MySchoolSask MonÉcoleSask

Calendar and Attendance Exports

August 2021 v1.0

Saskatchewan

Version History

Version	Date	Description
1.0	August 9, 2021	First published version.

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1.0   Overview

Circumstances have arisen where attendance records exist for students on a school calendar day that is not in session. These invalid attendance records may cause attendance procedures to fail and attendance reporting to be incorrect.

Attendance records may be created for students on a day that school is not in session if:

- A school calendar "In Session" day is changed to a not in session value after attendance has been recorded for that day, or
- The section roster for a class, where attendance is being taken, includes students with differing *Calendar* values. MSS/MÉS uses a "majority rules" concept to determine which calendar applies to a given class section. The Calendar value assigned to the **majority** of students in a section determines the school calendar used for attendance purposes.
  - An example of this would be where both Pre-K and K students are assigned to the same class attendance section but the Pre-K and K students have different *Calendar* values. Either all students should have the same Calendar value assigned, or separate sections should be created for each group.

==Cleanup of invalid attendance records and inconsistent student Calendar values is required.== Exports have been created to assist with this cleanup. The sections that follow describe each calendar and attendance record related export, along with instructions for cleanup.

2.0   Calendar and Attendance Exports

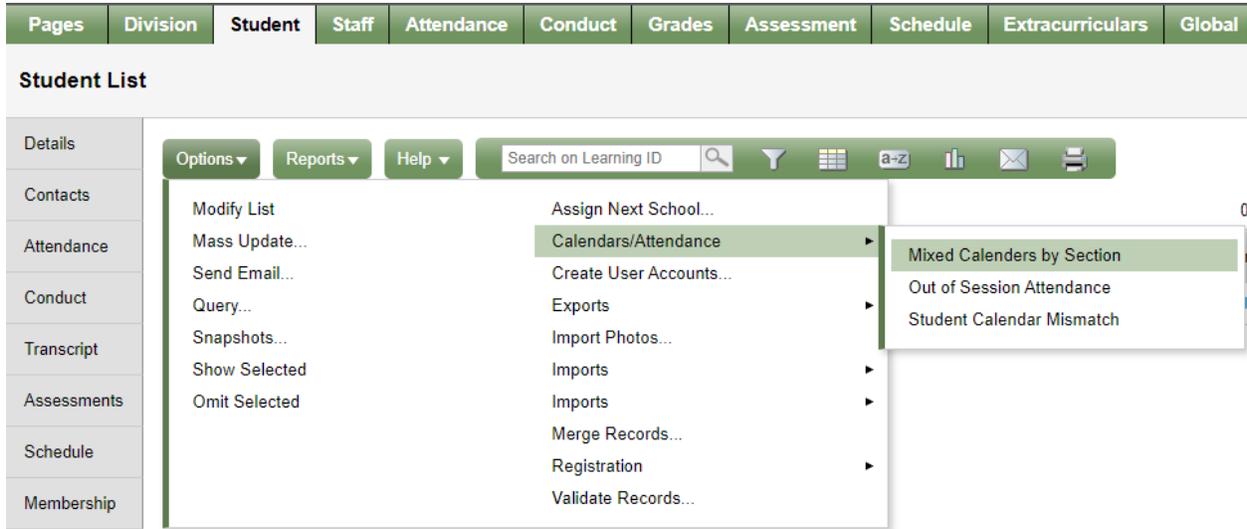The following exports have been created to assist with attendance and student calendar clean up and maintenance:

- Mixed Calendar by Section
- Student Calendar Mismatch
- Out of Session Attendance

==Important Note:== In both MSS/MÉS and Edsby, sections that contain students with mixed calendars can cause data discrepancies. All attendance sections should include only students who have a matching Calendar value. For example, if a school uses two or more calendars such as Standard and Kindergarten then class attendance sections should not include students with a Standard calendar value and students with a Kindergarten calendar value.

The exports can be run from the following locations:

- Division view > Student TT > Options menu > Calendars/Attendance

- School view > Student TT > Options menu > Calendars/Attendance
- School view > Attendance TT > Class History ST > Options menu. **Note:** Only the Out of Session Attendance export is available at this location.

2.1 Mixed Calendar by Section Export

The Mixed Calendar by Section export will list all attendance sections where the roster includes students with differing Calendar values. The export will identify the predominant (majority) calendar, and what proportion of students in the section have that calendar. The export only looks at sections that are not hidden from attendance.

Fields included in the export:

- DIVISION: The division number the section is in
- SCHOOL_ID: The department assigned number of the school
- SCHOOL_NAME: The name of the school
- YEAR: The school year of the section
- SECTION: The section identifier (Course Number – Section Number)
- MAJORITY_CALENDAR: The most common calendar in this section
- MAJORITY_PROPORTION: The percentage of the students in the section with this calendar.

2.1.1 Required Clean Up

Sections that contain mixed calendars need to be split into additional sections such that all students have matching calendars. If it is simply one or two students with mismatched calendars they would be updated to match the majority.

2.1.2 Sample Export

DIVISION	SCHOOL_ID	SCHOOL_NAME	YEAR	SECTION	MAJORITY_CALENDAR	MAJORITY_PROPORTION
000	1111111	School 1	2021	4103-S2 5/6	STANDARD	0.5
000	1111111	School 1	2021	4439-S2 5/6	Standard	0.75
000	1111111	School 1	2021	8083-S2-2,3	Standard	0.909090909
000	1111112	School 2	2021	ATT-AM-00001	Standard	0.538461538
000	1111112	School 2	2021	ATT-PM-00001	Standard	0.538461538
000	1111113	School 3	2021	ATT-AM-KL2	Kindergarten-Even	0.944444444
000	1111113	School 3	2021	ATT-PM-KL2	Kindergarten-Even	0.944444444
000	1111114	School 4	2021	ATT-AM-k-1-2	Standard	0.5
000	1111114	School 4	2021	ATT-PM-K-1-2	Standard	0.5
000	1111115	School 5	2021	2/1/4018	Standard	0.964285714
000	1111115	School 5	2021	2/1/4906	Standard	0.952380952
000	1111115	School 5	2021	2/3/6425	Standard	0.965517241
000	1111115	School 5	2021	BAND 09-9-1	Standard	0.95
000	1111116	School 6	2021	ATT-AM-K/1	Kindergarten	0.6
000	1111116	School 6	2021	ATT-PM-K/1	Kindergarten	0.6
000	1111117	School 7	2021	ATT-AM-2	Elementary	0.961538462
000	1111117	School 7	2021	ATT-PM-2	Elementary	0.961538462
000	1111118	School 8	2021	ATT-AM-K/1	Standard	0.705882353
000	1111118	School 8	2021	ATT-PM-K/1	Standard	0.705882353

2.2 Student Calendar Mismatch Export

The Student Calendar Mismatch export will identify all students whose calendar differs from the predominant (majority) calendar of a section they are registered in. The export only looks at sections that are not hidden from attendance. This is similar information to the Mixed Calendars by Section export, but further broken down by student.

Fields included in the export:

- DIVISION: The division number the section is in
- SCHOOL_ID: The department assigned number of the school
- SCHOOL_NAME: The name of the school
- YEAR: The school year of the section
- SECTION: The section identifier (Course Number – Section Number)
- MAJORITY_CALENDAR: The most common calendar in this section
- MAJORITY_PROPORTION: The percentage of the students in the section with this calendar.
- STUDENT: The pupil number of the student
- STUDENT_CALENDAR: The calendar of the student

This export has two parameters:

- **Only include schools with multiple calendars:** if checked, only schools that have multiple calendars will be included in the export. If unchecked, all schools will be included. Running the export with this value unchecked can be <u>useful to identify students missing calendars</u>.
- **Only check students primarily enrolled in the section's school:** if checked, only students with a primary enrolment to the section's school will be included in the export. If unchecked, both primary and secondary students will be included.

2.2.1 Required Clean Up

The required cleanup for students listed in this, and the Mixed Calendar by Section export would be to adjust student Calendar values so that all students match, or move students with matching calendars into a new section.

2.2.2 Sample Export

DIVISION	SCHOOL_ID	SCHOOL_NAME	YEAR	SECTION	MAJORITY_CALENDAR	MAJORITY_PROPORTION	STUDENT	STUDENT_CALENDAR
000	1111111	School 1	2021	ATT-AM-K/1	Kindergarten	0.6	0000001	Standard
000	1111111	School 1	2021	ATT-PM-K/1	Kindergarten	0.6	0000001	Standard
000	1111111	School 1	2021	ATT-AM-K/1	Kindergarten	0.6	0000002	Standard
000	1111111	School 1	2021	ATT-PM-K/1	Kindergarten	0.6	0000002	Standard
000	1111111	School 1	2021	ATT-AM-K/1	Kindergarten	0.6	0000003	Standard
000	1111111	School 1	2021	ATT-PM-K/1	Kindergarten	0.6	0000003	Standard
000	1111112	School 2	2021	ATT-AM-1STHY	Elementary STANDARD	0.944444444	0000004	Standard
000	1111112	School 2	2021	ATT-PM-1STHY	Elementary STANDARD	0.944444444	0000004	Standard
000	1111113	School 3	2021	ATT-AM-k-1-2	Standard	0.5	0000005	Kindergarten
000	1111113	School 3	2021	ATT-PM-K-1-2	Standard	0.5	0000005	Kindergarten
000	1111114	School 4	2021	ATT-AM-KL2	Kindergarten-Even	0.944444444	0000006	Standard
000	1111114	School 4	2021	ATT-PM-KL2	Kindergarten-Even	0.944444444	0000006	Standard
000	1111115	School 5	2021	ATT-AM-K/1	Kindergarten	0.6	0000007	Standard
000	1111115	School 5	2021	ATT-PM-K/1	Kindergarten	0.6	0000007	Standard
000	1111116	School 6	2021	ATT-AM-2	Elementary	0.961538462	0000008	ELEMENTARY 1-6
000	1111116	School 6	2021	ATT-PM-2	Elementary	0.961538462	0000008	ELEMENTARY 1-6
000	1111117	School 7	2021	ART 07-FY-02-6-NB	Standard	0.857142857	0000009	Elem 5/6
000	1111117	School 7	2021	CRED 07-FY-01-6	Standard	0.9375	0000009	Elem 5/6
000	1111117	School 7	2021	ELA 07-FY-01-6	Standard	0.9375	0000009	Elem 5/6

2.3 Out of Session Attendance Export

The Out of Session Attendance export provides information for all sections that have an attendance record logged on a date that was not in-session for the predominant (majority) calendar. This export is helpful in identifying attendance records created <u>prior</u> to a school calendar day being changed from In Session to Not in Session. Once verified, these records would be deleted.

Fields included in the export:

- DIVISION: The division number the section is in
- SCHOOL_ID: The department assigned number of the school

- SCHOOL_NAME: The name of the school
- YEAR: The school year of the section
- SECTION: The section identifier (Course Number – Section Number)
- MAJORITY_CALENDAR: The most common calendar in this section
- MAJORITY_PROPORTION: The percentage of the students in the section with this calendar.
- DATE: The date attendance was found on
- COUNT: The number of attendance records found.

2.3.1   Required Clean Up

Attendance records for days that are not in session should be thoroughly investigated and deleted where applicable. It is very important that attendance records are accurate and match the section and student calendar.

When working with attendance records for a past school year (as prescribed for 2020-2021) the *Mixed Calendar by Section* and *Student Calendar Mismatch* exports are not applicable. The *Out of Session Attendance* export would be run on its own. The attendance records returned by the export would be checked against the calendar <u>assigned to the student</u> and deleted **only if** investigation confirms the attendance record is for a day not in session.

> A record would not be deleted if, for example, the section has students with differing calendars, and the predominant (majority) calendar has the date marked as not in session but <u>the student's calendar</u> has it marked as in session. In this case the record is valid and should not be deleted. In future set up, class sections should not have students with differing calendars.

When working with attendance records for the current school year it is important to ensure that the *Mixed Calendar by Section* and *Student Calendar Mismatch* exports are run first and that required adjustments to student Calendar values or section rosters are made. The *Out of Session Attendance* export would then be run. The attendance records returned by the export would be checked against the calendar <u>assigned to the student</u>, and subsequently deleted if verification confirms the attendance record is for a day not in session.

2.3.2 Sample Export

DIVISION	SCHOOL_ID	SCHOOL_NAME	YEAR	SECTION	MAJORITY_CALENDAR	MAJORITY_	DATE	COUNT
000	1111111	School	2021	4017-1-4/5LFTL	Standard	1	1/14/2021	4
000	1111111	School	2021	4214-1-1Ryd	Standard	1	1/14/2021	2
000	1111111	School	2021	4424-1-2/3M	Standard	1	1/14/2021	4
000	1111111	School	2021	6245-1-2/3Ryd	Standard	1	1/14/2021	2
000	1111111	School	2021	6340-1-1S	Standard	1	1/14/2021	2
000	1111111	School	2021	6423-1-4/5M	Standard	1	1/14/2021	2
000	1111111	School	2021	7322-1-2/3K	Standard	1	1/14/2021	2
000	1111111	School	2021	7404-1-4/5M	Standard	1	1/14/2021	2
000	1111111	School	2021	7453-1-1K	Standard	1	1/14/2021	1
000	1111111	School	2021	8017-1-2/3S	Standard	1	1/14/2021	4
000	1111111	School	2021	8255-1-4/5Ryd	Standard	1	1/14/2021	2
000	1111111	School	2021	8858-1-1M	Standard	1	1/14/2021	1
000	1111111	School	2021	ATT-AM-1S	Elementary Standard	1	1/14/2021	2
000	1111111	School	2021	ATT-AM-3R	Elementary Standard	1	1/14/2021	3
000	1111111	School	2021	ATT-AM-4/5Har	Elementary Standard	1	1/14/2021	1
000	1111111	School	2021	ATT-AM-5/6M	Elementary Standard	1	1/14/2021	2
000	1111111	School	2021	ATT-AM-6A	Elementary Standard	1	1/14/2021	3
000	1111111	School	2021	ATT-AM-7/8 P	Elementary Standard	1	1/14/2021	1
000	1111111	School	2021	ATT-PM-1S	Elementary Standard	1	1/14/2021	2
000	1111111	School	2021	ATT-PM-3R	Elementary Standard	1	1/14/2021	3
000	1111111	School	2021	ATT-PM-4/5Har	Elementary Standard	1	1/14/2021	1
000	1111111	School	2021	ATT-PM-5/6M	Elementary Standard	1	1/14/2021	2
000	1111111	School	2021	ATT-PM-6A	Elementary Standard	1	1/14/2021	3
000	1111111	School	2021	ATT-PM-7/8 P	Elementary Standard	1	1/14/2021	1