

Part 3

Attendance Information

Residency		
eSchoolPlus Resident Code and Description	SIS Resident Code and Description	Send/Receive LEA, Servicing Provider, or Facility Name
1 – Resident Home School No ADM	1 – Resident Home School No ADM	
2 – Resident Home School with ADM	2 – Resident Home School with ADM	
4 – Resident Home/Private with ADM	4 – Resident Home/Private with ADM	
5 – Resident Home/Private School Virtual Environment	5 – Resident Home/Private School VE	
7 – Florence Evacuees	7 – Resident	
A – School Choice, First Year	R – Resident is within the district's area	Send/Receive District LEA Required
B – School Choice, Not First Year	R – Resident is within the district's area	Send/Receive District LEA Required
C – Non-Resident, Legal Transfer	R – Resident is within the district's area	Send/Receive District LEA Required
D – Non-Resident, District Tuition Agreement	C – Resident is outside the district's area	Send/Receive District LEA Required
E – Irma Evacuees	E – Resident	
F – School Choice, First Year - School Improvement	R – Resident is within the district's area	Send/Receive Building LEA Required
G – School Choice, Not First Year - School Improvement	R – Resident is within the district's area	Send/Receive Building LEA Required
H – Harvey Evacuees	H – Resident	
I – School Choice/Improvement, Out of District, First Time	R – Resident is within the district's area	Send/Receive District LEA Required
J – School Choice/Improvement, Out of District, Not First Time	R – Resident is within the district's area	Send/Receive District LEA Required
K – Katrina Evacuees	K – Resident	
L – Outside State - Louisiana	S – Residence is outside the state of Ark	
M – Minority to Majority	R – Resident is within the district's area	Send/Receive District LEA Required
N – Non-Resident, No Tuition being Paid	R – Resident within district's area	
O – Out-of-State	S – Residence is outside the state of Ark	
P – Non-Resident, Private Tuition	C – Resident is outside the district's area	Send/Receive District LEA Required
Q – Rita Evacuee	Q – Resident	
R – Resident/District	R – Resident is within the district's area	
S – Special Ed with Private Tuition Paid	R – Resident is within the district's area	Servicing Provider
T – Resident, Sent to Non-Public with Tuition Agreement	R – Resident is within the district's area	Facility Name
U – Maria Evacuees	U – Resident	
W – Resident, Sent to Public with Tuition Agreement	R – Resident is within the district's area	Send/Receive District LEA Required
X – Resident Pupil, Count Special Ed Only	X – Resident Pupil, Count Special Ed Only	
Y – Opportunity Choice in District	R – Resident is within the district's area	Send/Receive Building LEA Required
Z – Opportunity Choice Outside the District	R – Resident is within the district's area	Send/Receive District LEA Required

Entry Codes	
eSchoolPlus Entry Codes/SIS Code	
R – First Enroll/Year	E1
S – From Out of State	E2
C – From Ark. Public school	IS
D – Transfer Within District	ID
AW – Enroll Same School/Year	RE
P – From Private School	PS
HS – From Home School	HS
RC – From Residential Center	RC

Withdrawal Codes	
eSchoolPlus Withdrawal Code	SIS Code
010 – Enrolled in Another AR School	1
011 – Home Schooled	17
012 – Alternative School	1
013 – Private School	16
014 – Moved Out Of State	18
015 – Enrolled in GED	11
016 – Student Transferred Within District	Not pulled
020 – Incarcerated	2
030 – Deceased	3
040 – Failing Grades	4
050 – Expelled	5
060 – Lack of Interest	6
070 – Conflict with School	7
080 – Economic Hardship	8
090 – Pregnancy/Marriage	9
100 – Peer Conflict	10
110 – Lack of Attendance	14
120 – Alcohol/Drugs	12
130 – Health Problems	13
140 – Graduated	15
150 – Job Corps	14
200 – Dismissed from EC Program	14
999 – Error	Not pulled
GRA – Grade Change	Not pulled
NOS – No Shows	14
RES – Change Residency	Not pulled
SNS – Pre-Registered No Show	Not pulled
YER – Year End Rollover	Not pulled

Incident/Offense Codes	
eSchoolPlus Incident Code/Description	SIS Code
01 – Drugs	1
02 – Alcohol	2
03 – Tobacco	3
04 – Truancy	4
05 – Student Assault	5
06 – Staff Assault	6
07 – Knife	7
08 – Handgun	8
09 – Rifle	9
10 – Shotgun	10
11 – Club	11
12 – Gangs	12
13 – Vandalism	13
14 – Insubordination	14
15 – Disorderly Conduct	15
16 – Explosives	16
17 – Other	17
18 – Bullying	18
19 – Fighting	19
20 – Cellphone/Electronic Device	20
21 – Cyberbullying	21
22 – Harassment/Sexual Harassment	22
23 – Public Display of Affection	23
24 – Stealing/Theft	24
25 – Terroristic Threats	25

Offender Action Codes	
eSchoolPlus Offender Action Code/Description	SIS Offender Action Code/Description
01 – In School Suspension	01 – In School Suspension
02 – Out of School Suspension (not to exceed 10 days)	02 – Out of School Suspension (not to exceed 10 days)
03 – Expelled	03 – Expelled
04 – Expelled for Weapons	04 – Expelled for Weapons
05 – Corporal Punishment	05 – Corporal Punishment
06 – Other	06 – Other
07 – No Action	07 – No Action
10 – ALE (Full Year)	08 – ALE (Full Year)
11 – Expelled for Drugs	09 – Expelled for Drugs
12 – Expelled for Dangerous Activity with No Injury	10 – Expelled for Dangerous Activity with No Injury
13 – Expelled with Short Expulsion	03 – Expelled
14 – Expelled for Weapons with Short Expulsion	04 – Expelled for Weapons
15 – Expelled To Alternate Program	03 – Expelled
16 – Expelled for Weapons/Placed in Alternative Learning Program	04 – Expelled for Weapons
17 – Expelled for Dangerous Activity with Injury	11 – Expelled for Dangerous Activity with Injury
18 – Out-of-School Suspension with Injury	12 – Suspension-Incident Resulted in Injury
19 – Expelled with Educational Services	03 – Expelled
20 – ALE (Less Than 1 Year)	13 – ALE (Less Than 1 Year)
21 – Detention	14 – Detention
22 – Bus Suspension	15 – Bus Suspension
23 – Parent/Guardian Conference	16 – Parent/Guardian Conference
24 – Saturday School	17 – Saturday School
25 – Warning	18 – Warning

Entry/Withdrawal

Menu Access: Registration > Entry & Reports > Student Demographic > Entry/Withdrawal

NOTE: EXTREMELY IMPORTANT that this screen be kept up to date! ADM Funding is based on information from this screen.

- **Retention Report:** The system looks for students in grades KF-08, who has the same grade level in two consecutive school years. The Report is in cycle 3. Programming excludes students dropped with SNS withdrawal code.
- **Drop-Out Report in SIS:** The system looks for students' grades 7 -12 with withdrawal codes of 015, 040, 050, 060, 070, 080, 090, 100, 110, 120, 130, 150, or NOS in cycle 3.
- **No-Shows:** If a records request is received after a student is dropped as a no-show, the drop code should be updated to reflect the correct withdrawal code.
- **Early graduates** should have a drop code of 140. Graduation Date is pulled from the Graduation Date field on the Academic Screen.
- **Early Childhood:** Only students exiting an Early Childhood program should use a withdrawal code of 200.

Field	Reporting Cycle	Notes	Cognos Reports
Building	2,3,4,5,6,7		<i>Public Folders > Student Management System > Demographics > State Reporting:</i> <ul style="list-style-type: none"> ✓ APSCN Drop Out Report ✓ APSCN Retention Report
Grade	2,3,4,5,6,7,9		
Entry Code	2,3,4,5,6,7	No more than one entry code of R per year. No student should have an "AW" for the first entry code of the year.	<i>Public Folders > Student Management System > Demographics > General Demographic Reports:</i> <ul style="list-style-type: none"> ✓ APSCN Student Withdrawal Report ✓ APSCN Student Withdrawal Report by Last Number of Days
Entry Date	2,3,4,5,6,7		
Withdrawal Code	2,3,4,5,6,7	See notes above.	
Withdrawal Date	2,3,4,5,6,7	Withdrawal date is not included in ADM and is not considered an attendance date.	

Attendance

Menu Access: Attendance > All > Utilities > Day Totals Calculation AND Interval Totals Calculation

Prerequisite: Administration > Attendance Setup > Setup > Attendance Intervals. Verify that Begin Span and End Span are correct for the intervals Q1, Q2, Q3, and Q4.

Day Totals and Interval Calculations must be run prior to attendance cycles.

Note: Attendance quarters pull in cycles 3, 5, 6, and 7 and must be between 40-50 days in a quarter.

Procedure

1. Select **Attendance > All > Utilities > Day Totals Calculation**.
2. Run **Day Totals Calculation** for **All** buildings.
 - The **State** view must be calculated for state reporting purposes.
 - Select **For Entire Year** for the **Run Calculation** option.
3. Click **Run** to start the calculation process.
4. Once **Day Totals Calculation** has completed, select **Attendance > All > Utilities > Interval Totals Calculation**.
5. Run **Interval Calculation** for **All** buildings.
 - The **State** view must be calculated for state reporting purposes.
 - Select **For all Intervals for the Entire Year** for the **Run Calculation** option.
6. Click **Run** to start the calculation process.

Cognos Reports

Public Folders > Student Management System > Demographics > State Reporting:

✓ APSCN SIS Building Verification

Public Folders > Student Management System > Attendance > Day View Attendance:

✓ APSCN Attendance View Setup

Attendance Reports

Attendance Download Files

Public Folders > Student Management System > Attendance > Attendance Download Files

- **APSCN ATT Works Absence File** – Description unavailable at this time.

Day View Attendance

Public Folders > Student Management System > Attendance

- **APSCN 4 Year Attendance Rate Report** – The 4 Year Attendance Rate Report allows users to select students in the desired building and grade and calculate the attendance rate for the last 4 years. Users are prompted to enter the current school year which is the starting point to calculate which years comprise the four. The attendance rate is based on the STATE Attendance View. The Day Totals Calculations must be run prior to running this report in order to get up to the date information. WARNING: Membership and absence totals are only valid for the years the district has been using eSchool Plus.
- **APSCN 5160 Attendance Letter Mailing Label** – This report generates the 5160 label addressed to guardian 1 for students set to receive attendance letters. The labels should be run prior to running Send Notifications in eSchool. WARNING: The page size in the PDF print window should be set to "Actual Size", or on older versions of Adobe, the Page Scaling should be set to "None".
- **APSCN ADA/ADM Report** – This procedure generates an Average Daily Attendance and Average Daily Membership report. There is a prompt for the date range and an optional prompt for building. WARNING: This report will NOT necessarily match SIS ADA/ADM counts. The SIS report considers residency and part time percentages which this report does not. However no resident '1' or 'X' student membership days are included in the calculations of this report. The prerequisite for running the report is running the Day Totals Calculation for the STATE View Type. The desired date range for this report must be included in the date range used when running the Day Totals Calculation.
- **APSCN Attendance View Setup** – The Attendance View Setup report provides a snapshot of the setup screens for Attendance Views. There are options to select year, building(s) and view type(s).
- **APSCN Consecutive Daily Absences Report** – This report provides a list of students who have the prompted number of consecutive daily absences based on the STATE Attendance View. There are prompts for school year, building, number of consecutive absences and which student status code to include. The report lists the student, grade, status and the total number of daily absences the student has to that point. Running the Day Totals Calculations for the STATE Attendance View in eSchool is a pre-requisite for running this report. It is recommended that the Day Totals screen be checked on each student to locate the date the student met the criteria for the report. The Day Totals screen is located under the Student Center > Attendance menu option in eSchool.
- **APSCN Day View Attendance Letter Template** – Description unavailable at this time.
- **APSCN Day View Detail by Grade** – This report provides a detailed list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by grade. There is an optional prompt for grade. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Day View Detail by Homeroom** – This report provides a detailed list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by homeroom teacher. There is an optional prompt for homeroom teacher. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.

- **APSCN Day View Student Summary** – The Day View Student Summary report produces a detailed attendance report of daily absences with a summary daily count for the selected students. There are prompts for the view type, attendance codes and date range. This report is for active students only. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Day View Summary by Grade** – This report provides a summary list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by grade. There is an optional prompt for grade. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Day View Summary by Homeroom** – This report provides a summary list of absences for active students who have daily attendance records for the selected day view type, attendance code(s) and date range, sorted by homeroom teacher. There is an optional prompt for homeroom teacher. NOTE: The Day Totals Calculations must be run prior to generating the report for the attendance information to be up to date.
- **APSCN Membership/Absence Totals** – This report is designed to show the membership day count and the daily absence count from the STATE attendance view for all students in the selected building(s) and specified date range. There is an option to show totals by student or by grade. WARNING: The information on this report is not intended to match SIS Cycle Reporting ADA/ADM counts. Part time students and residency codes affect SIS reporting but are not considered on this report. Day Totals Calculations must be run prior to generating this report.
- **APSCN Minimum Absence Rate** – This report provides a list of active students who have the prompted absence rate or higher in the selected building. The absence rate is based on the State day view calculation. The absence total and membership total are included in the report along with the absence rate. To get the most current information, the Day Totals calculation must be run for the State Attendance View prior to running this report.
- **APSCN Minimum Day View Attendance Report** – The Minimum Day View Attendance report provides a list of active students who have daily attendance records for the selected day view type, attendance code(s) and date range. There is a prompt to enter the minimum number of occurrences desired.
- **APSCN Student Attendance Rate Report** – This report provides a list of students with their attendance rate for the selected school year in the selected building. The attendance rate is based on the State day view calculation. The absence total and membership total are included in the report along with the attendance rate. PRE-REQUISITE: The Day Totals calculation must be run for the State Attendance View prior to running this report.

Homeroom Attendance

Public Folders > Student Management System > Attendance

- **APSCN 5160 Attendance Letter Mailing Label** – This report generates the 5160 label addressed to guardian 1 for students set to receive attendance letters. The labels should be run prior to running Send Notifications in eSchool. WARNING: The page size in the PDF print window should be set to "Actual Size", or on older versions of Adobe, the Page Scaling should be set to "None".
- **APSCN Absence Detail Report by Grade** – This report will produce a detailed list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Detail Report by Homeroom** – This report will produce a detailed list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.

Period Attendance

Public Folders > Student Management System > Attendance

- **APSCN 5160 Attendance Letter Mailing Label** – This report generates the 5160 label addressed to guardian 1 for students set to receive attendance letters. The labels should be run prior to running Send Notifications in eSchool. WARNING: The page size in the PDF print window should be set to "Actual Size", or on older versions of Adobe, the Page Scaling should be set to "None".
- **APSCN Absence Detail Report by Grade** – This report will produce a detailed list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Detail Report by Homeroom** – This report will produce a detailed list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.
- **APSCN Absence Summary Report by Grade** – This report will produce a summary list of student absences sorted by grade for the prompted attendance codes and date range. There is an optional prompt for grade. This report includes active students only.
- **APSCN Absence Summary Report by Homeroom** – This report will produce a summary list of student absences sorted by homeroom teacher for the prompted attendance codes and date range. There is an optional prompt for homeroom teacher. This report includes active students only.
- **APSCN Daily Absence Detail by Course/Teacher** – This report shows the student absence detail by course/teacher for the selected dates and selected absence codes. The report shows the attendance grouped by attendance date, student then course period. There is an optional prompt to select specific grades. There is a page break on the attendance date.
- **APSCN Daily Absence Detail by Course/Teacher by Grade** – This report shows the student absence detail for each student in the selected grade for the prompted date range and selected absence codes. The report shows the attendance grouped by student, attendance date then course period. There is a page break on the student.
- **APSCN Daily Absence Report** – This report produces a list of students with an attendance record on the prompted date along with the bottom line absence code for each period. The daily attendance listing will display up to 10 periods. In addition to the student attendance record for the prompted date there is a summary of absences and tardies (based on the prompted absence/tardy codes) for the selected date range.
- **APSCN First Period Worksheet** – The First Period Worksheet is designed to show students marked absent for period 1 on the selected date with blanks for the remaining periods in the day. In addition to showing the first period absence, guardian 1 home, cell and work phone will display on the report. There are 20 blank rows at the bottom of the report to add students leaving throughout the day.
- **APSCN Maximum Absence Report** – This report produces a list of active students who have the prompted number of absences (or tardies) or fewer in all periods for the selected date range and absence codes. There is an optional prompt for grade level.
- **APSCN Minimum Absence Detail Report** – The Minimum Absence Detail Report produces a list of active students who have missed a minimum number of times (based on the prompt value) for the selected date range and absence codes. The list displays the attendance detail for each student. There is also prompt used to determine if the minimum # of absences should be based on an individual period absence count or cumulative absence count for all periods.
- **APSCN Minimum Absence Report** – This report produces a list of students who have a minimum number of absences (or tardies) for the selected date range and absence codes. There is a prompt for actives students only and an optional prompt for grade level. Users can determine if the minimum number of absences is based on cumulative period absences or individual period absences.