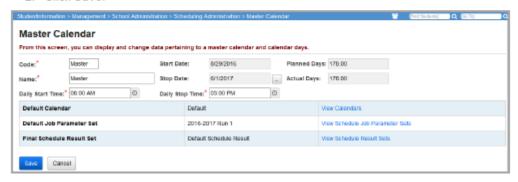# StudentInformation HB410 District Task List

The purpose of this document is to inform districts of attendance configuration requirements that must be set up in StudentInformation in order to comply with HB410 requirements. This document will be updated as needed in future releases.

Master Calendar (released in v17.1.0)

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Master Calendar

Daily Start Time and **Daily Stop Time** fields are now required when you create or edit a master calendar.

1. With a building in context on the **Master Calendar** screen, enter the **Daily Start Time** and **Daily Stop Time**.
2. Click **Save**.
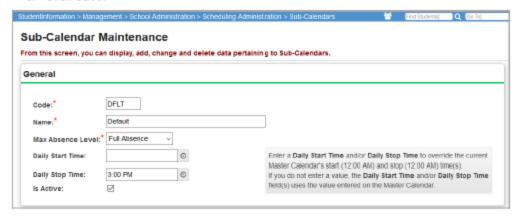
Sub-Calendar (released in v17.1.0)

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Sub-Calendars

Daily Start Time and **Daily Stop Time** fields are now optional when you create or edit a sub-calendar.

1. With a building in context on the **Sub-Calendars** screen, select the sub-calendar you wish to edit.

2. Enter a **Daily Start Time** and/or **Daily Stop Time** if necessary.

   Note: If you do not enter a Daily Start Time or Daily Stop Time, the sub-calendar uses the master calendar's Daily Start Time and/or Daily Stop Time.

3. Click **Save**.

Exception Days (released in v17.1.0)

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Calendar Exception Management

OR

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Calendar Bulk Exception Management

Daily Start Time and **Daily Stop Time** fields should be updated on days in which students are attending hours that differ from the sub-calendar's **Daily Start Time** and **Daily Stop Time**. For example, a Planned Shortened day would have a different start and/or stop time than a normal school day. The times should be entered as a calendar exception.
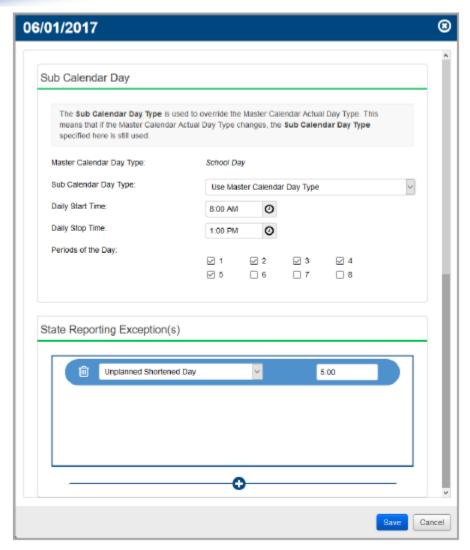
To update the exceptions, use the **Calendar Exception Management** screen to update a single calendar or the **Calendar Bulk Exception Management** screen to update multiple calendars.

1. With a building in context, on the **Calendar Exception Management** screen or the **Calendar Bulk Exception Management** screen, select the calendar(s) you wish to update.

2. Click the day you wish to add an exception.

3. If the **Daily Start Time** and/or **Daily Stop Time** will be different for the day, enter the appropriate times in the fields.

    Note: If you do not enter a Daily Start Time or Daily Stop Time, the exception uses the sub-calendar's Daily Start Time and/or Daily Start Time if entered; otherwise, the exception uses the master calendar's Daily Start Time and/or Daily Stop Time.

4. If the EMIS exception already exists for this day, no further action is required.

06/01/2017

Sub Calendar Day

The **Sub Calendar Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Sub Calendar Day Type** specified here is still used.

Master Calendar Day Type:	*School Day*
Sub Calendar Day Type:	Use Master Calendar Day Type
Daily Start Time:	8:00 AM
Daily Stop Time:	1:00 PM

Periods of the Day:

☑ 1 ☑ 2 ☑ 3 ☑ 4
☑ 5 ☐ 6 ☐ 7 ☐ 8

State Reporting Exception(s)

🗑 Unplanned Shortened Day   5.00

➕

Save   Cancel

5. Click **Save**.

Lunches

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Periods of the Day

All students must have lunch indicated on their schedules so that when the student is out of the building or tardy over their lunch period, their time allotted for lunch is *excluded* from the attendance calculation. If your school has already assigned lunch course sections to student schedules, you only need to enter the **Start Time** and **End Time** for each lunch period to ensure lunch is excluded from attendance calculations. Regardless of whether or not lunches have been assigned, lunch periods must exist on the **Periods of the Day Maintenance** screen with their **Start Time** and **End Time** entered.

When a student's schedule *does not* include a Course Type of **L - Lunch**, when the student is out of the building or tardy over their lunch (e.g., during a Course Type of **Z - Study Hall**), their time allotted for lunch is included in the attendance calculation as either an excused or an unexcused absence.

> *Note: If you want to track both Course Types of Z - Study Hall and L - Lunch during the same period, administrators with course override permissions can override the conflict and assign both to each student.*
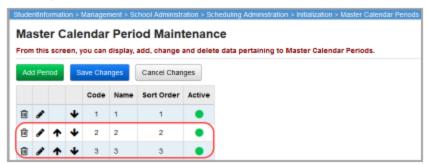
- For schools that already have lunch course sections assigned, see *"Assign Times to Existing Lunch Periods."*
- For schools that do not have lunch courses created and/or assigned, see the following:
  - *"Assign Times to Existing Lunch Periods"*
  - *"Create Lunch Courses"*
  - *"Create Lunch Course Sections"*
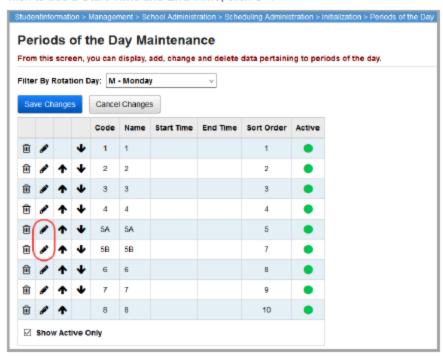 - *"Bulk Assign Lunch Course Sections"*

Assign Times to Existing Lunch Periods

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Initialization – Periods of the Day

Note: If the lunch period(s) does not exist on the Periods of the Day Maintenance screen, you must add a lunch period(s) as needed on the Master Calendar Periods screen. If your school currently only has one period of the day for all classes (e.g., an elementary school that uses course groups), you must add additional periods for lunch.

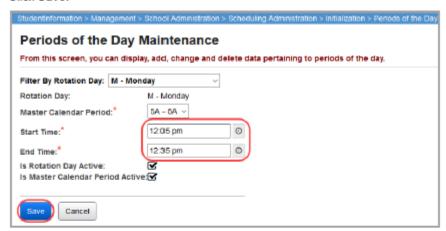1. On the **Periods of the Day Maintenance** screen, next to the lunch period to which you wish to add a **Start Time** and **End Time**, click ✏.
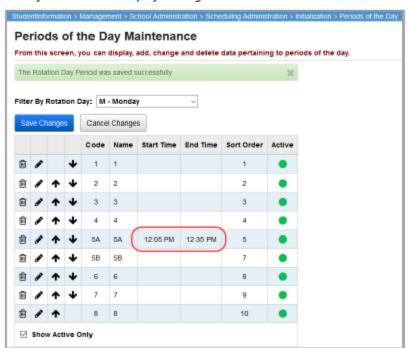

2. On the add/edit screen, enter a **Start Time** and **End Time** for that particular lunch period.
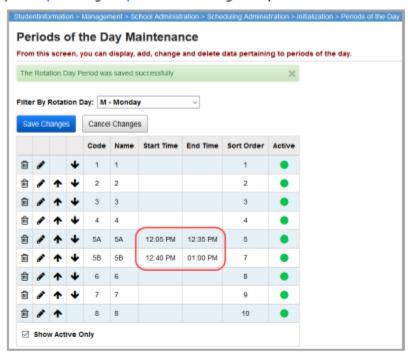
3. Click **Save**.

Periods of the Day Maintenance

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

Periods of the Day Maintenance

From this screen, you can display, add, change and delete data pertaining to periods of the day.

Filter By Rotation Day:	M - Monday
Rotation Day:	M - Monday
Master Calendar Period: *	5A – 5A
Start Time: *	12:05 pm
End Time: *	12:35 pm
Is Rotation Day Active:	☑
Is Master Calendar Period Active:	☑

Save   Cancel

The newly entered times display in the grid.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Periods of the Day

Periods of the Day Maintenance

From this screen, you can display, add, change and delete data pertaining to periods of the day.

The Rotation Day Period was saved successfully   ✕

Filter By Rotation Day: M - Monday

Save Changes   Cancel Changes

				Code	Name	Start Time	End Time	Sort Order	Active
🗑	✏		⬇	1	1			1	🟢
🗑	✏	⬆	⬇	2	2			2	🟢
🗑	✏	⬆	⬇	3	3			3	🟢
🗑	✏	⬆	⬇	4	4			4	🟢
🗑	✏	⬆	⬇	5A	5A	12:05 PM	12:35 PM	5	🟢
🗑	✏	⬆	⬇	5B	5B			7	🟢
🗑	✏	⬆	⬇	6	6			8	🟢
🗑	✏	⬆	⬇	7	7			9	🟢
🗑	✏	⬆		8	8			10	🟢

☑ Show Active Only

4. Repeat *step 1* through *step 3* for all remaining lunch periods.

Create Lunch Courses

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

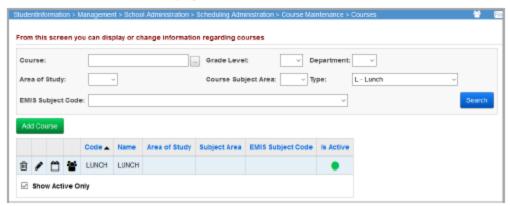If no course record for lunch exists, you must add one course.

1. On the **Courses** screen, click **Add Course**.
2. Enter in the relevant course information.

   Note: The lunch course must have a Course Type of L - Lunch.

3. Click **Save**.

The new lunch course displays.

Create Lunch Course Sections

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Course Maintenance – Courses

You must add lunch course sections for each possible term and period combination of lunch that must be assigned to a student's schedule.
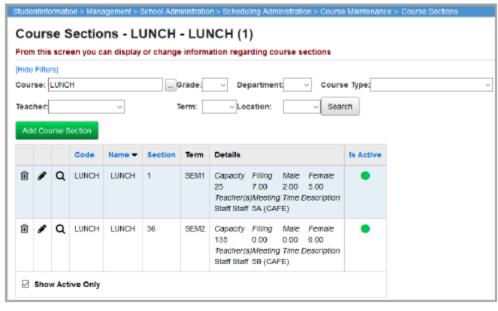
For example, if a student has lunch the same time all year, create a course section with a term that represents an all-year course. If the student's lunch time differs from first semester to second semester, create additional sections of lunch to represent each term and period needed.

1. On the **Course Sections** screen, click **Add Course Section**.

2. Enter the relevant information for the course section.

   Note: Ensure that the correct Course Term is selected.

3. Click **Save**.

The added course section displays.

4. Repeat *step 1* through *step 3* for all remaining course sections needed.
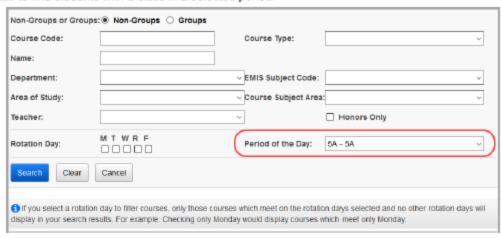
Bulk Assign Lunch Course Sections

Navigation: StudentInformation – SIS – School Administration – Scheduling Administration – Course Maintenance – Courses
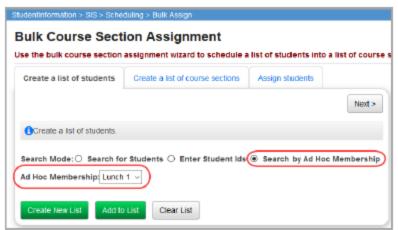
You can use the **Bulk Course Section Assignments** screen to assign lunch to multiple students' schedules.

If you are using Ad Hoc Membership groups to assign lunch to all students who have lunch at the same time, you must first build your Ad Hoc Membership group for each lunch time period. This is the quickest way to assign lunch to groups of students.

There are additional options for creating an Ad Hoc Membership group depending on your lunch or class patterns. If you need to assign a lunch based on students in a course section meeting during a specific period of the day, use the **Ad Hoc Memberships** screen **Course Section Info** tab to find students with a class in a selected period.
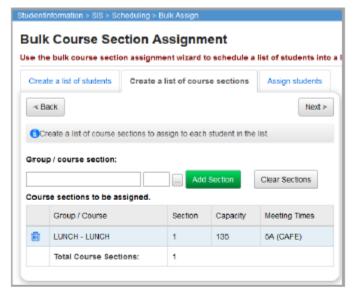

1. On the **Bulk Course Section Assignments** screen **Create a list of students** tab, select **Search by Ad Hoc Membership**.

2. In the **Ad Hoc Membership** drop-down list that displays, select the Ad Hoc Membership that contains the students to which you wish to assign the course sections.
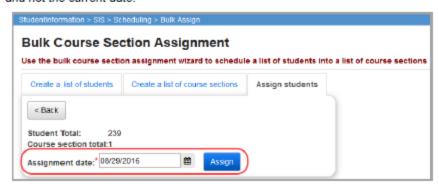
3. Click **Next >**.

4. On the **Create a list of course sections** tab, select the course section you wish to assign to the group of students.

5. Click **Next >**.

6. On the **Assign students** tab, click **Assign** to apply the lunch assignment to all selected students.

   Note: Ensure you use the first day of the school year as the Assignment date and not the current date.

Attendance Qualifiers

Attendance Qualifiers Overview

This section explains how to record absence events using the existing **Late/Tardy** qualifier and the new **Partial** qualifier. To set up attendance types with the new **Partial** qualifier, see *"Configure Attendance Qualifiers."*

Late/Tardy Qualifier

When entering absences with the **Late/Tardy** qualifier, whether or not you fill out the **Time In** field affects how attendance is calculated.

Time In	Tardy	Absence Threshold
No	Identified	Not Counted Against
Yes	Identified	Counted Against

> *Note: The following items will be updated in a future release:*
>
> - *Attendance reports will count tardies as absences when the applicable **Time In** is entered.*
> - *ATTUPEMIS will include tardies as absences.*

Partial Qualifier

The new **Partial** qualifier must be used to enter absences that span from the AM to PM sections of the day (e.g., 9 a.m. – 1 p.m.). You can also enter AM-only or PM-only absences with this qualifier, but you must specify the corresponding **Time In** and/or **Time Out**. The following rules apply for absences with the **Partial** qualifier:

- Multiple absence events with the **Partial** qualifier are allowed.
- **Partial** events are calculated as absences (excused or unexcused).
- **Time In** and/or **Time Out** fields must be entered to record a partial day.

> *Note: Time In and/or Time Out must be entered. When neither have been entered, the absence event is ignored.*

> *Note: The following items will be updated in a future release.*
>
> - *The **Daily Absent List** screen Attendance Statistics grids will display absence time.*
> - *ATTUPEMIS will count **Partial** qualifiers as absences.*

Partial Qualifier Examples

Excused Absence

- Student is tardy 30 minutes.
- Student has a doctor's appointment and is gone between 10:00 a.m. – 1:30 p.m. (3.5 hours).
- School day start-stop time is 8 a.m. – 3 p.m.
- School day has 6 hours of instruction.
- Student's lunch is 30 minutes and occurs during their period of absence.

Given the above circumstances, the following absence events should be entered:

1. Absence Event #1
   - Qualifier – Late/Tardy
   - Time In – 8:30 a.m.
2. Absence Event #2
   - Qualifier – Partial
   - Absence Type – Is Excused
   - Time Out – 10:00 a.m.
   - Time In – 1:30 p.m.

The student's total time absent is as follows:

[tardy] + [time absent - lunch] = time absent

[0.5hr] + [3.5hr - 0.5hr (lunch)] = 3.5 hours absent

Unexcused Absence

Absence types with a **Partial** qualifier can also be used when a portion of the student's absence is not excused.

- Student has a doctor's appointment and is gone between 9:30 a.m. –12:00 p.m. (2.5 hours) but their excused absence is only between 9:30 a.m. – 11:00 a.m.
- School day start-stop time is 8 a.m. – 3 p.m.
- School day has 6 hours of instruction.
- Student's lunch is 30 minutes and *does not occur* during their period of absence.

Given the above circumstances, the following absence events should be entered:

1. Absence Event #1
   - Qualifier – Partial
   - Absence Type – Is Excused
   - Time Out – 9:30 p.m.
   - Time In – 11:00 a.m.
2. Absence Event #2
   - Qualifier – Partial
   - Absence Type – Unexcused
   - Time Out – 11:00 a.m.

- Time In – 12:00 p.m.
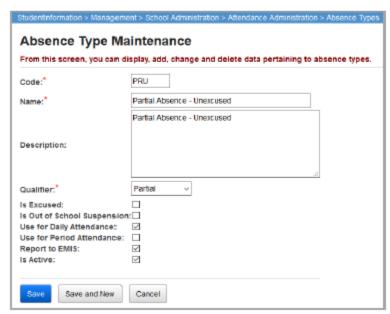
The student's total time absent is as follows:

[unexcused absence] + [excused absence] = time absent

[1.0 hr (unexcused)] + [1.5hr (excused)] = 2.5 hours absent

Configure Attendance Qualifiers

You can update any absence type(s) used to record partial absences with the new **Partial** qualifier on the **Absence Type Maintenance** screen. Absence types can be maintained at the ITC, district, or building level. If absence types are set up at the ITC, contact your ITC support team for the necessary updates.

Below are examples of how attendance type codes can be set up using the **Partial** qualifier for excused and unexcused absences.

Partial Unexcused Absence Type

StudentInformation > Management > School Administration > Attendance Administration > Absence Types

Absence Type Maintenance

From this screen, you can display, add, change and delete data pertaining to absence types.

Code:*	PRU
Name:*	Partial Absence - Unexcused
Description:	Partial Absence - Unexcused
Qualifier:*	Partial
Is Excused:	☐
Is Out of School Suspension:	☐
Use for Daily Attendance:	☑
Use for Period Attendance:	☐
Report to EMIS:	☑
Is Active:	☑

Save   Save and New   Cancel

Partial Excused Absence Type

Absence Type Maintenance

StudentInformation > Management > School Administration > Attendance Administration > Absence Types

From this screen, you can display, add, change and delete data pertaining to absence types.

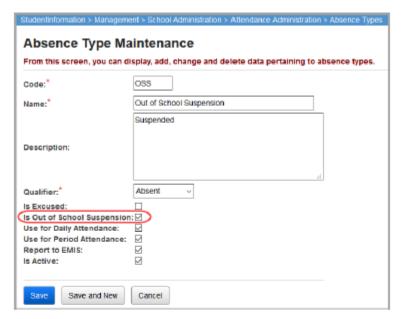|	
Code:*	PR
Name:*	Partial Absence - Excused
Description:	Partial Absence - Excused
Qualifier:*	Partial
Is Excused:	☑
Is Out of School Suspension:	☐
Use for Daily Attendance:	☑
Use for Period Attendance:	☐
Report to EMIS:	☑
Is Active:	☑

[Save] [Save and New] [Cancel]
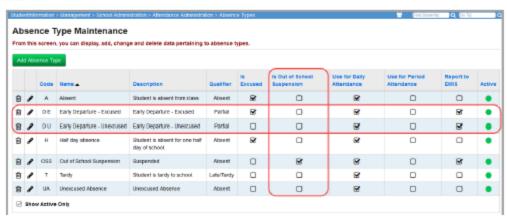
Out of School Suspension Absence Types

A new **Is Out of School Suspension** check box has been added to indicate that an absence type is specifically for out-of-school suspensions. Absences for out-of-school suspensions will be handled differently for EMIS reporting compared to HB410 absences. The following rules apply:

- Out of school suspension absences do not count towards absence thresholds.
- Out of school suspension absence types should be identified as unexcused.
- ATTUPEMIS includes out of school suspensions as absences.

Absence Type Maintenance

From this screen, you can display, add, change and delete data pertaining to absence types.
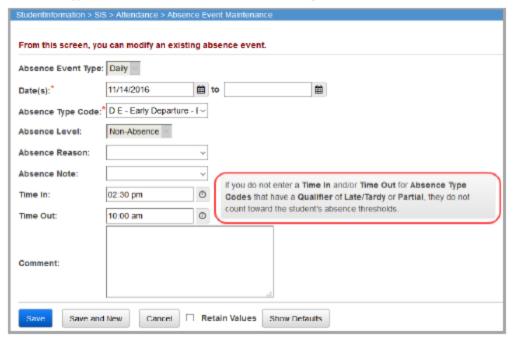
The Absence Type Maintenance grid now also displays an **Is Out of School Suspension** column. Any absence types with the new **Partial** qualifier also display as **Partial** in the **Qualifier** column.

An informational message has been added to the add/edit version of the **Student's School Absences** screen in StudentInformation to remind users to enter **Time In** and/or **Time Out** values for absence type codes that have a **Qualifier** of **Late/Tardy** or **Partial**.

StudentInformation > SIS > Attendance > Absence Event Maintenance

From this screen, you can modify an existing absence event.

Absence Event Type: Daily

Date(s): * 11/14/2016 📅 to [ ] 📅

Absence Type Code: * D E - Early Departure -

Absence Level: Non-Absence

Absence Reason: [ ]

Absence Note: [ ]

Time In: 02:30 pm 🕐

Time Out: 10:00 am 🕐

Comment: [ ]

If you do not enter a **Time In** and/or **Time Out** for **Absence Type Codes** that have a **Qualifier** of **Late/Tardy** or **Partial**, they do not count toward the student's absence thresholds.

Save | Save and New | Cancel | ☐ Retain Values | Show Defaults

Note: If the qualifier on the absence type maintenance is Late/Tardy, Partial, or Non-Absence, the Absence Level on the Absence Event Maintenance screen displays as a Non-Absence.