

## MISD Suggested Attendance Setup

### Years & Terms Setup:

**Years & Terms are setup when we begin Scheduling for the next school year, which is usually in January**

First setup the Year in District (only the year) from first day of classes to June 29th.

Next setup the year in Years & Terms in every school, including the schools that are no longer used. The full year for Macomb is the first day of school to June 29<sup>th</sup> of the next year. Even though the students are released earlier in June we take the calendar out to the 29<sup>th</sup> to leave the district and schools open for State Reporting changes and editing before it's due on June 30<sup>th</sup>. It is also easier to add days to the school year if the year term extends past the actual last day of classes.

If you are using PowerScheduler and will commit the schedule created in PowerScheduler, you will only need to create the year on the live side. When you Commit the schedule in PowerScheduler (when running your EOY), the terms created in the PowerScheduler will copy over to the live side and overwrite what is there. More information on creating Years & Terms in PowerScheduler are in our MISD PowerScheduler document (MISD Manual) on our website <http://powerschool.misd.net> > PowerSchool Admin > Scheduling > PowerScheduler > PowerScheduler Procedures with version date.

Terms: If you are entering terms on the live side, enter the terms where credit is awarded. Usually in elementary school no credit is awarded until the end of the school year (the classes are all year-long) therefore the year is all you would need to enter. For middle school and high school, most would use only 2 semesters or 3 trimesters, however if you have quarter classes where credit is awarded you would need to include quarters and/or mini's. (Remember that reporting terms for report cards are setup in the Final Grade Setup screen.)

Always start with the largest term (year) and proceed down to the smallest term in sequential order. **It's very important that the terms be created in correct order according to size of term from largest to smallest.** Once you create the term, go back into the screen and hand enter the import #'s which were just created when you hit Submit. Reference examples below.

Term Setup	
New	
2014-2015 09/02/2014 - 06/29/2015	
1st Semester 09/02/2014 - 01/17/2015	2nd Semester 01/19/2015 - 06/13/2015

Term Setup			
New			
2014-2015 09/02/2014 - 06/29/2015			
Semester 1 09/02/2014 - 01/17/2015		Semester 2 01/20/2015 - 06/13/2015	
Quarter 1 09/02/2014 - 10/24/2014	Quarter 2 10/27/2014 - 01/17/2015	Quarter 3 01/20/2015 - 03/27/2015	Quarter 4 03/30/2015 - 06/13/2015

## Term Setup

Term Setup			
New			
2014-2015 09/02/2014 - 06/29/2015			
Semester 1 09/02/2014 - 01/25/2015		Semester 2 01/26/2015 - 06/17/2015	
Trimester 1 09/02/2014 - 11/30/2014	Trimester 2 12/01/2014 - 03/18/2015	Trimester 3 03/19/2015 - 06/17/2015	
Summer School 06/22/2015 - 06/26/2015			

Term Setup					
New					
2015-2016 09/08/2015 - 06/29/2016					
Semester 1 09/08/2015 - 01/16/2016		Semester 2 01/18/2016 - 06/18/2016			
Trimester 1 09/08/2015 - 11/28/2015	Trimester 2 11/30/2015 - 03/19/2016	Trimester 3 03/21/2016 - 06/18/2016			
Quarter 1 09/08/2015 - 11/07/2015	Quarter 2 11/09/2015 - 01/23/2016	Quarter 3 01/25/2016 - 04/02/2016	Quarter 4 04/04/2016 - 06/18/2016		
Mini 1 09/08/2015 - 10/17/2015	Mini 2 10/19/2015 - 11/28/2015	Mini 3 11/30/2015 - 01/30/2016	Mini 4 02/01/2016 - 03/19/2016	Mini 5 03/21/2016 - 05/07/2016	Mini 6 05/09/2016 - 06/18/2016
2510	2511	2512	2513	2514	2515

The terms must be created in order of size from largest term to smallest term. The File Import Term #'s must be sequential according to size and dates of terms.

## Edit Term

Field	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) Note: This abbreviation must start with a letter
First Day of Term	9/2/2014 (MM/DD/YYYY)
Last Day of Term	1/16/2015 (MM/DD/YYYY)
What portion of the school year does this term represent?	1/2
Import File Term #	0

When you create the term, there will be no Import File Term #. Once you Submit this record and open it back up you will see that the system created a number just below the Import File Term #. You must hand key this number into the Import File Term # box and Submit

## Edit Term

Field	Value
Name of Term	Semester One
Abbreviation	S1 (example: Q1) Note: This abbreviation must start with a letter
First Day of Term	09/02/2014 (MM/DD/YYYY)
Last Day of Term	01/17/2015 (MM/DD/YYYY)
What portion of the school year does this term represent?	1/2
Import File Term #	2401

Open the screen back up and hand key the number the system created (2401) in the Import File Term # box and Submit

What portion of the school year does this term represent?	1/2
Import File Term #	2401

# Attendance Preferences:

**Attendance Preferences**

**Recording**

Attendance recording methods  Meeting  
 Daily  
 Time  
 Interval

Audit attendance records

Default attendance page Meeting ▾

Enable multiple character attendance codes

Meeting and daily attendance bridge  One-way, section to daily attendance  
 Two-way, keep records in synch

Number of school days teachers may alter attendance prior to current date (PowerTeacher) No Restriction ▾

Number of school days teachers may alter attendance after the current date (PowerTeacher) No Restriction ▾

Show Saturday and Sunday on attendance views

Interval Duration (in Minutes) 0

**Calculating and Reporting**

Calculation accuracy 2 decimal places

Count Meeting attendance recorded at another school for students enrolled at this school

Count these codes for period conversion Absences ▾

Round or truncate Round ▾

**Daily Attendance Calculations**

Enable ADA Periods and Passing Time Deductions

Deduct Passing Time  No  
 Yes - All Passing Time  
 Yes - After ADA Excluded Meetings Only

All of Macomb uses Meeting Attendance because we all have to take attendance at least twice per day

If you check the box for Audit attendance records, PowerSchool keeps track of any change, its previous value, and who made the change

Set Default attendance page to Meeting

Check the box if you will use multi letters for attendance codes

Set the number of days before & after current date that the teachers can record/change attendance

Macomb does not use the attendance bridge since we all use only meeting attendance (the bridge is for using both Meeting and Daily attendance)

Most do not want to show Sat. & Sun. in Attendance and Macomb doesn't use Duration in Minutes

Select the number of decimal places to use. Do you have students at other schools in your district that you want attendance to count for? Macomb uses Absences for period conversions and we Round

We do not deduct for Passing Time here

## Attendance Code Categories:

**Attendance Code Categories**

[New](#)

Code	Name	Description	Sort
Excused	Excused		1
Tardy	Tardy		2
Unexcused	Unexcused		3

[Submit](#)

Pearson recommends these 3 Attendance Code Categories however some districts have added to this list

## Attendance Codes:

**Attendance Codes**

[New](#)

Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1
A	Absent	Yes	Yes	Absent	2
U	Unexcused	Yes	Yes	Absent	3

[Submit](#)

The first code should always be blank to denote Present

**Edit Attendance Code**

<b>Label</b>	<b>Value</b>
Code	<input type="text" value="U"/>
Description	<input type="text" value="Unexcused"/>
Presence Status	<input type="radio"/> Present <input checked="" type="radio"/> Absent
Code Categories	<input type="checkbox"/> Excused <input type="checkbox"/> Tardy <input checked="" type="checkbox"/> Unexcused
Points	<input type="text" value="1"/>
Teacher can assign	<input type="text" value="Yes"/>
This attendance code is considered in ADA calculation	<input checked="" type="checkbox"/>
This attendance code counts towards membership	<input checked="" type="checkbox"/>
This attendance code counts towards tardy on the PowerTeacher Attendance Summary custom page.	<input type="checkbox"/>
Sort order for display	3

Mark Present or Absent

Assign points for Absences &/or Tardy (for reports & letters)

All codes should count for ADA and towards Membership

Select the sort order for this code

Create the code

Describe the code

Select a Code Category

Check the box if Teachers can assign this code

Check this box if this attendance code counts towards tardy on the PowerTeacher Attendance Summary custom page

## Full Time Equivalencies:

### Full-Time Equivalencies (FTE)

New

Name	Description	Def. Att. Mode	Def. Att. Conversion
3 Period Student		Meeting	PeriodDay
5 Period Student		Meeting	PeriodDay
Full Time		Meeting	PeriodDay

Note: This list of Attendance Conversions applies to Apple Grove High School during the 2014-2015 school year only.

Describe the different types of **student attendance** you have in this school. For example does this school have part time students, half day students, students that only attend 2 periods, etc. If you are a middle school or elementary you may only have full time students however your high school may have many types of student attendance

### Edit FTE Code

Name	Full Time
Default Attendance Mode	Meeting ▼
Default Attendance Conversion	Period to Day ▼
Description	
Default for these grades	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12

When you create the FTE for Full Time students please make sure to check the grade level boxes that apply; most schools will check all grade levels for full time student. Each grade level can only be selected for one FTE. Default Attendance Mode is always Meeting and the Conversion is Period to Day

## Attendance Conversions:

### Attendance Conversions

 Note: This list of Attendance Conversions applies to Apple Grove High School 2 for the current year only.

FTE	Period		Code	Time
<b>Half Day Conversion</b>				
Full Time Student	Partial (3/5)	1 .. 0	(NONE)	(NONE)
Half Day Student	Partial (2/5)	1 .. 0	(NONE)	(NONE)
<b>Full Day Conversion</b>				
Full Time Student	Defined	1 .. 0	(NONE)	(NONE)
Half Day Student	Partial (2/5)	1 .. 0	(NONE)	(NONE)

This example shows they have created 2 different types of days in this school - Half Day and Full Day. For each of these types of days you will need to define each type of student attendance FTE. From this example we know that on a Half Day of school a Full Time student will attend 3 out of 5 classes and a Half Day Student will attend 2 out of 5 classes. On a Full Day of school a Full Time Student will attend all 5 classes and a Half Day Student will only attend 2 classes which gives them a full day attendance credit. See below for additional conversion examples.

### Defining the Attendance Conversion

#### Period-To-Day Attendance Conversion "Full Day" for FTE "Full Time Student"

 Note: This list of Attendance Conversions applies to Apple Grove High School 2 only.

Periods Absent	Day Attendance Value
0	<input type="text" value="1"/>
1	<input type="text" value="0.75"/>
2	<input type="text" value="0.5"/>
3	<input type="text" value="0.25"/>
4	<input type="text" value="0"/>

This screen tells us that if a student is absent 0 periods they will receive 100% full day credit. If they are absent for 1 period they receive credit for .75% of the day and so on.

# Period-To-Day Attendance Conversion "Half Day" for FTE "Full Time Student"

Note: This list of Attendance Conversions applies to Apple Grove High School 2 only.

Periods Absent	Day Attendance Value
0	<input type="text" value="1"/>
1	<input type="text" value="0.5"/>
2	<input type="text" value="0"/>
3	<input type="text"/>
4	<input type="text"/>

This screen shows that a Full Time Student receives a full attendance point for attending 2 periods. This particular day only has 2 periods, so if he attends both periods he gets credit for the full day. If he is absent 1 of the 2 periods he receives .5 credit for attendance

## Period-To-Day Attendance Conversion "Normal Attendance" for FTE "Full Time FTE 1"

Periods Absent	Day Attendance Value	Comments
0	<input type="text" value="1"/>	<input type="text"/>
1	<input type="text" value="0.86"/>	<input type="text"/>
2	<input type="text" value="0.71"/>	<input type="text"/>
3	<input type="text" value="0.57"/>	<input type="text"/>
4	<input type="text" value="0.43"/>	<input type="text"/>
5	<input type="text" value="0.29"/>	<input type="text"/>
6	<input type="text" value="0.14"/>	<input type="text"/>
7	<input type="text" value="0"/>	<input type="text"/>
8	<input type="text" value="0"/>	<input type="text"/>

Copy From Other Conversion Table ...

Used by Bell Schedules:  
 0 - Regular Bell Schedule 8 periods defined.

7 Period Day

## Bell Schedules:

Add a Bell Schedule for each type of day you have. You will be selecting one of your bell schedules for every day the students are in school. The Bell schedule tells the system how many periods are in this day, which periods they are, and the Attendance Conversion Method. The system takes that information along with the student's FTEID, which determines how many periods in this day the student needs to be there, and calculates the students attendance for that day depending on the number of periods he is present in.

**Bell Schedules**

Note: This list of bell schedules applies to Apple Grove High School 2 only.

Name	Edit Schedule	Periods	Attendance Conversion Method
Exam Day 1 & 2	<a href="#">Edit Schedule</a>	2	Full Day
Exam Day 3 & 4	<a href="#">Edit Schedule</a>	2	Full Day
Full Day	<a href="#">Edit Schedule</a>	4	Full Day
Half Day 1 & 2	<a href="#">Edit Schedule</a>	2	Half Day
Half Day 3 & 4	<a href="#">Edit Schedule</a>	2	Half Day

When you create a Bell Schedule make sure to select the Attendance Conversion Method

**Bell Schedule: Exam Day 1 & 2**

Period	Start Time	End Time	Duration
P1	08:00 AM	10:00 AM	120
P2	10:05 AM	12:00 AM	115

Edit the Bell Schedule you just created and define the periods & times classes will be held when you use this Bell Schedule.

### Bell Schedule: 3-4 Half Day

Period	Start Time	End Time	Duration
3	07:55 AM	09:38 AM	103
4	09:43 AM	11:25 AM	102

The gap between the end of one class and beginning of the next is for passing time.

### Bell Schedule: Regular Bell Schedule

Period	Start Time	End Time	Duration
1	07:15 AM	08:14 AM	59
2	08:20 AM	09:19 AM	59
3	09:25 AM	10:24 AM	59
4	10:30 AM	11:30 AM	60
5	12:07 AM	01:06 PM	59
6	01:12 PM	02:11 PM	59

### Bell Schedule: MME Day 2

Period	Start Time	End Time	Duration
6	10:42 AM	12:12 AM	90
8	12:12 AM	02:18 PM	126

## District Calendars - New in PowerSchool 8.3

Use District Calendars to create one or more calendar templates. Once set up, you can quickly and easily push the calendar template to one or more selected schools. When creating a calendar template, you have the ability to enter which dates will be pushed to school calendars, allowing an entire school year to be set or just modify a few days.

Note: Copying the Master Schedule after the calendar was created did not cause any issues in our testing.

From District Office, in the **New Year**, select District.  
You will see the **Calendar** heading.

Calendar	
Calendar Membership Types	Define unique school day types.
District Calendars	Create/Copy/Edit district calendars.
District Calendar Bell Schedules	Create/Edit district bell schedules.
District Calendar Cycle Days	Create/Edit district cycle days in preparation for district calendars.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.

### Calendar Membership Types

You have already created and are using your Calendar Membership Types which can also be edited here.

Calendar Membership Types	
Code	Meaning
H	Holiday
IN	In Session
JL	JL Test
NT	Not In Session
O	Other
p	party
R	Records Day
S	Staff Development
V	Vacation

## District Calendar Cycle Days and Bell Schedules

Before creating a calendar template, you must define the Calendar Cycle Days and Bell Schedules.

Confirm that the New Year dates are consistent and in each school that you want to copy the District Calendar to. While you are checking each school for this also check to see that the Bell Schedules & Cycle Days that you will use in the District Calendar Setup are named the same. Once this is completed you can define them in District Calendar Bell Schedules and District Calendar Cycle Days.

### Bell Schedule

[New](#)

Name
Half Day
Regular Full Day

**Note:** Click bell schedule name to edit bell schedule.

### Cycle Days

[New](#)

Name
A Day

**Note:** Click cycle day name to edit cycle day.

Keep in mind that you may want to create more than one District Calendar. For example if your middle schools are on a rotation however your other schools are not, you may want to create another District Calendar for just the middle schools with the rotation set. You can also copy the calendar to certain schools, go back to District, District Calendars and edit the Days tab then copy to other schools.

## District Calendars

Once you believe all your schools Years & Terms, Bell Schedules and Cycle Days area set correctly you can begin to create your District Calendar.

### District Calendars

[New](#)

No district calendars found.

Name	Description

Note: Click district calendar name to edit calendar.

Select New and fill in the fields for a typical week.

### New Calendar

**Calendar Name**  \*

**Calendar Description**  \*

**Calendar Start Date**  (MM/DD/YYYY) \*

**Calendar End Date**  (MM/DD/YYYY) \*

**Weekdays Setup**  
*Setup a pattern to be applied to all days Sunday through Saturday.*

Date	Day	Bell Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Sunday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="v"/>	<input type="text"/>						
Monday	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text"/>					
Tuesday	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text"/>					
Wednesday	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text"/>					
Thursday	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text"/>					
Friday	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text"/>					
Saturday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="v"/>	<input type="text"/>						

Once you Submit you will be back at the front page of District Calendars. Click on the calendar you just created.

### District Calendars

New

Name	Description
<a href="#">2015-2016</a>	2015-2016 District Calendar

Note: Click district calendar name to edit calendar.

### Edit District Calendar (2015-2016 )

Details
Automated Calendar Setup
Days
Push

#### Details

<b>Calendar Name</b>	<input style="border: 1px solid #ccc;" type="text" value="2015-2016"/> <span style="float: right; font-size: small;">x *</span>
<b>Calendar Description</b>	<input style="border: 1px solid #ccc;" type="text" value="2015-2016 District Calendar"/> *
<b>Calendar Start Date</b>	09/08/2015
<b>Calendar End Date</b>	06/29/2016

Delete
Submit

On the **Automated Calendar Setup** tab you can go through and mark holidays, half days, test days, etc. for the entire school year.

Sun, Nov 22	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>
Mon, Nov 23	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text" value=""/>
Tue, Nov 24	<input type="text" value="A Day"/>	<input type="text" value="Regular Full Day"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input type="text" value=""/>
Wed, Nov 25	<input type="text" value="A Day"/>	<input type="text" value="Half Day"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="1"/>	<input type="text" value="In Session"/>	<input style="border: 1px solid #ccc;" type="text" value="Half Day"/> <span style="float: right; font-size: x-small;">x</span>
Thu, Nov 26	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="Holiday"/>	<input type="text" value="Thanksgiving"/>
Fri, Nov 27	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="Not In Session"/>	<input type="text" value="Black Friday"/>
Sat, Nov	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value=""/>	<input type="text" value=""/>

Once your calendar is set and ready to be copied to your schools, select the Push tab, key in your dates, check the schools you want the calendar copied to and Push.

### Edit District Calendar (2015-2016)

Details Automated Calendar Setup Days Push

**Push Calendar**

**Dates to Affect**

First Date to be Changed: 9/8/2015 (MM/DD/YYYY) \*

Last Date to be Changed: 6/29/2016 (MM/DD/YYYY) \*

Filter 13 of 13 items  Advanced

Clear Apply

<input type="checkbox"/>	School Name	Minimum Grade	Maximum Grade
<input checked="" type="checkbox"/>	Academy	6	12
<input type="checkbox"/>	Home School	K	12
<input checked="" type="checkbox"/>	High School	8	12
<input checked="" type="checkbox"/>	Elementary	PK4	5
<input type="checkbox"/>	Lutheran School	K	12
<input checked="" type="checkbox"/>	Early Childhood Center	-2	30

Push Calendar to Selected Schools

Once you select Push Calendar to Selected Schools, a screen will display with the results of the Push. We see below that the 3 schools selected for this Push failed.

### Calendar Pushed From: 2015-2016

**Failed:** 3

**Successful:** 0

**Calendar Not Pushed To Schools:**

School Name	Minimum Grade	Maximum Grade	Status
School	K	12	No Term found for School and Year.
Early Childhood Center	-2	30	Bell Schedule missing.
Elementary	K	5	Bell Schedule missing.

Close

For the first School you would need to define the terms in Years & Terms. The 2<sup>nd</sup> and 3<sup>rd</sup> schools are missing the Bell Schedules that were selected in the calendar setup. Go to each school and create or re-name the Bell Schedules to match the ones selected in the District Calendar Bell Schedules setup. Once all has been corrected return to the Push tab, select these schools again and Push.

**Calendar Pushed From: 2015-2016**

**Failed: 2**

**Successful: 1**

**Calendar Not Pushed To Schools:**

School Name ^	Minimum Grade	Maximum Grade	Status
Academy	6	12	No Term found for School and Year.
Elementary	K	5	Bell Schedule missing.

**Calendar Pushed To Schools:**

School Name ^	Minimum Grade	Maximum Grade
High School	8	12

Close

The results of each Push will display. In the example above only 1 school received the calendar. The other 2 schools will need their Years & Terms and Bell Schedules edited before the calendar will copy down from District.

**Calendar Pushed From: 2015-2016**

**Failed: 0**

**Successful: 3**

**Calendar Pushed To Schools:**

School Name ^	Minimum Grade	Maximum Grade
Elementary	PK	5
Elementary	PK4	5
Middle School	6	8

Close

All the schools selected in this Push were successfully copied.

For additional information select **Help** at the top of the District Calendars page to the right of your name in PowerSchool.

## Automated Calendar Setup:

(Do not setup the calendar until **after Master Schedule is copied on the live side or the schedule from PowerScheduler is committed at EOY and your regular day Bell Schedule is created**).

### Auto Calendar

Auto Calendar Setup will set an entire range of days in the calendar to follow a specific pattern.

**Days to Affect**

First date to be changed:

Last date to be changed:

Days of week to change:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Modify In Session Flags**  
Selected days of the week from First to Last will be affected.

Set In-Session Flags to:

	A	B	C	D	E	F	School
Leave as-is	<input type="radio"/>						
In Session	<input checked="" type="radio"/>						
Not in Session	<input type="radio"/>						

**Modify Cycle Days Pattern**  
Pattern will run for all days from First through Last. Only days of week selected above will be modified.

Follow pattern (blanks will be ignored):

1:  2:  3:  4:  5:  6:  7:  8:  9:  10:

Reset Day Pattern Every:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Suspend Day Pattern for Days:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Handle Not-In-Session Days as:

Ignore (pattern continues on not-in-session days)  
 Pass over (pattern suspends on not-in-session days)  
 Reset (pattern restarts after not-in-session days)

**Modify Bell Schedules**  
Selected days of the week from First to Last which are also in-session for the school will be affected.

Adjust Empty Bell Schedules to:

Adjust All Bell Schedules to:

**Modify Membership Value**  
Selected days of the week from First to Last which are also in-session for the school will be affected.

Set Membership Value to:

**Clean Up Not-In-Session Days**  
Selected days of the week from First to Last which are not in-session for the school will be affected.

- Cycle Day will be reset to blank
- Bell Schedule will be reset to blank
- All A-F Track In Session flags will be cleared (not in session)
- Membership Value will be set to 0.0

Key in the first and last day of school along with checking the week day boxes

Check the box to Modify In Session Flags and make sure the In Session radio button is on for School. The others are for tracks which most don't use.

Check to modify cycle days and fill in screen if you have a rotation.

Check to Modify Bell Schedules and set all to your Regular day, then you can change only the ones that are not Regular day

Check to Modify Membership Value and set to 1

Check to Clean Up Not-In-Session Days and Submit

Check your calendar and edit for holidays, in-service days, early release, etc. There are examples further on in this document.

The Automated Calendar Setup feature does not update the Type field. This procedure below provides step-by-step instruction on how to mass change the Type field to In Session. This process will update all district calendars. If you want to update just one school, check the box in DDA to update the records for just that school.

1. Setup all fields in each schools calendar (Day, Schedule, Tracks, In Session, Memb Value) first.
2. Verify the correct Type code. Go to District Setup > Calendar Membership Types and verify that the code for In Session is IN.
3. Go to DDA.
4. Switch to table: Calendar\_Day (51).
5. First Search box: [Date] [≥] [9/1/2014].  
Second Search box: [Date] [≤] [6/30/2015].
6. Click the Search all XXXXX records in this table button.
7. In the first Search box: [Type] [=] [ ] (blank).  
In the second Search box: [MembershipValue] [=] [1]
8. Click the Search within the current XXXX records button.
9. Click Modify Records link.
10. Set the Modify Records dropdown boxes to [Type] [=] [IN] (no brackets, just the word IN).
11. Click the Modify Selected Records button.

All calendars should now be set with a Type of In Session. Different Types of days can be changed manually.

**We always begin our calendar on the first day of school. We never pad the beginning of school because it skews features like the ADA/ADM report.**

Date	Day	Schedule	Tracks						In Sess	Memb Value	Type	Note
			A	B	C	D	E	F				
Wed, Sep 3	A Day ▾	Half Day Bell Schedule ▾	<input checked="" type="checkbox"/>	1	In Session ▾							
Thu, Sep 4	A Day ▾	Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	In Session ▾							
Fri, Sep 5	A Day ▾	Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	In Session ▾							
Sat, Sep 6	▾	▾	<input type="checkbox"/>	0	▾							

An example of the end of the school year. We take our calendar out to June 29 (to allow time for State Reporting work to be done) and make the days after school ends Vacation with 0 Membership Value. It is also easy to add days to the student's school year if necessary.

Tue, Jun 2	A Day	Regular Bell Schedule	<input checked="" type="checkbox"/>	1	In Session							
Wed, Jun 3	A Day	Half Day Bell Schedule	<input checked="" type="checkbox"/>	1	In Session							
Thu, Jun 4	A Day	Half Day Bell Schedule	<input checked="" type="checkbox"/>	1	In Session							
Fri, Jun 5			<input type="checkbox"/>	0	Vacation							
Sat, Jun 6			<input type="checkbox"/>	0								
Sun, Jun 7			<input type="checkbox"/>	0								
Mon, Jun 8			<input type="checkbox"/>	0	Vacation							
Tue, Jun 9			<input type="checkbox"/>	0	Vacation							
Wed, Jun 10			<input type="checkbox"/>	0	Vacation							
Thu, Jun 11			<input type="checkbox"/>	0	Vacation							
Fri, Jun 12			<input type="checkbox"/>	0	Vacation							
Sat, Jun 13			<input type="checkbox"/>	0								
Sun, Jun 14			<input type="checkbox"/>	0								
Mon, Jun 15			<input type="checkbox"/>	0	Vacation							
Tue, Jun 16			<input type="checkbox"/>	0	Vacation							
Wed, Jun 17			<input type="checkbox"/>	0	Vacation							
Thu, Jun 18			<input type="checkbox"/>	0	Vacation							
Fri, Jun 19			<input type="checkbox"/>	0	Vacation							
Sat, Jun 20			<input type="checkbox"/>	0								
Sun, Jun 21			<input type="checkbox"/>	0								
Mon, Jun 22			<input type="checkbox"/>	0	Vacation							
Tue, Jun 23			<input type="checkbox"/>	0	Vacation							
Wed, Jun 24			<input type="checkbox"/>	0	Vacation							
Thu, Jun 25			<input type="checkbox"/>	0	Vacation							
Fri, Jun 26			<input type="checkbox"/>	0	Vacation							
Sat, Jun 27			<input type="checkbox"/>	0								
Sun, Jun 28			<input type="checkbox"/>	0								
Mon, Jun 29			<input type="checkbox"/>	0	Vacation							

Last days of class

### Calendar Examples of Snow Day:

Mon, Feb 23         1 Other  Wind Chill Factor

Mon, Feb 2         1 Inclement Weather  Inclement Weather

## Examples of Staff Development days:

Mon, Nov 3	A Day ▾	Regular Day ▾	<input checked="" type="checkbox"/>	1	In Session ▾	
Tue, Nov 4	▾	▾	<input type="checkbox"/>	0	Staff Development ▾	District Wide Professional De
Wed, Nov 5	A Day ▾	Regular Day ▾	<input checked="" type="checkbox"/>	1	In Session ▾	

Sun, Mar 8	▾	▾	<input type="checkbox"/>	0	Not In Session ▾	
Mon, Mar 9	▾	▾	<input type="checkbox"/>	0	Staff Development ▾	District Wide PD
Tue, Mar 10	A Day ▾	Full Day ▾	<input checked="" type="checkbox"/>	1	In Session ▾	

This In-Service day shows the students have a half day schedule and a note about the In-Service in the pm

Mon, Sep 22	A ▾	Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	In Session ▾	
Tue, Sep 23	A ▾	Half Day Schedule ▾	<input checked="" type="checkbox"/>	1	In Session ▾	In-Service
Wed, Sep 24	A ▾	Regular Bell Schedule ▾	<input checked="" type="checkbox"/>	1	In Session ▾	

Reporting Segments: "Segments" are used only in reports that work off of non-monthly reporting periods. You can key in any segments that you wish however it's not necessary to fill out this screen if you don't use reports that ask for reporting segments.

**Additional attendance information to keep in mind:** A student must be assigned an FTEID in order to be counted for attendance. Every year students receive a new internal FTEID code. It's a good idea to export all the students with their FTEID code to check them and make sure they have the correct code attached to them. (During the EOY process, some students may lose their FTEID code or the student may change to part time.) Each type of FTE that you define will have a different FTEID code. If their FTEID code is incorrect, their attendance won't tabulate correctly.

**Export Records**

Export the 195 selected records (Table: Students)

lastfirst  
FTEID

	A	B
1	lastfirst	FTEID
2	Kathy	1602
3	John	1602
4	Steve	0
5	Hilda	0
6	James	0
7	Roger	1602
8	Adam	1602
9	Mary	1601
0	June	1602

In this example export you can see there are students with an FTEID of 1601 or 1602. The students with 0 FTEID need to be checked and the correct FTEID assigned to them. To do this find the student's Transfer Info page (example below) and you will see that the Full-Time Equivalency is not selected. Drop down and select the correct Full-Time Equivalency and the system will assign the correct FTEID and apply to their record.

Exit Comment

Full-Time Equivalency

Grade Level 12

Full-Time Equivalency must not be blank.

Transfer Info page

Full-Time Equivalency	2 Period Student
Grade Level	4 Period Student
Track	CTE Cosmetology Students 3 hour
	CTE One Hour
	Full Time Student

## Section Attendance Settings:

Use the Section Attendance Settings page to create sections where attendance will be taken every period. These sections are sections created for the sole purpose of taking attendance in a section that meets more than once per day.

For example, if a section of Biology 101 meets during Period 1 for lecture during each day of a two-day cycle and also meets during Period 3 for field study on alternating days, the expression for this section would be 1(A-B) 3(A). If you do not use this option, attendance taken during 3(A) will overwrite attendance taken during 1(A).

**Attendance Tracking and Notification** is for PowerSchool Attendance Letters which Macomb does not use. Macomb uses a custom enhancement.