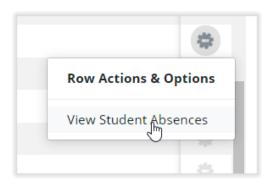
Below, we can see the above groups inside of the column headers.

To get a more detailed understanding of a specific student, you can use the Row Actions & Options available to the right side of the data table.
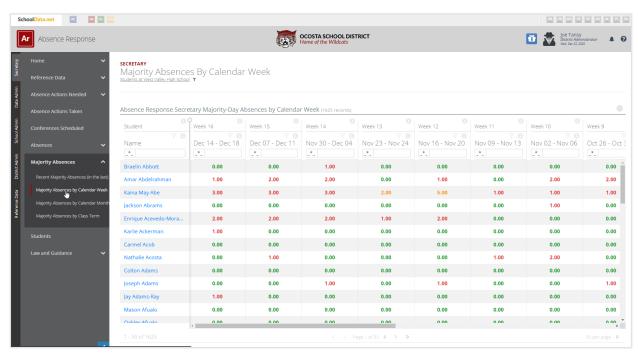
Majority Absences by Calendar Week

The "Majority Absence by Calendar Week" can be located under the "Majority Absences" main section. This section can be found as the 7th navigational link item from the top and the left-hand navigation menu.

This section will find the student name accompanied by the number of weeks and a detailed overview of the number of absences that that student or students currently have.
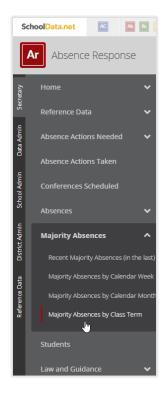

Located below, we can see this data table.
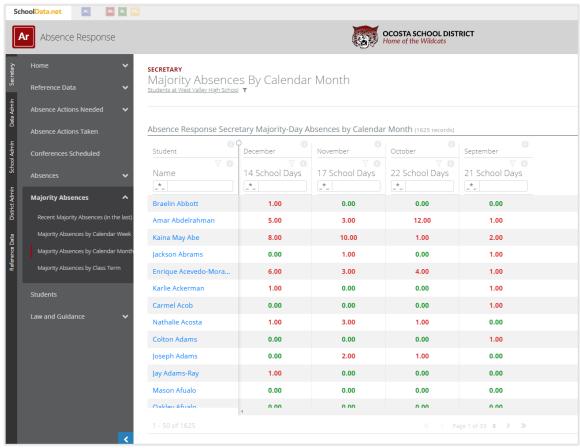
Majority Absences by Calendar Month

In the "Majority Absences By Calendar Month" section, you will find the data table containing absences organized by calendar month. You can locate this section under the navigational link item "Majority Absences".

Inside the data table located here, you will find the student's name and a summary of how many majority absences that student has incurred in each month specified inside of the column headers.

In the picture below, we can see an example of this data table at work.
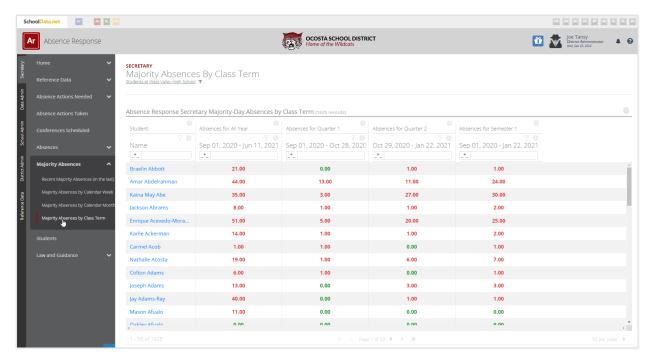
Absence Response Manual

Majority Absences by Class Term

In the "Majority Absences by Class Term" section, you will find the data table containing absences organized by class term. You can locate the section under the navigational link item "Majority Absences".

The section will find class terms in the column headers, including semesters, trimesters, and quarters.

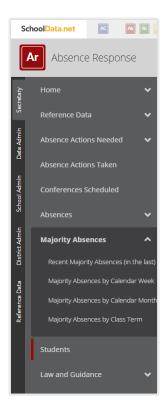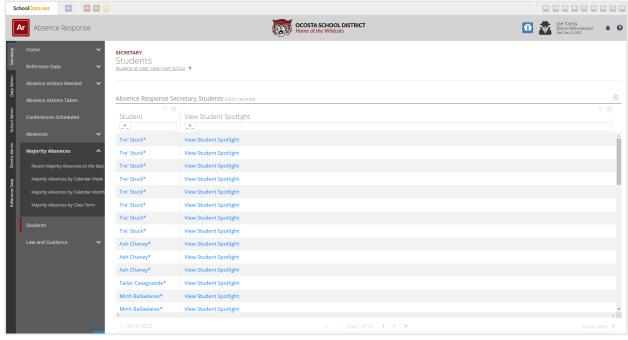The image below shows what this page and data table will look like when loaded.

124

Students

The student section will sure you a collection of all students. The two-column headers that you will see in this category are:

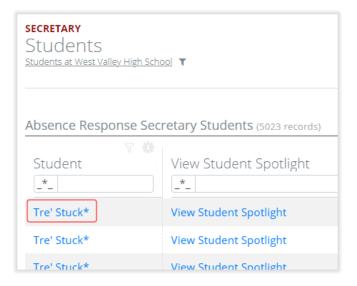1. Student
2. View Student Spotlight

This section will allow you to do two things: the first is to view student profiles and the second is to use student spotlights. In this section we will walk you through both of those. The student section can be found as the eighth item down in the left-hand navigation menu.
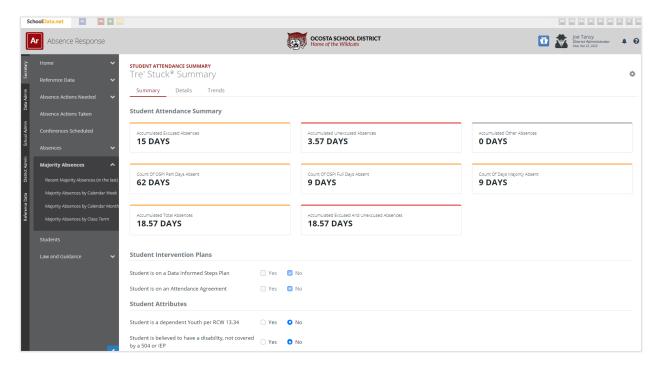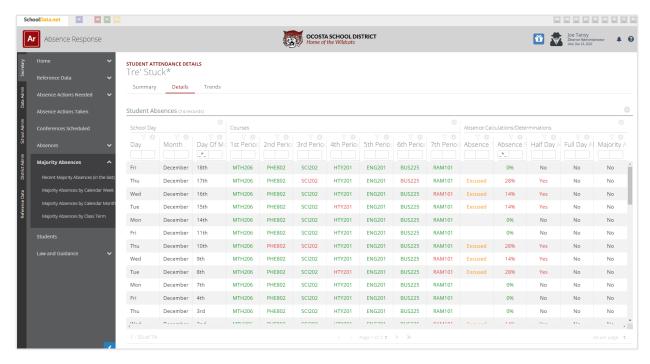
We can see inside of the red boxes student learning. If this is clicked and you are brought to a different page which displays the student profile. Below we continue example of this page once the student name is selected.
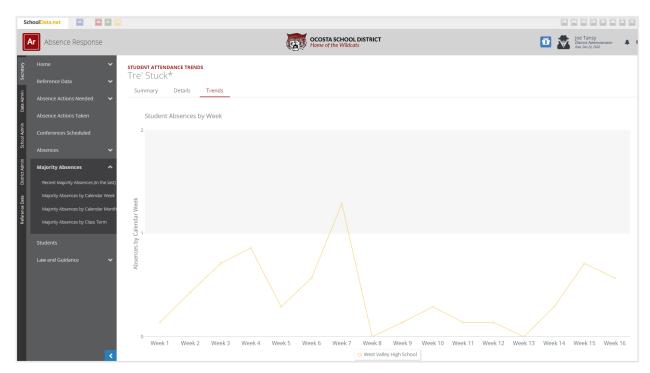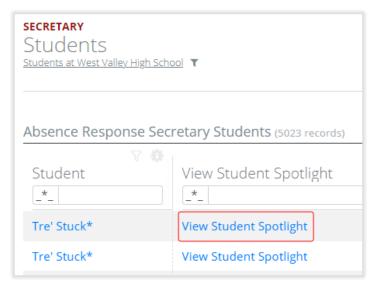
By default when you land on the student page will be on the summary subpage shown in the picture above. However, clicking the middle subpage entitled "Details" will bring you to the page displayed below.

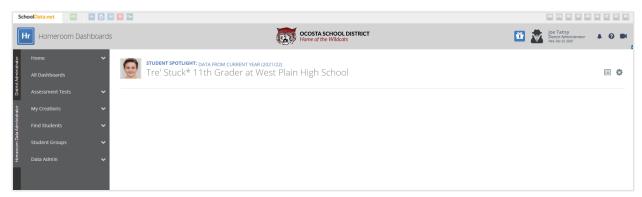If you prefer a more visual layout, you can click on "Trends", located to the right of the sub-pages as shown below.
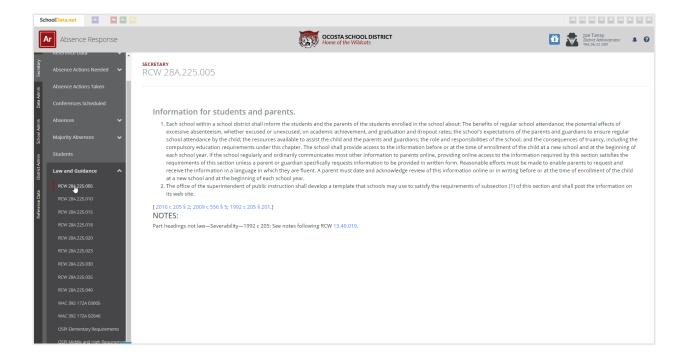
Traveling back to our original Students page, we see that in the second column to the right under "View Students Spotlight ", we see a blue hyperlink inside the red box to the picture to the right that says "View Students Spotlight". Clicking on this hyperlink will bring you to the page displayed below.

Law and Guidance

Each page inside of the "Law and Guidance" navigational link item located at the very bottom of the navigational menu is either a law or a form of guidance. This section is click here solely as a one-stop shop law library for any and all information that relates to rule corresponds with absenteeism and schools.

School Administrator
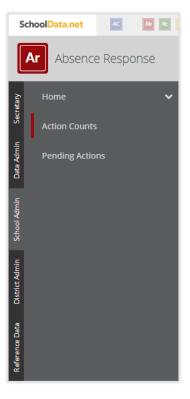
The school administrator role will allow you to do two different things.

Along with the standard Home and Summury pages, you will also find "Action Counts" as well as "Pending Actions". We will explain and show examples of each below.

Action Counts
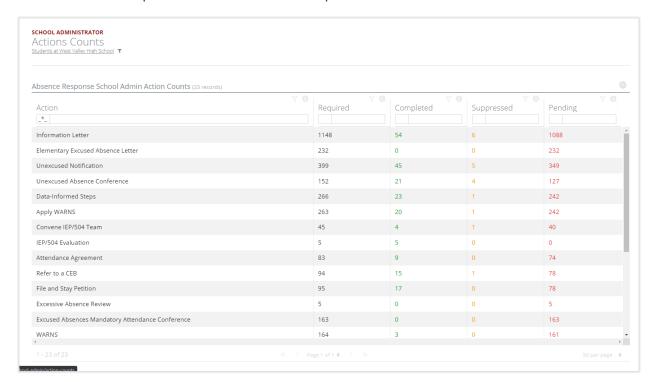
In this section you will find a summery of all the actions taken, for all relevant students. In this section some of the relevant actions that you will locate inside of the column headers are:

1. Action
2. Required
3. Completed
4. Suppressed
5. Pending

We can see an example of this information in the picture below.

SCHOOL ADMINISTRATOR
Actions Counts
Students at West Valley High School ▼

Absence Response School Admin Action Counts (23 records)

| Action	Required	Completed	Suppressed	Pending
_*_				
Information Letter	1148	54	6	1088
Elementary Excused Absence Letter	232	0	0	232
Unexcused Notification	399	45	5	349
Unexcused Absence Conference	152	21	4	127
Data-Informed Steps	266	23	1	242
Apply WARNS	263	20	1	242
Convene IEP/504 Team	45	4	1	40
IEP/504 Evaluation	5	5	0	0
Attendance Agreement	83	9	0	74
Refer to a CEB	94	15	1	78
File and Stay Petition	95	17	0	78
Excessive Absence Review	5	0	0	5
Excused Absences Mandatory Attendance Conference	163	0	0	163
WARNS	164	3	0	161

1 - 23 of 23   « ‹ Page 1 of 1 ⇕ › »   50 per page ⇕

Pending Actions

When the "Pending Actions" navigational link item is selected, you will be brought to the page below. This page will outline all statistics and show corresponding time frames for each statistic listed in the "Action" column.