

## ATTENDANCE WORKS STUDENT DATA GRID REFERENCE GUIDE

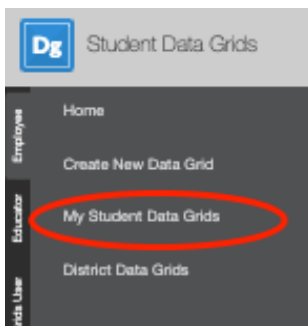
The Attendance Works Student Data Grids are designed to enable district staff to quickly assemble and configure the necessary data for the School Attendance Tracking Tool template.

Administrators can send the data to those needing it; they can easily format it for the template, following these directions.

### SENDING STUDENT DATA GRID

From Homeroom, click on the grid in the top right corner of the screen and click the Student Data Grids icon.

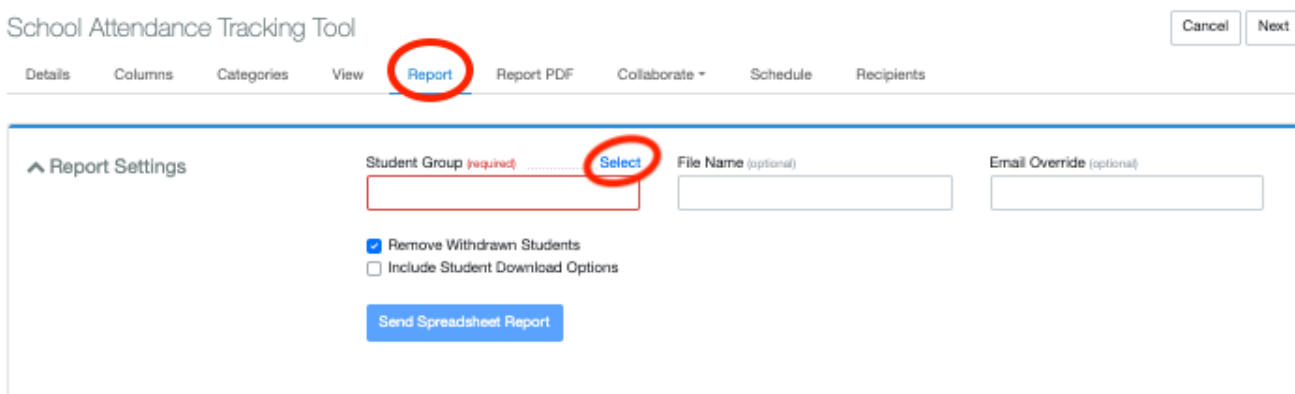
Click **My Data Grids** from the left-hand navigation screen.



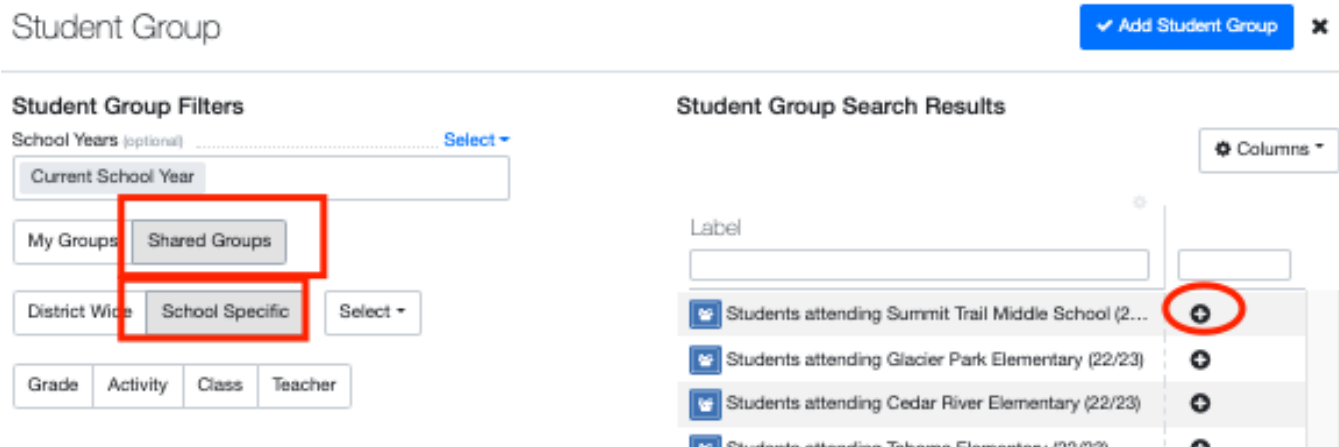
Click the [Manage](#) button for 'School Attendance Tracking Tool'.



Click the **Report** column, then click [Select](#) from **Student Group**.



Click **Shared Groups** and **School Specific**. Next, click the plus button next to the group from the school needed.



Student Group

Student Group Filters

School Years (optional)  Select ▾

My Groups

District Wide  Select ▾

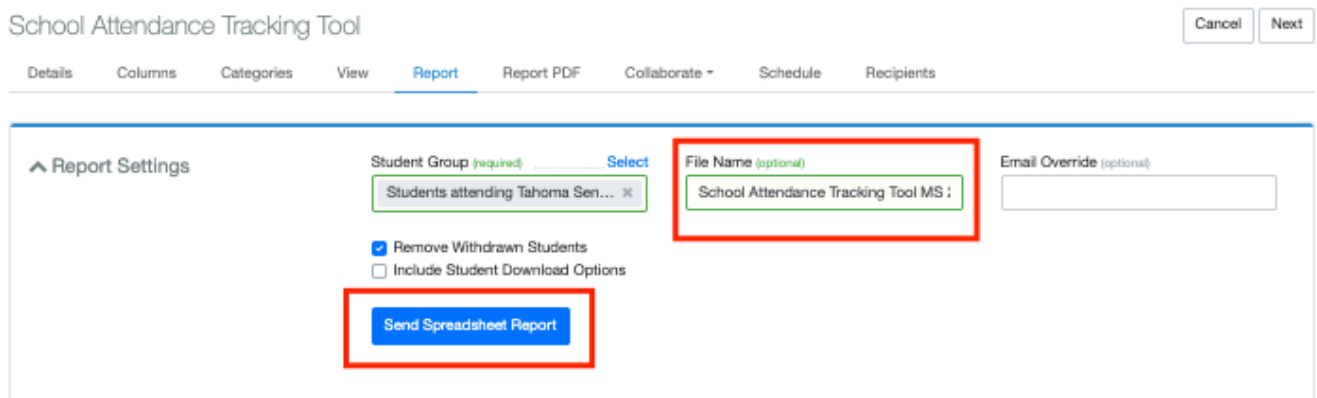
Grade Activity Class Teacher

Student Group Search Results

Label

Columns ▾

<input type="checkbox"/>	Students attending Summit Trail Middle School (2...	<input checkbox"="" type="button" value="+&lt;/input&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;input type="/>	Students attending Glacier Park Elementary (22/23)	<input checkbox"="" type="button" value="+&lt;/input&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;input type="/>	Students attending Cedar River Elementary (22/23)	<input checkbox"="" type="button" value="+&lt;/input&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td&gt;&lt;input type="/>	Students attending Tahoma Elementary (2022/23)	<input 370="" 389"="" 55="" 925="" data-label="Text" type="button" value="+&lt;/input&gt;&lt;/td&gt;&lt;/tr&gt;&lt;/tbody&gt;&lt;/table&gt;&lt;/div&gt;&lt;div data-bbox="/> <p>Type in a File Name, e.g., “School Attendance Tracking Tool - MS 2016121” and click Send Spreadsheet Report.</p>
--------------------------	---	--	--	--	---	--	--	--



School Attendance Tracking Tool

Cancel Next

Details Columns Categories View **Report** Report PDF Collaborate ▾ Schedule Recipients

Report Settings

Student Group (required)  Select ▾

File Name (optional)

Email Override (optional)

Remove Withdrawn Students

Include Student Download Options

## DOWNLOAD DATA GRID

Find the email from ‘Your Data Team’ with the subject of ‘Your Student Data is Ready!’

Click the big green button. You may need to authenticate per FERPA with your SDS (Homeroom) username and password.


Your Student Data Grid will begin downloading.

Navigate to your default download location on your device and open the xlsx file.

## FORMAT THE DATA FOR ATTENDANCE WORKS

Current Grade Level (Columns D & E) - highlight all data in this column >> from the warning selections, and choose “Convert to Number.”

Child First Name	Child Middle Name/Initial	Child Last Name	Current Grade Level	Current Grade Level Ordinal	Gender	Race/Ethnicity
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	
		a	12	19	U	

 **Number Stored as Text**

- Convert to Number
- Help on this Error
- Ignore Error
- Edit in Formula Bar
- Error Checking Options...

Zip Code (column G) - data grid does not contain a zip code; this can be updated manually (SDS is working on adding this property to the Data Grids)

Total Days Present (column M or L for MS-HS) - copy all numbers in the column and paste special >> pick VALUE >> ok (this will remove the function and put the 'value' of the function in that column).

Total days absent (column N or M for MS-HS) - Copy numbers in column N to column M.

## INSERT DATA INTO ATTENDANCE WORKS TEMPLATE

Copy all data rows (starting at row 3) from Student Data Grid into 'Attendance Works School Attendance Tracking Tool - MS:'

- [Attendance Works - Elementary School - SDS Version.xlsx](#)  
4 MB [Download](#)
- [Attendance Works - Middle School - SDS Version.xlsx](#)  
4 MB [Download](#)
- [Attendance Works - High School - SDS Version.xlsx](#)  
8 MB [Download](#)

## ATTENDANCE WORKS RISK INDICATORS

For information on building Risk Indicators with Attendance Works and risk thresholds, read this [Attendance Works Risk Indicators](#).