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Nova Scotia Student Information System

Nova Scotia Public Education System

# Attendance Tracker - Administration

User Guide

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*(Note: Names appearing in this document are fictitious names)*

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## 1 THE ATTENDANCE TRACKER MODULE

### 1.1 OVERVIEW

The purpose of the Attendance Tracker is to provide administration, attendance support workers and teachers with a tool that will:

- support them with the implementation of the Provincial Student Attendance and Engagement Policy, and
- allow them to effectively monitor students' attendance, to identify those students when absences become frequent, and to document interventions with strategies to support them.

The intention of the interventions in the Attendance Policy are to support students and to work with them and their families to better understand the barriers affecting their attendance. These interventions should occur when attendance issues are noticed and should continue if problems persist. Interventions do not necessarily need to wait until specific milestones in attendance. That is, if a student is experiencing issues with their attendance a teacher or administrator may wish to intervene before that students reaches 10 percent missed time.

With respect to the Out-of-school (OSS) suspensions and Operational Issues (OI) codes, these two codes are not counted with other absences in the Attendance Tracker. OI absences occur when there are operational issues beyond the control of the student, such as a bus not running. Students who are on an out-of-school suspension are absent in response to an unacceptable behaviour. The student is unable to attend school during a suspension and, therefore, loss of credit due to time missed for suspension would not be an appropriate response. As the Attendance Tracker is meant to help administrators make informed decisions related to how to respond to students with attendance concerns, including when to use their professional judgement to consider loss of credit for a student, the tracker will not include OSS or OI absences in its calculations. Administrators and teachers are encouraged to look at a student's overall attendance record, including both OI and OSS absences, in determining when it may be appropriate to intervene. It is also important to note that if a student is suspended for more than ten school days, the Education Act requires every reasonable effort be made to provide alternative arrangements for the education of the student.

For more information about the Attendance Policy, Operational Guide, or Fact Sheet, go to:

<https://www.ednet.ns.ca/student-attendance-and-engagement-policy>

Any feedback or questions related to the Attendance Tracker can be submitted by sending an email to [attendance@novascotia.ca](mailto:attendance@novascotia.ca).

## 1.2 ACCESSING THE ATTENDANCE TRACKER IN POWERSCHOOL

To access the Attendance Tracker page in PowerSchool Admin:

- Search for and select a student.
- Once the student’s profile page appears, under the section **Administration**, click on **Attendance Tracker**.
- The Attendance Tracker page is separated into two sections:

### Top Section:

A summary table that displays:

1. number of missed classes by section – absences are represented by both frequency and as a percentage
2. thresholds at 10%, 15%, 20% and CL – if an entry is created for a course, and if the category is set to Threshold 1, Threshold 2, Threshold 3, or CL, then an asterisk will appear under the appropriate column for that course.

### Attendance Tracker

Getler, Andrea 8 1005792 RSS HMRM. 111 NS Program: J005 NS Funding Type: R

▼ Total A, AWN, R, MR, Missed Periods, Total Periods and Percentage Missed by Section

Course Name	Course Section	Teacher	Term	A	AWN	R	MR	Missed Periods	Total Periods	Percentage Missed	10%	15%	20%	CL
ENGLISH LANGUAGE ARTS 8	ENG8.6	Connon, Maude	2018-2019	5	4	0	0	9	209	4.3%				
SOCIAL STUDIES 8	SOCST8.6	Schlesselman, Lua	2018-2019	0	1	0	0	1	105	1%				
SCIENCE 8	SCI8.6	Cardle, Chyna	2018-2019	1	1	0	0	2	105	1.9%				
PHYSICAL EDUCATION 8	PHYE8.6	Schlesselman, Lua	2018-2019	1	0	0	0	1	105	1%				
MATHEMATICS 8	MT8.6	Iglesias, Charli	2018-2019	0	2	0	0	2	209	1%				
VISUAL ART 8	VISART8.6	Stallard, Ezequiel	2018-2019	0	0	0	0	0	51	0%				
EXPLORE MUSIC 8	MUSIC8.6	Stallard, Ezequiel	2018-2019	5	1	0	0	6	53	11.3%				*
CORE FRENCH 8	FR8.6	Chesser, Muaadh	2018-2019	0	1	0	0	1	104	1%				
TECHNOLOGY EDUCATION 8	TEC8Y11.6	Cardle, Chyna	2018-2019	0	1	0	0	1	51	2%				
HEALTHY LIVING 8	HLV8.6	Chesser, Muaadh	2018-2019	0	2	0	0	2	53	3.8%				

Here is a summary of the information provided in the table:

- Course Name
- Course number and Section number
- Teacher Name
- Term
- A column for each absent attendance code being tracked:
  - **A** - Absent
  - **AWN** - Absent with Notification
  - **R** - Absent due to the observance of a religious holiday or ceremony
  - **MR** - Absent for Medical reasons
- Missed Periods – the total number of periods the student has missed in each section

- Total Periods- the total number of periods for which the course has been scheduled in the term (in order for this number to be properly calculated, the school’s calendar must be completed for the entire school year)
- Percentage Missed – percentage of time missed is calculated by dividing value in **Missed Periods** column by value in **Total Periods** column.
- Thresholds at 10%, 15% and 20% - if an entry is created for a student, and if the category is set to Threshold 1, Threshold 2, or Threshold 3, then an asterisk will appear under the appropriate column for that student. Once a threshold is entered for a course, the same threshold cannot be entered as an additional entry for the same course.
- CL (Credit Loss) - A teacher can recommend loss of credit when a student has missed 20 per cent of class time due to any absences, and strong efforts have been made to improve the student’s attendance, but no improvement has been demonstrated by the student. Upon receiving the recommendation of a teacher and working in consultation with the teacher and other school staff as appropriate, the principal will make the final decision around loss of credit. A recommendation for loss of credit applies only to students in grades 10 to 12.

All the fields in the above table are automatically populated from the student’s schedule and the attendance module. The **Collapse All** button will collapse the course level data, and the **Expand All** button will display all data.

Total A, AWN, R, MR, Missed Periods, Total Periods and Percentage Missed by Section														
Course Name	Course Section	Teacher	Term	A	AWN	R	MR	Missed Periods	Total Periods	Percentage Missed	10%	15%	20%	CL
ENGLISH LANGUAGE ARTS 8	ENG8.6	Connon, Maude	2018-2019	5	4	0	0	9	209	4.3%				
SOCIAL STUDIES 8	SOCST8.6	Schlesselman, Lua	2018-2019	0	1	0	0	1	105	1%				
SCIENCE 8	SCIB.6	Cardie, Chyna	2018-2019	1	1	0	0	2	105	1.9%				
PHYSICAL EDUCATION 8	PHYE8.6	Schlesselman, Lua	2018-2019	1	0	0	0	1	105	1%				
MATHEMATICS 8	MT8.6	Iglesias, Charli	2018-2019	0	2	0	0	2	209	1%				
VISUAL ART 8	VISART8.6	Stallard, Ezequiel	2018-2019	0	0	0	0	0	51	0%				

If you click on a number in the **Missed Periods** column, a pop-up window will appear and display more information about the absences in that class.

The absences will appear in a list including details such as:

- date of the absences,
- attendance code,
- and cumulative percentage of time missed as absences accumulate.

In the example shown to the right, this student reached 10% of missed time in Explore Music 8 on November 6<sup>th</sup>, 2018.

**Gehler, Andrea**

**Course Attendance:**

Dates for all  
A,AWN,R,MR Absences:  
EXPLORE MUSIC 8, MUSIC8.6  
for term: 18-19

1.H4(B) - 09/05/2018 - R - 2.1%
2.H4(B) - 09/11/2018 - AWN - 4.3%
3.H4(B) - 09/17/2018 - R - 6.4%
4.H4(B) - 10/29/2018 - A - 8.5%
5.H4(B) - 11/06/2018 - A - 10.6%
6.H4(B) - 11/13/2018 - A - 12.8%

**Bottom Section:**

List view of previously created Attendance Tracker entries with an option to create new entries.

New Entry   Attendance Contract

Attendance Tracker/Notes Entries						
Edit	Date	Category	Author	Course.Section	Actions/Interventions	Details
	10/16/2018	Threshold 1	Aaron Teem	MUSIC8.6	Meeting with Student -Aaron Teem;10/16/2018	Met with student after class Spoke with mom on phone -Aaron Teem; 10/16/2018

This section allows users to view previously created entries, edit current entries, create new entries, and create an attendance contract.

### 1.3 ATTENDANCE ALERTS

A new Attendance Alert (🚨) will appear next to the student's name once a student has missed at least 10% or more periods for at least one course.

Attendance Tracker 🚨

Gehler, Andrea 8 1005792 DHCS HMRM: 111 NS Program: J005 NS Funding Type: R

Click on the Attendance Alert to view a pop-up window showing the percentage of missed time per course.

Attendance Tracker Alert		
Gehler, Andrea		
Course Attendance		
Course	Term	Missed
DRT12M.1	S1	11%
MT11.1	S1	9%
HC11INIM.1	S1	21%
PHY11.1	S1	10%
BI11IM.1	S2	0%
ENG11.1	S2	0%
FR12IM.1	S2	0%

### 1.4 ADDING AN ATTENDANCE TRACKER ENTRY

Search for and select a student, and then navigate to the Attendance Tracker page. On the Attendance Tracker page, click on **New Entry**. This takes you to the Attendance Tracker Entry page where the following information may be entered.

- **Date** - the date the entry is made, this date can be changed by clicking on the calendar icon
- **Category** - select the category for the tracker entry:
  - Attendance Note – all attendance notes for the student will be entered in the Attendance tracker,
  - Thresholds 1 to 3 - selecting a threshold will place an asterisk in the threshold column of the summary table
  - Credit Loss – selecting Credit Loss will place an asterisk in the CL column of the summary table (this option is not available in PowerTeacher)
- **Courses** - select the course that the tracker entry refers to. Only one course can be selected per entry.
- **Author** - this field is auto-populated based on the user's login information
- **Actions/Interventions** - select one or more actions or interventions

## Attendance Tracker Entry 📅 🗨️

Gehler, Andrea 8 1005792 HMRM: 111 NS Program: J005 NS Funding Type: R

**Attendance Tracker Data Entry**

Date:  📅

Category:

Courses:

Author: Aaron Teem

Actions/Interventions: hold **CTRL** or **⌘** to select multiple options

- Meeting with Student
- Phone Call to Parent/Guardian
- Meeting With Parent/Guardian
- Meeting With Parent/Guardian Attendance Contract
- Meeting with Guidance
- Registered Letter
- Attendance Support Worker
- Home Visit
- Alert
- SchoolsPlus
- Social Worker
- Other (please add notes)

Tracker Supports: Summary of Strategy/Timeline etc...

**Submit**

Actions/Interventions: hold **CTRL** or **⌘** to select multiple options

- Meeting with Student
- Phone Call to Parent/Guardian
- Meeting With Parent/Guardian
- Meeting With Parent/Guardian Attendance Contract
- Meeting with Guidance
- Registered Letter
- Attendance Support Worker
- Home Visit
- Alert
- SchoolsPlus
- Social Worker
- Other (please add notes)


The options that are highlighted are options that are not available to teachers in PowerTeacher.

- **Tracker Supports** - enter details about the actions or interventions, such as a summary of support strategies, timelines, and any other relevant notes.
- Click **Submit** to save your Tracker Entry.

NOTE: Attendance Tracker entries will be seen by all teachers of the student, Attendance Support Workers and administrative staff.

## 1.5 EDITING AN ATTENDANCE TRACKER ENTRY

- Search for and select a student, and then navigate to the Attendance Tracker page.
- Click on the pencil icon next to the tracker entry that you wish to edit.

Attendance Tracker/Notes Entries			
Edit	Date	Category	Author
	10/16/2018	Threshold 1	Aaron Teem

- On the Entry Edit page:
  - You can select additional Actions/Interventions (if you wish to remove items before saving changes, click the **Clear** button and then reselect)
  - You can add additional notes related to the new interventions (all entry updates are date stamped and include the author's name).
- Submit your changes. (you may have to scroll to the right to see the **Submit** button).

## 2 ATTENDANCE CONTRACT

Administrators will see an additional button on the Attendance Tracker page for Attendance Contracts.



The Attendance Contract will open in a new tab on your browser. The top portion of the attendance contract will be pre-populated from the student's demographic screen and from the Attendance Tracker page.

### Rocky Shore School Attendance Contract

Student Name Gehler, Andrea	Student DOB 04/09/2005	Student Grade 8
Student Address	School Rocky Shore School	
Parent/Guardian Name(s)	Parent/Guardian Phone Number(s)	
Number of Times Late to Class	Number of periods absent out of possible periods MATHEMATICS 8 : 2/209 HEALTHY LIVING 8 : 2/53 ENGLISH LANGUAGE ARTS 8 : 9/209 PHYSICAL EDUCATION 8 : 1/105 CORE FRENCH 8 : 1/104 TECHNOLOGY EDUCATION 8 : 1/51 EXPLORE MUSIC 8 : 6/53 SCIENCE 8 : 2/105 SOCIAL STUDIES 8 : 1/105	

As an administrator, you will complete the remaining sections on the contract. The Attendance Contract can be filled online in your browser, and once completed, print off the required number of copies. Click on the 'X' in the corner of the tab to close the window. Please see the important note below.





**NOTE:** The Attendance Contract can be completed online in your browser, but it will **not** be saved in PowerSchool. Before closing the Attendance Contract window, ensure that the contract is complete, in its finalized form, and that you print off enough copies for your files. Once you close the contract window you will not be able to recover the contract, so if additional changes are required, the contract will need to be recreated.

If your computer has software that can edit a PDF document, you can save/print the contract as a PDF document allowing you edit it as necessary.

## Remaining sections of the Attendance Contract to be completed by the school:

In accordance with the Provincial Student Attendance Policy, Rocky Shore School expects all students to attend school every day and on time.

### Reason(s) for student absences

### Recommended plan of action

### In-school support(s) to be provided

#### By signing this contract, the student agrees to:

- Attend all classes on time
- Follow all class rules every day
- Meet regularly with teachers, administrators, and other school staff as required
- Complete all class assignments and homework
- Other:
- Other:

#### By signing this contract, the parent/guardian agrees to:

- Discuss with my child the importance of attending school
- Support my child's regular and punctual attendance
- Avoid commitments for my child during school hours
- Provide the school a timely explanation of my child's absence
- Attend meeting and work with the school to address attendance issues
- Other:
- Other:

### External support(s) to be provided

Student's Signature

Date

Parent's Signature

Date

Administrator's Signature

Date

### 3 CREDIT LOSS

In order to earn a course credit in senior high school, students are expected to be present for at least 80 per cent of class time. A teacher can recommend loss of credit when a student has missed 20 per cent of class time due to any absences, and strong efforts have been made to improve the student’s attendance, but no improvement has been demonstrated by the student.

Upon receiving the recommendation of a teacher and working in consultation with the teacher and other school staff as appropriate, the principal will make the final decision around loss of credit. The principal is responsible for communicating the decision to the student and family. Students who lose credit(s) due to absenteeism are not eligible for credit recovery for that course. Refer to the Attendance Policy Operational Guide for more information on credit loss.



Only administrators using PowerSchool Administrator can select the Credit Loss category option when creating an Attendance Tracker entry.

### 4 REPORTS

There are currently three Attendance Tracker reports that administrators can run. They are found by navigating to: **Start Page > System Reports > Custom**, and the reports are located under the **Attendance** section. All reports may be printed, or saved as an excel spreadsheet, csv file or PDF.

#### 1. Attendance Tracker Summary Report

This report will return all students who have had a tracker entry submitted, one row for each course.

- Enter the date parameters and click Submit.

Summary of Attendance Tracker Entries By Student

Student	Course	Course.Section	Teacher	10%	Date	15%	Date	20%	Date	CL	Date
Gehler, Andrea	EXPLORE MUSIC 8	MUSIC8 8	Stallard, Ezequiel	X	OCT/16						

The ‘X’ in the summary report indicates that an entry has been entered for the corresponding threshold. Also included is the entry date. In the above example, a Threshold 1 entry was submitted for Andrea Gehler on October 16<sup>th</sup>, and no entries have yet been submitted for Threshold 2, Threshold 3, or CL.

Click on the student’s name to go directly to that student’s Attendance Tracker page (the page will open in a new tab).

## 2. Missing Attendance Tracker Entries Report

This report will return any student who has reached a threshold based on percentage of missed time, but not yet having a logged tracker entry for said threshold.

- Select the Threshold for you want to search for
- Select all students or use the current selection of students
- Click Submit.

In the above example, Witold Gionson has reached 13% of missed time in Construction Technology 10, but no Threshold 1 entry has been submitted yet for Witold. Click on the number under the **Total Missed Periods** to display a pop-up window with more details about the absences in that class.

## 3. Attendance Tracker Entry Status Report

This report will return all the entries for students based on the selected date range and threshold.

- Enter your date parameters
- Select the Threshold to search on
- Click Submit.