

# **Greenburgh Eleven eSchoolPLUS Attendance Taking Procedures**

**Starting Fall 2012**

**Greenburgh Eleven UFSD**

**Prepared by Karen Zevin**

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# **eSchoolPLUS Attendance Taking Procedures**

## **OVERVIEW**

### **Who should read this document?**

- Principals, Administrative Aides, CSE, Teachers, Teacher Aides, Guidance Counselors, Data Analyst, RTI Specialists
- All new employees.

### **What is eSchoolPLUS?**

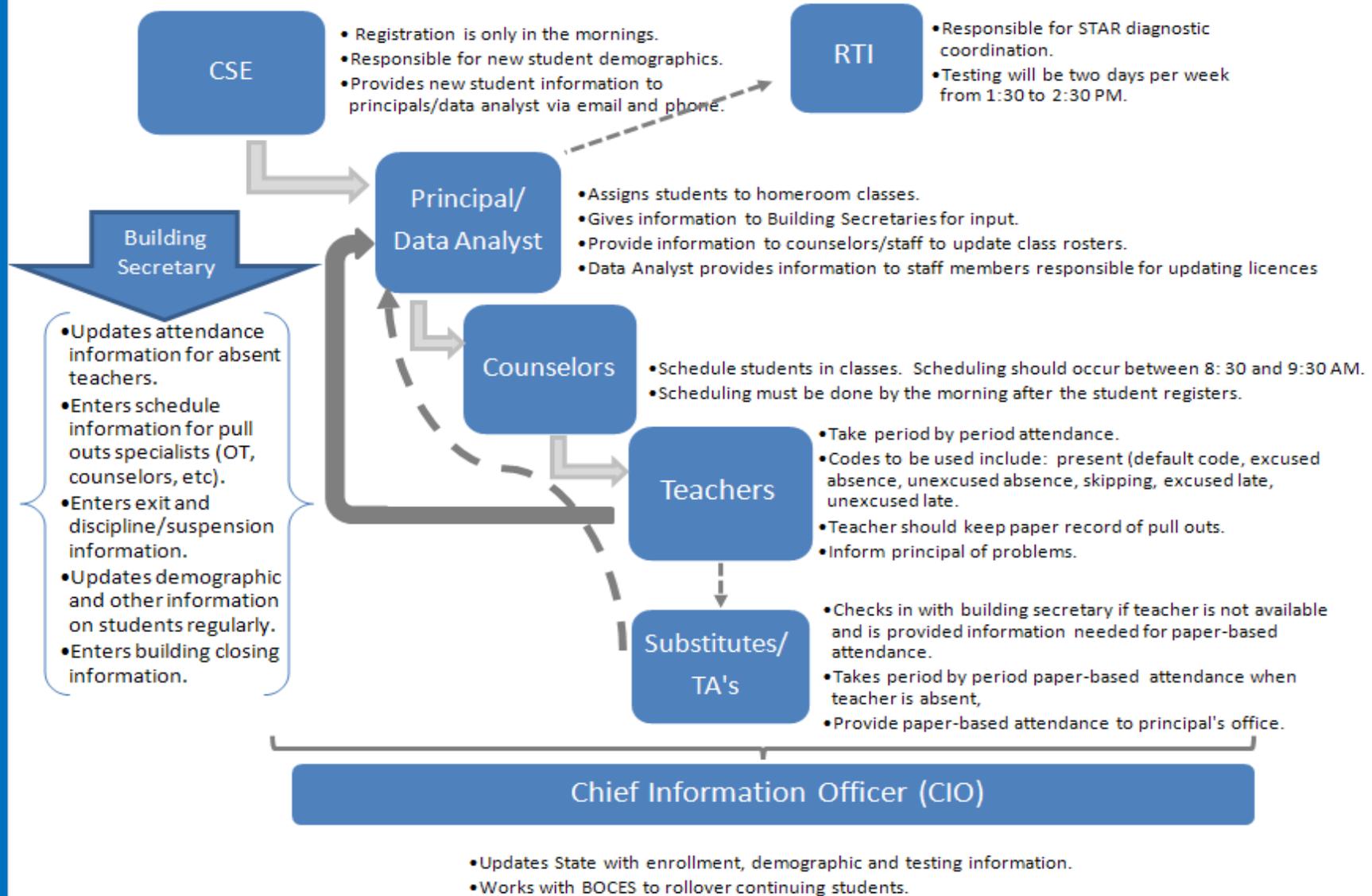
eSchoolPLUS (ESP) is Greenburgh Eleven's student management system. It is used to track attendance, suspension, report cards and other information about students.

All school districts now have a student management system, although they may not use the software system Greenburgh Eleven uses. All teachers , support staff, and principals are required to use the system to maintain accurate data.

### **Why is using eSchoolPLUS accurately so important?**

- Attendance taking is mandated by law.
- We need accurate reporting to the state. eSchoolPLUS is our conduit to the state for enrollment, suspension, demographic, testing and report card information. Teacher and principal accountability and funding are tied to accurate reporting.
- eSchoolPLUS provides basic information for tracking student performance. For example, a student can't be learning and a teacher can't be accountable if the student is never in class.
- eSchoolPLUS up-to-date rosters are important for classroom size and software license compliance. Without accurate, up-to-date rosters, the school district spends more money than necessary on software and students do not have access to resources.

## eSchoolPLUS Attendance Taking Procedure



# eSchoolPLUS ATTENDANCE REQUIREMENTS

## What do I need to do in eSchoolPLUS?

This past year has been a trial year for eSchoolPLUS. From conversations with administration, faculty and guidance, we've learned about changes we need to make to improve reporting and accuracy.

- **Attendance Reporting:**

1. Reporting of period by period **attendance** for common core subjects and specials is **mandatory**.
2. **Only Teachers** should report attendance in eSchoolPLUS .
  - If a Teacher is absent, substitutes or Teacher Aides are responsible for taking paper based attendance and submitting it to the school building secretary for updating eSchoolPLUS. ([Extra forms](#) are at the back of this document.)
  - Substitutes and TAs should report to the building secretary before first period to pick up a class roster. The class roster should be returned to the building secretary with attendance information by the end of the school day.
3. **Submission** of all attendance data is required **by end of school day**.
  - Special area teachers can keep paper-based records during the day, but must submit attendance for the day by the end of the school day.
4. TRAC, Crisis and F-CAP should maintain period by period attendance on a daily basis, but do not have to submit it for inclusion in eSchoolPLUS.
  - Transcript information and report cards will be done through eSchoolPLUS.
5. **An automatic daily report entitled, Attendance Missing Submissions, will be generated at the end of each day detailing the attendance process for that day.** The report will identify who has not submitted attendance and for what periods. Teachers should not be on this report unless they are absent.
6. **Updating of records is the responsibility of the building secretary.**
  - This includes demographic changes, discharge, new students, suspensions, and changing of unexcused absences to excused absences.

- **Attendance Codes**

1. **Five attendance codes are used on a regular basis. Excused Absence, Unexcused Absence, Skipping, Excused Late, and Tardy.**
  - [Definitions](#) are provided in the definition section of this document.
2. Skipping information is now part of the attendance taking procedure. By adding skipping, we close the loop on possible attendance infractions. The student can now be present, absent, present and late, or present and then 'out of class'.

3. **Tardy and skipping information can be entered later in the day** as long as it is entered the day of the infraction. Skipping information should include the period of time the student is not in class.
- **Middle and High School Attendance Taking:**
    1. Reporting will be **by class period** (not by block) **for middle and high school**, every school day, starting with the first day of school (summer school starting in 2013 or fall 2012).
    2. Attendance should be taken **within the first 10 minutes** of a class period.
    3. Teachers should only teach the subject matter specified for that period. No other subject matter should be taught.
  
  - **Elementary School Attendance Taking:**
    1. Reporting for **elementary school (K-6)** is **twice a day**, once in the morning and once in the afternoon.
      - **Morning** attendance must be by **10:30 AM**.
      - **Afternoon** attendance must be by **1:30 PM**.
  
  - **Class Roster Changes and Attendance Taking:**
    1. Both the **teacher and principal are jointly responsible for** ensuring the **accuracy** of the eSchoolPLUS data.
      - If students changing classes are not reflected in eSchoolPlus class roster, teachers should use the [Student Change form](#) provided at the end of this document to inform the principal/building secretary of any student roster issues.
    2. **Class rosters will be updated within two days of when new students enter, or students are discharged or switch classes.**
      - A seven day grace period at the start of a semester is provided to ensure accuracy of the initial class roster and a two day grace period for each student change is provided.
        - During the grace period, teachers are responsible for keeping paper-based records for those students who are in their class but not on their roster **AND** updating the information in eSchoolPLUS when the roster is updated.
      - After the grace period, if changes are made that are not reflected in the roster, the teacher is responsible for providing the school building secretary with paper attendance records for students.
        - The building secretary is responsible for updating eSchoolPLUS with this information after the grace period.
      - All inactive students including those who have graduated must be identified in eSchoolPLUS by June 25th. Exit codes are entered by the building secretary
      - Building secretaries are responsible for circulating a one page list of new students, discharged students and students switching classes with new and old teachers listed each week (preferably on Monday). This list will be sent via email. All employees are responsible for ensuring that they review the list to see how it might impact them.

## FREQUENTLY ASKED QUESTIONS

### **What if I want to include information that I can't currently include in the attendance system?**

You should keep paper records for your own information on when students are being pulled out. If you feel there are attendance categories or other notes you want to be able to include in eSchoolPLUS, please see your building principal.

### **What if I need more training?**

- eSchoolPLUS has a lot of capabilities. There will be additional training in these capabilities.
- If you are new or need help with attendance and username/password problems, please contact Dorothy Riolo.

### **What if I have a problem?**

- You are responsible for informing Karen Zevin, eSchoolPLUS coordinator or a building principal of the problem. You are also responsible for following up to make sure your problem is resolved.

### **What attendance recording will still be paper-based?**

- TRAC, Crisis and F-CAP should maintain period by period attendance for record keeping purposes. This information does not need to be recorded in eSchoolPLUS.
- If a student does not appear on a roster, but is still in class, paper-based records should be kept on the student until the roster is updated. During the first seven days of a semester, the teacher is responsible for updating attendance in eSchoolPLUS. After the first seven days, building secretaries are responsible for updating attendance.
- Special area teachers can keep paper-based records, but must update eSchoolPLUS by the end of the school day.
- When teachers are absent, TAs/substitutes should keep paper records which are submitted to the building secretary for updating in eSchoolPLUS. ([Extra forms](#) are at the back of this document.)
- During the first week of school, paper-based attendance can also be used. This will help ensure rosters are correct and up-to-date and attendance is accurate. Allowances will be made to allow updating of information up to 7 school days after the start of school.

### **PLEASE NOTE – STAR TESTING REQUIREMENT**

- **Within two days of registration, students will be pulled out of class for STAR math and reading testing.** This testing is required. The principal/building secretary will work with RTI to schedule new students for testing during the first two days of admittance. Students may need to be excused from class for this testing.

# DEFINITIONS

## How do I mark attendance?

Below is a list of key definitions. It is important that everyone uses the same classifications to ensure eSchoolPLUS accurately reflects attendance.

- Teachers use only five codes for taking attendance: ABS, XABS, XLATE, T, or S.
- eSchoolPLUS assumes a student is present so only absences need to be marked.

**ABS or XABS = Absent:** (Codes are either **ABS** for absent, not excused or **XABS** for excused absence).

- Absent means **not present/not in class**. A student is **ABS** (ABSENT, UNEXCUSED) or **XABS** (EXCUSED ABSENCE) if he is not in class at the start of the period – the first 10 minutes and does not come in late.
  - ✓ Use code **ABS** if the student is not present and is not pulled out.
  - ✓ Use code **XABS** who are pulled out of class for any service (OT, PT, Speech, and Counseling) or any other appointment. These students are XABS, ABSENT WITH AN EXCUSE.
- Students who are physically present even if they are sleeping are **NOT ABSENT**. SWIS, our behavior management system, will be used to monitor sleeping and other behavior problems.
- If students bring notes after the absence occurs and need to have other codes applied, these notes should be sent to the principal for review and updating by the building secretary.

**T = Tardy:** **10 or minutes late for class and does not have a note excusing his lateness.** Tardy information can be entered later in the day in eSchoolPLUS as long as it is entered the day of the tardy.

**XLATE = Excused Late:** **10 or minutes late for class and has a note excusing his lateness.** Excused Lates can be entered in eSchoolPLUS later in the day as long as it is entered the same school day.

**S = Skipping:** This code is the opposite of Tardy. It is for students who **leave class after attendance is taken**. The student must be **out of class for a total of 50% or more of the class period**.

- Skipping only includes students who walk **out of class on their own volition and without provocation**. Students need only leave the classroom. They can still be in the building. They do not have to leave the building entirely. Students can enter and leave a class multiple times, as long as the **total amount of time out of class adds to 50% or more of the class period**.
- Students sent out of class are not included. Behaviors which lead to a student being sent out of class should be noted in on the SWIS behavior management form.
- Skipping information is also entered in SWIS.
- Skipping information can be entered later in the day as long as it is entered same school day.

## **Administration Designated Codes**

The following activities/behaviors are assigned codes only by the principal. The building secretary updates eSchoolPLUS with these codes.

***Inactive codes:*** Students who are discharged, graduated or moved to the long term absence list.

These codes are provided by the principal and updated by the building secretary.

- Students who have graduated must be made 'inactive' in eSchoolPLUS by June 25<sup>th</sup>.

***Suspension:*** (Code is **SUSP**) Will only include **out of school suspensions**. This code is provided by the principal and updated by the building secretary.

***Discipline Codes:*** All discipline information will be entered by the building secretary.

***Building Closings:*** Snow days and other closings are entered by the building secretary.

# ROLES AND RESPONSIBILITIES

Title	Responsibilities
Principal	<ul style="list-style-type: none"> <li>• Accountable for teachers taking attendance.               <ul style="list-style-type: none"> <li>✓ Reviews Attendance Missing Submissions report and identifies noncompliance.</li> <li>✓ Reviews with teachers attendance taking problems.</li> </ul> </li> <li>• Designates/assigns inactive and suspension and other discipline codes.</li> <li>• Responsible for telling building secretary to change ABS codes to XABS codes (unexcused absences to excused absences). A note is required to change these absences.</li> <li>• Responsible for working with RTI to ensure STAR testing.</li> </ul>
Building secretaries	<ul style="list-style-type: none"> <li>• Responsible for entering homeroom information on new students.</li> <li>• Responsible for entering attendance data if teacher is absent and before the roster is updated (after grace period).</li> <li>• Responsible for keeping eSchoolPLUS demographic data current, which includes updating data for all current students.</li> <li>• Responsible for changing principal-approved ABS codes to XABS codes (unexcused absences to excused absences).</li> <li>• Responsible for entering inactive and suspension codes in SWIS.               <ul style="list-style-type: none"> <li>✓ Suspension tracking must still be done for compliance purposes.</li> </ul> </li> <li>• Enters discipline information and sends Suspension letters.</li> <li>• Responsible for informing guidance that updates are needed to attendance system.</li> <li>• Responsible for ensuring that employees responsible for software licenses are kept updated on roster information.</li> <li>• Responsible for <b>one page</b> notice to teachers, administrators, and software license administrators of new students and their class, discharged students and switched students (and their new and old classes).</li> <li>• Updates snow days and other school closings in eSchoolPLUS.</li> </ul>

<p>All Teachers: Common Core and Specials Teachers</p>	<ul style="list-style-type: none"> <li>• Responsible for taking attendance during first 10 minutes of each class.</li> <li>✓ Tardy data for common core classes (math, English, history/social studies, and science) can be entered later the same day.</li> <li>✓ Skipping data for common core classes can be entered later the same day.</li> <li>✓ Special areas class data can be entered any time during the school day, but must be completed by the end of the school day.</li> <li>✓ All attendance data is due by the end of the school day.</li> <li>✓ At the beginning of the semester (first seven days), if a teacher has used a paper-based system due to roster changes, the teacher is responsible for ensuring the roster is accurately reflected and updating eSchoolPLUS attendance data. After the first seven days, if the roster is not correct, paper-based attendance should be provided to the building secretary for eSchoolPLUS updating.</li> <li>✓ During the school year, a two-day grace period is provided to allow time for each roster change. If the roster in eSchoolPLUS is updated during the grace period, teachers should enter attendance data. If the roster is not updated within the two day grace period, paper-based attendance should be provided to the building secretary for eSchoolPLUS updating.</li> <li>• Responsible for informing principal if roster is not updated (via attached Student Change form).</li> <li>• Responsible for informing eSchoolPlus coordinator (Karen Zevin), guidance or principal of problems they are experiencing and for following up to make sure problem is resolved.</li> </ul> <p style="text-align: center;"><i>Teachers need to make sure login works and they know how to enter attendance data before the start of the school year.</i></p> <p style="text-align: center;"><i>Teachers should keep documentation of students being pulled out. Teachers should get a schedule from all pull out specialists on a weekly basis.</i></p>
<p>Teacher Aides and Substitutes</p>	<p>If a Teacher is absent, substitute or Teacher Aides are responsible for taking paper-based attendance and submitting it to the school building secretary for updating in eSchoolPLUS.</p> <ul style="list-style-type: none"> <li>• Substitutes and Teacher Aides should go to Building Secretary for class list and, if necessary, should use the attached class list form to take attendance.</li> <li>• Submittal of attendance is by end of each school day.</li> </ul>

TRAC, Crisis, F-CAP	<p>Teachers should use a paper-based system that mirrors the eSchoolPLUS period by period system and uses the same definitions for reporting attendance.</p> <ul style="list-style-type: none"> <li>• Attendance does not have to be submitted, but report card and transcript information does have to be completed using eSchoolPLUS.</li> </ul>
Guidance Counselors and School Psychologists	<ul style="list-style-type: none"> <li>• Responsible for scheduling new students and students who switch classes.</li> </ul>
CSE	<ul style="list-style-type: none"> <li>• Responsible for registering new students, entering new students in eSchoolPLUS and providing building level administration with student information.</li> <li>• Responsible for entering and updating demographic information (date of enrollment, IEP -Yes/No, guardians, etc.)</li> </ul>
RTI Teachers/Administrators	<ul style="list-style-type: none"> <li>• Responsible for STAR testing during first two days of new student's enrollment.</li> </ul>

# Student Change Form

Greenburgh Eleven UFSD

**Use this form for all changes.**

**Teachers and other staff should submit to the Building Principal's office.**

**Building secretary should keep a binder of change forms**

Student Name: \_\_\_\_\_ Date of change: \_\_\_\_\_

Counselor: \_\_\_\_\_

*Please check one.*

Type of change: <i>Please check one.</i>	<input type="checkbox"/> New admit	<input type="checkbox"/> Discharge	<input type="checkbox"/> Movement
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	Teacher	Room
Current Homeroom:		
Old Homeroom: (if applicable)		

Inactive/Exit Code :	
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*Students who have graduated or students, been discharge or moved to long term absence list.*

Other Issue: <i>(Please describe)</i>

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Exit Form

Greenburgh Eleven UFSD

**Use this form for exiting students and to enter information into eSchoolPLUS.**

Student Name: \_\_\_\_\_ Date of exit: \_\_\_\_\_

Counselor: \_\_\_\_\_

*Please check one.*

Type of exit: <i>Please check one.</i>	<input type="checkbox"/> Hospitalized	<input type="checkbox"/> Incarcerated
	<input type="checkbox"/> AWOL	<input type="checkbox"/> Left known to continue
	<input type="checkbox"/> Graduated	<input type="checkbox"/> Dead

Information Sources: <i>(Please describe who provided information.)</i>

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Greenburgh Eleven UFSD Elementary School Attendance Form

Date: \_\_\_\_\_  
*(Date Must Be Entered)*

Classroom:	STUDENT	GRADE	Morning Attendance	Afternoon Attendance
Subject:	Obtain class list from Building Secretary. Enter <u>Student Name</u> below.		Enter morning attendance for the morning before 10:30AM. Enter afternoon attendance before 1:30 PM.	
Teacher:				
TA:				

**Codes:**

- **If student is present, leave the box blank.**
- **Absent:**
  - ✓ **ABS - unexcused absence.** If the student is not present and is not pulled out.
  - ✓ **XABS - excused absence.** Students who are pulled out of class for any service (OT, PT, Speech, and Counseling) or any other appointment or have a note.
- **T - Tardy.** 10 or minutes late for class, no excuse. Note time returned to class.
- **XLATE - excused late.** 10 or minutes late for class, with an excuse/note. Note time returned to class.
- **S - Skipping:** The student must be out of class for a total of 50% or more of the class period.

*Completed forms are handed in on same school day to building principal's office.*

## Greenburgh Eleven UFSD Middle School Attendance Form

Date: \_\_\_\_\_  
(Date Must Be Entered)

You may need multiple forms if class lists for different periods change.

Classroom:	STUDENT	GRADE	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
<b>Subject:</b>	Obtain class list from Building Secretary. Enter <u>Student Name</u> below.		Enter attendance for the appropriate period.							
Teacher:										
TA:										

**Codes:**

- **If student is present, leave the box blank.**
- **Absent:**
  - ✓ **ABS - unexcused absence.** If the student is not present and is not pulled out.
  - ✓ **XABS - excused absence.** Students who are pulled out of class for any service (OT, PT, Speech, and Counseling) or any other appointment or have a note.
- **T - Tardy.** 10 or minutes late for class, no excuse. Note time returned to class.
- **XLATE - excused late.** 10 or minutes late for class, with an excuse/note. Note time returned to class.
- **S - Skipping:** The student must be out of class for a total of 50% or more of the class period.

*Completed forms are handed in on same school day to building principal's office.*

## Greenburgh Eleven UFSD High School Attendance Form

Date: \_\_\_\_\_  
*(Date Must Be Entered)*

You may need multiple forms if class lists for different periods change.

Classroom:	STUDENT	GRADE	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
<b>Subject:</b>	Obtain class list from Building Secretary. Enter <u>Student Name</u> below.		Enter attendance for the appropriate period.								
Teacher:											
TA:											

**Codes:**

- **If student is present, leave the box blank.**
- **Absent:**
  - ✓ **ABS - unexcused absence.** If the student is not present and is not pulled out.
  - ✓ **XABS - excused absence.** Students who are pulled out of class for any service (OT, PT, Speech, and Counseling) or any other appointment or have a note.
- **T - Tardy.** 10 or minutes late for class, no excuse. Note time returned to class.
- **XLATE - excused late.** 10 or minutes late for class, with an excuse/note. Note time returned to class.
- **S - Skipping:** The student must be out of class for a total of 50% or more of the class period.

*Completed forms are handed in on same school day to building principal's office.*

## **Appendix A.**

### **E-school Plus Student Entry, Exit and Class Change Process**

This systems is used by CSE, Administrative Aides and Guidance Counselors to enter, exist and change student classes.

#### **New students:**

1. Student registers in CSE Office
2. Building secretaries are notified by phone and Building Administrators are notified by email.
3. Students reports to Building Office to be placed in a class.
4. Building secretary enters student into Special Acts 2000 attendance system.
5. Building secretary notifies CSE clerical staff (Midge and Pat) via email that student has been entered into Special Acts 2000.
6. Special Acts 2000 generates an ID #.
7. CSE clerical staff enters the students into ESP completing all the demographic information and district id#.
8. Building level secretary is notified by building administrator the student's classroom assignment. She will go into ESP and enter the student's homeroom into the registration center.
9. The building level secretary will fill out student change and place it in the assigned counselor's mailbox. (Must be done on the day the student begins)
10. Counselor will add the student within 2 days to the class schedule so that the teachers can begin taking attendance.

#### **Exiting students:**

1. Building level secretary is notified via daily attendance that a student is discharged or is notified by the building administrator that the student will be placed on the long term absence list. She will go into demographic information and withdraw the student with the exact date of exit. (Keeping the schedule). The appropriate NYSED Data warehouse exit code must be used to exit the student.
2. Building level secretary will notify the counselor using the student change form. Counselor will drop the student from the classes, determine if he will still receive grades and adjust the mass entry screen as needed.

#### **Changing of homerooms:**

1. Building level secretary will be notified of homeroom changes by the building administrator. She will complete a student change form and place it in the assigned counselor's mailbox that day.
2. The counselor will make the needed schedule changes within 2 days in order to assure proper teacher attendance.