



PinnacleSIS
STUDENT INFORMATION SYSTEM

PINNACLE SUITE
ATTENDANCE

User Manual

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Introduction

This document provides instructions for using SIS to track and manage Attendance in your school or district.

The following chapters describe how to set up and use the Attendance features in SIS:

- [Attendance Administration](#) - Describes how to set up policy settings that affect how attendance is calculated, tracked, and reported in SIS.
- [Managing Attendance](#) - Describes how to run daily attendance processing, generate attendance letters, and edit attendance for one or more students.

Note: Typically, attendance is recorded by Instructors using the Gradebook. For more information, see your Gradebook documentation.

Attendance Administration

If you want to track attendance in your system, you must set up various attendance policies at the district and school levels. Attendance policies define the attendance codes that are used to track attendance in Gradebook and SIS, specify options that control how attendance is calculated and reported, and set options used to generate attendance alerts and phone notifications for students who are absent or tardy.

Attendance policy settings and codes are typically defined at the district level. You can override these settings at the school level, if your district allows it. For details on overriding default district options at the school, see [Overriding Default Settings](#) in the online help. Attendance alerts can be set up at the school only.

See the following topics for information about setting up attendance policies at the district or school:

- [Attendance General Options](#)
- [Attendance Code Groups](#)
- [Attendance Codes](#)
- [Attendance Computation Options](#)
- [Attendance Alerts](#)
- [Phone Notification Options](#)

Note: In addition to defining attendance policies, you must set up the school calendar to define the periods on the calendar in which attendance is taken and specify the daily attendance type. For more information, see the [Edit Calendar](#) section in the online help.

Attendance General Options

The Attendance General Options policies define how attendance is tracked and reported throughout the system. These settings are typically defined at the district level but can be overridden at the school, if the district allows it.

To manage district attendance general option policy settings:

1. Sign in at the district or school level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to set general attendance policies.
4. Click **Attendance**, then click **Attendance General Options**. The Attendance General Options page appears.

5. Define the following policy settings:
 - **Attendance Tracking Option** - Select one of the following options to specify how attendance is tracked:
 - **Period Attendance** - Attendance is tracked at the period (time slot) level. If a student is absent all day, then an absence is recorded for each period in the day's schedule.
 - **Daily Attendance** - Attendance is tracked daily in one or more homeroom classes. If you select this option, type the number of times a day that attendance is taken in the text box. This is typically used by elementary schools.
 - **Number of Days that an Att Mark Remains Pending before Given the Default Excuse Code** - Not currently used.
 - **Number of minutes to use for default class size for state reporting** - Type the number of minutes to use as the duration for all classes when calculating absences in minutes for state reporting. If you leave this text box blank or set the value to 0, the duration of the relevant time slot in the school calendar is used as the class duration when calculating absences in minutes.

- **Enable Positive Attendance (District-level only)** - Select this check box if your district tracks positive attendance, meaning that Instructors must mark students as either present or absent when taking attendance. Clear the check box if Instructors record absences and tardies only (all students who are not marked as absent or tardy are assumed to be present).
6. Click the **Save Changes** button.

Attendance Computation Options

The attendance computation policy options specify how daily attendance is calculated based on the attendance marks taken in class periods in Gradebook.

SIS uses the following calculation to determine the percentage of the day that a student was absent:

$$\text{Number of periods in the day} / \text{Number of periods the student was absent}$$

You can use the attendance computation policy options to specify how the denominator and numerator in the calculation are determined, and how the resulting daily absence percentage is rounded up and reported by SIS.

To define attendance computation options, perform the following steps:

1. Sign in at the district or school level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to define computation options.
4. Click **Attendance**, then click **Attendance Computation Options**. The Attendance Computation Options page appears.

Attendance Computation Options

Student's Day

Count all periods in that day ✔ Override Default?

Count only periods student has a class

Daily Absences Computation Options

Actual fraction of absent periods ✔ Override Default?

Round up to nearest half day

Round up to whole day

Absent all day if absent period

Absent morning period afternoon period

Present all day if present at least one period

Present all day if present more than 1/2 day, present 1/2 day if present 1/2 day or less.

For consecutive absences greater than: ✔ Override Default?

5. Select one of the following options in the **Student's Day** section to specify how the length of the student's day is determined:
 - **Count all periods in that day** - Select this option to count all periods in the day, as specified in the calendar, when calculating daily absences. For example, if there are 8 periods in the day calendar and a student is absent for 4 periods, the daily absence is 4/8 (50%).
 - **Count only periods student has a class** - Select this option to count periods in which the student has a scheduled class only. For example, if there are 8 periods in the day calendar, a student has classes scheduled for 6 periods, and is absent for 4 periods, then the daily absence is 4/6 (66%).

6. Select one of the following **Daily Absences Computation Options** to specify how daily absences are calculated and reported:
 - **Actual fraction of absent periods** - Select this option to calculate a specific percentage of the day that the student was absent. For example, if the student was absent 2 periods of a 6 period day, the daily absence is $2/6$ (33.3%).
 - **Round up to nearest half day** - Select this option to round up the specific percentage of the day that the student was absent to the nearest half day. For example, if the student was absent 2 periods of a 6 period day, the daily absence is rounded up to 50%.
 - **Round up to whole day** - Select this option to round up the specific percentage of the day that the student was absent to the nearest full day. For example, if the student was absent 2 periods of a 6 period day, the daily absence is rounded up to 100%.
 - **Absent all day if absent period x** - Select this option to set the daily absence to 100% if the student was absent for the selected period, regardless of whether the student was present for other periods.
 - **Absent morning period x afternoon period x** - Select this option to report daily absence for the two selected periods only. This option is for schools who take attendance for every period but the state only wants attendance to be reported for 2 periods (AM/PM attendance).
 - **Present all day if present at least one period** - Select this option to set the daily absence to 0% if the student was present for at least one period of the day, regardless of whether the student was present for other periods.
 - **Present all day if present more than 1/2 day, present 1/2 day if present 1/2 day or less** - Select this option to set the daily absence as 0% if the student was present for at least half the day, and set absence to 50% if the student was present for less than half the day.
7. Type a percentage in the **For consecutive absences greater than** text box. This is the percentage of a day that a student must be absent for the day to be counted when determining the number of consecutive days absent.

For example, if you enter 80%, and a student's daily absences for the week are 0%, 50%, 100%, 100%, and 0%, the student is considered to have been absent for 2 consecutive days. The number of consecutive absences are displayed in the Attendance statistics area on the Student record Attendance tab in SIS. [Attendance alerts](#) can also be generated when the number of consecutive absences or tardies reaches a specified number.
8. Click the **Save Changes** button.

Attendance Code Groups

Attendance code groups are used to categorize the attendance codes that your district uses to record different types of absences and tardies. For example, your district may have attendance code groups for unexcused and excused absences and tardies.

When you define an [attendance code](#), you can associate the code with an attendance code group. You can add, edit, and delete attendance code groups at both the district and school level.

To define attendance code groups, perform the following steps:

1. Sign in at the district or school level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to add attendance code groups.
4. Click **Attendance**, then click **Attendance Code Groups**. The Attendance Code Groups page appears.

Attendance Code Groups			
Add New			
	Level	Code	Description
		EA	Excused Absence
		ET	Excused Tardy
		P	Present
		SA	School Activity
		UA	Unexcused Absence
		UT	Unexcused Tardy

5. Click the **Add New** link. The top row in the table expands.

Add New			
	Level	Code	Description
Code: <input type="text"/>			
Description: <input type="text"/>			
Insert Cancel			

6. Define the following information:
 - **Code** (required) - Type an ID code for the group. After you save the item, you cannot change the **Code** value.
 - **Description** - Type a brief description of the code group in the text box. This description appears on menus, lists, and reports in SIS and Gradebook.
7. Click the **Insert** link or icon. The new group is added to the list.

Attendance Codes

You must define the attendance codes that your district uses to record different types of absences and tardies. When Instructors take attendance in Gradebook, they select an attendance code to record attendance for each student in the class. Attendance code statistics appear on reports and may be reported to the state.

Typically, attendance codes are defined at the district level, but you can also add, edit, and delete additional codes at the school level. If no codes exist, you cannot create and save attendance records in the Gradebook or SIS.

To define attendance codes, perform the following steps:

1. Sign in at the district or school level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to add attendance codes.
4. Click **Attendance**, then click **Attendance Codes**. The Attendance Codes page appears.

Attendance Codes														
Add New														
	Level	Code	Description	Status	Type	Group	Weight	Active	Count in Att Comps	Count in Alerts	Period?	Daily?	Hourly?	Teacher?
		EA	Excused Absence	Excused	Absent	Excused Absence	1.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		ET	Excused Tardy	Excused	Tardy	Excused Tardy	1.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UA	Unexcused Absence	Unexcused	Absent	Unexcused Absence	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UT	Unexcused Tardy	Unexcused	Tardy	Unexcused Tardy	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		SD	Snow Day	Excused	Other	Excused Absence	0.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		S	School Activity	Excused	Present	Present	0.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		AP	Absent/Present	Excused	Absent	Excused Absence	0.500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		PA	Present/Absent	Excused	Absent	Excused Absence	0.500	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		SU	In School Suspension	Unexcused	Absent	Unexcused Absence	1.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the **Add New** link. The top row in the table expands.

Add New														
	Level	Code	Description	Status	Type	Group	Weight	Active	Count in Att Comps	Count in Alerts	Period?	Daily?	Hourly?	Teacher?
Code:		<input type="text"/>		Active:		<input checked="" type="checkbox"/>		Period?:		<input type="checkbox"/>				
Description:		<input type="text"/>		Count in Att Comps:		<input type="checkbox"/>		Daily?:		<input type="checkbox"/>				
Status:		Unknown		Count in Alerts:		<input type="checkbox"/>		Hourly?:		<input type="checkbox"/>				
Type:		Other		Teacher?:		<input type="checkbox"/>								
Group:		<input type="text"/>												
Weight:		0.0												
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>														

6. Define the following information:
 - **Code** - (Required) Type a one or two character ID code for the attendance code. After you save the item, you cannot change the **Code** value.
 - **Description** - (Required) Type a brief description of the attendance code. This description appears on menus, lists, and reports in Gradebook and SIS.
 - **Status** - Select the status of the new code from the list.

- **Type** - Select the attendance code type from the list. For example, if the code will be used to record absences, select Absent.
- **Group** - Select the [attendance code group](#) with which you want to associate this code from the list.
- **Weight** - Type a weight to apply to this attendance code when performing attendance calculations.

Note: This value is used by Gradebook. Typically, all attendance codes will have the same weight. You might apply a different weight if, for example, you use a special code to record that a student was absent for half of a period or day. In this example, the weight might be 0.5 for the special code, and 1 for all other codes.

- **Active** - Select this check box if the attendance code is active. Only active attendance codes are available for use in Gradebook or SIS.
- **Count in Att Comps** - Select this check box to include this attendance code in daily attendance calculations. Select this check box for codes used to record unexcused absences. Do not select this check box for attendance codes such as field trips, school assemblies, or excused by parents, that are not counted as absences or tardies in attendance reports.

Note: Select this option for the ? code to count pending attendance marks when computing daily attendance. If you do not select this option, absences and tardies are not counted until they are assigned an excuse code.

- **Count in Alerts** - Select this check box to include absences and tardies recorded with this attendance code in Alert calculations. If you clear the check box, absences or tardies recorded with this code will not count towards the [attendance alerts](#) defined at the school level.
7. Select the following check boxes to indicate the types of absences and tardies to which this code applies in Gradebook. SIS considers all absences to be period absences.
 - Period?
 - Daily?
 - Hourly?
 - Teacher?
 8. Click the **Insert** link or icon. The new code is added to the list.

Attendance Alerts

Attendance alerts define different categories of notifications for absences and tardies at the school. Attendance alerts are set up and managed at the school only and cannot be viewed at the district level.

For each attendance alert, specify the number and type of absences or tardies that trigger the alert to be generated, the period in which to count absences and tardies, and the [attendance letter](#) to send to students when an alert of this type is generated.

Running [daily attendance processing](#) creates an attendance alert record for each student that exceeds the specified number of absences and/or tardies. After daily processing has run, you can use the [Send Attendance Notifications](#) dialog box to print attendance alert letters and mailing labels.

Note: Only [attendance codes](#) which have the **Count in Alerts** check box selected are counted towards any attendance alerts you set up for your school.

Alert Groups

When you create a new attendance alert, you must assign a group code to the alert. Alerts which have a unique group code are considered individual alerts and are always executed when attendance processing is run.

Alerts which share a group code are considered to be a group. Alerts in a group are processed in threshold order, with the alert with the highest threshold executed first. When attendance processing is run, if thresholds are met for more than one alert in the group, only the alert with the highest threshold is generated. As such, setting up an alert group can reduce the number of alerts that are generated when you do not run attendance processing daily.

Note: When adding a new attendance alert to an existing group, you can only define the Alert Code, Threshold, and Letter Report Name; all other settings are inherited from the group (Alert Type, Attendance Code, Since option, and Student Group).

The following section provides an example of how SIS processes individual and group alerts.

Alert Group Examples

The following table shows attendance records for two students. In the table, P indicates a day when the student was present, and A indicates a day when the student was absent. In this example, attendance processing is run once a week, on a Friday.

	M	T	W	T	F	M	T	W	T	F
Student 1	P	P	A ¹	A ²	A ³	P	A ⁴	A ⁵	A ⁶	A ⁷
Student 2	P	P	P	A ¹	A ²	P	A ³	A ⁴	A ⁵	P

Example 1: Three alerts in the same alert group

In the first example, three attendance alerts have been set up in the same group. These alerts are generated when a student has accumulated 3, 5, and 7, non-consecutive, daily absences since the beginning of year:

Code	Group Code	Alert Type	Consecutive	Threshold	Since	Letter Report Name	Student Group	Attendance Codes
Day7	Group1	Daily Absences	N	7	Beginning of Year	DailyLetter7	All Students	ABS
Day5	Group1	Daily Absences	N	5	Beginning of Year	DailyLetter5	All Students	ABS
Day3	Group1	Daily Absences	N	3	Beginning of Year	DailyLetter3	All Students	ABS

When attendance processing is run for the first time, the following alerts are generated for each student:

- **Student 1** - Day3 alert generated
- **Student 2** - No alert generated

When attendance processing is run for the second time, the following alerts are generated:

- **Student 1** - Day7 alert
- **Student 2** - Day5 alert

Although both students qualify for 2 alerts when the second processing is run, only the alert with the highest threshold in the group is generated.

Example 2: Three individual alerts

In this example, the same three attendance alerts have been set up, but this time they are each in their own group and are processed individually.

Code	Group Code	Alert Type	Consecutive	Threshold	Since	Letter Report Name	Student Group	Attendance Codes
Day7	Group1	Daily Absences	N	7	Beginning of Year	DailyLetter7	All Students	ABS
Day5	Group2	Daily Absences	N	5	Beginning of Year	DailyLetter5	All Students	ABS
Day3	Group3	Daily Absences	N	3	Beginning of Year	DailyLetter3	All Students	ABS

When attendance processing is run for the first time, the following alerts are generated for each student:

- **Student 1** - Day3 alert generated
- **Student 2** - No alert generated

When attendance processing is run for the second time, the following alerts are generated:

- **Student 1** - Day5 and Day7 alerts generated
- **Student 2** - Day3 and Day5 alerts generated

Because the alerts are in separate groups, both alerts for which each student qualifies are generated.

Recurring Alerts

You can set up alerts so that they generate only when the specified threshold is first met, or generate multiple times, each time the threshold is met. The **Since** option defines whether an alert is recurring, or one time only.

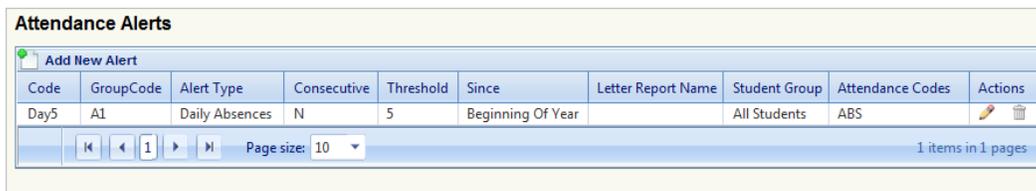
If you select either **Beginning of Year** or **Beginning of Term** from the **Since** list, the alert will generate one time only, when the total number of absences or tardies from the start of the year or term reaches the specified threshold. The alert will not be generated again during the term or year, even if the student accumulates more absences.

If you select either **Beg of Year or Last Alert** or **Beg of Term or Last Alert** from the **Since** list, the alert will generate multiple times - first when the total number of absences or tardies reaches the specified threshold, then every time the specified number of absences or tardies are accumulated again. For example, if the alert has a threshold of 3 daily absences, the alert will generate first after three absences, then again when the student has accumulated 6, 9, and 12 absences, etc.

Add Attendance Alerts

To define attendance alerts, perform the following steps:

1. Sign in at the school level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to add attendance alerts.
4. Click **Attendance**, then click **Attendance Alerts**. The Attendance Alerts page appears, listing any current alert definitions.



The screenshot shows the 'Attendance Alerts' interface. At the top, there is a link to 'Add New Alert'. Below it is a table with the following data:

Code	GroupCode	Alert Type	Consecutive	Threshold	Since	Letter Report Name	Student Group	Attendance Codes	Actions
Day5	A1	Daily Absences	N	5	Beginning Of Year		All Students	ABS	 

At the bottom of the table, there are navigation controls: a 'Page size: 10' dropdown and a status indicator '1 items in 1 pages'.

5. Click the **Add New** link. The Add New Attendance Alert dialog box appears.

6. Define the following information:

- **Code** - Type a code that describes the alert, such as 10DA for ten daily absences. This code appears on reports.
- **Group Code** - Type a new group code, or click the arrow in the **Or** field to select an existing group code. For more information, see [Alert Groups](#).

Note: If you select an existing group code, you can only define the Alert Code, Threshold, and Letter Report Name for the new alert. All other settings will be automatically set to the same values as other alerts in the group .

- **Alert Type** - Select an option to specify the types of absences and tardies that will be counted for the alert:
 - **Daily Absences** - Count daily absences.
 - **Daily Absences Custom** - Count custom absences, as defined during implementation. By default, this alert type counts unexcused absences.
 - **Total Absences** - Count all absences.
 - **Absences in a Period** - Absences in each period are totaled separately. An alert is generated for the period where the threshold is met first. If the alert is recurring, then the alert restarts calculating for each period from the last time the alert threshold was met. If the alert is not recurring, you will only receive one alert for the period for which the threshold was met.
 - **Absences in a Class** - Count absences in the same class. The sum is calculated for each class separately and an alert is generated for the class where the threshold is met first. If the alert is recurring, then the alert restarts calculating for each class from the last time the alert threshold was met. If the alert is not recurring, you will only receive one alert for the class for which the threshold was met
 - **Total Tardies** - Count all tardies.
 - **Tardies in a Period** - Count tardies in the same period. Tardies are calculated for each period separately and an alert is generated for the period where the threshold is met first.

- **Tardies in a Class** - Count tardies in the same class. Tardies are calculated for each class separately and an alert is generated for the class where the threshold is met first.
 - **Attendance Codes** - Select one or more attendance codes in the table. Only absences or tardies with the selected codes will count toward the alert. If you do not select at least one Attendance code, SIS uses all codes in calculating alerts.
 - **Consecutive** - Select the check box to restart counting absences or tardies every time there is a break between absences or tardies. Each alert type can calculate consecutive or non-consecutive absences. When a consecutive alert is set, each student's schedule is taken into consideration to determine the days/periods/classes that are consecutive for that student, and then alerts are calculated accordingly.
 - **Threshold** - Type the number of absences or tardies that trigger the alert. When the count of absences or tardies reaches this limit for a student, an alert is generated.
 - **Since** - Select an option to specify the start of the time period in which absences or tardies will be counted:
 - **Beginning of Year** - Count absences or tardies since the beginning of the school year.
 - **Beginning of Term** - Count absences or tardies since the beginning of the current term (quarter, semester, etc.).
 - **Beg of Year or Last Alert** - Count absences or tardies since the date of the last alert of this type for the student, or since the beginning of the year if this is the first alert for the year.
 - **Beg of Term or Last Alert** - Count absences or tardies since the date of the last alert of this type for the student, or the beginning of the current term if this is the first alert for the term.
 - **Letter Report Name** - Type the name of the attendance letter report to be sent to students who trigger this alert. This is a required field. If you want to use the default letter template, type **Attendance Letter 1**. For more information on creating letter templates, see [Attendance Letters](#).
- Note:** If the letter report name and the name entered here do not match exactly, you cannot print letters when [sending attendance notifications](#).
- **Student Group** - Processes the alert for students in the selected group only. Select the **Include Inactive Groups** check box to include student groups with an Inactive status in the list.

7. Click the **Save** icon when you are finished.

Attendance Letters

You can generate attendance letters for any attendance alert records that have been created for students in your school. Attendance alert records are generated when a student's absences or tardies reach the threshold specified by an [attendance alert](#) that has been set up at your school.

When attendance alerts are set up, the administrator specifies the name of the attendance letter template that is associated with the alert. You must create any attendance letter templates that are referenced by alerts in your school.

When templates have been set up, attendance letters can be generated from the [Send Attendance Notifications](#) page after daily attendance processing has been run for the day.

Default Attendance Letter Templates

Attendance letter templates are created as Microsoft® SQL Server™ Reporting Services (SSRS) reports.

GlobalScholar provides the following templates in .rdl format that you can customize to create your own custom attendance letters and mailing labels:

- **Attendance Letter 1** – Default attendance letter template.
- **Attendance Mailing Labels** – Default mailing label template. This template is always used when you click **Print Mailing Labels** in the [Send Attendance Notifications](#) dialog box.

Both templates can be found in the **Private** folder on the Reports server.

Note: If you are a hosted customer, you can request the default attendance letter templates from your GlobalScholar support representative or implementation manager.

Create Attendance Letter Templates

You can use the default attendance letter template (Attendance Letter 1) to create your own templates for each attendance alert that has been defined in your school.

Your attendance letter templates can be designed to use any of the standard Pinnacle report parameters, including:

- **DistrictId** – (Required) District ID.
- **CalendarId** – (Required) Current calendar ID of your school.

The following non-standard report parameters are passed to the Report Viewer when attendance letters are printed from the Send Attendance Notification page:

- **AttendanceAlertID** - Attendance alert ID.
- **AlertCode** – Code of the associated alert. (Required)
- **Alert Date** – Date on which the attendance alert was generated.
- **StudentIdList** – Comma separated list of Student IDs for the students for which letters are being printed.
- **Threshold** – The number of absences or tardies that triggered the alert to be generated.
- **Consecutive flag** - Indicates whether the attendance alert counts consecutive absences or tardies.

- **Timeslot** - The timeslot (period) in which the threshold was reached, if applicable.
- **SectionID** - The section in which the threshold was reached, if applicable.
- **Date Range** – The date range in which absences or tardies were counted for the alert. For example, 'since the beginning of the year', or 'since the last letter sent on mm/dd/yyyy'.
- **List of Attendance Code Descriptions** – A list of descriptions of attendance codes that can be included in the letter text.
- **List of Attendance Codes** – A list of attendance codes that can be used to filter sub-reports.

StudentIdList is required to filter the students receiving the letters. Letters can be designed to use any subset of the remaining parameters.

Note: For additional information about report parameters and general guidelines about creating custom reports for use in SIS, see the Custom Report Guidelines topic in the online help.

Save Attendance Letters

When you have created attendance letter templates for each attendance alert in your system, save the files to the **Private** folder on the Reports server. Reports in this folder cannot be run from the SIS Reporting menu.

Ensure that you save each attendance letter template using the report name that matches the value entered in the **Letter Report Name** field for the relevant attendance alert.

If you do not save the letters to the **Private** folder on the Reports server with the correct names, attendance letters will not be generated when you attempt to [send attendance notifications](#).

Phone Notification Options

If your school or district uses a telephone notification system to call the parents of absent students, you can set up a number of phone notification options. These options are used to generate a daily call file when [daily attendance processing](#) is run.

Any students who were absent for the day will be added to the daily call file. The telephone number to use for attendance calls is specified in the **Telephone for Attendance Calls** field on the student's household record.

Note: If you do not already know the appropriate telephone system-related information to enter, contact your system administrator for assistance.

To define telephone notification options, perform the following steps:

1. Sign in at the district or school level.
2. Go to **Admin > Policy Manager**. The Policy Manager page appears.
3. Select the **School Year** for which you want to specify phone notification options.
4. Click **Attendance**, then click **Phone Notification System**. The Telephone Notification Options page appears.

Telephone Notification Options

Telephone Notification System: Override Default?

Default location for daily call file created during daily attendance processing:

Default message ID:
 Add grade level to end of message ID?

Include only pending absences?

5. Define the following information:
 - **Telephone Notification System** - Select the name of the auto-dialer system, such as Phonemaster, that is used in the district or school.
 - **Default location for daily call file created during attendance processing** - Type the path of the location in which to save the daily call file.
 - **Default Message ID** - Type the default message ID to use for attendance calls.
 - **Add Grade Level to End of Message ID?** - Select this check box to append the student's grade level to the end of the message ID specified in the Default Message ID text box. Select this option if you have different messages for different grades.
 - **Include only Pending Absences?** - Select this check box if you only want to include only pending absences in the daily call file.
6. Click the **Save Changes** button.

Managing Attendance

Attendance is tracked and recorded by Instructors in the Gradebook. For each class, the Instructor records the students who are absent or tardy by assigning an attendance code to each student's attendance record. For more information, see your Gradebook documentation.

In Pinnacle SIS you can use the Student record Attendance tab to view and edit attendance data recorded for a student in the Gradebook. In addition, options on the Attendance menu allow you to mark attendance for a set of students, run daily attendance processing to update all attendance records, and print attendance letters for students who have attendance alerts.

See the following topics for more information about viewing and managing attendance at your school:

- [Run daily attendance processing at the school](#)
- [Mark attendance for a batch of students](#)
- [Send attendance notifications](#)
- [View and edit attendance for a student](#)

Note: Administrators must set up a number of attendance policies at the district and school before you can track and manage attendance in your school. For more information, see [Attendance Policy Administration](#).

Run Daily Attendance Processing

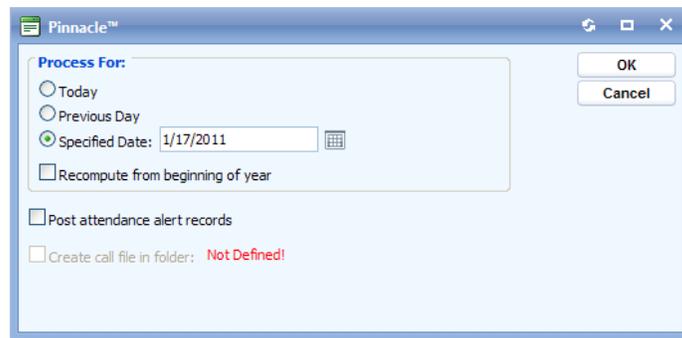
Daily attendance processing must be run each day to update attendance data for the school using the options specified in the district and school attendance policies. The resulting StudentDailyAttendance database records include detailed attendance data by class (or AM/PM) and store the fraction of the day that a student was absent.

When you run daily attendance processing, you can specify whether to create an attendance alert record for each student that exceeds the number of absences and/or tardies specified by the school attendance alert policy. You can also choose to generate a call file for phone notifications.

Note: This menu option is available at the school level for the current year only. However, district level administrators can use the Process Daily Attendance job to schedule daily attendance processing for all schools in the district.

To process daily attendance manually, do the following:

1. Log in to the appropriate school for the current year.
2. Go to **Attendance > Run Daily Processing**. A dialog box appears.

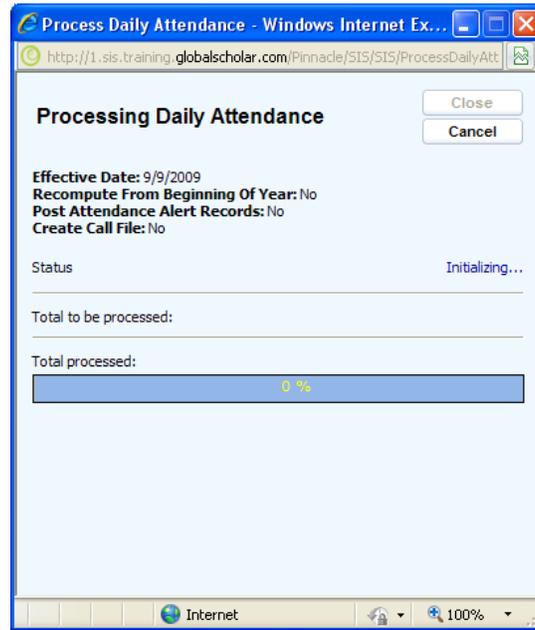


3. In the **Process For** section, select an option to specify the date for which you want to run attendance processing:
 - **Today:** Select this option to process attendance for the current day.
 - **Previous:** Select this option to process attendance for the previous day.
 - **Specified Date:** Select this option to process attendance for a different date, then type the date in the field or select a date from the calendar.

Note: The date must be a day on which the school is open. For example, you cannot select a Saturday if the school calendar specifies that the school is closed on weekends.

4. To recalculate all daily attendance figures from the start of the year, select the **Recompute from Beginning of Year** check box.
5. To create an alert record for each student that exceeds the number of absences and/or tardies specified in the school's [Attendance Alerts Policy](#), select the **Post Attendance Alert Records** check box.
6. To generate a call file for phone notifications, select the **Create Call File in Folder** check box. This check box is only available if a [Phone Notification Policy](#) has been set up at the school or district.

- Click **OK**. The Processing Daily Attendance dialog box appears, showing the status of the process.



- When processing is complete, click **Close**.

Attendance Batch Editor

Attendance marks recorded by Instructors in the Gradebook can be edited, as needed, on the Student record Attendance tab in SIS. However, if you need to record attendance data for multiple students, it can be time-consuming to update each student's record individually.

The Attendance Batch Editor allows you to record attendance for multiple selected students simultaneously. For example, if you know that the football team will play a road game on a future date and that players will miss an afternoon of school for travel, you can use the Batch Editor to record the students as absent on that date in advance.

Any attendance data that you record for a future date will appear in the Gradebook when an Instructor takes attendance for that date.

Note: The Attendance Batch Editor page is available when working at the school level for the current year only.

To edit attendance for multiple students, do the following:

1. Log in to the appropriate school for the current year.
2. Go to **Attendance > Attendance Batch Editor**. The Attendance Batch Editor page appears.

3. To select the dates for which you want to add or edit attendance, do the following:
 - a. Click the **Add Date(s)** button. A calendar appears.

- b. Click the dates for which you want to add or edit attendance. Dates on which attendance is not taken, such as weekends, cannot be selected.

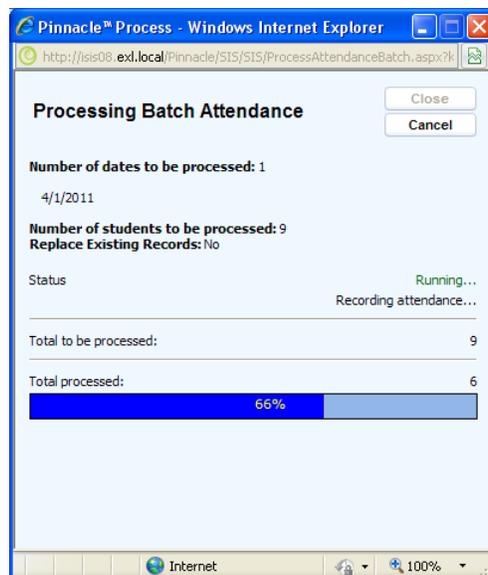
- c. If you select a date by mistake, click it again to deselect it.
 - d. When all dates are selected, click **OK**. The dates are added to the **Attendance Information** section.
 - e. To remove dates that you do not need, select the check box next to a date, then click **Remove Selected Date**.
4. Click a time slot in the **Attendance Information** section, then select an attendance code from the pop-up menu. This is the code that will be applied to the time slot for all students who you select in the next step.

Note: You can click a date and select an attendance code to apply to all time slots in the day, or click a column header to select an attendance code to apply to a time slot for all dates.

5. Repeat step 4 to select attendance codes to apply for any other time slots.
6. To select the students to whom you want to apply the attendance codes for the selected dates, do the following:
 - Click **Add Students**, then find and select students to add.
 - Click **Add Students by Filter**, then define a student filter that specifies the students to add.
 - Click **Add Students by Class**, then select the class from which you want to add students.

The selected students are added to the **Target Students** list. To remove students, select the check box next to their names, then click **Remove Selected**, or click **Remove All** to remove all students from the list.

7. To replace any existing attendance data that has already been recorded, select the **Replace Existing Records** check box. Clear the check box if you do not want to overwrite existing attendance data for the selected students and dates.
8. Click **Apply Batch Attendance**. The Processing Batch Attendance dialog box appears, showing the status of the process.



9. When processing is complete, click **Close**.

Send Attendance Notifications

The Send Attendance Notifications dialog box, accessed from the Attendance menu, allows you to print attendance letters and mailing labels for students with attendance alerts. Attendance alerts can be generated at the end of each day when daily attendance processing is run for your school.

The following sections describe how to set up and generate attendance letters in your school:

- [Prerequisites](#)
- [Print Attendance Letters](#)
- [Print Mailing Labels](#)
- [Remove Student Attendance Alerts](#)

Note: The Send Attendance Notifications dialog box is available when working at the school level for the current year only.

Prerequisites

Before you can generate attendance letters for students, you or an administrator must complete the following tasks:

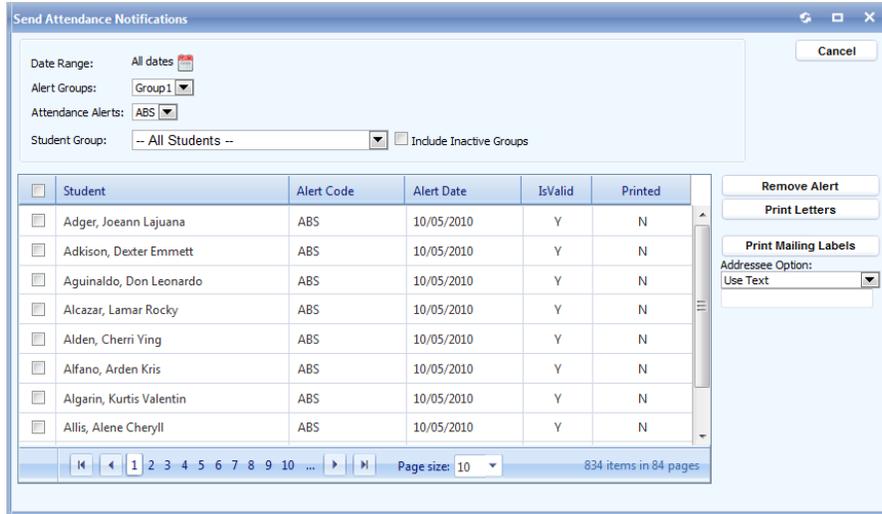
1. [Set up attendance codes](#), and ensure that the **Count in Alerts** check box is selected for any codes that you want to trigger attendance alerts.
2. [Create attendance letter templates](#).
3. [Set up attendance alerts at your school](#) and identify the letter template to print for each alert.
4. [Run daily attendance processing](#) and ensure that the **Post Attendance Alerts** check box is selected.

Print Attendance Letters

Typically, you will print and mail the attendance letters associated with new alerts every day after daily processing has been run.

Use the following procedure to print attendance letters for students with attendance alerts:

1. Log in to the appropriate school for the current year.
2. Go to **Attendance > Send Attendance Notifications**. The Send Attendance Notifications dialog box appears.



3. In the **Date Range** field, click the Calendar icon, then select the date range for which you want to display alerts.
4. Select the **Alert Group** for which you want to display alerts. The list is updated to show any students with an alert record for the selected group and the specified date range. The following information is shown for each student:
 - **Student** – The student's name.
 - **Alert Code** – The attendance alert code.
 - **Alert Date** – The date on which the alert was generated.
 - **Period** – The period for which the alert was generated, if applicable.
 - **IsValid** – Indicates whether the alert is still valid. Retroactive updates to attendance data can cause a previously-generated alert to become invalid, so SIS verifies that the earlier calculated alerts are still valid. Y means the alert is still valid. N means the alert is invalid (only shown if a letter has already been printed for the alert).
 - **Printed** – Indicates whether a letter has already been printed for the alert.
6. To filter the list to show only students with alerts of a specified type, select an **Attendance Alert** from the list. Only those alerts in the selected alert group are listed.
7. To filter the list to show only students from a specified student group, select a **Student Group** from the list.
8. Select check box(es) next to the names of the students for which you want to print an attendance letter.
9. Click the **Print Letters** button. The Report Viewer appears.
10. Click the **Print** button.
11. Select the printer, then click **OK**.
12. Close the Report Viewer to return to the Send Attendance Notifications dialog box. The Printed column in the student list displays Y, indicating that the letter has been printed for the student.
13. [Print Mailing Labels](#) for the letters, as needed.

Print Mailing Labels

After you have printed your attendance letters for the selected students, you can choose to print mailing labels for the letters. The names and addresses that are printed on the mailing labels are taken from each student's primary household record.

Use the following procedure to print mailing labels for students with attendance alerts:

1. Follow the steps above to [Print Attendance Letters](#).
2. Select the check box(es) next to the names of the students for which you want to print mailing labels.
3. Select an option from the **Addressee Option** list to specify the first line of text to print on the mailing labels:
 - **Use Text** - Use custom text. Type the text in the text box, for example, "To the parents of:".
 - **Parent Names** - Use the name of the students' parents (from the relevant household record).
4. Click the **Print Mailing Labels** button. The Report Viewer appears.
5. Load the printer with mailing labels.
6. Click the **Print** button.
7. Select the printer, then click **OK**.
8. Close the Report Viewer to return to the Send Attendance Notifications dialog box.
9. Click **Cancel** to close the dialog box.

Remove Student Attendance Alerts

If, after generating attendance letters, you want to delete the associated attendance alerts, you can do so from the Send Attendance Notifications dialog box.

The following procedure removes a selected attendance alert from the selected students' records:

1. Log in to the appropriate school for the current year.
2. Go to **Attendance > Send Attendance Notifications**. The Send Attendance Notifications dialog box appears.
3. In the **Date Range** field, click the Calendar icon, then select the date range for which you want to display alerts.
4. Select the **Alert Group** for which you want to remove alerts. The list is updated to show any students with an alert record for the group for the specified date range. The Printed column displays a Y for any students that have had a letter printed.
5. Filter the list by **Attendance Alert** and **Student Group**, as needed.
6. Select check boxes next to the names of the students, then click **Remove Alert**. A confirmation message appears.
7. Click **OK**. The alerts are removed from the list.

Manage a Student's Attendance Information

Instructors record attendance in the Gradebook, assigning attendance codes for each student that is absent or tardy in each class. In Pinnacle SIS, you can view each student's attendance records on the Student page Attendance tab.

The Attendance tab shows a student's attendance records for the selected dates in the current school year, and displays various attendance statistics for the student. You can use the Attendance tab to edit any existing attendance records, or to record attendance for new dates.

Note: You can work with a student's attendance information at the school level for the current school year only. The Attendance tab is not available at the district level or when working in the next school year.

This topic covers the following procedures:

- [View a Student's Attendance Information](#)
- [Add a Date to a Student's Attendance Record](#)
- [Record or Change Attendance for a Student](#)
- [Delete a Date from a Student's Attendance Record](#)

View a Student's Attendance Information

The **Attendance Information** section of the Student record Attendance tab displays a student's attendance marks for a specific range of dates. Each row is a date for which an attendance record exists for the student. Each column is a timeslot in the school calendar.

To view a student's attendance records, perform the following steps:

1. Log in to your school for the current year.
2. Go to **View > Students**. The Students page appears.
3. Find the student for whom you want to view attendance.
4. Click the **Attendance** tab.

The screenshot displays the 'Students' interface for a student named FIVE, RAJA. The student's information includes Student ID: 03732 (3732), Grade: 12, Male, Age 24, Class Of 2011, and Status: Active. The school is SOR: RA-HIGH SCHOOL (RA-HIGH SCHO) [22].

The interface features a navigation menu with tabs for General, Attendance, Citizenship, Confidential, Photos, Grade History, Grades, Graduation, Enrollment, and Requests. The 'Attendance' tab is selected, showing a 'Date Range' of 'All dates' and an 'Attendance Information' table.

Date		1	2	3	4	5	Notes
<input type="checkbox"/> 1/14/2011	F	S					
<input type="checkbox"/> 1/17/2011	M	S					
<input type="checkbox"/> 1/18/2011	T	S					
<input type="checkbox"/> 1/19/2011	W	S					

Buttons for 'Add Date(s)...', 'Remove Selected Date', 'Submit Changes', and 'Cancel Changes' are visible. A warning message states: 'Warning: Statistics are computed only for dates within the current calendar for which daily attendance processing has been run: No dates are processed.' The statistics shown are: Days Enrolled: 95, ADM: 0.64, Days Absent: 0.00, Days Present: 95.00, ADA: 1.00, Times Tardy: 0, and Max Consecutive Days Absent: 0. A note at the bottom right says: 'Note: Statistics are not updated until you submit changes.'

The following information is displayed:

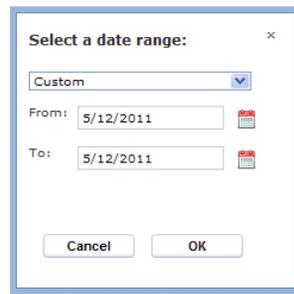
- **Date Range** - The range of dates for which attendance information is displayed.
- **Attendance Information** - Each cell in the table represents a specific time slot on a specific day. Time slots in which attendance is taken display the attendance code that was assigned to the student in that class. If your district assigns attendance codes to students who are absent or tardy only, the cells are blank if the student was present.

Note: Time slots in which attendance is not taken, either because the student has no scheduled class, because school is not in session that day, or because attendance is not taken for the class, are grayed out.

- **Attendance Statistics** - The following attendance statistics are displayed for the student in the bottom right corner of the page:
 - **Days Enrolled** - Number of days that the student has been enrolled at the school.
 - **ADM** - Average daily membership (days in the school year/days enrolled).
 - **Days Absent** - Number of days the student has been absent in the specified date range.
 - **Days Present** - Number of days the student has been present in the specified date range.
 - **ADA** - Average daily attendance (days present/days enrolled).
 - **Times Tardy** - Number of times the student has been tardy in the specified date range.
 - **Max Consecutive Days Absent** - Maximum number of consecutive days that the student has been absent.

Note: Statistics are displayed for the selected Date Range only. Statistics are computed only for dates for which daily attendance processing has been run. For more information, see [Run Daily Attendance Processing](#).

- To select the date range for which you want to view attendance information, click the calendar icon  next to the **Date Range** box, select a range of dates, then click **OK**. Any existing attendance information for the date range displays in the page.



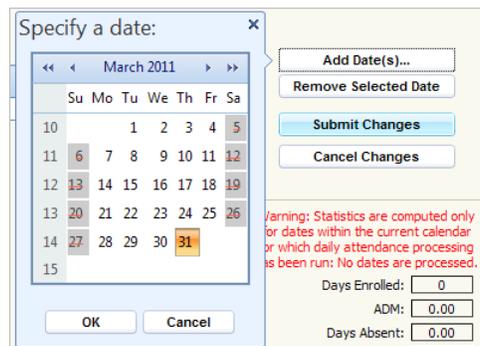
- As needed, perform one or more of the following tasks:
 - [Add a Date to a Student's Attendance Record](#)
 - [Record or Change Attendance for a Student](#)
 - [Delete a Date from a Student's Attendance Record](#)

Add a Date to a Student's Attendance Record

You can add dates to a student's attendance record in the Attendance tab. You might need to do this if an Instructor forgot to take attendance for a class in the Gradebook.

To add a date to a student's attendance record, perform the following steps:

- Find the student record to which you want to add an attendance date.
- On the **Attendance** tab, click the **Add Date(s)** button. A calendar appears.



- Click the dates you want to add to the student's attendance record. The current date is selected automatically. Dates on which attendance is not taken, such as weekends, cannot be selected.
- If you select a date by mistake, click it again to deselect it.
- When all dates are selected, click **OK**. The dates are added to the **Attendance Information** section.
- [Record attendance for any time slots in the days you have added.](#)

Record or Change Attendance for a Student

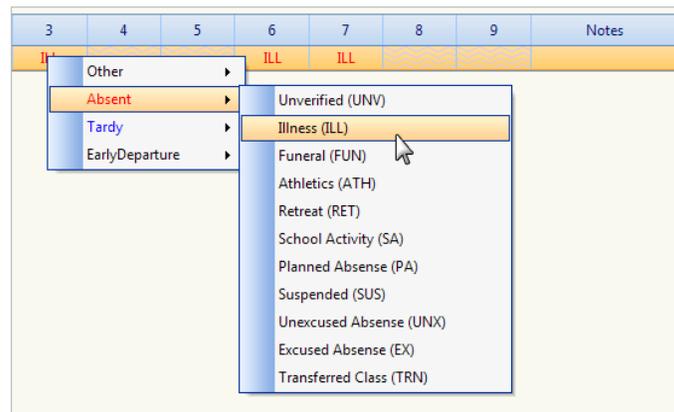
You can record or change attendance codes for time slots displayed in the Attendance tab of a student's record in SIS. For example, you might want to change an attendance code if a student was incorrectly marked as absent by an instructor in the Gradebook.

The **Enable Positive Attendance** setting in the [Attendance General Options Policy](#) determines whether an attendance code must be recorded for all time slots, or only those in which a student was absent or tardy.

Note: If you need to record or change attendance codes for multiple students simultaneously, use the [Attendance Batch Editor](#).

To record or change attendance for a student:

1. Find the student record you want to change.
2. On the **Attendance** tab, select the date range for which you want to view attendance information.
3. If the dates for which you want to record or change attendance do not appear in the Attendance Information table, follow the steps to [Add a Date to a Student's Attendance Record](#).
4. Click a time slot in the **Attendance Information** section, then select an attendance code from the pop-up menu.



Note: You can click a date and select an attendance code to apply to all time slots in the day, or click a column header to select an attendance code to apply to a time slot for all dates in the list.

5. Click the **Notes** field and type any notes related to the student's attendance for the day. (Optional)
6. Click **Submit Changes** to save the attendance record and update the statistics to reflect your changes.

Caution: If you do not click the Submit Changes button, your changes will be lost when you navigate away from the Attendance tab.

Delete a Date from a Student's Attendance Record

You can delete dates from a student's attendance record. For example, you might need to delete dates that were entered by mistake.

To delete a date from a student's attendance record, perform the following steps:

1. Find the student record you want to change.
2. On the **Attendance** tab, select the date range for which you want to view attendance information.
3. Select the check box in the date row you want to delete.
4. Click the **Remove Selected Date** button. No confirmation message appears. The page refreshes, and the selected date is removed.
5. Click **Submit Changes** to update the statistics values.