Accessing Current Attendance Reports for Acknowledgements/Interventions

MPS Data Dashboard

Overview

Most attendance reports are in the MPS Data Dashboard housed in the District/School Leader Tab in the Attendance dashboard (fig. 1). All available related dashboards and attendance reports can be accessed using the left hand navigation bar (fig. 2).

The following items will be featured:

1. Teacher Tab
2. Attendance by Time
3. Absenteeism
4. Attendance by Homeroom - Current Students
5. Attendance by Month and Grade

Figure 1: District / School Leader Tab

Figure 2: Attendance Dashboard

Related Dashboards

Attendance Reports
Teacher Tab

In the Teacher Tab, users can view their student lists, YTD % Attendance as well as student's last MAP Reading and Math score (fig. 3). The user can also sort columns by clicking on the column heading. There is also a WKCE, MAP, Attendance, Suspensions and GPA Detail Report accessible. For more details, users can click on the student profile icon. User will find student’s attendance rates for the past three years (fig. 4). To further drilling in, users can click on attendance in the student profile to find details about the school, date, type of absence, whether the absence is excused, and the reason for the absence (fig. 5).

Figure 3: Teacher Tab – Student List

Figure 4: Student Profile
Figure 5: Student Profile Attendance Detail

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
<th>Absence Type</th>
<th>Excused Absence</th>
<th>Absence Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>316</td>
<td>11/21/14</td>
<td>Unknown</td>
<td>Excused</td>
<td>Absent accept excuse</td>
</tr>
<tr>
<td>316</td>
<td>11/19/14</td>
<td>Full Day</td>
<td>Excused</td>
<td>Suspended</td>
</tr>
<tr>
<td>316</td>
<td>10/29/14</td>
<td>Full Day</td>
<td>Unexcused</td>
<td>Absent unacceptable excuse</td>
</tr>
<tr>
<td>316</td>
<td>10/24/14</td>
<td>Unknown</td>
<td>Excused</td>
<td>Absent accept excuse</td>
</tr>
<tr>
<td>316</td>
<td>10/17/14</td>
<td>Unknown</td>
<td>Excused</td>
<td>Early dismissal (Check out time)</td>
</tr>
<tr>
<td>316</td>
<td>10/9/14</td>
<td>Full Day</td>
<td>Excused</td>
<td>Suspended</td>
</tr>
<tr>
<td>316</td>
<td>9/17/14</td>
<td>Unknown</td>
<td>Excused</td>
<td>Absent accept excuse</td>
</tr>
<tr>
<td>316</td>
<td>9/4/14</td>
<td>Full Day</td>
<td>Excused</td>
<td>Absent accept excuse</td>
</tr>
</tbody>
</table>

Days Tardy: 0
Days Absent: 6
Absenteeism Dashboard

The Absentee/Approaching Absentee report found in the Absentee Dashboard can be used to identify students who are approaching absenteeism (90%-84.1%) or currently classified as absentee (≤84%) by grade level (fig. 6). When selecting a category, user can view student details (fig. 7). The user can also sort columns by clicking on the column heading.

Figure 6: Absentee/Approaching Absentee – Current Students

Click on the Graph for Students names and Attendance

Figure 7: Absentee/Approaching Absentee – Current Students Details

Attendance Rate
Attendance by Time Dashboard

In the Attendance by Time Dashboard, user can view attendance by month (fig.8). By selecting the desired month and year, users can view individual student’s attendance and filter grade level, month, and school year in addition to several other filters (fig.9). The user can also sort columns by clicking on the column heading.

Figure 8: Attendance by Month

![Attendance by Month Diagram]

Figure 9: Attendance by Month Details

![Attendance by Month Details Diagram]
Attendance by Homeroom - Current Students Report

User can view attendance by homeroom and month in this report (fig. 10). When drilling in, user can select a homeroom and see overall attendance rates by student (fig.11).

Figure 10: Attendance by Homeroom Analysis Current Students

![Attendance by Homeroom Analysis Current Students](image)

- By Homeroom, view each Month’s Attendance Rate
- By Homeroom, click on the number of students to view a list of student’s Attendance Rates

Figure 11: Attendance by Homeroom Analysis Detail Current Students

![Attendance by Homeroom Analysis Detail Current Students](image)

- By Homeroom, view each Month’s Attendance Rate
- By Homeroom, click on the number of students to view a list of student’s Attendance Rates
Attendance by Month and Grade Report

Users can view attendance by grade level and by month (fig. 12) as well as overall school attendance by all students by month for the past five years (fig. 13).

Ensure user follows the following steps:
1. School Attendance Tab
2. Filter by Region
3. Filter by School Group
4. View each School by Page on the Tool Bar

Figure 12: Attendance by Month and Grade Level

![Attendance by Month and Grade Level](image)

Figure 13: Attendance by Month and Year – All Grades

![Attendance by Month and Year – All Grades](image)