

Mid-Term

Identifying Students With High Class Absences for possible Denial of Credit

First you run the Attendance By Course and History report.

Go to **Attendance > Count > Attendance By Course and History**

Important points about this setup box:

- Choose the date range for 1st semester
- Choose your cut off number that you are using for absences. I put 10 in this case but check with your administrator.
- Make sure you choose both P1 and P2 (first and second 9 weeks) Marking Period : P1,P2
- Skip Codes are the codes you DO NOT WANT TO COUNT.
- For all attendance reports skip codes:

- D Doctor note verified
- All P codes
- All N codes
- 18E Religious Holiday
- 48E Late Bus

Use dates for 1st semester

Skip codes:
dr. notes, all P's,
all N's, 18 & 48.

Marking periods for which to calculate the absences.

This is where the asterisk will appear

Setup - 06.06.19

Year: 1920
District: 010
School: 026 Only?
From Date: Aug 13 2019
To Date: Dec 20 2019
Grade: 09,10,11,12
Full Threshold: 10 >= = <=
Half Threshold: 10 >= = <=
Skip Codes: 02,48,18,17,62,03,61,04,4...
Exclude Course(s):
Students:
 Print Break on Homeroom Show Half/Full Totals in History
 Show Remote Scheduled Only Courses On This Campus Only
 Active Only Active Schedules Only
 Carnegie Credit Courses Only Ignore 'Do Not Post Grade' Courses
 Print in Home Language (if available)
Include: Address Signature
Sped: All Sped Only Non Sped
 Update Manually Posted Grades
Marking Period: P1,P2 Hide <= F Hide <= -1
Marking Period to Post *: P1
 Post as manual grade
 Remove * From Selected Marking Period Grades
Marking Periods to Remove *:
Course Long Name Options
 Display Long Course Names en English : Language
OK Letters

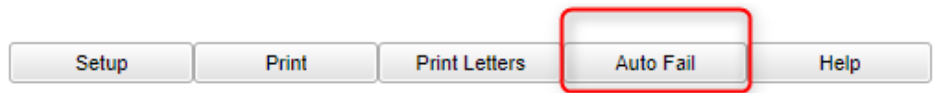
You will now see a summary for each student with the course and the number of absences for each 9 weeks (GP1 and GP2) along with the total absences (Total).

	School	Student Name	GD	SIDNO	Homeroom	Course	Rem	HF	SL	CL	Teacher	PD	ST CODE	Section	GP1	GP2	GP3	GP4	GP5	GP6	GP7	GP8	Total	Start S
1	026		09			BUSINESS ENG REG	F	2	1	JOHNSTON T	01	120336	026243	10	3								13	
2	026		09			CIVICS	F	2	1	MELANSON R	01	220501	026299	11	1								12	
3	026		09			ENGLISH I	F	2	1	VAUGHAN M	02	120331	026246	11	1								12	
4	026		09			CAREER READINESS	F	2	1	WHATLEY R	03	080409	026040	11	1								12	
5	026		09			INTRO TO BCA	F	2	1	ACKLEY B	04	040401	026214	11	1								12	
6	026		09			PE I GIRL	F	2	1	SINGLESTAR...	05	190105	026095	11	1								12	
7	026		09			BIOLOGY	F	2	1	PERRY A	06	150301	026101	11	1								12	
8	026		09			MATH ESSENTIALS	F	2	1	MONK C	07	160351	026051	11	1								12	
9	026		09			AGRISCIENCE I	F	2	1	THOMPSON...	06	010301	026077	7	3								10	
10	026		09			CIVICS	F	2	1	SEMAR A	07	220501	026114	7	3								10	
11	026		09			BIOLOGY	F	2	1	PERRY A	06	150301	026101	7	3								10	
12	026		09			ENGLISH I	F	2	1	VAUGHAN M	07	120331	026187	8	4								12	
13	026		09			FOOD SCIENCE (1	F	2	1	CORMIER R	06	100315	026249	7	4								11	

****After your school administrators have reviewed the list and determined which students will be denied credit, go down the list and choose the student/course combinations that you want to give a failing grade to due to excess absences.**

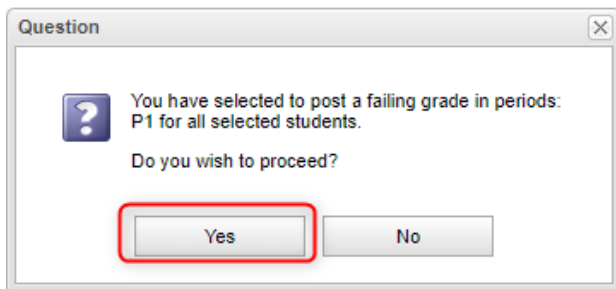
In this example I've chosen lines 2 through 4.

At the bottom of the screen you see:



Click on the AutoFail button to give the attendance failure (*) to the students in these courses for both P1 and P2. (Remember, the * will only post in P1).

You will get this message:

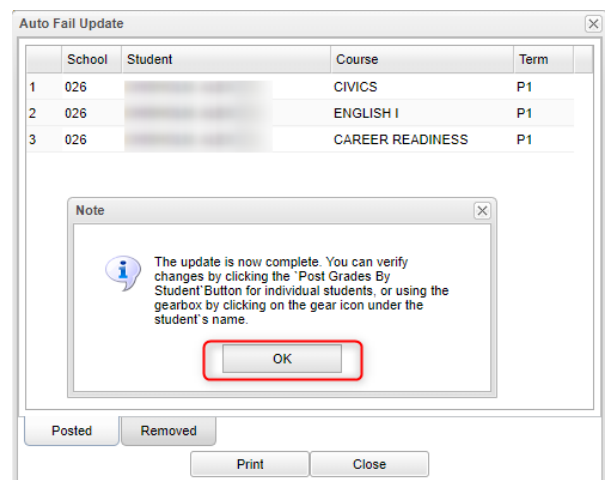


Click Yes.

You will then be given confirmation the update is complete for the classes list in Auto Fail Update box.

Click OK.

You can verify this in Post Grades by Student.



If you go to Grades and Post Grades by Student, you will see the subjects that were failed due to absences.

	Course	Section	PD	P1	P2	E1	S
1	BIOLOGY	026101	06	79 C	58 F		
2	CAREER READINESS	026040	03	100 A*	100 A		
3	CIVICS	026299	01	90 B*	96 A		
4	ENGLISH I	026246	02	84 C*	86 B		
5	INTRO TO BCA	026214	04	89 B	88 B		
6	MATH ESSENTIALS	026051	07	94 A	96 A		
7	PE I GIRL	026095	05	94 A	97 A		

They have the asterisk behind the grade only in P1.

When final grades are calculated, any marking period with an * will result in a final average that includes an *, which is a failing grade. The program prevents the final average from getting an * when averages are calculated if the student failed the course academically.