

From: [Jenkins, Becky - Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification: Shortened Day Attendance
Date: Friday, April 03, 2015 12:25:28 PM
Importance: High

KSIS Contact:

Please share the information below with district personnel responsible for ATTENDANCE data in your district.



Please alert all users in your district responsible for Attendance within Infinite Campus.

Infinite Campus has provided the following:

ISSUE ALERT: Infinite Campus has received reports of errors in student attendance on shortened days.

ISSUE DETAILS:

We have found that when Whole Day Attendance is entered via the Attendance Wizard, after a day has been shortened in the calendar, attendance marks are created for periods that did not meet. This can cause a mismatch between attendance excuse codes stored in database if a modification of the excuse code for that day is later made via the student's attendance tab. The mismatch is not visible on the student's Attendance Tab or the Parent Portal View, but Campus has received reports of issues for attendance letters and the attendance profile reports pulling excuse codes from these periods that did not meet.

As an example of how the mismatch can be created:

1. A shortened day is entered in the calendar from the Calendar Days tab.
2. Whole Day Attendance is entered from the Attendance Wizard.
 - a. This writes the excuse code to every instructional period, including periods that are now outside of the shortened school day.
3. A modification of the Whole Day Attendance code from the student's Attendance Tab is made.
 - a. This only updates the excuse code for instructional periods that met that day and show in the user interface.

FIX:

Infinite Campus plans to remove all identified attendance marks existing outside of the calendar school day for the 2014-2015 school year. Upon KDE approval, a script will be run on Wednesday, April 8th, to delete these erroneous attendance marks.

Infinite Campus will execute the cleanup script again, at the end of the school year to remove any erroneous attendance excuse code marks created after April 8th.

Campus will update the Attendance Wizard, as part of SIS-81337, to only write attendance excuse codes within the boundary of the school day as a permanent solution.

RECOMMENDATIONS:

Until the permanent solution is released, Infinite Campus advises districts to follow the KDE defined process for [Amending School Calendars](#) document (See Below).

Shortened Days

When days are shortened due to early release or delay, the calendar must be updated. This will allow absences and tardies to calculate correctly. This update must be made on the calendar for each structure.

Path: Index > System Administration > Calendar > Calendar > Days

1. Enter the start for a delay or the end time for an early release.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event on this Day

Day Detail		
Date	Day #	
01/09/2014	89	
*Period Schedule		
REG		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
09:00 AM		360
The duration field will be calculated automatically		
Comments		
Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

2. If non-instructional time changes, for example a non-instructional recess is canceled on the shortened day, click Add DayEvent. Enter the total instructional time for the day. This will override the normal calculation. The normal calculation subtracts any noninstructional minutes listed on the period structure from the duration on the day detail above.

Calendar Grade Levels Schedule Structure Terms Periods School Months **Days**

Save Day/Day Events Delete Day/Day Events Day Reset Day Rotation Print Print

<< **January 2014** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event on this Day

Day Detail

Date: 01/09/2014 Day #: 89

*Period Schedule: REG

School Day: Instruction: Attendance:

Start Time: 9:00 AM End Time: Duration: 360

The duration field will be calculated automatically

Comments:

Day Events

Type	Duration Inst.	Minutes
X R: Regular		330

Add DayEvent

NOTE: *If attendance will be taken in first period, it is best to wait until morning attendance is taken and reconciled before entering the new start time.*

As always, if you are experiencing an issue with Infinite Campus, please submit a support case. If it needs immediate attention, please follow up your case submission with a phone call to Campus Support.

Please note: DO NOT REPLY TO THIS MESSAGE. The Infinite Campus Support mailbox is unattended. If you have a question or response specific to a case, please logon to the Infinite Campus Support portal at: <https://community.infinitecampus.com>.

Infinite Campus, Inc. | 4321 109th Ave NE | Blaine, MN 55449
 Campus Support 1-888-461-2004 (for Authorized Support Contacts)