



Instructional Management Program
and Academic Communication Tool

*Elementary School (ES) Attendance
User Guide*

10/14/2014
Version 7.0 FINAL

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***** Note *****

This module was updated in IMPACT Student Information Management (SIM) version 8.4.1. There may be slight differences between screens in this module compared to the screens in the actual CPS IMPACT SIM environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.



Introduction

This user guide is geared towards Elementary School staff with the Attendance Coordinator role in SIM. It covers the basics of how to:

- Maintain Attendance
 - By Homeroom
 - By Student
 - For Multiple Students/Days
- Print Homeroom Roster Report (to take manual attendance)
- Generate Attendance Reports

SIM Basics: Navigating and Performing Student Searches

For users new to using SIM, the Introduction to SIM quick guide is recommended as it covers the basics of navigating SIM and how to perform student searches. This quick guide is located on the IMPACT Website, under SIM Documents and Publications (http://impact.cps.k12.il.us/downloads/QuickGuide_SIMupgrade.pdf)

In addition to the Introduction to SIM Quick Guide, on-line Help documentation is available in SIM. On the *Header*, next to your name, click *Help*, as seen in the screen capture below.

Welcome, [username] | [Help](#) | [Support](#) | [About](#) | [Sign out](#)

IMPACT SIM

Student name or number [Quick Search](#)

Sidney Sawyer Elementary School - Attendance Coordinator : Sidney Sawyer Elementary School [Role](#)

[Class](#) [School](#) [Admin](#) [My Reports](#) [Quick Links](#) [!](#) [Print](#)



List of Available Attendance Codes

The following is a list of CPS attendance codes used by the ES Attendance Coordinator to record past, present, and future student attendance information in SIM.

Name	Description	Notes
Absent Excused AM	Abs Exc AM	
Absent Excused Full Day	Abs Exc FD	
Absent Excused PM	Abs Exc PM	
Absent Unexcused AM	Abs Unex AM	
* Absent Unexcused Full Day	Abs Unex FD	
Absent Unexcused PM	Abs Unex PM	
Home Hospital	Home/Hosp	
In-School Suspension	In-Schl Susp	
Medical Exclusion	Med Exclus	
* Present	Present	By default, the daily attendance code in SIM for all Students is Present.
Religious Holiday	Religious HD	
School Function	Schl Func	
Suspension	Suspension	
* Tardy	Tardy	

*** Teachers have access to these three codes only (Abs Unex FD, Present, Tardy).**



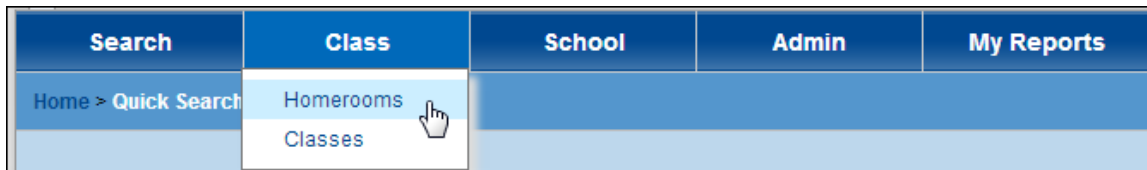
Maintain Attendance by Homeroom

The ES Attendance Coordinator has access to student attendance information for all homerooms in the school. The ES Attendance Coordinator must enter student attendance information in SIM for Substitute Teachers who submit daily attendance via a hard copy Homeroom Roster.

When Students are Absent or Tardy

The following steps describe how to record attendance information when students are absent or tardy:

1. On the horizontal *Menu bar*, under Admin, **click** the *Homerooms* link.



2. On the *Homerooms* page, **click** the *Attendance* icon [] for a specific homeroom.

Home > Homerooms						2014 - 2015 SY	
						Reports	
Selected: 0						1 - 30 of 45	
	HR	Teacher	Grade	Room	Roster	Attendance	# Students
<input type="checkbox"/>	106		PE, PK, K	106 (51410)			0
<input type="checkbox"/>	502		PE, PK, K				2
<input type="checkbox"/>	A101	Ms. [Name]	K	101 (51410)			21
<input type="checkbox"/>	A102	Ms. [Name]	K	102 (51410)			24
<input type="checkbox"/>	A104	Ms. [Name]	K	104 (51410)			27
<input type="checkbox"/>	A112	Ms. [Name]	1	112 (51410)			22



3. On the selected homeroom's Attendance page, note the following:

Attendance is not yet submitted.

The Attendance Coordinator submits attendance on behalf of the teacher.

Home > Homerooms > Attendance 2014 - 2015 SY

A101 - Next | Prev Not submitted Actions Edit Reports

Wednesday, Sep 17, 2014

Submit for teacher

Selected: 0 Total: 21

			Student Name	Attendance		Comment	Change Reason
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			
<input type="checkbox"/>	A	T	<input type="checkbox"/>	Present			

Save Reset

By default, the daily attendance code in SIM for all students is Present.



4. On the *Attendance* page, **update** students' attendance, as needed:

	Field Name	Action/Description
1	Quick Entry Codes	Click the Quick Entry buttons to change a student's attendance to Absent Unexcused FD or Tardy.
2	Code dropdown list	Use the Attendance (Code) dropdown list to access all available attendance codes.
3	Comment	Enter applicable comments, if needed.
4	Submit for Teacher	Check the Submit for Teacher checkbox when ready to submit attendance. IMPORTANT: If box is left unchecked and the Save button is clicked, attendance will be saved only, not submitted.



5. Click the Save button. The attendance status of *Not Submitted* changes to *Attendance Submitted*.

To submit attendance for another homeroom, use the *Homeroom* dropdown list to select the applicable homeroom.

Home > Homerooms > Attendance 2014 - 2015

A101 - Next | Previous Attendance submitted Actions Edit Report

Wednesday, Sep 17, 2014

Selected: 0 Total: 21

<input type="checkbox"/>			Student Name	Attendance		Comment	Change Reason
<input type="checkbox"/>	A	T	P	Abs Unex FD			
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Present		10 min late	
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Abs Unex FD			
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Tardy		5 min late	
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Present			
<input type="checkbox"/>	A	T	P	Present			

Save Re


6. To submit attendance for another homeroom, **select** the applicable homeroom from the *Homeroom* dropdown list, as shown in the screen capture above, and **repeat** steps 3 and 4.

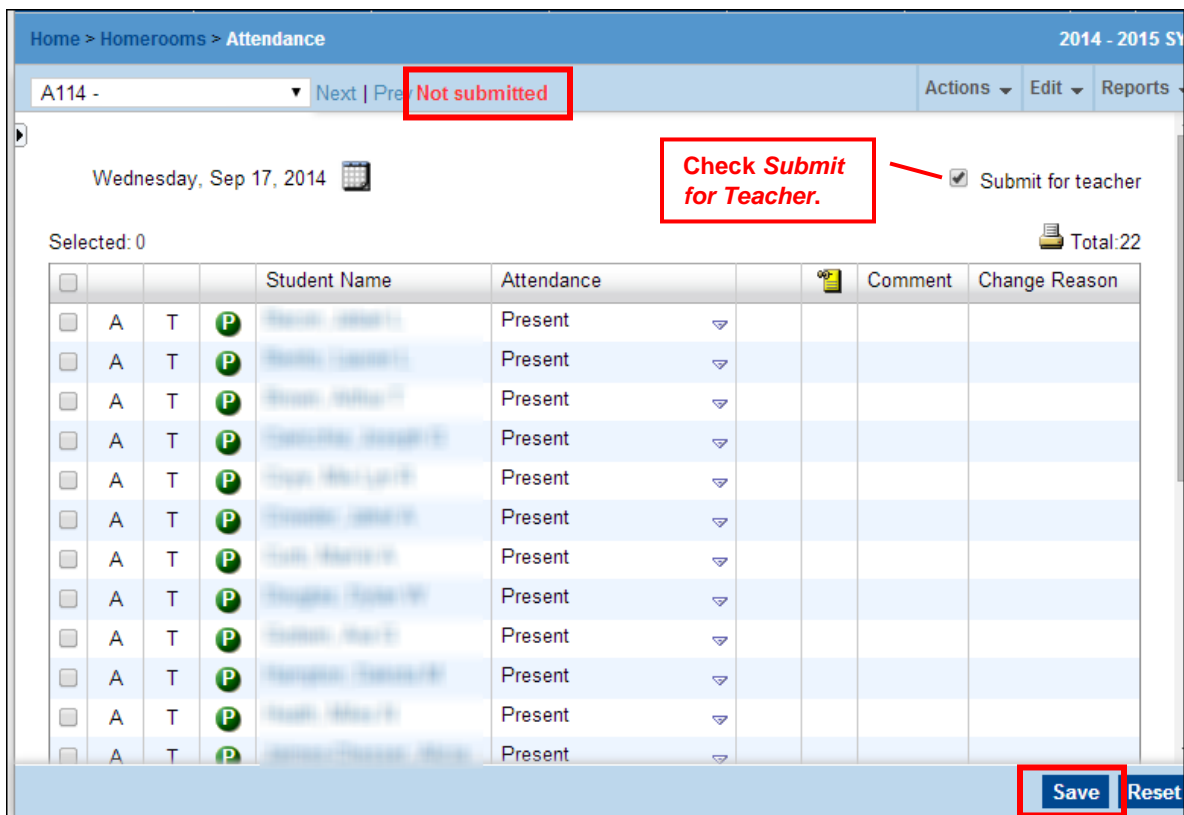
7. From the *Breadcrumbs*, **click** the *Home* link to return to the *Home Page*.



When All Students are Present

The following steps describe how to record attendance information when all students are present:

1. On the horizontal *Menu bar*, under Admin, **click** the *Homerooms* link.
2. On the *Homerooms* page, **click** the *Attendance* icon [] for a specific homeroom.
3. On the selected homeroom's *Attendance* page, **check** the *Submit for Teacher* checkbox and **Click** the *Save* button.



The screenshot shows the ES Attendance interface for homeroom A114 on Wednesday, Sep 17, 2014. The status is "Not submitted". A list of 12 students is shown, all with "Present" status. The "Submit for teacher" checkbox is checked. The "Save" button is highlighted in red.

Student Name	Attendance	Comment	Change Reason
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		
[Redacted]	Present		

Note: Important to check the *Submit for Teacher* checkbox.

If box is left unchecked and *Save* is clicked, attendance will be saved only; not submitted. The attendance status in the upper-right hand corner will remain at "Not Submitted."



4. Note that the attendance status of *Not Submitted* changes to *Attendance Submitted*.

Home > Homerooms > Attendance 2014 - 2015 S

A114 - Next | Pre **Attendance submitted** Actions Edit Reports

Changes have been saved.

Wednesday, Sep 17, 2014

Selected: 0 Total: 22

<input type="checkbox"/>				Student Name	Attendance		Comment	Change Reason
<input type="checkbox"/>	A	T		[blurred]	Present			
<input type="checkbox"/>	A	T		[blurred]	Present			
<input type="checkbox"/>	A	T		[blurred]	Present			

5. From the *Breadcrumbs*, **click** the *Home* link to return to the *Home Page*.



Maintain Attendance by Student

An ES Attendance Coordinator can modify individual student attendance information for past, current and future dates. The following example walks through how to edit past attendance; however, the steps detailed are the same if editing present or future attendance.

To Edit Attendance

1. **Perform** a student search and **open** the student's record.
2. On the *Control Bar*, **click** the *Attendance* link. The *Student Attendance* page displays. Note the following:

SIM defaults to display student attendance 2 weeks back and next from the current day.

Use the *Date Range* dropdown arrow to select the desired day or period, as illustrated here.

The date range selected above displays each *Date*, *Day*, and *Daily* (code) here, under the *Attendance Details* section.

Home > Quick Search > Student Attendance 2014 - 2015 SY

Student: [Name], Gr-8, Male Actions Reports

Date range: 2 weeks back/next Sep 14, 2014 - Sep 28, 2014

Daily Attendance Summary

Attendance Details

August 2014 September 2014 October 2014

Legend: Daily Absent, Daily Tardy, Unexcused, Today in bold

Sep 14, 2014 - Sep 28, 2014 All days

Selected: 0 Total: 10

<input type="checkbox"/>	Date	Day	Daily	
<input type="checkbox"/>	Sep 15	Mon	Present	
<input type="checkbox"/>	Sep 16	Tue	Present	
<input type="checkbox"/>	Sep 17	Wed	Present	
<input type="checkbox"/>	Sep 18	Thu	Present	
<input type="checkbox"/>	Sep 19	Fri	Present	
<input type="checkbox"/>	Sep 22	Mon	Present	
<input type="checkbox"/>	Sep 23	Tue	Present	
<input type="checkbox"/>	Sep 24	Wed	Present	
<input type="checkbox"/>	Sep 25	Thu	Present	
<input type="checkbox"/>	Sep 26	Fri	Present	



3. On the *Student Attendance* page, under the *Attendance Details* section, **edit** the following:

Click the **Daily (code)** dropdown arrow, and Select the appropriate code for the desired date.

In this example, a student's **Absent Unexcused** is being changed to **Absent Excused**.

Date	Day	Daily	Comments
Sep 02	Tue	Present	
Sep 03	Wed	Abs Exc FD	
Sep 04	Thu	Present	
Sep 05	Fri	Present	

Note the **Comments** icon changes to red visually.

See the section below for more information on entering an Attendance Change reason.

Entering an Attendance Change Reason

To allow for more accurate tracking of changes to **submitted** attendance, schools are required to enter a change reason for any adjustments made to **submitted** attendance in IMPACT SIM. This change is not applicable to teachers who should continue to enter, submit, edit attendance (T, AUFD, AUX) and same-day resubmit attendance in IMPACT Gradebook. Attendance Coordinator and Principal roles are required to enter the change reason.

SIM attendance functionality has been enhanced to prompt the user to select a change reason any place in SIM where submitted attendance can be edited (for example, by homeroom/class, by student, and mass attendance). In accordance with state and CPS policy/procedure, schools can adjust **submitted** attendance for the following eight reasons:

1. Concern for Student Health and Safety
2. Death in the Immediate Family
3. Family Emergency
4. Home/Hospital Program
5. Input Error
6. Other/Subject to Principal Discretion – **important:** *If this reason is selected, SIM will not allow the user to save the change(s), unless additional/specific details are added to the Comments field.*
7. Religious Observance
8. Student Illness



The following steps detail how to enter a change reason when adjusting **submitted** attendance from an elementary school student's *Attendance* page:

1. **Perform** a search to **locate** and **open** the student's record. Navigate to the *Attendance* page.
2. For the date in question, **click** the dropdown arrow under the *Daily* column and select the appropriate code. Note that the *Comments* icon changes to **red** to visually indicate that **submitted** attendance has been modified and a change reason is required.

<input type="checkbox"/>	Date	Day	Daily	
<input type="checkbox"/>	Sep 02	Tue	Present	
<input type="checkbox"/>	Sep 03	Wed	Abs Exc FD	

3. Click the **red** *Comments* icon to open the *Comments* dialog box.

Select a change reason and click **OK** to save your reason and return to the student's *Attendance* page.

Important: If "Other/Subject to Principal Discretion" is selected, you must enter additional/specific details in the *Daily comment* field, or SIM will not save your changes.

Comments - Google Chrome
https://84.sim.cps.k12.il.us/PowerSchoolSMS/Attendance/StdAttdEd

Comments Dialog
Wednesday, Sep 3, 2014

Daily comment:

*Change reason: Student Illness

- Concern for Student Health and Safety
- Death in the Immediate Family
- Family Emergency
- Home/Hospital Program
- Input Error
- Other/Subject to Principal Discretion
- Religious Observance
- Student Illness

*Required

OK Cancel

4. Note that the *Comments* icon is now **green** to indicate an attendance change reason has been added.

<input type="checkbox"/>	Date	Day	Daily	
<input type="checkbox"/>	Sep 02	Tue	Present	
<input type="checkbox"/>	Sep 03	Wed	Abs Exc FD	

5. **Click** Save in the lower right hand corner to save all edits to **submitted** attendance.



Note: If a user modifies **submitted** attendance and attempts to save the change without entering a change reason, the following error message will display:

Submitted attendance has been modified, you must select a change reason.

OK

If a user selects the change reason "Other/Subject to Principal Discretion" and does not enter additional/specific details in the *Comments* field, the following error message will display when the user attempts to save the change:


Provider-specific exception: The change reason "Other/Subject to Principal Discretion" has been selected. You must enter additional/specific details in the Comments field. Please re-enter your submitted attendance change.



To Record an Early Dismissal

When a parent or guardian requests to sign out his child for early dismissal, the ES Attendance Coordinator completes the following tasks:

- Record the early dismissal in the attendance log book.
- Update the student's attendance record in SIM to reflect the change.

 **Note:** Based on the time of the dismissal, a determination is made by the School Office to change the attendance code from *Present* to appropriate code (i.e., Absent Excused PM, Absent Unexcused PM, etc.).

There are two ways to record an early dismissal in SIM:

1. On the student's *Attendance* page, as described on page 9; or
2. On the SIM *Attendance* page, as detailed below.

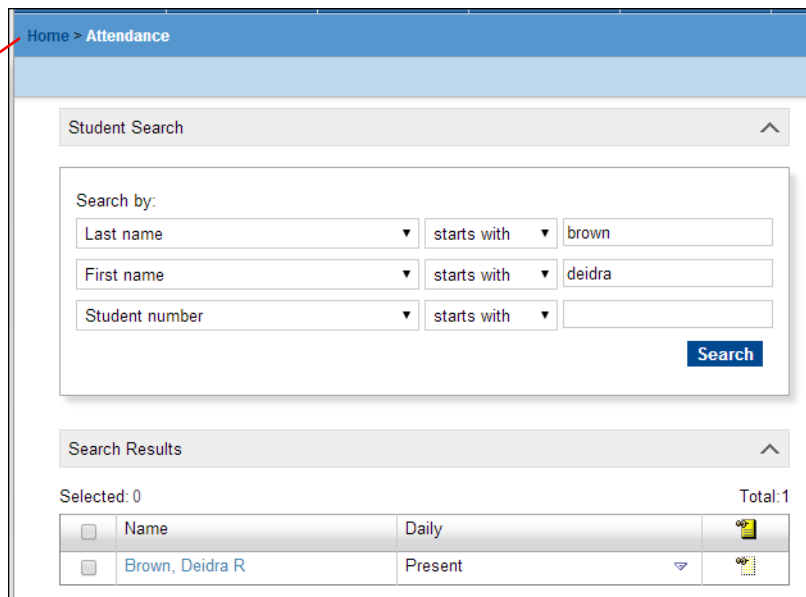
The following steps describe how to record an early dismissal, utilizing the SIM *Attendance* page:

1. On the horizontal *Menu bar*, under *School*, **click** the *Attendance* link.
2. On the *Attendance* page, **enter** student's last and first names and **click** the *Search* button. The student's name will display in the *Search Results* section.

IMPORTANT:

The SIM *Attendance* page pertains to the current date only.

It cannot be used to record attendance for past or future dates.



Home > Attendance

Student Search



Search by:

Last name	starts with	brown
First name	starts with	deidra
Student number	starts with	

Search

Search Results

Selected: 0 Total: 1

<input type="checkbox"/>	Name	Daily	
<input type="checkbox"/>	Brown, Deidra R	Present	



3. Under the *Search Results* section, **complete** the following information:

Click the *Daily (code)* dropdown list and **Select** the appropriate code.

Click the *Comment* icon and Enter applicable comments, if needed.

Click the *Save* button.

4. **Repeat** steps 2 and 3 for additional students.

Note: The steps described here can also be used in conjunction with the school's Tardy Log (if the ES Attendance Coordinator is responsible for entering students' tardies into SIM).

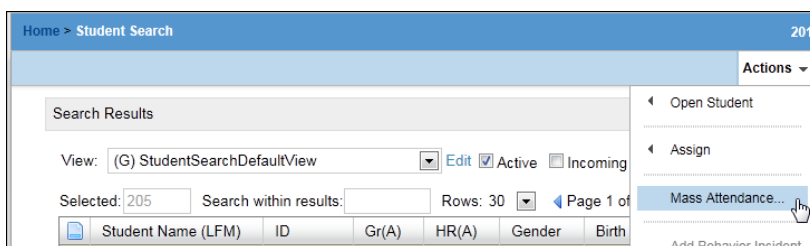


Maintain Attendance for Multiple Students/Days

ES Attendance Coordinators can assign attendance codes for several days or for a specific date for a list of students (for example, students who are going on a field trip). Attendance can also be assigned to an individual student who may be out for several days (for example, a student who is going on a family vacation for three days).

The following steps detail how to assign attendance for multiple students/days. In the example below, all 3rd graders will be going on a field trip.

1. On the *Home Page*, **click** the Third Grade [3] link to display all 3rd graders.
2. Select all students, and from the *Actions* menu, **select** the *Mass Attendance* option.



The *Mass Attendance* page displays.

Enter/Select all relevant information.

The screenshot shows the 'Mass Attendance' form. It has the following fields and options:

- 'Enter attendance for: 205 students'
- '*Start: 10/24/2014' and 'To: 10/24/2014' (with calendar icons)
- '*Assign: Homeroom Attendance' (dropdown menu)
- '*To: Full Day' (dropdown menu)
- 'Periods: Available:' and '*Selected:' (two empty boxes with arrows between them)
- '*Attendance code: Schl Func(SF)' (dropdown menu)
- 'Comment: Enter applicable comments.' (text area)
- '*Change reason: Other/Subject to Principal Discretion' (dropdown menu)
- '*Required' label at the bottom left.
- 'OK' and 'Cancel' buttons at the bottom right.

Click OK to save your information.

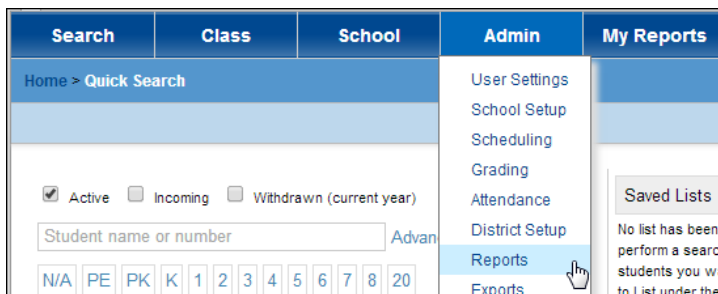
Note: The steps described above can also be used to assign multiple days to one student. For example, a 3rd grader is out sick for three (3) days.



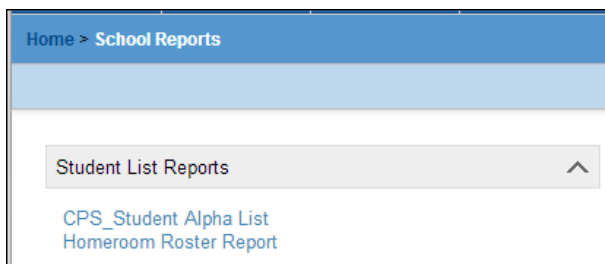
Print Homeroom Roster (to take manual attendance)

If an ES Teacher does not have access to Gradebook to submit attendance, the *Homeroom Roster Report* can be used to record homeroom attendance and then provided to the ES Attendance Coordinator for entry into SIM. Substitute Teachers should also use the *Homeroom Roster Report* to take manual attendance. This roster may also be used in such cases as emergencies and field trips.

1. On the horizontal *Menu bar* under *Admin*, **Click** the *Reports* link.



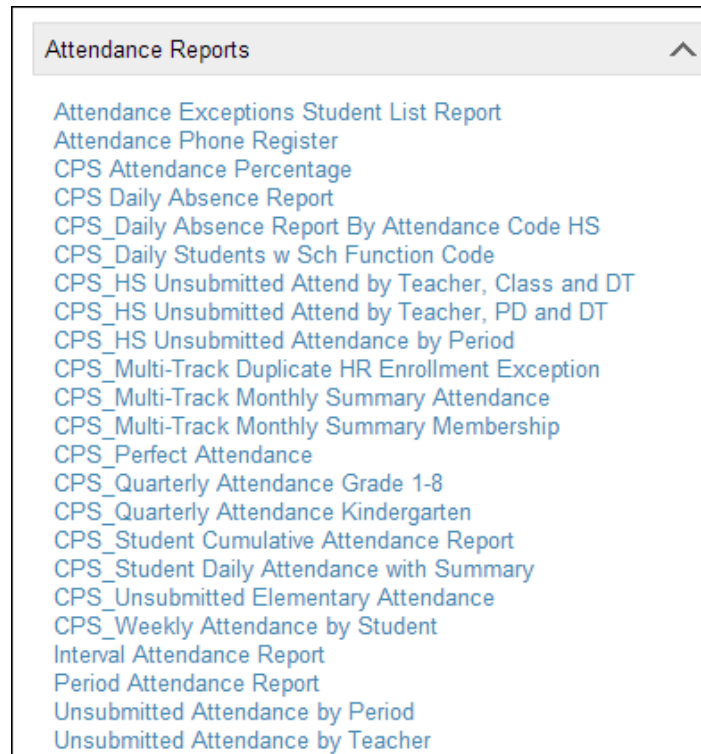
2. On the *School Reports* page, under the *Student List Reports* section, **Click** the *Homeroom Roster Report* link.





Generate Reports

The following is a list of Attendance reports located on the *School Reports* page in SIM. Clicking on the name of each report provides a description of the selected report.



The following steps detail how to select and run the *CPS Student Daily Attendance with Summary* report:

1. On the horizontal *Menu bar*, under *Admin*, **Click** the *Reports* link.
2. On the *School Reports* page, under *Attendance*, **Select** the *CPS Student Daily Attendance with Summary* report hyperlink.



3. On the *Reports Options* page, complete the needed information:

Under *Preferences*,
enter applicable
Start and End Dates

Click the *Run*
button.

Report Options: CPS_Student Daily Attendance with Summary
Student attendance for the entire year or date range to be attached to the letter for the guardian or parent. Unexcused full day absences are Bold Faced. This rpt replaces printing the screen grid in student attendance. Owner: OEAS - Alt Improvement

Preferences ^

Enter Attendance Date Range for the Report Start: 09/02/2014 mm/dd/yyyy
End: 09/19/2014 mm/dd/yyyy

Filters v

Scheduling Options v

Output Options v

Save Save + Run **Run** Cancel

Notes: Options on the *Report Options* page may vary depending on the report selected. Some reports offer three (3) to four (4) sections, as detailed below. For those reports that do, the User can select only those parameters that are needed, as follows:

1. **The Preferences section** – allows the users to select options, specific to that particular report (such as, *Include inactive students*; *Sort Order*; Reporting Date options: *Today*, *To* and *From* dates; etc.)
2. **The Filters section** – allows the users to select the filters that best delineate what information they need or want in the report (such as, filter to select a specific Homeroom or for an individual student only).
3. **The Scheduling Options section** – allows the user to determine when or how often the report should run (such as, *Run Now*, *One date and time*, or *Recurring Date and Time*. The default is *Run Now*).
4. **The Output section** – allows the user to determine the format for the report, such as Adobe Acrobat, Excel, Word, etc. The default is *Adobe Acrobat*.