This chapter addresses State of Oregon and District 4J requirements for maintaining detailed and accurate attendance records for all students enrolled in your school, and explains the processes for recording attendance data in eSIS (Electronic Student Information System). The main topics are:

Requirements for student attendance – page 1
Duties of attendance personnel – pages 2, 3
Parents, volunteers, student workers – page 3
State reporting – page 4
Truancy and Irregular attendance – pages 4, 5
Examples of Specific Absences – pages 6-8
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**REQUIREMENTS FOR STUDENT ATTENDANCE** (ORS 339.010, ORS 339.020 and Board Policy JE)
The State of Oregon and the Eugene School District 4J require regular school attendance of all students as of their 7th birthday through the 18th birthday. Punctual and regular attendance is essential to the academic success of students. The State of Oregon may assess a substantial fine to parents for attendance violations, per child per incident.

While at school, the student is in the care, custody and control of the school staff. School personnel are legally responsible to know the whereabouts of the student as long as the care has been entrusted to the school. It is imperative that accurate and timely attendance is taken at all times. If an elementary or middle school student leaves school early, a parent/guardian must check the student out with the office and/or sign a log sheet, indicating s/he has assumed responsibility for that student. If a student cannot be located, the administrator should be notified promptly.

Attendance records are a part of the individual student’s academic record and therefore are legal documents. It is essential that attendance staff and teachers maintain accurate and detailed records of attendance for every student enrolled in school. Government agencies, child welfare service organizations, and the court system
frequently request complete attendance records. The Oregon Department of Education (ODE) may conduct an audit of school attendance records.

Individual school attendance policies are not covered in this manual as policies vary widely across the district. Each school publishes their specific policies pertaining to attendance, non-attendance and tardies so that these policies are well communicated and equally enforced amongst all students, and enforceable by Lane ESD and the court system. For example, school policies could address the number of minutes a student can be late before being marked absent, the potential conversion of tardies to absences at the secondary school level, and the process schools follow to contact parents concerning attendance issues. School policy can be communicated in various ways such as in student/parent handbooks, school newsletters, or mailings to the home. Attendance personnel should refer to their school materials for complete details.

Secondary schools may consider a student’s attendance, excluding excused absences, when determining a student’s grade or credit for a class. Please refer to the Grading chapter of this manual for further details. (ORS 339.280, School Board Policy JE)

**DUTIES OF ATTENDANCE PERSONNEL** (oar 581-023-0006 (3a))

It is essential that elementary secretaries who record student attendance, and middle and high school attendance clerks, maintain complete and accurate attendance records for all students. The following is a partial list of specific duties for attendance personnel. Assignments vary between buildings. Check with your administrator for a complete list of your attendance related duties. If some items on the list below are not your responsibility, find out who in your building is assigned these tasks.

**Daily Duties**

Retrieve parent/guardian phone calls and other communications excusing absences. Enter absences and appropriate reasons in eSIS.

Maintain a daily log sheet that a parent/guardian will sign and date when checking a student in/out of school during the day. (Elementary and middle schools.)

In eSIS, sign students in/out of school when leaving or returning to school during the day. (High schools)

Verify teachers have completed attendance data entry in eSIS by referring to the Attendance Completion Log.

Phone parents of students who are absent or late without an excuse, based on your school’s phoning procedures. Many schools, both elementary and secondary, use the automated phone dialer.

Prepare attendance sheets for substitute teachers as necessary.

Review daily phone dialer log and follow up as necessary. Save the logs for future reference.

Run eSIS reports such as the “Attendance Call List” and other daily summary reports.

Review absence reporting by teachers. Follow up with teachers if their data is in question.

Middle and High Schools: Clean up data at the end of the day, prior to the phone dialer calling parents. (Remove incorrect Absence Reasons, add Absence Reasons that are missing.)

Run and print the final Daily Call List and file with the other attendance records.
Weekly Duties
Run the Consecutive Absence report in order to monitor consecutive absences and identify potential truancy or attendance issues.
Use the Attendance Intervention area of eSIS to produce truancy letters as required.
Please refer to the Attendance Report section for details about reports.

On Going Duties
Maintain daily attendance records, logs, notes and student attendance files.
Prepare attendance reports as required.
Supply attendance data and reports to administrators as necessary.
Provide data and reports for truancy issues, court requests and expulsions as required.
Print attendance data to be included in the CUM folder when a student withdraws.
Print homework request sheets according to your school’s policy.
For newly admitted students, review attendance data from the previous school to identify previous attendance issues.

PARENTS, VOLUNTEERS, STUDENT WORKERS
At some schools students, parents or volunteers enter attendance data or make phone calls to parents/guardians. Please keep in mind that all student records data is strictly confidential, and schools should carefully consider whether or not to request eSIS access for parents, volunteers, and student workers.

Students, parents and volunteers are required to have their own eSIS account, and are never to log in using a staff member’s eSIS account. They must send a completed “Student Records Security and Confidentiality Agreement” to CIS to obtain an account. Please see the Student Records chapter, Access to eSIS section for important, detailed information pertaining to these accounts.

Even though students, parents and volunteers are required have their own eSIS account, they are never to be given the eSIS password, no matter how dependable or honest you believe the individual to be. Instead a staff member must enter the password discretely for the person’s account only when access is necessary. This prevents an unsupervised individual from having the ability to access eSIS student records from any computer anywhere there is internet access, such as their home or business. Please see detailed information in the Student Records chapter for important, detailed information pertaining to these accounts.

Teachers are not allowed to let students use their eSIS account in the classroom to enter attendance on the teacher’s behalf. Only the teacher may access eSIS using his/her account.
STATE REPORTING
Attendance data is reported on each school’s Annual Yearly Progress (AYP) report card that is issued to the public. Administrators are very conscious of the data reported on the AYP and will require accurate attendance reporting.

Attendance data for each student is reported to the state throughout the year. Individual absences are converted to a half day/whole day equivalent, making no distinction between excused or unexcused absences. Authorized absences are never reported to the state. (Please refer to the “Daily and Period Attendance” section for determining the half day/whole day equivalent at middle and high schools.)

State school funding is not determined by attendance data but on Average Daily Membership, which is based on admission and withdraw dates.

TRUANCY AND IRREGULAR ATTENDANCE: ORS 339.005 – 339.090, 339.925

State law requires students between ages 7 and 18 who have not completed the 12th grade to attend school regularly. Students under age of seven cannot be reported as truant since attendance of students under age seven is not compulsory according to state law. ORS 339.010, ORS 339.020

A school shall consider unexcused absences for the purposes of determining irregular attendance or truancy. When a student has eight unexcused one-half day absences (or four full day absences) in any four week period during school session dates, s/he is considered to be truant. Secondary schools should consider the number of minutes in each class period to determine the half-day/whole day equivalent absence. Some schools include lates when determining truancy or irregular attendance. Please refer to your school’s attendance policies for specific information. ORS 339.065

In addition, a student may be excused from attendance by the school board for a period not to exceed five days in a term of three months, or not to exceed 10 days in any term of at least six months. Any such excuse is to be in writing, directed to the school principal. ORS 339.065

Attendance staff will run absence reports frequently to identify students who could potentially be considered truant and notify the school administrator of any concerns. (Please see the Attendance Reports section)

A letter is to be sent to the parent explaining the student’s attendance and informing them of the action the school will take if the student’s attendance does not improve, such as referral to Lane ESD and ultimately, to the court if necessary. Oregon law allows a school district to issue a citation to parents of a child who does not regularly attend school. ORS 339.925

The Lane ESD investigates cases of truancy and conducts any hearings that are recommended by the Truancy Officer. To report a student as truant, fill out a Non-Attendance Referral form and submit it to Lane ESD. They will require detailed attendance history, documentation of the school’s attempts to work with the student and
family, such as conferences and correspondence. Full directions and explanation of procedures are available on the Lane ESD website. [www.lesd.k12.or.us](http://www.lesd.k12.or.us)

Home schooled students who attend a 4J school part time, cannot be reported as truant by 4J since their official enrollment is with their parent and Lane ESD. 4J attendance is entered for these students, however their absences are not reported to the state and are not counted in attendance data for AYP reporting. OAR 339.030 1d

The Lane ESD offers truancy classes each year that cover legal issues, OARs, ORS and the services that the ESD can provide schools. Please make an effort to attend, as these classes are very informative.
EXAMPLES OF SPECIFIC ABSENCES

**First Day of School** OAR 581-023-0006 4b
A student who has been admitted and registered for the first day of school and the parent/guardian has notified you of an excused absence of less than 10 days, may remain admitted and marked absent until s/he arrives. This only applies to absences on the first day of school, not for other admission dates during the school year. If the absence extends beyond the first 10 days of school, the student must be withdrawn as of the first day of school and re-admitted when s/he arrives at school.

Students who are expected to enroll in school but do not arrive on the first day and do not have an excused absence may be marked with an unexcused absence and temporarily remain admitted for the first 10 days. However once the student arrives, the student must be withdrawn (refer to eSIS handouts to determine the correct withdraw date) and then re-admitted as of the date s/he arrived at school for the first time. Under no circumstances may a student remain admitted but be marked with an unexcused absence on the first day of school.

Please see the Withdrawal chapter for further information.

**10 Day Attendance Drops** - OAR 581-023-0006 4b
According to state law, a student who is absent for 10 consecutive days must be withdrawn on the 11th day. There are no exceptions to this law. Schools are not allowed to collect state ADM funding past 10 days for a student that is not in attendance. Absences due to suspension or religious holidays are included in the 10 day absence totals. Run the eSIS Consecutive Absence report to identify students who are absent for 10 consecutive days.

**Prior Notice**
When you are notified in advance that a student will be absent more than ten consecutive days, you must withdraw the student on the first date of absence.

**Late Notice**
If a student has been absent for several days then it is determined s/he will be absent more than a total of 10 days or will not be returning, the student must be withdrawn on the day following that determination.

**No Notice**
If you do not know the whereabouts of a student who has been absent for ten consecutive days, you must withdraw that student on the 11th consecutive day of absence.

**Returning Students**
A student who has been absent for 10 consecutive school days but not yet withdrawn, then returns to school on the 11th day does not need to be withdrawn if s/he attends for at least one half of the school day. OAR 581-023-006 (4b)
A student who has been withdrawn after 10 consecutive school days, then returns to school must be present at least one-half day of the school’s schedule (not the student’s schedule) in order to restart the count of consecutive days absent. 

OAR 581-023-006 (4b)

Note: You may wish to tell the parent that the student will be made “temporarily inactive” at the school due to the extended absence, rather than using the word “withdrawn.”

**Vacation and Planned Absences**

A student who is on vacation during regular school days for exactly 10 days or less may remain enrolled in school. Please see further information in the Truancy and Irregular Attendance section pertaining to excused absences.

If you are notified in advance that a student will be absent for more than 10 consecutive school days, Oregon state law requires the student to be withdrawn on the first day of absence. This is also true at the end of the school year. There are no exceptions to this law. The student may be re-admitted as of the date the student returns to school.

High school students and parents are required to follow prescribed steps to arrange for school absences that do not fall within the normal “excused absence” guidelines. Parents, students and teachers should complete the district’s form “Request for Pre-Arranged Absence” which is available in the school office. Teachers or the principal may excuse all or a portion of the days missed.

Most middle schools design their own form that the student takes to teachers notifying them of the planned absence, and to collect homework assignments. Each school determines the length of time the student must be absent in order to use this form.

**Extended Illness or Injury**

A student with an illness or injury lasting longer than 10 school days must be withdrawn on the 11th day. If it is determined prior to 10 days that the student will be on an extended absence, you must withdraw the student, using the school day following that determination as the withdrawal date. OAR 581-023-0006 (4b)

Students who are not attending school due to an extended illness or injury but are doing work at home with teacher contact as a courtesy, must also be withdrawn from school if the absence will be longer than 10 days. The withdraw date is based on the date you are notified and the total length of absence. Solely doing homework is not sufficient to justify enrollment because the student is not physically in class. Students who are receiving Home Instruction through 4J tutors will be withdrawn from their school and re-enrolled by the Home Instruction department.

Note: You may wish to tell the parent that the student will be made “temporarily inactive” at the school due to the extended absence, rather than using the word “withdrawn.”

**Suspensions**

Students who are suspended from school are marked absent for each day or partial day of the suspension. When entering the absence, there are two choices for the Reason: “Suspension – In School” which is an authorized absence, or “Suspension – Out of
School" which is an excused absence. Students are not withdrawn unless the suspension results in an expulsion or are placed in an alternative school or program.

Absences due to out of school suspensions count towards the ten day drop rule. If the student is gone more than 10 days due to absences and suspended days, the student must be withdrawn. The eSIS withdrawal process will automatically delete any attendance entered for dates following the withdraw date.

Field Trips
Elementary students, who are out of the classroom on a half day or full day field trip or other school activity, should be marked with an authorized absence. Many schools attach a document to the sign in/out sheet or the Daily Attendance Call List report indicating information about the field trip, such as the transportation trip request or email from the teacher explaining the outing. This documentation could be useful if the courts or parents request attendance data.

Secondary schools must mark students with an authorized absence for any school activity, regardless of the length of time out of the building.

It is essential to maintain detailed attendance records, indicating the whereabouts of all students during any part of the school day. When entering the absence be sure to use an absence reason that is Authorized, such as “Activity – School”, “Athletic Event” or “field trip”. Authorized absences and lates are not counted against the student and are omitted from report cards, transcripts and Adequate Yearly Progress (AYP) reporting.

See additional information in the “Absence/Late Types” section and “eSIS Data Entry” section.

Athletic Events
District 4J policy requires middle and high school athletes to have attended school the entire day in order to participate in an athletic event. Exceptions for pre-arranged absences or special clearance will be reviewed on a case by case basis by the district athletic director. (4J Athletic Handbook for HS Coaches)
ABSENCE / LATE TYPES
There are two types of absences when entering data in eSIS, Absent and Late. The absence or late reason that is entered determines whether the absence or late will be considered Excused, Unexcused or Authorized.

Excused
The school may consider an absence or late to be excused for reasons such as the student’s illness, illness of a student’s family member, a planned absence or an emergency. The parent/guardian must notify the school, preferably in advance of the absence/late, either in writing or by a phone call to the school attendance office. The school administrator has the right to determine whether or not the excuse presented by the parent/guardian is an acceptable reason. If the reason is not acceptable the absence/late may be deemed unexcused. The school administrator may also excuse absences/lates for other reasons where satisfactory arrangements are made in advance of the absence. (ORS 339.065.2)

The school may require a note from a doctor or dentist for an absence or late if the absence is to be considered excused. This requirement should be included in the school’s written attendance information.

If you suspect a note has been signed by someone other than the appropriate adult, you could look in the CUM folder for a document with the parent/guardian signature, contact the parent/guardian for verification of the note, or consult your administrator. You may wish to contact the doctor or dentist office, however due to confidentiality issues they may not be willing to confirm the appointment.

Written notes should be kept with other attendance documents and saved for a minimum of three years.

Unexcused
Any absence or late that has not been excused by a parent/guardian or school administrator will be considered unexcused. Eight unexcused half day absences are counted towards irregular attendance and truancy. (See Truancy and Irregular Attendance section.)

The school administrator has the right to determine whether or not an excuse presented by the parent/guardian is an acceptable reason. If the reason is not acceptable the absence/late may be deemed unexcused.

If a student has many unexcused absences, a file should be started with relevant information that could be requested if the student is eventually reported as truant. (See Truancy and Irregular Attendance section) The following should be placed in the file:

- Copies of all letters to parents/guardians
- Documentation including anecdotal records regarding conferences, phone calls, home visits
- Written notes from parents
**Authorized**

When a student is not in class at the school’s request, either elsewhere in the building or in a school activity off campus, the student must be marked absent or late, with an Absence Reason that is Authorized. For example, authorized absences are used when a student is in the school nurse’s office or main office, on a field trip or is participating in a school athletic event. In these cases, the student(s) is marked absent or late because s/he is not present in the assigned classroom, however the absence/late is not counted against the student. Authorized absences are not included on report cards, transcripts or Adequate Yearly Progress (AYP) reporting.

It is important to enter all Authorized absences in order to provide specific details about the student’s attendance and location during the day if information is requested. Also, the school must be able to ascertain all students’ whereabouts during an emergency.

**Late (or Tardy)**

A student who arrives after class has begun is considered to be late. Each school may set specific guidelines addressing the exact time a student must be in class or the amount of grace period allowed before the student will be marked late. Schools may also have rules pertaining to the maximum number of minutes a student may be late to a class prior to being marked absent. When a student arrives late, the arrival time should be entered in eSIS, using the Sign In/Out entry screen. Some secondary schools consider a specified number of tardies to equate to an absence.

Similar to absences, the Reason that is selected in eSIS determines whether the late is considered Excused, Unexcused or Authorized.
ABSENCE REASONS
The absence or late reason that is entered determines whether the absence or late will be considered **Excused, Unexcused or Authorized**.

There are six varieties of Absence Reasons:
- Excused Absence, Unexcused Absence
- Excused Late, Unexcused Late
- Authorized Absence, Authorized Late

All schools at each level (elementary, middle and high school) have the same absence and late reason codes. The check box in the center of the screen indicates Authorized absence reasons. The Sub-Allocation field indicates Excused/Unexcused.

For a **complete** list of absence/late reasons please go to the Attendance module > Select > Codes.

An Absence Reason must be entered for each absence or late for accurate record keeping and truancy purposes. If the Absence Reason is blank, the absence will be considered “unexcused” based on Company file settings. Any Absence Reason can be used for either absences or lates. Be certain to choose reasons that are excused, unexcused or authorized as appropriate.
DATA CLEANUP
CIS runs several automated scripts each night to clean up various attendance data:

- If the Absence Type is blank and the Absence Reason is excused or unexcused, and there is no sign in/sign out entry, the Absence Reason will be removed. This script adjusts absences that were entered one week previously.
  - For example, the office might enter an Absence Type “A” and Absence Reason, but the teacher could later remove the “A” if the student attends class. Secondary level teachers are not able to remove the Absence Reason, so the script will delete the absence.

- If the Absence Type is blank, the Absence Reason is “authorized” and there is no sign in/sign out entry, an “A” will be entered for the Absence Type.
  - Sometimes when schools use the Mass Entry screen for school related absences such as field trips, the Absence Code does is not populated by eSIS.

- When the Absence Type is “A” but the Absence Reason is blank, an Absence Reason of “Absent” will be entered. This is an unexcused absence.
  - This could happen if a student is marked absent but no communication is received from the parent regarding the absence.
**DAILY and PERIOD ATTENDANCE**

Attendance is recorded at each school based on the method of student enrollment. **Daily** (or “Half Day/Whole Day”) attendance is typically used by elementary schools; each student is assigned to a homeroom teacher, and absences are entered based on a half day or whole day (am and/or pm) time period. **Period attendance** is usually used by middle and high schools that schedule students into individual classes. Absences and lates are entered for every period of the day for each student.

It is possible for a school to use both methods of attendance for different grade levels. For example, a school teaching grades K to 8 might use half day/whole day attendance for grades K to 5, but use period attendance for grades 6 to 8 for students scheduled into period based classes.

Each school entering daily (or “half day/whole day”) attendance will determine when the midpoint of their daily school schedule is, based on the average number of hours school is in session daily. For example, a school might use lunch as the midpoint while another school may choose a time such as 11:00 a.m. When entering absences, this designation for a half day will be a guide for marking an absence as only a.m. or p.m. rather than a full day’s absence. Daily attendance schools should also determine the maximum time a student can be late in arriving to school before the student will be marked absent from school rather than late.

Note: Recess and lunch are not included in a school’s instructional time.

Each school must publish their specific policies pertaining to half day absences and converting tardies to half day absences so that these policies are well communicated and equally enforced amongst all students, and enforceable by Lane ESD and the court system.

Period absences (at secondary schools) for each student are converted to a “half day/whole day” equivalent for state reporting purposes, based on the number of minutes a student was absent during the day. If a student misses less than 86 minutes of the school day, the absence will not be reported to the state. A student missing between 86 and 166 minutes will be listed as a half-day absence. Any absences totaling more than 166 minutes during one day will be reported as a full day absence.
ATTENDANCE TUMBLE CALENDAR
Each school must maintain the Attendance Tumble screen in the eSIS Attendance Module. The calendar lists every school day and the associated Tumble Pattern and Day. The “School Details – Current Year” screen must be coordinated with the Attendance Tumble Calendar.

Numerous combinations of Days and Tumble Patterns are possible. CIS works closely with each school's attendance and scheduling staff to determine accurate settings for the days and tumbles.

Elementary Schools
By default, the Tumbles and Days on the elementary school Attendance Tumble screen will be set to '1' and usually will not need to be adjusted. CIS will contact the school if any changes need to be made.

School Details > Current Year
Secondary Schools

Tumble Patterns:
Tumble Patterns (the way periods ‘tumble’) indicate the rotation of periods that meet during the week. In some schools, every period meets every day without any deviations in class schedules. Other schools have days where class period rotations differ, such as a half day of classes on early release days. (See examples below.)

Days:
The term “Days” refers to the number of days it takes your school to cycle through all courses in the students’ schedules. Most schools have a 1 day schedule in which students attend the same classes each day. Some schools have a 2 day schedule, such as an “A Day” and a “B Day”, in which it takes two days for students to rotate through their full schedule of classes. (See examples below.)

School Details > Current Year:
Each Tumble Pattern(s) is defined for your school on this screen. Schools enter the number of Days and number of Tumble Patterns at the top of the screen, and each specific Tumble Pattern rotation is broken out in the body of the screen.

Attendance Tumble screen:
Schools enter “Tumbles” and “Days” for each school day, according to the manner in which classes have been set up in the scheduling process. “Days” and “Tumbles” are entered in coordination with “School Details – Current Year”. The attendance staff needs to be certain the tumbles and days are synchronized with the school’s schedule so teacher attendance lists correctly reflect each day’s classes and students.

If a teacher reports they can’t take attendance or the wrong students are on their attendance lists, it’s possible the Attendance Tumble screen needs to be corrected.

Warning: The “Rebuild Calendar” button is used at the beginning of the school year and not again for the rest of the year. Pressing it will reset the Tumble and Day fields to “1”.

Please see the examples of common school set ups on the following pages.
Example #1
All periods meet every day, most days:
In this example, all 8 periods of the day meet most days of the school year. This is indicated by Tumble Pattern 1. Occasionally Tumble Pattern 2 (periods 1, 2, 3, 4) or Tumble Pattern 3 (periods 5, 6, 7, 8) is used for early release or late start days. This school has a 1 Day schedule; each period is always the same class.

School Details – Current Year
Each date has an associated Tumble pattern, indicating which periods meet that day. The Day is always set to ‘1’.
Example #2
A Day / B Day schedule:
In this example, students attend periods 1 to 4 on “A Day”, and then attend a different set of classes during periods 1 to 4 on “B Day”.

School Details – Current Year
The A/B day schedule is indicated by entering a “2” in the “Number of Days” field.

Attendance Tumble screen
The “Tumble” Column is “2” because students always go to periods 1 to 4 each day. The “Days” column alternates between 1 and 2, reflecting the different set of classes on A or B rotation.
RECORD RETENTION (OAR 166-400-0060)
All paper records that document a student’s attendance in school must be kept a minimum of three years after the school year in which they were created. Any records that are discarded must be shredded. Attendance records include but are not limited to:
- Classroom daily or weekly attendance sheets (often used by substitute teachers)
- Teacher grade books
- Truancy records
- Excused and unexcused absence records
- Copies of attendance letters to parents/guardians
- Notes from parents/guardians
  (Some schools staple the notes to the daily log sheet.)
- Tardy records/admit slips
- Sign in/sign out logs
- Annual attendance reports
- Any related documentation

RECORD REQUESTS
Attendance records are legal documents. It is essential that attendance staff and teachers maintain accurate and detailed records of attendance for every student enrolled in school. You may be required to provide complete attendance records for court cases, expulsion or truancy hearings, government agencies, or child welfare service organizations. You may need to provide detailed attendance records such as attendance for the current year and previous years, and possibly any written notes from parents/guardians regarding attendance.

AUTOMATED PHONE DIALER
The CIS department maintains an automated phone dialer system that may be used by any district 4J school. The auto dialer calls parent/guardians for any unexcused absence or when the Absence Reason field in eSIS is blank. If the absence type field (absent/late) is blank, but a reason has been entered, the dialer will not make a phone call. (For a complete list of unexcused absence reasons, please go to the Attendance Module > Select > Codes.)

Optionally schools may have calls made for lates in addition to absences, and have email messages sent in addition to phone calls. The email address that is entered on the Parent screen will receive email from the phone dialer system.

Phone numbers and related parent data in eSIS are downloaded to the phone dialer system nightly to be used the following day. Changes made in eSIS during the day will not be effective with the phone dialer until the following day. It is essential for schools to keep phone numbers and email addresses accurate at all times, to prevent contacting incorrect individuals through wrong phone numbers and email addresses.

The phone dialer system calls up to two phone numbers. It first dials a “living with” parent, followed by a second “living with” parent if the home phone number is different. If there is not a second “living with” parent to be called, the dialer will check for a “Copy of Correspondence” parent to be dialed next. If a phone number is blank, the dialer will
use the next number in the sequence. Phone numbers that are marked unlisted are not excluded from receiving phone calls. The dialer will not call long distance numbers or numbers that have blocked the dialer’s phone number.

The same pre-recorded message is used for all schools. A Spanish version of the message will be used for students who live in a Spanish speaking home, which is indicated on the students Immigration screen, "Language at home" field.

At elementary schools, the auto dialer begins making calls and sending email at 8:50 a.m. or 9:20 a.m. to notify parent(s)/guardian(s) the child is not in school. At middle and high schools the dialer generally begins making calls and sending email by 4:45 p.m. Schools will want to complete entering all absence data before the phone dialer begins making calls. The Mass Entry screen can be used to quickly verify all Absence Reasons have been entered or run the Attendance Daily Call List report.

One daily phone log report is sent to the school through email. You will need to make additional copies as necessary. The report lists the phone number(s) dialed, connection time, and indicates whether a message was left or the phone was answered. Numbers not dialed, such as long distance or blocked numbers are listed after the successful calls. Schools could follow up with parents by calling the undialed phone numbers.

If your school wishes to use the phone dialer or make any changes, please contact the CIS department.
GENERAL INFORMATION

School Calendar
For every 4J school, the School Schedule screen in eSIS indicates the first and last day of school, and semester and term start and end dates. (School > School Information > Schedule)

Non-School Days
CIS will enter the Non-School Days, such as grading days, vacation, and holidays for each school based on the District calendar approved by the school board. Each school is responsible to verify these dates and notify CIS of any changes that need to be made. (School > School Information > Non-School Days) eSIS will not permit absences or lates to be entered for a non-school date.

Inclement Weather, Emergency Closures
When school is closed due to inclement weather or a school emergency, CIS will enter this date as a non-school day. Any absences that have been entered in advance will be automatically removed. The date will also be dropped from the Calendar Maintenance screen.
eSIS DATA ENTRY
The following is basic information about data entry in eSIS. For complete instructions, please refer to Attendance Data Entry handouts, separate from this manual.

Even though most teachers enter their own attendance, the office attendance staff will enter excused absences as parents/guardians contact the office. Elementary schools will enter half day and full day excused absences, while secondary schools will enter specific periods absent. All schools enter full day and extended absences that cover multiple, consecutive days. The attendance person is also responsible to enter school authorized absences, usually in advance of the event, such as field trips, athletic events or specific instances of a student coming to the office. Teachers find it helpful to see excused or authorized absences that have been entered by the office, indicating why the student is absent from class.

There are several screens available to enter attendance for half day/whole day attendance at the elementary level, or period attendance at the secondary level. The most commonly used are Mass Sign-in/Sign-out, Sign In/Out, Homeroom Entry (half day/whole day attendance) and Class Entry (period attendance). Also available are Full Day-Multi Day Absence, and Team/Club entry screens. Use the Mass Entry screen to make corrections easily.

Note: Remember you must also enter absences for students who are away from class but are attending a school event such as a field trip. (Please see the previous sections “Examples of Specific Absences” and “Authorized Absences.”)

Absence Types and Reasons
Please refer to the previous section for detailed information about Absence Types and Absence/Late Reasons.

Lates (or tardies)
Schools should enter the time the student arrived at school, using the Mass Sign In/Sign Out screen. The arrival time prints on reports and provides more complete info about the tardy. Daily Attendance schools should determine how late in the day a student may arrive to school and still be considered late rather than absent for a half day. Period attendance schools will determine the number of minutes a student may be late before counting the student absent for that period.

Ins and Outs during the day
When a student leaves school early, such as for a doctor appointment, the school must record the time the student left the building. If the student returns later in the day, the return time must also be recorded. Accurate records must be kept in order to locate the student, or prove his/her whereabouts if requested at a later date by parents, courts, or government agencies. (See exceptions below for high school students.)

Elementary Schools are required to keep a daily log sheet in the office that a parent/guardian will sign and date when checking the student out of school. Schools may also use the log when a parent/guardian brings the child into school at a time other than the start of the day.
You may also enter the in/out in eSIS on the Sign In/Sign Out entry screen. There are advantages to keeping this information in eSIS, such as being able to run reports and quickly retrieve data for specific student(s) rather than searching log sheets for specific student entries. Of course, if a student is absent for a half-day, that absence must be recorded in eSIS.

Middle Schools: Daily ins and outs must be entered in eSIS, by using the Sign In/Out screen(s), recording any period(s) the student is absent. In addition, middle schools must keep a written log sheet in the office, which should be signed by the parent/guardian when checking the student out from school.

Secondary schools: When the office is notified that a student is leaving early, daily ins and outs must be entered in eSIS, by using the Sign In/Out screen(s), recording any period(s) the student is absent. High schools are not required to keep a log sheet when students leave or return to school.

The sign in/out log sheets should be kept for a minimum of three years with other school records.

**Field Trips**
Elementary students, who are out of the classroom on a field trip or other school activity, should be marked with an authorized absence. Secondary schools must mark students with an authorized absence when out of the building on a school activity. Remember, Authorized Absences are not counted against the student. Please see additional information in sections for “Examples of Specific Absences”, “Absence/Late Types” and “eSIS Data Entry”.

**Special Situations**
Unacceptable Reason: using this reason indicates a parent/guardian contacted the school, however the attendance office or administrator has deemed the reason to be unacceptable to excuse the absence. Some examples – student stayed home to baby sit a sibling, overslept or other excuse that has been used repeatedly.
TEACHERS ENTERING ATTENDANCE
Teachers in every District 4J school enter their own attendance in eSIS, marking absences and lates for their classes. Each school’s administrator and attendance secretary will set time parameters for teachers to have finished entering attendance. Elementary schools often ask teachers to finish entering absences within the first 15 minutes of class, before the auto dialer or office begins making calls on unexcused absences. Secondary schools generally ask that absences and lates be entered within the first 10 minutes of each class period. It is critical that 1st period attendance be entered right away in order to identify any students who did not arrive at school.

Teachers enter a check mark in the “A” (Absent) or “L” (Late) box. In most cases, the office will enter the Absence Reason as they are notified. Elementary teachers are able to enter or change the Absence Reason if they have information prior to the office notification. Each school may decide if they want teachers to make these changes. Secondary teachers do not have the ability to enter or change Absence Reason Codes.

If the office enters an absence, elementary teachers are able to change it if necessary as long as the date is within 4 days of the absence date. For example, if the office marks a student absent for the entire day but the student comes to class late, the teacher could remove the absence for that student. Also, the teacher might change an absence to a late if the student arrives to class after an absence has been entered.

Once attendance entry is complete for each class, the teacher checks the Attendance Complete box at the bottom of the absence entry screen. The office is able to run an Attendance Entry Verification Log to determine whether all attendance has been entered for the day. (Please see Reports section of this chapter.)

Teachers must not allow students to enter attendance in eSIS on the teacher’s behalf. The teacher is not permitted to log into his/her account and allow the student to enter absences, nor is the teacher to divulge his/her account name and/or password to any student no matter how dependable or honest the student is believed to be. All student records, including attendance are confidential. Teachers are legally and ethically obligated to safeguard the confidentiality of any information in these records.

Substitute teachers usually do not have eSIS accounts. Instead, office staff prints attendance gathering sheets for teachers to mark any absences, and then enters the attendance later in the day. If a substitute teacher has an assignment of one week or more, s/he may apply for an eSIS account through the CIS department.
eSIS ATTENDANCE REPORTS
Numerous attendance reports are available in eSIS, which can be run daily or at various intervals. Each school determines their own schedule for running attendance reports based on their needs and administrator requests. Daily Attendance reports (elementary schools) are found in folder #1 of the Reports Menu. Period Attendance reports (secondary schools) are in folder #2. Please refer to the eSIS training handouts for directions to run specific reports.

The following is general information about commonly used attendance reports:

**Daily Reports**
- **Attendance Completion log**
  Attendance Module > Period Attendance or Daily Attendance >
  Attendance Entry Completion Log
  This screen shows the status of each teacher’s attendance entry for the day or period. The teacher’s name or class is listed, with the date and time the attendance entry was completed. When teachers click the “Attendance Complete” check box at the bottom of the data entry screen, the information will be updated on this log.

  To use this screen, choose a teacher from the drop down list, or leave this field blank to view all teachers and click the “Search” button. The log can be viewed on screen or printed as a report.

- **Daily Attendance Call List**
  Use this report to verify Absences and Absence Reasons have been entered. The Absence Code, Absence Reason, home phone and parent names are included. There are several other options available on this report.

- **End of Day Teacher Status Report** (secondary schools only)
  This report lists each teacher and all absences or lates that have been entered for that day. Optionally run the report at the end of the day and give teachers their page to verify attendance that has been entered.

**Substitute Teachers Attendance List**
The following reports can be printed for substitute teachers to mark attendance. Some schools run a report monthly, save it on their computer, then print individual sheets when needed.

- **Weekly Attendance Sheets** (elementary schools only)
  Run this report to create a weekly attendance sheet. The report can be run for all teachers, or an individual teacher.

- **Student check List by Homeroom** (elementary schools only)
  This report gives you the ability to enter 4 letter column headings. It has many uses in addition to attendance.
Attendance List by Teacher (all schools)

Monthly Attendance Cards (all schools)
Attendance sheets print for each elementary homeroom or each class at secondary schools. If any absences or lates have been entered, they will be listed for each student.

Determine Attendance Issues
The following reports should be run routinely, perhaps weekly, and with various totals of days to identify students who are having attendance issues and may need attendance intervention. Students/parents may need to be sent attendance letters or be withdrawn from school due to 10 days of consecutive absences. Check with teachers if attendance data seems questionable or inaccurate. Inform the school administrator, and in the case of secondary schools, the Records Clerk or Registrar of potential attendance issues with students.

10 Day Drop Reports
Students with Attendance Problems
The requesting screen allows you to select the number of absences, date range and absence types to determine which students will be included on the report. When the “letter” option is chosen, a window opens at the bottom of the screen in order to enter the text of the letter. The letter will be printed followed by details of all absences and lates.

Consecutive Absence Report
Run the report several times with various settings to identify different types of attendance situations.

Design Letters
School > Design Letters
Letters for 3 day, 8 day and 10 day absences have been created at the “District” level. If you wish to use one of these letters, it’s important that you do not change a district level letter. Instead, copy the letter, then select the “school” radio button to create your school’s letter and make any necessary changes. A notation that a letter was sent can be posted to “All Student Correspondence”.

Students Withdrawing
Attendance Summary
Print this report from the Hot Print screen after a student withdraws. Place a copy of the report in the student’s CUM folder.

Condensed Attendance Summary
Print this report from the Hot Print screen as an alternative to the Attendance Summary for students who are withdrawing.
Additional Information

Specify Extract Criteria
Student attendance can be reported by selecting the Attendance tab in Specify Extract Criteria.

Extracts – most attendance reports do not run with extracts.