

Overview

This report allows high school school staff to run a report to see how Aspen calculated a specific student's daily attendance for a user-specified date range. This report will break down the student's schedule, attribute instructional minutes to the scheduled classes, overlays the class-level attendance and adds the present minutes together to show how the daily code calculation was derived. This report can help point out scheduling issues that could contribute to unexpected daily code results. Examples include:

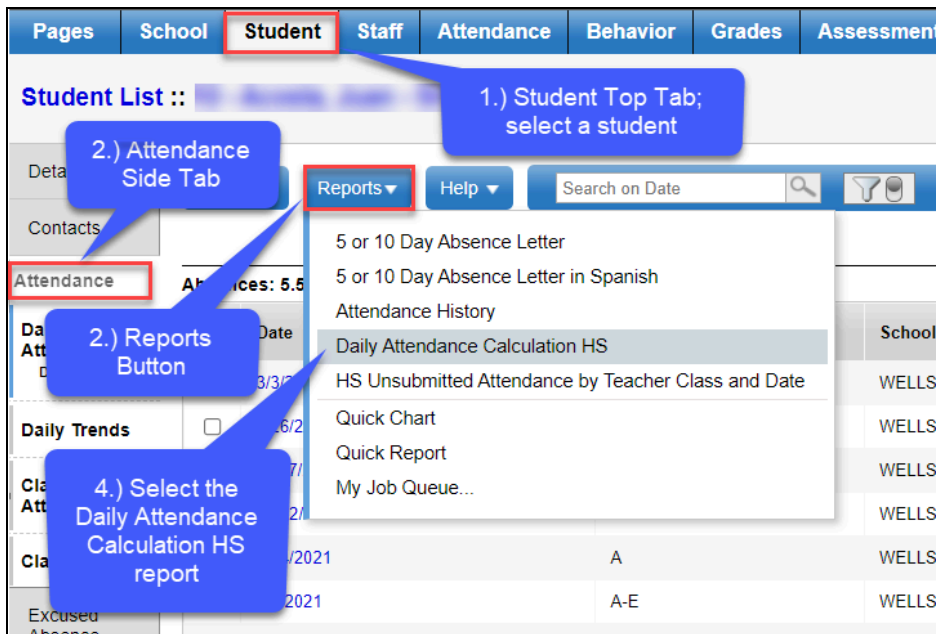
1. If there are insufficient instructional days attributed to the student's daily schedule
2. If a student is scheduled in multiple classes in one period, the report lists all the classes in the report so the school can have the information needed to fix the schedule.

Daily Attendance Calculation (HS) Report

Accessing the Report

The new Daily Attendance Calculation HS report is available for administrators.

1. From **School view**, navigate to the **Student** top tab
2. Click the **Attendance** side tab
3. From the **Reports** drop down, select **Daily Attendance Calculation HS**



The screenshot shows the Aspen interface with the following annotations:

- 1.) Student Top Tab; select a student**: Points to the **Student** tab in the top navigation bar.
- 2.) Attendance Side Tab**: Points to the **Attendance** tab in the left sidebar.
- 2.) Reports Button**: Points to the **Reports** dropdown menu in the top right of the sidebar.
- 4.) Select the Daily Attendance Calculation HS report**: Points to the **Daily Attendance Calculation HS** option in the dropdown menu.

Input

When initiating this report for a specific student, you will be asked to key in a date range. Each date in the range will represent a single page on the report. If you are simply looking to get a report on a single attendance date, then the start and end dates will both be that date.

Daily Attendance Calculation HS

Start date

8/29/2022

End date

8/30/2022

Format

Adobe Acrobat (PDF)

Run

Cancel

Report Output

The report generates a PDF file by default. Each page of this report represents a single attendance day for a specified student.

This report brings together the bell schedule's instructional minutes as well as the student's schedule as well as class-level attendance, to build a comprehensive picture of how a single (non-overridden) daily attendance code value was derived.

The data values available include:

1. Report Header

- a. **Student ID**
- b. **Student Name**
- c. **School ID**
- d. **School Name**
- e. **Attendance Date**
- f. **Restructure Day:** Is the above attendance date setup as a formal restructure day?
- g. **School is in session on this day (Y/N)**
- h. **Bell Schedule Name:** Bell Schedule scheme that is utilized in the grid portion of the report
- i. **Student is enrolled on this day (Y/N)**
- j. **Daily Attendance Override (Y/N)**

2. Schedule Grid

- a. **Period**
- b. **Class Number**
- c. **Class Description**
- d. **Period Attendance Code** - Note: if the student is Present for this period, the value is <blank>.
- e. **Present Minutes** - Period minutes (see below) earned by a student who is either Present. <blank> or Tardy <T> for this specific class.
- f. **Period Minutes** - Eligible instruction minutes for each period which is derived from the Bell Schedule (see report header values).

Sample Reports

Two Absent Periods / Full Instructional Day (half-day absence)

The report below shows what would be a half-day absence for a student who was absent for two periods. The total period minutes for this non-restructure day equals 350 (more than the ISBE required 300), but the student missed 100 of those instructional minutes over two periods. This means that the student reached the threshold for half-day attendance at 150 minutes, but missed the requirements for a full-day at 300.

Student Daily Attendance Calculation					
Student ID: 50100674		School ID: 609695			
Student Name: AAA, Student 1		School Name: AAA Demo Training HS			
<hr/>					
Attendance Date: February 18, 2021					
Restructured Day: No - 150 minutes for half day, 300 minutes for full day					
School is in session on this day: Y					
Bell Schedule Name: Regular					
Student is enrolled on this day: Y					
Daily Attendance Override: N					
Period	Class Number	Class Description	Period Attendance Code	Present Minutes	Period Minutes
1	434402R-005	RS2 IB MYP Geometry		50	50
2	992202R-006	RS2 IB MYP Phys Education II		50	50
3	668102R-002	RS2 Fundamentals of IT		50	50
4	334102R-006	RS2 Chemistry		50	50
5	915102R-004	RS2 Art I	A	0	50
7	278202R-005	RS2 IB MYP United States Hist	A	0	50
8	178202R-004	RS2 IB MYP English II		50	50
Sum of all periods:				250	350

Period minutes are short (half-day absence)

In this example we see that the Present Minutes give the student a half-day absence, even though this is a Restructured Day. More importantly, notice that the Total Period Minutes (155) does not meet the criteria for a full day of attendance (180). It is likely that this is not the only student with a half-day absence. The attendance clerk may need to work with the school's scheduler to correct this bell schedule to include a full set of required, instructional minutes for that school day.

Student Daily Attendance Calculation					
Student ID: [REDACTED]		School ID: [REDACTED]			
Student Name: [REDACTED]		School Name: [REDACTED]			
<hr/>					
Attendance Date: September 1, 2021					
Restructured Day: Yes - 150 minutes for half day, 180 minutes for full day					
School is in session on this day: Y					
Bell Schedule Name: C Day- FLEX					
Student is enrolled on this day: Y					
Daily Attendance Override: N					
Period	Class Number	Class Description	Period Attendance Code	Present Minutes	Period Minutes
ADV	009001N-A204Jackso	NS1 12th Homeroom		10	10
Flex1	013001N-001DYER	NS1 Non Credit Seminar		70	70
Flex3	013301N-003DYER	NS1 Non Credit Seminar III		75	75
Sum of all periods:				155	155