



Kentucky Department of

Our Children,



Our Commonwealth

Education

KTS Data Exchange: Technical School Attendance Processing

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Division of Technical Schools and Federal Programs



KTS Attendance Essentials

- ✓ Technical school teachers *must* post period attendance
- ✓ Technical school clerks *must* maintain check in/check out records
- ✓ Technical school clerks *must* check the Classroom Monitor to verify teachers have posted attendance
- ✓ Technical school clerks *should* reconcile daily attendance
- ✓ High school attendance clerks *must* review technical school attendance data & enter correct attendance into their district IC database
- ✓ Technical school clerks & high school attendance clerks *should* keep a continuous open line of communication



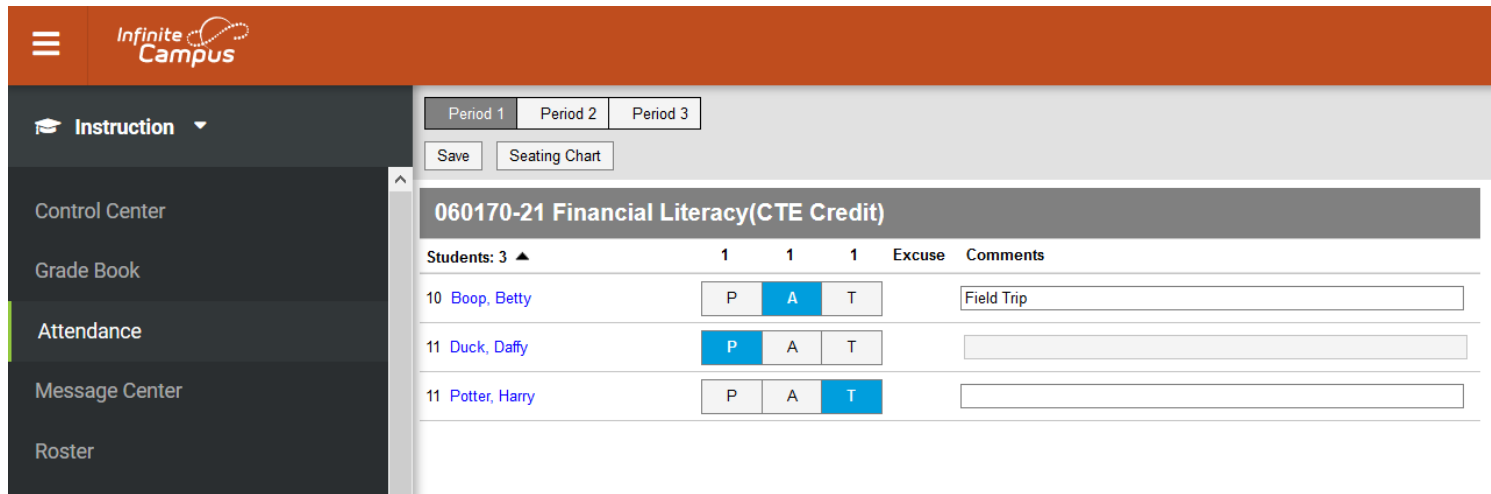


Technical School

Attendance Responsibilities

Technical School Teacher Responsibilities

- ▶ Technical school teachers *must* post period attendance
 - Comments will populate on attendance reports, including the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*)



The screenshot displays the Infinite Campus interface. On the left is a navigation menu with options: Instruction, Control Center, Grade Book, Attendance (highlighted), Message Center, and Roster. The main area shows an attendance report for the class '060170-21 Financial Literacy(CTE Credit)'. At the top, there are tabs for 'Period 1', 'Period 2', and 'Period 3', along with 'Save' and 'Seating Chart' buttons. Below this, a table shows attendance for three students:

Students: 3 ▲	1	1	1	Excuse	Comments
10 Boop, Betty	P	A	T		Field Trip
11 Duck, Daffy	P	A	T		
11 Potter, Harry	P	A	T		

- ▶ Technical school teachers *must* report any attendance corrections to the technical school clerk promptly



Technical School Clerk Responsibilities



▶ Technical school clerks *must*

- Update their IC database with any attendance corrections
- Maintain check in/check out records, and share those with the high school attendance clerk
- Check the Classroom Monitor continuously throughout the day to ensure teachers have posted attendance
- Run and review the KTS Attendance report daily
- Communicate and work with their high school attendance clerks to ensure the entry of accurate attendance data in the high school IC databases

▶ Technical school clerks *should*

- Reconcile attendance in the technical school IC database to:
 - ✓ Maintain data integrity
 - ✓ Ensure KTS Attendance report accuracy
 - ✓ Assist teachers with makeup work decisions
- Refer to the [Attendance for Technical School Clerks](#) documentation, which
- outlines the various ways to maintain and reconcile attendance in Infinite
- Campus



Attendance

- **Student Attendance Tab**
- **Attendance Codes & Excuses**
- **Daily Attendance Screen**
- **Sub Attendance Roster**
- **Classroom monitor**
- **Attendance Wizard**

Student Attendance Tab



- ▶ The student’s attendance tab contains all information pertaining to a student’s attendance.
- ▶ Search for student and navigate to **Student Information > General > Attendance** tab.

Year: 18-19 | School: Barren County Area Technology Center | Section: 1) 060112X-1 Digital

Index | Search | **Boop, Betty**
 Grade: 10 | DOB: 01/01/2000 | Gender: F

Transportation | Fees | Lockers | Graduation | Standards

Title 1 Services | Early Learning/Prior Settings | ESS | Attendance

Summary | Profile | Enrollments | Schedule | **Attendance**

Person Summary Report | Person Summary Report w/ Picture

Person Information
 PersonID: 187742
 Name: Boop, Betty

Summary | Profile | Enrollments | Schedule | **Attendance** | Flags | Grades | Transcript

New | Period Detail | Daily Detail | Attendance Profile

Unknown | Excused | Unexcused | Exempt

Date	Period			
	1	2	3	4
04/29/2019 Mon	A			

Enrollment	Present Days	Absent Days	Tardies	Unexcused
Start Date: 08/01/2018	194.00	0.00	0	0
End Date:	Enrolled Days: 238 Scheduled Days: 99.82			

EHO FTE	BT FTE
0.00	0.00

Chronic Absenteeism Information (Federal)
 There is no absenteeism data available for this student in the selected calendar.

- ▶ The student’s Attendance tab contains these options:
 - **New:** Creates a new attendance event.
 - **Period Detail:** Generates student attendance report with period detail.
 - **Daily Detail:** Generates student daily attendance detail report.
 - **Attendance Profile:** Generates a report of the student’s accumulated attendance for the full year.

Attendance Codes & Excuse Notes



- ▶ Unknown absences are those recorded by teachers. Teachers can make these entries until attendance is “validated” for the day by the clerk. To “validate” attendance, the clerk changes all first period Unknown absences to Whole Day Unexcused Absences before the end of first period.

AttendanceExcuses Editor	
Code	Description
@HS	AT HIGH SCHOOL
EX	EXCUSED EVENT
SA	SCHOOL APPROVED
SN	SNOW DAY @ HS
TU	TARDY UNEXCUSED
TX	TARDY EXCUSED
UX	UNEXCUSED EVENT

- ▶ Excuse notes can be entered at the ATC and copies may be kept on file, but the original note must be sent to the student’s home high school for processing by the high school attendance clerk.
- ▶ Processing excused attendance at the ATC will be helpful for the ATC teacher when deciding if makeup work should be accepted.

Daily Attendance Screen



- ▶ The Daily Attendance Screen:
 - Attendance > Daily Attendance
 - Provides one place to view all students marked absent on a particular day.
 - The date can be changed to show students marked absent on another day.
 - Attendance clerks can edit a student's attendance from this screen.
 - ✓ Click blue **Details** link in front each student's name to view the Person Summary Report.
 - ✓ Click the **student's name** to view Daily Attendance.
 - ✓ Click **Attendance Code** to edit the student's attendance.
 - ✓ The Summary Report and Caller Report provide information for all students for the entire day.

Daily Attendance

Summary Report Caller Report

Daily Attendance
Date: 05/11/2015 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.
Day: Monday - Period Schedule: CCATC Daily Schedule
Ad Hoc Filter

Student	Number	Grade	1	2	3	4	5	6	7	8
Details		10				A				
Details		11		A	A					
Details		12				A				
Details		11			A					
Details		12				A				
Details		12				A				
Details		12		A	A					
Details		11		A	A					
Details		12				A				
Details		11		A	A					
Details		12		A	A					
Details		12		A	A					
Details		11				A				
Details		9				A				
Details		12				A				
Details		11				A				
Details		11		A	A					
Details		11		A	A					
Details		9				A				
Details		10				A				

Sub Attendance Roster

- ▶ Clerks can print sub rosters if a teacher is absent. To print sub roster(s) navigate to **Index > Attendance > Reports > Sub Attendance Roster.**
 1. Select the **Period** to print.
 2. Leave **Effective Date** set to the current date.
 3. Select the **Teacher**. (Ctrl key to select multiple teachers)
 4. Click **Generate Report**.



Classroom Monitor



- ▶ Navigate to **Index > Attendance > Classroom Monitor**
- ▶ The Classroom Monitor is used to verify teachers are taking attendance every period. Classes displayed in **green** show attendance was recorded; classes in **pink** show attendance was not recorded. All teachers, even those with 100% perfect attendance, should click **Save** for every class they teach.
- ▶ Clerks may use the Sub Attendance Roster to enter attendance through the Classroom Monitor for the teacher of record.

Classroom Monitor										
This tool monitors classroom attendance.										
Date:	05/11/2015	Refresh	Incomplete Teacher Attendance	<input type="checkbox"/>	Primary Teachers Only	Last Refreshed: 11:45:08 AM				
Teacher	Dept	Contact	1	2	3	4	5	6	7	8
	Health Science	✉	170141-2 (16/17)	170168-1 (18/19)			170181-2 (-/2) 170501-1 (-/5) 170601-1 (-/4)	170501-1 (-/5) 170601-1 (-/4)	170441-4 (-/1) 170591-1 (-/2) 170601-1 (-/4)	
	Industrial Maintenance Technology	✉	470325-1 (-/16)	470301-1 (-/16)	470317-4 (-/6)	470306-1 (-/1)	470306-1 (-/1)	470306-1 (-/1)	470306-1 (-/1)	470334-1 (-/11)
	Welding	✉	480506-1 (17/17)	480506-1 (17/17)	480532-1 (12/12)	480525-1 (-/18)	480529-1 (-/18)	480529-1 (-/18)	480529-1 (-/18)	480502-1 (-/9)
	Health Science	✉	170631-1 (14/18)	170141-1 (13/17)	170631-2 (7/11)		170169-1 (-/11) 170601-1 (-/4)	170169-1 (-/11) 170601-1 (-/4)	170601-1 (-/4) 170640-1 (-/10) 060107-3 (-/3)	
	Administrative Support	✉	060107-4 (1/1)	060107-4 (1/1)	060107-4 (1/1)	060112-3 (21/23)	060107-5 (-/1)	060107-5 (-/1)	060107-5 (-/1)	060107-5 (-/1)
			060511-1 (1/1)	060751-1 (1/1)	060751-2 (1/1)	060155-4 (1/1)	060155-2 (-/8)	060107-6 (-/3)	060112-4 (-/24)	060112-4 (-/24)
			060751-1 (3/4)	070743-2 (2/2)	070743-5 (1/1)		060155-2 (-/8)	060155-2 (-/8)	060761-1 (-/1)	070743-3 (-/1)
	Health Science	✉	170631-3 (-/7)	170631-3 (-/7)		170601-3 (-/3) 170640-3 (-/5)	170199-3 (-/10) 170601-3 (-/3)	170142-3 (-/13) 170601-3 (-/3)		
	Automotive Technology	✉	470513-1 (16/17)	470514-1 (16/17)	470510-4 (13/16)	470521-1 (-/12)	470522-1 (-/12)	470522-1 (-/12)	470522-1 (-/12)	470522-1 (-/12)
	Construction Carpentry	✉	460224-1 (21/21)	460217-1 (21/21)		460242-1 (-/2)	460228-1 (-/15)	460242-1 (-/2)	460242-1 (-/2)	
	Business Management	✉	060411-2 (2/2)	060411-1 (21/22)	060112-6 (1/1)	060112-5 (25/27)	060122-1 (-/10)	060107-3 (-/3)	060107-3 (-/3)	060112-2 (-/26)
			060411-2 (2/2)	060411-1 (20/22)			060122-1 (-/10)	060122-1 (-/10)	060122-1 (-/10)	060122-1 (-/10)

Attendance Wizard

- ▶ **Attendance > Attendance Wizard**
- ▶ **Attendance Wizard is used to:**
 - **Mark all 1st period Unknown attendance as Unexcused absences.**
 - ✓ This will capture any accidental teacher marked 1st period tardies.
 - **Process attendance for multiple students such as late bus and field trip.**
 - **Process attendance that is based on a date range.**

Pro: Quickest way to validate attendance.

Con: Easy to overwrite existing attendance (*be careful*)



Attendance Wizard Layout



Index Search Help <

▼ Attendance

- Attendance Letters
- Attendance Messenger
- Attendance Messenger Schedule
- Attendance Wizard**
- Classroom Monitor
- Daily Attendance
- Reports

Attendance Date* 05/11/2015

1. Student Information *This section allows the user to search for group of students or an individual to enter or edit attendance records.*

Last Name

First Name

Grade

SSN/PIN

Student #

Ad Hoc Filter

2. Attendance Information *This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.*

Mode Check in/out Time Periods

Time

Attendance Record No Yes

Status/Excuse

Attendance Code

Search >> Keep the selected students

3. Input Attendance Information and Click Save 11:56:52 AM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day

Check Out Check In Attendance Code*

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option Do NOT overwrite existing records Overwrite existing records Fill Down (Available when either check in only or check out only)

Save

Search Result

Batch & Edit Batch (2 lists)

Total Student(s): 0

CTRL-click or SHIFT-click to select multiple
Double click a student to view/edit detail data

Remove Selected Select All
Remove Unselected Reset

Attendance Wizard Layout cont.

▶ The Attendance Wizard has 3 sections:

1. Student Information

- This allows a user to search for students in order to process attendance. The user enters Last Name, First Name, Grade, SSN, or Student Number; or uses an Ad Hoc Filter previously created.
- Enter student criteria and click **Search** to see all students matching the criteria, (OR)
- Select an Ad Hoc Filter and click **Search**.
- The user can search for all or part of a student's name.
- A combination of fields can be used.(i.e. Last Name and Grade)



Attendance Wizard Layout cont..

2. Attendance Information

- ✓ In this section, search for the students attendance must be processed for, based on existing attendance records.
- ✓ The most common use of this is turning all 1st period Unknown attendance into Unexcused Absences.
- ✓ After searching for students, using either Student Information or Attendance Information, all students matching the criteria display in the Search Results section to the right.



Attendance Wizard Layout cont...

► Input Attendance Information and Click Save.



3. Input Attendance Information and Click Save 12:08:58 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day

Start Date End Date Attendance Code*
Status: A Excuse: U State Code: U

Add Attendance Delete Attendance
• Create attendance records for all periods.

Comments

Records Option Do NOT overwrite existing records
 Overwrite existing records
 Fill Down/Up (Available when either check in only or check out only)

3. Input Attendance Information and Click Save 12:09:57 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day

Check Out Check In Attendance Code*
Status: A Excuse: U State Code: U

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option Do NOT overwrite existing records
 Overwrite existing records
 Set absence for all periods after 9:30 AM



Resolving Unknown Attendance

- **Changing Unknown Attendance to Unexcused Absences**

Changing Unknowns into Unexcused Absences

- ▶ If a student is not present when first period begins, the teacher is to mark the student absent. Even if the student shows up late with a tardy slip, the teacher is to mark the student absent. The Attendance Clerk will go in and modify tardy attendance later to be accurate.
- ▶ The Attendance Clerk will use the Attendance Wizard to turn all 1st period Unknown attendance into Unexcused Absences. This process is known as “validating” attendance.



Changing Unknowns into Unexcused Absences cont.

1. Navigate to **Attendance > Attendance Wizard**.
2. Under **2. Attendance Information**, locate the students marked absent by teachers or through classroom monitor.
 - a) *Mode*: Select **Periods**.
 - b) *Periods*: Click **Period 1**.
 - c) *Attendance Record*, select **Yes**.
 - d) *Status*: leave blank.
 - e) *Excuse*: Select **Unknown**.
 - f) *Attendance Code*: Do NOT select anything.



Changing Unknowns into Unexcused Absences cont..

3. Leave **Keep the selected students** checked.
4. Click **Search**. (All students with 1st period unknowns display on the right side of the screen. Click **Select All** to select all students in the search results.)

2. Attendance Information *This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.*

Mode Check in/out Time Periods

Periods 1 2 3 4

Attendance Record No Yes

Status/Excuse

Attendance Code

Keep the selected students



Changing Unknowns into Unexcused Absences cont...



5. Scroll down to the section labeled: **Input Attendance Information and Click Save** and do the following:
 - a) **Saving Mode:** select **Whole Day**.
 - b) **Attendance Code:** select **Unexcused** code.
 - c) **Start Date and End Date:** Leave as today's date.
 - d) Select **Add Attendance**.
 - e) **Records Option:** select **Overwrite existing records**. (This will replace a student's unknown record with unexcused attendance code.)

3. Input Attendance Information and Click Save 01:49:58 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode Check In/Out Batch Check In/Out (Multiple Days) Whole Day

Start Date: 04/29/2019 End Date: 04/29/2019 **Attendance Code***: UX: UNEXCUSED EVENT

Add Attendance Delete Attendance
• Create attendance records for all periods.

Comments

Records Option Do NOT overwrite existing records Overwrite existing records Fill Down/Up (Available when either check in only or check out only)

Status: A Excuse: U State Code: U

Save

Changing Unknowns into Unexcused Absences cont....

6. Click **Save**.
7. Click **OK** to the box that reads: “You are about to overwrite existing attendance data.”
8. After a brief pause, the Saving Results will display. This is a list of students who have successfully moved from unknown to Unexcused absence. You may click the red X to close the Saving Results box.





Editing Attendance

- **Editing attendance using the:**
 - Daily Attendance Screen
 - Student Attendance Tab
 - Deleting an Absence

Editing Student Attendance through Daily Attendance Screen

- ▶ A student's attendance can also be processed using the Daily Attendance Screen or through the Attendance tab.
- ▶ In the example below, an Unexcused All Day Absence will be changed to an Excused All Day Absence using the Daily Attendance Screen. This is an efficient way to process attendance notes for multiple students on the same day.
 1. Navigate to **Attendance > Daily Attendance**.
 2. Select the appropriate date for the student's absence.
 3. Click on **1st period** for the student whose attendance you are processing.
 4. Click on the blue link: **"Click here to mark the whole day absent"**.

7 AM
ame or start/end time to auto set check out and check in time
s table cell to add comments for each check in/check out action.

tail [Click here to mark whole day absent](#)

Duration	Present	Attendance Code	Statu
AM	70	0	Absent Unexcused A



Editing Student Attendance through Daily Attendance Screen cont.



5. Choose the appropriate Attendance Code and enter a comment to support the selection, if desired.
6. Click **Add**.

A screenshot of a web form titled "Mark Whole Day Absent". The form has a light blue background. At the top, the title "Mark Whole Day Absent" is centered. Below the title, there is a red label "Attendance Code*" followed by a dropdown menu showing "DNE: Doctor Note Excused". Below that is a label "Comments" followed by a text input field containing "Conjunctivitis (Pink Eye)". At the bottom of the form, there are two buttons: "Add" and "Cancel".

7. Click **OK** to the message box that reads: *“You are about to overwrite existing attendance data,...”*.
8. Click **Save**.

Editing Student Attendance through the Attendance Tab cont..



- ▶ On a general basis, it is best practice to use the student's Attendance tab to edit a student's attendance record. In the example below, a student was absent and had a doctor's note.
 1. Search for and select the student.
 2. Navigate to **Student Information > General > Attendance**.
 3. Click on the **1st period** for the student.
 4. Click on the blue link: **"Click here to mark the whole day absent"**.

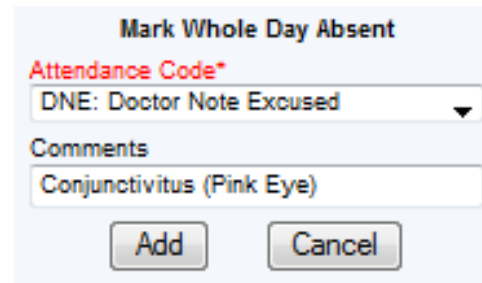
1 AM
ame or start/end time to auto set check out and check in time
s table cell to add comments for each check in/check out action.

etail [Click here to mark whole day absent](#)

	Duration	Present	Attendance Code	Statu
AM	70	0	Absent Unexcused	A

Editing Student Attendance through the Attendance Tab

5. Choose the appropriate Attendance Code and enter a comment to support the selection, if desired.
6. Click **Add**.



Mark Whole Day Absent

Attendance Code*

DNE: Doctor Note Excused

Comments

Conjunctivitis (Pink Eye)

Add Cancel

7. Click **OK** to the message box that reads: *“You are about to overwrite existing attendance data,...”*.
8. Click **Save**.



Deleting an Absence

- ▶ **Use extreme caution when deleting attendance. Always carefully verify that you have the correct student AND the correct day selected.**
- ▶ Deleting a student's absence will mark them present for the entire day.
 1. Search for and select the **student** whose attendance you will edit.
 2. Navigate to **Student Information > General > Attendance.**
 3. Click on the date of the absence you will remove.
 4. Click on the blue link: **Click here to remove all attendance records without a check in/check out action**".

Class/Period Detail [Click here to mark whole day absent](#)

	Start	End	Duration	Present	Attendance Code	Status	Excuse	Course
1	07:40 AM	08:50 AM	70	0	AU: Absent Unexcused	A	U	32323011-703 LANG ARTS CURR & LIT
2	08:50 AM	09:50 AM	60	0	AU: Absent Unexcused	A	U	38320711-2 BAND 2
3	09:50 AM	11:20 AM	90	0	AU: Absent Unexcused	A	U	32220711-10 SOC STUDIES 2
4	11:20 AM	12:20 PM	60	0	AU: Absent Unexcused	A	U	34020711-10 SCIENCE 2
5	12:20 PM	01:20 PM	60	0	AU: Absent Unexcused	A	U	32720711-10 MATH 2
6	01:20 PM	02:20 PM	60	0	AU: Absent Unexcused	A	U	32320711-10 LANG ARTS 2

Unknown attendance record. It's probably marked by teachers.
Attendance records without a check in/check out action.
Must set check in/check out action for yellow/pink cells before saving.
[Click here to remove all attendance records without a check in/check out action.](#)



Deleting an Absence cont.

5. Click **OK** to the message: “All attendance records marked as yellow or pink will be removed, this takes effect only after click on the save button. Please confirm your changes”.
6. Click **Save**.





Check in/out Entries

- **Check in/out information**
- **Adding Check in/out record**
- **Deleting Check in/out record**
- **Check in/out record logs**

General Check In/Out Information

- ▶ Student check in/check outs should be processed from either the Daily Attendance Screen or the student's Attendance Tab.
- ▶ Check in/check outs should be accurate to what is written in the log AND should MATCH the high school records.
- ▶ Teachers should NEVER mark student tardy 1st period. The student should be marked absent and then the clerk will change the record to the appropriate code.
- ▶ Technical school clerks *must* maintain check in/out logs and share them with the feeder high schools.



Check In/Out using the student's Attendance Tab

- ▶ This is the most efficient way to process a check in/out for a student. (i.e. student leaves early for a doctor appointment)
 1. Search for and select the **student**.
 2. Navigate to **Student Information > General > Attendance**.
 3. Click **New**.
 4. Enter the correct **Date**.





Check In/Out using the student's Attendance Tab cont.

- 5. Enter the time the student checked in or out under “Check In” or “Check Out”, select the appropriate Attendance Code and click Add.

Attendance Information
Date: 04/24/2011 Refresh EHO: 0 Scheduled Minutes: 390

Check Out: 2:00 PM Check In: Attendance Code*: EU: Early Dismissal Unexcused Add

Type 1100 for 11:00 AM Status: A Excuse: U State Code: U
Click the marked area or start/end time to add, edit check-out and check-in times

- 6. Click in the area under Comments and a white box will display. Type in any information that you would like to share with the HS attendance clerk (i.e. Doctor Appt, Field Trip).

Summary Enrollments Schedule Attendance Flags Grades Diploma Standards (HS) Transcript

Save

Absent	Action	Attendance Code	Comments	Last Modified By (Date)
90	out 2:00 PM	EU: Early Dismissal Unexcused Status: A Excuse: U State Code: U	2PM- Left Early for Doctor Appt	X

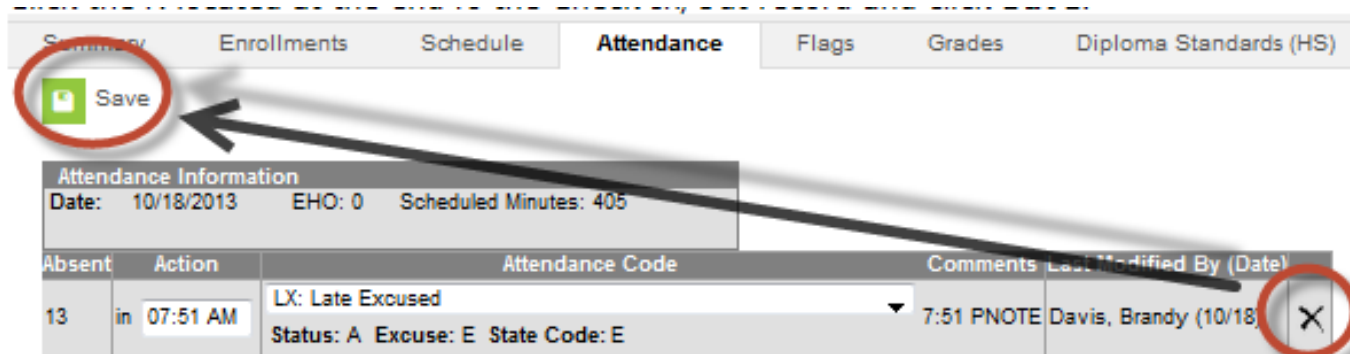
Check In/Out using the student's Attendance Tab cont..

7. After entering the comment, click **Save**.
8. Infinite Campus will return the user to the student's Attendance tab where the data will be updated. The user can hover over the student's record to see the comments.



Deleting a Check In/Out Record

- ▶ If a Check In/Out record has been added to the wrong student or the wrong day, the record can be deleted and the student's Attendance record for the day returned to present.
 1. Navigate to **Student Information > General > Attendance**.
 2. Click the **Date** that contains the Check In/Out record to be removed.
 3. Click the **X** located at the end of the Check In/Out record and click **Save**.



The screenshot shows a web interface for managing attendance. At the top, there are tabs for 'Summary', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', and 'Diploma Standards (HS)'. The 'Attendance' tab is selected. Below the tabs, there is a 'Save' button with a green icon, circled in red. An arrow points from this button to the 'X' delete button at the end of a record in the table below. The table has columns for 'Absent', 'Action', 'Attendance Code', 'Comments', and 'Last Modified By (Date)'. The first row shows a record for student 13, with an 'in' action at 07:51 AM, an attendance code of 'LX: Late Excused', and a comment '7:51 PNOTE Davis, Brandy (10/18)'. The 'X' delete button is circled in red.

Absent	Action	Attendance Code	Comments	Last Modified By (Date)
13	in 07:51 AM	LX: Late Excused Status: A Excuse: E State Code: E	7:51 PNOTE Davis, Brandy (10/18)	X





Helpful Ad-Hoc Query

- **Student Feeder School Ad-Hoc Query**

Student Feeder School Ad-Hoc Query

- ▶ Go to the KTS Data Exchange [webpage](#)
- ▶ Locate & open the [Student Feeder School Ad-Hoc Query](#), under the *User Resources* heading on the right side of the screen
- ▶ Open the document and follow the directions to create the ad-hoc query in your personal Infinite Campus user account for future use
- ▶ Suggested uses:
 - Rosters
 - Attendance Wizard
 - Reports





KTS Attendance Reports

- **Real-time Reports Specifically for KTS Attendance**

KTS Attendance Report



▼ KY State Reporting

▼ Edit Reports

KTS Attendance

KTS Attendance By School

Pathway: KY State Reporting > Edit Reports
> KTS Attendance by School

The KTS Attendance report will:

- ▶ Allow users at the *technical school* (ATCs & CTCs) to view student's attendance in their home district, where all feeder schools are on the same report.

Technical School Attendance

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District
 I am a Technical School

Select Home District

- Boyle County
- Breckinridge County
- Campbellsville Independent
- Carroll County
- Casey County
- Cloverport Independent

Start Date: 05/11/2015

End Date: 05/11/2015

Sort:

- By school, then student name
- By school, then grade, then student name
- By student name

Generate Report

KTS Attendance by School Report



▼ KY State Reporting

▼ Edit Reports

KTS Attendance

KTS Attendance By School

Pathway: KY State Reporting > Edit Reports > KTS Attendance by School

The KTS Attendance report will:

- ▶ Allow users at the **technical school** (ATCs & CTCs) to view student's attendance in their home district, which is filtered by school, if the district has more than one participating school.

Technical School Attendance by School

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District

I am a Technical School

Select Home District and School

Bell County - 031040 - Bell County High School
Middlesboro Independent - 426080 - Middlesboro High School
Pineville Independent - 493030 - Pineville Independent School

Start Date

End Date

Sort: By student name
 By grade, then student name



KTS Unknown Attendance Sync

- **Optional Feature**

KTS Unknown Attendance Sync cont.

- ▶ Unknown attendance from the technical school will sync to the high school during the overnight sync
 - Previous days' teacher attendance from the technical school will show **yellow** (unknown) on the Daily Attendance Report, Student Attendance tab, & Parent Portal after the overnight sync
 - ✓ Will not overwrite attendance that is currently at high school
 - ✓ The Classroom Monitor will not reflect that technical schools have taken previous day attendance (i.e. turn course from **pink** to **green**)



KTS Unknown Attendance Sync cont..

- ▶ High school attendance clerks can use the Attendance Wizard to review absences and verify previous day technical school attendance

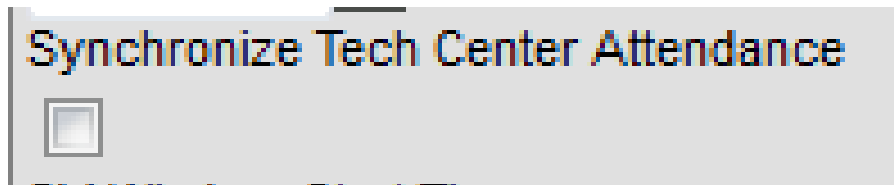
Tip:

Use of the [Technical Student Ad Hoc Query](#), located on the [KTS Data Exchange webpage](#), by the HS attendance clerks will assist with filtering technical school students while using the Attendance Wizard



KTS Unknown Attendance Sync cont...

- ▶ Will be available SY 2016-17
- ▶ This is an *optional* feature that is controlled at the district level by the district Infinite Campus administrator.
- ▶ *System Administration > Resources > School > Select High School > Synchronize Tech Center Attendance checkbox*



- ▶ Checking the box will turn the feature *on*. Unchecking turns the feature *off*
- ▶ The check box must be checked for *each* high school in the district that wishes to participate



Support

- ▶ [Campus Community](#)
- ▶ KTS Data Exchange [webpage](#)
- ▶ ktssupport@education.ky.gov

