

Attendance records

1. When changing course(s) in eSIS there are three ways to do this and preserve attendance and grades.
 - A. On the Student Course Selections screen, instead of dropping/adding a course use the Transfer button. This will allow you to make a choice to transfer attendance to the new course, keep attendance with the original course, or drop the student's attendance. There is also a checkbox to transfer marks to the new course.
 - B. Use the Transfer Courses screen (school>course information>transfer courses.) By using this screen, you can transfer an entire class while keeping their attendance and grades—note the Transfer checkboxes.
 - C. The last screen you can use is the Class Transfer screen (school>scheduling utilities>class transfer.) This screen will move students to a different course **without** transferring their attendance or grades. Be careful using this screen because you can unschedule an entire building or group of students very quickly.
2. Remember for an absence or late to count, the attendance record must have an 'A' or 'L' to count as an attendance record.
3. All absences should have an appropriate attendance reason. This information is used in State reporting.
4. Approximately once a month run a Duplicate Attendance Records report. Because of the new student system there is a need to keep all data as clean as possible. FYI – last year one high school had over 25 pages of duplicate attendance records. The process and time it took to fix these records would not have been necessary if the school had run the report throughout the school year.

Report requests –

Remember to send all report requests to SSUP@tacoma.k12.wa.us or email name: 'Student System SSUP'. Please include all information you need to receive with parameters and the due date for your request. Keep in mind that it will take at least 24 hours before the report is completed. Depending on the report complexity and other deadlines, some requests may take longer. Please give us as much time as possible to meet your deadline.