

Attendance Tracking & Notification Cheat Sheet KB59063

This article is intended to provide a cheat sheet for Attendance Tracking and Notification. For step-by-step procedures, see the [Attendance Tracking and Notification](#) user guide. For state-specific settings, see your [state](#) setup guide.

General

This functionality allows for tracking and notification of unexcused absences, unexcused tardies, and/or illness absences. Additionally, attendance tracking and notification:

- Does **not** change existing attendance setup.
- Does **not** modify or store data in the [Attendance] table.
- Does **not** modify attendance views.
- Requires the setup of attendance tracking thresholds, such as 5 absences, 10 absences, etc., in order to provide notification when students reach those thresholds.
- Uses basic PowerSchool attendance codes and attendance code categories.

District Setup

- The **Percent** attendance tracking method must be set up.
- Do not edit attendance tracking levels that are seeded (loaded automatically) for your state. If different values are needed, create additional attendance tracking levels.

School Setup

- Set up (or verify existing) attendance code categories for unexcused absence, unexcused tardiness, and/or illness absence.
- Set up (or verify existing) attendance codes for unexcused absence, unexcused tardiness, and/or illness absence.
- Absent attendance codes must be assigned an **Absent** presence status.
- Tardy attendance codes must be assigned a **Present** presence status.
- Only one attendance tracking mode (Daily, Meeting) can be chosen for your school. Choose the mode used as the default for your school. The student's FTE is not used to determine the mode.
- Unexcused tracking categories can track absences or tardies. These values correspond to the absent and present status of attendance codes.

Reporting

See your [state-specific](#) user guide for more information about using attendance tracking data in reports.

- Run the **Refresh Premier Attendance Views Data** function if attendance has been updated during the current day. Start Page > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data.
- Run the **Refresh Attendance Tracking Data** report prior to any reports that use attendance tracking data. This report can only be run at the District and will overwrite previously stored data. It is recommended to restrict access to this report and run the report once or twice daily. Start Page > Reports > Refresh Attendance Tracking Data.

UnexcusedHistorical Table

The Refresh Attendance Tracking Data report queries the [Attendance] table to locate records that qualify for attendance tracking, and then creates the following date- and student-specific records in the [UnexcusedHistorical] table:

- A **detail** record is created with one of the following records types:
 - A (absent)
 - T (tardy)
 - I (illness)
- A **summary record** is created with one of the following record types:
 - TA (absent)
 - TT (tardy)
 - TI (total illness)

There may be multiple **detail records** per day for the student if the school uses meeting attendance.

UnexcusedNotify Table

The Refresh Attendance Tracking Data report queries the [UnexcusedHistorical] table to locate records where a student meets the threshold/trigger for an attendance tracking level, and then creates a date- and student-specific record in the [UnexcusedNotify] table for each level reached.