



## Attendance

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- 1.** Late arrivals attendance codes changed to the proper partial absence code
- 2.** Time In/Time Out added for the partial absence (Only belongs on the EP and UP codes)
- 3.** Early releases attendance codes changed to the proper partial absence code
- 4.** Run Class Attendance Audit and fix any blanks
- 5.** Update absences to E, ME, etc. that you have documentation for
- 6.** Update any MKV/Homeless absences to **MKV** if student is not attending due to transportation. If an MKV student is absent, has transportation available, and is not sick you can code them as U. In this scenario, when the student reaches 72 hours of consecutive unexcused absences, withdraw the student for 72 hour rule. If the student returns, they can be immediately reenrolled.

## Adjust New Student Start Dates

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- 1.** Check student Attendance screen to see the first day of attendance
- 2.** Check the student's Transfer Info screen to see entry date
- 3.** If the student's entry date is before the first day of attendance:
  - a.** Remove any absences before the first day of attendance
  - b.** Change the student's entry date to match the first day of attendance
- 4.** Change the start date on the student's classes to match the updated entry date

**Do NOT drop the classes from the schedule and re-add with the new date!** You must make the updates on the student's All Enrollments screen.

## HB410 FT Events

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- 5.** Enter FT Event records for students meeting the **A Event** – Parent Notified of Excessive Absences
- 6.** Enter FT Event records for students meeting the **B Event** – Student Becomes Habitually Truant
- 7.** Enter FT Event records for students meeting the **D Event** – Absence Intervention Plan Implemented
- 8.** Enter FT Event records for students meeting the C Event – Habitually Truant Violates Court Order (Rare, student would have had a court ruling by a judge.)



## Process 72 Hour Withdrawals

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- 9.** Run the Attendance Count report
- 10.** Verify the consecutive unexcused absences
- 11.** Depending on your school's instructional hours per day, withdraw the student on the day after\* they met the 72-hour rule, keeping all unexcused absences. (\*11 – 13 days)
- 12.** Print letters and send to parent and district of residence, place copy in student folder

## Withdrawals

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- 13.** Withdraw students when record requests received from new school
- 14.** Withdraw new students that do not show up in 15 days
- 15.** Withdraw students that State Reporting sends documentation for (i.e. ODDEX)

## EMIS Error Report

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- 16.** Errors or requested actions completed as requested from State Reporting
- 17.** Spreadsheet returned to EMIS Specialist with notations of actions completed

## Address Check and Changes

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- 18.** State Reporting will update your PG1 Contact address records with any address changes.
- 19.** Send email to [StateReporting@accelschools.com](mailto:StateReporting@accelschools.com), attach the POR and any other important documents. Give student name(s) in email and any helpful information such as homeless, foster, etc.
- 20.** Periodically, State Reporting will send you a report of address mismatches between the student address and primary guardian address
- 21.** Mismatched Addresses
  - a.** Investigate which address is correct
  - b.** Update student address if student is wrong
  - c.** If primary guardian is wrong, send ticket with info to State Reporting with POR
  - d.** If neither are correct, send POR, student name and address to State Reporting