

Preparation for Pupil Count Secondary Schools

The most important thing that we have learned from previous year's October Count is that we must clean up the student data before the Count period. Making sure that the student is enrolled properly and is assigned to a teacher is one way to prepared for October Count; however, there are several other reports that facilitate an accurate Count.

COUNT WINDOW September 24 – October 8

Count Day October 1

1. Run Data Quality reports frequently to check for data errors
2. Verify that every student has a schedule
3. Run Classroom Monitor **everyday** once school begins to verify accurate attendance records
4. Print out Classroom Blank Spreadsheets in the event a teacher is absent
5. Create Ad Hoc Reports in IC that will be used to print out necessary reports during the Count

1. Data Quality Reports

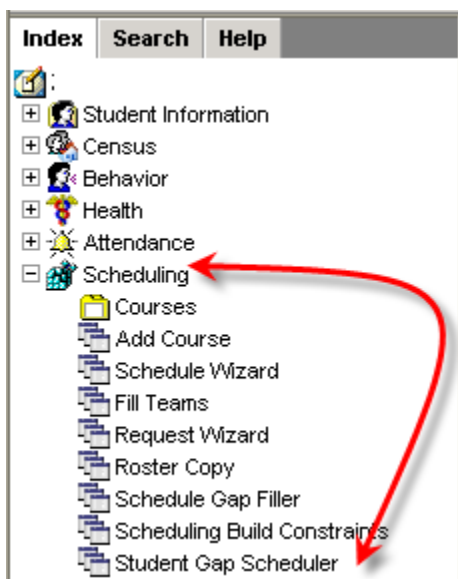
The Data Quality reports should be checked throughout the year for data discrepancies. The reports are run in IC against the applicable calendar.



2. No Schedules Report

The Student Gap Scheduler report in IC should be used to find those students with gaps in their schedule or, have no schedule at all. Students are funded based upon their schedule for one half of a school year on Count Day. Run this report for the term(s) which covers that time period.

How to Run Student Gap Scheduler:



Which students would you like to include in the report?

Grade: All
05
06
07 **Run the schedule report for only active students (create a filter with end date is null for each grade level)**

Ad Hoc Filter: Active Students 6th grade

Which report type would you like?

Summary report lists students' gap periods.
Detail report lists students's schedule in the selected schedule grid.

Summary Detail

Check the number of terms that is one half of your school year

Which periods would you like to include in the report?

Schedule

Term Schedule Six Terms

	Term T1 <input checked="" type="checkbox"/>	Term T2 <input checked="" type="checkbox"/>	Term T3 <input checked="" type="checkbox"/>	Term T4 <input type="checkbox"/>	Term T5 <input type="checkbox"/>	Term T6 <input type="checkbox"/>
	Regular <input checked="" type="checkbox"/>	Regular <input checked="" type="checkbox"/>	Regular <input checked="" type="checkbox"/>	Regular <input type="checkbox"/>	Regular <input type="checkbox"/>	Regular <input type="checkbox"/>
Period 01 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 02 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 03 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 04 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 05 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 06 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 07 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 08 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Uncheck any period that is non-academic and not to be used for teacher contact time

If you checked the Term Schedule Terms box – all terms will become marked. Uncheck any term that is not in the first half of the school year.

Generate Report

Sample of Student Gap Scheduler

These active 6th grade students have not been assigned to a teacher:

Jeremy J
Student Number:
Grade: 06 Gender: M
Gaps: 21

	Term T1	Term T2	Term T3
	Regular	Regular	Regular
Period 01			
Period 02			
Period 03			
Period 04			
Period 05			
Period 06			
Period 07			

3. Classroom Monitor

Teachers should be taking accurate attendance in IC. Schools should develop an instructional sheet for teachers detailing the process they are to use, emphasizing the importance of accuracy. If the student has withdrawn from the class, the teacher should communicate that to the registrar or attendance staff immediately.

Remember that the withdrawal date is the last date that the student attended school.

- Run Classroom Monitor and verify that all attendance is entered
- Process student enter or withdrawal activity on a timely basis

How to run Classroom Monitor:

Located under Attendance, print out the Classroom Monitor:

The screenshot shows the Classroom Monitor web application. On the left is a navigation menu with items: Aaron Nelson, Student Information, Census, Behavior, Attendance, Attendance Letters, Attendance Wizard, Classroom Monitor (highlighted with a red arrow), Daily Attendance, and Reports. The main content area has a blue header 'Classroom Monitor' and a subtitle 'This tool monitors classroom attendance.' Below this, there is a date field set to '09/24/2008', a 'Refresh' button, and a 'Print' button. A table header shows 'Teacher', 'Dept', and 'Contact'. A large text overlay reads 'Enter in date and refresh - then print reports'.

Sample Classroom Monitor:

INCOMPLETE TEACHER ATTENDANCE REPORT

TEACHER	PERIOD	COURSE-SECTION	NAME
Boyd	01	X23-56	STUDENT ASST
Boyd	02	X23-72	STUDENT ASST
Ellen	07	X23-90	STUDENT ASST
Melinda	07	X23-22	STUDENT ASST
Scott	02	K31-73	Lang Arts 8
Scott	04	K31-74	Lang Arts 8
Scott	05	K31-75	Lang Arts 8
Scott	06	K31-76	Lang Arts 8
Scott	07	X23-88	STUDENT ASST
Scott	08	X17-16	HOME ROOM

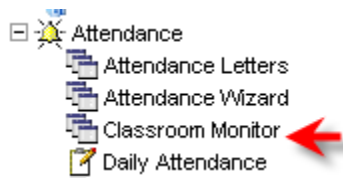
Follow up with all teachers that have not taken attendance. This report would return blank if all teachers have taken attendance. There are a few instances in which there would be teachers names returned even though attendance has

been taken. For example, if there was a substitute and the attendance clerk has to enter the information from the signed Classroom Blank Spreadsheet, or if the school is working off of signed class rosters and manually inputting the teacher's information. In this case, all signed class rosters need to be kept at the school. In addition, this report may show classes that are scheduled; however, the student is taking at another school. In this case, the concurrent school is responsible for the student's attendance, not the home school.

4. Preparing for a substitute teacher

In the event that a teacher is unable to take attendance electronically, the school should prepare for a substitute teacher taking attendance manually. Teachers should print out and have available their class list by printing a Blank Spreadsheet found under Instruction/Reports/Blank Spreadsheet.

In the event the teacher did not prepare for a substitute, the school can print out a class list from the Classroom Monitor in IC.



Find the specific course in which a substitute will manually take attendance and verify that the date is accurate before printing out the report. Substitute teachers are required to mark any absences or tardy students, verify the date, add any new student information, and sign before turning into school attendance staff to be input.

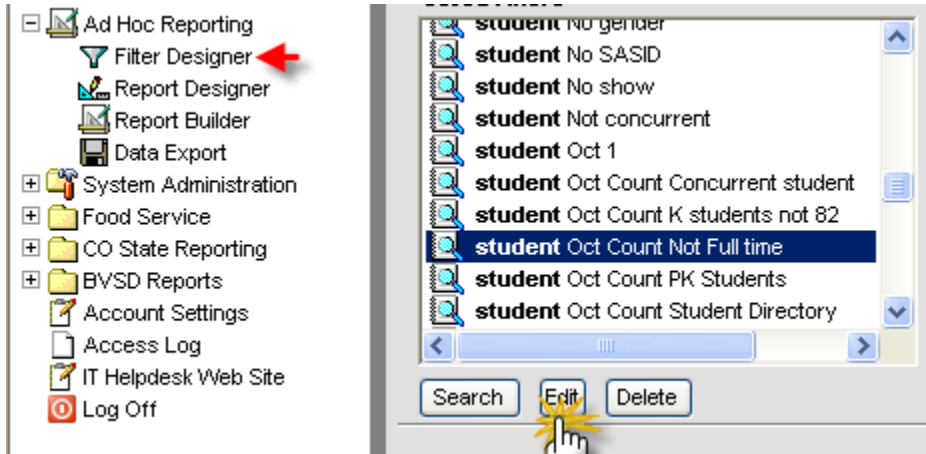
During October Count:

- Substitute teachers must be provided with the appropriate Class Roster sheet.
- The attendance office should keep a daily checklist of sheets turned in, and follow up on those not turned in.
- Schools should establish a procedure for collecting sheets each day. Be sure to have all attendance entered before running required reports.
- The Spreadsheet or Classroom Monitor, along with any other documentation from the teachers, is to be retained by each school as backup.

5. Creating Ad Hoc Reports

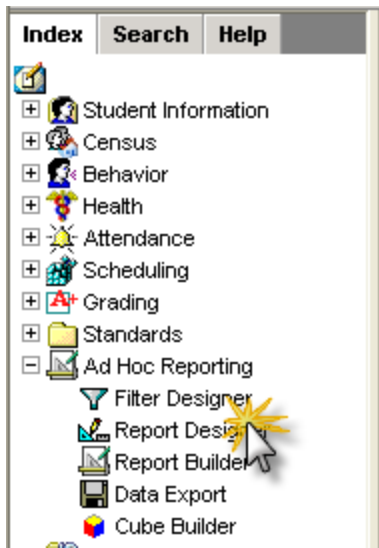
During October Count, there will be several Ad Hoc Reports that will have to be run to create reports as backup. Please create the following filters in preparation of exporting data for those reports. Additional information regarding the function of the Ad Hoc Reports will be part of the October Count training in September:

*****If you created filters under your user id last October Count, you just need to edit the existing saved filter (change the date):*****




Edit all of the enrollment dates to be 10/1/08 on the two AD Hoc Reports on the following pages.

If you did not create it previously and need to create the filters:




Create a New Filter

Create a new Filter using the Query Wizard 

Create a new Filter using the Selection Editor

Create a pass-through SQL Query

Filter Data Type

Student 

Census/Staff





Course/Section

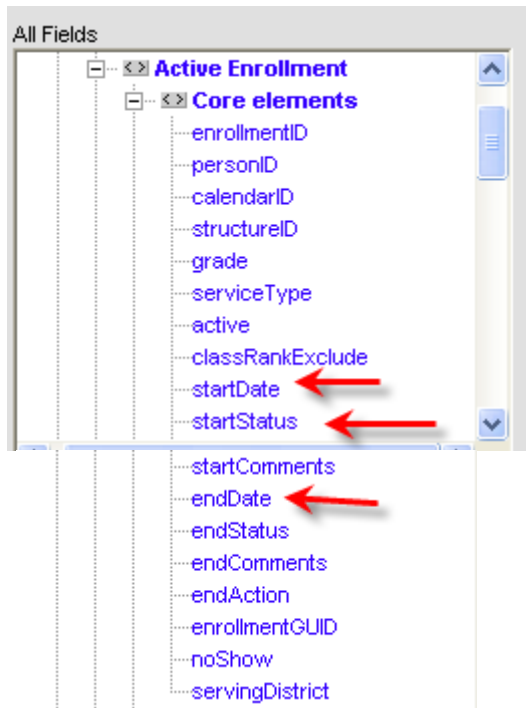
The data fields for the Ad Hoc Reports can be found in Student Demographics, and Student Learner. Please create the following Queries under your user name in preparation of the Count:

Ad-Hoc Query Editor

Query Name:

All Fields

- + <> Student
 - + <> Demographics 
 - + <> Learner  
 - <> Active Enrollment
 - + <> Core elements 
 - + <> Graduation elements
 - + <> State Reporting element
 - + <> Special Ed elements
 - + <> Custom Enrollment
- + <> Enrollment History
- + <> Membership Day Counts
- + <> Programs



Query Name:

Field	Operator	Value
student.studentNumber		
student.lastName		
student.firstName		
student.grade		
activeEnrollment.startDate	<=	10/01/2008
activeEnrollment.startStatus	=	95
activeEnrollment.endDate	IS NULL	

Active Enrollment Start Dates = 10/01/2009

Input ALL appropriate grade levels for your school:

Query Name:

Field	Operator	Value
student.studentNumber		
student.lastName		
student.firstName		
student.grade	IN	(09,10,11,12)
activeEnrollment.startDate	<=	10/01/2008
activeEnrollment.endDate	IS NULL	
activeEnrollment.stateFundingCode	<>	80