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ATTENDANCE MANUALS

Elementary Attendance Manual

Secondary Attendance Manual

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INSTRUCTIONAL TECHNOLOGY

Attendance Clerk Information

Attendance Tracking   **+**

Attendance Letters   **+**

Truancy Reports   **+**

LINKS YOU SHOULD KNOW...

Pinnacle

Gradebook - https://gradebook.pisd.edu
Archive - https://forms.pisd.edu/archive
Help - https://www.pisd.edu/pinnacle

Campus Portal

Website - https://parentportal.pisd.edu/campus
Help - https://www.pisd.edu/campusportal

School Messenger

Website - http://message.pisd.edu
Help - https://www.pisd.edu/schoolmessenger

Truancy Resources

PISD Truancy Resources - https://www.pisd.edu/truancyresources

Contact Support

Truancy Reports

Pinnacle

Dana Adams
Dana.adams@pisd.edu
Ext. 28092

Routinely Run Pinnacle Reports

❑ To identify students with potential truancy issues

Run your **Attendance List Report** weekly. Go through each student and write on the report students who you do not want to contact or send a Truancy letter to. (DNC = Do Not Contact)

Students who have 3 or 4 unexcused absences you will run your **Attendance Letters – Secondary Report**. Go through these letters with your AP and write on your Attendance List Report AL – Date mailed. AL = (Attendance Letter) this way you will know who you mailed a letter to and won't repeat it when you run your next batch of letters and you can let your AP and Counselor know who you sent the Attendance Letters to.

Pinnacle Attendance letters can be generated for the following attendance count intervals.

❑ 3
❑ 5
❑ 7

If you only have a couple students you would like to send an Attendance Letter to, you can run a report **Attendance Letters Secondary – Single Student**

Warning Notice

A Warning Notice, signed by the parent or guardian, is required prior to referring a student to the Plano Attendance Review Board (PARB).

Suggestions for providing information (**warning notice**) governing compulsory attendance are:

1. At the beginning of the school year as part of the student packet;
2. Upon enrollment of a new student as part of the new student packet; or,
3. After attendance becomes an issue, give a Warning Notice:
a. During a Campus Intervention Meeting
b. At a student/parent conference
c. 1st Class U.S. Mail (Certified/Return Receipt)

INSTRUCTIONAL TECHNOLOGY

Pinnacle Reports for Truancy

Pinnacle Reports all will be run from the Administrative reports section

Elementary

Step 1: Identify the Students with Potential Truancy Issues

- **Attendance List - Elementary :** This report generates a list of students that meet the selected attendance codes and counts.

Step 2: Run additional reports for the students identified in step 1

- **Attendance Report for Students** : This report shows the attendance histlry and comments for the selected student(s).
- **Attendance Report for One Student by Hour** : This report shows ths schedule, detailed attendance and summary attendance grids for the selected student(s).

Secondary

Step 1: Identify the Students with Potential Truancy Issues

- **Attendance List - Secondary :** This report generates a list of students that meet the selected attendance codes and counts.

Step 2: Run additional reports for the students identified in step 1

- **Attendance Report for Students** : This report shows the attendance history and comments for the selected student(s).
- **Attendance Report for One Student by Hour** : This report shows the schedule, detailed attendance and summary attendance grids for the selected student(s).

Attendance Report

Attendance Report for Dempsey, Don
ID 123465, Grade Level 11, Phone (972) 555-1212
For August 24, 2009 through August 28, 2009

Student Schedule

Hour	Course	Teacher	Course/Section	Add Date	
00	RG ARRIVE JR	None, None	950011/00	7/31/09	
01	VOLLYBL L	Adams, Dana	303691/10	7/31/09	
02	PHYSICS	Turner, Rita	206001/24	7/31/09	
03	US HIST AP	Kincaid, Timi	251051/31	8/24/09	
03	BCIS1	Luzi, Robin	352001/35	7/31/09	
04	ENG 3 AP LANG	Hewett, Mary	103051/40	7/31/09	
04	ENG 3 AP LANG	Hewett, Mary	103051/42	8/24/09	
05	PRECALC H	Jackson, Clara	155031/51	7/31/09	
06	COMM APPLICA	Johnson, Tom	45350B/61	7/31/09	
07	BCIS1	Luzi, Robin	352001/71	8/24/09	
07	US HIST AP	Kincaid, Timi	251051/70	7/31/09	

Detailed Attendance

Date	0	1	2	3	4	5	6	7
Thursday, 8/27/2009					AFT	AFT	AFT	AF

Weighted Totals by Attendance Type for Each Hour

Type	0	1	2	3	4	5	6	7
Unexcused Absence								
Excused Absence								
School Absence					1	1	1	1
Unexcused Tardy								
Excused Tardy								

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INSTRUCTIONAL TECHNOLOGY

Attendance List (Secondary or Elementary)

Secondary campuses will run the **Attendance List - Secondary report**. Elementary campuses will run the **Attendance List - Elementary report**.

This report is your starting point for determining students that need to be monitored for excessive absences.

1. Click **Reports** in Pinnacle.
2. Click **New Report**.
3. Expand the **Administrative** reports grouping.
4. Select either **Attendance List - Elementary** or **Attendance List - Secondary**.
5. Select the following criteria
   - **Students:** All Students
   - **Attendance Code:** Select the attendance codes you would like to count
   - **Comparision:** Greater Than or Equal To
   - **Count:** Enter a criteria number (example: 7) - (this tell it to count all students that have 7 or more absences of the codes that you selected)
   - **Start Date:** select First day of school (or first day of the semester).
   - **End Date:** enter the end date (todays date).
   - **Periods:** All Periods

6. Click **Run Report**.

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Pinnacle Attendance Letters - Secondary

The Attendance Letters report is used to send home to parents. It states legal policies as well as the student's detailed attendance history.

View Campus Attendance Letter Codes - These codes determine excessive absences or tardies for the letters. Email gradebook@pisd.edu if you need to make changes to your absence codes for the letters.

Running new Batch of Letters from Pinnacle

Do not run the letters if you are not the person responsible for running them. Tracking is turned on to know when a student has a letter generated.

1. Click on the **Attendance Letters** link in the Administrative report grouping.
2. Select the date range in which to run the report.
   a. Enter the first day of school
   b. Enter the end date
3. Enter the **"Count"**, the number of minimum absences (3, 5, 7, or 9).
4. Select **Maximum** number of absences allowed for the semester (8,9,10,11)
5. Click **Run Report**.
6. Open the report and SAVE the PDF. *(you will never be able run this same report and get the same results)*

NOTE: Students can print on multiple "3" letter reports. Since attendance is taken per period, they might not be absent 3 times in every period the first time the letters are generated. If John Doe received a 3 letter for 1st period only, he will never receive another 3 letter for 1st period. He may receive another 3 letter for periods 2-7 at a later time. Totals are calculated separately for each period. This rule also is the same for the 5, 7, and 9 letters.

Attendance Letters - Single Student

This Pinnacle report will print the letters that have been generated for individual students for the year. This report does not print NEW letters and is only used for historical purposes.

1. Click on the **Attendance Letters - Single Student** link in the Administrative report grouping.
2. Enter the **Student ID**.
3. Click **Run Report**.