JUNE 2019 SKYWARD USER CONFERENCE

Session 6 How to Achieve Accurate Attendance Reporting Corresponding to the State

ADM IS FUNDING FOR THE 9 20 DAY REPORTING PERIODS –ADM SUM 20 IS THE SCHEDULED 20 DAYS WITH THE CORRECT NUMBER OF MINUTES FOR THE STUDENTS DAY – A STUDENT RECEIVES 1 ADM FOR A COMPLETE SCHEDULE AND PRESENT FOR ALL CLASSES.

ADA IS DAYS/PERIODS PRESENT IN THE 20 DAY PERIOD

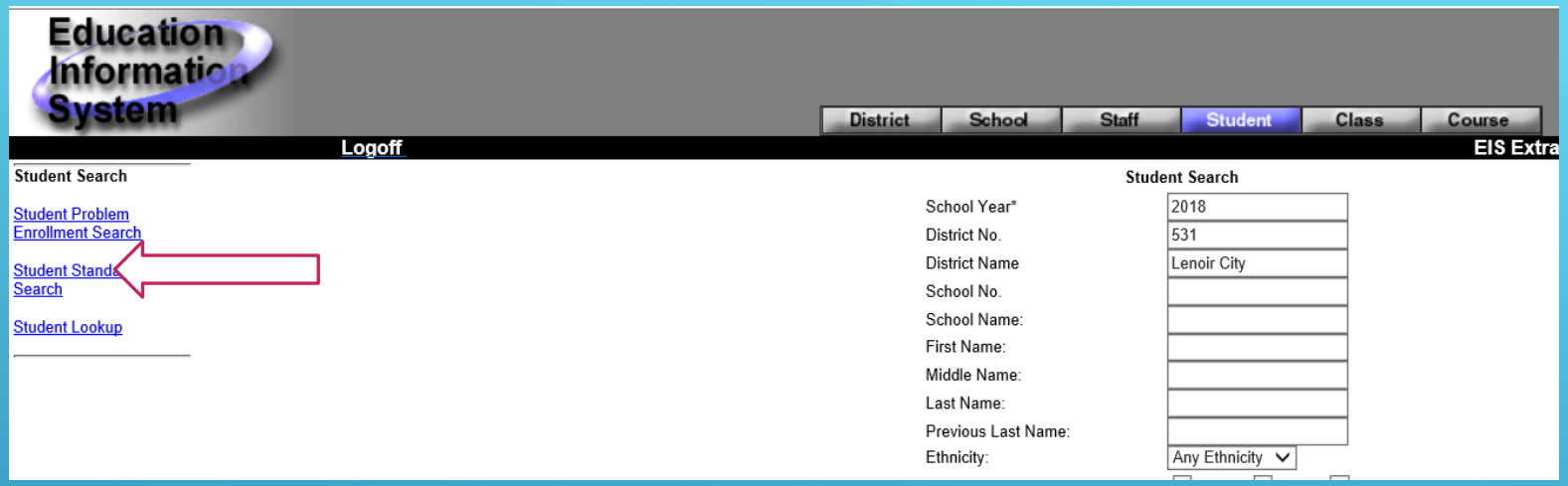
MINUTES = FUNDING

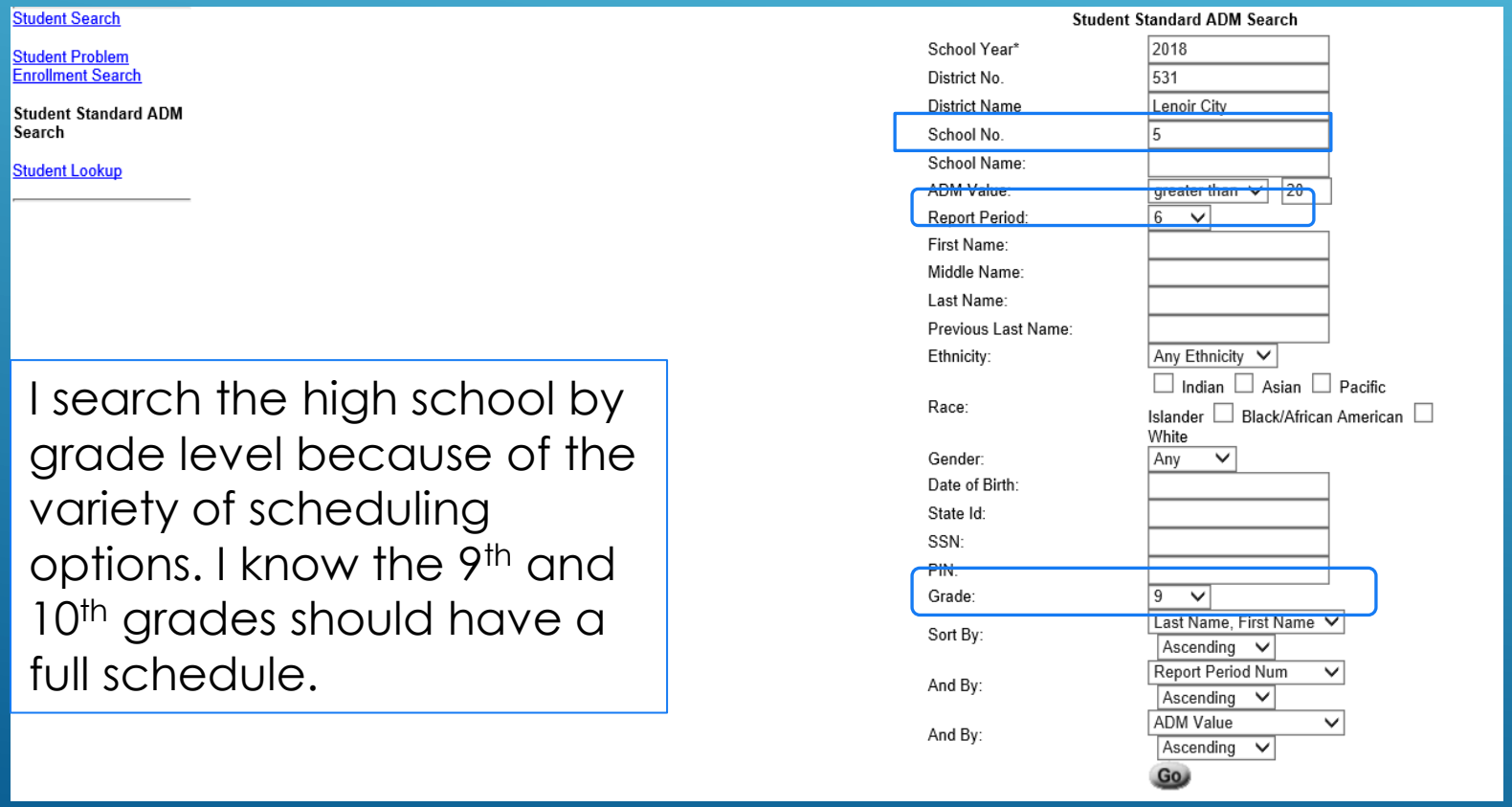
Everyone has their preferred method for troubleshooting and I am not saying mine is the best or only way, this is the process I use. [Joan's disclaimer]

ADM TROUBLESHOOTING

Even though the ADM report looks great in Skyward it may not be the same story in EIS.

The Student Standard ADM Search is a wonderful tool to see the EIS status





I search the high school by grade level because of the variety of scheduling options. I know the 9th and 10th grades should have a full schedule.

Skyward Director's Monthly Membership Attendance Report

This report is run for each 9 reporting periods. Reporting periods 1 through 8 must have 20 days and Reporting Period 9 is the only one that can have less then 20 days.

If there is a weather/sickness day used from the weather stockpile days and the Instructional day is changed to non-instructional, the current report period has to be adjusted back to 20 days and all reporting periods after have to be recalculated.
If a snow day is added during Report Period 5, reporting period 5, 6,7,8 and 9 have to be adjusted for the correct 20 day count.

In Skywards Director's Monthly Membership Report I look at the Days Present for split day counts and the Scheduled minutes. If the minutes don't match there is a schedule issue [*this could depend on how the school schedules – you have to know each school scheduling scheme]

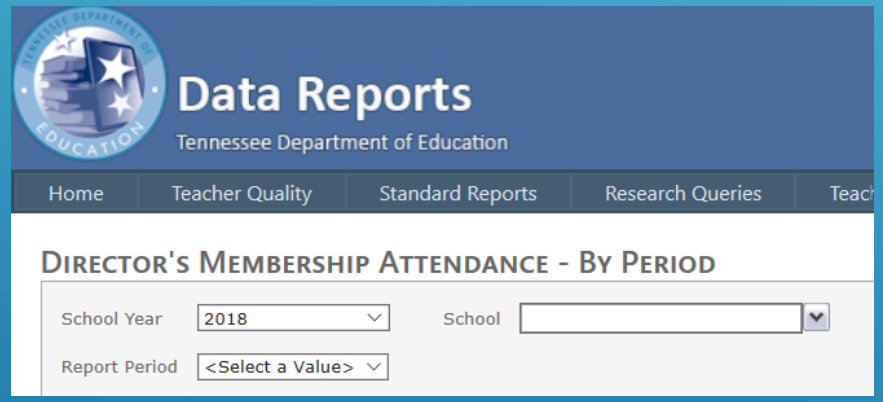
Lenoir City Schools 09/23/18 Page:8
Director's Monthly Membership Attendance Report 7:42 PM

If I see an odd pattern for all or the majority of the students, I run the Student Attendance Audit Report

GENDER	DAYS SCHEDULED	STANDARD DAY	SCHEDULE DAY	DAYS PRESENT	ADA	ADM
FEMALE	18	405	405	18	.90000	.90000
	2	405	455	2	.11234	.11234
FEMALE	20	405	405	20	1.00000	1.00000

I look at the ADM SUM for fractions – if the student has a complete schedule I expect to see a ADM of 1, a schedule day of the schools minutes ex:390, Days Present should be 20 unless they have missed days or enrolled during the 20 days. [expect for MM 9 and it can be less]
I use the greater than 20 to look for students with over 1 ADM. This usually means a drop record has not loaded in EIS, or a high school student is taking DE classes.

Gr	District School	Enrollment Withdraw	ADM Sum	Report Period	
9	531 5	8/1/2018 - E n/a	20.0492	6	
9	531 5	8/1/2018 - E n/a	20.0492	6	
9	531 5	8/1/2018 - E n/a	20.0492	6	
9	531 5	8/1/2018 - E n/a	24.5924	6	



Another way to check the ADM for students is to run the EIS Directors Membership Attendance report in EIS for the upcoming report period. I also run Skywards MM report prior to the close of a reporting period and for the upcoming MM range.

Why worry about a student's schedule in EIS if they are over in ADM?

- Assessment pulls from EIS and a student can be in 2 different sections for the same EOC course. This creates errors in the Visibility tool, the student is in the course twice.

- I was told that having many students with a ADM of over 20 could have an impact at the year end and how the funding handles this.

Here is an example of a student whose Skyward ADM in the Directors Monthly Membership Attendance Report for the 5th reporting period is correct with a normal scheduled day and the correct amount of minutes

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lssrtn07.p 52-4                    Lenoir City High School                    03/22/19          Page:3
05.19.02.00.00-11.7          Director's Monthly Membership Attendance Report                     3:08 PM

SCHL  ENT  GRADE  NAME                                GENDER  DAYS SCHEDULED  STANDARD DAY  SCHEDULE DAY  DAYS PRESENT   ADA      ADM
005   005  09     [redacted]                          [redacted]          20           405           405            17     .85000   1.00000
                                                                                                                          .85000   1.00000

                                                                                                                          .85000   1.00000

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Course Code	Course Name	Local Class Number	Time in Class
3001	English I	00513100W203	91
3202	Physical Science	005332031202	88
3415	World History and Geography	00543411W205	83
9305	Study Hall	0051000122	50
9310	Activity Period	00593105301	0
31024	Algebra I B	005231024207	93
31024	Algebra I B	00523101W201	93

Here is the EIS Student Standard ADM Search for Report Period 5 that has 10 days in Sem1 and 10 days in Sem2

4	20.00000	20.00000	click for detail
5	21.83696	18.37772	click for detail
6	24.59240	17.21468	click for detail
7	24.59240	20.90354	click for detail

5	1/7/2019	498	405	1.22962	1.22962
5	1/8/2019	498	405	1.22962	1.22962
5	1/9/2019	498	405	1.22962	1.22962

The class that should be dropped is Algebra I B 231024/207 – it was dropped on 1/7/19 and Skyward but this was one of the dates EIS has an issue and extract 48 did not process for all systems.

Course Code	Course Name	Local Class Number	Time in Class
3001	English I	00513100W203	91
3202	Physical Science	005332031202	88
3415	World History and Geography	00543411W205	83
9305	Study Hall	0051000122	50
9310	Activity Period	00593105301	0
31024	Algebra I B	005231024207	93
31024	Algebra I B	00523101W201	93

EIS Student Standard ADM Search for Under 20 ADM Sum is used to located the students without a complete schedule – this is where BEP funding is lost if the student does not have a full schedule day and all minutes are loaded in EIS. Again, Skywards ADM report can look correct but EIS can have a issue and not show a full ADM.

Education Information System

District | School | Staff | Student | Class

Logoff

tudent Search

tudent Problem
nrollment Search

tudent Standard ADM
earch

tudent Lookup

Student Standard ADM Search

School Year*	2018
District No.	531
District Name	Lenoir City
School No.	5
School Name:	
ADM Value:	less than 20
Report Period:	2
First Name:	
Middle Name:	
Last Name:	
Previous Last Name:	
Ethnicity:	Any Ethnicity
Race:	☐ Indian ☐ Asian ☐ Pacific Islander ☐ Black/African American ☐ White
Gender:	Any
Date of Birth:	
State Id:	
SSN:	
PIN:	
Grade:	Any
Sort By:	Last Name, First Name Ascending
And By:	Report Period Num Ascending
And By:	ADM Value Ascending

Go

Gr	District School	Enrollment Withdraw	ADM Sum	Report Period
12	531 5	8/1/2018 - E n/a	15.9012	2
12	531 5	8/1/2018 - E n/a	15.4074	2

These are 12th grade students with early Release or late arrival

To effectively troubleshoot a school/student ADM there are several areas that impact the ADM

- The schools Bell Schedule
- The schools calendar – is there more than one and tied to certain grade levels
- The Calendar days could have a day coded incorrectly
- The schedule changes were not done in the proper order --- a schedule change needs the class dropped first and then the new class added
- The dates of the schedule change are not the same
- The date the schedule was added verses the students enrollment day – I see gaps here quite often, a student enrolls on a Friday but the schedule is not added until the following Monday or Tuesday. This leaves a day or 2 of ADM 0
- Is Class meeting time override used?
- Is the Service District and Service School completed on the Section TN button? This can keep the class from pulling in the extract
- If a course has not pulled in the extract and is not loaded in EIS, it will impact the ADM standard day minute count

Inside Skyward Troubleshooting ADM issues

When viewing a students schedule turn on the Option to view Dropped Classes to see the history Skyward pulls the students schedule from the Transaction Records – this is where adjustments can be made to a students schedule for the date a class was dropped or added

Current Scheduling (2018-19) 2018-19 Student Schedules | Sem2 only | 18-19 enrolled and dropped

View: List | Matrix | Semester-Day | Weekday By Term

Options | Email | Legend | History

Views: General | Filters: *00-04 (YR = Year)

	Prd	Trm	Str Trm*	Stp Trm*	Course		Description	Str Date	Days	Bldg	Room
1	01	S1	01	02	13102	/101	CP English 10	08/01/2018	MTWRF	005	212
2	01	S1	01	02	65000	/101	Mktg & Mgmt I	08/01/2018	MTWRF	005	303
3	01	S1	01	02	65527H	/101	H Med Thera	08/01/2018	MTWRF	005	308
4	01	S2	03	04	70995	/101	Mixed Chorale	01/03/2019	MTWRF	005	126
5	02	S1	01	02	13102	/102	CP English 10	08/01/2018	MTWRF	005	212
6	02	S1	01	02	33210	/102	Biology I	08/01/2018	MTWRF	005	119
7	02	S2	03	04	13022	/203	Spanish II	01/03/2019	MTWRF	005	201
8	03	T1	01	01	931026	/101	PT for CJ ASB	08/01/2018	MTWR	005	301
9	03	T2	02	02	931056	/201	Run a 5K ASB	10/15/2018	MTWR	005	Gym
10	03	T3	03	03	931011	/301	Crossfit ASB	01/03/2019	MTWR	005	Gym
11	03	T4	04	04	931049	/401	Hist or RockASB	03/18/2019	MTWR	005	125
12	03	T4	04	04	931095	/401	Jr Pol Ac ASB	03/19/2019	MTWR	005	301
13	03	YR	01	04	1000	/106	Homeroom	08/01/2018	F	005	208

Quick Print | Edit | Add Course | Build Schedule | Drop | Activate | Replace | Unschedule | Walk-In Scheduler | Alternates* | View Trans

Transactions for a students schedule – these records can be edited to change the date.

The more Transaction records the more complicated the adjustments can be, especially if the same class/section has been added and dropped multiple times.

WS\ST\TB\SC\CS\SI\ST - View All Transactions - Entity 005 - 28006 - 05.19.02.00.09-11.7 - Microsoft Edge

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedulenoircitytn/sschdbrws031.w?isPopup=true

View All Transactions

Views: General Filters: *Skyward Default

Audit

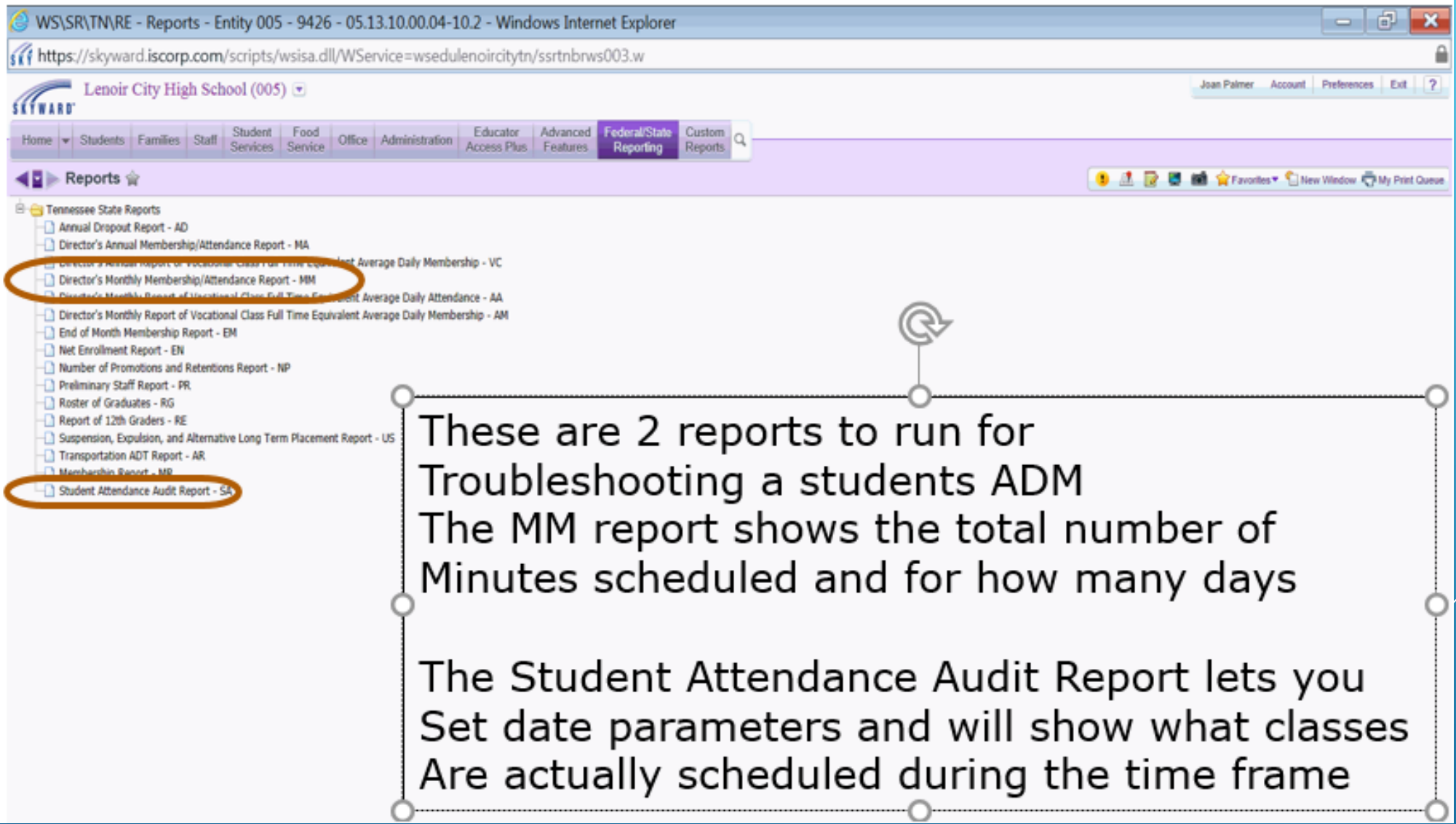
Edit

Delete

Back

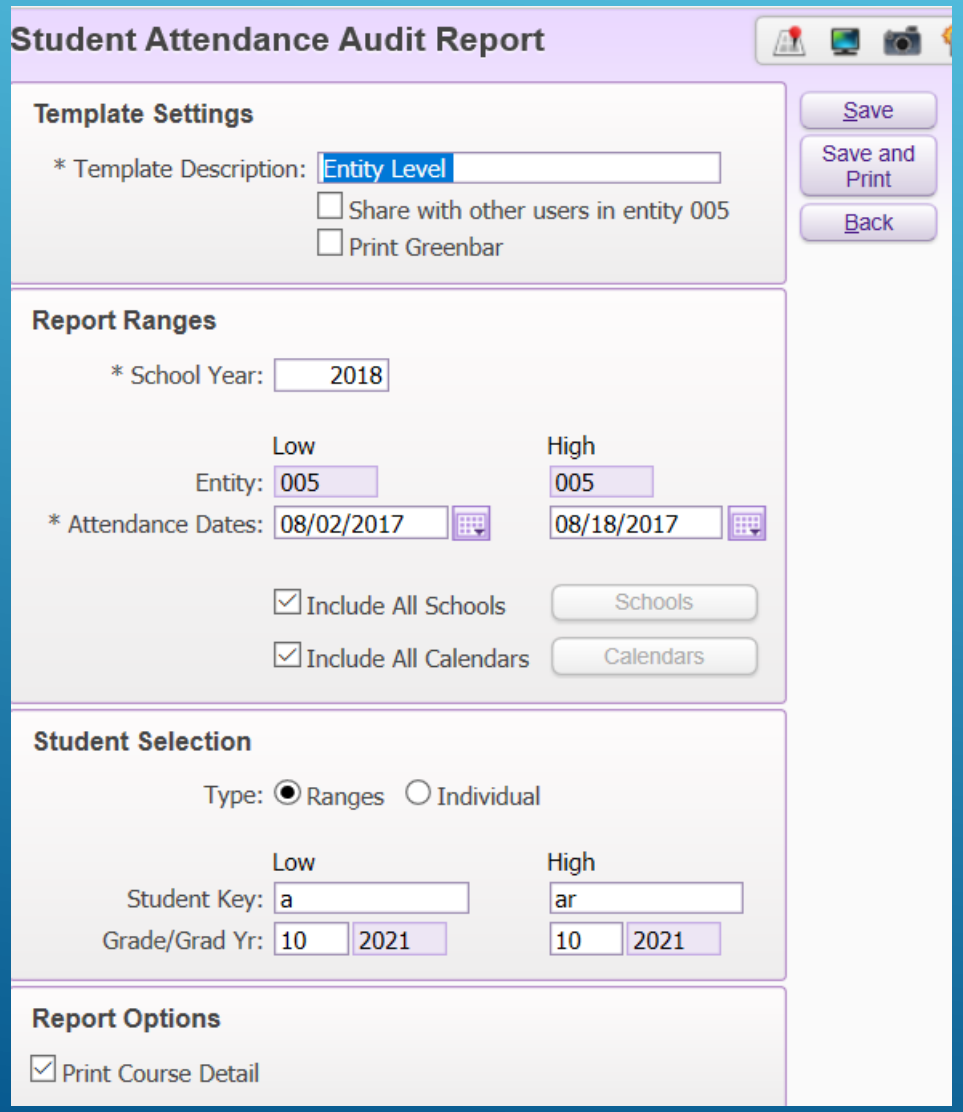
	Effective Date	Transaction Type	Course		Description	Old Terms	New Terms	Period	Teacher	Performed By	Transaction Date
1	03/19/2019	Drop	931049	/401	Hist or RockASB	04-04	00-00	03	[redacted]	[redacted]	03/19/2019
2	03/19/2019	Add	931095	/401	Jr Pol Ac ASB	00-00	04-04	03	[redacted]	[redacted]	03/19/2019
3	03/18/2019	Add	931049	/401	Hist or RockASB	00-00	04-04	03	[redacted]	[redacted]	03/18/2019
4	08/01/2018	Add	931056	/201	Run a 5K ASB	00-00	02-02	03	[redacted]	[redacted]	10/03/2018
5	08/01/2018	Add	931011	/301	Crossfit ASB	00-00	03-03	03	[redacted]	[redacted]	12/18/2018
6	07/25/2018	Drop	65527H	/101	H Med Thera	01-02	00-00	01	[redacted]	[redacted]	07/25/2018
7	07/25/2018	Add	65000	/101	Mktg & Mgmt I	00-00	01-02	01	[redacted]	[redacted]	07/25/2018
8	07/23/2018	Add	1000	/106	Homeroom	00-00	01-04	03	[redacted]	[redacted]	07/23/2018
9	07/05/2018	Add	931026	/101	PT for CJ ASB	00-00	01-01	03	[redacted]	[redacted]	07/17/2018

Skywards best Ever Report!!!! For troubleshooting a students schedule and a grade level. The report I love is the STUDENT ATTENDANCE ADUIT REPORT – it is located under the Federal/State Reporting/Reports tab.



STUDENT ATTENDANCE AUDIT REPORT

I love this report. It can be run at entity level, for a single student, for a single grade level or the complete school. You choose the date range to run the report for and this allows you to narrow the search down. When running for a grade level you can also add a range in the student key



This report offers many options that makes it a extremely valuable troubleshooting report

Student Attendance audit report

[redacted]		0[redacted]	07	011	11	08/13/2013	08/22/2013	390	195	312/312	YES	Scheduled minutes < Standard Day
1	0706	01070302				08/13/2013	T	8:15 AM	9:33 AM	78	YES	Bell Schedule Minutes (7)
2	0701	01070203				08/13/2013	T	9:40 AM	10:58 AM	78	YES	Bell Schedule Minutes (7)
3	0707	01070504				08/13/2013	T	11:05 AM	12:23 PM	78	YES	Bell Schedule Minutes (7)
4	0755	01070101				08/13/2013	T	12:31 PM	1:49 PM	78	YES	Bell Schedule Minutes (7)
5	0710	01071401				08/13/2013	T	N/A	N/A	0	YES	Bell Schedule Minutes (7)

This student has a 390 minute scheduled day – period 5 is not being counted – I would look at the Course first to see if all the settings are correct

Student Name		SASID	Grd	Cal	IPN	Entry Date	Atnd Date	Stand Day	Half Day	Min Pres/Poss	Present for Day	Warning
	Period	Course Code	Local Class Num	CTE		Effect Date	Class Type	Start Time	Stop Time	Minutes	Present	Minutes Derived From
[redacted]		[redacted]	07	011	11	08/07/2013	08/07/2013	390	195	390/390	YES	
	1	0706	01070303			08/07/2013	T	8:15 AM	9:33 AM	78	YES	Bell Schedule Minutes (7)
	2	0755	01070104			08/07/2013	T	9:40 AM	10:58 AM	78	YES	Bell Schedule Minutes (7)
	3	0701	01070201			08/07/2013	T	11:05 AM	12:23 PM	78	YES	Bell Schedule Minutes (7)
	4	0707	01070502			08/07/2013	T	12:31 PM	1:49 PM	78	YES	Bell Schedule Minutes (7)
	5	0983	01071301			08/07/2013	T	1:57 PM	3:15 PM	78	YES	Bell Schedule Minutes (7)
[redacted]		0[redacted]	07	011	11	08/07/2013	08/08/2013	390	195	156/312	NO	Scheduled minutes
	1	0707	01070502			08/07/2013	T	8:15 AM	9:33 AM	78	YES	Bell Schedule Minutes (7)
	2	0706	01070303			08/07/2013	T	9:40 AM	10:58 AM	78	YES	Bell Schedule Minutes (7)
	4	0701	01070201			08/07/2013	T	12:31 PM	1:49 PM	78	NO	Bell Schedule Minutes (7)
	5	0983	01071301			08/07/2013	T	1:57 PM	3:15 PM	78	NO	Bell Schedule Minutes (7)

This student is missing a period on the second day and he is also absent for 2 of the periods listed

Here are some different examples of errors the Student Attendance Audit Report found. This report lets me see the how's and whys of Skyward system data handling. It takes the majority of the guess work out.

When this report shows a full schedule day with the correct minutes and the ADM report is correct, but EIS is showing a partial ADM Sum , I then go to the EIS Student Standard ADM Search

1ssrtn28.p 05-2 Lenoir City High School
05.13.02.00.00-10.2 Student Attendance Audit Report

Warnings and Inconsistencies

School Number (ID)	Student Name	IPN	Warning Message
0005(005)	[redacted]	05	048 record for this student (Class 00589456B201) has not been extracted for EIS

1ssrtn28.p 05-2 Lenoir City High School 04/08/13 Page
05.13.02.00.00-10.2 Student Attendance Audit Report 1:49

School Num (ID)	Student Name	SASID	Grd	Cal	IPN	Entry Date	Atnd Date	Stand Day	Half Day	Min Pres/Poss	Present for Day	Warning
0005(005)	[redacted]	002386973	11	005	05	08/02/2012	03/28/2013	390	195	389/389	YES	Scheduled minutes < Standard Day

Period	Course Code	Local Class Num	CTE	Effect Date	Class Type	Start Time	Stop Time	Minutes	Present	Minutes Derived From
1	3003	00513003202		03/28/2013	T	8:20 AM	9:57 AM	97	YES	Bell Schedule Minutes (R)
1	9408	00589456B201		03/25/2013	T	8:20 AM	9:57 AM	97	YES	Bell Schedule Minutes (R)
3	3102	005231026201		03/28/2013	T	11:45 AM	1:22 PM	97	YES	Bell Schedule Minutes (R)
4	31085	005231085201		03/28/2013	T	1:52 PM	3:30 PM	98	YES	Bell Schedule Minutes (R)

1ssrtn28.p 01-2
05.12.06.00.10-10.2

Lenoir City Elementary School
Student Attendance Audit Report

School Number (ID)	Student Name	IPN	Warning Message
0030(030)	[redacted]	30	041 record for this student (Enrollment Date 08/02/12) has not been extracted for EIS
0030(030)	[redacted]	30	048 record for this student (Class 030010004) has not been extracted for EIS
0030(030)	[redacted]	30	041 record for this student (Enrollment Date 08/02/12) has not been extracted for EIS
0030(030)	[redacted]	30	Student schedule not found.
0030(030)	[redacted]	30	041 record for this student (Enrollment Date 08/06/12) has not been extracted for EIS
0030(030)	[redacted]	30	Student schedule not found.
0030(030)	[redacted]	30	041 record for this student (Enrollment Date 08/06/12) has not been extracted for EIS
0030(030)	[redacted]	30	Student schedule not found.
0030(030)	[redacted]	30	041 record for this student (Enrollment Date 08/02/12) has not been extracted for EIS

This report looks at many different modules and consolidates the students information in one report

1ssrtn28.p 01-2
05.12.06.00.10-10.2

Lenoir City Elementary School
Student Attendance Audit Report

08/08/12
Page:40
1:54 PM

School Num (ID)	Student Name	SASID	Grd	Cal	IPN	Atnd Date	Standard Day	Half Day	Min Present/Possible	Present for Day	Warning
0030(030)	[redacted]	[redacted]	03	030	30	08/08/2012	420	210	450/450	YES	Scheduled minutes > Standard Day

Period	Course Code	Local Class Num	CTE	Class Type	Start Time	Stop Time	Minutes	Present	Minutes Derived From
2	0300	030030006		C	11:20 AM	2:50 PM	210	YES	Class Meeting Time Override
2	0354	030035406		P	N/A	N/A	0	YES	Pull-Out Class. Not included in ADA/ADM.
2	0355	030035506		P	N/A	N/A	0	YES	Pull-Out Class. Not included in ADA/ADM.

School Num (ID)	Student Name	SASID	Grd	Cal	IPN	Atnd Date	Standard Day	Half Day	Min Present/Possible	Present for Day	Warning
0030(030)	[redacted]	[redacted]	03	030	30	08/08/2012	420	210	420/420	YES	

Period	Course Code	Local Class Num	CTE	Class Type	Start Time	Stop Time	Minutes	Present	Minutes Derived From
1	0300	030030001		C	7:50 AM	11:20 AM	210	YES	Class Meeting Time Override
2	0300	030030001		C	11:20 AM	2:50 PM	210	YES	Class Meeting Time Override
2	0354	030035401		P	N/A	N/A	0	YES	Pull-Out Class. Not included in ADA/ADM.

School Num (ID)	Student Name	SASID	Grd	Cal	IPN	Atnd Date	Standard Day	Half Day	Min Present/Possible	Present for Day	Warning
0030(030)	[redacted]	[redacted]	01	030	30	08/08/2012	420	210	420/420	YES	

Period	Course Code	Local Class Num	CTE	Class Type	Start Time	Stop Time	Minutes	Present	Minutes Derived From
1	0100	030010002		C	7:50 AM	11:20 AM	210	YES	Class Meeting Time Override
2	0100	030010002		C	11:20 AM	2:50 PM	210	YES	Class Meeting Time Override
2	0153	030015302		P	N/A	N/A	0	YES	Pull-Out Class. Not included in ADA/ADM.