

# Absences AB6 User Guide

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MUSAC Ltd © 2014



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# 1 Copyright Notice and General

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## The User Guide

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Edited by MUSAC Ltd, August 2014

## 1.1 Conventions used in this User Guide

This user guide refers to primary schools and secondary schools. Herein intermediates are included with primary schools.

Example	Description
<Enter>	Means 'Press the <b>Enter</b> key'
<Ctrl>	Refers to the Control key, usually displayed as <b>Ctrl</b> on your keyboard
<Alt>	Refers to the <b>Alt</b> key next to the space bar on your keyboard
<Ctrl>+F	Hold down the <b>Ctrl</b> key and press the <b>F</b> key then release both keys ('Find')
Click <b>Next</b>	Click on the screen button labelled <b>Next</b>
Double-click	Press the left mouse button twice in rapid succession
<b>Type this</b>	You are required to type or locate exactly as it is written Mono font also used to display files names and paths
Select or Highlight	Click at the end of text or to one side of an object and hold the left mouse button down while dragging back across the text or object.
MUSAC	Refers to MUSAC Ltd's Classic product suite

SM, CM, AB6	Student Manager, Classroom Manager, Absences for Windows (AB6)
Start, Proceed	Colour used to draw attention to text
	Indicates compliance with Ministry of Education requirements
	To indicate a school's MUSAC Administrator tasks

## **2 Introduction to Absences**

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### **2.1 About AB6**

In Absences for Windows Version 6 MUSAC Ltd focused on ease of use and compliance with Ministry standards for electronic attendance recording. Attention to database structure to enable efficient tracking of class rolls and variety of reporting and data views provides an informative picture of student attendance, facilitating efficient capture and editing of attendance data.

MUSAC Ltd has an early notification system integrated with AB6 to alert caregivers by texting and other means, of student absence. Please email MUSAC Ltd ([support@musac.co.nz](mailto:support@musac.co.nz)) for further information and the necessary ENS license.

### **2.2 Background**

The Education (School Attendance) Regulations of 1951 place a legal requirement on schools to keep an admission register and a register of daily attendance for all students attending school. The attendance of students is to be recorded every morning and afternoon in the register of daily attendance.

AB6 has been developed to comply with the Ministry of Education's Electronic Attendance Register Approval Process which allows schools to use their Accredited SMS as an Electronic Attendance Register. The details of this process can be found in the Ministry of Education's Circular 2006/10.

*"This circular outlines the requirements and approval process for all schools wishing to use electronic attendance registers. This is a new approval process, and the Ministry will start accepting applications from 1 September 2006 for schools to use electronic attendance registers from the beginning of Term One 2007.*

*All schools currently using an electronic/alternative attendance register must reapply for approval before the start of Term One 2008. All previous approvals to use alternative registers will be rescinded from the beginning of Term One 2008, and schools that have not applied for approval under the new requirements will not be able to use an alternative/ electronic attendance register in 2008.*

*All schools not yet using but intending to use electronic attendance registers must follow the Approval Process outlined in this circular."*

Extract from MoE Circular 2006/10 – Electronic Attendance Registers

### **2.3 Importance of Attendance vs Absence**

The Ministry of Education requires that a clear record of the students attending at any given time must be maintained, ie. the register should not be kept as an absence-only register, showing only

when students were absent. In the event of an emergency, a person unfamiliar with the class must be able to check an absence.

**NOTE:** The Ministry of Education requires any electronic attendance register to default to an absence so that all students will be shown as absent until they have been marked present.

## 2.4 Maintaining Hard Copy

The Ministry of Education (*Electronic Attendance Register 2008: Design Specification for SMS Vendors Version 3.3*) states:

As mentioned, school registers are legally required documents, which must be kept for at least seven years (Gazette notice 23rd March 1998). They provide the school with an archived history of students who have attended the school. The practice of replacing the legally required school register (E19/1) with computerised attendance records means that attendance history stored in the computer can be lost due to hardware or software malfunction. Attendance records could also become unavailable due to the loss of power in cases of emergency, like fires and earthquakes. For this reason, the source documents which are used as the basis for data entry are deemed to be part of the attendance register and, accordingly, must also be maintained for at least seven years.

Schools are required to print off and archive hard copies of the attendance records for all of their classes at the end of each term. For primary schools this is the attendance record of the classroom where the student regularly attends. For secondary schools this will be the school's form, whanau or tutor group, along with records for the school's adult and part-time students and offsite providers. Attendance records must be printed for all students enrolled at the school and must be archived for seven years.

## 2.5 Streamlining the Data Capture Process

The Ministry of Education also states that

"The philosophy around accrediting SMS is built on a number of underlying principles, one of which is to lighten the administrative load of teachers in schools. One way of doing this is to put systems in schools that streamline the method of capturing attendance data."

The Ministry now **requires** the method of data capture, as stated below.

That a student shall be notated in the SMS as unmarked (blank) until the teacher or attendance officer responsible has marked the entire class by indicating the absentees with the correct code. When the person responsible indicates that attendance marking for a particular class is completed by submitting the data, the SMS shall display a list of all students not marked absent and request the user to confirm that the listed students are present. Upon confirmation, blanks will be transformed to the code for Present (P) and the data will be stored in the EAR database. In addition to this, a date and time stamped entry consisting of identifying information pertaining to the class as well as the responsible user is written to the SMS audit log file. This may be deemed as an electronic signature and will be acceptable as such in the event of queries. At any time when an individual attendance entry changes after the initial submit, an additional audit log file entry will be created, identifying the change, the reason for the change, the user making the change and the date and time when the change occurred.



As required by the Ministry, AB6 has been designed to conform with this philosophy while at the same time ensuring that schools can enter their attendance data easily and efficiently.

## **2.6 Required Attendance/Absences Code Sets**

The Ministry of Education has **specified** Attendance/Absence Codes which **must** be used, as well as rules for their use. These may not be changed. (see Required Attendance/Absences Code Sets Appendix A)

## **2.7 Entering Attendance Data by Roll**

### *2.7.1 What is a Roll?*

Attendance data is entered by “roll”. An attendance roll is a group of students, together in one **place**, for a particular **period** of time, under the authority of a particular **staff member**. Thus a roll could, for example, be the attendance data for the students in a class, or in a house, or in an option class, or on a school trip. The rolls are determined by the timetable. (Where a school does not run a timetable, the rolls will generally contain the students in each register class.) It is the staff-member in charge’s responsibility to mark the roll, either by submitting the roll on paper to the Attendance Officer for entry or by marking the roll directly in AB6.

### *2.7.2 Submitted and Un-Submitted Rolls*

The attendance data for each student will be unmarked (blank) until the Attendance Officer or teacher marks the roll by entering the correct code against the absentees. The Attendance Officer or teacher then submits (saves) the roll and is presented with a list of students who have not been marked (ie. still blank). He/she is then required to confirm that these students are in fact in class. They can then be marked present and the data in the completed roll will be saved. A roll is only defined as “**submitted**” once all students are marked. A roll is incomplete and therefore “**unsubmitted**” if any student on the roll has not yet been marked.

If a code is subsequently removed (returned to blank), the roll state does not change, but the student becomes ‘unmarked’ and will appear in the reports as unmarked.

## **2.8 Attendance Data Entry Overview**

Data entry can be tackled in a number of different ways and the method a school chooses will depend on a number of factors. MUSAC agents can advise on which method will be preferable for schools of different sizes and situations.

The various methods are described in general below. A detailed description can be found in the next section.

Entry methods have been divided into two sections –

- Centralized Data Entry

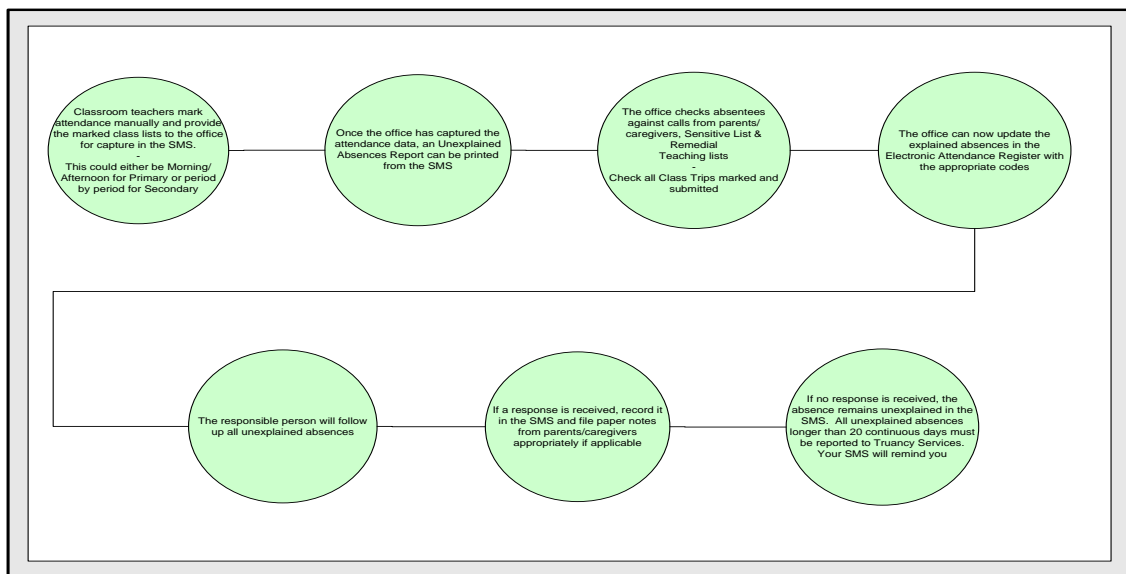
- Decentralized Data Entry

### 2.8.1 Centralised Data Entry - Entry by an Attendance Officer or Administrative Assistant

The MoE provides the following simplified model for Centralised Attendance Data Capture in Circular 2006/10.



School Attendance – Simplified Model for Centralised Attendance Data Capture



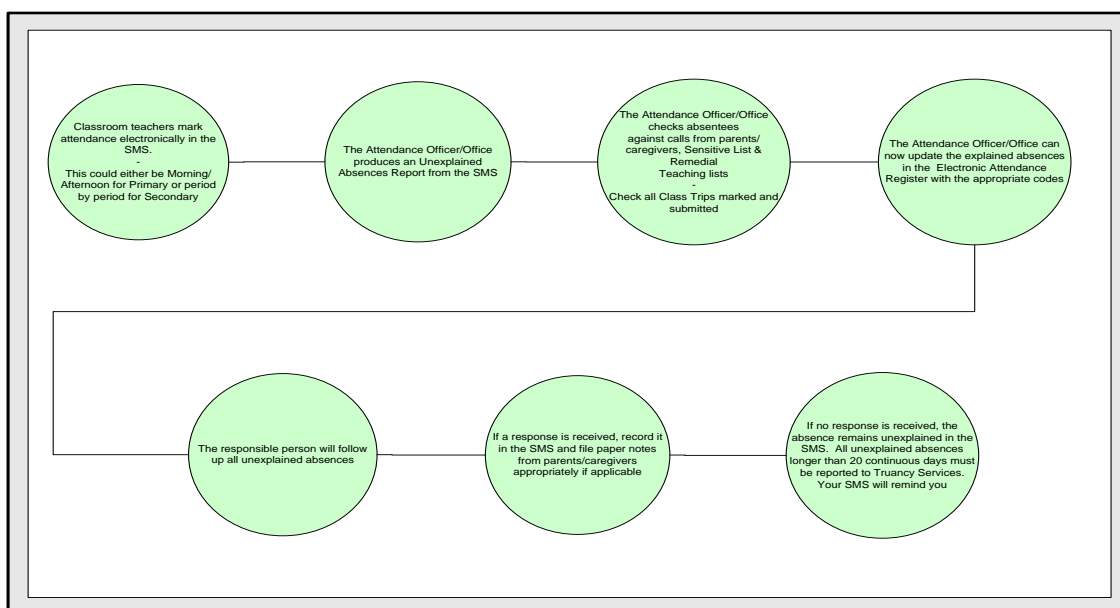
Attendance is marked by teachers using a barcode scanner or paper-based rolls, and entered by the Attendance Officer when returned to the office each period.

### 2.8.2 Decentralised Data Entry - Entry by a Teacher from his/her Teaching Room

The MoE provides the following simplified model for Centralised Attendance Data Capture in Circular 2006/10.



School Attendance – Simplified Model for Decentralised Attendance Data Capture



Each teacher uses the networked computer in his/her room to mark their roll directly into AB6. The teacher is automatically presented with the roll for the class that they are teaching in that session. They enter absence data for the missing students, confirm that unmarked students are in fact present, and submit the complete roll. Any amendments are handled by the AO from the office.

## 2.9 What is Partitioning?

School Partitioning is used to handle the complexities of a school (in particular, an Area school) where one part of the school runs a completely different timetable and period structure from another.

Each partition in the school will have its own calendar setup, so that one partition may be closed while another is open, therefore rolls can be marked for one partition on a day when only the other partition is open; and one partition may have different bell times from another.

### 2.9.1 *Should my school be partitioned?*

- **Area schools** – Area school will benefit from having their school partitioned as the Junior classes do not usually have a timetable while the Intermediate classes do. By partitioning the school, rolls will only be created for the sessions that are actually run eg. Junior classes might only have 2 rolls per day for the morning and afternoon sessions while the Intermediate classes might have rolls for register class periods and timetabled periods.
- **Other schools** – Other schools may benefit if a part of the school runs a completely separate timetable and period structure from another.

### **3 Technical Notes and background processes including the abProcessor**

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Ensure the latest MUSAC system files (available from [www.musac.co.nz](http://www.musac.co.nz)) are installed before opening any of the applications installed with AB6. We recommend that AB6 is configured to be used with the MUSAC Classic Service for the best performance and stability. Our website document library contains helpful notes for AB6.

## 4 Opening AB6

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### 4.1 Opening Absences



MUSAC highly recommends initial training, so that staff can receive the full benefit of Absences' extensive list of features. Please contact your local MUSAC agent for training – see MUSAC Contact Details.

From the graphic menu or Classic sidebar, on entering AB6 for the first time only as the Attendance Officer or MUSAC Administrator, you will be asked to identify your school.

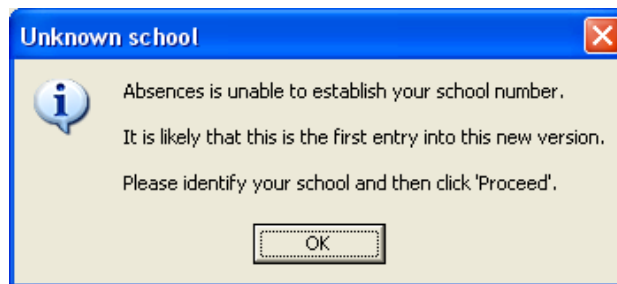


Figure 1: Verification of School

Click **OK** to proceed to the next screen.

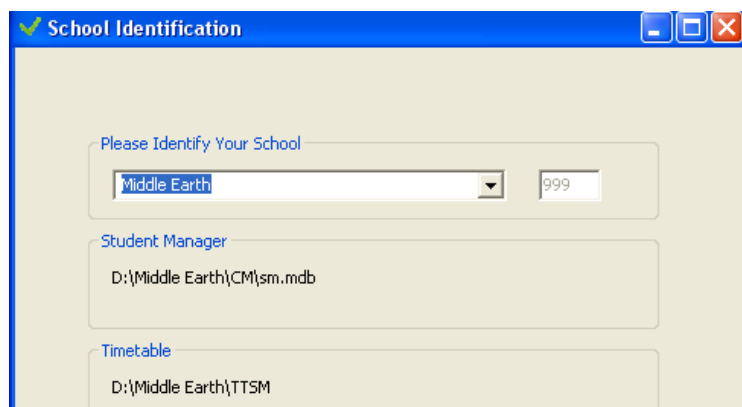


Figure 2: School Identification Request

Select the name of your school from the dropdown list or type your school number into the text box to the right.

If AB6 has been installed correctly, the location of Student Manager and (if installed) Timetable, will be displayed.

## 4.2 Administrator Login

**NOTE:** Small buttons appear to the right of the username area. These provide the Administrator access to the global password configuration facility.

Click **Proceed**.

AB6 will open with the entry date defaulted to the current machine date. If school is closed for the day (open days for primary schools can include Saturday or Sunday), AB6 will open with the entry date set to the last open school day before the current date and a message will be displayed showing this date.

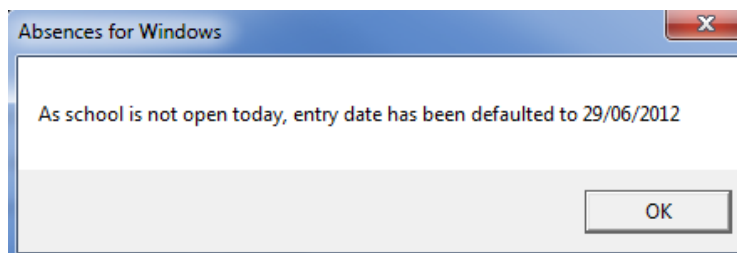


Figure 3: Entry date message

For those with Administrator rights, a reminder to personalise the school calendar will be displayed if a default calendar was automatically set up on first opening AB6 in a new year. Once you have set up your calendar and no longer require the reminder, tick the check box to remove this message.

All users entering AB6 will need to wait briefly while the student details in AB6 are checked and updated from those in SM. Depending on your system configuration, if you are the first user to enter AB6 that day, then you may need to wait while the daily update of half-day summaries to SM is completed and the daily rolls are created. This may take some time depending on your network, the timing, and number of rolls, etc.

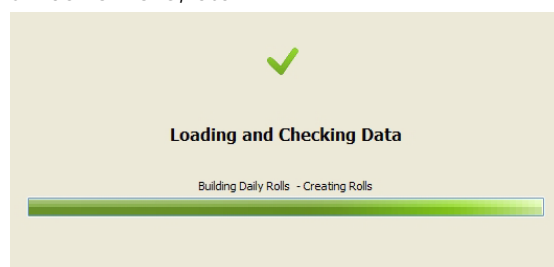
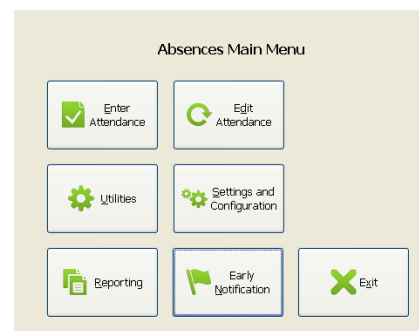


Figure 4: The progress bar displays while creating the rolls

## 4.3 The AB6 Main Menu

The AB6 Main menu is displayed.

Figure 5: The main screen



## 5 Configuration Settings

Folder names should be changed to match the recommended directory structure. Most schools use the default settings.

### 5.1 Calendar – for schools running a Timetable

If yours is a secondary or partitioned (area) school using MUSAC Timetable, AB6 depends on the information in the calendar to decide which **Timetable** and which **Option Set** applies to a given calendar date. The **Timetable Day** also needs to be specified for each calendar date.

For those with Administrator rights, an initial setup reminder message will be displayed where the calendar for the new year was created as a default calendar on entry into AB6. If the calendar for the coming year has been set up in advance from the calendar screen, no message is required and a check box can be ticked to remove the reminder to update the calendar.

Click the **Calendar** tab to view the calendar for the current year. Verify that for each date the school is open, the correct periods, term, timetable number, option set and timetable-day are specified.

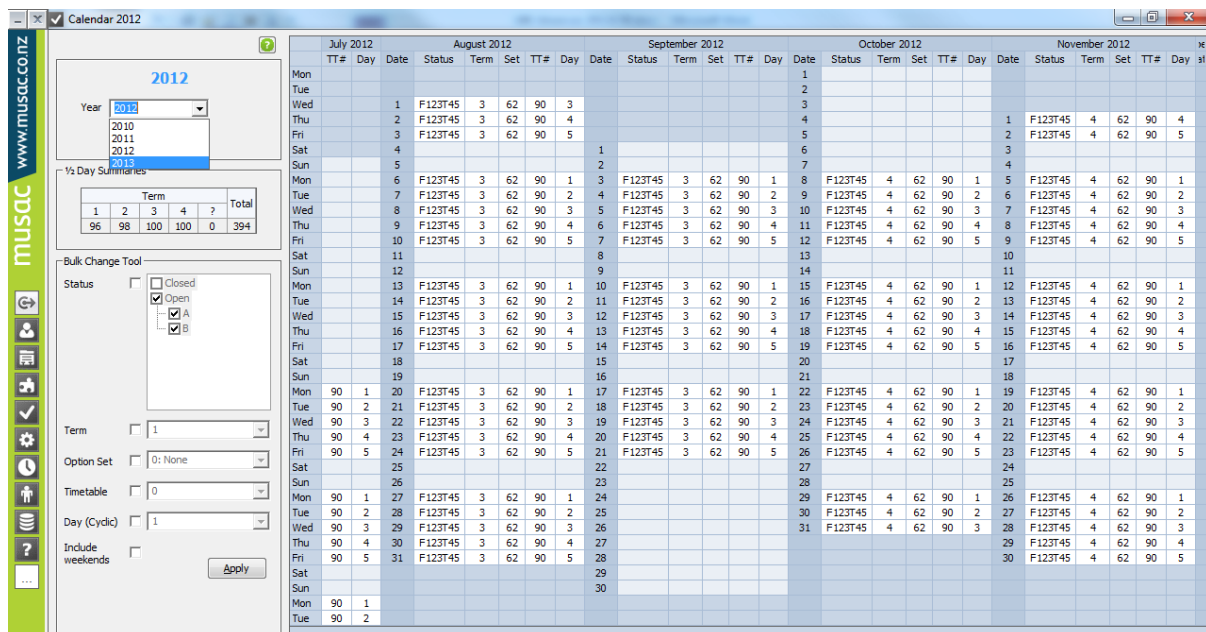


Figure 6: Calendar View

Correct any errors by typing or using the bulk change tool on the left. Click **Save Calendar** after any changes are made.

To use the bulk-change tool:

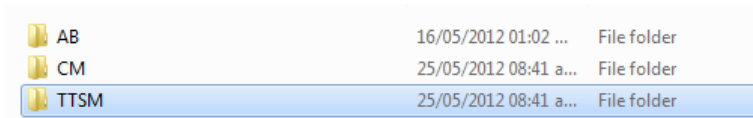
- Select the target block of dates using click-and-drag, <Ctrl>-click or <Shift>-click
- Tick the box beside each property that needs to be modified
- Select the values required for each property to be changed
- Click **Apply** to update the records on screen

If not sure which option set is being used for future terms leave zero in there.



## 5.2 Calendar – schools not running a Timetable

For schools where there is no “\TTSM\” found in the same folder as the “\CM” folder, simplified setup functionality is available. If a school has had a timetable (or experimented with timetabling in the past), the “\TT” folder should be renamed.



For these schools, in the new year for the first user to open AB6, a default calendar will be created automatically (ie. new records are added to the calendar.mdb in “\CM”) concurrently with new databases being created for the new year. A Calendar message reminds those with Administrator rights to personalise the calendar. This continues to appear until the box is ticked to confirm they have dealt with the calendar; and no longer need a reminder.

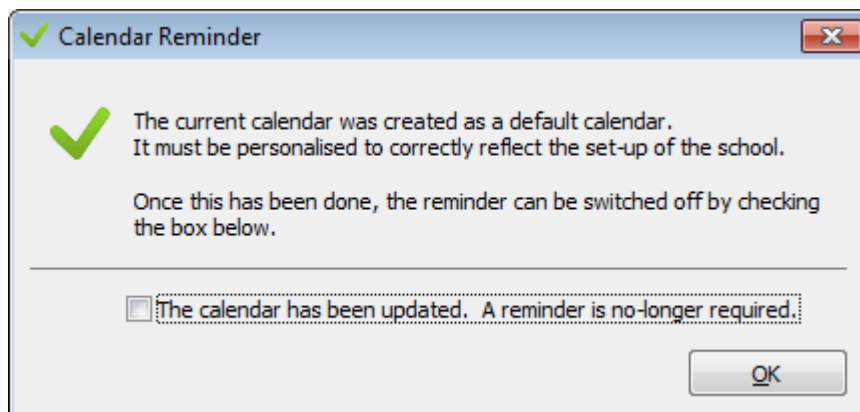
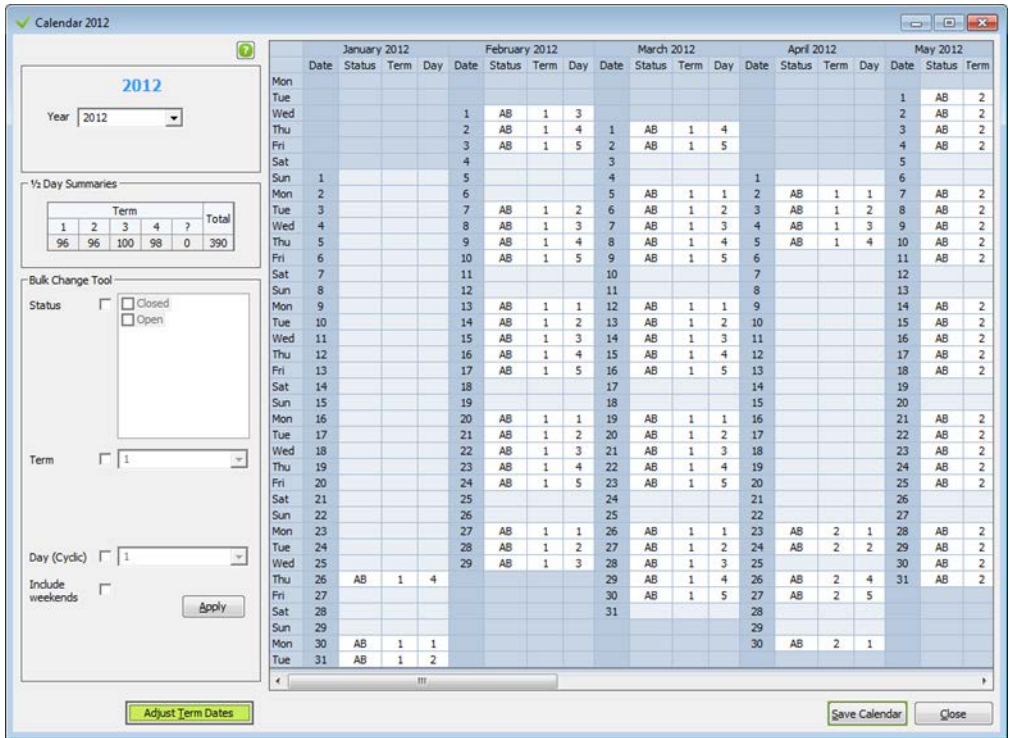


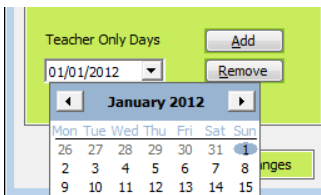
Figure 7: Calendar Reminder to

The calendar screen for editing shows “Adjust Term Dates”. The terms (including general public holidays) are already set up, with term dates being adjusted by using the dropdowns.



The Anniversary Holiday for the calendar defaults for every region to 01 January when a new calendar is created, therefore must be changed.

Teacher Only days (up to a max of 2) can then be added directly from the "Add" button. The dropdown that appears should be used to change the date. They can be removed using the "Remove" button which will appear once they have been added.



As changes are made they will be visible on the calendar to the right. The calendar cannot be edited here, but the scroll bar can be used if necessary.

**Adjust Term Dates**

Term 1 - Start Date: 26/01/2012  
End Date: 05/04/2012

Term 2 - Start Date: 23/04/2012  
End Date: 29/06/2012

Term 3 - Start Date: 16/07/2012  
End Date: 21/09/2012

Term 4 - Start Date: 08/10/2012  
End Date: 14/12/2012

Anniversary Holiday: 01/01/2012

Teacher Only Days:

**Calendar 2012**

Year: 2012

1/2 Day Summaries

Term	1	2	3	4	?	Total
	96	96	100	98	0	390

**Adjust Term Dates**

Term 1 - Start Date: 26/01/2012  
End Date: 05/04/2012

Term 2 - Start Date: 23/04/2012  
End Date: 29/06/2012

Term 3 - Start Date: 16/07/2012  
End Date: 21/09/2012

Term 4 - Start Date: 08/10/2012  
End Date: 14/12/2012

Anniversary Holiday: 01/01/2012

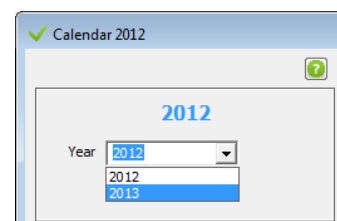
Teacher Only Days:

	January 2012				February 2012				March 2012				April 2012				May 2012		
Date	Status	Term	Day	Date	Status	Term	Day	Date	Status	Term	Day	Date	Status	Term	Day	Date	Status	Term	
Mon																			
Tue																		1	AB 2
Wed				1														2	AB 2
Thu				2	AB	1	4	1	AB	1	4							3	AB 2
Fri				3	AB	1	5	2	AB	1	5							4	AB 2
Sat				4				3										5	
Sun	1			5				4				1						6	
Mon	2			6				5	AB	1	1	2	AB	1	1	7	AB	2	
Tue	3			7	AB	1	2	6	AB	1	2	3	AB	1	2	8	AB	2	
Wed	4			8	AB	1	3	7	AB	1	3	4	AB	1	3	9	AB	2	
Thu	5			9	AB	1	4	8	AB	1	4	5	AB	1	4	10	AB	2	
Fri	6			10	AB	1	5	9	AB	1	5	6					11	AB	2
Sat	7			11				10				7						12	
Sun	8			12				11				8						13	
Mon	9			13	AB	1	1	12	AB	1	1	9					14	AB	2
Tue	10			14	AB	1	2	13	AB	1	2	10					15	AB	2
Wed	11			15	AB	1	3	14	AB	1	3	11					16	AB	2
Thu	12			16	AB	1	4	15	AB	1	4	12					17	AB	2
Fri	13			17	AB	1	5	16	AB	1	5	13					18	AB	2
Sat	14			18				17				14						19	
Sun	15			19				18				15						20	
Mon	16			20	AB	1	1	19	AB	1	1	16					21	AB	2
Tue	17			21	AB	1	2	20	AB	1	2	17					22	AB	2
Wed	18			22	AB	1	3	21	AB	1	3	18					23	AB	2
Thu	19			23	AB	1	4	22	AB	1	4	19					24	AB	2
Fri	20			24	AB	1	5	23	AB	1	5	20					25	AB	2
Sat	21			25				24				21						26	
Sun	22			26				25				22						27	
Mon	23			27	AB	1	1	26	AB	1	1	23	AB	2	1	28	AB	2	
Tue	24			28	AB	1	2	27	AB	1	2	24	AB	2	2	29	AB	2	
Wed	25			29	AB	1	3	28	AB	1	3	25					30	AB	2
Thu	26	AB	1	4				29	AB	1	4	26	AB	2	4	31	AB	2	
Fri	27							30	AB	1	5	27	AB	2	5				
Sat	28							31				28							
Sun	29											29							
Mon	30	AB	1	1								30	AB	2	1				
Tue	31	AB	1	2															

Advanced Changes

The 'Advanced Changes' button in the bottom left corner accesses an editable calendar and a reduced set of available changes that can be made from the Bulk Change Tool (ie Option Set and Timetable number are not available.) 'Adjust term Dates returns you to the simplified setup screen. Any changes made to the calendar must be saved using 'Save Calendar' on the bottom right before proceeding to close the calendar, or load one for the next year.

Where you wish to set up the calendar for NEXT Year from within the Calendar, prior to 1 January, the NEXT year can be selected from the drop-down.



A default calendar will be created for the next year, and it can be edited and adjusted. The anniversary holiday and any teacher only days that have been added will be copied over from the current database to the new AB database when it is created at the start of the New Year. Any prior year's calendars are not visible in this simplified mode.

### 5.3 Bulk Change Tool

Each cell can be edited individually, but using the **Bulk Change Tool** on the left panel speeds up the operation considerably.

The image shows a dialog box titled "Bulk Change Tool". It contains several settings:

- Status:** A checkbox is present. To its right is a list with checkboxes: "Closed" (unchecked), "Open" (checked), "A" (checked), and "B" (checked).
- Term:** A checkbox is present. To its right is a dropdown menu showing "1".
- Option Set:** A checkbox is present. To its right is a dropdown menu showing "0: None".
- Timetable:** A checkbox is present. To its right is a dropdown menu showing "0".
- Day (Cyclic):** A checkbox is present. To its right is a dropdown menu showing "1".
- Include weekends:** A checkbox is present and is unchecked.
- An **Apply** button is located at the bottom right of the dialog.

Figure 8: Bulk Change Tool options

The tool can be used to change one or more criteria over a range of days in the calendar grid by dragging the mouse over the required cells, ticking one or more criteria, choosing a value against that criteria then clicking **Apply**.

For example, to edit Thursday February 7 through to Friday April 18 2008 to be 'Term 1' and school 'Open';

- 1 Choose 2008 from the year drop-down in the lower right hand side of the screen
- 2 Select the date range by dragging the mouse left to right from the **Status** cell on February 7 through to the **Timetable Day** cell on April 18.
- 3 In the **Bulk Change Tool** tick the box to the right of **Status** then choose the "X" from the adjacent drop-down.
- 4 Next tick the box to the right of **Term** and choose "1" from the drop-down.
- 5 Now click **Apply** and the selected range will fill with X and 1.
- 6 To change the weekends to closed change the **Status** to blank, select the two status cells for any of the term 1 weekends and click **Apply**.
- 7 Repeat the previous step for all term 1 weekends.

A similar technique can be applied for all other criteria across the year.  
Once all criteria are correct click **Save** to keep the settings against the selected year.

A **½ Day Summaries** grid at the bottom of the screen keeps a term by term and yearly half day summation that can be referred to as you edit your calendar to match MoE minimum requirements.

## **5.4 Teacher Timetables**

Staff and student timetables must be accurate to ensure that each student is accounted for in every tuition and register (administration) period.

## **5.5 Caregroups**

Caregroups (register classes) are used by most schools for administration purposes (reading daily notices, marking the roll etc) – especially important for primary schools. In Student Manager it is possible to allocate a horizontal or vertical group to each teacher. However, in Student Manager this is a free-text field and it is possible to nominate a non-existent group. It is best to verify that each teacher is associated with their correct caregroup.

## **5.6 Student Timetables**

Full-time students should have complete timetables. Verify that all timetable periods are complete for every timetable day, for every student.

A report of unallocated students is available in Reports > Standard Reports > Class Lists.

## **5.7 Security (Setting Electronic/Manual Input)**

The Security screen lists all security groups from Student Manager which have read/write access of any kind in Absences.

Selecting a group will list group members in the left-hand grid. Members may be flagged as either Manual or Electronic users of the Absences module. Manual users are those who require printed class lists (Reporting > Standard Reporting > Class Rolls) on which to record student attendance. Electronic users will be expected to record their attendance by logging into AB6 and marking their rolls electronically.

The right-hand grid enables the Administrator to select a set of attendance codes that will be available to each security group. Available codes may be displayed either in the quick-selection panel or the combo drop-down in the Class Roll Entry tab in **Enter Attendance**.

By default the **Teacher Absence Entry** group is only given the '?', 'L' and 'P' codes in the quick-selection panel. Others can be added into the panel and the drop-down depending on school policy but it is recommended these are kept to a minimum to ease data entry.

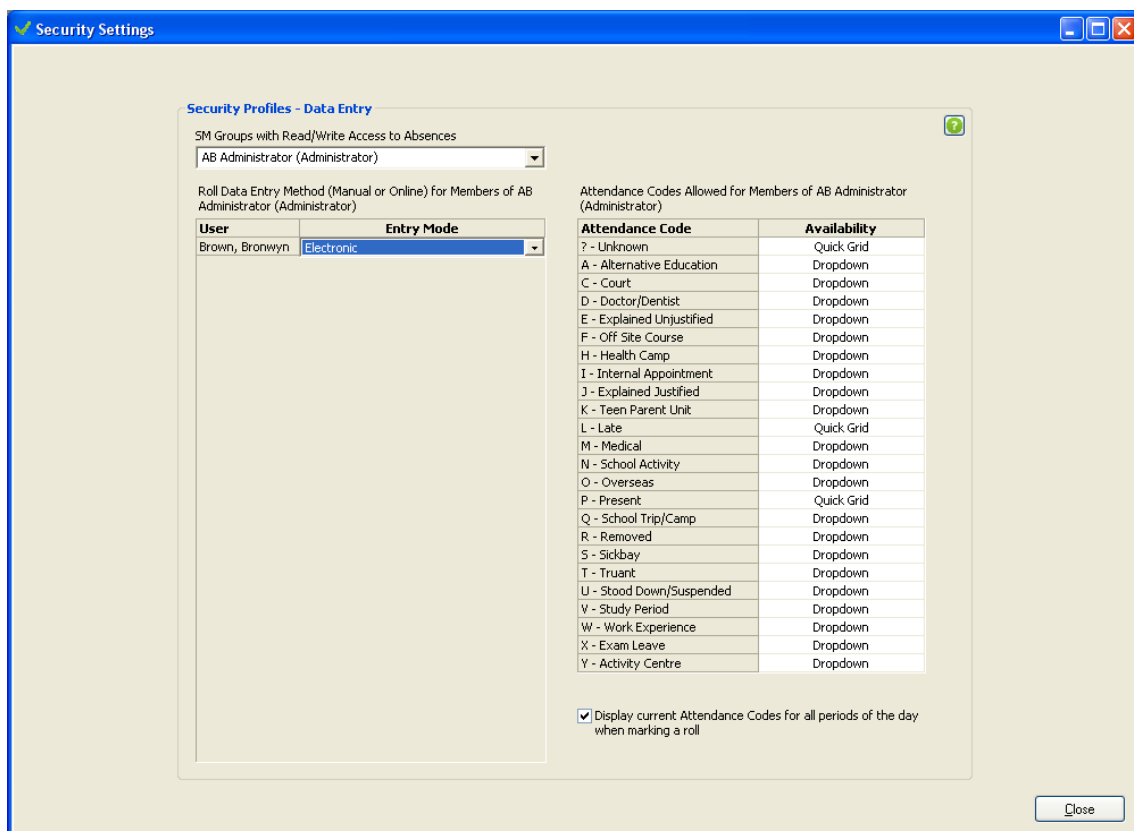


Figure 9: Security Profiles screen

**Note:** Any changes made here will not take effect until the user next logs on.

The **Settings and Configuration** menu follows, to set up

- Period information
- Security
- Your calendar
- Edit program settings

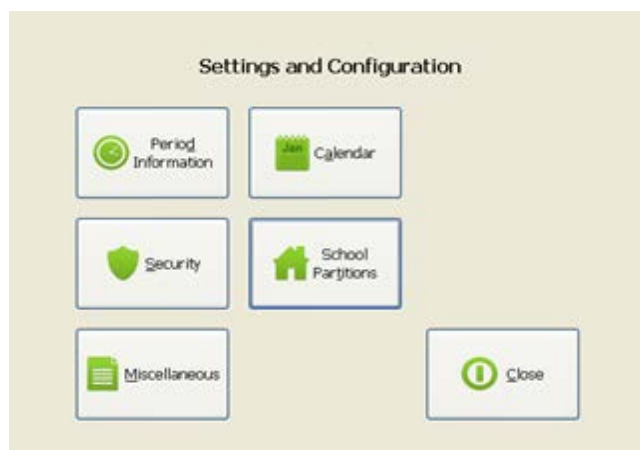


Figure 10: The configuration menu

## 5.8 Period Information

The following screen is used to define your school day in order for the software to determine half day attendance as required by the Ministry of Education. Schools that are using MUSAC's timetabling software can also select their timetable number to provide AB6 with a further underlying framework. For schools not using timetabling software a timetable number 0 is provided which divides the day into three parts – early morning, late morning and after lunch. The minimal requirement of marking the register is at least twice a day. Register class periods can be added or removed here.

The following points outline how attendance is recorded: (extracted from MoE Circular 2006/10 - Electronic Attendance Registers)

- zero ½ days - no attendance or less than two hours attendance for tuition in a school day
- one ½ day - attendance for tuition for more than two hours but less than four hours in a school day
- two ½ days - attendance for tuition for at least four hours in a school day

Students will almost always be required to be at school for longer than four hours. The Act requires students to attend school whenever it is open and this is generally for more than four hours.

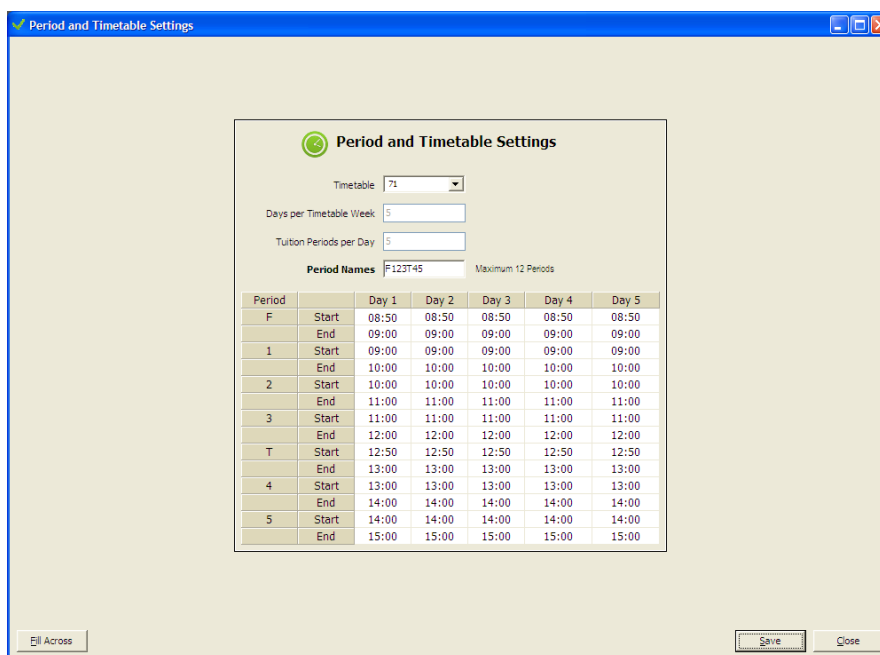


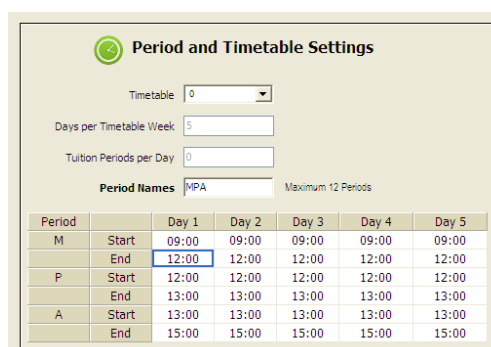
Figure 11: The Period and Timetable Settings screen

Each timetable specified on the Calendar is listed in the timetable drop-down. For each timetable, the period times must be specified. For schools not using MUSAC’s Timetable suite, Timetable 0 can be chosen which divides the day into three parts.

The next two non-editable fields display the days and periods that the selected timetable has configured.

In the **Period Names** field letters can be entered to include register class periods when you wish attendance to be marked during the day. For example, if a school had five one hour periods in a day as well as a 10 minute form time before school and after lunch they would enter F123T45 with the F and T representing Form Time and Tutor Time respectively.

Primary schools could enter MPA representing Morning, Pre-lunch and Afternoon - or just have M and A to split the day in two.



As letters are entered into the **Period Names** field the period length grid expands and fills with default times. Once all codes are entered the times for each period can be edited using 24 hour formatting. Each period requires a Start and End time in the following format -  
Start 13:00 End 14:00.

The **Fill Across** button can be used to replicate the times across each day. Click **Save** to record your entries against the selected timetable number.

All timetables in use must be selected and period times saved against them.



## 5.9 Calendar

### 5.9.1 Calendar Validation

- 1 Status – Entering a letter in a status cell will open the day for tuition. Deleting all entries in the Status cell closes the day for tuition, and as a consequence, all other details for the day are removed. If the Status column is edited and a Timetable-Number has already been entered for that day, any invalid period names will be removed and only valid ones will be left. If there are none left, then all the period names for that Timetable-Number will be inserted automatically.
- 2 Term – for an open day, if the Term number is edited and an invalid number is entered, the edited entry will be cancelled and the previous entry will be re-instated. If the Term number is removed, the date will be red on 'Save'.
- 3 Timetable-Number – only valid Timetable-Numbers are accepted. Periods are validated at the same time against the new Timetable-Number.

### 5.9.2 Partitioned Schools

- 4 If you have partitioned your school in >Settings & Configuration > **School Partitions** (see Process to Partition the School below), the calendar for the first partition will be loaded by default. To load the calendar for another partition, select the partition from the drop-down list found in the box at the top left of the screen.



- 5 The calendar can be set up specifically for each partition in the school.
- 6 Once changes are saved, AB6 must be restarted.

## 5.10 Miscellaneous

The **Miscellaneous** screen contains the following configuration items:

- **Half-Day Update Summary** – toggle whether half-day summaries are automatically written back to Student\ClassRoom Manager or not
- **Degrade ? to T** – if required set the grace period for ? codes to degrade to T
- **Edit Attendance – Display Change Reason** – toggle whether the Reason for Change panel pops out if there are no reasons for change, are always visible
- **Sound Warnings** – turn data entry and warning sounds off or on
- **Lockout** – lockout out AB6 users while maintenance is carried out
- **Groups** – edit which register class is assigned to which teacher and assign filters

- **AbProcessor** – switch to enable real time processing of attendance saved data
- **Note Icon** – this can be checked to display the note icon for full-time and part-time students only, eg. you may wish to exclude Leavers for this)
- **Default Name Format** – choose how student names are to be displayed in rolls and on the screen

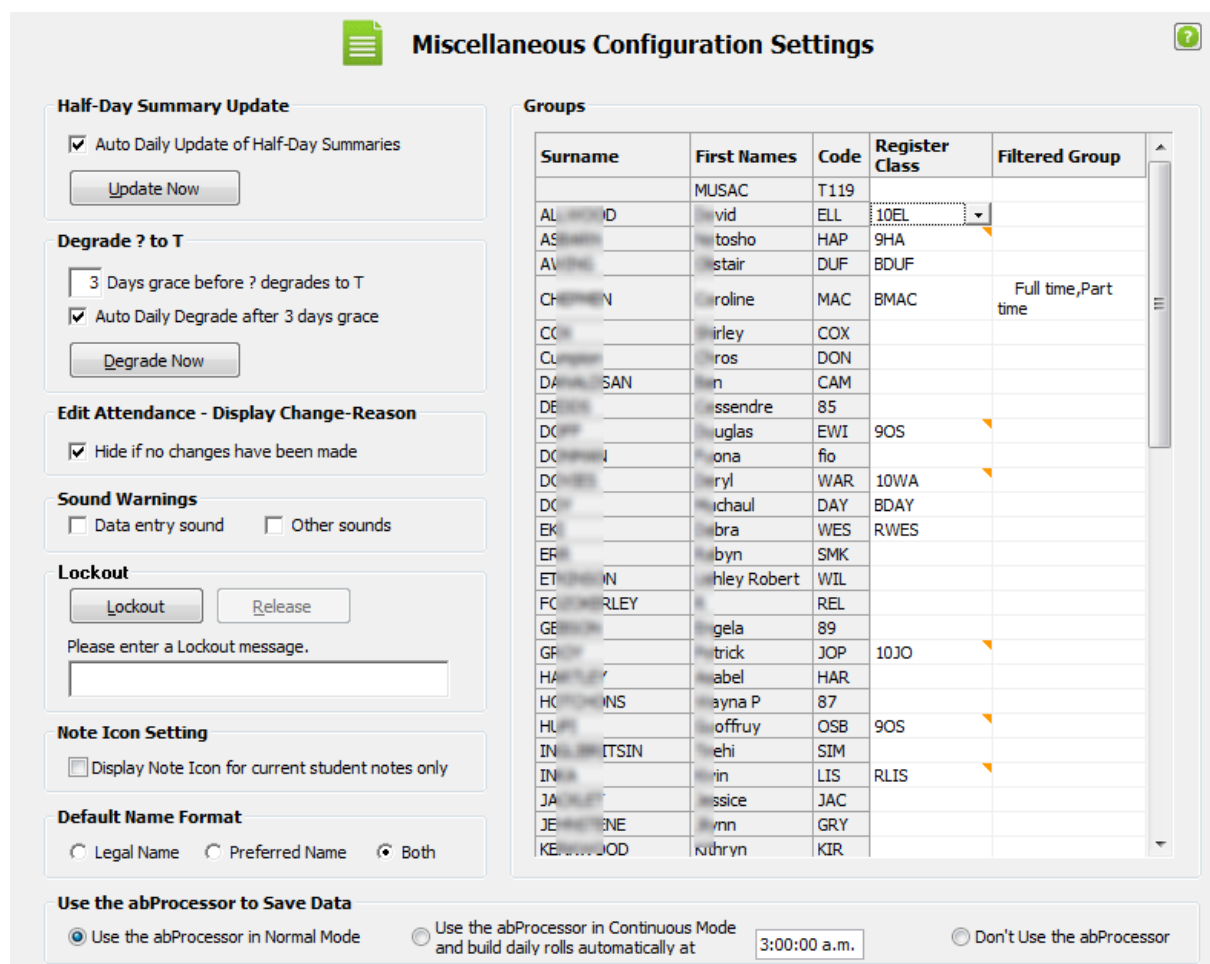


Figure 12: The Miscellaneous Configuration screen

If you select to set the abProcessor to Save Data to Continuous Mode, editing the time for the rolls to build as running in Continuous mode builds the rolls automatically. Changes made ensure the rolls are built at the time specified when setting the required scheduled task; and from the correct calendar when the school is partitioned. Please refer to the technical notes for installation details and setup in the Document Library on our website.

To assign a Filtered group to a teacher, click into the cell for the teacher, and then click the cell button marked with the ellipsis (...) which appears. The standard AB6 filter will open and the required group can then be selected. This group will then be available to that teacher or the Caregroup/Filtered group tab under 'Enter Data'.

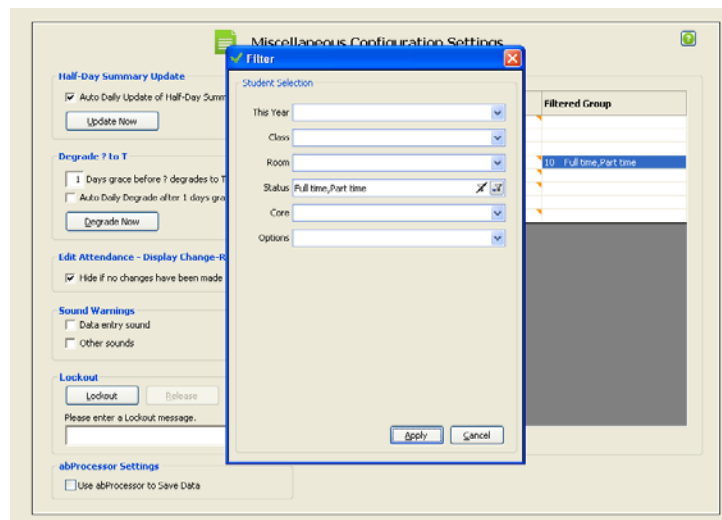


Figure 13: Select from the Standard AB6 filter

## 5.11 Process to Partition the School

- 1 In Settings and Configuration > School Partitions click the 'The School is partitioned' tick box.
- 2 Decide whether the school is partitioned by year level, or horizontal or vertical group and select the option which reflects your school structure.
- 3 Add the names of the partitions by typing in the 'Add a new partition...' box and pressing >Enter. The names of the partitions will then appear in the grid below.
- 4 Associate the correct years or groups with the partitions by selecting the partition name from the drop-down box in the section below and then using the arrows to move the years/groups from the un-associated list to the associated list.
- 5 Select a Default Partition by clicking in the 'Default' column. Functionality in AB6 that is displayed differently for each partition will then display this partition first on loading.
- 6 Click 'Apply' to apply the partitioned structure to AB6. Ab6 will now close as it must be re-started for the partitioning to take effect.

**School Partitions**

The School is partitioned

**Partition Creation**

The school is partitioned by - [Add a new Partition](#) Type here then >ENTER ...

by Year Level  
 by Form  
 by Tutor

Partition Names	Associated Groups	Default
Junior TT	9, 10	<input type="checkbox"/>
Senior TT	11, 12, 13	<input checked="" type="checkbox"/>

**Partition-Group Associations**

Select the Year Levels to be associated with this Partition

Partitions: Senior TT

Un-Associated: 8, 15

Associated with: 11, 12, 13

- 7 On re-entering AB6, default calendars are available for each partition but must now be customised.
- 8 Rolls must be rebuilt for the day.

**Note:** If changes are made to a previously partitioned setup, the previous partitioning is lost and the calendars must be set up correctly for each partition again. All years/groups must be associated before the partitioning can be applied. To remove an entered partition name you may either right-click on the Partition Name in the list in the Partition Creation, or, move the associated years/groups for the partition back to the un-associated list. The partition will then be removed when the partitioning is applied.

## 6 Entering Attendance Data (Administrator)

To enter attendance data, click **Enter Attendance** from the main menu. Related screens can be accessed by selecting from the tabs displayed across the top of the screen.

For Administrators, this screen opens on the **Unsubmitted Class Rolls** tab by default.

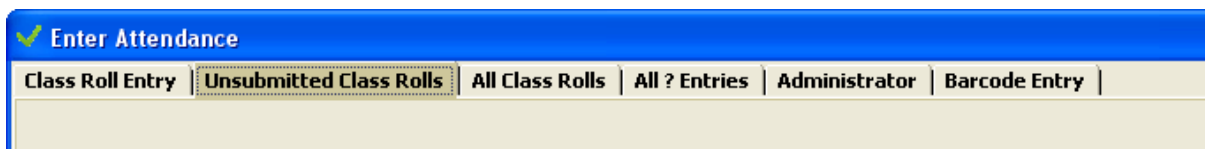


Figure 14: Enter Attendance Tab labels

### 6.1 Unsubmitted Class Rolls Tab

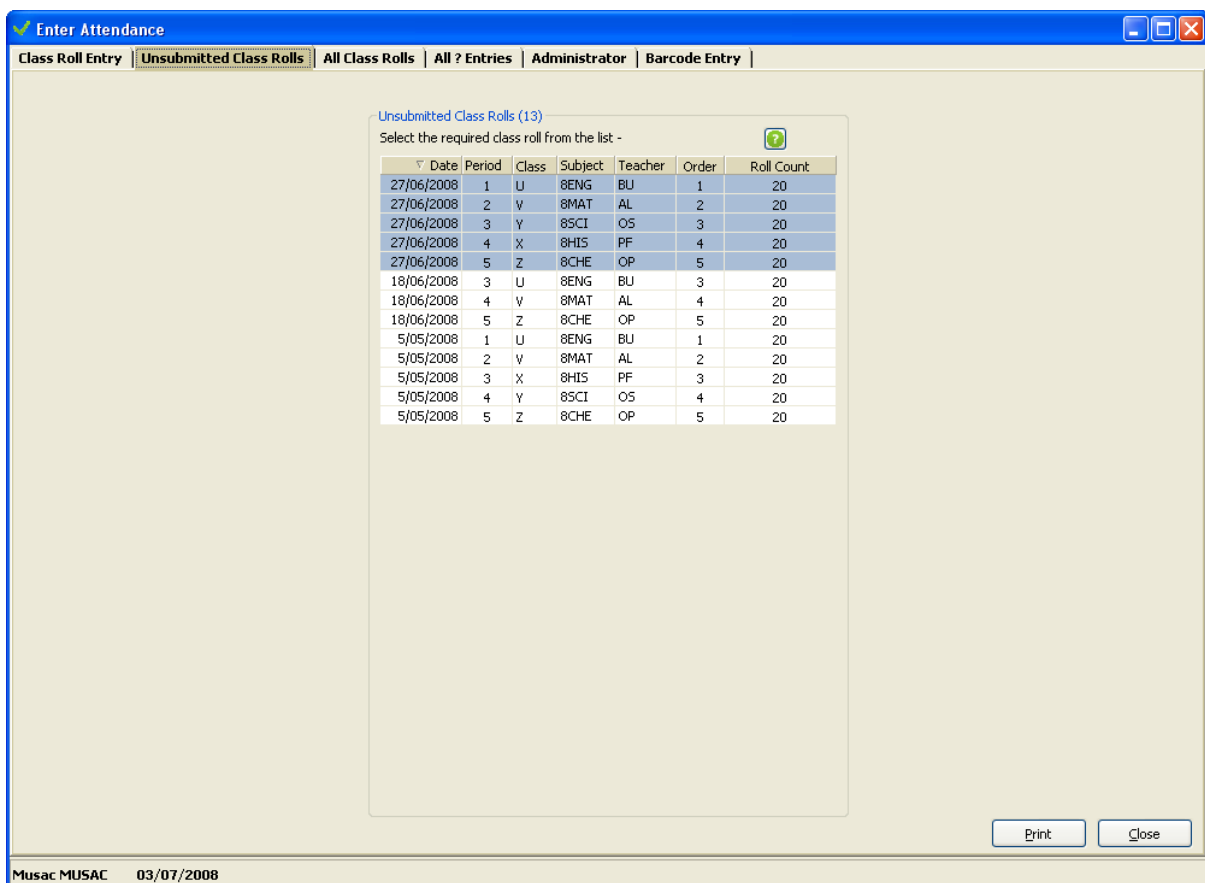


Figure 15: Unsubmitted Class Rolls Tab

This screen displays the list of created, but as yet unsubmitted class rolls. The current day's unsubmitted rolls have a blue background, while any rolls still unsubmitted from previous days have a white background.

This screen assists the Attendance Officer in tracking the progress of rolls during the day. Ideally, this list should be empty at the end of each day.

Selecting a roll from this list will open it for marking on the **Class Roll Entry** tab. The list may be sorted by clicking on a column heading. Clicking the same column again will sort the list in the opposite direction.

## 6.2 Class Roll Entry Tab

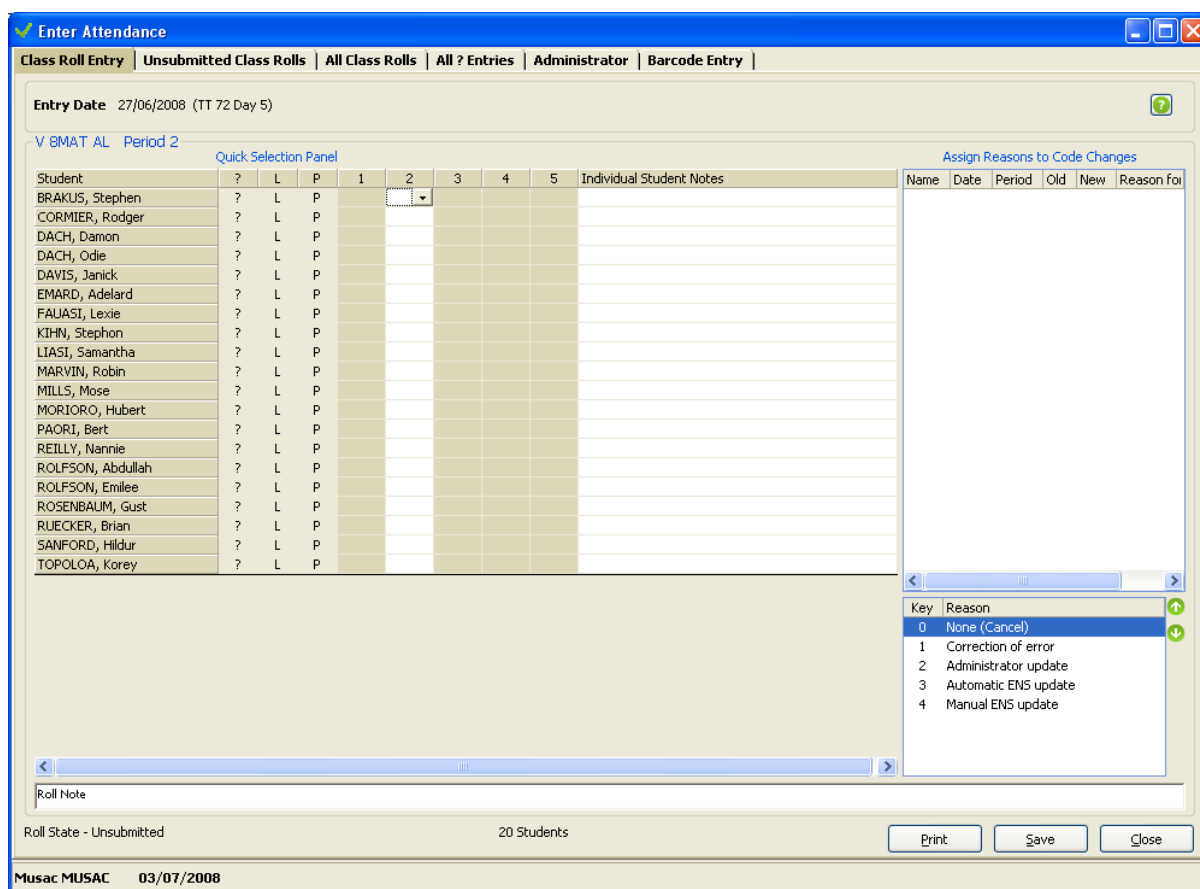


Figure 16: Class Roll Entry tab

- **Entry Date** - Displayed in the top frame, this is the Roll Date for the selected roll (selected from the **Unsubmitted Class Rolls** tab) followed by the Timetable Number and Day Number in brackets.
- For Teachers a series of buttons, one for each period of the day, is also displayed in the top frame. Clicking one of these buttons will load the teacher's roll for that period. (These buttons are not shown for Administrators.)
- When loaded, the Class Roll is displayed in the frame below. The layout of this grid is configured by the Attendance Officer or Administrator in Settings and Configuration > Miscellaneous. The Students are listed on the left. The **Quick Selection Panel** follows, then the all the day's periods including the entry column for the current roll, and lastly, a column for Student Notes.

- The codes included in the **Quick Selection Panel** can be configured as required in Settings > Security.
- The drop-down code list can be configured as required in Settings > Security.
- The Class Roll grid can be configured to display only the current period and not display data entered for other periods in the day.

### 6.2.1 *Navigating the Class Roll Entry Tab*

- <Enter> Key - only responds when focus is in the code entry column for the roll. Press <Enter> to open the drop-down code list. Pressing <Enter> again will close up the list, inserting the selected code into the entry column and moving to the following row.
- Arrow keys - Up- and down-arrows move up and down the column. When the drop-down code list is open, the Up- and Down- arrows move the selection up and down the list.
- Mouse Click - Click on the required code in the 'Quick Select Panel' to fill the entry column with the code.

### 6.3 Administrator Tab

This tab is divided into four sections

- 1 Entry Selection – Date Range and Entry Periods
- 2 Student Filter – Selecting and Filtering the Student List
- 3 Student Entry Grid, Find and Default Code
- 4 Reason for change

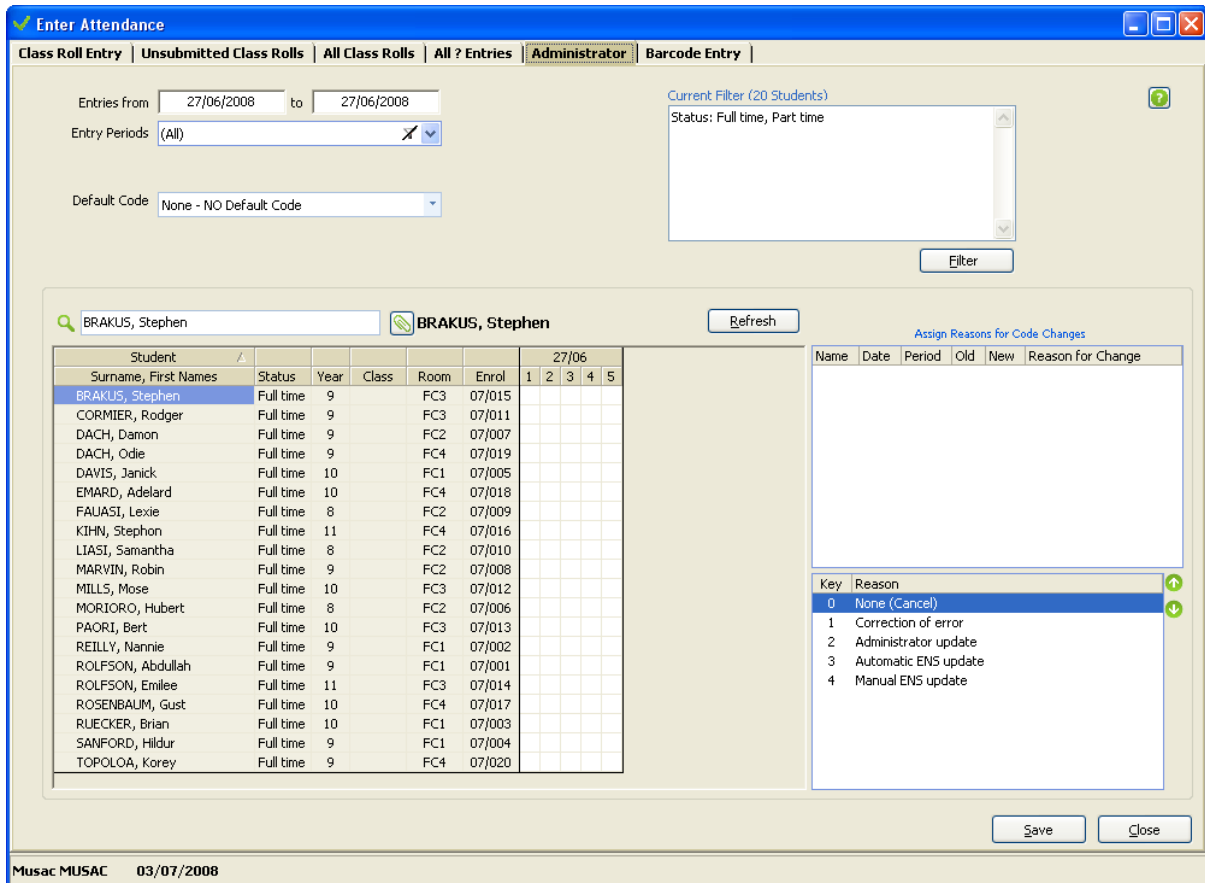


Figure 17: The Administrator Data Entry screen

#### 6.3.1 Entry Selection - Date Range and Entry Period Selection

Attendance data can be entered for a single day, (defaulted to the current entry date, or for a range. The maximum is 28 days, though up to seven is more practical due to screen size and the need to scroll to locate the day you require.

Clicking in either the 'From' or 'To' fields brings up the date selector from which any date can be chosen. Buttons to quickly select the Start or End dates of each term are also available. Clicking on the month produces a drop-down list

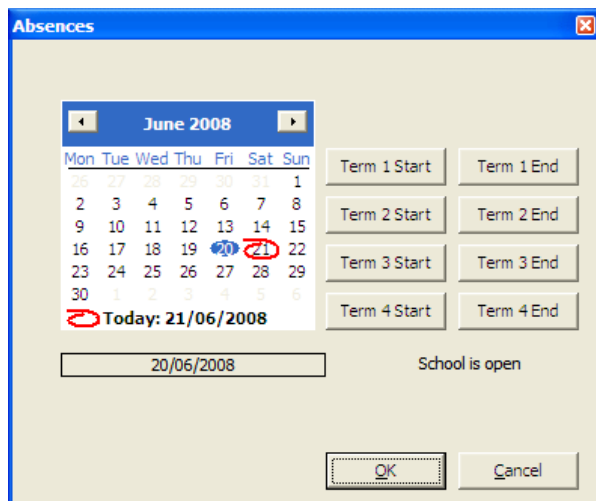


Figure 18: Date selector screen



from which any month can be chosen. Clicking the year reveals an up and down selector to allow a previous or subsequent year to be chosen.

Below the date selector is the drop-down from which the data entry period or periods can be chosen. Check the required periods and click **OK** to confirm your choices. Unselected periods will still be visible but are not editable.

### 6.3.2 Student Filter - Selecting and Filtering the Student List

By default the Student List is filtered to Full time and Part Time students.

The upper right side of the screen shows the currently set filter along with buttons to set a different filter or refresh the existing list of students.

Click **Filter** to change the student selection.

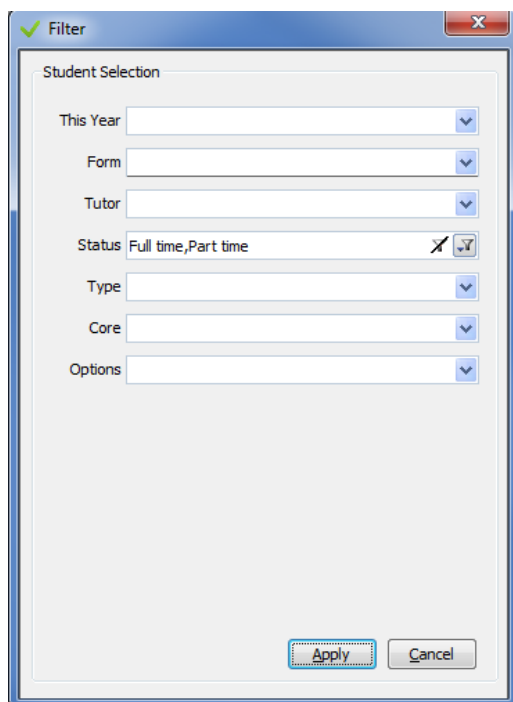


Figure 20: Student filter with drop-downs

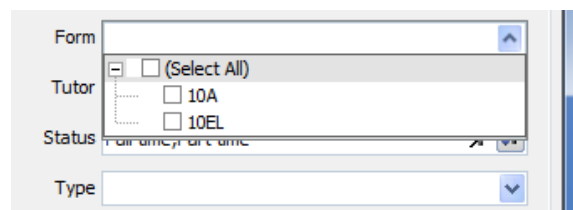


Figure 19: The 'form' selection filter

Select from the possible values for each of the drop-down selection criteria. Click **OK** to confirm your choice/s or **Cancel** to close the drop-down. Once you have all of the filter values selected that you require, click **Apply** to reload the Student List with required group of students. A filter selection criteria can be cleared by clicking the remove filter icon which appears alongside the drop-down.

In this example the horizontal group is called 'Form' and the vertical group is called 'Tutor'. In a primary school these would normally be called 'Class' and 'Room' respectively.

In this case individual 'forms' can be chosen by clicking them. The **Select all** button allows you to choose all the 'forms' displayed.

Options and Cores are displayed in a tree view. Select the **Options** filter (shown in following screen) and each of your year levels will list. Clicking the + alongside each year level will list the Option classes you have configured for that particular year. The following screen shot shows the CMP2 and TOU2 classes have been selected. Click **OK** then **Apply** will filter your students to the selected option classes. Options from differing year levels can be selected if required.

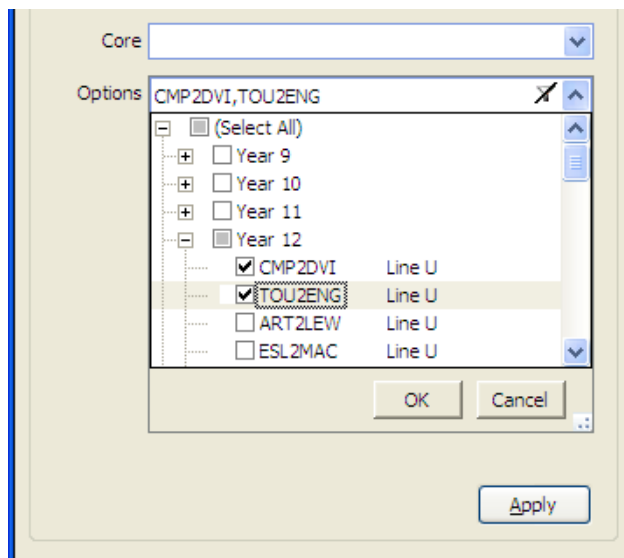


Figure 21: 'Options' selection

### 6.3.2.1 For Partitioned Schools – Student Filter, Selecting Students

Where a screen can only accommodate one partition at a time, the filter will allow the user to select the required partition from the last drop-down in the filter.

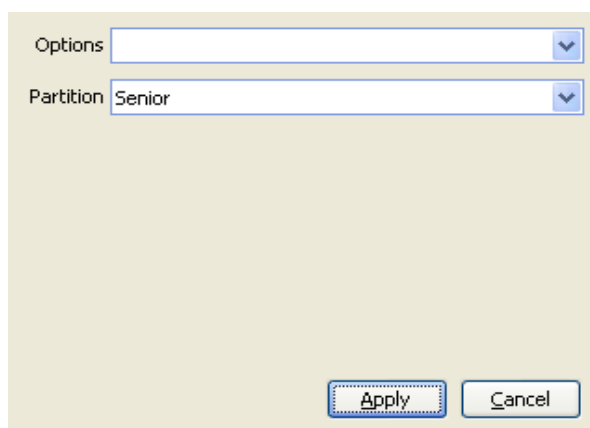


Figure 22: 'Partition' selection

### 6.3.3 *The Student Entry Grid*

#### 6.3.3.1 Entering the Data

The selected students and their attendance data is displayed in the grid on the left of the screen.

- Valid codes (see Reporting > Standard Reporting) can be entered directly into the grid for the required student, date and period. Only valid codes are accepted. 0-9 are interpreted as 'Reasons for Change'.
- Search the list by typing in the text box (Surname, First Names). The first three letters of the surname followed by a comma and then the first three letters of the first name will usually find a unique match (Sur, Fir).
- Sounds (if turned on in Settings and Configuration > Miscellaneous) will indicate where matches are or are not found.
- To enter a note for the selected student, click the paperclip button next to the student's name.
- Codes which are overwritten, and which then require a 'Reason for Change' are coloured yellow, and appear in the list to the right of the grid. A Reason must be selected from the list below and applied before the changes made can be saved.
- Click **Save** to save the changes made to the database. The grid will be reloaded with updated data.

#### 6.3.3.2 Navigating the Student Grid

- The Arrow keys are used to navigate around the grid.
- When in the grid, <Enter> will apply the Default Code to all the editable periods for the selected student.
- <Backspace> or <Delete> will return an entry to 'Blank'. A 'Reason' will be required unless the code was previously a ? .
- From the grid, <Ctrl>+F will move focus to the Find input box. Down-Arrow will move focus from Find back into the grid. (Refer 'Using <Enter>' below)
- From the grid or Find input box, <Ctrl>+N will open to the notes.
- From the Find input boxes, <Ctrl>+E will move focus to the grid for editing.
- Right-click on the name of a student in the first column to return edited codes to saved codes.

#### 6.3.3.3 Finding Students

- **Find on Enrolment number** - Type the enrolment number into the Find input box and press <Enter> to apply the Default code (if selected), or to send focus to the selected student in the grid for editing.

- **Find on Student Name** - Type the student's Surname followed by a comma and then the student's first names (Surname, First Names). The highlight will move through the list as the search narrows, until a unique match is found or the down-arrow or <Enter> is pressed. The first three letters of the surname followed by a comma and then the first three letters of the first name will usually find a unique match (Sur, Fir).
- **Success and Warning sounds** can be configured for use with the **Find** function in Settings and Configuration > Miscellaneous.

#### 6.3.3.4 Using <Enter>

- When editing in the grid, <Enter> will apply the Default code (if one has been selected) to **all** the editable periods across the date range for the selected student.
- When in the **Find** input box in Edit Attendance **and searching on Enrolment number with a Default code selected**, if a unique match is found, <Enter> will immediately apply the selected Default Code to all the editable periods for the selected student. **Focus will remain in the Search input box.** Use the down-arrow key instead, if you wish focus to go to the student in the grid so that a different code can be entered.
- When in the Find input box **and searching on Enrolment number with NO Default code selected**, if a unique match is found, <Enter> will send focus to the first editable period for the selected student.
- When in the **Find** input box **and searching on Surname, First Names**, <Enter> will always send focus to the first editable period for the highlighted student, even if there is no unique match and whether or not a default code has been selected. Pressing <Enter> again will then apply the default code (if selected) to all the editable periods for the student.

#### 6.3.3.5 Sorting a selection

By single-clicking on any heading in the grid, the Student List can be sorted by this column. This is used to sort the list in the order in which absences are presented to the Administrator.

#### 6.3.4 Reason for Change

- Unless a code was previously **?**, then when it is overwritten, a 'Reason' for the change will be required before the data can be saved.
- As the code is overwritten in the grid, an item is added to the Changes List on the right - identified by name, date and period.
- At this point, a reason can be applied immediately, without leaving the grid, by selecting a number that corresponds to a reason in the list below.
- Reasons can be applied later by selecting an item in the change list, and then clicking the required reason in the list below.
- Changes can be multi-selected and one reason applied to them all.
- All Changes must have Reasons before the changes can be saved.

#### 6.3.5 Quick Entry – for Partitioned Schools Only

'Quick Entry' is available to Administrators of Partitioned Schools. While the Administrator tab on the 'Enter Attendance' screen can only accommodate one partition at a time in the grid, due to

different period configurations for each partition, Quick Entry can be used to find and update attendance for students **across ALL partitions without reloading the grid** on the tab. Click 'Quick Entry' next to the 'Refresh' button.

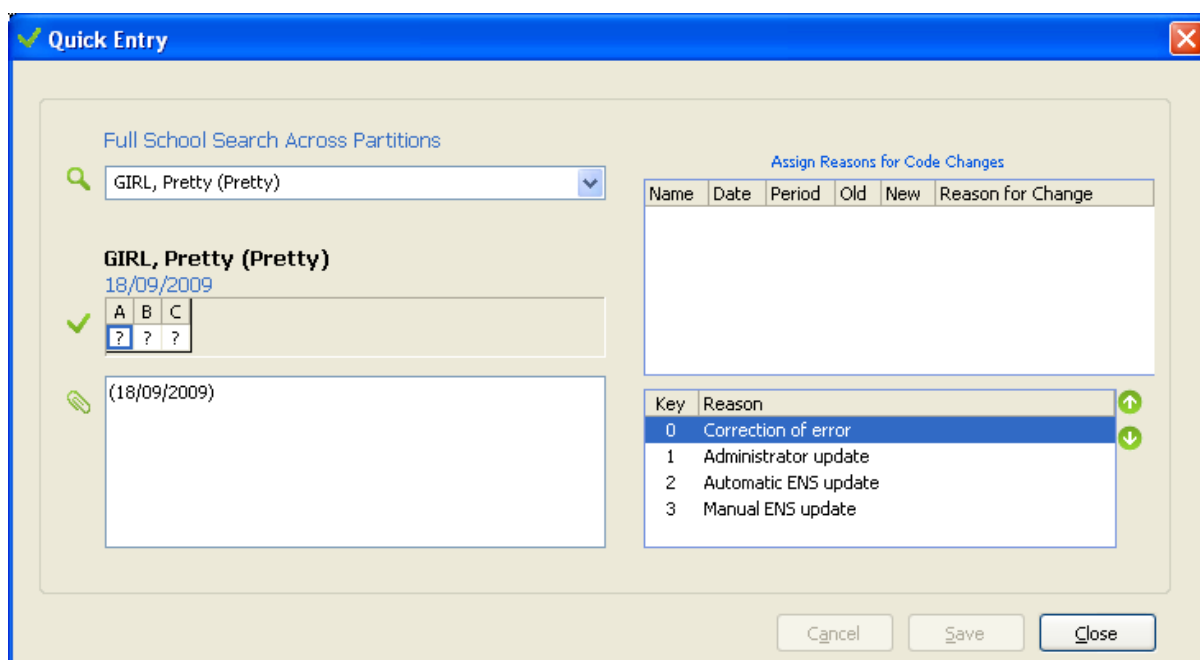


Figure 23: 'Quick Entry'

#### 6.3.5.1 Data Entry

- **Student Search** – Students can be found by typing 'Surname, First Names' into the drop-down list box, by scrolling up and down the list, or type the first few letters of the surname followed by a comma and then the first few letters of the first name and press **>Enter**.
- **>Enter** loads the student's attendance data for the day into the grid below where it can be edited. Changes will require reasons.
- **Notes** – A quick note can be added. (The expiry date is set for the current entry date)
- **>Cancel** – to cancel any changes made and to re-load the student's saved attendance data.
- **>Save** – to save changes made and to keep Quick Entry open to edit another student's data.
- **>Save & Close** – to save the changes made and close quick entry, returning to the Administrator tab. The grid will be refreshed on return.

## 6.4 All Class Rolls Tab

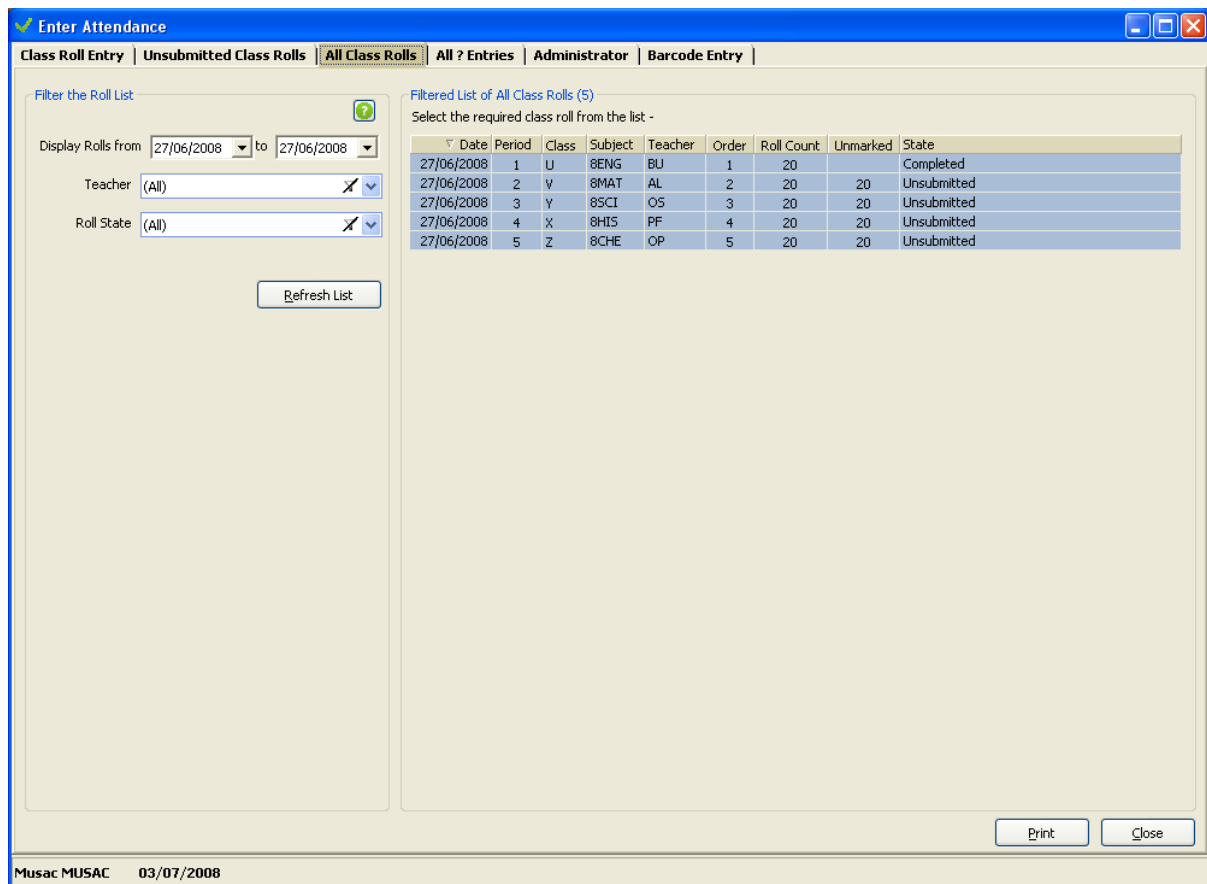


Figure 24: All Class Rolls tab

- This tab is only available to Administrators. It is not visible to Teachers.
- The All Class Rolls list can be filtered by selecting a date range, the teachers for which rolls are required and the State of the Rolls.
- Teachers are selected by dropping-down the list and checking those required.
- Once all the roll selection criteria have been chosen click **Refresh List** to display the class rolls in the right hand window.

State is defined as follows:

- **Unsubmitted** - all rolls created but still to be submitted by the responsible Teacher
- **Submitted** - those that have been marked and submitted by the responsible Teacher
- **Complete** - those that have been marked by an Administrator or submitted by a Teacher and then subsequently verified by an Administrator
- The All Class Rolls list can be sorted by clicking on a column heading.
- Click on a Roll to load it on the Class Roll Entry tab ready for entry or editing.

## 6.5 All ? Entries Tab

The **All ? Entries** tab lists all ? entries for the selected date range, allowing these unknown entries to be directly edited to their 'correct' code as related student information is received.

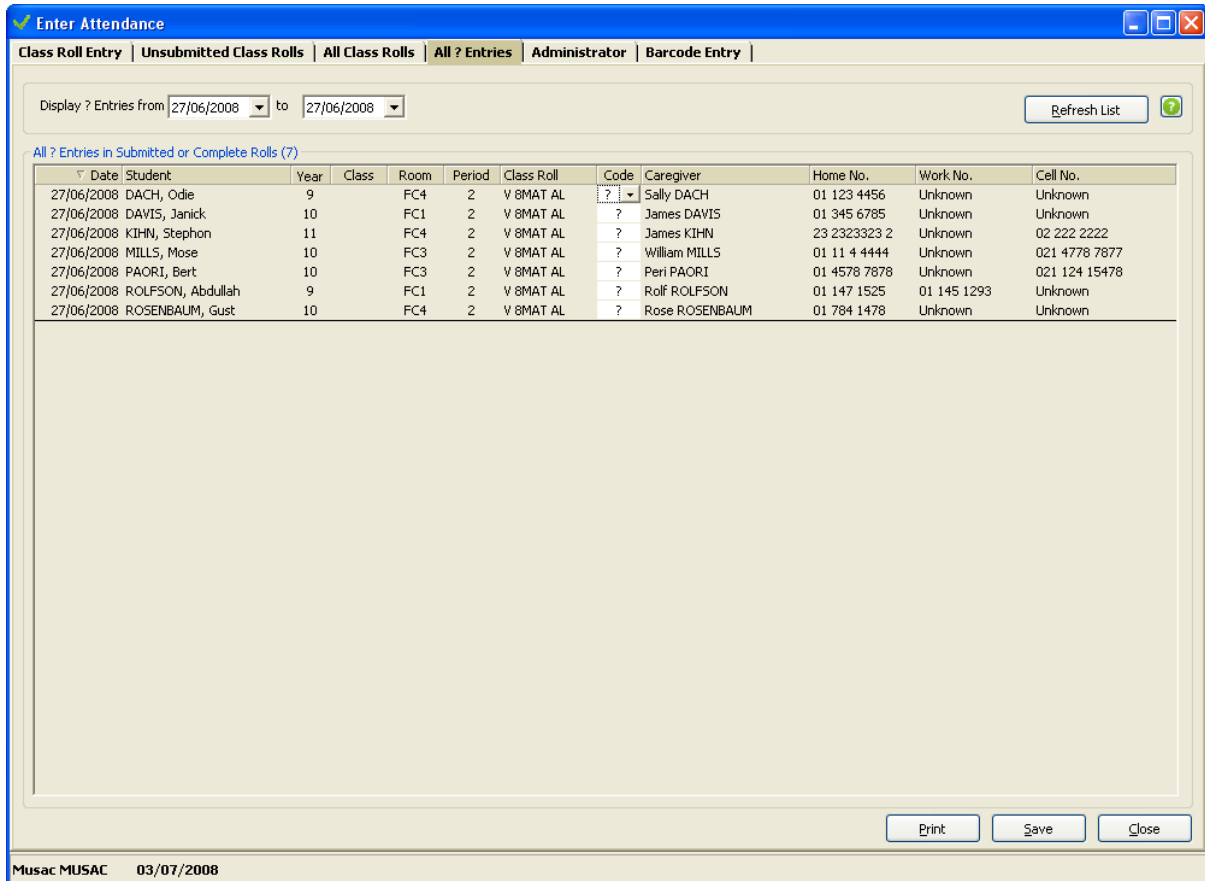


Figure 25: The All ? Entries tab

- Select a Date range and click **Apply** to list all ? entries for Students in submitted rolls for the date range.
- Select **Refresh** to update the filtered list at intervals after it has been loaded to reflect any changes made in the list due to data entry by other staff.
- The list is also refreshed when changes are saved.
- The drop-down code list is configured under Configuration and Settings.

After a period of time set in Settings and Configuration > Miscellaneous, ? codes can automatically degrade to a T code.

## 6.6 Barcode Entry Tab

Data entry by barcode allows very rapid entry of attendance data into the database. Entry can be by both a fixed or portable scanner.

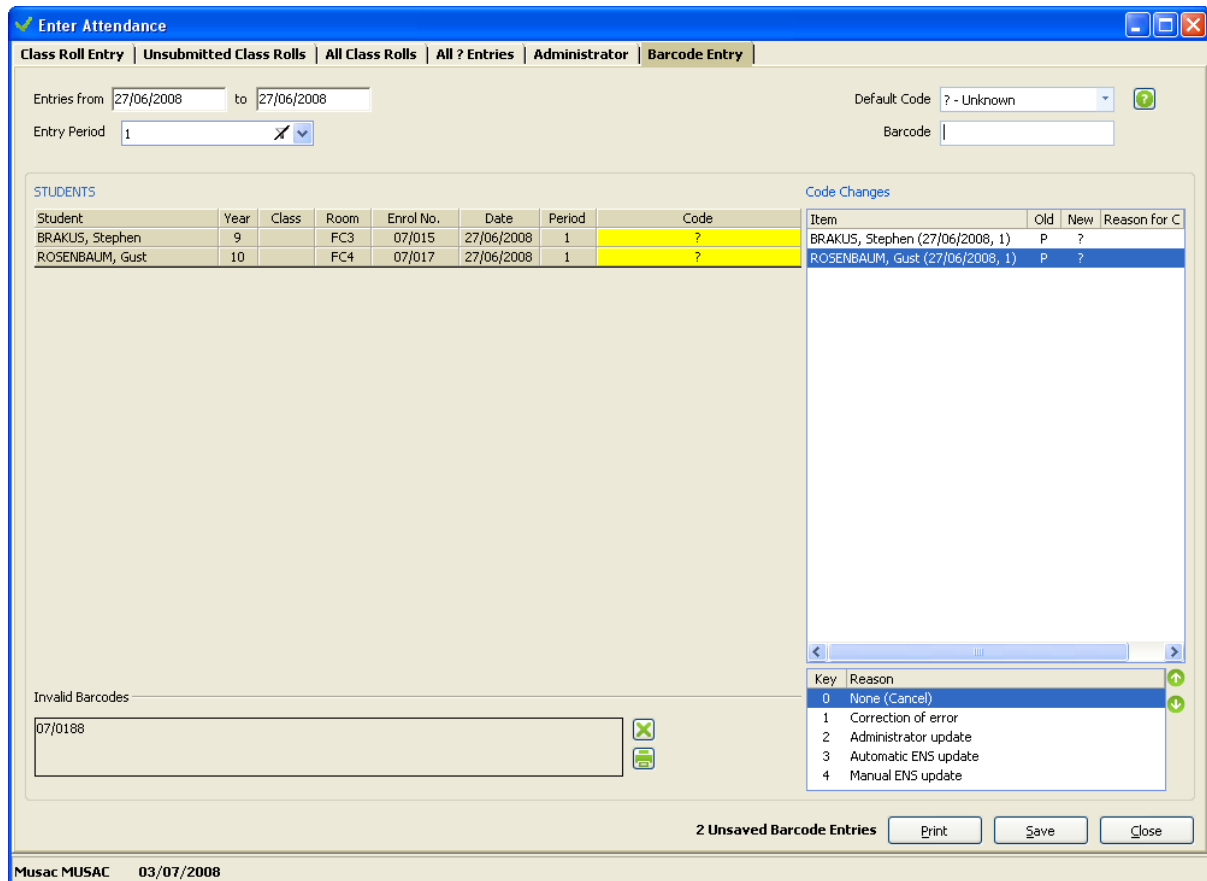


Figure 26: The Barcode Entry tab

### Select the Entry Date

- The Date is defaulted to the current entry date. It is possible to select a date range for the entries, but the date range is restricted to 28 days.

### Select the Period

- The Period is defaulted to the first period for the day.
- Select the period for which you will be entering data from the drop-down list
- It is possible to select more than one period, but at least one must be selected.
- The correct period must be selected BEFORE entering a Barcode.

### Select the Default Code

- This is the code that will be applied to the student for the selected date and period when his or her Barcode (Enrolment Number) is entered.
- By default, the code is ?.



- The other codes permissible to the current user, are available from the drop-down list.

#### Entering the Data

- The user may either type the Barcode/Enrolment Number directly into the Barcode text box, use a barcode scanner to scan a student's enrolment number from a printed list of barcodes, or download the list of barcodes from a portable scanner's memory.
- The selected code is entered against the student in the grid when enter is pressed (if the barcode is being typed into the field) or automatically when the Barcode is scanned (as long as the scanner has been set up to include an <Enter> character at the end of the Barcode).
- Where a code already exists for the student for the selected date and period, an entry is made in the 'Code Changes' grid on the right, and a 'Reason for Change' must be supplied. Select from the list below.
- The codes are applied to the student only when the user clicks **Save**, and all required 'Reasons for Change' have been supplied.
- Codes cannot be entered directly into the grid.

#### Removing a Student from the List

- If a student's barcode has been entered in error, (s)he can be removed from the list by selecting **! - Cancel Barcode** from the Default Code drop-down list, and then entering the student's barcode again.

#### Invalid Barcodes

- Sounds will indicate when a match is not found.
- The invalid barcode will be added to the list displayed at the bottom on the left.
- Click **X** to clear the list.
- Click the printer icon to print a list of invalid barcodes for investigation.

#### Re-scanning a Student

- When a student is rescanned for the same date and period, before saving the entries in the grid, the previous entry is removed from the grid and a new entry is added with the new code.
- A re-scanned student is marked with a green triangle displayed just before his surname in the grid.

#### Embedding an Attendance Code in the Barcode

- An Attendance Code can be embedded within the Barcode. The embedded code will then be applied to the student rather than the selected default code.
- When the Barcode is printed it should start with a single character for the Attendance code, followed by a | character, and then the students enrolment number.
- Typing the Attendance code, followed by the | character and then the Enrolment number will apply the code in the same way, ignoring the selected default code.

- Unless a code was previously ?, then when it is overwritten, a 'Reason' for the change will be required before the data can be saved.
- Codes which are to be overwritten and require a reason will be highlighted in Yellow.
- As the code is overwritten in the grid, an item is added to the Changes List on the right - identified by name, date and period.
- Reasons can be applied by selecting an item in the change list, and then clicking the required reason in the list below.
- Changes can be multi-selected and one reason applied to them all.
- All Changes must have Reasons before the changes can be saved.

Barcode Lists can be printed from within AB6. From the Main Menu > Reporting > Standard Reporting > Class Rolls. Select the **Class Rolls** tab, and under **Roll Print Options**, tick the Barcode checkbox.

## 7 Entering Attendance Data (Teacher)

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### 7.1 Quick Start for Teachers



For teachers to access **only** their own classes they need to be assigned to just the **Teacher Direct Entry** access right in Student Manager > Configure Settings > Group Maintenance > Absences.



For teachers to be able to access their caregroup (Horizontal or Vertical Class), their **Class** field in Student Manager > Configure settings > Staff and their Dossiers, needs to contain the code for their class. This can also be adjusted in AB6 > Settings and Configuration > Miscellaneous.

- 1 Click the AB6 icon from the Classic Panel.
- 2 The class for the currently timetabled period will list – other periods can be selected using the numbered buttons above the class list
- 3 Using the Quick Selection Panel, Dropdowns or Keyboard Entry enter attendance data against the relevant students
- 4 Click **Save**, a prompt to **Fill the rest with P** will appear, Click **Yes**
- 5 Choose another class from the numbered period selectors or Unsubmitted Class Rolls tab or
- 6 Click **Exit**

### 7.2 Teacher Login

Your username and password are assigned to you in Student Manager.

Licensed to Middle Earth School

Username:

Password:

Exit Proceed

Thursday 3 Jul 2008

Figure 27: AB6 Login screen

When a staff member with only 'Teacher Entry' rights logs into AB6, the **Enter Attendance** screen is displayed immediately as only the 'Enter Attendance' facility is available to them. There is no Main menu displayed.

### 7.3 Entering Data

For Teacher Entry two tabs are available – the **Unsubmitted Class Rolls** tab and the **Class Roll Entry** tab. The Unsubmitted Class Rolls tab has a list of the rolls that the teacher is responsible for, but which they have not yet marked completely. Clicking on a roll in the list loads that roll on the Class Roll Entry tab ready to be marked.

In addition, a teacher with a caregroup (Register class) will also have a **Caregroup/Filtered group** tab, giving them the ability to enter and edit attendance for all periods for the students in their care group. No other functions of the software are available. If a filtered group has been assigned to them by the Administrator in > Settings & Configuration > Miscellaneous, this group will also be available to them. This is useful for Deans who may be responsible for a Year Level or Vertical group.

#### 7.3.1 Class Roll Entry Tab

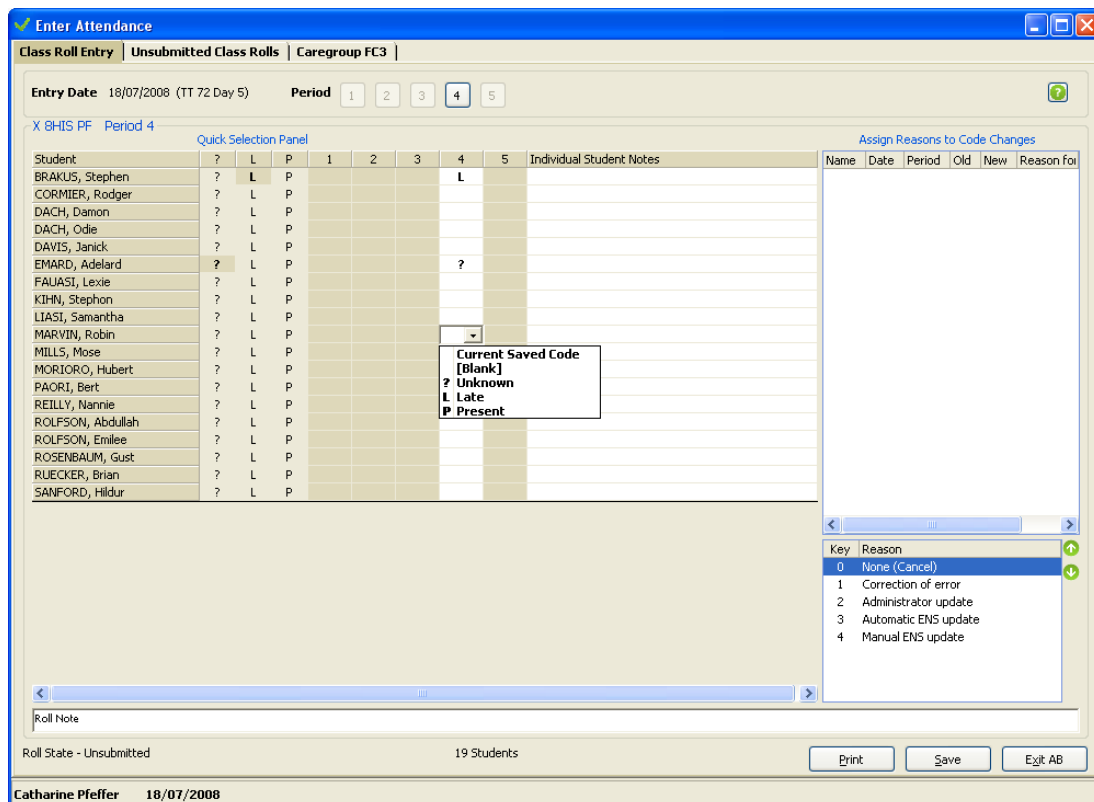


Figure 28: Class Roll Entry Tab

After the teacher logs in, the Class Roll Entry tab opens automatically listing the class on their timetable that is timetabled for the current day and time. Clicking the Period Buttons across the top of the screen will load the teacher's class for that period. If the teacher has no class

timetabled for that period then no students will be listed and the **Period** selector buttons above the grid will be greyed out. The teacher can then either click one of the valid period buttons to select another class for that day, click the **Unsubmitted Class Rolls** tab and choose a class roll from there or click the **Caregroup** tab to edit their own caregroup (usually a horizontal or vertical class).

#### Class Roll Entry Tab Layout and Configuration

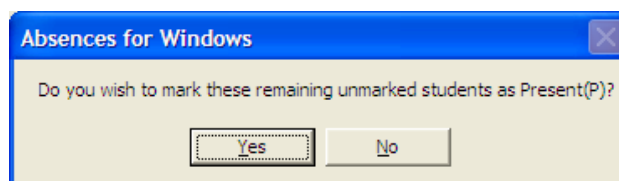
- **Entry Date** - Displayed in the top frame, this is the Roll Date for the selected roll followed by the Timetable Number and Day Number in brackets.
- For Teachers, a series of buttons, one for each period of the day, is also displayed in the top frame. Clicking one of these buttons will load the teacher's roll for that period. (These buttons are not shown for Administrators.)
- When loaded, the Class Roll is displayed in the frame below. The layout of this grid is configured by the Attendance Officer or Administrator in Settings and Configuration > Miscellaneous. The Students are listed on the left. The **Quick Selection Panel** follows, then the all the day's periods including the entry column for the current roll, and lastly, a column for **Individual Student Notes**.
- The codes included in the Quick Selection Panel can be configured by the Administrator as required.
- The drop-down code list can also be configured as required.
- The **Class Roll** grid can be configured to display only the current period and not display data entered for other periods in the day.
- The class roll can be printed while in the grid by clicking the **Print** button in the lower right hand side of the screen.

#### Navigating the Class Roll Entry Tab

- <Enter> Key - only responds when focus is in the code entry column for the roll. Click <Enter> to open the drop-down code list. Clicking <Enter> again will close up the list, inserting the selected code into the entry column and moving to the following row.
- Arrow keys - Up- and Down-arrows move up and down the column. When the drop-down code list is open, the Up- and Down-arrows move the selection up and down the list.
- Mouse Click - Click on the required code in the Quick Selection Panel to fill the entry column with the code.

To enter attendance data on their class, the teacher can either click one of the Quick Selection Panel codes alongside the student; choose a code from the drop-down list or use the keyboard to enter an allowable code.

Only codes for Absent students need to be entered as clicking **Save** (or the red X at the top of the screen) prompts the teacher with the option to fill the blank entries with **P**. Clicking **Yes** marks the rest of the students as Present then returns to the Class Roll Entry screen with no students listed. Clicking **No** saves the marked students back to the database then prompts the teacher whether they wish to 'Reload



the Full Class Roll'. If all the students have an entry, the roll will be submitted automatically and will disappear from the teacher's 'Unsubmitted Class Rolls' list.

Clicking **Yes** will relist the whole class as well as showing the codes that have already been entered. Clicking **No** will list only those students who have not had a code entered against them.

By not saving then filling the rest with **P** immediately after entering any attendance codes, the teacher is then able to enter data on late arrivals or as new information on their whereabouts is learned later in class time. This of course depends on school policy which may require data to be saved within a few minutes of the period beginning. Both methods are easily managed in AB6 as noted above.

Once the whole class has had a code saved against them for that period the roll is removed from the Unsubmitted Rolls List. The teacher can still access that roll on that day by clicking the period buttons, but any following changes can only be made by the administrator, or the caregroup teacher.

Once an attendance code has been saved to the database, if the code is changed the teacher will be prompted to give a reason for the change. This is entered into the right hand window by selecting the correct student and period, and then choosing either the number alongside the relevant reason or clicking that reason. New Reasons for Change can only be added or deleted by the Administrator.

**NOTE:** If a change is made from a blank or a **?** then no reason for change is required.

### 7.3.2 Unsubmitted Class Rolls Tab

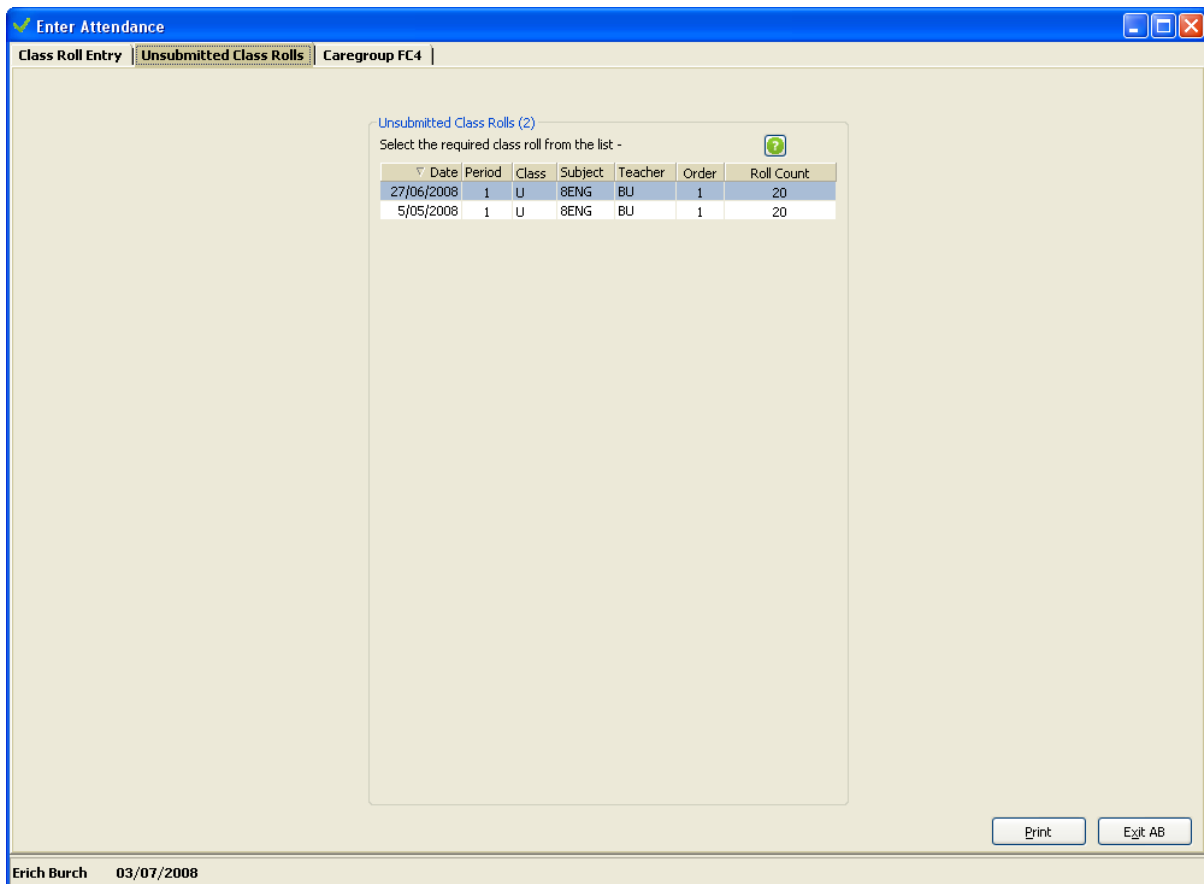


Figure 29: Unsubmitted Class Rolls Tab

- Click on a Roll to load it on the Class Roll Entry tab ready for entry.
- Sort the list by clicking on a column heading.
- Rolls which the Teacher is responsible for submitting that day will appear on the list. Unsubmitted rolls from previous days will also be listed.

### 7.3.3 Caregroup/Filtered group Tab

The **Caregroup/Filtered group** tab lists those students belonging to that teacher's caregroup (normally their register class - horizontal or vertical group, often called the Form or Tutor group), and/or their assigned Filtered group.

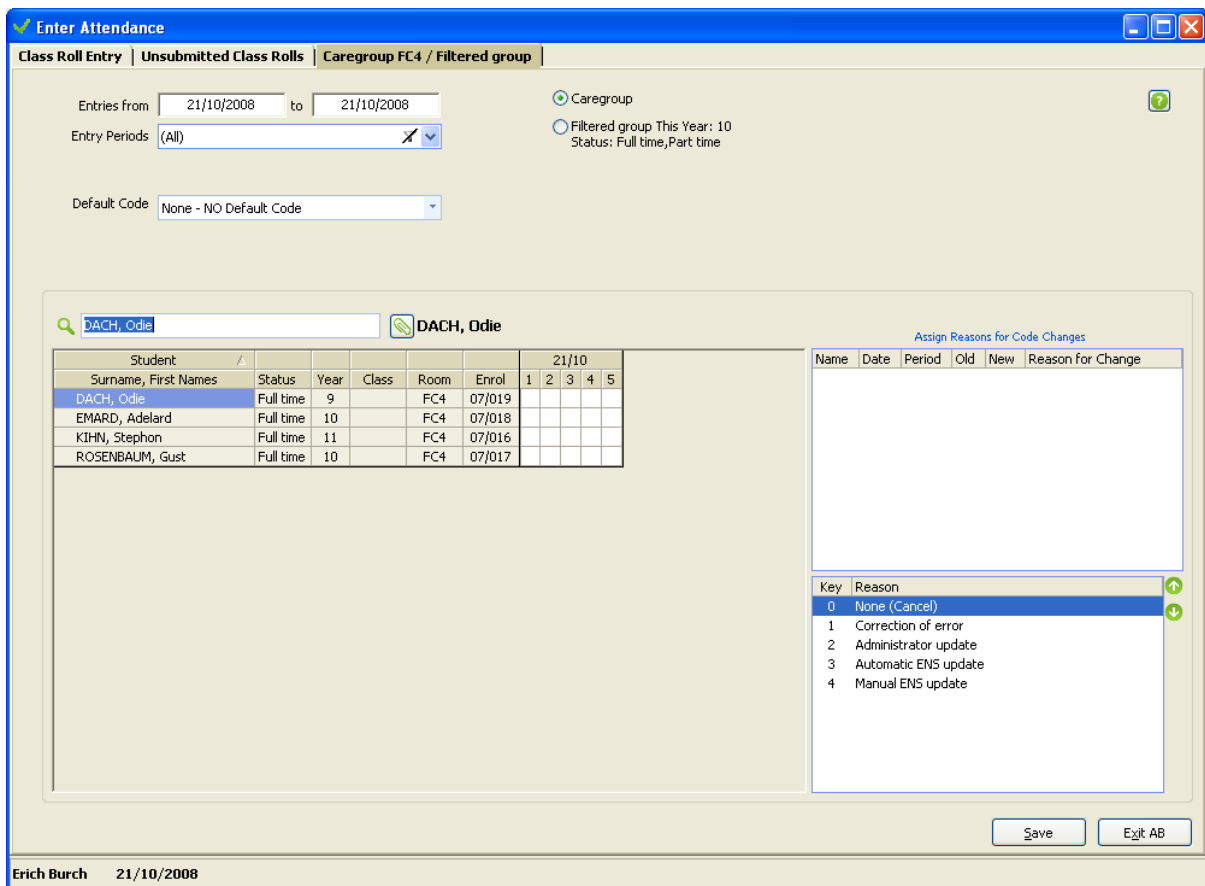


Figure 30: Caregroup Name and Members

Teachers with both a filtered group and a caregroup can move between the groups by selecting the correct option button at the top of the screen. As the teacher is responsible for the pastoral needs of these students a range of dates can be selected and all periods are listed and are editable in this tab. This allows the teacher to edit the data based on any information they receive as well as track the overall attendance rates of their group.

As with other entry types a Reason for Change is required if a code other than a ? is changed after it has been saved.



## 8 Editing Attendance Data

The Attendance Editing screen allows you to edit the data stored against a student or view summary attendance data information on them. Data editing is required when updated information on a student is received requiring a previously entered code to be changed. The process allows you to choose any particular student and to view and edit his/her data.

Clicking the **Edit Attendance** button from the main screen brings you to the screen below which shows the year's data for the first student in your school.

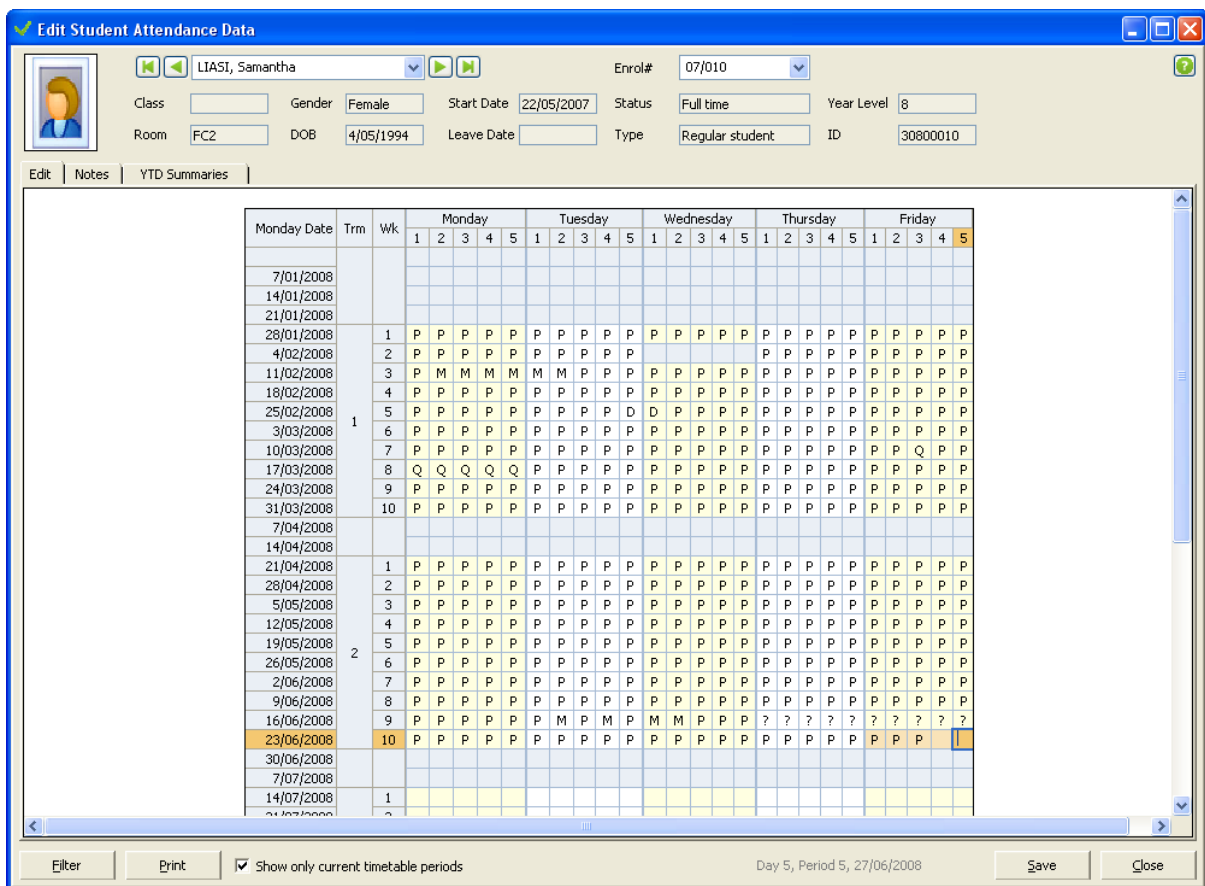


Figure 31: The Edit Attendance screen

### Select a Student

- Click on the student combo box drop-down button and select by clicking on a student in the list or typing a name and pressing <Enter>.
- Click in the body of the student combo box and type a student name, then press <Enter>.
- Click in the enrolment number combo box and type an enrolment number then press <Enter>
- Other text boxes will not accept typing.

### Enter Attendance Codes

- Use the mouse or arrow keys to navigate to the required cell in the grid and type a valid attendance code.
- A list of valid codes is displayed when you right-click anywhere in the grid. The list will disappear after a few seconds. You may move the list using Click-and-Drag.

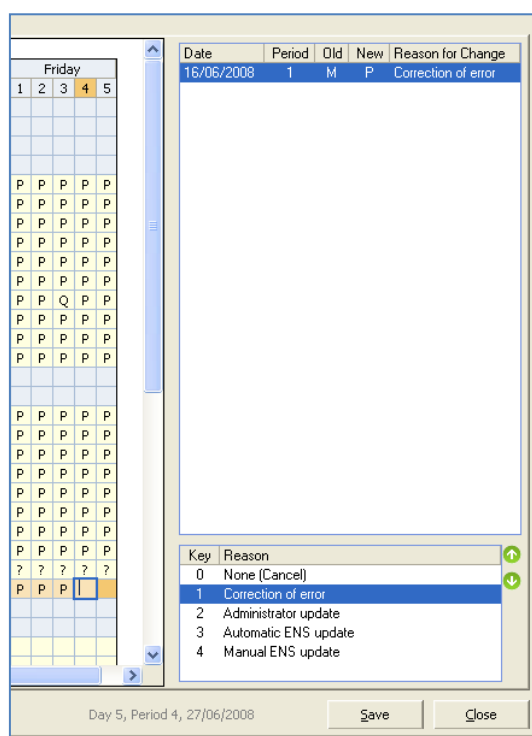


Figure 32: Reason for Change

### Reason for Change

- When an existing attendance code (other than ? ) is changed, a reason for change is required. Select a reason by typing its associated numeric value, or by clicking on the required reason in the list.
- New reasons for change may be added by right-clicking the list of existing reasons, then selecting the **Add New Reason** menu item. Only the top 10 reasons for change can have an associated numeric value. Use the up/down-arrow buttons to move items higher or lower in the list.

### Show Only Current Timetable Periods

- Tick this check box if you want to hide the attendance columns for timetables other than the current timetable. This can make the display more readable - especially where those columns are for periods used for only a few days at the beginning of the year.

Notes

- Click the **Notes** tab to view notes attached to the current student
- All attached notes are displayed in a tree-view. Only the node for current month will be open by default.

Year-to-Date Summaries

- Click the **YTD Summaries** tab to view attendance summaries
- The half-day totals up to the current date are listed in a grid. Also on display are a series of graphs indicating attendance totals for:
  - ◆ Each timetable day
  - ◆ Each period
  - ◆ Each attendance code
  - ◆ Each of the student's subjects

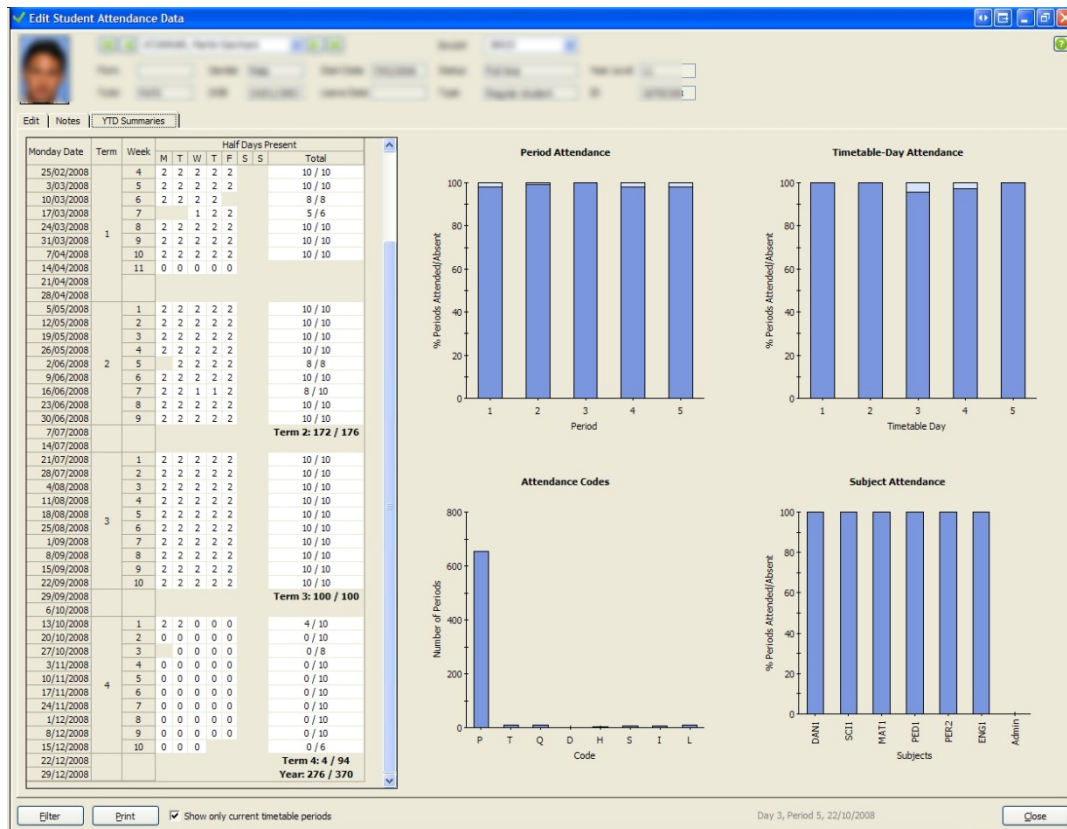


Figure 33: Year to Date Summaries shown

Print

- Click **Print** to send the information on the currently displayed tab to a preview panel. The **Filter** button will change to **Page Setup** and you can click this to change the page margins or orientation.
- To copy the current preview page to the clipboard, either press Ctrl+C or right-click and select **Copy to Clipboard**.

#### Page Setup

- Settings for each tab will be retained per user.

#### Calendar

- Correct calendar configuration is critical to the functioning of AB6 in a secondary school. The system refers to the calendar to learn the timetable-number, timetable-day and option-set which are being used for each calendar day that the school is open during the year.
- The Calendar can be adjusted via Settings and Configuration > Calendar. If the Calendar is changed, the user should exit and re-start AB6.

## 9 Reporting

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A wide variety of reports relating to the collection and analysis of attendance data are available.

Reporting is divided into two general areas - Standard Reporting and Summaries & Analysis Reporting.



The following reports are required for MoE compliance.

Reported from Absences – Summaries & Analysis Reporting:

- 1 Absent Half-Day Report
- 2 Attendance, Absence and Truancy Report
- 3 Audit Term Attendance Register (Audit Requirement 3)
- 4 Student Change of Attendance Record Report
- 5 Unexplained Absentees Report
- 6 Unmarked Classes (unmarked rolls can be marked on a day when only the other partition is open in partitioned schools)
- 7 Biennial Attendance Survey
- 8 Attendance Rates Report
- 9 Register of Admissions
- 10 Register of Withdrawals

Reported from Student Manager:

- 11 Full School Audit Roll – (Audit Requirement 1)
- 12 Maori Language Resourcing List – (Audit Requirement 4)

Reported from Absences - Standard Reporting in Student Attendance Lists:

- 13 Audit Class Lists (Audit Requirement 2)

Reporting on Prior Years

- AB5 data can be viewed in > Standard Reporting > View Prior Years
- AB6 Individual Student data can be found in > Standard Reporting > Student Attendance Summaries
- AB6 Term Attendance Registers can be found in > Summaries & Analysis > Registers

It is possible to view attendance for prior years available in the two following reports, it should be noted that next year will get this year's data onwards.

Term Attendance Register

### 9.1 Standard Reporting

Click **Reporting** on the Main Menu, followed by **Standard Reporting** for the following screen.

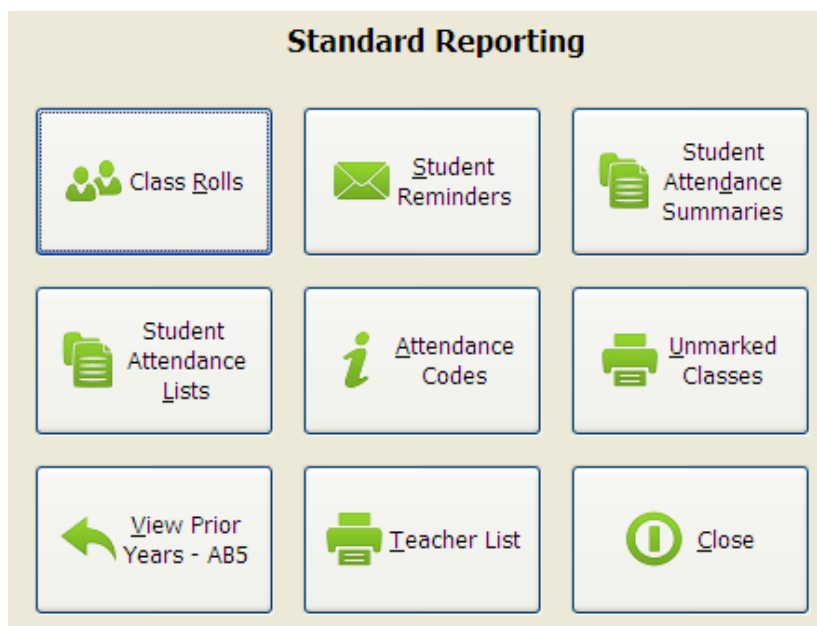


Figure 34: The 'Standard Reporting' menu

The standard reporting areas are:

- 1 **Class Rolls** – contains Teacher Daily Rolls – for paper based marking of attendance, Unallocated Student Rolls, and Barcode Rolls
- 2 **Student Attendance Lists** – Generates reports based on user selected criteria such as Attendance Code, Class and Ethnicity
- 3 **View Prior Years** – Display and print attendance data archived from previous years in AB5
- 4 **Student Reminders** - slips with merged attendance data can be designed and printed to remind students that they still have unexplained absences
- 5 **Attendance Codes** – A pre-formatted trio of tables displaying the current MoE specified Attendance Codes as well as the Audit and Truancy Code rules. Ideal for printing, enlarging and displaying in suitable locations around the school
- 6 **Teacher List** – A simple list displaying all staff in the database as well as their relevant details
- 7 **Student Attendance Summaries** – ability to seek year to date attendance details by filtering for more than one student

### 9.1.1 Class Rolls

#### 9.1.1.1 Teachers' Daily Rolls

Clicking the **Class Rolls** button brings up the following screen.

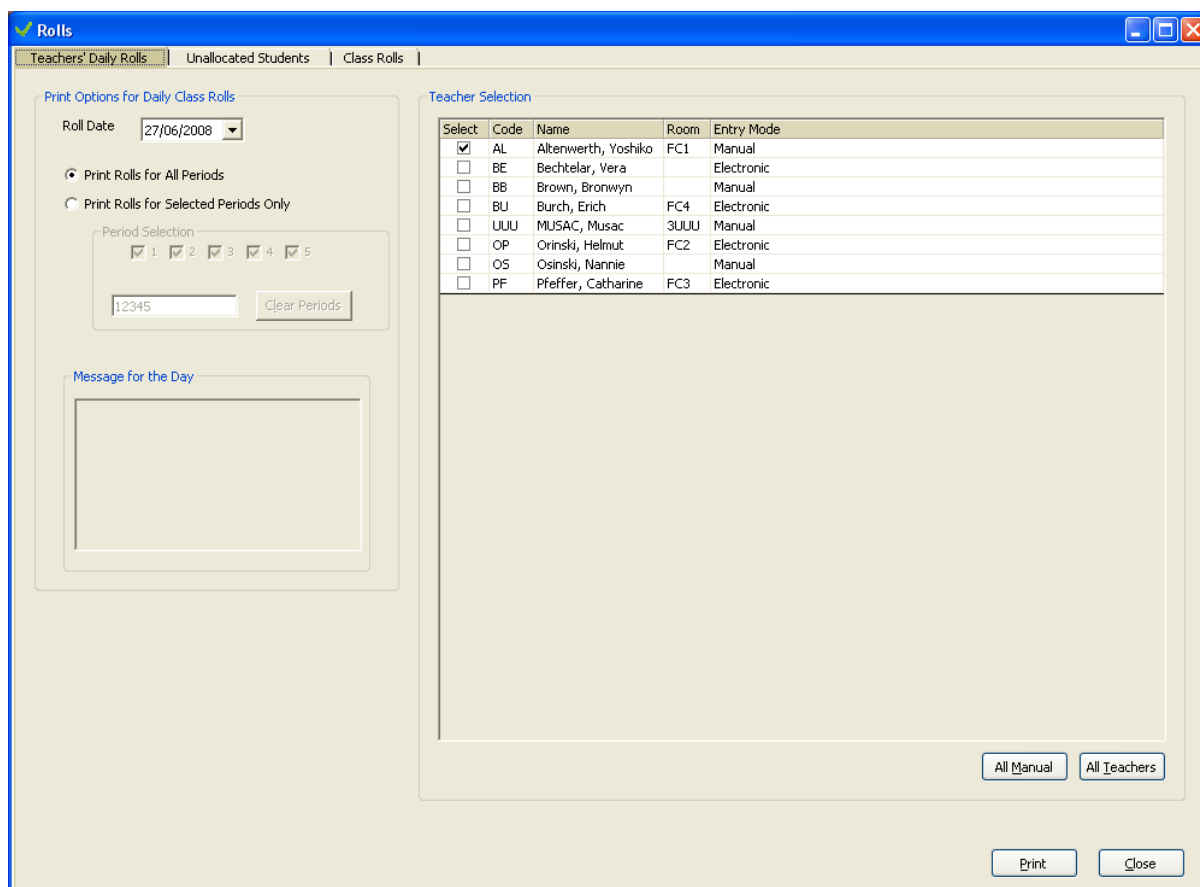


Figure 35: The 'Teachers Daily Rolls' selection screen

From the **Teachers' Daily Rolls** tab teacher's class rolls can be printed to be used for paper based marking of attendance.

The date for which rolls are required can be selected from the **Roll Date** drop-down. Rolls can be printed for all periods or selected ones. Click a teacher in the grid on the right side of the screen to select the teacher. Click again to deselect the teacher.

All teachers listed as entering their attendance data manually ( Settings and Configuration > Security) can be selected as a group by clicking **All Manual**. The complete list of teachers can be selected by clicking the **All Teachers** button. Once either of these buttons is clicked their text changes to indicate that re-clicking them will reverse the selection.

A message can be printed at the end of the rolls by entering text into the **Message for the Day** box on the left side of the screen.

Once selections have been made click the **Print** button and the rolls will display as a **Print Preview** tab alongside the existing tabs. The software optimises the rolls to fit on as few pages as possible to facilitate their distribution as well as storing once they have been filled in.

The preview can be navigated and printed by using the buttons in the upper left hand corner of the window or printed by clicking the **Print** button in the lower right hand corner. To return to the **Class Rolls** setup screen click the **Teachers' Daily Rolls** tab or, to return to the **Standard Reporting** main menu, click **Close**.

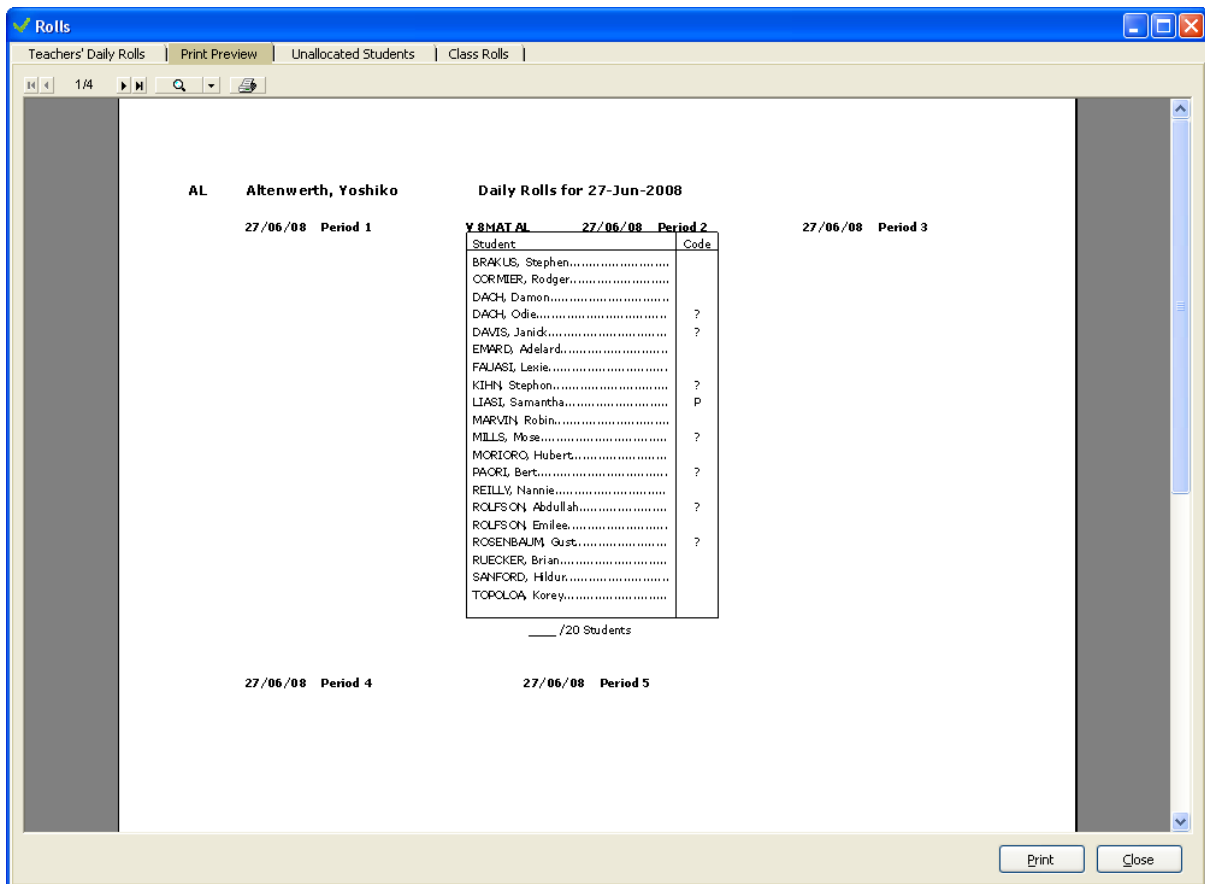


Figure 36: The 'Teachers Daily Rolls' preview screen

### 9.1.1.2 Unallocated Students

The **Unallocated Students** tab screen which follows lists those students not allocated to a roll for the selected date and period. The students may be unallocated due to glitch in the timetable, a typo on a teachers timetable, customisation in that timetable cell.

You can choose to show unallocated students for the current day and period or use the date and period selectors to choose a different combination of date and period/s.

Use this List to identify problems in student and teacher timetables. (Students appearing in this List will appear on the roll labelled "No Class, No Roll" so that they can still be marked.)



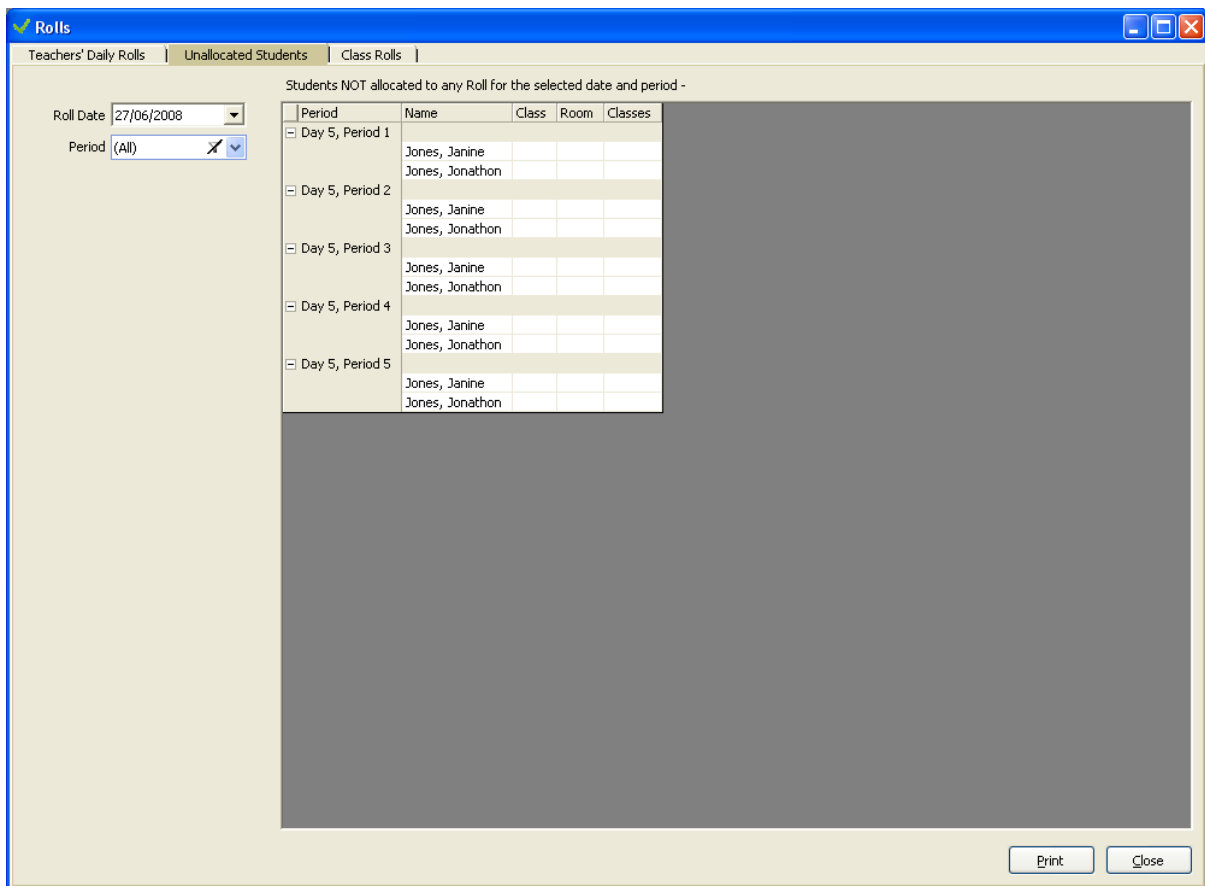


Figure 37: The Unallocated Students Tab

### 9.1.1.3 Class Rolls

The **Class Rolls** tab lists all rolls for the date selected in the Roll Date selector at the top of the window. Listed details include Period, Class, Subject, Teacher Code, Roll Count and State.

The printed rolls can include First or Preferred name, Enrolment Number, Barcode, This Year, Horizontal and Vertical Class by ticking the check boxes on the right side of the screen. The list can also be sorted by Period, Class, Subject or Teacher Code then printed continuously or with a page break on change of selected sort criteria. It is also possible to include photos of the students (particularly useful for relievers). To print a Photo Roll, from Standard Reporting>Class Rolls tab, see Roll Print Options and the Class Roll Format. Click the 'Photo Roll' option.

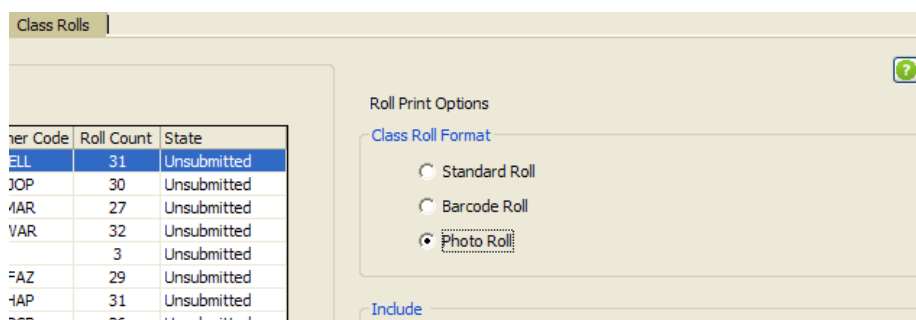


Figure 38: Class Roll Format – Photo Class Rolls

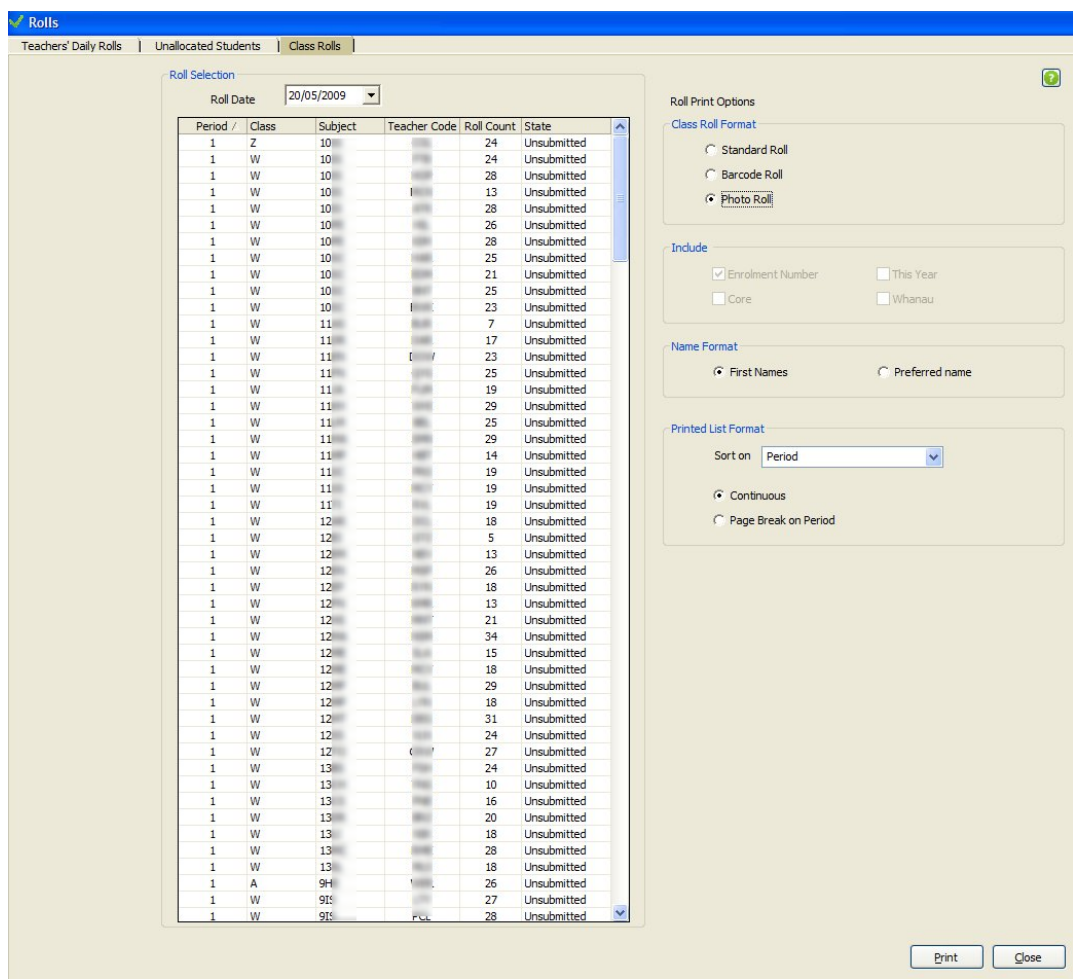


Figure 39: The Class Rolls Tab

Roll Selection Grid

- The list of existing rolls for the Roll date is displayed for selection and printing.
- You may multi-select rolls by click-and-drag, by holding down the shift key and then clicking the required rolls (range of rolls), or by holding down the <Ctrl> key and then clicking the required rolls (individual rolls). Repeat to de-select.
- Clicking the column heading will sort the grid by the data in that column.
- Rolls with no members are not displayed.

Roll Date

- The roll date is defaulted to the current entry date.
- Select a date from the drop-down calendar to load the grid below with all the rolls that have been created for that date.
- The grid is not loaded if school is closed on the selected date.
- The grid is not loaded if the rolls have not yet been created for that date. (Rolls are created at the start of every day to ensure that they take account of any student movements and changes in timetable. They can be created in advance in Utilities > Roll Management.)

Roll Print Options

- Select the required name format.
- Check the relevant boxes to include additional data about each student on the roll. If a Barcode is required, all the other additional data will also be included.
- The rolls can be sorted on Period, Subject, Class or Teacher Code. A page break can then be included on change of sort criteria, or the user can choose to have a continuous report.
- Click > Print to generate the required Class Roll report. In most cases, the report is in landscape format, with two rolls per page. Where a barcode roll report is required, the barcodes print in portrait format, with 3 columns per page.

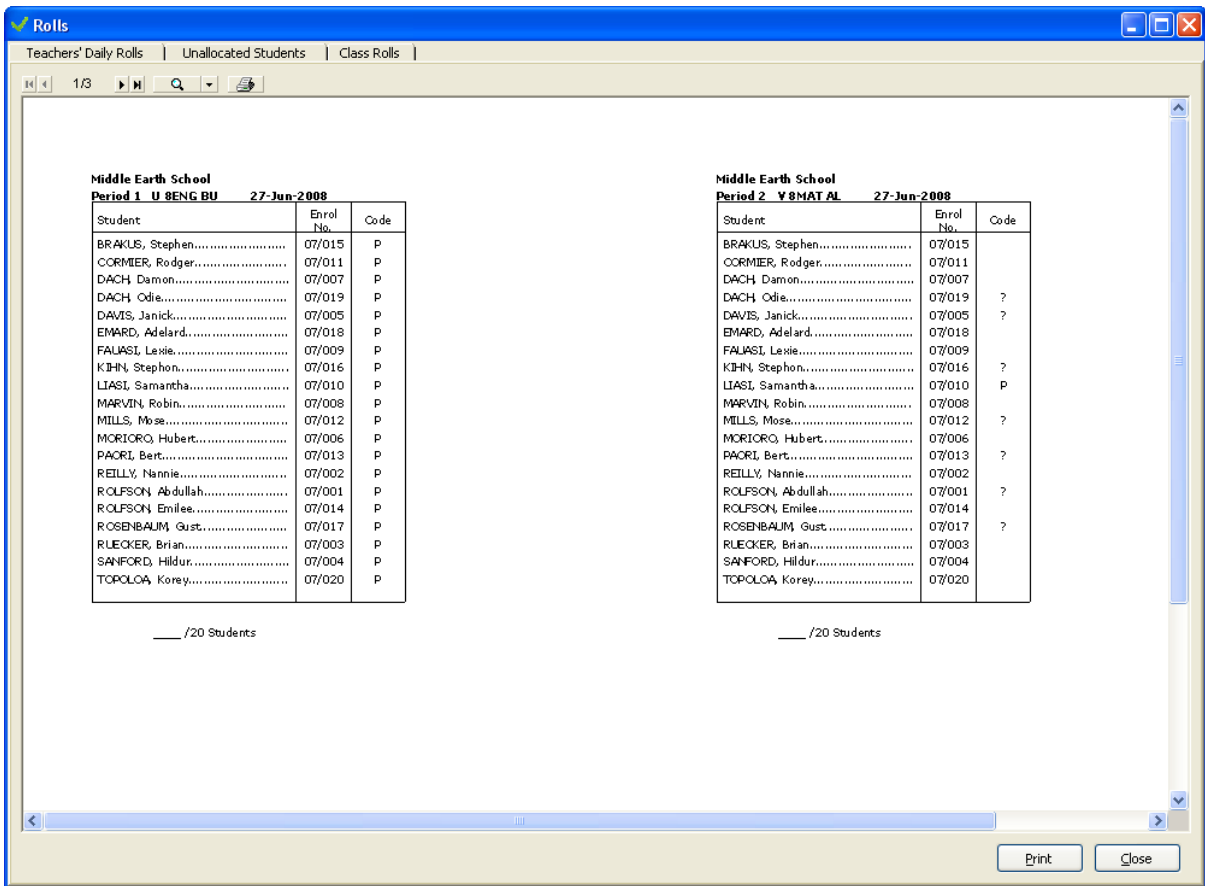


Figure 40: The Class Rolls print preview screen

### 9.1.2 Student Attendance Lists

**Student Attendance Lists**

**Date Range**  
Report on Attendance from 22/11/2010 to 22/11/2010

**Name Format**  
 Legal Name  Preferred Name

**Student Selection**  
 Include students regardless of Attendance  
 Include students with these Attendance Codes only  
Attendance Codes (All) [v]

This Year [v]  
Class [v]  
Room [v]  
Status Full time, Part time [x] [v]  
Type [v]  
Core [v]  
Options [v]

**Include**  
 This Year  Type  
 Class  Ethnicity  
 Room  Enrolment Number  
 Gender  Status  All Audit Details

**List Format**  
Sort Report by Name [v]  
 Continuous  Page Break on Sort Field

**Ignored Codes**  
Select Ignored Codes [v]

Print Close

Figure 41: Attendance List selection screen

Student Attendance Lists give a period by period break down of a student's attendance record for up to a two week selected date range.

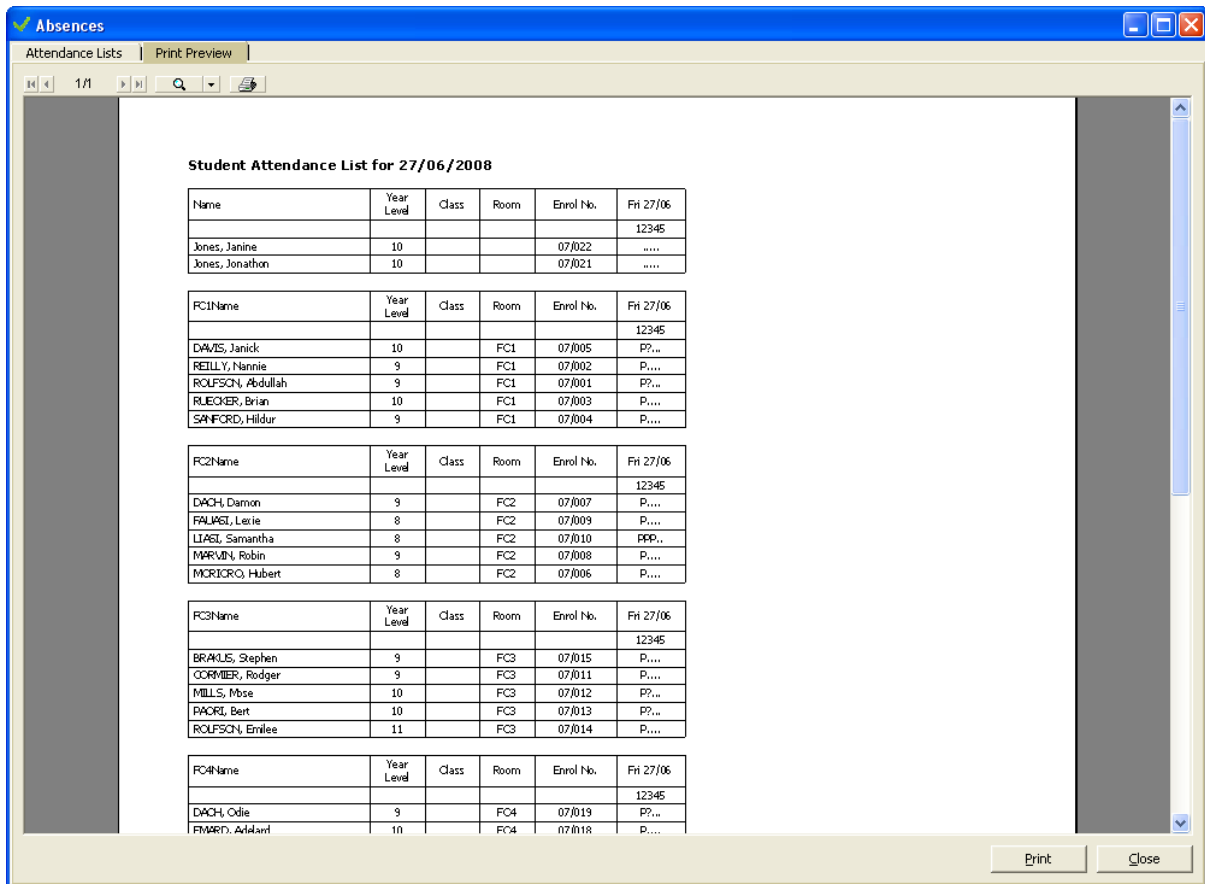


Figure 42: Preview of List for printing

The complete AB6 filter is available from which one or more criteria from This Year, Horizontal and Vertical classes, Gender, Status, Type, Ethnicity, Core and Options can be selected to define a range of students.

The screenshot shows a 'Filter Options' dialog box. It contains several input fields: 'This Year' (text box with '10'), 'Form' (dropdown), 'Tutor' (dropdown), 'Gender' (dropdown with 'Female'), 'Status' (dropdown with 'Full time,Part time'), 'Type' (dropdown), and 'Ethnicity' (dropdown with a list of options). The 'Ethnicity' dropdown is expanded, showing a 'Core' section with '(Select All)' and 'NZ European/European/Pakeha' (checked), and an 'Options' section with 'Maori', 'Pacific Peoples', 'Asian', and 'Other' (all unchecked). 'OK' and 'Cancel' buttons are at the bottom right.

Figure 43: Filter Options

To select an item click the drop-down to reveal the criteria choices – Ethnicity is shown in the screen-shot above. If required click the “+” symbol to further expand the available choices then tick your requirements. Finally click <OK> to confirm your selection then repeat for other criteria if required. Your selected filter choices will display alongside the criteria.

All students in your filter group or only those with selected Attendance Codes can be chosen to display from the Attendance Codes selector above the main Student Filter.

The printed lists can include:

- First or Preferred name
- Enrolment Number
- This Year
- Horizontal and Vertical Class
- Ethnicity
- Gender
- Type
- Status

.. by ticking the check boxes on the right hand side of the screen. The list can also be sorted by any of these criteria printed continuously or with a Page Break on the sort criteria.

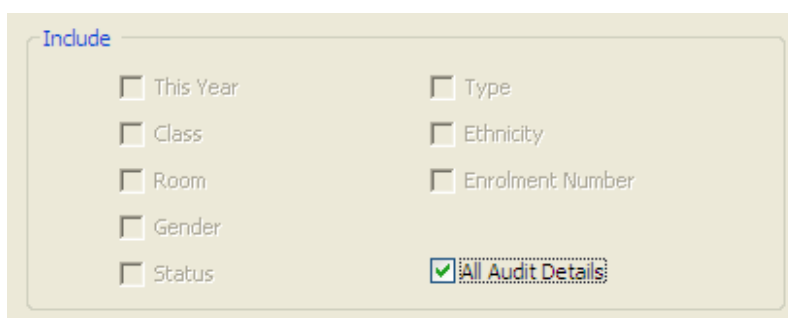
#### Audit Class Lists – Audit Requirement 2

This report lists students who are attending a particular class for the purposes of recording attendance in alphabetical order. Enter the required parameter for Class on the **Parameters** tab.

Class lists are completed manually on the Roll Count Date of Roll Return dates (1 March and 1 July - and in addition for schools with year 9 students and above 1 June and 1 September); and the two school days preceding and the two school days following, the roll return count date. This will enable a cross reference of names on the class list to names on the Full School Audit Roll to establish the attendance status of each student.

In preparation for the five days where attendance is checked and recorded on the class lists, schools should print the Audit Class Lists ahead of time. The teachers will complete the audit class lists over the five school day period with the roll count day in the middle of this period. When this process is completed the school should retain the class lists with a copy of the Roll Return they submit to the Ministry, so that these audit class lists are available when the school is Roll audited.

To print the 'Audit Class List – Audit Requirement 2' reports, check the **All Audit Details** check box found in the 'Include' section of the Student Attendance Lists report setup screen as follows.

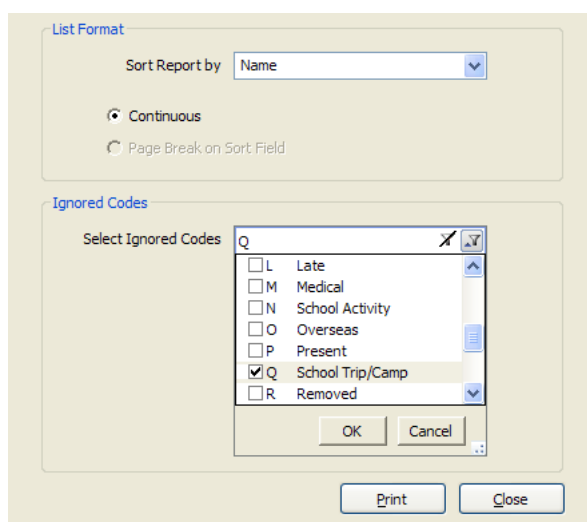


The 'Include' section of the report setup screen contains the following options:

- This Year
- Class
- Room
- Gender
- Status
- Type
- Ethnicity
- Enrolment Number
- All Audit Details

Figure 44: Student Attendance Lists Report - 'Include' section

Once all of your criteria have been selected click **Print** to display your list in a **Print Preview**. You can also exclude selected codes from the 'Select Ignored Codes' drop-down list. This code will then be replaced by '\_' in the Student Attendance List indicating that one of the codes in the ignored list has been entered against the student for that period. You can, for example, report on everyone *except* those present.



The 'Ignored Codes' selection dialog box includes the following elements:

- List Format:** Sort Report by: Name (dropdown)
- Continuous
- Page Break on Sort Field
- Select Ignored Codes:** A list box containing:
  - L Late
  - M Medical
  - N School Activity
  - O Overseas
  - P Present
  - Q School Trip/Camp
  - R Removed
- Buttons: OK, Cancel, Print, Close

Figure 45: Student Attendance Lists Report - 'Ignored Codes' selection

✓ Absences

Attendance Lists | Print Preview

1/1

**Student Attendance List for 27/06/2008**

Full Name	Preferred Name	Year Level	DOB	Type	Pre-Enrolment Date	First Day for Tuition	Previous School	Leave Date	Last Day for Tuition	Fri 27/06
BRAKUS, Stephen	Stephen	9	11/11/1993	Regular student	22/05/2007	17/06/2008				12345
OCRMER, Rodger	Rod	9	2/02/1993	Regular student	22/05/2007	16/06/2008				P...
DAGH, Damon	Damon	9	10/10/1993	Regular student	22/05/2007	16/06/2008				P...
DAGH, Odie	Odie	9	1/03/1993	Regular student	22/05/2007	16/06/2008				P?
DAVIS, Janick	Janick	10	2/03/1992	Regular student	22/05/2007	16/06/2008				P?
EMARD, Adalard	Adalard	10	4/04/1992	Regular student	22/05/2007	17/06/2008				P...
FALISI, Lexie	Lexie	8	3/07/1994	Regular student	22/05/2007	17/06/2008				P...
Jones, Janine	Janine	10	12/07/2008	Regular student	4/07/2008					....
Jones, Jonathon	Jono	10	13/07/2008	Regular student	4/07/2008					....
KIHN, Stephon	Stephon	11	11/11/1991	Regular student	22/05/2007	16/06/2008				P?
LIASI, Samantha	Samantha	8	4/05/1994	Regular student	22/05/2007	28/01/2008				FP.
MARVIN, Robin	Robin	9	12/12/1993	Regular student	22/05/2007	16/06/2008				P...
MILLS, Mose	Mose	10	5/06/1992	Regular student	22/05/2007	16/06/2008				P?
MORICRO, Hubert	Hubert	8	3/04/1994	Regular student	22/05/2007	16/06/2008				P...
PAORI, Bert	Bert	10	2/03/1992	Regular student	22/05/2007	18/06/2008				P?
REILLY, Nannie	Nannie	9	21/11/1993	Regular student	22/05/2007	17/06/2008				P...
ROLFSON, Abdullah	Abdullah	9	20/11/1993	Regular student	22/05/2007	16/06/2008				P?
ROLFSON, Emilee	Emilee	11	12/12/1991	Regular student	22/05/2007	18/06/2008				P...
ROSENBAUM, Gust	Gust	10	5/08/1992	Regular student	22/05/2007	16/06/2008				P?
RUEGER, Brian	Brian	10	1/01/1992	Regular student	22/05/2007	17/06/2008				P...
SANFORD, Hildur	Hildur	9	1/01/1993	Regular student	22/05/2007	16/06/2008				P...
TOPCLOA, Korey	Korey	9	30/01/1993	Regular student	22/05/2007	16/06/2008				P...

Print Close

Figure 46: Student Attendance List

To return to the main Student Attendance Lists screen click the **Attendance Lists** tab which appears alongside the **Print Preview** tab. To return to the main Standard Reporting screen click **Close**.



### 9.1.3 View Prior Years

If available, attendance data from previous years can be viewed in detailed or register format (also see Summaries and Analysis Reporting).

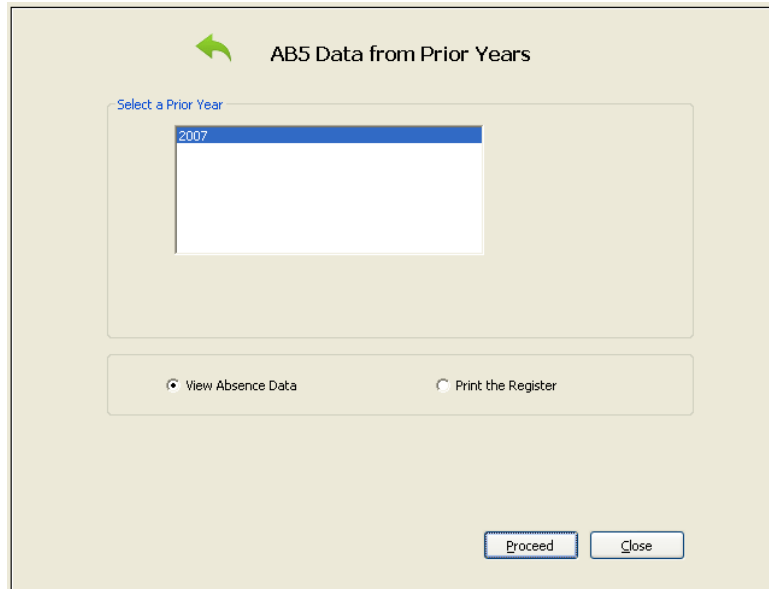


Figure 47: Prior Years selection screen

### 9.1.4 Student Reminders

It is possible to design and print reminder slips which can be delivered to students to remind them that they still have unknown (?) absences.

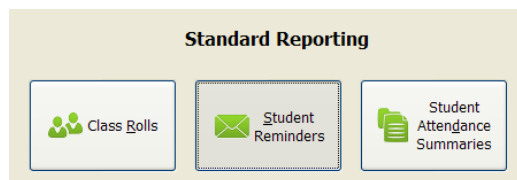


Figure 48: Standard Reporting for Student Reminders

Specific codes can be selected. To use the selected code(s) on notices, the notice format design must use the 'Selected Codes' data field from the 'Fields' menu at the top of the screen.

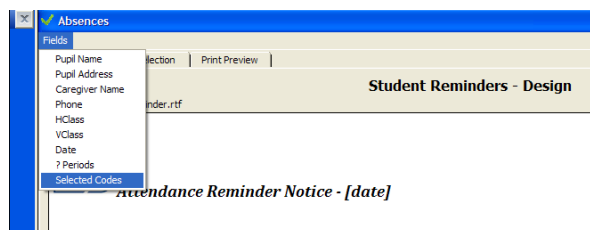


Figure 49: Student Reminders

The following screen displays the design process for the reminder slip. You can enter any message which you wish the student recipients to receive, and you can use the listed fields (eg. [Pupil

Name], [Caregiver Name], [HClass] etc) within the document. When the document is printed, these will be replaced by the equivalent data for the particular student.

If you wish to add additional formatting eg. your school logo, the documents are found in the \\AB\Reminders folder. The .rtf documents can be edited in MS Word.

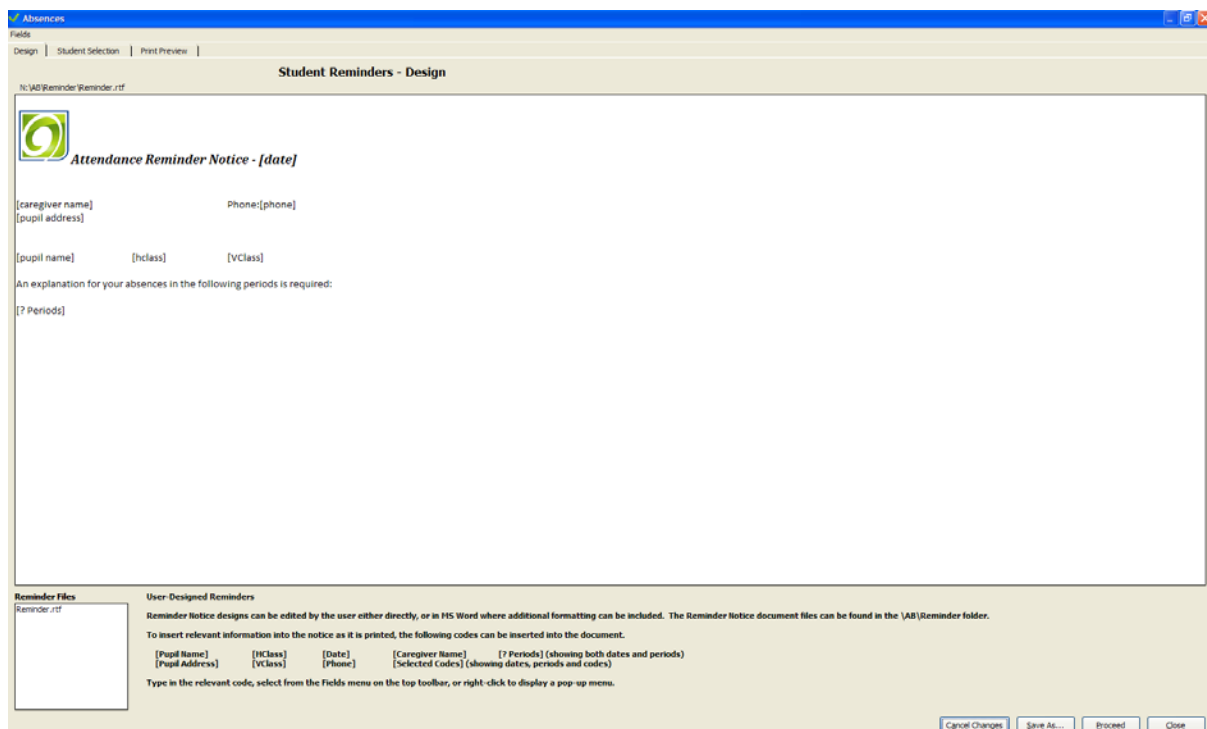


Figure 50: Configurable Reminder notices

Click **Proceed** to make your choices before printing. The Student Reminders Selection screen allows you to determine exactly who will receive slips and how the information on them is displayed. The range of dates to scan for ' ? ' attendance codes is selected using the **Date Range** selectors. Students can be filtered using the Year, Horizontal and Vertical Class and Status drop-down selectors. Sorting can be done by Horizontal or Vertical class.

### Student Reminders - Selection

Using Student Reminder format - C:\AB\Reminder\Reminder.rtf

**Date Range**  
Include attendance marked between  and

**Students**

Year:

Class:

Room:

Status:

**Codes**

Periods with ? only

Periods with selected codes

Code(s):

- ?
- A
- C
- D
- E
- F
- H
- I
- J
- K

**Name Format**  
 Legal Name  Preferred Name

**Sort Reminders by**  
 Full School  Class  Room

**Breaks**  
 Page break after every record  Include separator line

Figure 51: Student Reminder Choices

### 9.1.5 Attendance Codes

The Attendance Code report displays the MoE specified Attendance Codes as well as related Truancy Codes.

Ministry of Education Attendance Code Mapping Mon 22 Nov 2010

School Code	Reason	Reason (Long Description)	Audit Code	Truancy Code	Half Day	In Class
?	Unknown	Unknown reason (temporary code)	U	U	A	N
A	Alternative Education	Attending Alternative Education	N	P	P	N
C	Court	Student is attending Justice Court proceedings	J	J	P	N
D	Doctor/Dentist	Doctor/Dentist Appointment	J	J	P	N
E	Explained Unjustified	Student is absent with an Explained, but unjustified reason	U	U	A	N
F	Off Site Course	Attending an off-site school-based course/class	S	P	P	N
H	Health Camp	Attending a Health camp/Regional Health School/Residential School	F	J	P	N
I	Internal Appointment	Internal school appointment or activity - Dean, DP, sports administrator, data entry person etc	J	P	P	N
J	Explained Justified	Justified explanation within the school policy	J	J	A	N
K	Teen Parent Unit	Attending a Teen Parent Unit	N	J	P	N
L	Late	Student/Late for class	P	P	P	Y
M	Medical	Student absent due to short-term illness/Medical reasons	J	J	A	N
N	School Activity	School-based activity on school-site	S	P	P	N
O	Justified Overseas	Student is with family member posted overseas - military or diplomatic	J	O	A	N
P	Present	Present in class (including supervised study)	P	P	P	Y
Q	School Trip/Camp	Attending a school activity off school-site - camp, trip including overseas	S	P	P	N
R	Removed	Removed (temporarily) from regular class (internal school student isolation)	S	P	P	N
S	Sickbay	Sickbay	J	P	P	N
T	Truant	No (or not justifiable) explanation - truant	U	U	A	N
U	Stood Down/Suspended	Student is Stood down or Suspended	J	J	A	N
V	Study/Exam	Examination or unsupervised study on school-site	S	P	P	Y
W	Work Experience	Work experience	F	P	P	N
X	Exam Leave	On Exam leave or unsupervised study off school-site	S	J	A	N
Y	Activity Centre	Attending an Activity centre	F	J	P	N

**Rules for Audit Codes**

Audit Code	Reason
S	Not in class but on a legitimate school-based activity
J	Not in class - absence justified (ref 1998/48 circular)
F	Not in class but in an approved environment in which the school is entitled to be funded with the required supporting
U	Not in class - absence unjustified
P	Present for tuition in class
N	On school roll but funded somewhere else

**Rules for Truancy Codes**

Truancy Code	Reason
J	Justified Absence
U	Unjustified Absence
P	Present
O	Overseas (Justified)

Figure 52: Attendance, Audit and Truancy Codes report

### 9.1.6 Teacher List

The Teacher List report lists all staff found in the Staff Manager database with their relevant details.

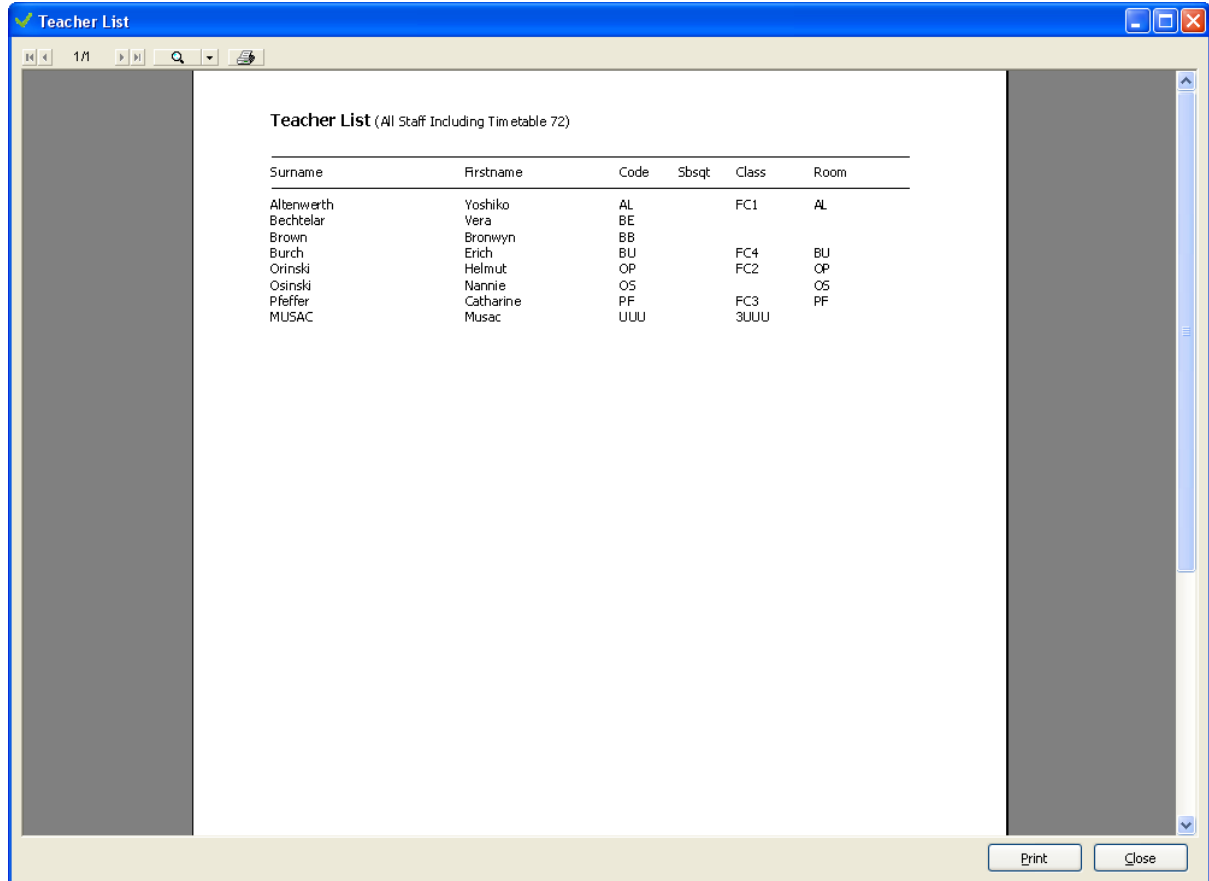


Figure 53: Teacher List Report

### 9.1.7 Attendance Summary Report

The Student Attendance Summary options available are shown below for an analysis of year to date attendance details.

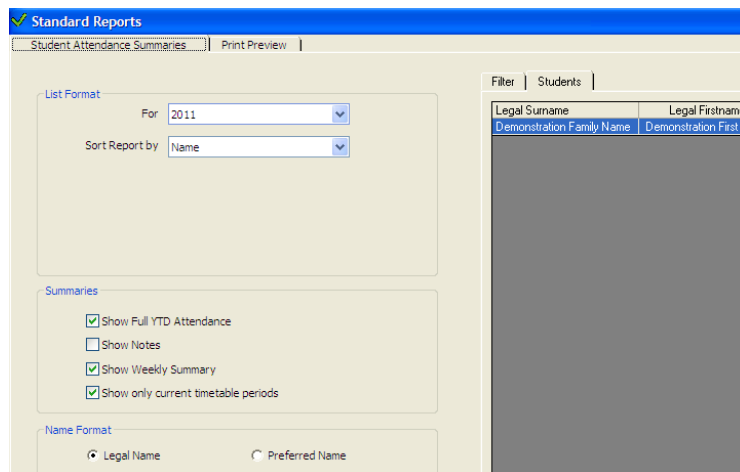


Figure 54: Attendance Summary Report filtering options

## 9.2 Summaries and Analysis Reporting

**NOTE:** These reports may need to process several hundred thousand attendance records, depending on the size of school and time of year. Most reports show progress using a progress bar, however during retrieval of data from the database the system cannot display progress.

Reports in the 'Summaries & Analysis' group can be accessed from the menu shown below.

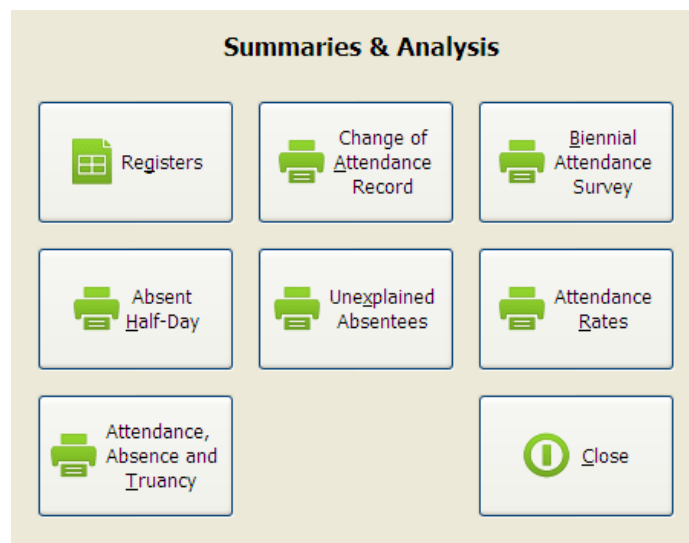
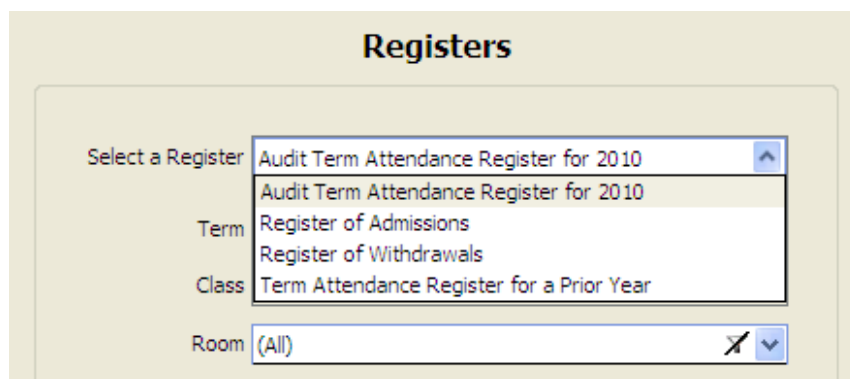


Figure 55: Summaries & Analysis Reporting menu screen

To access Term, Admission or Withdrawal registers, click 'Registers' on the menu and then select from the register drop-down list.



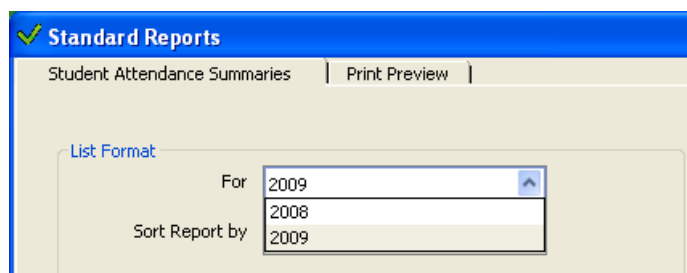
### Audit Term Register

The Audit Term Register contains a Half-Day Attendance total for each student.

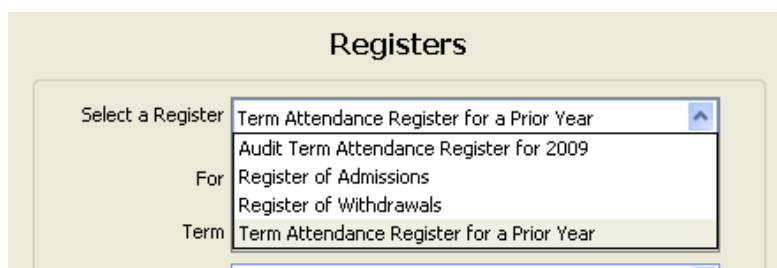
## Reporting on Attendance in Prior Years

It must be noted that a 'prior year' report will only be available after the school has been using AB6 for a full 12 months.

- 1 To see AB6 data for individual students in prior years, select >Standard Reporting >Student Attendance Summaries and then select the required year.



- 2 To print a Term Attendance Register for a prior year, select 'Term Attendance Register for a Prior Year' and then select the required year.



AB5 data from prior years can still be accessed from >Standard Reporting >View Prior Years.

### 9.2.1 Half-Day Calculation Method

AB6 will track the number of consecutive ½ days non attendance for each student.

Half-Days Absent is generally done using the following method:

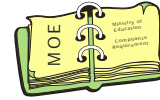
The 'Calculating ½ day' column of the Required Attendance/Absences Code Sets table (see Appendix A) clearly shows whether the school code is interpreted as A (Absent) or P (Present) in these reports. A half-day is defined simply as accumulated time of at least 2 hours. Examples of the half-day calculations are also in Appendix A (Calculation of a Half-dayCalculation of a Half-day).

An extract from MoE Circular 2006/10 follows.

"The following points outline how attendance is recorded:

- zero ½ days - no attendance or less than two hours attendance for tuition in a school day
- one ½ day - attendance for tuition for more than two hours but less than four hours in a school day
- two ½ days - attendance for tuition for at least four hours in a school day"

However, in the case of **truancy calculations** for the Absent half-day report only the codes <blank>, ?, E and T are considered. Any time that a presence is recorded the count for truancy ½ days is reset.



### 9.2.2 Absent Half-Day Report

Set the required number of ½ days (students with this number or more ½ days absent will be included). Set the end date for which the report will count continuous prior absence. If today, the system will take account of time of day.

**NOTE:** This report is for truancy purposes. For truancy analysis, the student must be absent and marked with a School Code (<blank>, ?, T or E) that relates to an Unjustified Truancy code (U) for the whole day.

This report will list students who have recorded non attendance for the specified number of consecutive full days, immediately prior to the date when the trigger is checked. If a student attends for any time at all on a particular day, even though they might not have attended for sufficient time for their attendance record to show any half-days attendance, for truancy purposes, they have **not** been absent for a full day. For example if a student attends 1 period per day only for a week and the period is less than 2 hours, he will be marked absent for 10 half-days. Although this student's attendance record may show that zero half-days absence, a drill-down will show that the student was indeed at school for some time and therefore does not satisfy the selected criteria of consecutive half-days of non-attendance.

To be listed on the report, a student must have been absent and marked with a school code (T or E) that relates to an Unjustified Truancy code (U) for 20 full-days, immediately prior to the date and time when the report is run.

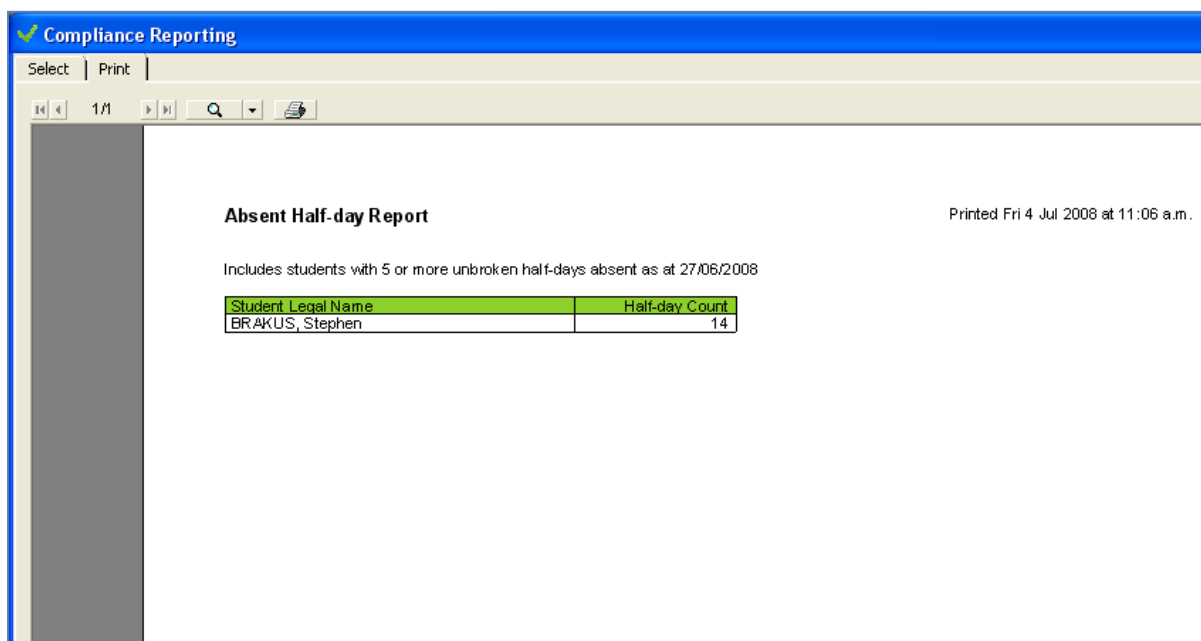


Figure 56: The Absent Half Day Report

### 9.2.3 Attendance, Absences and Truancy Report

This report can be produced for the entire school, by selected year level, or selected ethnicity for a period of time. Enter the required parameters for date range, level, ethnicity and gender. Decimals can be included if required.



There are two sections to this report.

- 1 The first section reports on attendance and absence rates (%) over a date range for 'Justified Absences', 'Unjustified Absences', 'Intermittent Absences', 'Students on Overseas Holidays' and 'Attendance'. **Calculations are made using the Truancy Codes specified by the MoE.**

**Justified Absences:** The sum of all ½ days where the student was marked Justified Absent (Truancy Code J) for the entire day, expressed as a percentage of ½ days in the required period.

**Unjustified Absences:** The sum of all the ½ days where the student was marked Unjustified Absent (Truancy Code U) for the entire day, expressed as a percentage of ½ days in the required period.

**Intermittent Unjustified Absences:** The sum of all the ½ days where the student was marked as Present (Truancy Code P) or Absent Justified (Truancy code J) for part of the day, but Absent Unjustified (Truancy Code U) for the rest of the day, expressed as a percentage of ½ days in the required period.

**Student on Overseas Holiday:** The sum of all the ½ days where the student was marked as on an Overseas Holiday (Truancy Code O) for the entire day, expressed as a percentage of the ½ days in the required period.

**Attendance Rate:** The sum of all the ½ days where the student was marked as Present (Truancy Code P) for the entire day, expressed as a percentage of the ½ days in the required period.



The MoE stipulates:

the SMS must provide functionality for the calculation of the School's Attendance Rate.  
Calculate the Attendance Rate as a percentage, both for on-screen and print options, as follows:

**Per Half-day**  
Number of Half-days present **(P)** / Total number of Half-days 9999999 / 9999999  
Attendance Rate for the selected period (Date range) will be a whole number percentage

- Attendance Rate per group is calculated as (sum of all students' half-days / Sum of total possible of all students' half days in date range) \* 100
- Attendance Rate (single student) is calculated as (number of half-days for given student in date range / Total possible number of half-days for that student in date range) \* 100
- Also, for Secondary Schools, display a second Attendance on the screen which is calculated as (number of periods marked as PRESENT / Total number of periods in date range)

**Per Period**  
(Number of Periods present **(P)** / Total number of Periods 9999999  
/ 9999999  
Attendance Rate for the selected period (Date range) will be a whole number percentage

- in the group marked as PRESENT / Sum of the total possible number of periods the students in the group could have attended in date range) \* 100
- Attendance Rate (single student) is calculated as (number of periods marked as PRESENT for individual student / Total possible number of periods the student could have attended in date range) \* 100
- The applicable attendance codes are from the Truancy Code Set.

***Examples of attendance rate calculations***

The first table shows the attendance of five students on a period by period basis for one week.

Note that:

- Student B started at school on 3/5 making the total possible number of ½ days (for B) 6
- Student C left school on 3/5, making the total possible number of ½ days (for C) also 6
- Students A, B & C are Male
- Students D & E are Female
- The dashes (-) indicate a student is enrolled but has not yet started or left but for some reason still on the roll.



Date	Mon 1/5					Tue 2/5					Wed 3/5					Thu 4/5					Fri 5/5				
5 x 1 hour periods	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Student A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Student B	-	-	-	-	-	-	-	-	-	-	P	P	P	P	P	P	P	P	P	P	P	P	P	T	T
Student C	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-	-	-	-	-	-	-	-	-	-
Student D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	T	T	T	T
Student E	P	T	T	P	P	P	P	P	P	T	P	P	P	P	P	P	P	T	T	T	P	T	T	T	T

The table below shows the equivalent data for the same students converted to ½ days and periods per day.

Date	Mon 1/5		Tue 2/5		Wed 3/5		Thu 4/5		Fri 5/5		Totals actual		Totals possible	
	½	Pds	½	Pds	½	Pds	½	Pds	½	Pds	½	Pds	½	Pds
Student A	2	5	2	5	2	5	2	5	2	5	10	25	10	25
Student B	na	na	na	na	2	5	2	5	1	3	5	13	6	15
Student C	2	5	2	5	2	5	na	na	na	na	6	15	6	15
Student D	2	5	2	5	2	5	2	5	0	1	8	21	10	25
Student E	1	3	2	4	2	5	1	2	0	1	6	15	10	25



The formula to calculate the Attendance Rate per group for the ½ day reports (in date range 1/5—5/5) is: (sum of all students' actual half-days / Sum of total possible of all students' half days in date range) \* 100

Working for the above formula is as follows:

- The ½ day attendance rate is:  $[(10 + 5 + 6 + 8 + 6) / (10 + 6 + 6 + 10 + 10)] * 100 = 35/42 * 100 = 83\%$
- To split by gender the male group is then A, B & C
- Attendance =  $[(10 + 5 + 6) / (10 + 6 + 6)] * 100 = 95\%$
- The female group is D & E and the attendance =  $[(8 + 6) / (10 + 10)] * 100 = 70\%$

The formula to calculate the per period attendance rate (in date range 1/5—5/5) is: (sum of the actual number of periods for all students in the group marked as present / Sum of the total possible number of periods the students in the group could have attended in date range) \* 100

Working for the above formula is as follows:

- The per period attendance rate is:  $[(25 + 13 + 15 + 21 + 15) / (25 + 15 + 15 + 25 + 25)] * 100 = 85\%$
- To split by gender the male group is then A, B & C
- Attendance =  $[(25 + 13 + 15) / (25 + 15 + 15)] * 100 = 96\%$
- The female group is D & E and the attendance =  $[(21 + 15) / (25 + 25)] * 100 = 72\%$

### ***Intention in calculating attendance rates***

Many New Zealand schools have high rates of non attendance and the Minister of Education plans to reduce truancy, which is also expected to have beneficial flow-on effects on student achievement. The intention of 5.13.1 is to provide schools a comprehensive tool set to analyse the factors that influence student attendance. This in turn will enable schools to take appropriate corrective action.

The analysis not only provides traditional details about variation in attendance across year-level, gender and ethnicity, but also provides comparative analysis across subjects and teachers. This will enable schools to examine the influence of teachers and subjects on student attendance.

Some of the rates can be calculated on either ½ day or period by period attendance and some only on period by period attendance. They are expressed in percentages.

### ***Examples showing the effect of different selectors/filters***

In the following examples the results include the aggregate data only and number in sample. Nil returns are not essential.

Provision has been made for selection of one or a combination of the following parameters:

- Date Range
- Whole School (Y/N)
- Year Level Form Class (Tutor group)
- Student
- Room number (Home room)
- Subject
- Teacher
- Subject Class
- Gender
- Ethnicity

Selecting (from the options above):

1      Date range **12/03/07—23/03/07**      Year level **12**      Subject **Maths**  
Teacher **Clark**      Gender **all**

- for the specified date range calculates the attendance rates separately for boys and girls for year level 12 students who study Maths taught by teacher Clark.
- this will include year 12 students studying Maths at any level with teacher Clark
- this calculates one attendance rate for year 12 students in however many maths classes teacher Clark has that include any year 12 students
- the attendance rate does not consider attendance in any other subject
- the attendance must be calculated on a period by period basis as schools would normally provide no more than one maths lesson per day, per class, making the ½ day calculation meaningless.

sample calculations:

12/03/07—23/03/07 (8 pds) Clark Yr 12 Maths Yr 12 male (n = 14) 90%  
12/03/07—23/03/07 (8 pds) Clark Yr 12 Maths Yr 12 female (n = 12) 100%  
12/03/07—23/03/07 (8 pds) Clark Yr 11 Maths Yr 12 male (n = 1) 100%  
12/03/07—23/03/07 (8 pds) Clark Yr 11 Maths Yr 12 female (n = 2) 100%

2      Date range **12/03/07—23/03/07**      Subject Class **12 Maths b**      Gender **all**

- for the specified date range calculates the attendance rates separately for boys and girls for all students who study maths at level 12 and are in the designated 'b' class
- this is calculating attendance in maths only. Again, as in 'A' the ½ day attendance is not applicable (0%)

sample calculations:

12/03/07—23/03/07 (8 pds) 12 Maths b male (n = 16) 90%  
12/03/07—23/03/07 (8 pds) 12 Maths b female (n = 13) 100%

3      Date range **12/03/07—23/03/07**      Subject **All**  
Subject class **12 Maths b**      Gender **all**

- for the specified date range and the group of students in the year 12 Maths b class this will calculate their period by period attendance, separately for boys and girls, on a subject by subject basis.

sample calculations:

12/03/07—23/03/07 (8 pds) 12 Maths b Maths male (n = 16) 90%  
12/03/07—23/03/07 (8 pds) 12 Maths b Maths female (n = 13) 100%  
12/03/07—23/03/07 (8 pds) 12 Maths b Che male (n = 8) 90%

12/03/07—23/03/07 (8 pds) 12 Maths b Che female (n = 9) 96%  
12/03/07—23/03/07 (8 pds) 12 Maths b Eng male (n = 15) 88%  
12/03/07—23/03/07 (8 pds) 12 Maths b Eng female (n = 13) 100%  
12/03/07—23/03/07 (8 pds) 12 Maths b Geo male (n = 4) 84%  
12/03/07—23/03/07 (8 pds) 12 Maths b Geo female (n = 10) 90%  
12/03/07—23/03/07 (8 pds) 12 Maths b His male (n = 1) 100%  
12/03/07—23/03/07 (8 pds) 12 Maths b His female (n = 6) 90%  
12/03/07—23/03/07 (8 pds) 12 Maths b Phy male (n = 11) 98%  
12/03/07—23/03/07 (8 pds) 12 Maths b Phy female (n = 4) 100%  
12/03/07—23/03/07 (8 pds) 12 Maths b Spa male (n = 1) 100%  
12/03/07—23/03/07 (8 pds) 12 Maths b Spa female (n = 3) 100%  
etc

4      Date range **12/03/07—23/03/07**      Year level **all**      Teacher **Clark**  
         Gender **male**

- for the specified date range and the group of boys who have Clark as a teacher, this will calculate the period by period attendance, separately by year level.

sample calculations:

12/03/07—23/03/07 (8 pds) Clark male level 13 (n = 13) 96%  
12/03/07—23/03/07 (8 pds) Clark male level 12 (n = 24) 94%  
12/03/07—23/03/07 (8 pds) Clark male level 11 (n = 14) 72%  
12/03/07—23/03/07 (8 pds) Clark male level 10 (n = 0) 0%  
12/03/07—23/03/07 (8 pds) Clark male level 9 (n = 15) 86%

5 Date range **12/03/07—23/03/07** Year level **11, 12 & 13**

Subject **Maths & Physics**

Teacher **Clark**

Gender **male**

- for the specified date range this will calculate the attendance rates for boys taught by teacher Clark, separately for years 11, 12 & 13 for Clark's subjects – Maths and Physics

sample calculations:

12/03/07—23/03/07 (8 pds) Clark level 11 male Maths (n = 14) 72%

12/03/07—23/03/07 (8 pds) Clark level 11 male Physics (n = 0) 0%

12/03/07—23/03/07 (8 pds) Clark level 12 male Maths (n = 14) 94%

12/03/07—23/03/07 (8 pds) Clark level 12 male Physics (n = 10) 96%

12/03/07—23/03/07 (8 pds) Clark level 13 male Maths (n = 13) 96%

12/03/07—23/03/07 (8 pds) Clark level 13 male Physics (n = 0) 0%

6 Date range **12/03/07—23/03/07** Student **Billy Bunter**

- for the specified date range this will calculate a single attendance rate for Billy Bunter taken collectively across all subjects Billy studies
- it can be done by ½ day or period by period

sample calculations:

12/03/07—23/03/07 (50 pds) B Bunter Subjects all 90%

12/03/07—23/03/07 (20 ½ days) B Bunter Subjects all 95%

- to calculate Billy's attendance rates separately for each subject the selection would be as above with the inclusion of:

Subject **(All)**

sample calculations:

12/03/07—23/03/07 (8 pds) B Bunter Eng 100%

12/03/07—23/03/07 (8 pds) B Bunter Fre 100%

12/03/07—23/03/07 (8 pds) B Bunter Geo 90%

etc

- to calculate Billy's attendance rate in English only, the selection would have to be as above with Subjects **All** changed to:

Subject **English**

sample calculation:

12/03/07—23/03/07 (8 pds) B Bunter Eng 100%

7 Date range **12/03/07—23/03/07** Year level **2** Room number **3**

Gender **all**

Ethnicity **Maori & Samoan**

for the specified date range this will calculate the attendance rates for Maori and Samoan children separated by gender, at year level 2 in room 3 (by ½ days). If done by period the answer will probably be the same as by ½ days as most primary schools will record two periods of attendance per day.

sample calculations:

12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 Maori Male (n = 4) 90%

12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 Maori Female (n = 3) 80%

12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 Samoan Male (n = 2) 80%

12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 Samoan Male (n = 1) 95%



8 Date range **12/03/07—23/03/07** Room number **3** Gender **all**  
Ethnicity **All**

for the specified date range this will calculate the attendance rates separated by gender and ethnicity for all children in room 3 (by ½ days). If done by period the answer will probably be the same as by ½ day as most primary schools will record two periods of attendance per day.  
sample calculations:

- 12/03/07—23/03/07 (20 ½ days) Room 3 NZ/E Male (n = 8) 90%
- 12/03/07—23/03/07 (20 ½ days) Room 3 NZ/E Female (n = 11)100%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Maori Male (n = 5) 80%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Maori Female (n = 3) 80%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Samoan Male (n = 2) 80%
- et cetera

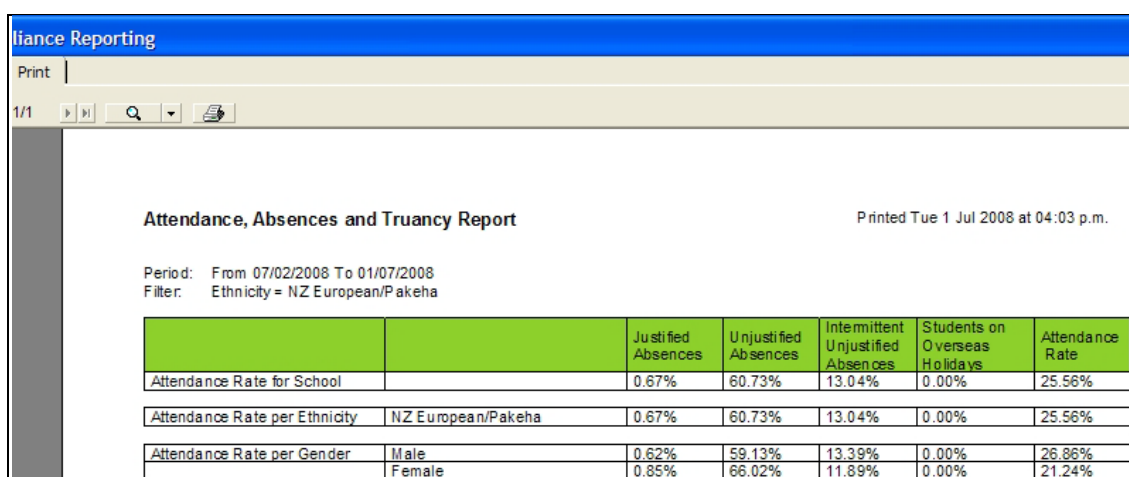
9 Date range **12/03/07—23/03/07** Year level **All**  
Room number **3**  
Gender **all** Ethnicity **All**

for the specified date range this will calculate the attendance rates separated by gender, ethnicity and year level for all children in room 3 (by ½ days).

sample calculations:

- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 NZ/E Male (n = 6) 90%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 3 NZ/E Male (n = 2)100%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 NZ/E Female (n = 8) 90%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 3 NZ/E Female (n = 3) 80%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 Maori Male (n = 3) 80%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 3 Maori Male (n = 1) 95%
- 12/03/07—23/03/07 (20 ½ days) Room 3 Level 2 Samoan Male (n = 2) 95%
- etc

2 The second section shows the non attendance rates for both genders separately and together, by year level and ethnicity, with selected ethnicities shown separately.



**Attendance, Absences and Truancy Report** Printed Tue 1 Jul 2008 at 04:03 p.m.

Period: From 07/02/2008 To 01/07/2008  
Filter: Ethnicity = NZ European/Pakeha

		Justified Absences	Unjustified Absences	Intermittent Unjustified Absences	Students on Overseas Holidays	Attendance Rate
Attendance Rate for School		0.67%	60.73%	13.04%	0.00%	25.56%
Attendance Rate per Ethnicity	NZ European/Pakeha	0.67%	60.73%	13.04%	0.00%	25.56%
Attendance Rate per Gender	Male	0.62%	59.13%	13.39%	0.00%	26.86%
	Female	0.85%	66.02%	11.89%	0.00%	21.24%

Figure 57: The Attendance, Absences and Truancy report can be previewed on screen

### 9.2.4 Audit Term Register – Audit Requirement 3

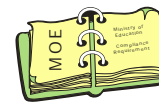
The Audit Term Registers list the students by Register class, alphabetically by legal name and shows the ½ day record of attendance for each student. Entered the required parameters for Class and Term.

These registers will be printed automatically at the end of each term and can be requested at any time.

The following extract from MoE Circular 2006/10 should be noted –

“The following points outline how attendance is recorded:

- zero ½ days - no attendance or less than two hours attendance for tuition in a school day
- one ½ day - attendance for tuition for more than two hours but less than four hours in a school day
- two ½ days - attendance for tuition for at least four hours in a school day”



**The way in which ½ day attendance is defined has been specified by the MoE.** ½ day attendance is determined by the “Calculating ½ day” code which is linked to the School Code that has been entered in the attendance record. These “Calculating ½ day” codes have been specified by the MoE, and can be found along with the other linked MoE codes in the table in Appendix A. Appendix B gives examples of how ½ day attendance is determined. **This is no longer configurable by the school in any way, and is a compliance requirement.**

**Audit Term Attendance Register** Printed Fri 4

Class: FC1  
Class Teacher: Allenwerth, Yoshiko  
Total Number of Students in this Class: 5  
Term: 2008 - Term 2  
Period: From: 21/04/2008 To: 27/06/2008

Student Number	Student Legal Name	Student Preferred Name	Finding Year Level	Week1 214	Week2 204	Week3 56	Week4 125	Week5 195	Week6 265	Week7 26	Week8 96	Week9 166	Week10 236
3080005	DAVIS, Josiah	DAVIS, Josiah	F, 10	???	???	0?	???	???	???	???	???	101	???
3080002	REILLY, Nanjile	REILLY, Nanjile	F, 9	???	???	0?	???	???	???	???	???	112	???
3080001	ROLFSON, Abdillia	ROLFSON, Abdillia	F, 9	???	???	0?	???	???	???	???	???	222	???
3080003	RUECKER, Brian	RUECKER, Brian	F, 10	???	???	0?	???	???	???	???	???	012	???
3080004	SANFORD, Hilar	SANFORD, Hilar	F, 9	???	???	0?	???	???	???	???	???	101	???

Legend: 0 = No half-days attended, 1 = One half-day attended, 2 = Two half-days attended, C = School closed, N = Student not enrolled, ? = School report data incomplete

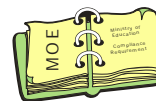
Figure 58: The Audit Term Attendance Register report can be previewed on screen

(This report is referred to in 5.6 Unexplained Absences triggers on page 16 of the MoE’s document *School Attendance Design Specification for SMS Vendors.*)

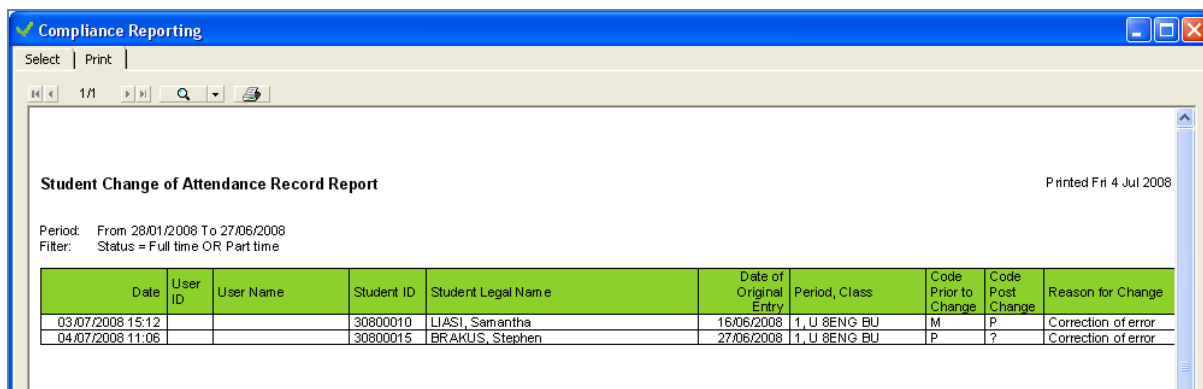
### 9.2.5 Student Change of Attendance Record Report

This report lists all instances of changes to student attendance data for a particular date range and/or student. The previous attendance code, new attendance code and reason for the change

will be listed along with details about when the change was made and by whom. **This report is required for MoE compliance.**



The parameters for a date range and first name and surname may be set if required.



The screenshot shows a software window titled 'Compliance Reporting'. Inside, there is a report titled 'Student Change of Attendance Record Report' printed on 'Fri 4 Jul 2008'. The report parameters are: Period: From 28/01/2008 To 27/06/2008; Filter: Status = Full time OR Part time. Below the parameters is a table with the following data:

Date	User ID	User Name	Student ID	Student Legal Name	Date of Original Entry	Period, Class	Code Prior to Change	Code Post Change	Reason for Change
03/07/2008 15:12			30800010	LIASI, Samantha	16/06/2008	1, U 8ENG BU	M	P	Correction of error
04/07/2008 11:06			30800015	BRAKUS, Stephen	27/06/2008	1, U 8ENG BU	P	?	Correction of error

Figure 59: The Student Change of Attendance Record report can be previewed on screen

### 9.2.6 Unexplained Absentees Report

This report lists the names of all students who have a School Code of ? (Unexplained Truant) marked against them for a period on a particular day. The report also includes the names and contact details of the students' primary and secondary caregivers.

Select the report from the drop-down list. Specify the date for the report on the **Parameters** sub-tab. Click the **Generate** button to create the report. The report will be displayed on screen for preview and can then printed to a selected printer, if required.

Compliance Reporting

Select | Print

1/4

Unexplained Absentees Report for Period 28/01/2008 to 27/06/2008

Date: 25/06/2008, Period: 1

Student Number	Student Preferred Name	Class where absence occurred	Teacher Name	Primary Caregiver Name	Home Phone	Work Phone	Secondary Caregiver Name	Home
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800015	BR AKUS, Stephen	U 8ENG BU	Burch, Erich	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		
30800019	DACH, Odie	U 8ENG BU	Burch, Erich	Helen DACH	01 567 3421			
30800019	DACH, Odie	V 8MAT AL	Altenwerth, Yoshiko	Helen DACH	01 567 3421			
30800007	DACH, Damon	U 8ENG BU	Burch, Erich	MrAndrewDACH	01 123 5689			
30800007	DACH, Damon	X 8HIS PF	Pfeffer, Catharine	MrAndrewDACH	01 123 5689			
30800018	EMARD, Adelard	U 8ENG BU	Burch, Erich	Grace EMARD	01 901 9876			
30800009	FALIASI, Lexie	V 8MAT AL	Altenwerth, Yoshiko	Fred FALIASI	01 123 6730			
30800016	BR AKUS, Stephen	U 8ENG BU	Burch, Erich	Barbara KIHN	01 2345 5555			
30800016	BR AKUS, Stephen	X 8HIS PF	Pfeffer, Catharine	Barbara KIHN	01 2345 5555			
30800010	LIASI, Samantha	?	?	Mark LIASI	01 125 7812			
30800010	LIASI, Samantha	?	?	Mark LIASI	01 125 7812			
30800008	MARVIN, Robin	V 8MAT AL	Altenwerth, Yoshiko	Elizabeth MARVIN				
30800012	MILLS, Mose	V 8MAT AL	Altenwerth, Yoshiko	Margaret MILLS				
30800012	MILLS, Mose	X 8HIS PF	Pfeffer, Catharine	Margaret MILLS				
30800012	MILLS, Mose	U 8ENG BU	Burch, Erich	Margaret MILLS				
30800013	P AORI, Bert	V 8MAT AL	Altenwerth, Yoshiko	Michael P AORI	01 145 1475			
30800013	P AORI, Bert	X 8HIS PF	Pfeffer, Catharine	Michael P AORI	01 145 1475			
30800013	P AORI, Bert	U 8ENG BU	Burch, Erich	Michael P AORI	01 145 1475			
30800002	REILLY, Nannie	V 8MAT AL	Altenwerth, Yoshiko	Kelly REILLY	01 147 1452			
30800017	ROSENBAUM, Gust	U 8ENG BU	Burch, Erich	Timothy ROSENBAUM	01 154 1784			
30800017	ROSENBAUM, Gust	X 8HIS PF	Pfeffer, Catharine	Timothy ROSENBAUM	01 154 1784			
30800004	SANFORD, Hildur	V 8MAT AL	Altenwerth, Yoshiko	James SANFORD	01 1254 787			
30800004	SANFORD, Hildur	X 8HIS PF	Pfeffer, Catharine	James SANFORD	01 1254 787			
30800020	TOPOLOA, Korev	X 8HIS PF	Pfeffer, Catharine	Rachel TOPOLOA	01 654 9852			

Date: 25/06/2008, Period: 2

Student Number	Student Preferred Name	Class where absence occurred	Teacher Name	Primary Caregiver Name	Home Phone	Work Phone	Secondary Caregiver Name	Home
30800015	BR AKUS, Stephen	?	?	MrGreg BR AKUS	01 123 1 234	01 765 7890		

Output to Printer

Print Close

Figure 60: The Unexplained Absentees Report

9.2.7 For More Information

This report will list classes where the roll has not been completed (ie. there are missing entries). There are no parameters to be set for this report. All unmarked classes will be displayed until their rolls are complete.

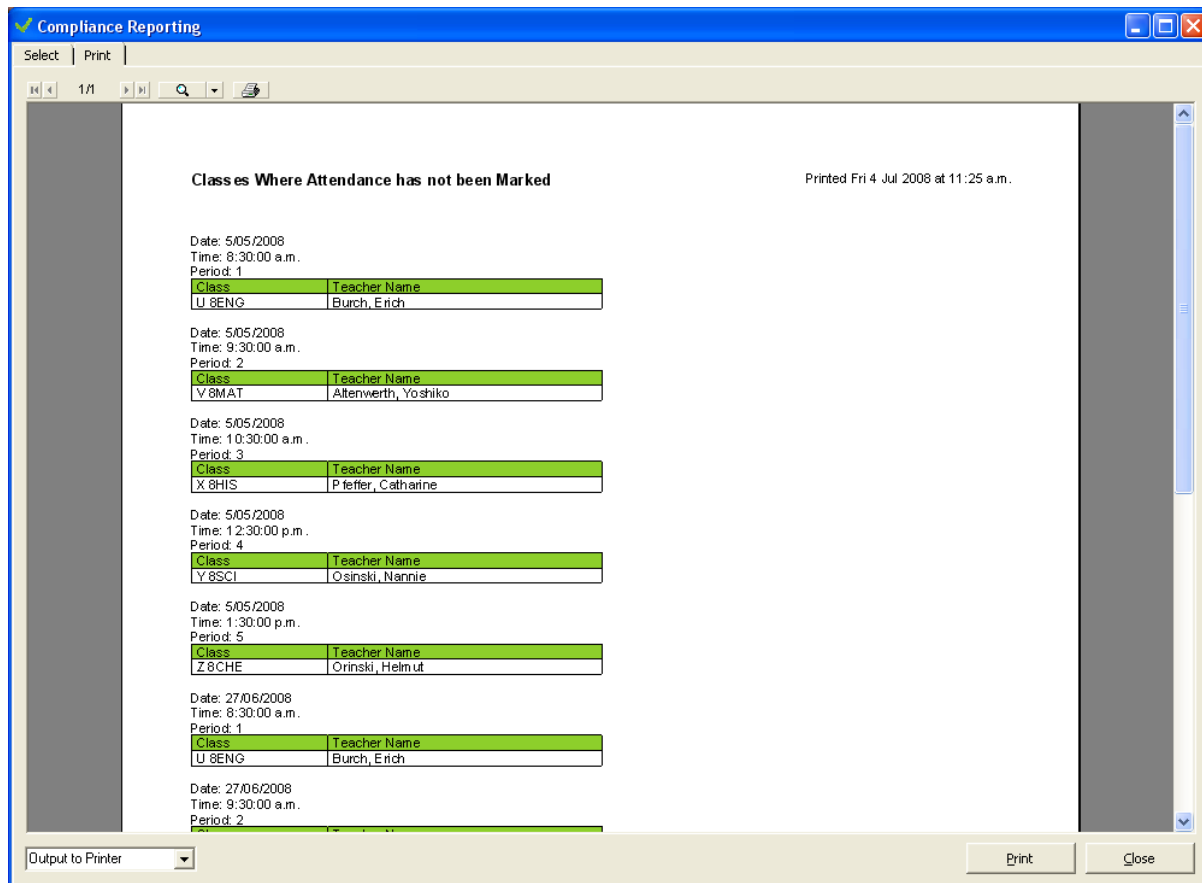


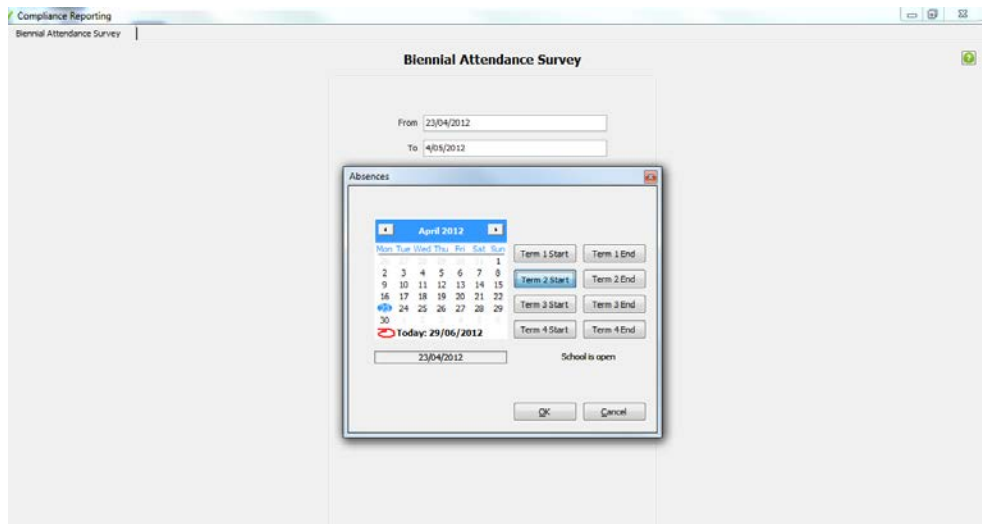
Figure 61: The Unmarked Classes Report

Select the report from the drop-down list. Click the **Generate** button to print the report. The report will be displayed on screen for preview and then printed to a selected printer if required.

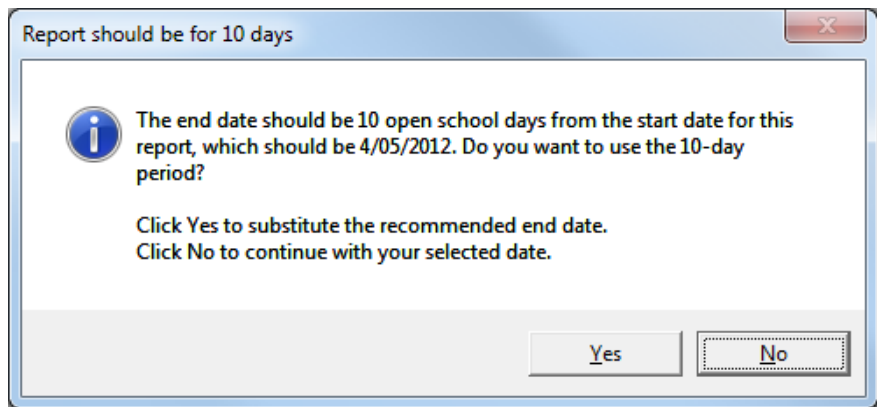
### 9.2.8 Biennial Attendance Survey

The Biennial Attendance Survey enables the Ministry of Education to calculate baseline data for attendance, using the data (in the form of the Ministry specified School codes) entered in schools' eAR files. To extract this data to a file which can be sent to the Ministry through the Ministry Portal:

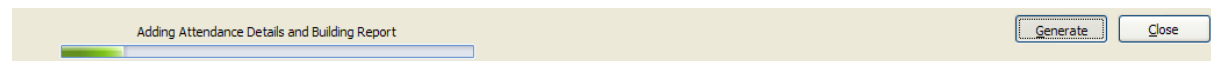
- 1 Ensure you are logged into AB6 as an administrator.
- 2 Click the 'Reporting' button.
- 3 Click the 'Summaries & Analysis' button.
- 4 From the menu choose 'Biennial Attendance Survey'.
- 5 Enter the date from which the survey data is to be calculated into the 'From' field, eg. 'Term 2 Start'.



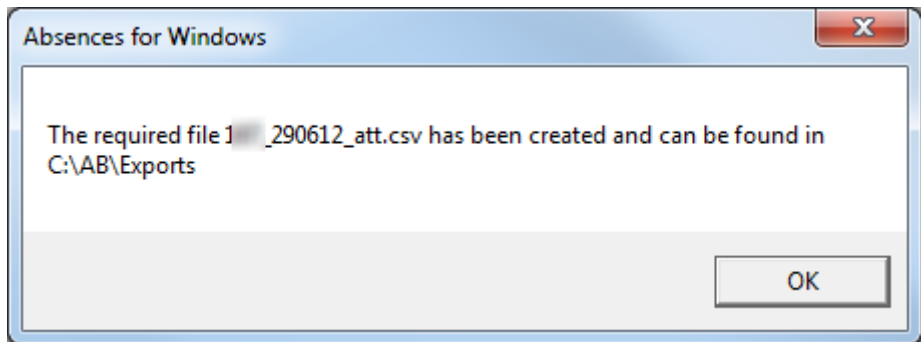
- 6 Click 'OK'.
- 7 Click in the To field and click 'Term 2 End'.
- 8 Click OK.



- 9 Click 'No'.
- 10 Click 'Generate'.



- 11 After a short period of time the data table will display on screen and simultaneously save a file (with a '.csv' extension) into the \AB\Exports folder. The message below displays.



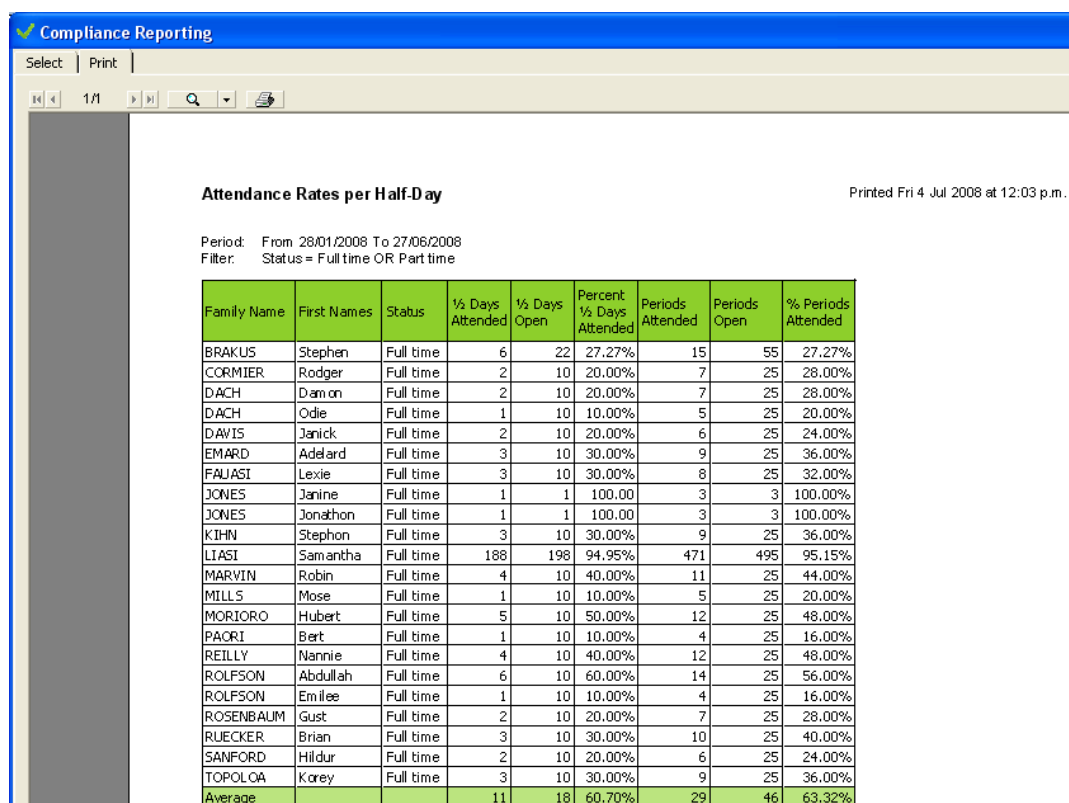
- 12 This file XXXX\_DDMMYY\_att.csv (where XXXX is your MoE number and DDMMYY is the file creation date) can then be submitted to the MoE through the Student Data Portal.

**NOTE:** The data extracted

- is limited to only Full-time students
- can be viewed in a more readable format on the print preview screen for 10 days only, the full details are in the .csv file.

### 9.2.9 Attendance Rates Report

This report displays the Attendance Rates for the students selected from the filtered student list. The rates shown are the percentage of ½ days that each student attended of the ½ days that the school was open and the percentage of periods attended out of the possible periods while school was open, during the selected date range.



Printed Fri 4 Jul 2008 at 12:03 p.m.

Period: From 28/01/2008 To 27/06/2008  
Filter: Status = Full time OR Part time

Family Name	First Names	Status	½ Days Attended	½ Days Open	Percent ½ Days Attended	Periods Attended	Periods Open	% Periods Attended
BRAKUS	Stephen	Full time	6	22	27.27%	15	55	27.27%
CORMIER	Rodger	Full time	2	10	20.00%	7	25	28.00%
DACH	Damon	Full time	2	10	20.00%	7	25	28.00%
DACH	Odie	Full time	1	10	10.00%	5	25	20.00%
DAVIS	Janick	Full time	2	10	20.00%	6	25	24.00%
EMARD	Adelard	Full time	3	10	30.00%	9	25	36.00%
FAUJASI	Lexie	Full time	3	10	30.00%	8	25	32.00%
JONES	Janine	Full time	1	1	100.00	3	3	100.00%
JONES	Jonathon	Full time	1	1	100.00	3	3	100.00%
KIHN	Stephon	Full time	3	10	30.00%	9	25	36.00%
LIASI	Samantha	Full time	188	198	94.95%	471	495	95.15%
MARVIN	Robin	Full time	4	10	40.00%	11	25	44.00%
MILLS	Mose	Full time	1	10	10.00%	5	25	20.00%
MORIORO	Hubert	Full time	5	10	50.00%	12	25	48.00%
PACRI	Bert	Full time	1	10	10.00%	4	25	16.00%
REILLY	Nannie	Full time	4	10	40.00%	12	25	48.00%
ROLFSON	Abdullah	Full time	6	10	60.00%	14	25	56.00%
ROLFSON	Emilee	Full time	1	10	10.00%	4	25	16.00%
ROSENBAUM	Gust	Full time	2	10	20.00%	7	25	28.00%
RUECKER	Brian	Full time	3	10	30.00%	10	25	40.00%
SANFORD	Hildur	Full time	2	10	20.00%	6	25	24.00%
TOPOLOA	Korey	Full time	3	10	30.00%	9	25	36.00%
Average			11	18	60.70%	29	46	63.32%

Figure 62: Attendance Rates Report

### 9.2.10 Register of Admissions

This register reports chronologically, based on the student's admission date, all of the students who have enrolled in the school at any time during the specified school year. Enter the required parameter for Year on the parameters tab.

Schools should print the Register of Student Admissions at the end of the school year for archiving, and prior to a roll audit as part of the audit working papers.

Student ID	Student Legal Name	Student Preferred Name	MOE Year Level	Date of Birth	Student Type	Pre-Enrolment Date	First Day Attended for Tuition	Previous School
30800021	JONES, Jonathon	Jono	10	13/07/2008	Regular student	26/06/2008	27/06/2008	
30800022	JONES, Janine	Janine	10	12/07/2008	Regular student	26/06/2008	27/06/2008	

Figure 63: The Register of Student Admissions Report can be previewed on screen

### 9.2.11 Register of Withdrawals

This register reports chronologically, based on the student's leaving date, all of the students who have left the school at any time during the specified school year. Enter the required parameter for Year on the parameters tab.

Student ID	Student Legal Name	Student Preferred Name	MOE Year Level	Date of Birth	Student Type	Leaver Date	Last Day Attended for Tuition	Destination
30800020	TOPOLOA, Korey	Korey	9	30/01/1993	Regular student	27/06/2008	27/06/2008	Gone Overseas

Figure 64: Register of Withdrawals

Schools should print the Register of Student Withdrawals at the end of the school year for archiving, and prior to a roll audit as part of the audit working papers.



### 9.2.12 Attendance Code Analysis

It is possible to analyse each code entered as a percentage of the total periods over a date range, by student for a filtered group. Select to analyse either by School Code or by Truancy Code. To print this report, from the Reporting menu > Analysis > Attendance Code Analysis.

This report can be exported to Excel by clicking the 'Export to Excel' button to the left of the 'Print' button. The export file is named 'Att\_Code\_Analysis\_[school's moe number]\_[date of creation].csv' and saved into the AB\Exports folder.

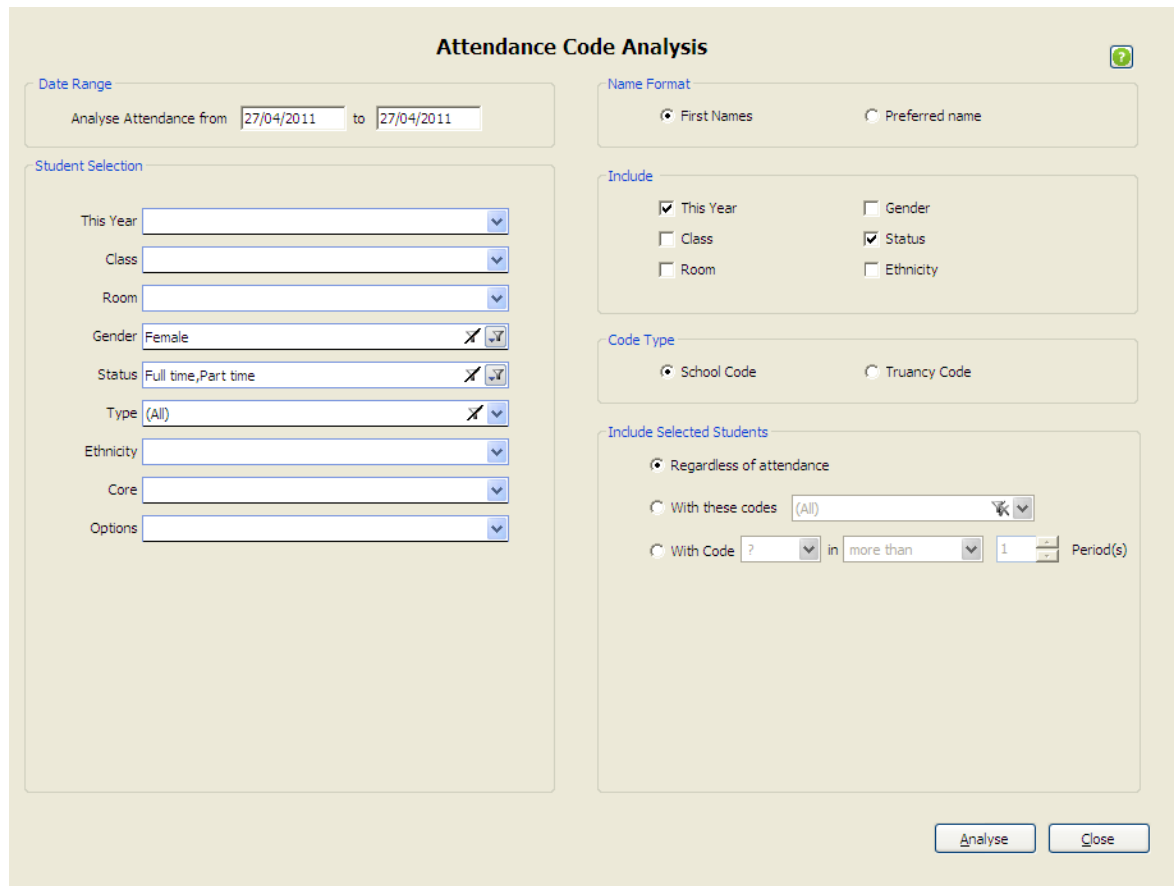


Figure 65: Attendance Code Analysis

To enhance the 'Attendance Code Analysis' functionality and identify students at risk and those with excellent attendance, additional options for selecting data for display in the analysis grid are available. In selecting the student group there are three options which appear in the 'Include Selected Students' group box.

- "Regardless of attendance" is the default option producing the same results as above.
- "With these codes" specifies a limited set of codes for display. Only the students who have been marked with at least one of the selected codes during the period will now appear in the analysis grid. The 'Unmarked' column does not display.
- "With code ... in ... Period(s)" allows a single code to be selected setting a threshold of 'more than', 'less than' or 'only' a specified number of periods. Only students whose attendance meets these criteria will appear in the grid.

Note: using 'less than' will include any students from the selected student group who don't have the selected code. When only one code is selected, the 'Unmarked' column and the percentages do not display.

Click 'Analyse' to fill the analysis grid and move to the next tab. Where no students meet the selected criteria you will be advised.

The extended analysis functionality includes both School codes and Truancy codes.

### 9.2.13 Half-day Attendance Analysis

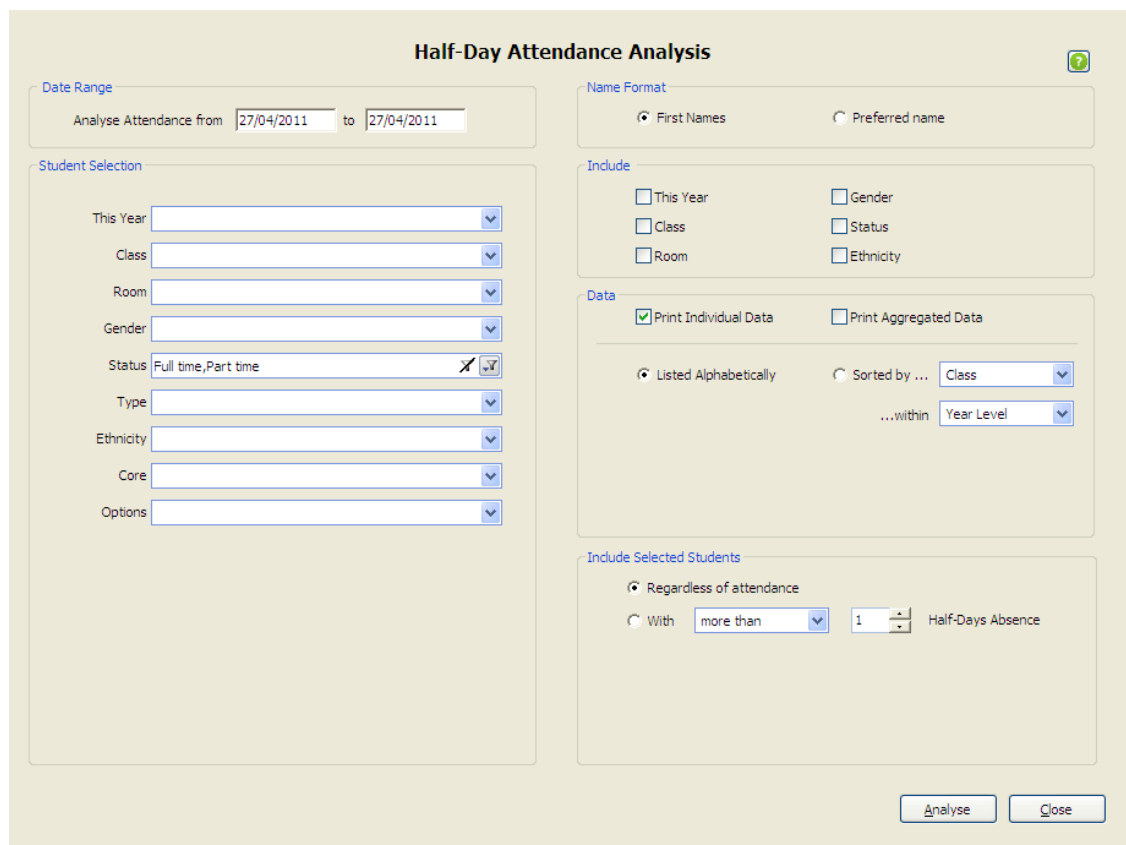


Figure 66: Half-day Attendance Analysis

From the main menu > Reporting > Analysis Half Day Analysis to create a Half-Day Attendance Analysis Report. First provide a date range in which to show the half-day pattern.

#### Student Selection

- 1 Select the student/s to be included using the standard filter.
- 2 Further filtering
  - First or Preferred name to display
  - Include any extra columns by ticking from the selection given
  - 'Include Selected Students' area can include only students whose attendance meets the selected criteria. By default, the selected students are included regardless of their attendance. You can also choose to only include them if they have 'more than', 'less than' or 'only' (exactly) a specified number of half-days' absence.

#### Data Selection and Printing

- 3 Choose to report on Individual Student Data, Aggregated Student Data or both.
  - 'Print Individual Student Data' displays in a grid. Columns can be sorted by clicking on the headings.
  - 'Print Aggregated Data' option click 'Print' to display the aggregated data on the Print Preview tab. For Aggregated Data, to determine how the data is to be aggregated - select from the 'Sort by...' drop-down list and then select from the '...within' drop-down list box.
  - If both Individual and Aggregated Data is selected, the individual data will display in a grid, click 'Print' to then display both the individual and aggregated data to the report on the Print Preview tab.
- 4 Click Analyse

### Understanding the Data

- 1 Half-Day analysis is based on the School Codes entered for each student in the periods on each day of the selected date range. The School Codes entered become 'Absence' or 'Attendance' based on the corresponding Half-Day Code. (Refer to the Attendance Codes report in Standard Reporting)
- 2 To ensure that meaningful data is used, future dates cannot be included in the date range.
- 3 Where NO code has been entered for a period, the code is assumed to be a '?'. This means that periods in the day that are in the future will be included with the totals for Half-Days Absence.

### Export to Excel

- 1 The Individual Student Data displayed in the grid can be opened in Excel. The exported '.csv' file will be found in the \Exports folder within the \AB folder. The file is labelled in the following way:

9999\_yyyymmdd\_HalfDayAnalysis.csv

where 9999 is the school number and yyyymmdd is the current year, month and day.

- 2 A further export to Excel on the same day will overwrite the previous file. You must rename the file if you wish to save it, to prevent it from being overwritten.

## 9.3 Class Attendance Reporting

To print attendance reports for a selected class (or classes) for a selected teacher, see the Reporting menu. Click 'Class Attendance Reporting'.

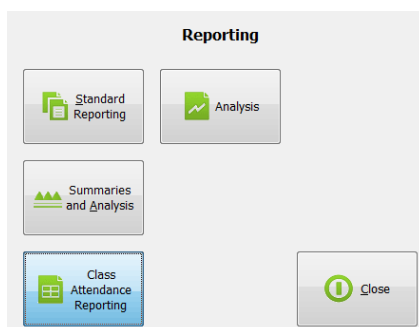


Figure 67: Reporting: Class Attendance Reporting button

Select the teacher, and then the required class(es) and term(s) for the year to date. Click 'Generate' to create the report. Class Attendance Reports are also available for teachers who only have access to their own classes, by selecting the 'Unsubmitted Class Rolls' tab and the >Class Attendance Reports.

## 10 Early Notification

### 10.1 Early Notification System

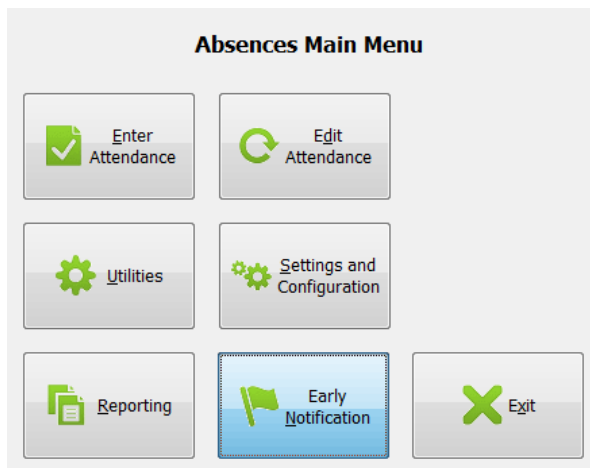


Figure 68: AB6 Main Menu

The Early Notification functionality is available to Administrators only from the AB6 Main Menu. Your current school licence must be valid for ENS or entry will be refused.

#### 10.1.1 Settings & Configuration Tab

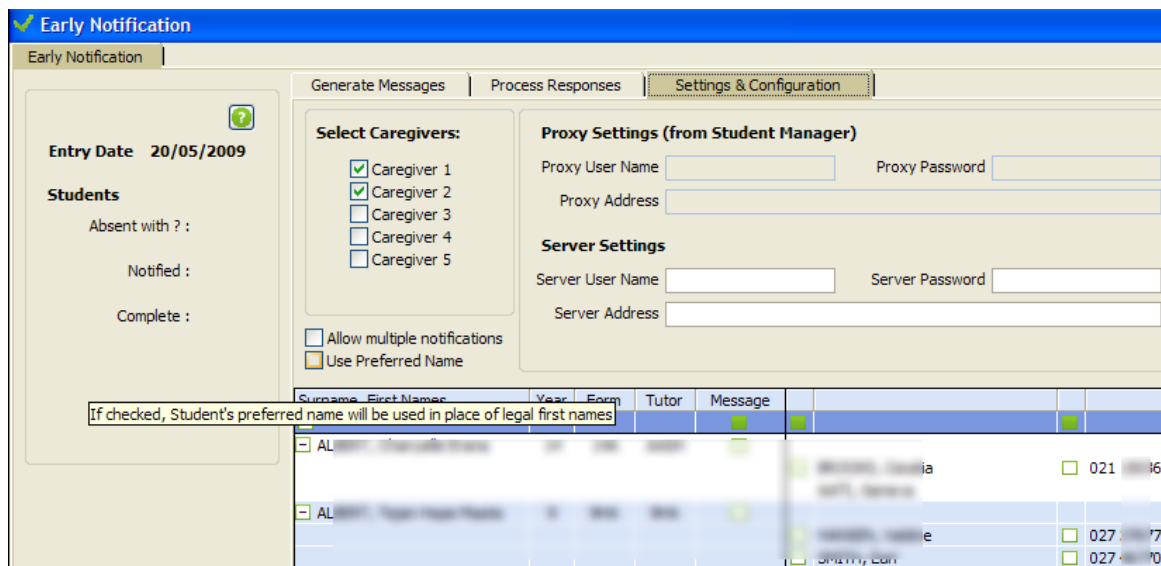


Figure 69: Early Notification main screen

On entering for the first time, the Administrator must first complete configuration, before continuing. This involves entering the Server Settings and selecting, for each student, which caregivers will receive notifications when the student's absence is unexplained.

Figure 70: SM Network and ENS Settings

The Proxy Settings displayed are those set in Student Manager. They are not editable (greyed out) in AB6.

The Server User Name, Server Password and Server Address must be set here. They will be provided by the school's ENS provider.

Figure 71: Select Caregiver(s) to be displayed

Select which Caregivers should receive notification. If only Caregiver 1 is ticked, only Caregiver 1 will be displayed for each student on the grid below.

If the caregivers of a student are to be notified more than once a day, 'Allow multiple notifications' must be ticked. Normally, a student will no longer appear on the list of students to be notified once a message has been sent on that day. Either legal first names or preferred first names can be used. Preferred names are also included in brackets after the legal first names, in the 'Enter Attendance' grids to make selecting the correct student easier.

Surname, First Names	Year	Form	Tutor	Message				
ABRAHAM, Trevor	13		TATK	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
ANDERSON, Toby	13		NGIB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Craven, Walter	<input type="checkbox"/>	0276319389 <input checked="" type="checkbox"/> walterc@xtra.co.nz
					<input checked="" type="checkbox"/>	Craven, Terry	<input checked="" type="checkbox"/>	0276319389
ARCHER, Theresa	10	10A	TMCD	<input type="checkbox"/>				
ATKINS, Bronson Brian	9		TWAR	<input type="checkbox"/>				
BAKER, Michael	12		RWES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Baker, Patrick	<input checked="" type="checkbox"/>	0276319389 <input type="checkbox"/> bakerP@xtra.co.nz
					<input checked="" type="checkbox"/>	Barnes, Betty	<input type="checkbox"/>	0276319389 <input checked="" type="checkbox"/> bakerboysk@xtra.co.nz

Figure 72: Select caregiver(s) to be notified

On the student grid, select which student's absences will be notified by clicking in the 'Message' column. The caregiver(s) who will receive notification is then selected for each student by clicking in the column next to their name. Select the method by which the caregiver will receive

notification, by clicking in either the column next to the cell phone number of the email address or both. A solid green box indicates that a student or caregiver is selected.

By clicking in the first row of the column, the whole column will be either selected or un-selected.

The grid can be collapsed or expanded by clicking on the + or - blocks. Students and their caregivers are coloured alternately blue and white to make the grid easier to read.

### 10.1.2 Generate Messages Tab

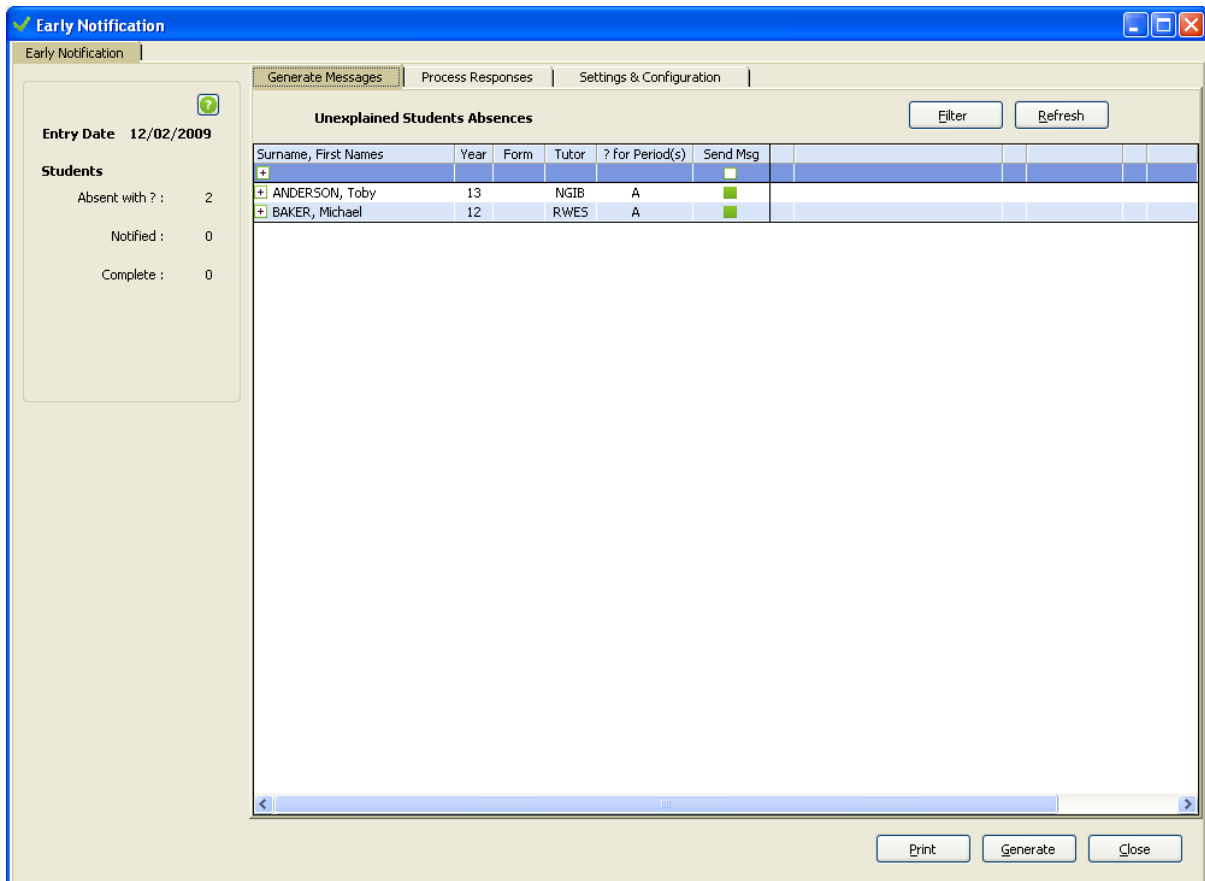


Figure 73: Generate messages screen

The students who have unexplained absences ('?' codes) entered for the day are displayed on the 'Generate Messages' tab. Defaults selections made in configuration are brought through to this grid. The grid can be expanded to show the caregiver defaults set but they cannot be changed on this tab.

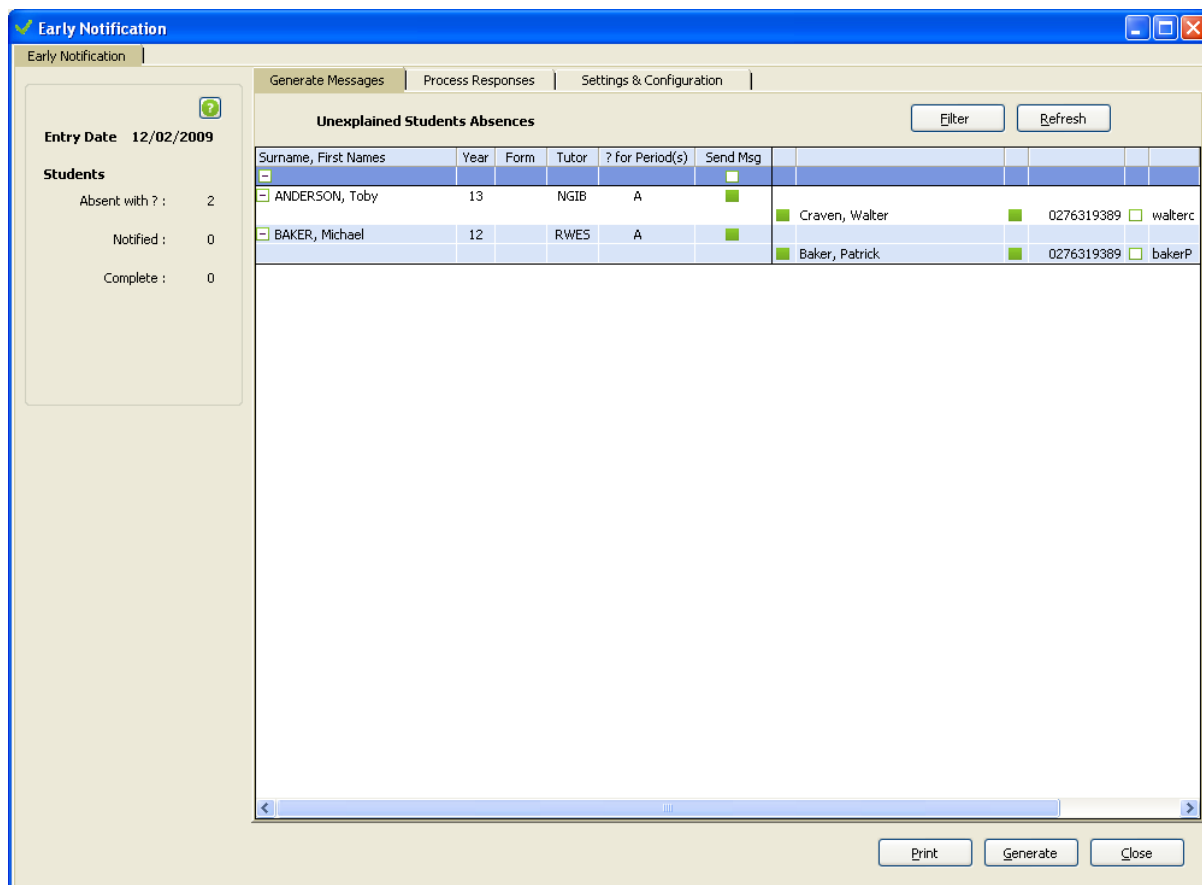
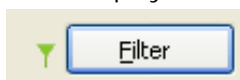


Figure 74: View messages to be generated

The students whose caregivers will receive messages are selected by clicking in the 'Send Message' column. Caregiver selections cannot be changed on this tab. They must be changed on the 'Settings and Configuration' tab. Caregivers will not be displayed if they have not been selected and if neither a cell number nor email address has been selected in their defaults.

Click 'Refresh' to update the grid with the latest attendance data entered. Click 'Filter' to display the AB6 filter and apply that filter to the students in the grid. If a filter has been applied, an icon will be displayed beside the 'Filter' button.



A copy of the grid can be printed by clicking 'Print'. A preview will open on another tab, with the option of printing to a selected printer.

'Generate' will create the required messages and send them to your ENS provider for delivery to caregivers.

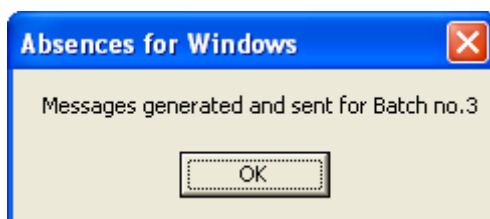


Figure 75: Confirmation of messages sent



A message will be displayed when the Batch has been sent.

### 10.1.3 Process Responses Tab

Once messages have been sent, the batch can be loaded into the grid on the 'Process Responses' tab. Select the required batch from the Batch List on the left by click on it. The Archive Batch List displays the batches from the previous three days.

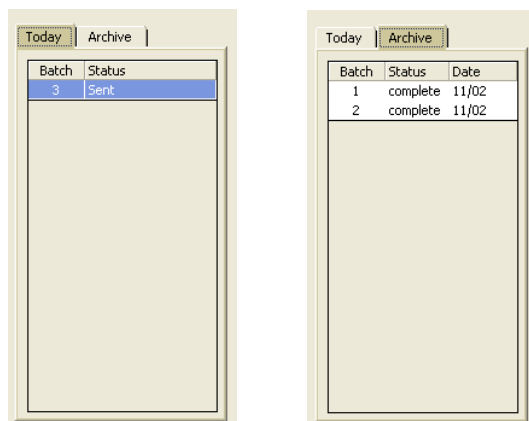


Figure 76: Display Batches

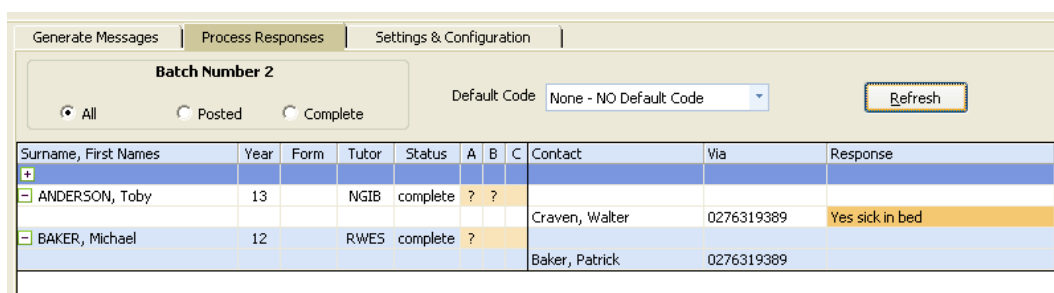


Figure 77: Process Responses screen

If a response has been received it will be saved to the database and then appear in the Response column next to the caregiver who replied. The Attendance data for that student can then be updated directly. Please note that only periods that are empty or have a “?” code can be edited. Click ‘Save Changes’ to save the codes you have entered.

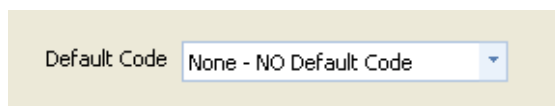


Figure 78: Default code drop-down

As in ‘Enter Data’, a default code can be set that will be applied to all the editable periods when the user presses ‘Enter’. Right-clicking on the student’s name will un-do any un-saved changes for that student and return the saved codes.

Click the ‘Refresh’ button to get the latest ENS responses and the latest attendance data.

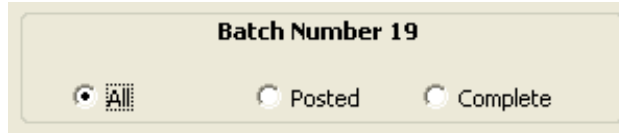


Figure 79: Set Batch Filter

By default, all students in the grid are displayed. Select either 'Posted' or 'Complete' if you wish to see only those students with that status.

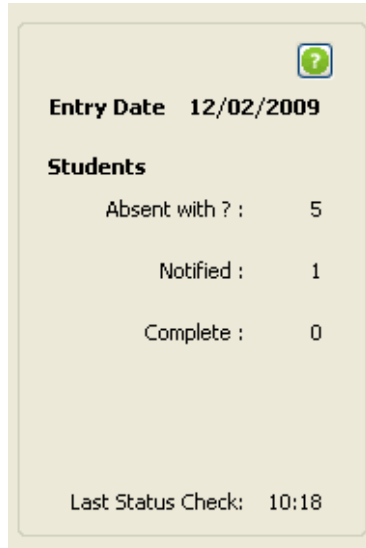


Figure 80: Information Panel

The Information Panel in the top left corner displays the current entry date, and the summary of student information for this day. The time that the last status check for responses was completed ('Refresh' on the 'Process Responses' tab) is also displayed.

Click the Help image to display a short help page.

The messages sent and received are saved in the "ENS Files" folder in your AB folder. These are kept to facilitate the investigation of any errors. Older files can safely be deleted.

## 11 Utilities

Utilities provides a number of processes which can be used to verify the integrity of the data.

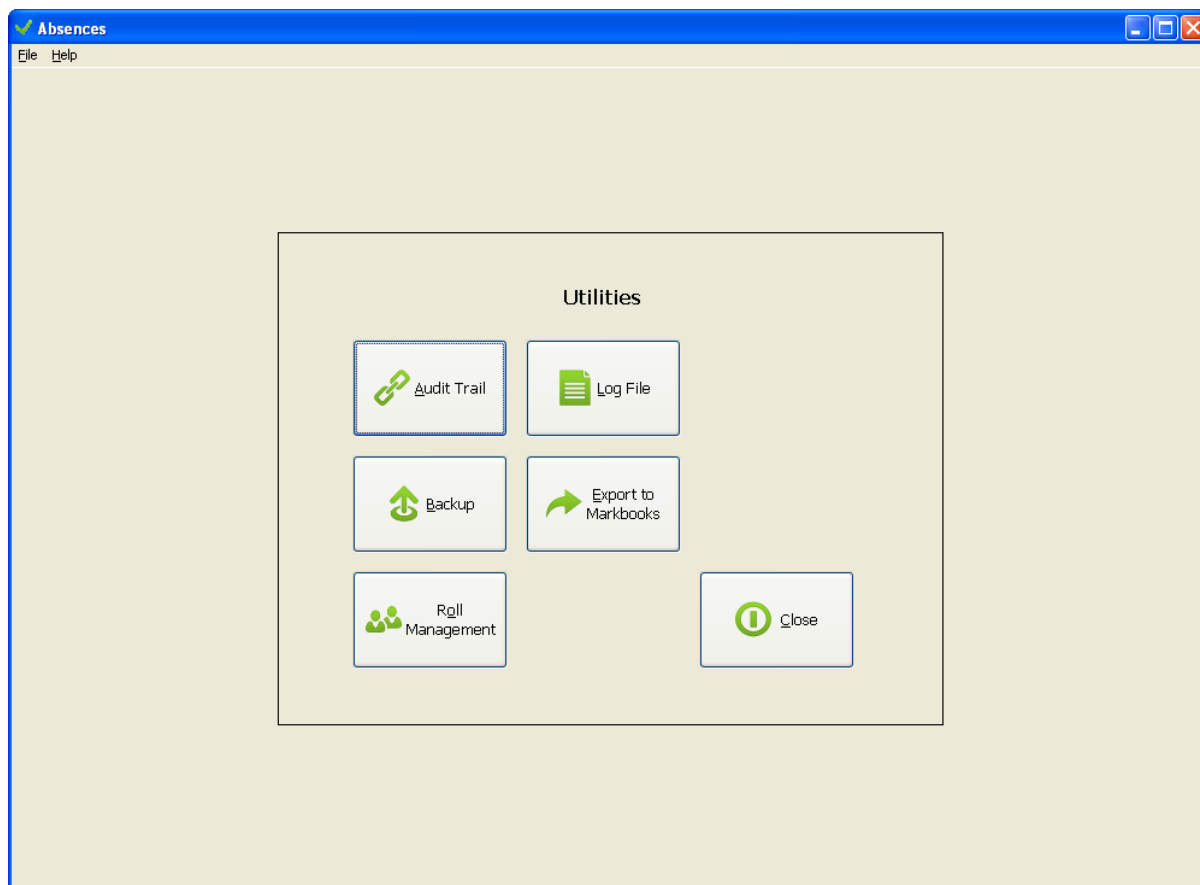


Figure 81: The Utilities menu

### 11.1 Audit Trail

At the heart of the data is the audit trail. This is a store of each and every transaction, period by period, student by student, for the current year. The Audit Trail utility gives a detailed view of the transactions entered into AB6; all records can be displayed or data can be filtered by Student, Date, Teacher or Attendance Code.

Once the desired criteria has been selected click the **View** button to send the list to a Print Preview.

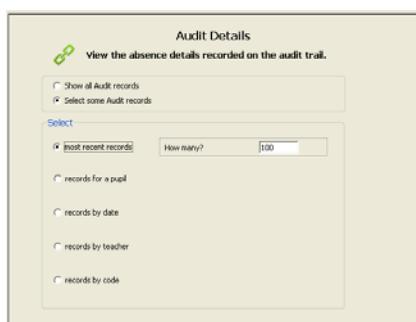


Figure 82: Audit Details Selection screen

The list displays the following criteria:

- Record ID
- Transaction Date
- Student ID – from Student Manager
- Student Name
- Enrolment number
- Timetable Period
- Attendance Code
- Previous Attendance Code – if applicable
- Teacher code

Audit Trail Middle Earth School Thu 3 Jul 2008 11:26 a.m. Page 1 of 1

Entries with absence code: M Medical

ID	Date	Student ID	Name	Enrol #	Period	Code	Prev.	Teacher
225	18/06/2008	30800005	MORIORO, Hubert	07/006	2	M		BU
227	18/06/2008	30800007	MAR VIN, Robin	07/008	2	M		BU
230	18/06/2008	30800010	LIASI, Samantha	07/010	2	M		BU
231	18/06/2008	30800011	CORMIER, Rodger (Rod)	07/011	2	M		BU
234	18/06/2008	30800014	ROLFSON, Emilee	07/014	2	M		BU
205	18/06/2008	30800005	MORIORO, Hubert	07/006	1	M		BU
210	18/06/2008	30800010	LIASI, Samantha	07/010	1	M		BU
211	18/06/2008	30800011	CORMIER, Rodger (Rod)	07/011	1	M		BU
214	18/06/2008	30800014	ROLFSON, Emilee	07/014	1	M		BU
219	18/06/2008	30800019	DACH, Odie	07/019	1	M		BU
85	17/06/2008	30800005	MORIORO, Hubert	07/006	5	M		BU
86	17/06/2008	30800006	MORIORO, Hubert	07/006	5	M		BU
87	17/06/2008	30800007	MAR VIN, Robin	07/008	5	M		BU
88	17/06/2008	30800008	MAR VIN, Robin	07/008	5	M		BU
94	17/06/2008	30800014	ROLFSON, Emilee	07/014	5	M		BU
98	17/06/2008	30800018	EMARD, Adielard	07/018	5	M		BU
65	17/06/2008	30800005	MORIORO, Hubert	07/006	4	M		BU
67	17/06/2008	30800007	MAR VIN, Robin	07/008	4	M		BU
70	17/06/2008	30800010	LIASI, Samantha	07/010	4	M		BU
71	17/06/2008	30800011	CORMIER, Rodger (Rod)	07/011	4	M		BU
74	17/06/2008	30800014	ROLFSON, Emilee	07/014	4	M		BU
43	17/06/2008	30800003	SANFORD, Hildur	07/004	3	M		BU
45	17/06/2008	30800005	MORIORO, Hubert	07/006	3	M		BU
48	17/06/2008	30800008	MAR VIN, Robin	07/008	3	M		BU
51	17/06/2008	30800011	CORMIER, Rodger (Rod)	07/011	3	M		BU
54	17/06/2008	30800014	ROLFSON, Emilee	07/014	3	M		BU
25	17/06/2008	30800005	MORIORO, Hubert	07/006	2	M		BU
30	17/06/2008	30800010	LIASI, Samantha	07/010	2	M		BU
31	17/06/2008	30800011	CORMIER, Rodger (Rod)	07/011	2	M		BU
34	17/06/2008	30800014	ROLFSON, Emilee	07/014	2	M		BU
39	17/06/2008	30800019	DACH, Odie	07/019	2	M		BU
5	17/06/2008	30800005	MORIORO, Hubert	07/006	1	M		BU
11	17/06/2008	30800011	CORMIER, Rodger (Rod)	07/011	1	M		BU
14	17/06/2008	30800014	ROLFSON, Emilee	07/014	1	M		BU
16	17/06/2008	30800016	KIHN, Stephon	07/016	1	M		BU
18	17/06/2008	30800018	EMARD, Adielard	07/018	1	M		BU
20	17/06/2008	30800020	TOPOLOA, Korey	07/020	1	M		BU
185	16/06/2008	30800005	MORIORO, Hubert	07/006	5	M		BU
186	16/06/2008	30800006	MORIORO, Hubert	07/006	5	M		BU
187	16/06/2008	30800007	MAR VIN, Robin	07/008	5	M		BU
188	16/06/2008	30800008	MAR VIN, Robin	07/008	5	M		BU

Buttons: Back, Print, Close

Figure 83: Audit Trail by Attendance Code

- To print the list click **Print**
- To return to the main Audit Trail screen click **Back**
- To return to the main Utilities screen click **Close**

## 11.2 Log File

The Log File lists general activity by users within AB6.

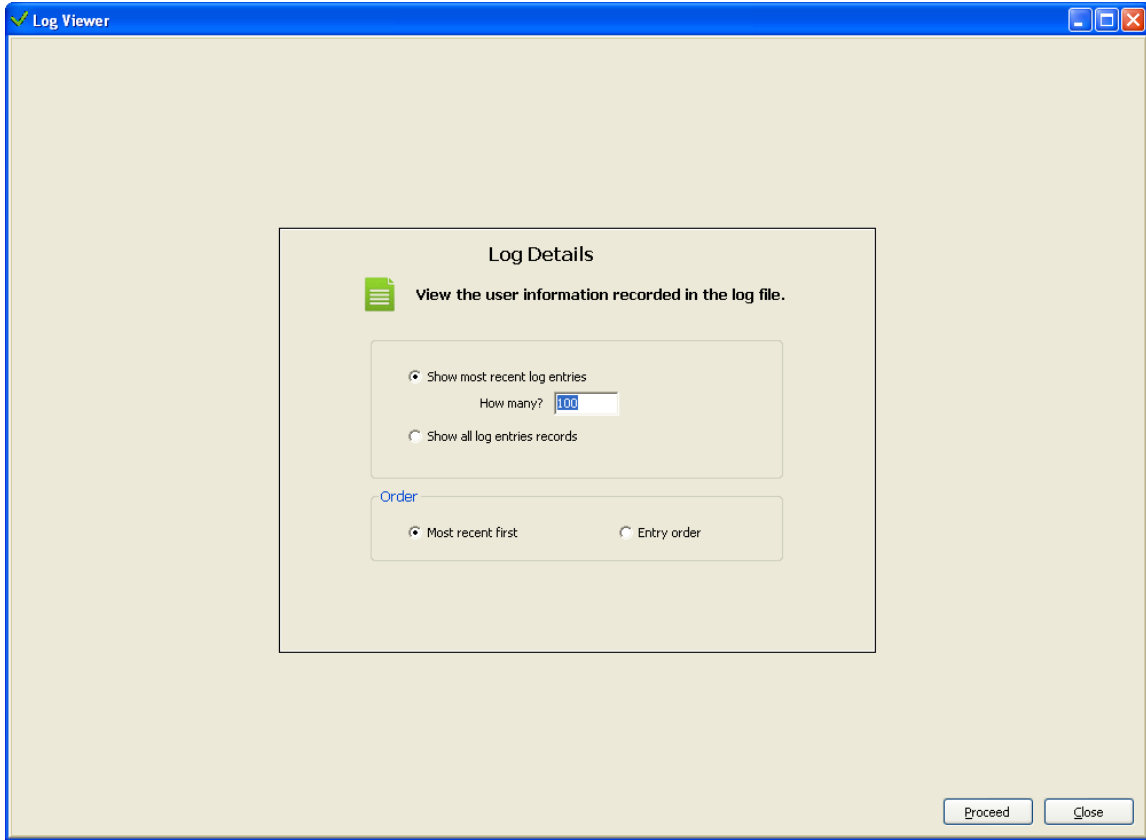


Figure 84: View Log Details options

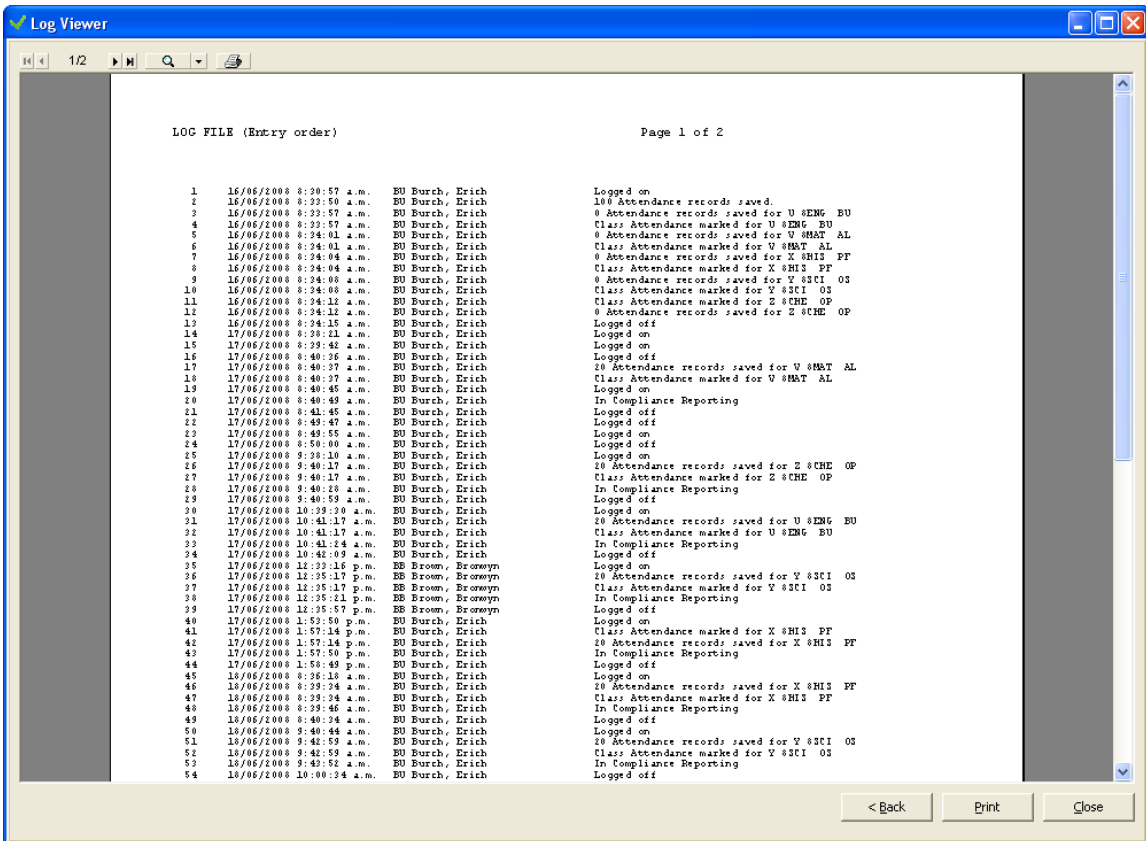


Figure 85: Log file viewed

## 11.3 Backup

A warning about tape backups. Many schools have an automatic system where their entire file server (or just selected files) are automatically backed up at regular intervals to a tape backup machine. This is excellent BUT please ensure that you have someone in your school who:

- knows the password to the backup restoration process
- Knows how to perform the process
- Knows how to extract a single file from the general backup

**BACKUPS ARE ENTIRELY USELESS unless they can be used in an emergency.**

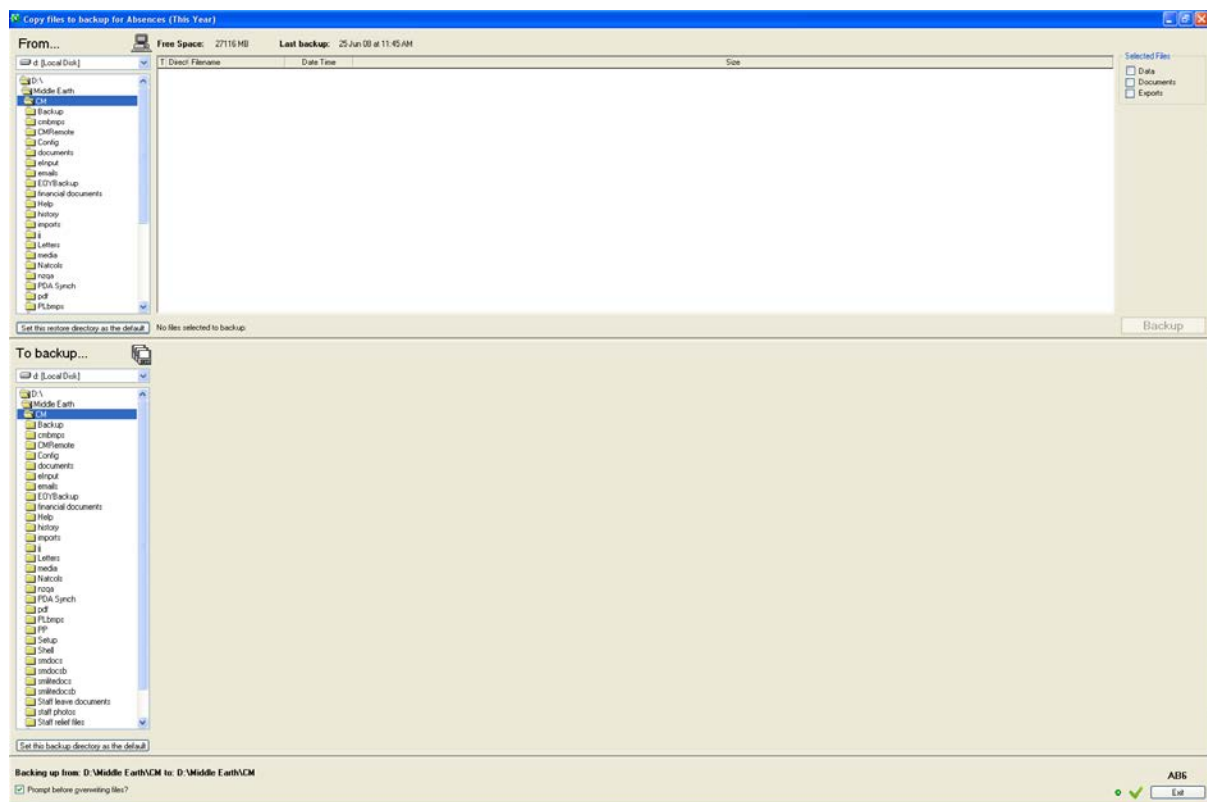


Figure 86: Backup Utility

## 11.4 Export to Markbooks

Period by period attendance is often needed on subject reports. This export will write individual student attendance data to the nominated mark book columns.

The data applies only to the specified date range which can be selected from the lower right side of the screen. See Note which follows, indicating that it is best to run the export in smaller batches of for example, 20 markbooks at a time.

Clicking in either the 'From' or 'To' fields brings up the date selector from which any date can be chosen. You can quickly select the Start or End dates of each term. Clicking on the month

produces a drop-down list from which any month can be chosen. Clicking the year reveals an up and down selector to allow a previous or subsequent year to be chosen.

Values available for exporting to mark books are:

- The number of *periods present at school but not in class*
- The number of *periods present in class*
- The number of *justified absences (as per Ministry guidelines)*
- The number of *unjustified absences (as per Ministry guidelines)*
- The number of *times the class occurred in the date range*

**NOTE:** Depending on the date range and number of students, this export may take some time to complete. It is not possible to display current progress of the export until the record set is retrieved from the database. By default the progress bar proceeds to half way, but because of the amount of data to be retrieved, during the retrieval of the database information the system is unable to display the progress.

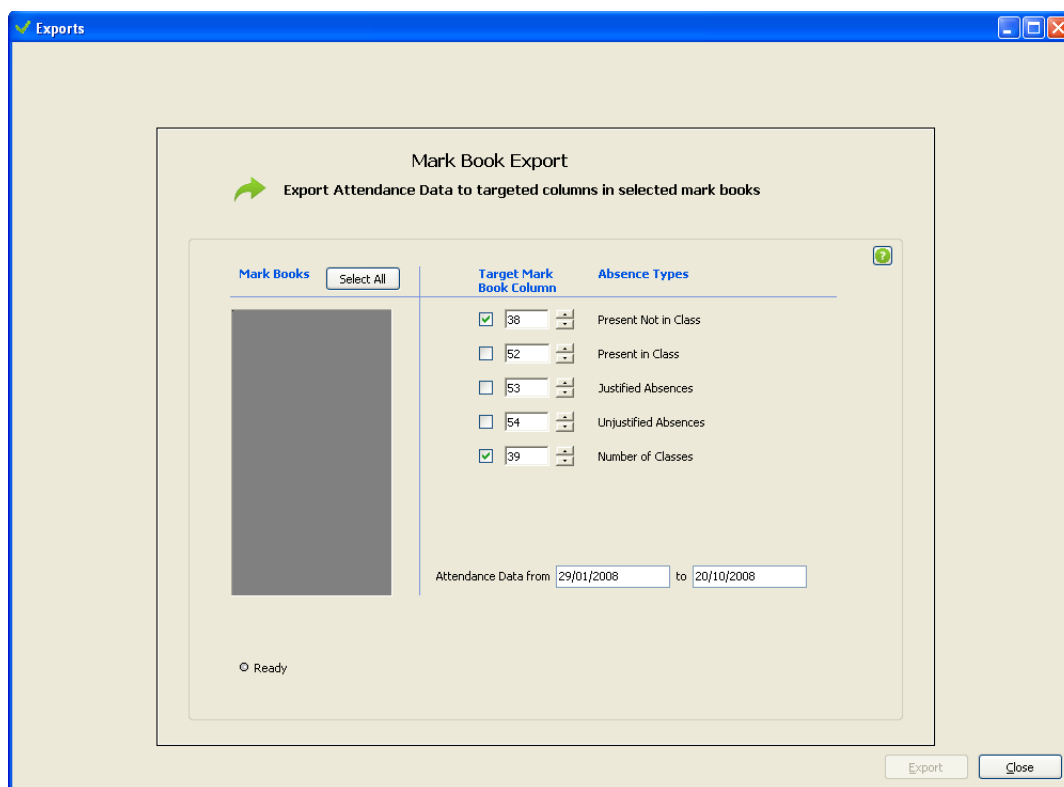


Figure 87: Attendance data to Markbooks

## 11.5 Roll Management

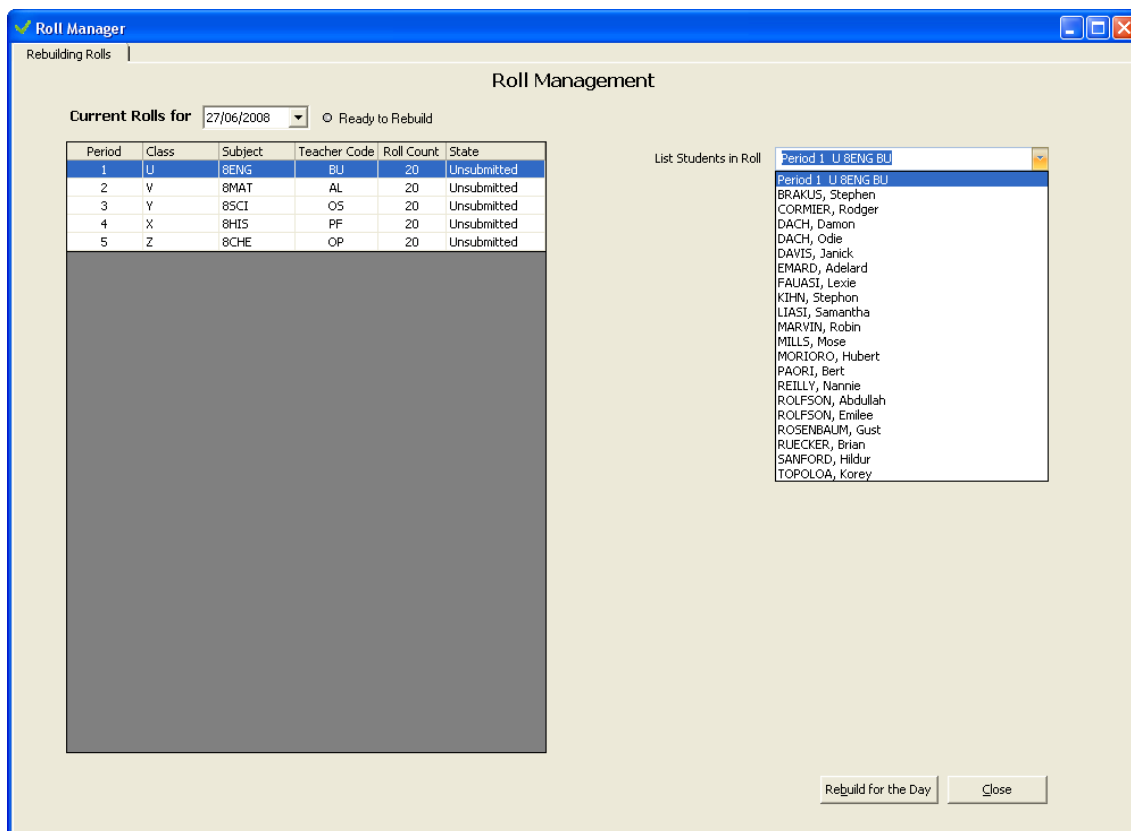


Figure 88: The Roll Management Screen

The Roll Management screen allows the Administrator to view the rolls for a selected date. By default this is the current entry date, but any other day can be selected from the date drop-down calendar. The rolls for the day are listed in a grid on the left of the screen.

- To view a list of students in a specific roll, select the roll from the list on the left by clicking on the required roll. Open the drop-down list on the right by clicking the down-arrow to display a list of the students in the roll.
- If changes have been made to the calendar or student or staff timetables after the rolls were created, they may need to be rebuilt. Clicking the **Rebuild for the Day** button will delete the old rolls, and then recreate them.

**NOTE:** Rebuilding the rolls will not affect any attendance data entered against students, however, it will reset the state of the rolls back to “Un-submitted”, so if any roll was previously submitted, the teacher responsible, or Attendance Officer, will need to return to the new rolls, review the attendance data and re-save the rolls to ensure that they again become “Submitted”.



## 12 FAQ's

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### 12.1 AB6

#### 1 What do I do if my rolls are incorrect?

- a Check and correct the calendar if necessary:
  - TT No.
  - Option Set
  - Day Number
- b Check and correct the student data in SM
- c LASTLY, rebuild the rolls for the day in Utilities > Roll Management

#### 2 How do I get rolls if I have no timetable?

Primary schools which have no TT will be set up with three register class periods by default. The Administrator should configure the start and end time in Settings and Configuration > Period Information. Register class periods can also be added or removed in the same place.

#### 3 I have edited my calendar and rebuilt the rolls, but the classes are not as I expected?

You need to exit then reopen AB6 for calendar changes to be reflected throughout the whole application.

#### 4 Where do I set which teachers are submitting their rolls electronically or manually?

Settings and Configuration > Security.

#### 5 How can I print manual rolls for teachers to fill out and return to the office?

Reporting > Standard Reporting > Class Rolls.

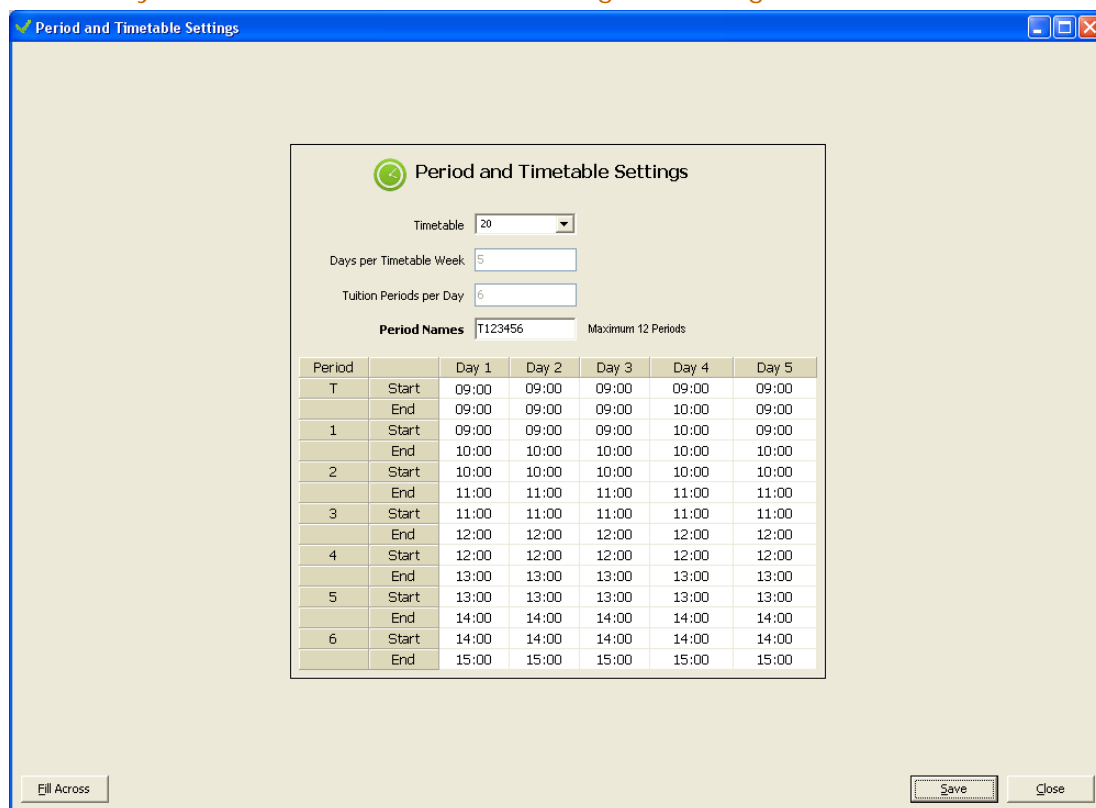
#### 6 How can I filter my data to just see and edit the '?'s entered by the staff?

In Enter Attendance click the 'All ? Entries' tab.

#### 7 Where can I view the list of unsubmitted class rolls?

In Enter Attendance click the 'Unsubmitted Class Rolls' tab.

8 This school has a Tutor/Chapel period timetabled for all students in period 1 on a Thursday. How can I edit the Period settings to manage this?



**No rolls are created for periods which start and end at the same time.**

By setting up the Periods in this way – with all T periods having ‘no time’ except for Thursday, a roll is created for Tutor groups on Thursday only, which replaces the usual Period 1 roll. If periods have been changed, and the changes are to be applied to the current day, please close AB6 then re-enter the program to update the periods. The rolls should then be rebuilt from Utilities > Roll Management, as the rolls would have been built for the current day with the original Period settings when AB6 was opened earlier in the day.

9 Why do some teachers have a Caregroup tab and others don't?

Some secondary schools group their students in form, tutor or whanau groups once or twice a day for pastoral purposes. These groupings are determined using the horizontal or vertical field in Student Manager along with the entry in the Class field in Student Manager > Configure settings > Staff and their dossiers. If the Class field entry is invalid – or the teacher has no Caregroup – then a Caregroup tab will not display in Teacher entry mode.

To edit the teacher's caregroup in AB6 go to Settings and Configuration > Miscellaneous and edit the relevant entries in the Register Classes grid.

**NOTE:** It is essential here that the entry exactly matches (ie. case sensitive) that of the student's Vertical/horizontal group, and details in Teacher & Dossiers Register Class. For example 13CI must be 13CI for vertical or horizontal group names found in Settings & Configuration > Miscellaneous > the 'Groups' panel.

Invalid entries display with a shaded corner.

Surname	First Names	Code	Register Class	Filtered Group
Altenwerth	Yoshiko	AL	FC1	
Bechtelar	Vera	BE		
Brown	Bronwyn	BB		
Burch	Erich	BU	FC4	10 Full time,Part time
MUSAC	Musac	UUU	3UUU	
Orinski	Helmut	OP	FC2	
Osinski	Nannie	OS		
Pfeffer	Catharine	PF	FC3	

Figure 89: Edit Teacher's Caregroup

**10 I would like all '?' entries to change to T after two days. How can I do this?**

In Settings and Configuration > Miscellaneous (see previous screenshot) tick the 'Auto Daily Degrade' option and enter 2 into the 'Days grace' field

**11 Where can I view individual summaries of our student's attendance data?**

Edit Attendance > YTD Summaries tab

**12 How do I add a note to a student's attendance record?**

In Enter Attendance click the Administrator tab, select the student then click the paper clip tab alongside their name above the student list.

In Edit Attendance, select the student, click the Notes tab then type the note into the entry box at the bottom of the window.

**13 I accidentally entered an Absence code over a correct entry. How can I revert it back to what it was without adding an unnecessary 'Reason for Change'?**

Before saving the records 'right click' on the students name to change the code back to what it had been previously.

**14 I am making and saving changes to the calendar but they are not appearing in other parts of the software.**

As the calendar is read by AB6 only when the software opens you need to exit the program then re-open it for any changes to appear elsewhere in the package.

**15 Why weren't any register classes created for my primary school?**

There were no settings for the timetable day number. These are still needed even if using timetable zero. Using the AB6\_DataPrepTool open the calendar and click Save. This is needed in non-timetable schools to ensure that the timetable days are actually saved in the Calendar database.

## 16 Why did I get retrospective rolls created for non-existent classes on days where we're not using all the periods?

In schools using a timetable with variable number of periods per day, configure the period times in AB6 to ensure non-used periods are set to zero duration.

## 17 Why didn't I get complete retrospective data for my junior classes?

This can happen if the school hasn't specified correctly the option line – timetable period relationship for every year level in MUSAC's Timetable application. Verify that the option lines for each year level are correct in timetable for each day and period.

## 12.2 eAR FAQ's

Adapted from the Ministry of Education's electronic Attendance Register FAQ document released in 2007.

### 1 What is eAR?

Electronic attendance software written to comply with specifications drawn up by the Ministry's Student Management System project team in association with Resourcing Division roll auditors and a range of school representatives and vendors. This may be implemented after an application form requesting permission is lodged with the Ministry of Education.

### 2 Why did we need a computer based attendance system?

The older permissions (Alternative Attendance Register guidelines) to use a computer for attendance were very 'loose' and not being followed. The roll auditors frequently found serious anomalies while verifying the funding roll. Standardised codes introduced with eAR in 2008 clarified attendance, absence and truancy terms. More valid data as a base for national strategies, helps schools improve student participation in learning.

'MUSAC' schools must be using Absences for Windows version 6 (AB6).

### 3 What is the situation for schools formerly permitted to use Alternative Attendance Registers (AAR)?

You must apply for permission to use eAR instead. Fill out and send an application form to the Resourcing Division.

### 4 What is the situation for schools which haven't used a computer based attendance system in the past?

Complete and submit an application form requesting permission to use eAR. The application form can be used as a guide to identify the attendance processes required for approval.

### 6 Has eAR been improved as a result of school use?

eAR has been available to schools using approved vendors since 2007. Changes were made to the absence code set and provided lots of examples of how the codes are applied.

## 7 What are the advantages of using eAR?

- eAR software has numerous built-in statistical calculations\* to help you analyse trends and patterns of attendance. Attendance objectives can be measured and related back to school targets. Over time, links can be made between attendance, behavioural and achievement data.
- The time taken per teacher to enter data is minimal.
- Teachers no longer have to fill out the E19/1.
- The attendance data operator in the school has a clear set of guidelines informed by school policy.
- Attendance information is available more quickly. Information is more reliable.
- Casual truancy and therefore students at risk of serious truancy can be identified quickly. Student retention should improve – truants will be identified quickly.
- Easier, more accurate targeting of where resources are required.
- The level and depth of information is much better.
- The attendance process is faster.
- Comparisons can be made between schools anywhere in the country.
- The biennial attendance survey will be able to be done at the touch of a button.

\* What is the rationale behind the statistical calculations?

- 1 Many New Zealand schools have high rates of non-attendance.
- 2 The Minister of Education has approved a five year plan to reduce truancy.
- 3 Focusing on attendance is expected to have beneficial flow-on effects on student achievement.
- 4 Electronic attendance software will provide schools with a comprehensive tool set to analyse the factors which influence student attendance. In turn, this will enable schools to take appropriate corrective action.

## 8 Do the statistics offer any new ways of looking at attendance?

The analysis not only provides traditional details about variation in attendance by days of the week and times of the year, gender, year-level and ethnicity, but also provides comparative analysis across subjects and teachers. This enables schools to examine the influence of teachers and subjects on student attendance.

Some of the rates can be calculated by either ½ day or period-by-period attendance and some only on period-by-period attendance. They are expressed in percentages.

## 9 Does attendance have to be recorded every period in a secondary school?

The biggest change in eAR is the definition of a ½ day as 2 hours of accumulated time. Because of this, secondary schools record the attendance every period.

## 10 Can a secondary school still use a computer to store attendance and not use eAR?

Former AAR permissions to use computerised attendance were rescinded in 2008. The only way to get permission to use the computer as a record of attendance is to apply for permission to use eAR.

## 11 What does a school do that doesn't want to use eAR?

Continue with the use of the E19/1 roll registers.

## 12 Does whanau/group time count for attendance?

Some secondary schools have an extended whanau/group time and may use it as a teaching session. The SMS software includes this time as a session to be marked and accrued towards attendance.

## 13 How many times a day does a primary school have to mark attendance?

The legal requirement is that attendance must be marked twice a day, eg. just after the start of morning school and after lunch. A number of primary schools intend to mark three times daily by marking another session between playtime and lunch.

## 14 Does a school have to have a computer/laptop in every room?

It would be good to be in that situation, but many schools are not there yet and it's not essential. A school's process to capture attendance needs to accommodate the availability of computers, the school's geography, the use (or non-use) of an attendance data operator, smart phone technology etc.

## 15 Why does eAR use terms like 'justified' and 'unjustified' when schools use 'explained' and 'unexplained'?

The looseness and variation around 'explained' meant it would be impossible to get consistent mappings of certain absences to truancy – eg. some schools said a note from home re sickness was 'explained'; the same schools may have also said 'slept in' or 'shoplifting' were explained. For consistency we are saying all schools have to use the same codes.

The examples given (on the code sheet) of when to use the various codes have been trialled and accepted by a number of schools. To get comparable and consistent data the MoE had to establish rules around the use of codes, and the codes themselves.

## 16 Does a student have to bring a note for absence?

That is a matter for the school to establish with its board and communicate to its community. Many schools now contact the family on the first day of absence and depending on school policy, may or may not require a note on the student's return. We believe all schools should have an attendance policy that is known by all staff, students, parents/caregivers and the community. The ultimate responsibility to decide if a reason for absence is a justifiable cause to take the student off school is the principal's – a clear school policy that is communicated to staff, students and the school community makes this easier.

## 17 Surely the challenge will be to get teachers to remember to do the attendance marking every session?

Yes. Several factors will help this:

- ◆ The school needs a clear policy
  - ◆ The end-to-end process the school develops needs to be robust
  - ◆ It must be led from the top – policy, job descriptions, processes and practices clearly communicated and implemented
  - ◆ It must be reviewed regularly and consequences must be followed up
  - ◆ Teachers must understand the drivers for better attendance
  - ◆ Induction processes for new staff need to be in place. Even the best intentioned staff following good process will have lapses – what happens then?
- One of the challenges for a school will be the way it monitors the timeliness and accuracy of teacher attendance returns. The eAR software can be set to notify the attendance data operator as to what returns are still outstanding each session.

- The intention should be to continue to monitor the threshold of what is acceptable for the rate of attendance returns.
- Even with a few missing returns per day, the data will be better than it was in the past.

#### 18 What are some of the improvements?

The code when a student is not in class and the teacher doesn't know why, is a question mark '?'. This means whenever a question mark occurs the school knows it has to be followed up. The question mark will be changed to one of the other attendance codes as information about the non-attendance is received.

The system has an option allowing schools to configure to change the question mark to the Truant code 'T' after a specified, elapsed period of time. It is at the school's discretion to enable this feature.

#### 19 How is the privacy of the student protected if parents/caregivers can see the school codes?

Reasons for absence that may be sensitive are included in a code that also contains a number of other reasons. An example would be code 'I' – Internal school appointment. This covers numerous reasons for absence including 'nurse' or 'counsellor'. This means the actual reason is not obvious, as numerous other reasons are included in code 'I'.

#### 20 What about training?

For the implementation to be successful the school needs to consider its attendance objectives and the end-to-end attendance process – this is part of a school's self-review process. We recommend putting time and effort into this which in most cases will include a training budget.

## 13 Appendix A

### 13.1 Required Attendance/Absences Code Sets

Present for ½ day calculations
Unjustified absence
Justified absence

School Code	Classroom	Reason (Business Rule)	Explanation	Truancy Code	½ day calc
?	Not in class	Unknown reason (A temporary code)	This is the initial entry for a student not in class and the reason is unknown. It will be edited as relevant information becomes available about the reason for the non-attendance. If required, the SMS can be set by the school to automatically change the '?' code to a T after a configurable number of school days (eg 7)	U	A
P	In class	Present for tuition in class	Student is present in his/her regular class ( <b>This includes supervised study</b> )	P	P
L	In class	Student Late for class	School policy will determine when this code is used. Eg. School policy may recommend that a student more than 10 minutes late is coded "L". Note this code does <b>not</b> contribute to a school's absence or truancy rate.	P	P
S	Not in class	Sickbay	Student is known to be in the school's sickbay	P	P
D	Not in class	Medical Appointment – doctor or dentist	Current legislation means this type of absence is counted as present for ½ day summaries. There must be documentation verifying the appointment. This code is not to be used for a stay in hospital. Use code "M"	J	P
I	Not in class	Internal school appointment or activity – Dean, DP, sports administrator or coach, attendance officer etc	This can include students who are out of class for various school appointments including: form teachers, dean, senior management, counsellor, sports administrator, coach, nurse, careers, as well as students on an administration activity such as messenger, collecting attendance etc. It does not include a student who has been removed from his/her regular class and sent to the administration area for disciplinary reasons. This student would be coded P in the class and the code would probably be changed to R by the senior staff member dealing with the student.	P	P
E	Not in class	Student is absent with an Explained, but unjustified reason	The explanation for the absence is accepted by the school as the reason for the absence, but the reason does not fit within the school's policy as a justifiable reason to take the student off school. (Even though the parents may consider the absence was justified and may have provided a written explanation). E.g. "Molly had to stay home to look after her younger brother" (see G for holidays during term time). (A parent's note does not provide justification)	U	A



School Code	Classroom	Reason (Business Rule)	Explanation	Truancy Code	½ day calc
G	Not in class	Student taking a holiday during term time	The explanation for the absence is accepted by the school as the reason for the absence, but the reason does not fit within the school's policy as a justifiable reason to take the student off school. (Even though the parents may consider the absence was justified and may have provided a written explanation). E.g. "we went for a two week family holiday in the South Island", or overseas - absence not approved by the principal. (A parent's note does not provide justification)	U	A
J	Not in class	Justified absence – reason for absence within the school policy	<ul style="list-style-type: none"> <li>• Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions etc</li> <li>• Planned non-attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas. (See also Code O)</li> <li>• Approved absence (including overseas) can also include bereavement, visiting an ill relative, exceptional family circumstances or a Section 27</li> </ul>	J	A
M	Not in class	Student absent due to short-term illness/medical reasons	Student is at home, or in hospital, because of illness or other medical reason. Depending on school policy a medical certificate may be requested for prolonged illness. eg three days, or as policy requires.	J	A
T	Not in class	No information or not justifiable explanation - truant	An absence where no verifiable explanation is received, or the explanation is trivial (throw-away): <ul style="list-style-type: none"> <li>• I didn't feel like Maths so I took the period off</li> <li>• I had to finish an important assignment</li> <li>• I went down to the river</li> <li>• I went to the shops</li> <li>• we had a test and I wasn't ready for it</li> </ul>	U	A
V	In class	Examination or Unsupervised Study – student is on the school-site	Students sitting examinations at school (if the SMS can provide attendance marking during exams.) Unsupervised study – school process verifies student is on the school-site. Note that <b>supervised study</b> is recorded as a regular timetabled class.	P	P
X	Not in class	Exam leave Unsupervised study – student is off-site	Code X will count as a justified absence and contributes to ½ day absence summaries. Note that <b>supervised study</b> is recorded as a regular timetabled class.	J	A
N	Not in class	School-based activity on school site	A school-based (on-site) activity. <ul style="list-style-type: none"> <li>• cultural/sporting presentation/practice including swimming/athletic sports</li> <li>• one to one tuition either as tutor or tutored</li> </ul>	P	P
Q	Not in class	Attending an off-site school-organised activity such as trip/camp	A school-organised off-site activity <b>including overseas</b> <ul style="list-style-type: none"> <li>• school trip (sporting, cultural or academic)</li> <li>• school camp</li> </ul>	P	P
W	Not in class	Work experience	Student is working for a recognised employer as part of their course	P	P

School Code	Classroom	Reason (Business Rule)	Explanation	Truancy Code	½ day calc
R	Not in class	Removed (temporarily) from regular class (internal school student isolation)	This code is for students who for a time period have been temporarily removed from regular class ( an arrangement for alternative supervision, that may be in the administration corridor or in another teacher's class, instead of the regular scheduled class	P	P
Z	Not in class	Secondary Tertiary Programme (including Trades Academies)	The student is participating in a part-time (off-site) approved Secondary Tertiary programme that includes Trades Academies. The school is not entitled to be funded.	P	P
O	Not in class	Justified Overseas	Student is with family member posted overseas – <a href="#">Military or diplomatic</a> . Other approved (justified) overseas absence is coded "J". If the absence is unapproved, it is coded "E"	O	A
K	Not in class	Attending a Teen Parent Unit	The student is not in class, is on the school roll but funded elsewhere	J	P
A	Not in class	Attending Alternative Education	The student is not in class, is on the school roll but funded elsewhere	P	P
Y	Not in class	Attending an Activity centre	The student is not in class but in an approved environment for which the school is entitled to be funded	J	P
F	Not in class	Attending an off site <a href="#">school-based</a> course/class	The student is not in class but is on a legitimate off-site school-based course	P	P
H	Not in class	Attending a Health camp/Regional Health School/Residential School	The student is not in class but in an approved environment for which the school is entitled to be funded	J	P
C	Not in class	Attending Justice Court proceedings	Under existing legislation this type of absence is deemed to be Present when calculating ½ day summaries	J	P
U	Not in class	Student is Stood down or Suspended	Student is Stood Down or suspended according to the conditions of Section 14 of the Education Act 1989 (This code is for the period of the stand down/suspension. It does <b>not</b> include the day the stand down was imposed)	J	A

### Rules for Audit Codes

- S Not in class but on a legitimate school-based activity
- J Not in class – absence justified (ref 1998/48 circular)
- F Not in class – but in an approved environment in which the school is entitled to be funded with the required supporting documentation
- U Not in class – absence unjustified

- P Present for tuition in class
- N On school roll but funded somewhere else

Codes not used: **B**

J U P O	<b>Rules for Truancy Codes</b>	<b>School closures</b>
	Justified Absence	<p><b>A Board of Trustees can close the school (for instruction) for reasons including:</b></p> <ul style="list-style-type: none"> <li>• an emergency (earthquake, flood, etc); or</li> <li>• strike</li> </ul> <p>It is usual that ½ days lost do not have to be made up, but schools should confirm this when informing their local Education Office of the closure. The School calendar should be adjusted in Absences to show such days (or ½ days) as a non-school day and this means the students' attendance cannot be marked. If in Absences you cannot make a ½ day adjustment in the calendar, then students should be marked J (justified absent). In the case of a strike closure, although the school is closed for instruction, the Secretary expects boards to consider providing supervision for those students who do turn up. Note that Boards have ongoing responsibility for the safety of students while under supervision at the school, whether or not the school is also open for instruction.</p> <p style="color: green;"><b>Keeping the school open</b></p> <p>Depending on the circumstances the Board, while not closing the school, may ask parents to keep children (of specific, or all year levels) at home where possible, but if they send them to school they will be supervised. If the school remains open then students not attending are J (justified absent) and those attending are P (present).</p>
	Unjustified Absence	
	Present	
Overseas (justified)		

### 13.1.1 Calculation of a Half-day

For Attendance purposes a ½ day is defined simply as accumulated time of at least 2 hours. Accumulate time into 2 hour units of ½ days, taking the larger fraction of the time to decide if it is the first ½ day or second ½ day.

Please refer to the Attendance/Absence code table in Appendix A for assistance in determining whether a specific code counts towards In Class, Out of Class, Justified or Unjustified - present or absent.

**EXAMPLE 1:** 5 x 1 hour periods, 20 minute interval, 1 hour lunch, 5 minutes between periods

8.45—9.45	9.50—10.50	11.10—12.10	1.10—2.10	2.15—3.15	½ days	
absent	present	present	present	present	½	½
present	present	absent	present	present	½	½
present	present	present	present	absent	½	½
present	present	absent	absent	present	½	0
present	absent	present	present	absent	½	0

**Note:** In both of the last two lines there is no indication that the student did attend school for part of the afternoon

**Summary:** 4 or 5 periods = 2 x ½ days, 2 or 3 periods = 1 x ½ day, 0 or 1 period = 0 x ½ day

**EXAMPLE 2:** 6 x 50 min periods, 20 minute interval, 1 hour lunch, 5 minutes between periods

8.35—9.25	9.30—10.20	10.40—11.30	11.35—12.25	1.25—2.15	2.20—3.10	½ days	
present	present	present	present	present	absent	½	½
absent	present	present	present	present	absent	½	0
present	present	absent	present	present	present	½	½
present	present	present	present	absent	absent	½	0
present	present	absent	absent	absent	present	½	0
present	absent	present	present	absent	present	½	0
present	absent	absent	present	absent	present	½	0
absent	absent	absent	absent	present	present	0	0

**Note:** 1 A student attending only periods 5 & 6, i.e. all after lunch, will not qualify for a ½ day

**Summary:** 5 or 6 periods = 2 x ½ days, 3 or 4 periods = 1 x ½ day, 0, 1 or 2 periods = 0 x ½ day

**EXAMPLE 3:** 7 x 45 min periods, 20 minute interval, 1 hour lunch, 5 minutes between periods

8.35—9.20	9.25—10.10	10.15—11.00	11.20—12.05	1.05—1.50	1.55—2.40	2.45—3.30	½ days
a	a	p	p	p	p	p	<b>0 ½</b>
p	p	a	a	a	a	p	<b>½ 0</b>
p	p	a	a	p	p	p	<b>0 ½</b>
a	a	p	p	p	p	p	<b>0 ½</b>

**Summary:** 6 or 7 periods = 2 x ½ days, 3, 4 or 5 periods = 1 x ½ day, 0, 1, or 2 periods = 0 x ½ day

**Thus, based on a 4 hour day:**

- has the student attended 4 hours – **yes**, mark as ½ ½
- **no**, has the student attended 2 hours – **yes**, mark 0 ½ or ½ 0
- **no**, mark 0, 0

This applies to Primary and Secondary where Primary is just a simplified 2 period day.

## **13.2 eAR– Guidelines on Attendance and Truancy**

(extracted from MoE Circular 2006/10 - Electronic Attendance Registers & Guidelines on Attendance and Truancy)

### Legislative Requirements

The Attendance Regulations (1951) require schools to maintain attendance records and the Education Act (1989) requires schools to ensure the attendance of the students on their rolls. This in turn raises issues around the responsibility of schools to minimise truancy and, under the NAGs, to provide a safe emotional environment for students.

Best practice suggests that a clear policy statement on attendance, coupled with the associated procedures on attendance management and truancy, leads to better student achievement, higher retention figures, community well-being, less youth crime and more positive life outcomes for students.

### **School Attendance**

A school's attendance processes must satisfy the following requirements:

- A student must be marked absent or present, either period by period or mornings and afternoons, during the course of every school day as required by the Regulations.
- All absences must be appropriately coded in the SMS.
- All unexplained absences must be followed up and reported to parents and caregivers as soon as possible.
- As soon as an unexplained absence is resolved, the SMS must be updated with the appropriate code.
- School management must follow up instances where attendance is not marked by the responsible teachers and address the matter in an appropriate and timely manner.
- All continuous unexplained absences longer than 20 consecutive school days must be dealt with in accordance with the Regulations.

### **Definition of terms**

- **Explained absence:** An absence for which the explanation is accepted by the school as the reason for the absence. The decision on whether an explained absence is 'justified' or 'unjustified' will be largely determined by the school's attendance policy. (See note below)
- **Justified absence:** An explained absence within the school's policy as an acceptable reason for the student to be away from school.
- **Unjustified absence:** An absence that is either unexplained or, explained but the explanation is not within the school's policy as an acceptable reason for the student to be away from school.
- **Intermittent unjustified absence:** One or more unjustified absences totalling less than two hours within a school day
- **Overseas:** The student is known to be overseas and the Principal has documentation confirming his/her intention to return to the school within 15 weeks.

- **Truancy:** The total of all of a student's unjustified absences and intermittent unjustified absences.
- **Frequent truancy:** Truancy that occurs on more than 20% of the half days which the school is open taken over a four-week period.
- **Attendance rate:** A percentage based on the: (number of half days for which the schools was open, less the sum of all absences) divided by the number of half days in the time period:  
ie.  $100\% - (\text{Justified absences} + \text{Unjustified absences} + \text{Intermittent absences} + \text{Overseas absences})$

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