

How to Set Attendance Rules & Thresholds

-Click on MBA Attendance Monitor

-Click on Attendance Rules & Thresholds

-Click New

Begin with your Rule Configuration, Pull Attendance Mode to Meeting. All of BSD7 is Meeting

Rule Configuration

Name: TEST of 3 Days Unexcused

Term Length: Year

Attendance Mode: Meeting

Percentage Mode: Cumulative

Reporting Mode: Cumulative

Description: 3 Days Unexcused

Allow custom date range Filter by period/expression/section Based on percentage of attendance

If you want information by period/expression/section, then click the box and they will appear. Choose the information that you want in your report.

Under Thresholds Click New. Enter your information. Display on Public Portal if this is a report that you will be sending to parents. It is fine to make reports just for internal use, those you would not display. For use PowerSchool Report, click No. We are using MBA reporting, the same system as our report cards. Click submit

New Threshold

Name: 3 Days Unexcused

% of Processing Term: 0

Description: 3 Days Unexcused

Display on Public Portal:

Use PowerSchool Report: Yes No

Chose the attendance codes that you want in this report. Click Submit.

If you really like this report and want another that is the same report on different attendance thresholds. click the pencil next to the report. And then under Thresholds Click New

TEST of 3 Days Unexcused Year Meeting 02/10/2022 09:07 AM Sheehan, Lisa Gallatin High School Process

Go back to Thresholds and Click New, follow the same threshold procedure and click submit.

When you go to process the report, you will have a pull down for thresholds with the choices you have entered.

Process Attendance Rules Parameters

Students to include: Current Selection (0) All Students

Grades (leave blank for all): All Grades

Rule: TEST of 3 Days Unexcused

Threshold: 3 Days Unexcused 2 days unexcused

Term: 2021-2022

Or Custom Date Range: 07/05/2021 to 06/14/2022

Exclude Previously Notified Students

Alert if missing a lesser threshold

Attendance Codes: U