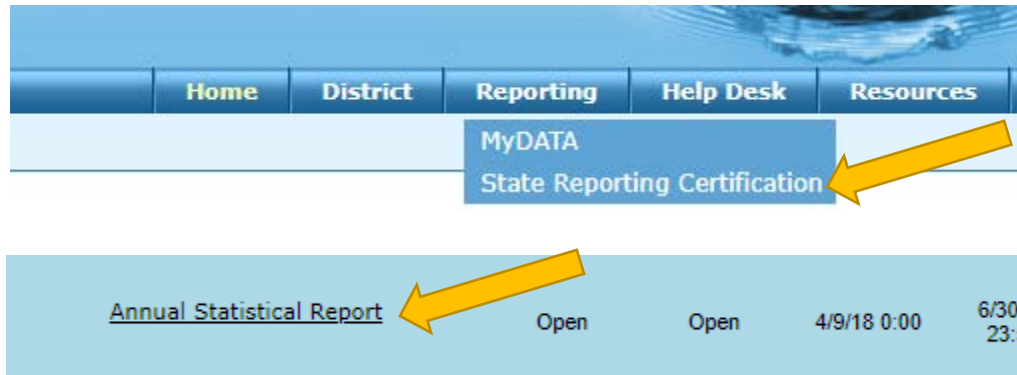


Identifying Chronically Absent Students in the Annual Statistical Report

This guide demonstrates how to identify students currently reported as chronically absent at your school. A student is chronically absent if he or she has missed 10% of more instructional days for any reason.

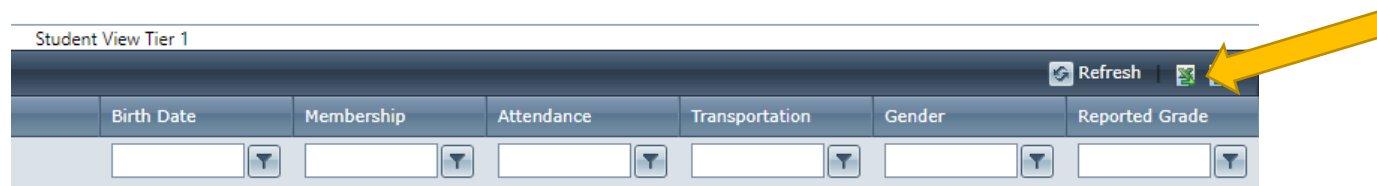
1. Access the Annual Statistical Report in SSO



2. Select the Student View Tab



3. Export the Data to Excel (at the far right of the screen)



Identifying Chronically Absent Students in the Annual Statistical Report

4. Calculate (Attendance)/(Membership) in Column M

H	I	J	K	L	M
Membership	Attendance	Transportation	Gender	Reported Grade	A/M
164.00	142.50	0.00	F	5	=I4/H4
164.00	159.00	159.00	M	3	

**click the lower right box to fill in remaining values*

A/M
0.868902

5. Filter for any student with (Attendance)/(Membership)<90%

Excel ribbon showing the path: Filter > Filter By > Number Filters > Less Than Or Equal To. A yellow arrow points to the 'Filter By' dropdown.

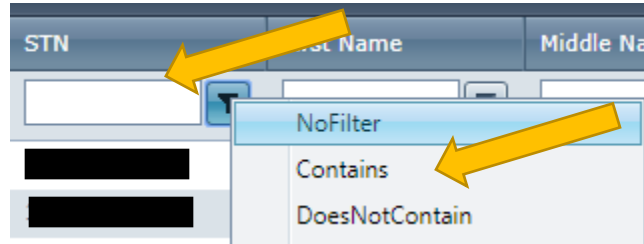
Custom AutoFilter dialog box. The 'Show rows where:' section has a dropdown set to 'is less than or equal to' and a text box containing '.9'. The 'And' radio button is selected. A yellow arrow points to the '.9' text box. The 'OK' button is highlighted with a yellow arrow.

6. The resulting list of students are currently identified as chronically absent (Note: Only students who are also FAY for your school will be included in the Report Card Chronic Absenteeism indicator).

Identifying Chronically Absent Students in the Annual Statistical Report

Reviewing individual student absences:

1. Repeat steps 1&2 from above to access the report
2. Filter for student A by typing in his or her STN



3. Expand Tier 2 by selecting the + next to Local ID

Student View Tier 1						
Local ID	STN	First Name	Middle Name	Last Name	Birth Date	Me
+	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	16
Student View Tier 2						
School	Calendar Type	Entry Date	Exit Date	Membership		
+	Main	8/17/2017		164.00		

4. Expand Tier 3 by selecting the + next to School

Local ID	STN	First Name	Middle Name	Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Grade
+	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Student View Tier 2										
School	Calendar Type	Entry Date	Exit Date	Membership	Attendance	Converted Grade	Basic Of Admission			
+	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			
Student View Tier 3 (Absences)										
Absence Date	Absence (Half/Full Day)	Calendar Code	Attendance Code	Description	Attendance Type	Attendance Status	Attendance Note			
[Redacted]	Missed Full Day	INST	CON	Med Confirm	Absent	Excused	note on file out at 9:49			
[Redacted]	Missed Full Day	INST	CON	Med Confirm	Absent	Excused	note on file			
[Redacted]	Missed Full Day	INST	CON	Med Confirm	Absent	Excused	note on file			
[Redacted]	Missed Full Day	INST	CON	Med Confirm	Absent	Excused	note on file			

5. These are the individual absences for the student. If errors exist, please correct the information in your Student Information System (SIS). The report will refresh within 24 hours.