



# KTS Data Exchange – Attendance Procedures for Technical & High Schools, and Attendance Sync Option

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# KTS Attendance Essentials

- Technical school teachers *must* post period attendance
- Technical school clerks *must* maintain check in/check out records
- Technical school clerks *must* check the Classroom Monitor to verify teachers have posted attendance
- Technical school clerks *should* reconcile daily attendance
- High school attendance clerks *must* review technical school attendance data & enter correct attendance into their district IC database
- Technical school clerks & high school attendance clerks *should* keep a continuous open line of communication



# Technical School

»» Attendance Responsibilities

# Technical School Teacher Responsibilities

- ▶ Technical school teachers *must* post period attendance
  - Comments will populate on attendance reports, including the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*)

The screenshot shows the Infinite Campus interface for a teacher named Mickey Mouse. The left sidebar contains navigation options: Message Center, Planner, Grade Book, Attendance (highlighted with a red '1'), Roster, Seating Charts, and Student Groups. The main content area shows the course '480505-100 Blueprint Reading for Welding' for 'Period 1'. There are 'Save' and 'Seating Chart' buttons. Below, a table displays attendance for three students:

Students: 3 ▲	1	1	1	Excuse	Comments
11 Boop, Betty	P	A	T		Field Trip
11 Duck, Daisy	P	A	T		
10 Potter, Harry	P	A	T		

- ▶ Technical school teachers *must* report any attendance corrections to the technical school clerk promptly

# Technical School Clerk Responsibilities

- ▶ Technical school clerks *must*
  - Update their IC database with any attendance corrections
  - Maintain check in/check out records, and share those with the high school attendance clerk
  - Check the Classroom Monitor continuously throughout the day to ensure teachers have posted attendance
  - Run and review the KTS Attendance report daily
  - Communicate and work with their high school attendance clerks to ensure the entry of accurate attendance data in the high school IC databases
  
- ▶ Technical school clerks *should*
  - Reconcile attendance in the technical school IC database to:
    - Maintain data integrity
    - Ensure KTS Attendance report accuracy
    - Assist teachers with makeup work decisions
  - Refer to the [Attendance for Technical School Clerks](#) documentation, which outlines the various ways to maintain and reconcile attendance in Infinite Campus





# High School

»» Attendance Responsibilities

# High School Attendance Clerk Responsibilities

- ▶ High school attendance clerks *must*
  - **Communicate with the technical school clerk** to ensure the entry of accurate attendance data in the high school IC databases
  - **Supply the technical school clerk with lists of students** who are remaining at the high school due to special functions or events (i.e. testing, counseling, or assemblies) or attendance events not yet entered into Infinite Campus (i.e. suspensions, field trips, or home hospital)
  - **Run and review the KTS Attendance report** (*KY State Reporting > Edit Reports > KTS Attendance*), and use this report as a *guide* for manual attendance entry in the high school IC database

# High School Attendance Clerk Responsibilities

- ▶ Compare the KTS Attendance report (*KY State Reporting > Edit Reports > KTS Attendance*) to the Daily Attendance (*Attendance > Daily Attendance*)  
You may want to create an ad hoc that pulls only KTS students to make comparison easier

Daily Attendance

Summary Report Caller Report

Daily Attendance

Date: 03/16/2016 Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.

Day: Wednesday - Period Schedule: S1

Ad Hoc Filter KTS students

Student	Number	Grade	1	2	3	4	5	6	7	ACTIVITY	V/IPB
<a href="#">Details</a> Astudent, 1	1	12	P	P	P	P	P	P			
<a href="#">Details</a> Astudent, 7	7	12	HH	HH	HH	HH	HH	HH			
<a href="#">Details</a> Astudent, 9	9	12	TU	TU							

[A guide to creating this ad-hoc can be found here](#)





# High School Attendance Clerk Responsibilities

- ▶ If a student is on the daily attendance report but not on the KTS attendance report:
  - Work with technical school clerk to determine if the student is actually there
    - If the student *is* there, have them check in at the technical school office. Enter a matching check in at the high school
    - If the student *is not* there, attendance should be corrected at the technical school

# High School Attendance Clerk Responsibilities

- ▶ If a student is not on the daily attendance report but is on the KTS attendance report:
  - Work with technical school clerk to determine if the student is actually there
    - If the student *is* there, attendance should be corrected at the technical school
    - If the student *is not* there, enter an unexcused check out at the high school until the student's whereabouts can be determined



# KTS Unknown Attendance Sync

➤➤ Optional Feature

# KTS Unknown Attendance Sync

- ▶ Unknown attendance from the technical school will sync to the high school during the overnight sync
  - Previous days' teacher attendance from the technical school will show **yellow** (unknown) on the Daily Attendance Report, Student Attendance tab, & Parent Portal after the overnight sync
    - Will not overwrite attendance that is currently at high school
    - The Classroom Monitor will not reflect that technical schools have taken previous day attendance (i.e. turn course from **pink** to **green**)

# KTS Unknown Attendance Sync

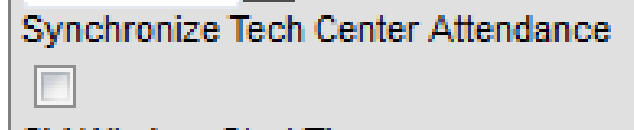
- ▶ High school attendance clerks can use the Attendance Wizard to review absences and verify previous day technical school attendance

**Tip:**

Use of the [Technical Student Ad Hoc Query](#), located on the [KTS Data Exchange webpage](#), by the HS attendance clerks will assist with filtering technical school students while using the Attendance Wizard

# KTS Unknown Attendance Sync

- ▶ Available SY 2016–17
- ▶ This is an *optional* feature that is controlled at the district level by the district Infinite Campus administrator
- ▶ *System Administration > Resources > School > Select High School > Synchronize Tech Center Attendance checkbox*



- ▶ Checking the box will turn the feature *on*. Unchecking turns the feature *off*
- ▶ The check box must be checked for *each* high school in the district that wishes to participate

# Support

- ▶ Technical School Attendance Questions:
  - Tanya Fluke, Office of Career & Technical Education  
[ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov) &  
[Tanya.Fluke@education.ky.gov](mailto:Tanya.Fluke@education.ky.gov)
- ▶ High School Attendance Questions:
  - Garnetta Barnette, Office of Administration & Support  
[Garnetta.Barnette@education.ky.gov](mailto:Garnetta.Barnette@education.ky.gov)

# Questions?

