ATTENDANCE WORKS STUDENT DATA GRID REFERENCE GUIDE

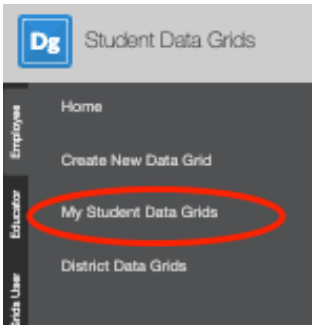
The Attendance Works Student Data Grids are designed to enable district staff to quickly assemble and configure the necessary data for the School Attendance Tracking Tool template.

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

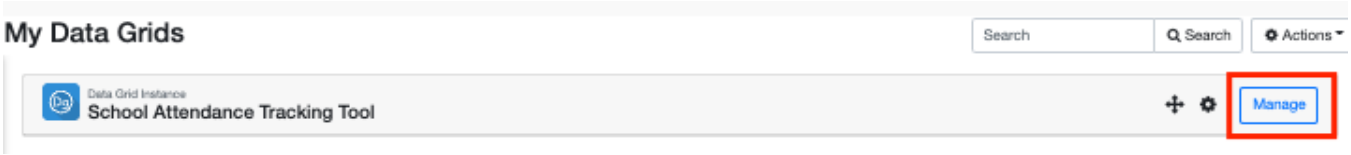
SENDING STUDENT DATA GRID

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

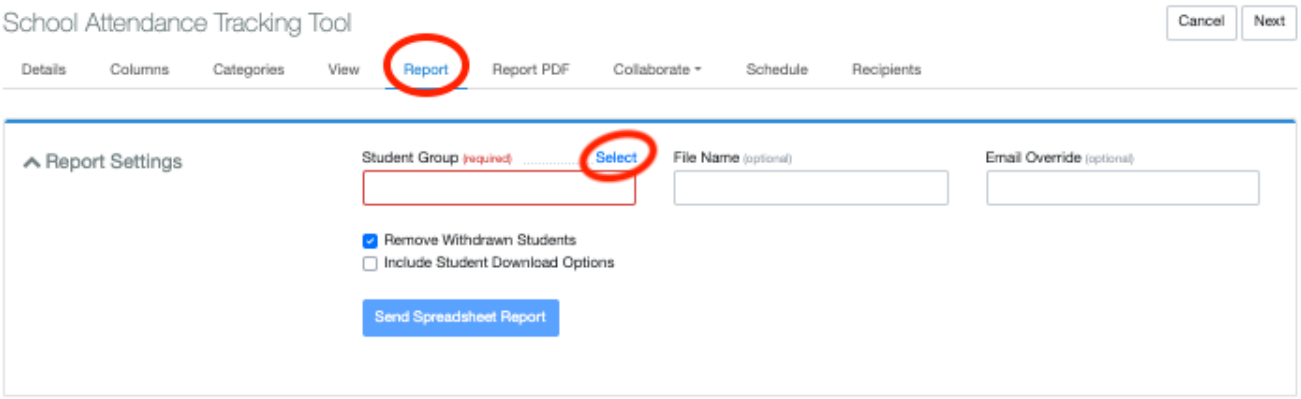
Click **My Data Grids** from the left-hand navigation screen.



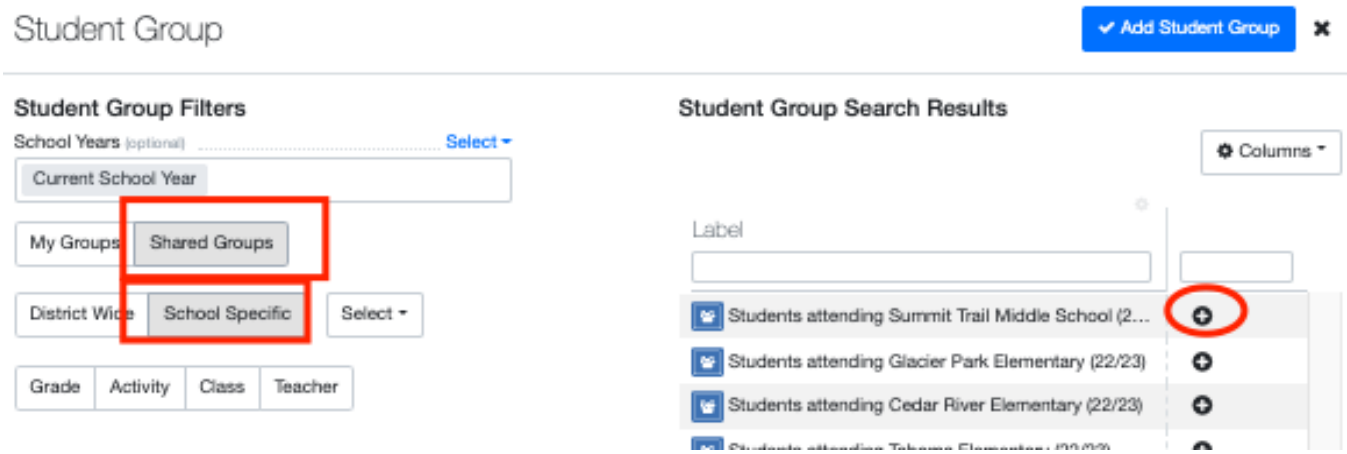
Click the Manage button for 'School Attendance Tracking Tool.



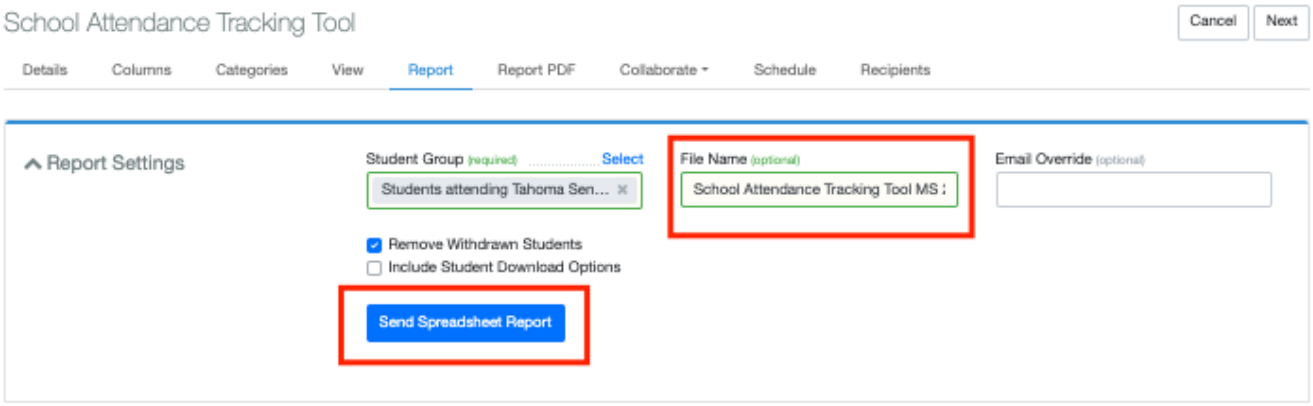
Click the **Report** column, then click **Select** from **Student Group.**



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



Type in a File Name, e.g., "School Attendance Tracking Tool - MS 2016121'" and click Send Spreadsheet Report.



DOWNLOAD DATA GRID

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

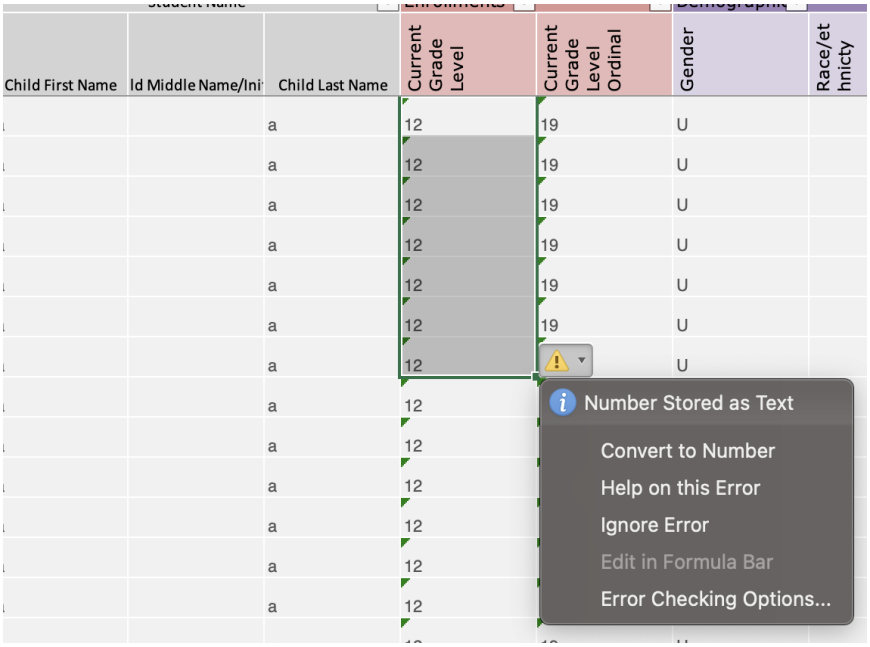
Click the big green button. You may need to authenticate per FERPA with your SDS (Homeroom) username and password.

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."



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 VALU >> 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.