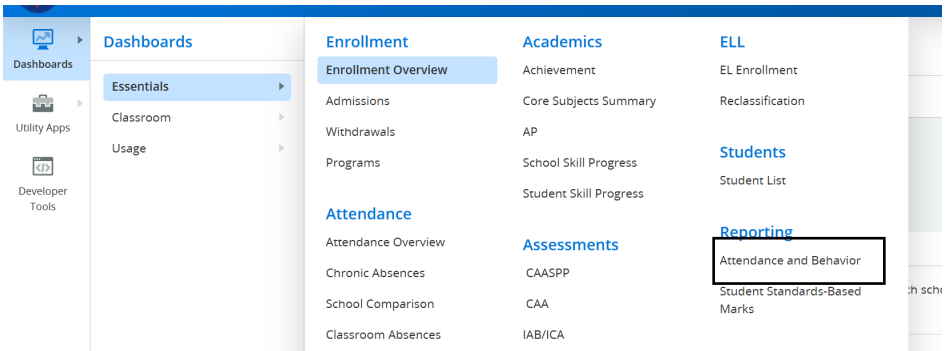
Individual student absence types and totals for the Current School Year

Follow the steps below to create a matrix like the one below (with student names). The matrix will show the total for each absence reason and a total number of overall absences for each student.

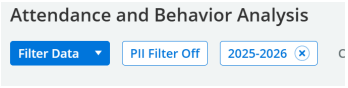
STUDENT ID / ABSENCE REASON	Excused	Funeral	I/S Incomp	Illness	Other	Unexcused	Unverified	UnxPPU	Home Hospi	Suspended	IS Suspen	Truant Per	Totals
52791	4			2									6
53891	2												2
54599	6			3	2	13							24
53485	1												1
53960	1			3		1							5
53120	1	1		2	2								6
53469	1			1									2
53762	3												3
53775	2					1							3
54318	2			3	1	1							7

Dashboard- Attendance and Behavior

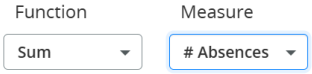


Settings

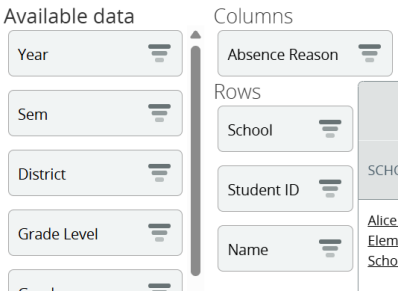
1. Dashboard filter- set to current year



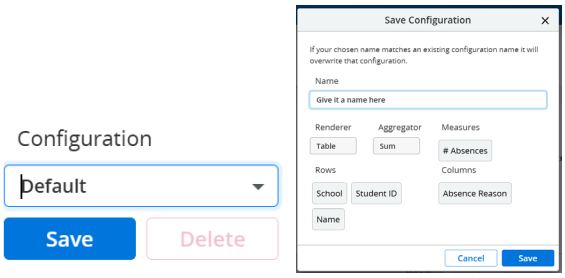
2. Function- set to “Sum,” Measure- set to “# Absences”



3. Drag from the Available Data choices (left of the matrix)
    a. Into Columns
        i. Absence Reason
    b. Into Rows
        i. Student ID
        ii. Name
        iii. School (should be there by default)



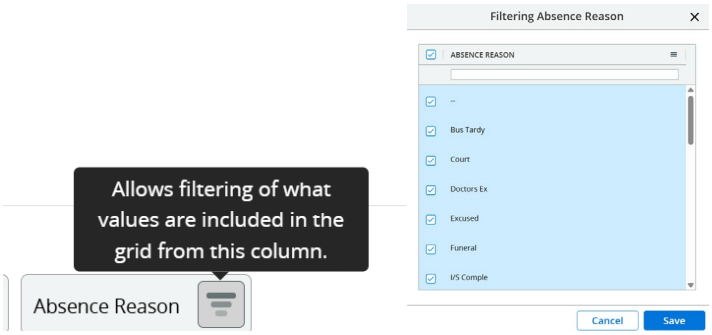
4. The default settings will include Year in Columns and Race in Rows. If you do not want that data in the matrix, drag it back into the Available Data.
5. Return to Configuration (above the matrix). Click "Save." A pop-up window will open asking you to provide a name for the configuration. Give it a name and click "Save." Now you will be able to return to this configuration easily when you come back to this dashboard. Click the arrow and pick this configuration from the drop-down menu. The settings, columns, and rows will adjust accordingly.



6. You can add other filters as columns and rows. You can re-save the configuration to include these if you wish or give it a different name and have a new configuration.

Filtering within the Available Data

1. Each set of available data can be filtered. Click the lines to the right, and a pop-up box will open where you can select what specific data you want to load to the matrix.

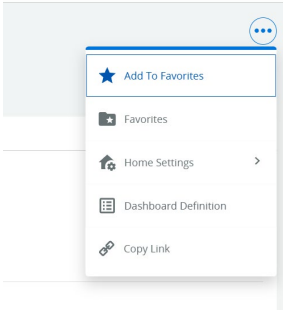


2. You will know a filter is set because the data name will become italicized and have an asterisk at the end.

3. Notes about "Absence Reason" data
   a. The filter options are based on the absence and tardy data coming from the district student information system.
   b. The matrix includes tardy types but not counts (You will see "0" or a blank in tardy columns). The matrix does not include tardies in the absence total. Use the filtering option to filter tardies out and show only absence data in the matrix.

Notes for the Attendance Matrix in General

- Saved configurations do not save the dashboard filter settings. Those must be set each time the matrix is used. Use the Add to Favorites option at the top right to save the dashboard filter configuration.



- The Configuration does not save filters set within the available data boxes in columns and rows. You must adjust them each time you apply the Configuration.
- Click on student names or IDs to drill into a table with more detailed information.