

KSIS -KTS  
Attendance  
Report

September 23

2014

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**Assigning User Tool Rights and Using the  
Report**

# KTS Attendance Report

PATH: KY State Reporting > Edit Reports > KTS Attendance

## Introduction

The KTS Attendance Report is available in all pilot home high school district databases. Technical school and home high school staff can generate the report.

- The report will provide the home high school a real-time view of attendance reported by the technical school.
- Using the information contained in the report, the home high school attendance clerk will manually update attendance in the home high school database.
- Technical and home high schools can both run the report and see daily attendance entered by either school.

## Assigning User Tool Rights for the KTS Attendance Report

The home high school's district system administrator must first grant user tool rights. It is recommended to assign the KTS Attendance tool rights in the KTS Data Exchange user group.

*\*Any staff member working with the KTS project should be assigned to the KTS Data Exchange user group.*

NOTE: Technical Schools do not have to follow steps 1- 6. KDE has completed this portion and the report should be in your Index.

PATH: Search > Group

1. Locate the KTS Data Exchange user group.
2. Select the Tool Rights tab.

The screenshot shows a web application interface for managing user groups. On the left, there is a search sidebar with a 'Group' dropdown menu containing 'KTS Data Exchange', a 'Go' button, and an 'Advanced Search' link. Below the search results, it says 'Search Results: 2' and has a green button labeled 'Create a new User Group'. The main content area is titled 'User Group: KTS Data Exchange' and has tabs for 'User Group', 'Tool Rights' (which is highlighted in yellow), 'Calendar Rights', and 'Members'. There are 'Save' and 'Delete' buttons. Below the tabs is a 'User Group Editor' form with the following fields: '\*Name' (KTS Data Exchange), 'Group Description' (a large empty text area), and 'Associated Product' (Student Information System).

## Assigning User Tool Rights for the KTS Attendance Report – cont.

3. Click on the plus sign next to KY State Reporting.
4. Click on the plus sign next to Edit Reports.
5. Select the RWA check boxes next to KTS Attendance.
6. Click Save.

The screenshot shows the 'User Group: KTS Data Exchange' configuration page. The 'Tool Rights' tab is active. A 'Save' button is visible at the top left. Under the 'Campus Tools' section, the 'RWA D' (Read, Write, Admin, Delete) permissions are being configured. The 'KTS Attendance' tool is highlighted in yellow, and its 'RWA D' checkboxes are all checked. Other tools listed include 'KY State Reporting', 'Edit Reports', 'Accommodations Report', 'Calendar Edits Report', 'Class Rank Numeric', 'Expulsion Attendance Report', 'H1N1 Attendance Report', 'H1N1 School Closings Report', 'Missing Enrollment End Status Report', 'Multiple Enrollment Attendance Report', 'Overage/Underage Report', 'Schedule Gap Report', 'Schedule Structure Grades Report', 'Seat Count By Section', and 'Suspension Attendance Linkage'.

7. The user will need to log out of IC and back in before the report will populate in their Index.

This screenshot shows a portion of the configuration page, specifically the 'KY State Reporting' and 'Edit Reports' sections. The 'KTS Attendance' tool is highlighted in a grey box, indicating it is selected or active.

## Generating the KTS Attendance Report

1. Select "I am a Home District".
2. Select Technical School.
3. Select a Start Date and an End Date. Be sure to choose a small date range.
4. Select Sort order
5. Click Generate Report. Do not click Generate Report more than once.

### Technical School Attendance

Technical School Attendance Report

Please choose a small date range. Please do not click Generate Report more than once.

I am a Home District  
 I am a Technical School

Select Technical School

Kentucky Tech System

Start Date 08/27/2014 

End Date 08/27/2014 

Generate Report

## Using the KTS Attendance Report

1. The home high school will use this report to manually enter technical school student attendance information into their district database.
2. Once the home high school enters attendance, both the technical school and the home high school can run the KTS Attendance report to see results under both the Home School Attendance and the Technical School Attendance sections.
3. Note the period schedule for each school is listed under each section to assist with accurate data entry at the home high school.

Home District (Carroll County) / Technical Center (Kentucky Tech System)  
Attendance for 2014

Home School Attendance

| SSID | Student | Grade | School                     | Period           |                  |                  |                  |                  |                  |                  | Check In/Out                      | Comments  |  |
|------|---------|-------|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------------------------|-----------|--|
|      |         |       |                            | 2<br>07:55-08:52 | 3<br>08:52-09:46 | 4<br>09:46-10:40 | 5<br>10:40-12:06 | 6<br>01:03-01:57 | 7<br>01:57-02:50 | 8<br>01:57-02:50 |                                   |           |  |
| 1    | A       | 11    | CARROLL                    |                  | A U              | A U              |                  |                  |                  |                  |                                   |           |  |
| 1    | B       | 11    | CARROLL                    |                  | A E              |                  |                  |                  |                  |                  | In 09:20                          | dr. note  |  |
| 1    | B       | 09    | CARROLL                    |                  |                  |                  | A U              |                  |                  |                  |                                   |           |  |
| 1    | B       | 10    | CARROLL COUNTY HIGH SCHOOL |                  |                  |                  | A E              |                  |                  |                  | In 08:02<br>Out 08:41<br>In 11:30 | court     |  |
| 2    | C       | 11    | CARROLL                    |                  | A E              | A E              |                  |                  |                  |                  |                                   |           |  |
| 1    | D       | 10    | CARROLL COUNTY HIGH        |                  | A E              |                  |                  |                  |                  |                  | Out 08:45<br>In 09:40             | court     |  |
| 1    | F       | 12    | CARROLL                    |                  |                  |                  | A E              | A E              | A E              | A E              |                                   |           |  |
| 1    | G       | 09    | CARROLL                    |                  |                  |                  |                  |                  |                  | A U              |                                   |           |  |
| 1    | H       | 12    | CARROLL                    |                  |                  |                  | A E              |                  |                  |                  | Out 10:30                         |           |  |
| 1    | H       | 11    | CARROLL                    |                  | A U              | A U              |                  |                  |                  |                  |                                   |           |  |
| 1    | J       | 10    | CARROLL                    |                  |                  |                  | A E              |                  |                  |                  | Out 10:52                         |           |  |
| 1    | K       | 09    | CARROLL                    |                  |                  |                  | A U              |                  |                  |                  |                                   |           |  |
| 1    | K       | 09    | CARROLL                    |                  |                  |                  |                  |                  |                  | P X              |                                   |           |  |
| 1    | M       | 11    | CARROLL                    |                  |                  |                  | A U              |                  |                  |                  |                                   |           |  |
| 1    | N       | 12    | CARROLL                    |                  |                  |                  | A E              | A E              | A E              | A E              | Out 10:25                         |           |  |
| 1    | N       | 10    | CARROLL                    |                  |                  |                  | A U              |                  |                  |                  |                                   |           |  |
| 1    | P       | 09    | CARROLL                    |                  |                  |                  |                  |                  |                  | A U              |                                   |           |  |
| 1    | R       | 11    | CARROLL                    |                  | A U              | A U              | A U              |                  |                  |                  |                                   |           |  |
| 1    | T       | 09    | CARROLL                    |                  |                  |                  |                  |                  |                  | A E              | Out 01:00                         | North Key |  |

Technical School Attendance

| S  | Student | Grade | School         | Period           |                  |                  |                  |                  |                  |  | Check In/Out | Comments |
|----|---------|-------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|--|--------------|----------|
|    |         |       |                | 2<br>08:30-09:42 | 3<br>09:46-10:36 | 4<br>10:40-11:30 | 5<br>12:00-12:59 | 6<br>01:03-01:53 | 7<br>01:57-02:50 |  |              |          |
| 1! | F       | sa 12 | Carroll County |                  |                  |                  | A                | A                | A                |  |              |          |
| 1! | H       | 12    | Carroll County |                  |                  |                  | A                | A                | A                |  |              |          |
| 1! | N       | 12    | Carroll County |                  |                  | A                | A                | A                | A                |  |              |          |
| 1! | R       | 11    | Carroll County | A                | A                |                  |                  |                  |                  |  |              |          |

### For more information:

Please submit any questions about the KTS automated data exchange by [email](#).