Instructional Management Program
and Academic Communication Tool

High School (HS) Attendance
User Guide

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*** Note***
This module was updated in IMPACT Student Information Management (SIM) version 8.4.3. There may be slight differences between screens in this lesson compared to the screens in the actual CPS IMPACT environment. All screens were captured in Windows using Internet Explorer; Macintosh views may differ.

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Introduction

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

- Maintain Attendance
  - By Class
  - By Student
  - For Multiple Students/Days
- Print Class Roster (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.
## List of Available Attendance Codes

The following is a list of CPS attendance codes used by the HS Attendance Coordinator to record past, present, and future student attendance information in SIM. Class codes are entered for each class period in a student’s schedule, and daily codes are entered once to record the student’s attendance for the entire day.

<table>
<thead>
<tr>
<th>Description</th>
<th>Short Code</th>
<th>How Entered</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent Excused</td>
<td>AEX</td>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>Absent Excused Full Day</td>
<td>AEFD</td>
<td>Daily</td>
<td>Calculated by the System into the Daily code based on combined period attendance</td>
</tr>
<tr>
<td>Absent Excused Half Day</td>
<td>AEHD</td>
<td>Daily</td>
<td>Calculated by the System into the Daily code based on combined period attendance</td>
</tr>
<tr>
<td>*Absent Unexcused</td>
<td>AUX</td>
<td>Class</td>
<td></td>
</tr>
<tr>
<td>Absent Unexcused Full Day</td>
<td>AUFD</td>
<td>Daily</td>
<td>Calculated by the System into the Daily code based on combined period attendance</td>
</tr>
<tr>
<td>Absent Unexcused Half Day</td>
<td>AUHD</td>
<td>Daily</td>
<td>Calculated by the System into the Daily code based on combined period attendance</td>
</tr>
<tr>
<td>Home Hospital</td>
<td>HH</td>
<td>Daily and/or Class</td>
<td></td>
</tr>
<tr>
<td>In-School Suspension</td>
<td>ISS</td>
<td>Daily and/or Class</td>
<td></td>
</tr>
<tr>
<td>Medical Exclusion</td>
<td>MEDX</td>
<td>Daily and/or Class</td>
<td></td>
</tr>
<tr>
<td>*Present</td>
<td>P</td>
<td>Daily and/or Class</td>
<td>By default, the daily attendance code in SIM for all students is Present.</td>
</tr>
<tr>
<td>Religious Holiday</td>
<td>RHOL</td>
<td>Daily and/or Class</td>
<td></td>
</tr>
<tr>
<td>School Function</td>
<td>SF</td>
<td>Daily and/or Class</td>
<td></td>
</tr>
<tr>
<td>Suspension</td>
<td>SUS</td>
<td>Daily and/or Class</td>
<td></td>
</tr>
<tr>
<td>*Tardy</td>
<td>T</td>
<td>Class</td>
<td>The time of arrival is noted in the Comment field.</td>
</tr>
</tbody>
</table>

* Teachers have access to these three codes only (AUX, P, T).
Maintain Attendance by Class

The HS Attendance Coordinator has access to student attendance information including all classes and homerooms (formerly division/advisory):

- The HS Attendance Coordinator should enter student attendance information in SIM for Substitute Teachers who submit attendance via a hard-copy Class Roster.
- *Daily Calculation Rules* based on instructional minutes are used in SIM to determine student attendance codes for school attendance reporting purposes. The rules specify how daily attendance codes can be calculated using class attendance code values.

**Notes:**

1. High school classes and homerooms are broken down into class periods and attendance information is recorded per class period.
2. The class periods are then combined to calculate the Daily Attendance Code, based on the amount of instructional minutes the student received for that particular day. See example below.
3. Attendance information is not recorded in SIM for study hall and lunch periods because they are not counted towards the daily calculation of instructional minutes.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Daily</th>
<th>01</th>
<th>02</th>
<th>03</th>
<th>04</th>
<th>05</th>
<th>07</th>
<th>08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 17 (Fr)</td>
<td>AUHD</td>
<td>T</td>
<td>P</td>
<td>P</td>
<td>AUX</td>
<td>AUX</td>
<td>P</td>
<td>AUX</td>
<td></td>
</tr>
<tr>
<td>Oct 20 (Mon)</td>
<td>P</td>
<td>AUX</td>
<td>T</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Oct 21 (Tue)</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>
The following steps describe how to record attendance information by class.

1. On the horizontal Menu bar, under Class, click the Classes link.

2. On the Classes page, click the Attendance button for the applicable class. Note the following:

   - **Attendance is not yet submitted.**
   - By default, the daily attendance code in SIM for all students is Present.
   - The Attendance Coordinator submits attendance on behalf of the teacher.
3. On the *Class Attendance* page, **update** students’ attendance, as needed:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quick Entry Codes</td>
<td>Click the <em>Quick Entry</em> buttons to change a student’s attendance to <em>Absent Unexcused</em> (<em>AUX</em>) or <em>Tardy</em> (<em>T</em>).</td>
</tr>
<tr>
<td>2 Code dropdown list</td>
<td>Use the <em>Code</em> dropdown list to access all available codes, as detailed on page 2.</td>
</tr>
<tr>
<td>3 Min. Abs. (DO NOT USE)</td>
<td>Do NOT use the <em>Min Abs.</em> field for Tardy records. Instead, enter into the <em>Comment</em> field. Using <em>Min. Abs.</em> may adversely affect the calculation of daily instructional minutes.</td>
</tr>
<tr>
<td>4 Comment</td>
<td>Enter applicable comments, if needed.</td>
</tr>
<tr>
<td>5 Submit for Teacher</td>
<td>Check the <em>Submit for Teacher</em> checkbox when ready to submit attendance. <strong>IMPORTANT:</strong> If box is left unchecked and <em>Save</em> is clicked, attendance will be saved only, not submitted. <strong>NOTE:</strong> If all students are Present, check this box only and click <em>Save</em>.</td>
</tr>
</tbody>
</table>
4. **Click** the *Save* button. The daily class attendance status of *Not submitted* changes to *Submitted*.

![Image of class attendance status](image)

5. To enter class attendance for another class, **click** the *Classes* link in the *Breadcrumbs* and **repeat** steps 2 through 4.

**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*.”
Maintain Attendance by Student

The following steps describe how a HS Attendance Coordinator can modify individual student attendance for past, current, and future dates.

1. **Perform** a student search and **open** the student’s record.
2. In the **Control Bar**, **click** the **Attendance** link. Note the following on the student’s Attendance page:

   - **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, if needed.

The date range selected above displays each Date (Day), Daily, and Class/Period Attendance Codes, under the **Attendance Details** section.
3. To edit attendance for the applicable date, under the Attendance Details section, complete the following:

<table>
<thead>
<tr>
<th>Field/Icon Name</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Daily Attendance Code</td>
<td><strong>Click</strong> the Daily Attendance Code dropdown arrow for the applicable date, and <strong>Select</strong> the applicable code. In this example, the student was originally marked Absent Unexcused Half Day (AUHD). Based on a valid excuse note from the student, the code is being changed to Absent Excused Half Day (AEHD).</td>
</tr>
<tr>
<td>2 Class (Period) Attendance Codes</td>
<td><strong>Click</strong> each Class Attendance Code dropdown arrow for the applicable date, and <strong>Select</strong> the applicable code. In this example, the student was originally marked Absent Unexcused (AUX) for Periods 07 and 08. Based on a valid excuse note, each code is being changed to Absent Excused (AEX).</td>
</tr>
<tr>
<td>3 Student Schedule</td>
<td><strong>Click</strong> the icon to view the student’s class schedule, if needed.</td>
</tr>
<tr>
<td>4 Comment</td>
<td>Note the Comments icon changes to red visually. See the following section for more information on entering an Attendance Change reason.</td>
</tr>
</tbody>
</table>

**Note:** The steps described above also apply for early dismissals. Based on the time of an early dismissal, a determination must be made to change the Daily attendance code from Present to either an Excused or Unexcused Half Day or Full Day Absence based on the number of missed instructional minutes.

**Because the daily attendance code defaults to Present, ONLY change it if the class (period) codes warrant a daily code other than Present.**
**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 steps detail how to enter a change reason when adjusting submitted attendance from a high school student’s Attendance page. Note that a change reason is required for each daily and/or period attendance that is adjusted, as follows:

1. On the student’s Attendance page, for the date in question, **click** the dropdown arrow for each code that requires a change and select the appropriate code.

   ![Attendance Change Reason Example](image)

   **Note that the Comments icon changes to red to visually indicate that submitted attendance has been modified and a change reason is required.**
2. **Click** the red *Comments* icon to open the *Comments* dialog box. Select a change reason for each period and/or daily code that is changed.

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

3. **Click** *OK*, located in the lower right hand corner, to save changes and return to the *Attendance* page.

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

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.
```

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.
```
Maintain Attendance for Multiple Students/Days

HS 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 describe how to assign an attendance code for multiple students for a specified date range. In the example below, 10th graders will be going on a field trip for the last three periods of the school day.

1. On the Home Page, click the Tenth Grade [10] icon to display all 10th grade students.

2. Select the icon next to the Student Name column to select all students, and from the Actions menu, select Mass Attendance.
3. On the Mass Attendance page, **complete** all relevant information and **click OK**, as illustrated in the following screen capture:

**Note:** Mass assign first the class attendance code **AND** then the appropriate daily code, if warranted. Because the daily attendance code defaults to Present, **ONLY** change it if the class (period) codes warrant a daily code other than Present.
Print Class Roster (to take manual attendance)

If a HS Teacher does not have access to Gradebook to submit attendance, the Class Roster report can be used to record class attendance and then provided to the HS Attendance Coordinator for entry into SIM. Substitute Teachers may also use the Class Roster report to take manual Attendance. The roster may also be used to manually record attendance in such cases as emergencies, and field trips.

1. On the horizontal Menu bar under Admin, click the Reports link.
2. Under Scheduling Reports, click the Class Roster link.
3. On the Report Options page, complete the needed information.
4. **Click Run.** The *Class Roster Report* displays in a PDF format.

![Class Roster Report](image)

**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.

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*. 

![Notes](image)
Generate Attendance Reports

The following is a list of Attendance reports located on the 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 Reports page, under Attendance Reports, select the CPS Student Daily Attendance with Summary report.
3. On the Report Options page, **complete** the needed information.

4. **Click Run.** The *Student’s Attendance with Summary* report will display in an Adobe PDF file.