

ATTENDANCE
Frequently Asked Questions (FAQ)

#	Question
1	<p>Is the district office going to check on Emailing instead of mailing attendance letters? Because of time and money.</p> <p>Yes - We are checking on a system that would allow buildings to email attendance letters. We would love this as well. Will circle back as soon as we know more.</p>
2	<p>Can the district office mail out the letters instead of attendance?</p> <p>No - Attendance letters and procedures are school specific and managed at the building level.</p>
3	<p>Sim scan cannot override tardy kiosks, even when they did not go to class so students can check in, but not go to class. What can we do about this?</p> <p>Currently we are not very familiar with Tardy Kiosk. Alicia has called the company that provides the tardy kiosk asking for a user manual - it has been close to a month and she has not heard back. Do other buildings have insight they would be willing to share? Have you connected with SIS team?</p>
4	<p>I would love to get forms and templates for frequently asked questions translated in other languages, but because of the volume of attendance, I don't have time. Can the district office help with this?</p> <p>Can you expand ... What type of letter are you looking for? Currently the attendance letters are translated and on our website. The Language Link is on our website. If the resource can benefit the district, we are happy to partner with schools on projects to get what you need translated.</p>
5	<p>Could the district office be involved in a big roll out for Parent Square for the school year next year?</p> <p>Per Diana a district roll out occurred last year. If you have additional questions please contact Diana Erickson (Ex 4506) Diana.Erickson@evergreenps.org - she is the Support Specialist for IT (Parent Square expert).</p>
6	<p>Admin get a bag report that shows unexcused absences. Can we get (maybe with Nathan Lee's help?) a special attendance report that comes automatically that also shows excused absences?</p> <p style="padding-left: 20px;">- I can generate it on my own, but automation would be so helpful (Jack Thompson @ PAC)</p> <p>Yes, you should be able to set up a report that runs automatically. If you need help, I would suggest connecting with Angela Jacob.</p>
7	<p>Can an absence reason code be added to SKYWARD for (Special Education students) that addresses excused absences due to disability or medical conditions? Sharon @ HOL</p> <p>Can you expand? Absences are excusable as outlined by our board policy (listed on our webpage). A Doctor's note would excuse the absence. For specific questions around Special Education students please reach out to Special Services.</p>
8	<p>When I receive notice (records request) that a student in 998 has enrolled at another school (outside Evergreen) do I go back to my withdraw and change the code to the appropriate transfer code and change the note to "transfer (new school)(enroll date)? Maybe this is appropriate within a window of time (maybe they transferred without notifying us), but if it took a couple months for them to transfer we should still show that they were withdrawn due to attendance?</p>

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