Student Daily Attendance Webinar

2/28/2022

Questions and Answers

Q: Are we submitting attendance data all the way back to September?

A: You are being asked to submit all attendance as far back as 7/1/2021.

Q: For students who have 0 attendance days, how do we code it?

A: You no longer need to enter 0 attendance days like years past. If the student did not receive any instruction under you, you do not need to put in any data for this.

Q: Where in Infinite Campus dues it show Modality?

A: In IC its under Program Participation/State Programs according to another IC user in the chat here.

Q: The latest PowerSchool State Reporting update 22.2.2.0 includes a bug-fix to prevent duplicate-date attendance records. Is there now error checking in the Synergy upload for duplicate records?

A: Yes.

Q: Can we manually delete a record that was entered?

A: Yes, you can just check the box on the attendance record line in Synergy you wish to delete, then press the Save button.

Q: If doing uploads will the data overwrite the old with new or will it have to be done manually

A: New data will overwrite the old data.

Q: And presumably future uploads will overwrite existing data if corrections are made in our SIS?

A: Yes.

Q: For students who have 0 attendance days, how do we code it?

A: You no longer need to enter 0 attendance days like years past. If the student received no instruction under you or was outplaced to a location that is entering the attendance, you do not need to report attendance.

Q: So, I'm from a small school of 34 kids. We don't use any system to keep track of attendance, I use an excel sheet. So, would I just manually add all days in for each student?

A: You can but you do not have to. You can format the spreadsheet to be an upload file.

Q: Why do you need such a detailed tracking of student attendance?

A: For APR reporting and for P-EBT benefits.

Q: Will uploads overwrite attendance that has already been entered and then changed, and what about students that should have no attendance - but we did upload attendance and then changed it - do we need to manually change this?

A: Yes, you can make amendments to daily attendance through an upload. Deletion of attendance records needs to be done manually.

Q: Can we manually delete a record that was entered?

A: Yes. Inside the attendance reporting module in synergy, you'll just need to click the checkbox located on the attendance record line you wish to delete. Pressing save with this check have it deleted.

Q: Can you mass delete all attendance records for a student?

A: That function will be available by 3/18/2022.

Q: Are snow days excused absence?

A: This is a local decision, but I would assume so.

Q: If we have a student from a parochial school and receive special ed services only do we have to record their attendance?

A: Yes, for the time that they are expected to be in attendance.

Q: Are we submitting attendance data all the way back to September?

A: Yes - from the first day of your school calendar.

Q: What dates will be on our first upload?

A: The first day of your school calendar that you had students enrolled.

Q: Are we to do the complete 2021-2022 school year? or start from here?

A: We will be reporting for the whole 2021-2022 school year.

Q: ESY to be included as well?

A: Yes.

Q: When reporting, if a student attends a Region program does the district still report attendance for that day?

A: No - The regional program needs to put that attendance data in.

Q: And presumably future uploads will overwrite existing data if corrections are made in our SIS?

A: Correct.

Q: When do we have to have ALL of attendance data for whole school year by?

A: July 15th but we need ALL attendance for the year up to April 1st by April 15th for PEBT calculations.

Q: What do I enter for out of district kids? It will automatically mark them present unless I change it to something else (locally)?

A: Please work with your vendor to determine how to not require or default attendance for these students.

Q: Will we have chronic absenteeism totals shown in the new reports?

A: Yes.

Q: For those of us that have already uploaded, can we request the attendance for an entire school be deleted to allow us to upload again?

A: Yes - give HD a call.

Q: I've never uploaded attendance from NASIS into Synergy. We have NASIS on the federal side not the state side. Is there a guide for this?

A: You will need to address this with NASIS.

Q: I arrived late due to Tech issues - do we need to enter all student attendance each day or just students who are absent?

A: All student attendance each day

Q: We have students from a parochial school and they only receive special ed services. Do we need to record their attendance?

A: Yes, prorate their day to the amount of time that you expect them to be in attendance for services.

Q: Question was how do we enter attendance after they have left?

A: So long as the attendance data falls between their start date and end date you can enter data for exited students.

Q: Can you mass delete all attendance records for a student?

A: It’s not yet available, but you will be able to go into the attendance screen and mass delete. Working with Synergy on finishing this ability up.

Q: This is a local policy decision (are snow days excused absence?)

A: Yes, the designation of excused vs. unexcused is a local decision.

Q: Where in Infinite Campus dues it show Modality?

A: Modality in IC is under Program Participation and State Programs

Q: If we have students from a parochial school and receive special ed services only do we have to record their attendance?

Q: ESY to be included as well?

A: Yes.

Q: Same question, but for homeschoolers who just come for enrichment, like music or art.

A: Yes.

Q: How would we fix the attendance for a student who moved out prior to the beginning of the school year? In NEO it is listed as Incomplete Data, and in the past we put 0 attendance days within Synergy.

A: Attendance is only expected for enrollments more than 2 days - change the enrollments to 1 day enrollments and then the incomplete should disappear.

Q: So Homeschool students who are part time - we don't need to enter attendance for? Charlotte mentioned FTE of 0 only.

A: FTE of 0 is only for when we’re doing accountability. You do need to put in attendance for home instruction students who are receiving enrichment (like music or art). Any kid coming into school for anything, you need to do attendance for them. If they are there for half a day or more of the individual student’s calendar (not the school calendar), they have to be reported. You need to report attendance for all of them. We need attendance data for all students with ALL FTE - but all students may not be included in CA calculations.

Q: Is there a specific order in the upload file that the data should be in? Like same student all 130 days, then second student all 130 days? Or by date with all students, then next date with all students?

A: There is no specific order that the students need to be in. As long as the fields are in the correct order, and the fields have the right properties and number of elements (i.e. it doesn’t need to be September 1st for every student, September 2nd for every student…) You can upload however you like; there are no restrictions.

Q: Do we need to keep note if we are delivering lunches? Not to affect the PBT (Student food stamp).

A: No - it doesn't matter, the student is still eligible for P-EBT, even if you are providing lunch.

Q: What about part time PreK students?

A: Yes - their day is prorated to their schedule.

Q: If the homeschool student is coming in for less than 25% do we need a daily attendance on them?

A: Yes.

Q: So every student, every day, present or absent?

A: Yes.

Q: So, for students who come for music or gym (30 min - 45 min). Not near a half day they still should be included?

A: Yes - their "day" is prorated to their schedule.

Q: Can you explain what the Synergy error code "Student Daily Attendance record must be unique per 'DATE', and 'STATE\_STUDENT\_ID'?

A: It means the student has a record of attendance in Synergy already for that particular day.

Q: Is there a reason DOE couldn’t just collect data on the absences or remote days so that the data flow is smaller per student and per school, etc…?

A: That would get us the modality information.

Q: Can you easily edit the attendance status on the date?

A: You can edit before or after entering the data, as well as delete data you do not need (i.e. Excused after the fact.)

Q: Not able to select an organization or attending school on the student lookup.

A: Data only shows if it has been entered - if there is no data, then you can't search

Q: I have already imported attendance data for Q1 and Q2. If I import data for just two additional students for Q1 and Q2 will this wipe out attendance data for my other students?

A: No.

Q: Will attendance days be deleted from Synergy/NEO if we exit a student on a date prior to the attendance?

A: The attendance records will need to be deleted first before the student can be exited.

Q: Can we see attendance entered by another school?

A: No.

Q: Will tech schools report attendance or sending schools?

A: Sending schools need to report attendance for CTE students.

Q: What will the error report tell us after we upload information?

A: It will have the row, the Student ID, the Attendance Date, and the Error.

Q: So if we upload all first 3 quarter data, should the end of year file only have Q4 dates or all year?

A: All year.

Q: Home instruction students attending CTE-how to report those?

A: Unless the primary enrollment school is providing academic instruction no attendance should be reported for these students.

Q: What if students attend a CTE/alternative program at another building and we never see them?

A: Unless the primary enrollment school is providing academic instruction no attendance should be reported for these students.