

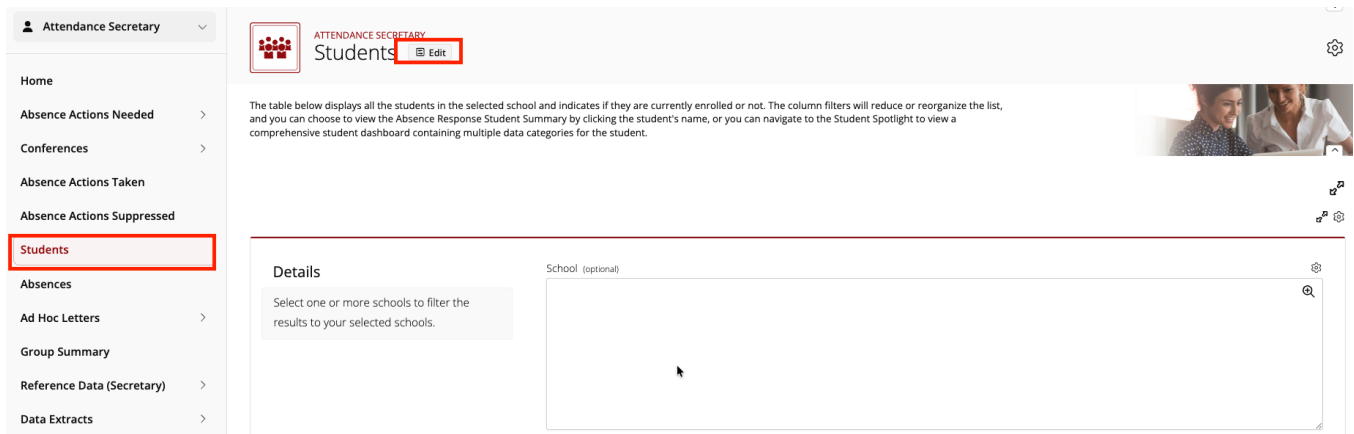
## Student Attendance Summary (Connect)

The student attendance summary is a comprehensive record detailing absence patterns, related interventions, and actions. It is a central tool for educators, administrators, and support staff to manage attendance issues and implement interventions.

### View Students in Selected Schools

#### Role: Attendance Secretary

1. Start under **Students** in the left navigation menu.
2. Click the **magnifying glass** in the **School** field and click the **checkbox** to the left.
3. Click **Edit Page Data Settings** under the page title to change the **School**.



The screenshot shows the 'Students' page in the SchoolData.net interface. The left navigation menu has 'Students' highlighted. The main content area shows a 'Details' section with a 'School (optional)' filter and a table of students. The 'Students' page title has an 'Edit' button next to it.

4. You will see a data table displaying all the students in the selected school and indicating whether they are currently enrolled.
  - a. Column **Filters** may be used to reduce or reorganize the list.
  - b. Click the **magnifying glass** next to the **student's name** to view the **Absence Response Student Summary**.
  - c. Click the **magnifying glass** in the **Spotlight** column to view the Student Spotlight in Homeroom.

| Student                          | Schools                 | Spotlight                                   | Enrolled in School on Today |
|----------------------------------|-------------------------|---------------------------------------------|-----------------------------|
| <input type="checkbox"/>         | <input type="text"/>    | <input type="text"/>                        | <input type="text"/>        |
| <input type="checkbox"/> Abby J. | Clear Coast High School | <input type="text"/> View Student Spotlight | Yes                         |
| <input type="checkbox"/> Abdull  | Clear Coast High School | <input type="text"/> View Student Spotlight | Yes                         |
| <input type="checkbox"/> Addisc  | Clear Coast High School | <input type="text"/> View Student Spotlight | Yes                         |
| <input type="checkbox"/> Adella  | Clear Coast High School | <input type="text"/> View Student Spotlight | Yes                         |

## Find the Student Summary

In Absence Response, you often see a **magnifying glass** next to a student's name, usually in the student column. Click the magnifying glass to open the Student Attendance Summary.

The Student Summary displays the following tabs across the top:

- **Student Summary:** This identifies the student's Overall Days Absent for the school year, including calculations for Accumulated Absences, OSPI Absences, and Majority-Day Absences. It shows the various required actions the student has triggered throughout their school year, along with their status. The page also shows if any agreements have been created, student attributes have been assigned, assessments have been completed, or documents have been printed.
- **Details:** The data table displays attendance tracking data for every day of the school year by period, with an overall absence type assignment. (Excused, Unexcused, or Other.) The attendance calculations break down the attendance into unique columns for the overall absence percentage and whether it is an OSPI full-day, OSPI half-day, or majority-day absent designation.
- **Trends:** This displays a chart of the different calculations. OSPI, Majority, and Accumulated Days are represented on the chart. View or hide any lines that don't apply to the calculation you are monitoring.
- **Notes:** This displays any notes and details. Click the Add Record button to add individual notes to the student summary.
- **Uploads:** Clicking the Add Record button lets you add third-party documents that will be helpful for this attendance summary.
- **Notifications (Connect):** This will display notifications sent through absence response. For example, emailing letters to guardians will be tracked here.
- **Student Assessment (Connect):** This is a survey the district can use to determine the student's barrier to attendance.

## Practical Uses of the Student Attendance Summary

- **Monitoring and Intervention:** The summary enables educators to track a student's attendance trends (e.g., excessive or unexcused absences), ensuring interventions are implemented early.
- **Customizable Alerts:** The system, with flags for dependent youth or students who may have disabilities not covered by formal plans, ensures that the appropriate actions are triggered for students who need additional attention or accommodations.
- **Documentation and Communication:** The Documents and Conferences sections provide a transparent record of all steps to manage the student's attendance, including letters, meeting notes, and intervention agreements. This ensures clear communication between all involved parties.

- **Supporting At-Risk Students:** The WARNS tool helps identify secondary students at risk of academic failure or dropping out, thereby prompting targeted interventions such as counseling, mentoring, or academic support.
- **Efficient Action Tracking:** The Absence Actions section consolidates all interventions taken, providing a historical overview for follow-ups, evaluations, and reporting.

## Generating Reports

The Student Attendance Summary can be downloaded as a PDF report. This allows administrators, counselors, or parents to review the complete attendance history and interventions in a printable format. The report includes:

- Attendance statistics (e.g., Accumulated Absences, OSPI Days)
- All relevant documents, such as intervention plans and conference notes, are available.
- A complete log of Absence Actions taken throughout the year.

This is particularly useful for parent meetings, team reviews, or when preparing for educational planning meetings (such as IEP or 504 team discussions).

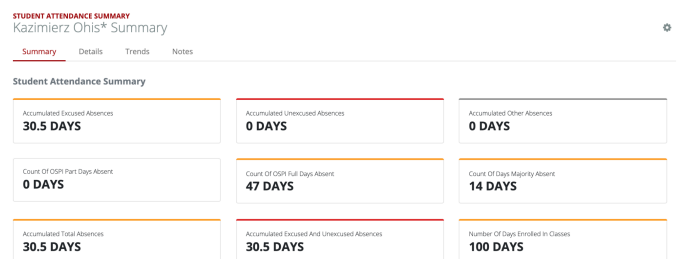
1. Click the **Print icon** in the top corner.



### Key Components of the Student Attendance Summary

**Attendance Summary:** This section provides a detailed breakdown of the student's attendance, including the following key metrics:

- **Accumulated Absences:** This metric calculates the percentage of classes the student has missed relative to the total number of scheduled classes. It helps determine the student's overall absenteeism over a period.
- **Count of OSPI Days:** As defined by Washington State Law (WAC 392-401A-015), an OSPI Day is a full day of absence calculated when a student misses 50% or more of their scheduled class periods. Understanding the extent of the student's absence is important for meeting state reporting requirements.
- **Count of Majority Days:** A majority-absent day occurs when a student is absent and



| Key Components of the Student Attendance Summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>unexcused for more than 50% of their scheduled school periods. This helps track unexcused absenteeism, which may require further intervention.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Student Intervention Plans:</b> Based on the student's attendance data, data-informed steps or an attendance agreement may be triggered. These are created within the Intervention Plans application and can be accessed via Absence Response. The intervention plans typically include strategies for addressing attendance issues, such as scheduling meetings, providing additional support, or setting attendance goals for the student.</p>                                                                                                                                                                                                                                                     | <p><b>STUDENT ATTENDANCE SUMMARY</b><br/>Caycee Agüero* Summary</p> <p>Summary Details Trends Notes</p> <p><b>Student Intervention Plans</b></p> <p>Student is on a Data Informed Steps Plan <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <a href="#">View Plan</a></p> <p>Student is on an Attendance Agreement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <a href="#">View Plan</a></p> |
| <p><b>Student Attributes:</b></p> <ul style="list-style-type: none"> <li>• <b>Dependent Youth:</b> Setting this flag to <b>Yes</b> identifies students as dependent youth (e.g., those in foster care or other legal guardianship situations). These students may require specialized attention regarding attendance and intervention tracking.</li> <li>• <b>Disability Not Covered by a 504 or IEP:</b> If a student is believed to have a disability not yet covered by a 504 plan or an IEP, set this flag to <b>Yes</b> to ensure the IEP/504 team reviews the student. This allows the school to evaluate whether additional support or accommodations should be provided to the student.</li> </ul> | <p><b>Student Attributes</b></p> <p>Student is a dependent Youth per RCW 13.34 <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Student is believed to have a disability, not covered by a 504 or IEP <input type="radio"/> Yes <input checked="" type="radio"/> No</p>                                                                                                                                               |
| <p><b>WARNS:</b> The Washington Assessment of Risks and Needs of Students (WARNS) applies only to secondary students (middle and high school students). It helps identify students at risk of academic failure or dropping out. The tool assesses multiple factors (e.g., attendance patterns and behavior) and informs</p>                                                                                                                                                                                                                                                                                                                                                                                | <p><b>WARNS</b></p> <p>Student has recieved a WARNS Assessment <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <a href="#">View WARNS</a></p>                                                                                                                                                                                                                                                                         |

| Key Components of the Student Attendance Summary                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| intervention decisions for students needing additional support.                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                             |
| <p><b>Documents:</b> As required actions (e.g., intervention plans, attendance contracts, meeting records) are generated in the application, they will be logged in the documents section of the student summary. Documents are linked in this section as hyperlinks. Clicking the link will download the corresponding document, allowing you to review and share intervention plans, meeting notes, or communication with parents.</p>  | <p><b>Documents</b></p> <hr/> <p><a href="#">Information Letter</a></p>                                                                                                                                                     |
| <p><b>Conferences:</b> If conferences are scheduled as part of an attendance intervention, the conference details will be logged in the conferences section. This section includes the conference date, scheduled time, and links to the conference details. Clicking the link will open the full conference details, such as participants, topics discussed, and any outcomes or next steps.</p>                                         | <p><b>Conferences</b></p> <hr/> <p><a href="#">2/28/2022</a></p>                                                                                                                                                            |
| <p><b>Notifications:</b> In certain cases, such as when a student is expected to be absent for an extended period due to a known situation (e.g., medical issues or a family emergency), notifications may be suppressed to avoid unnecessary alerts. When the <b>Suppress All Notifications flag</b> is set to <b>Yes</b>, all triggered actions are marked as <b>Suppressed</b>. However, no new actions will be marked suppressed.</p> | <p><b>Notifications</b></p> <hr/> <p>Suppress All Notifications <input type="radio"/> Yes <input type="radio"/> No</p>                                                                                                      |
| <p><b>Absence Actions:</b> This section summarizes all absence-related actions taken for the student over the school year. These actions may include creating Intervention Plans, Scheduling Conferences, and taking actions such as WARNS assessments, attendance contracts, or parent notification. The absence Actions section ensures that all steps to</p>                                                                           | <p><b>Absence Actions</b></p> <hr/> <p>1. Information Letter - ⚠️ Action required by mindy.hayes on 1/26/2022 at 3:24 pm<br/> 2. Excused Absence Conference - ✅ Action was taken by mindy.hayes on 2/18/2022 at 8:52 am</p> |

## Key Components of the Student Attendance Summary

address the student's attendance are recorded and tracked for historical reference.