



MySchoolSask MonÉcoleSask

# Attendance Exports v2.1

January 2021

## Version History

Version	Date	Description
1.0	September 29, 2020	First Published Version
2.0	December 3, 2020	Information added in all sections regarding data range recommendations. New section added for Scheduling Attendance Exports. All sections reformatted.
2.1	January 5, 2021	Section 2.0 note added: Class Exports can only be run for current school year.

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## 1.0 Attendance Exports - Overview

There are three exports available in MSS/MÉS that can be used to extract and report on student attendance data:

- *Student Class Attendance Detail Export*
- *Student Class Attendance Export*
- *Student Daily Attendance Export*

The exports produce a comma delimited text file that can be saved and imported into other applications, such as Excel. Attendance exports can be run at the school level in real time, or scheduled at the division or school level.

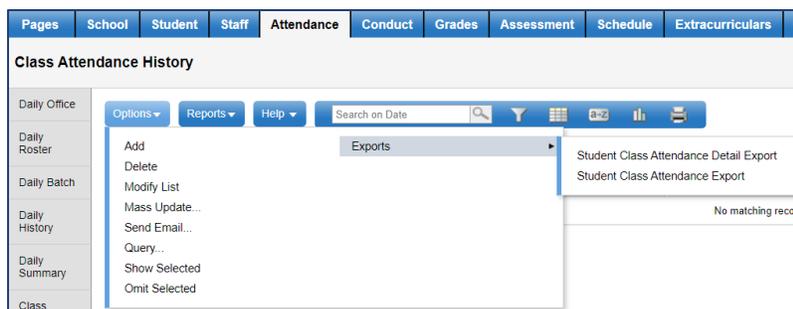
**Important:** When running exports at the school level, the date range should be limited to a one or two-week period. *Extended date ranges may result in system timeouts and errors.*

## 2.0 Class Attendance Exports

The two class attendance exports available are *Student Class Attendance Detail Export* and *Student Class Attendance Export*. These exports can be run to verify that attendance data is accurate prior to the monthly attendance data pull for the Ministry.

**Note: Monthly attendance is extracted on behalf of divisions by the Ministry from MSS/MÉS. Divisions are not required to perform the extract and submit this data.**

Class attendance exports are found in: **School view > Attendance TT > Class History ST > Options > Exports.**



Organization	Division D
School	School D007
Attendance Start Date	03/12/2020
Attendance End Date	03/12/2020
Students on Reserve only	<input type="checkbox"/>
Start grade	09
End grade	12
<input type="button" value="Run"/> <input type="button" value="Cancel"/>	

**Note: Class Attendance Exports can only be run for the current school year. They cannot be run for past school years.**

## 2.1 Student Class Attendance Detail Export

This export will return student class attendance within a given date range by class section, for all students in the selected grade range. Each class that a student is scheduled in for that date range will be on a separate line showing:

- the possible number of classes for attendance,
- the classes absent, and
- the calculated percentage absent in that date range.
- If *Students on Reserve only* is selected, the export will be limited to students who have the Indigenous Information field of *Living on Reserve* set to Y.

### Sample Export Result

division_name	school_id	school_name	student_name	learning_id	treaty_number	grade	student_class	classes_absent	tot_poss_att_classes	att_percentage	reserve_of_residence	indigenous_declaration	start_date	end_date
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	SCIE 09-01-FY	1	2	50.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	SOC 09-01-FY	0	2	100.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	CRED 09-01-FY	1	1	0.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	MATH 09-01-FY	1	3	66.67%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	ELA 09-01-FY	1	4	75.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	PAA 09-01-FY	0	1	100.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	HLTH 09-01-FY	0	1	100.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	FREN 09-01-FY	1	2	50.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	ART 09-02-NB-FY	0	2	100.00%			9/1/2019	9/6/2019
Division 1	1234567	School Name	Doe, Jane	123456789	0	9	PYED 09-01-FY	0	2	100.00%			9/1/2019	9/6/2019

## 2.2 Student Class Attendance Export

This export will return student overall class attendance within a selected date range, for all students in the selected grade range. There will be one line per student in this export showing:

- the possible number of periods for attendance,
- the number of periods absent, and
- the calculated percentage absent for the date range selected.
- If *Students on Reserve only* is selected, the export will be limited to students who have the Indigenous Information field of *Living on Reserve* set to Y.

### Sample Export Result

school_id	school_name	student_name	learning_id	treaty_number	grade	periods_absent	tot_poss_att_periods	att_percentage	reserve_of_residence	start_date	end_date
1234567	School Name	Smith, John	123456789		12	14	60	76.67%		9/3/2019	10/1/2019
1234567	School Name	Smith, Jane	123456790	0	12	1	80	98.75%		9/3/2019	10/1/2019
1234567	School Name	Doe, John	123456791	0	12	2	60	96.67%		9/3/2019	10/1/2019
1234567	School Name	Doe, Jane	123456792		10	1	100	99.00%		9/3/2019	10/1/2019
1234567	School Name	Brown, Sam	123456793	0	9	0	110	100.00%		9/3/2019	10/1/2019
1234567	School Name	Black, Tom	123456794		10	5	100	95.00%		9/3/2019	10/1/2019
1234567	School Name	Greene, Rachel	123456795	0	10	0	100	100.00%		9/3/2019	10/1/2019

## 3.0 Daily Attendance Export

There is one Daily Attendance export available, *Student Daily Attendance Export*. It is found in: **School view > Attendance TT > Daily History ST > Options > Exports.**

The screenshot shows the 'Daily Attendance History' interface. At the top, there are navigation tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, and Exports. Below these is a 'Daily Attendance History' section with a left sidebar containing 'Daily Office', 'Daily Roster', and 'Daily Batch'. The main area has a toolbar with 'Options', 'Reports', and 'Help' menus, a search box, and various icons. The 'Exports' menu is open, showing 'Student Daily Attendance Export' as the selected option. Below the interface is a configuration form for the export.

Organization	Division D
School	School D007
Attendance Start Date	03/12/2020
Attendance End Date	03/12/2020
Students on Reserve only	<input type="checkbox"/>
Start grade	09
End grade	12

At the bottom of the form are 'Run' and 'Cancel' buttons.

### 3.1 Student Daily Attendance Export

This export will return student daily attendance within a given date range, for students in the selected grade range. There will be one line per student showing:

- the number of possible days for attendance,
- the days absent, and
- the calculated percentage absent in the date range.
- If *Students on Reserve only* is selected, the export will be limited to students who have the Indigenous Information field of *Living on Reserve* set to Y.

#### Sample Export Result

school_id	school_name	student_name	learning_id	treaty_number	grade	days_absent	tot_poss_att_days	att_percentage	reserve_of_residence	start_date	end_date
1234567	School Name	Smith, John	123465789		OK	0.5	10	95.00%		9/1/2019	9/30/2019
1234567	School Name	Smith, Jane	123465790		OK	1	10	90.00%		9/1/2019	9/30/2019
1234567	School Name	Doe, Jane	123465791		OK	0	10	100.00%		9/1/2019	9/30/2019
1234567	School Name	Doe, John	123465792		OK	0	10	100.00%		9/1/2019	9/30/2019
1234567	School Name	Brown, Sam	123465793		OK	4	10	60.00%		9/1/2019	9/30/2019
1234567	School Name	Black, Tom	123465794		6	2.5	11	77.27%		9/1/2019	9/30/2019

This export is not used for the Ministry monthly attendance reports as class attendance is the recommended practice.

**Note:** The daily attendance export will be empty if the Daily History area does not have any records for the date range selected. Class attendance is the recommended practice in MSS/MÉS. The Daily History may be populated by running the optional Class Attendance to Daily Attendance procedure. For more information on this procedure please see the *Class Attendance to Daily Attendance Procedure* document.

## 4.0 Scheduling Attendance Exports

If attendance exports are desired for schools for a date range that extends beyond the recommended two weeks, or the attendance exports are required for the entire division then the Division L1 or Integration Lead can schedule the export in the Division view or School view.

**Important:** For scheduled attendance exports, best practice is to use a date range no longer than a month, to avoid timeouts or errors, and to run in the evening to reduce impact on system users.

### 4.1 How to Schedule Exports

Go to: **Division (School) View > Tools TT > Jobs ST**

1. Select **Options > Add**
2. Enter a name for the job.
3. Select the magnifying glass beside the **Tool** field.
4. Adjust the “Select a tool type” parameter to **Imports/Exports**.

**Entered Jobs :: New Job Entry**

The screenshot shows the 'New Job Entry' form with the following details:

- Name:** Student Class Att Detail Export - Sept.
- Tool:** Select a tool (magnifying glass icon)
- Input parameters:** Select a tool
- Input defaults:** None
- Enabled:**
- Delivery type:** None
- Delivery address:** (empty field)
- Save multiple results:**
- Frequency:** Once (selected), Weekly, Monthly, Periodic
- Run Immediately:**

The 'Tool Selection' dialog box displays the following table:

ID	Name	Category
<input checked="" type="radio"/> SK-CLS-ATT-DET-EXP	Student Class Attendance Detail Export	
<input type="radio"/> SK-STU-CLS-ATT-EXP	Student Class Attendance Export	Attendance
<input type="radio"/> SK-STU-DAILY-ATT-EXP	Student Daily Attendance Export	Attendance

5. Set the **Input Parameters** by pressing the **Set** button.
  - a. To schedule for the entire division, leave “Select organization” parameter set to the Division Number. Leave the “Select School” parameter blank. Fill out the Attendance Start Date and Attendance End Date parameters to the desired range. Check “Students on Reserve only” to include only students who live on reserve. Set the Start grade and End grade.

- b. To schedule for one or multiple schools, leave “Select organization” parameter set to the Division Number. Select the magnifying glass beside the “Select School” parameter, select the required school(s). Fill out the Attendance Start Date and Attendance End Date parameters to the desired range. Check “Students on Reserve only” to include only students who live on reserve. Set the Start grade and End grade.

6. Once all parameters are set press **Save**.
7. To schedule job, select the checkbox beside **Enabled**.
8. Set the **Delivery type** and **Delivery address**.
9. Set the **Start time**, it is recommended to begin these exports after regular business hours.
10. Set the **Start Date**.
11. Press **Save**.

Job Details will be displayed:

Entered Jobs :: New Job Entry

Jobs  
Details  
Results

Options Reports Help

Save Cancel

At Risk

Name *	Student Class Att Detail Export - Sept.	Start time	5:00 PM
Tool *	Import/Export Definition : Student Class Attendance Detail Export	End time	
Input parameters	Set	Repeat time (minutes)	0
Input defaults *	<input type="checkbox"/>		
Enabled *	<input checked="" type="checkbox"/>		
Delivery type	Email		
Delivery address	email@email.com		
Save multiple results *	<input type="checkbox"/>		

Once Weekly Monthly Periodic

Run Immediately	<input type="checkbox"/>
Start date	11/26/2020

Save Cancel