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Nova Scotia Student Information System

Nova Scotia Public Education System

Attendance Tracker - Teachers

User Guide

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

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 student 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:

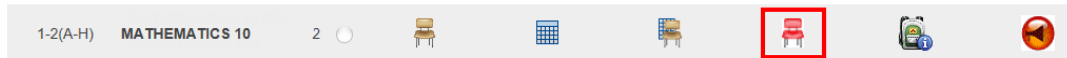
<https://www.ednet.ns.ca/student-attendance-and-engagement-policy>

Any feedback or questions related to the Attendance Tracker can be submitted by sending an email to attendance@novascotia.ca.

1.2 ATTENDANCE TRACKER SUMMARY STATUS PAGE

In PowerTeacher, to view an Attendance Tracker summary status page for one of your classes:

- On the PowerTeacher Start Page, click on the Red Chair icon () next to the class you which to view. (If you're not on the Start Page, click on the PowerSchool log in the upper-left corner to quickly return to the Start Page).



- Be patient, and do not click the icon again as you wait for the page to display. It may take a bit of time for the Tracker to perform all the calculations.
- Once the page appears you will see a table like the one depicted below:

Attendance Tracker Stats: MATHEMATICS 10

Name	AWN	A	R	MR	Missed Periods	Total Periods	Percentage	10%	15%	20%
Alessandrini, Allie-John						253	0%			
Bajwa, Ilie		26			26	253	10.3%	*		
Beets, Taylor						253	0%			
Buden, Aeris	1				1	253	0.4%			
Cromeey, Celira						253	0%			
Delahoz, Arissa		3			3	253	1.2%			
Fromong, Blanka						253	0%			



Click on the double arrow in any column header to sort the information by that column. Click it again to reverse the sort order.

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

- Class name
- Students names
- A column for each absent attendance code being tracked:
 - AWN** - Absent with Notification
 - A** - Absent
 - 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 this class
- Total Periods - the total number of periods for which the course has been scheduled in the term
- 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%, 20% and CL – 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.

Percentage	10%	15%	20%
0%			
10.3%	*		
0%			

All the above fields are automatically populated from the students' schedule and the attendance module.

Attendance Tracker Stats: MATHEMATICS 10

Name	AWN	A	R	MR	Missed Periods	Total Periods	Percentage	10%	15%	20%
Alessandrini, Alle-John						253	0%			
Bajwa, Ilie		26			26	253	10.3%	*		
Beets, Taylor						253	0%			
Buden, Aeri	1				1	253	0.4%			

While viewing the Attendance Tracker summary status page, 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 6th, 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%

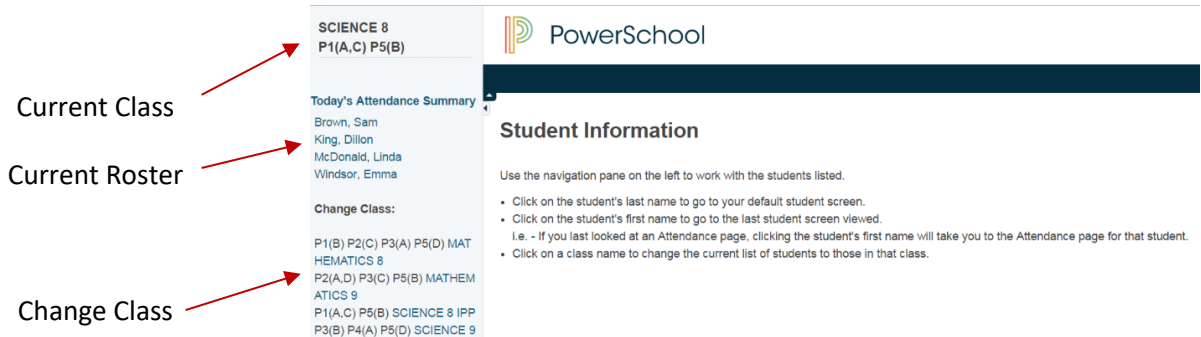
1.3 VIEWING THE ATTENDANCE TRACKER PAGE FOR AN INDIVIDUAL STUDENT


To view Attendance Tracker entries for a student:

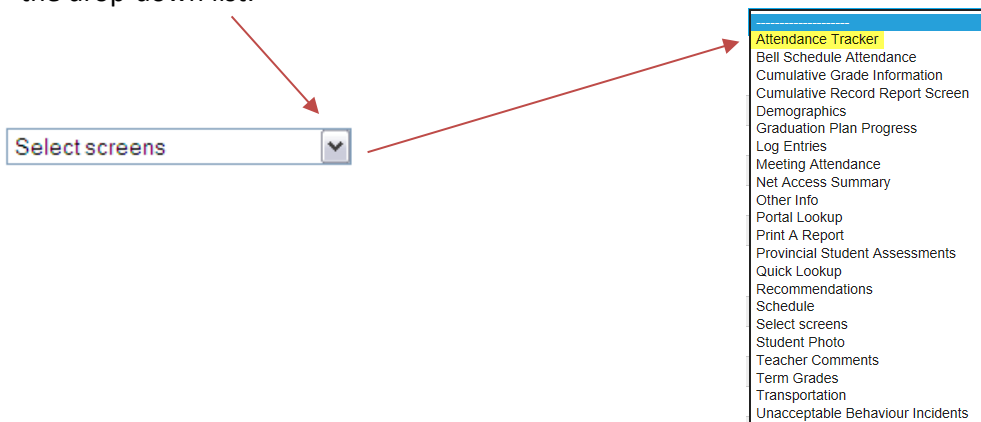
- From the Start Page, determine which class the student is enrolled in, and then click on the student information icon to the right of the class name.



- After clicking the student information icon, the Student Information page appears with the class roster displayed in the navigation pane to the left of the page.



- From the navigation pane, select the student you want to work with
- Choose **Attendance Tracker** from the Select screens menu by clicking on the arrow  to access the drop-down list.



- The Attendance Tracker page that appears is separated into two sections:

Top Section:

A summary table that displays:

1. number of missed classes for each class the student is enrolled in – absences are represented by both frequency and as a percentage
2. thresholds at 10%, 15%, 20% and CL – with asterisk indicators if tracker category entries have been set to Threshold 1, Threshold 2, Threshold 3, or CL

Collapse All Expand All

▼ 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
MATHEMATICS 10	MT10.2	Christen, Giorgio Andy	2018-2019	26	0	0	0	26	253	10.3%	*			
PHYSICAL EDUCATION 11	PHE11.2	Craveiro, Ronnie	Semester 1	0	0	0	0	0	126	0%				
PRODUCTION TECHNOLOGY 11	PDT11.1	Richerds, Toni	Semester 1	0	0	0	0	0	127	0%				
SCIENCE 10	SCI10.7	Ewbank, Anamika	Semester 1	0	0	0	0	0	141	0%				
VISUAL ARTS 10	VISART10.2	Ahimud, Aksel Austin	Semester 2	0	0	0	0	0	149	0%				
ENGLISH 10	ENG10.4	Mothershead, Al L.	Semester 2	0	0	0	0	0	127	0%				
MIKMAW STUDIES 11	MKS11.2	Meints, Reina	Semester 2	0	0	0	0	0	127	0%				

If you click on a number in the **Missed Periods** column, a pop-up window (similar to the pop-up image depicted on page 5) will appear and display more information about the absences in that class.

The **Collapse All** button will collapse the summary table, and the **Expand All** button will display all data.

Bottom Section:

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

New Entry

Attendance Tracker/Notes Entries

Edit	Date	Category	Author	Course.Section	Actions/Interventions	Details
<input checked="" type="checkbox"/>	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

1.4 CREATING ATTENDANCE TRACKER ENTRIES

On the Attendance Tracker page, click the **New Entry** button. 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

Teacher Attendance Tracker New Entry 📌 🗨️

Entry

Date: 10/16/2018 📅

Category:

Courses: MT10.2 - Christen, Giorgio Andy

Author: Giorgio Andy Christen

Actions/Interventions:

hold **Ctrl** or **Cmd** to select multiple options

- Meeting with Student
- Phone Call to Parent/Guardian
- Meeting With Parent/Guardian
- Meeting With Parent/Guardian Attendance Contract
- Other: (please add notes)

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

Submit

- **Courses** - the class you are currently working with will be auto-populated
- **Author** - this field is auto-populated based on the user's login information
- **Actions/Interventions** - select one or more actions or interventions
- **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

Teachers can only edit their own Attendance Tracker entries or that of another teacher by logging into PowerSchool Administrator.

To edit a tracker entry:

- Log into PowerSchool Administrator
- Search for and select the student
- Under the section **Administration**, click on **Attendance Tracker**
- Click on the **pencil icon** next to the Tracker Entry 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).