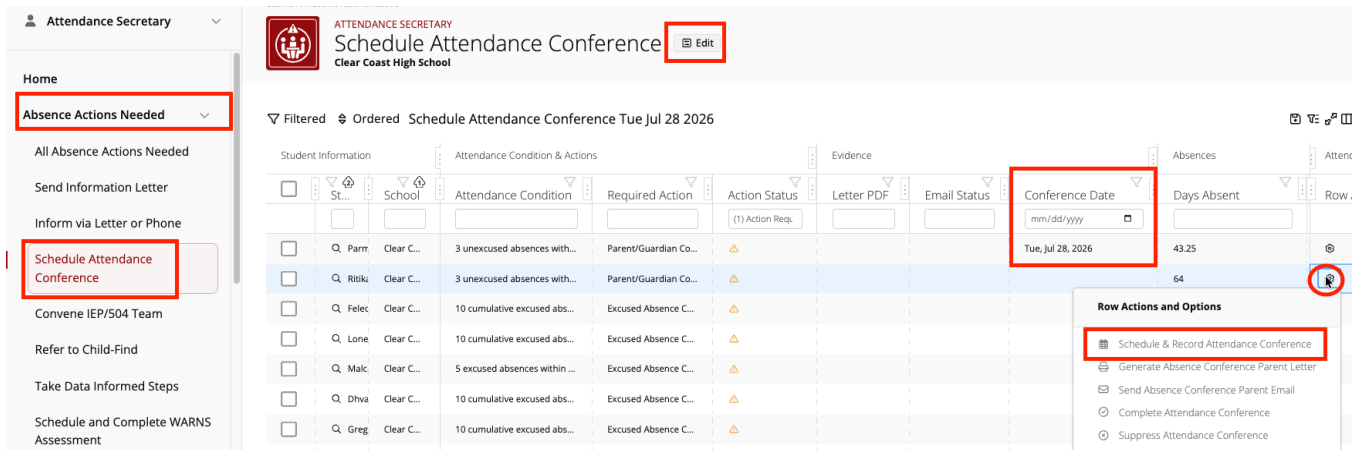


Schedule Attendance Conference (Connect)

Here you will learn to schedule an Attendance Conference or Schedule and record a Conference with the IEP/504 Team.

Schedule Attendance Conference

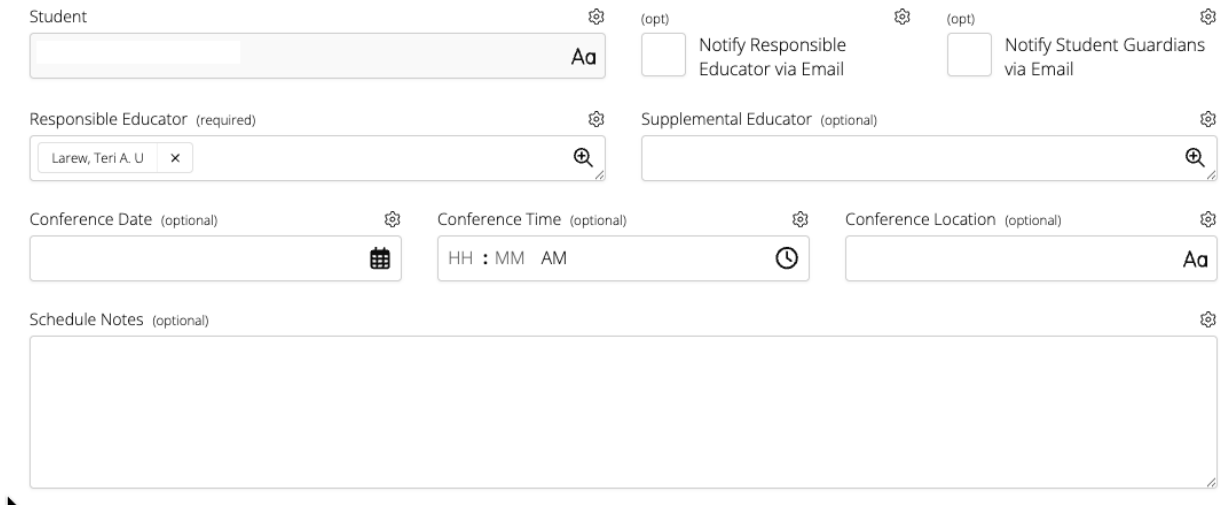
1. Start under **Absence Actions Needed** in the left navigation menu and choose **Schedule Attendance Conference**. This is a State-Required action tied to an attendance condition.
2. If a school has not already been selected, click the **magnifying glass** in the **School** field, click the **checkbox** to the left, and click **Save**.
3. If you are not prompted to select a school, one has already been chosen. Verify the school in the **Edit Page Data Settings** next to the page title.
4. The table will display each student from the school mentioned above who has triggered the attendance condition that warrants a conference.



The screenshot shows the 'Attendance Secretary' interface for 'Clear Coast High School'. The left sidebar has 'Absence Actions Needed' selected, with 'Schedule Attendance Conference' highlighted. The main area is titled 'Schedule Attendance Conference' with an 'Edit' button. Below the title, there's a filter section and a table of students. The table columns include Student Information, Attendance Condition & Actions, Evidence, Absences, and Attendance. A red box highlights the 'Conference Date' field in the table. Another red box highlights the 'Row Actions and Options' gear icon for a specific student row.

5. Click the **Row Actions and Options** gear to select **Schedule and Record Attendance Conference**.
 - a. **Schedule an Attendance Conference** with the student's parent and the child to identify 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, 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.
 - b. The **student's name** is automatically filled in.
 - c. Click the checkbox to **Notify Responsible Educator via Email** or **Notify Student Guardians via Email**.
 - d. The **Responsible Educator** field will be filled in automatically but may be edited.
 - e. Optionally, select the **Supplemental Educator**.
 - f. Select the **Conference Date and Time**.

- g. Fill in the **Conference Location**, **Schedule Notes**, and any **Schedule Instructions** provided by the district as needed.
- h. Once complete, click **Save**.



Student  (opt)  (opt) 

Aa ☐ Notify Responsible Educator via Email ☐ Notify Student Guardians via Email

Responsible Educator (required)  Supplemental Educator (optional) 

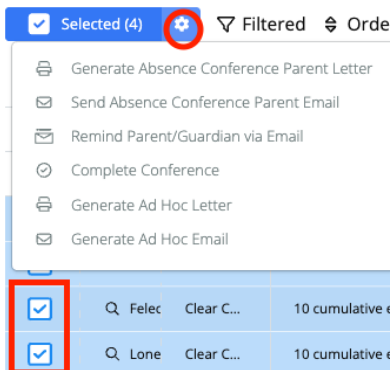
 

Conference Date (optional)  Conference Time (optional)  Conference Location (optional) 

 HH : MM AM  Aa

Schedule Notes (optional) 

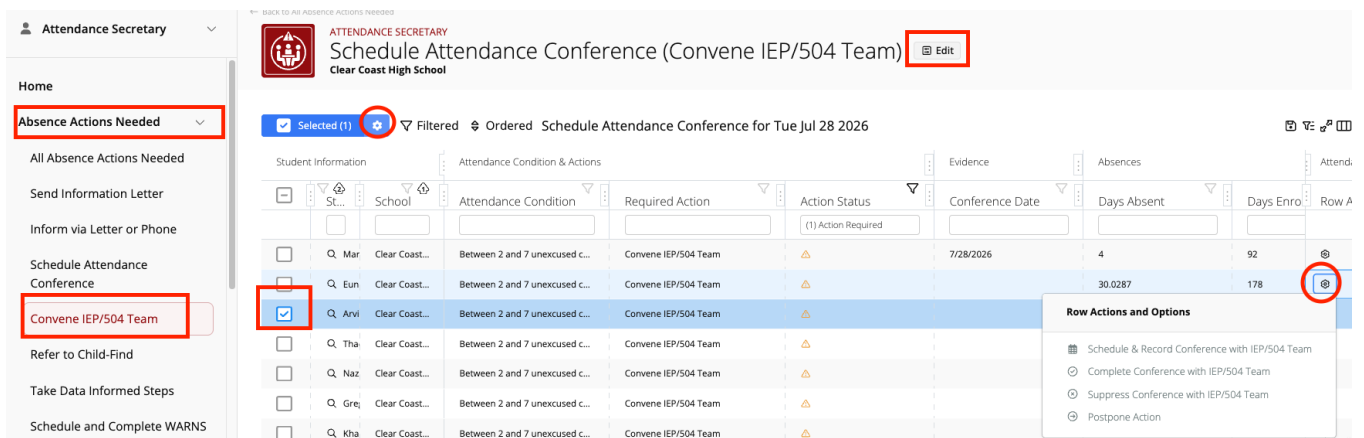
6. **Filter** results by clicking on the **Conference Date** column header.
7. Click the **Row Actions and Options** gear to the right to reveal several other actions.
 - a. **Generate Absence Conference Parent Letter**
 - b. **Send Absence Conference Parent Email**
 - c. **View and Edit Conference**
 - d. **Complete Attendance Conference**
 - e. **Suppress Attendance Conference:** To remove the event from your action list without marking it complete.
 - f. **Postpone Action** to address it later.
8. You may select **Conferences** from the left navigation menu, then choose **Conference Calendar** to view the responsible educator's calendar. Details include the student's name, conference date, time, and location. Or choose **Scheduled Attendance Conferences** to review scheduled conferences. Details include the responsible educator, date, time, location, conference notes, and instructions.
9. Take action for **multiple students** by selecting the **checkbox** to the left of each student and click the **Selected gear** in the top left for these options:
 - a. **Generate Absence Conference Parent Letter**
 - b. **Send Absence Conference Parent Email**
 - c. **Complete Attendance Conference**
 - d. **Generate Ad Hoc Letter**
 - e. **Generate Ad Hoc Email**



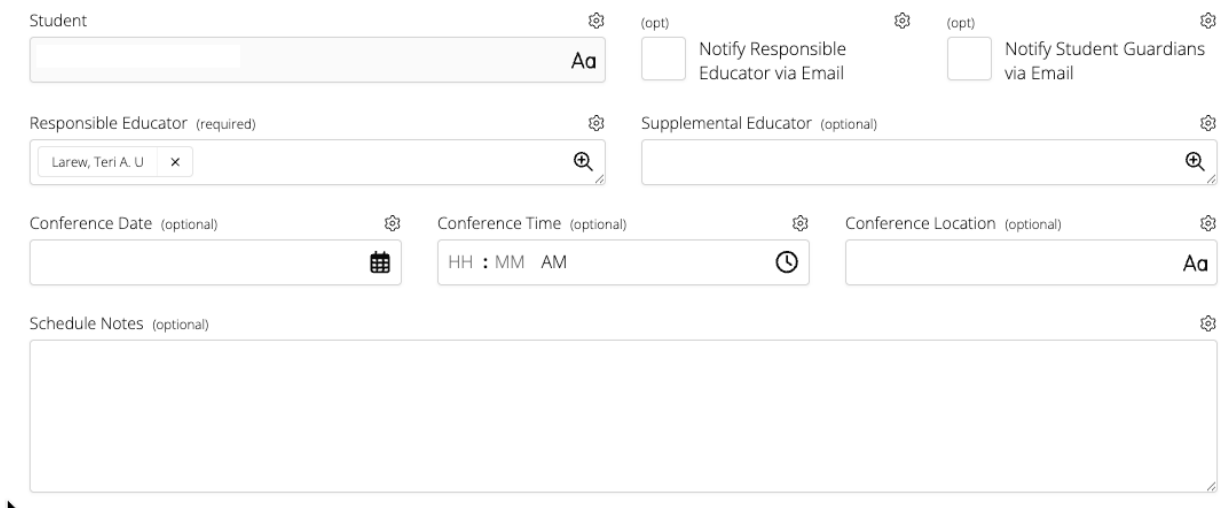
Schedule Attendance Conference (Convene IEP/504 Team)

If an elementary student with attendance issues has an individualized education program (IEP) or a 504 team, the team must convene. A conference or IEP/504 team meeting is not required if 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.

1. Start under **Absence Actions Needed** in the left navigation menu and choose **Convene IEP/504 Team**.
2. If a school has not already been selected, click the **magnifying glass** in the **School** field, click the **checkbox** to the left, and click **Save**.
3. If you are not prompted to select a school, one has already been chosen. Verify the school in the **Edit Page Data Settings** next to the page title.
4. The table will display each **student** (from the school indicated above) whose **attendance requires you to convene the IEP/504 team**.
5. An absence condition of "**between 2 and 7 unexcused cumulative absences**" will trigger students who have IEP or 504 Plans to appear in this table, so that is the only option you will see in the **attendance condition column**.



6. For each student, you can click their **row action gear** to the far right and select an option:
 - a. **Schedule & Record Conference with IEP/504 Team**
 - i. **Schedule an Attendance Conference** with the student's parent and the child to identify 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, 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.
 - ii. The **student's name** is automatically filled in.
 - iii. Click the checkbox to **Notify Responsible Educator via Email** or **Notify Student Guardians via Email**.
 - iv. The **Responsible Educator** field will be filled in automatically but may be edited.
 - v. Optionally, select the **Supplemental Educator**.
 - vi. Select the **Conference Date** and **Time**.
 - vii. Fill in the **Conference Location**, **Schedule Notes**, and any **Schedule Instructions** provided by the district as needed.
 - viii. Once complete, click **Save**.



Student (opt) ☐ Notify Responsible Educator via Email ☐ Notify Student Guardians via Email (opt)

Responsible Educator (required) Larew, Teri A. U Supplemental Educator (optional)

Conference Date (optional) Conference Time (optional) HH : MM AM Conference Location (optional)

Schedule Notes (optional)

- b. **View Conference with IEP/504 Team**
 - c. **Complete Conference with IEP/504 Team** to remove this required task from your action lists
 - d. **Suppress Conference with IEP/504 Team**. Suppressing will remove this event from your task list without marking it complete for special cases where the absence may have a known cause.
 - e. **Postpone Action** will temporarily remove it from the task list and reappear after a set number of days.
7. Take action for **multiple students** by selecting the **checkbox** to the left of each student and clicking the **Selected gear** in the top left for these options:
 - a. **Remind Parent/Guardain via Email**

- b. Complete Conference
- c. Generate Ad Hoc Letter
- d. Generate Ad Hoc Email