

KSYS 2015-16 End-of-Year Training
 KTS Data Exchange
 Attendance Procedures for Technical & High Schools & Attendance Sync Option
 Question and Answer Summary

1.	Q	What permissions are required for High School Attendance Clerks to be able to access Technical School Attendance report?
	A	The district Infinite Campus system administrator must add the tool rights to access the report to each attendance clerk. PATH: (Ky State Reporting > Edit Reports > KTS Attendance by School)
	Q	Tech teachers mark students absent when not in their classroom, however, they may know where the student is, but mark them absent anyway. This makes reconciling attendance at the high school very difficult. How can this be fixed?
	A	Contact the tech school clerk. Make sure the student is actually at the tech school. Remember that the teacher may need to have the unknown absences to indicate the student was not in the classroom for gradebook purposes.
	A	If the student is actually at the tech school, ask them to indicate that in the comment on the teacher's attendance.
	A	Technical school teachers should be instructed to only mark a student absent if they are not in the technical school building. If the student is marked absent, but they were in the technical school building working on a special project, the absence should be corrected by the technical school clerk so it does not reflect on the student's attendance record. Additionally, the KTS Attendance by School report AND a good line of communication between the high school attendance clerk and the technical school clerk are highly recommended.
2.	Q	Here is why we applied for a waiver and should be reconsidered. We are 100 feet from our feeder and we are a single feeder school. We have to run the attendance wizard on our end and then post our attendance to the feeder because they do not input check ins and checkouts or excuses until the end of the day. I do not trust this to be input at the feeder school because as a principal I am liable for those students. Therefore, we enter this data ourselves resulting in double posting attendance. This is why we should be considered for a waiver. We sign students in as they come in and out but our feeder does not.
	A	Districts who have a locally operated technical school (CTCs) can submit a waiver for consideration. If approved, the waiver would allow the district to be exempt from the KTS Data Exchange. Waiver requests for the 2016-17 school year should have been submitted March 1, 2016. All CTC districts approved for a waiver have been notified. A waiver request must be submitted each year. High schools who are serviced by an Area Technical Center (ATC) do not qualify for the waiver process.
3.	Q	What is the standard time frame when running the KTS attendance report? I.e. look over the last month, months or 1st date of school? We have 7 feeder schools; that is a lot of review for KTS attendance reports.
	A	It is recommended that the KTS Attendance by School report be run for each school every morning and once again at the end of the school day. However, the report can be run as often as needed.
4.	Q	How did you say to obtain EILA credit for this training?
	A	Registered participants will receive an email with a survey link. The survey must be completed to receive EILA credit for the training.

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	A	<p>1. Register for the training at https://www.research.net/r/DXNYV8G or go to the KDE KSIS Training webpage and click on the registration link for this training.</p> <p>2. Complete the post-training survey to verify participation. (We send the survey to registered participants using the Survey Monkey tool.)</p> <p>3. EILA certificates are processed and sent via email within 30 days of the training event.</p>
5.	Q	Do the tech clerks have access to what is posted in IC for field trips, etc.?
	A	The KTS Attendance by School report reflects real-time attendance entered from both technical school and high school databases. Technical schools clerks can run this report to see what attendance has been posted for the high school, and vice versa.
6.	Q	On the high school side, where is the "Synchronize Tech Center Attendance" check box located? The directions are not clear on the PowerPoint instructions.
	A	System Administration > Resources > Schools > select the high school > scroll down about halfway and locate the "Synchronize Tech Center Attendance" check box. If the box is checked, technical school unknown attendance will synchronize to the high school database nightly. If the box is unchecked, attendance WILL NOT synchronize.
7.	Q	Can you clarify the difference between Unexcused Tardies and classroom tardies?
	A	Some schools have an attendance code called unexcused tardy that is mapped to a state "Absent Unexcused". Any attendance code can be tracked with an Ad Hoc Report. The local code is in Ad hoc under Attendance> KY Attendance Daily Summary> LocalAbsentCode. You can add any other information you need, such as date.
	A	Unexcused tardies entered into Campus by an attendance clerk or other administrator and are mapped to a state attendance code. It is official attendance and counts as an event for truancy. If it is over 35% of the day, it will count as a half-day absence and will affect funding. Teacher attendance is entered when a teacher takes attendance in her classroom. It does not become official until it is verified by the attendance clerk, it shows as a yellow box on the attendance tab, the daily attendance report and the portal. Attendance taken first period should be verified and changed to official attendance. If a student is skipping a class or tardy and is still in the school, the teacher attendance, taken in subsequent periods, can be left as unknown or changed to an official attendance mapped to Absent Exempt.
8.	Q	What does the Synchronize Tech Center Attendance checkbox actually do?
	A	System Administration > Resources > Schools > select the high school > scroll down about halfway and locate the "Synchronize Tech Center Attendance" check box. If the box is checked, previous day technical school unknown attendance will synchronize to the high school database nightly. If the box is unchecked, attendance WILL NOT synchronize.
9.	Q	Should any absence be unknown? Or should they be marked unexcused until an excused is provided (either by parent or the students high school)?
	A	Further guidance will be given to ATC clerical staff during the summer Secretary Retreat regarding the proper way to resolve unknown attendance in the technical school database.

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10.	Q	Are we going to be stuck posting double attendance forever?
	A	High schools services by an ATC and ATCs do not qualify for the waiver process, regardless of the amount of schools an ATC services. You say you are "stuck posting double attendance", and I would like to know the process in which you are processing attendance. Contact me at ktssupport@education.ky.gov and refer to this question. I would like to offer assistance.
11.	Q	What types of attendance information will synchronize between the technical school and the high school for 16-17 school year?
	A	System Administration > Resources > Schools > select the high school > scroll down about halfway and locate the "Synchronize Tech Center Attendance" check box. If the box is checked, previous day technical school unknown attendance will synchronize to the high school database nightly. If the box is unchecked, attendance WILL NOT synchronize.
12.	Q	If we do not remove the yellow tardy marks in IC, then the school messenger will pull it and call the parent for a student being absent.
	A	You may want to add a new attendance code called Classroom Tardy and map it to Absent Exempt so it does not count as official attendance but lets the teacher track the tardies. This code should only be used if the student was actually already at school.
13.	Q	So, if I have three different schools, I have to run the KTS attendance report three times to get all three schools or can I run one report that picks up all three?
	A	At this time, you can only run the KTS Attendance by School report by school. There is no way to run one report that will pick up all of your feeder schools on one report. KDE will consult with IC to see if there is a way to add this feature to this updated report.
14.	Q	The option for current year high school calendar to access technical school attendance has been taken away? How is the high school supposed to access our attendance at the current time?
	A	Through the KTS Attendance by School report (Ky State Reporting > Edit Reports > KTS Attendance by School). If you do not see this report, your district IC system administrator must grant the rights to your user account.
15.	Q	How do we keep the tardy from being pulled for school messenger automatic calls?
	A	You may want to add a new attendance code called Classroom Tardy and map it to Absent Exempt so it does not count as official attendance but lets the teacher track the tardies. This code should only be used if the student was already in the building, not tardy to school.
16.	Q	Just to clarify...the yellow A is okay to leave for a tardy only if not first thing in the morning? The yellow "T" is also okay to leave?
	A	Yes, they do not affect official attendance.

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17.	Q	If our students do not go to Tech school in the AM session but they come to school at the time their bus would drop them off, I mark them as Unexcused Late Arrival. Is this how this should be handled?
	A	Please contact Garnetta Barnette to discuss.
18.	Q	For attendance data collection, will high schools still need the original check in/check out logs from the Technical schools?
	A	Technical schools should supply check in/out logs to the high schools for record purposes. Those can be compiled and mailed or hand delivered over to the high school periodically (i.e. daily, weekly, monthly) Due to student privacy FERPA laws, do not email unless sent through a secured process. High schools should file these check in/out sheets for reference and audit purposes.
19.	Q	If you go with the sync of attendance, is there really a need to print the KTS Attendance report any more?
	A	The KTS Attendance by School report is a report that reflects real-time attendance. The Syncing of KTS Unknown Attendance will always be one day behind. If utilizing the syncing process, it is recommended to still run the KTS Attendance by School report to verify student whereabouts during the school day.
20.	Q	I have trouble getting teachers to post their attendance, having to call them during the day to make sure they post it.
	A	All teachers are required, by Kentucky Law, to post accurate attendance each period. I would suggest communicating this fact to each teacher. Set a time frame to allow teachers to post (i.e. teachers should have their attendance posted within 10 minutes after class begins). Communicate that timeline to the teachers. Clerks at the technical schools should use the Classroom Monitor (Attendance > Classroom Monitor) each period to verify that teachers have posted. Those who do not post should receive a call from the office staff reminding them to post. Teachers who are habitual about not posting attendance should be reminded that Kentucky Law mandates them to post accurate attendance each period. It is at the principal's discretion if any further steps are needed to assist with teachers understanding of what is required.
	A	Mike Mock from Infinite Campus pointed out that the messenger calls all students with unknown attendance because those are the ones you need to find out why they are not there. I(Garnetta) did not realize that the messenger was used after first period. We have always said that first period attendance needs to be reconciled.
21.	Q	Can we not just run a summary report from our daily attendance screen and send that to schools to reconcile attendance?
	A	Running a summary report and sending it to the high school can be done; however, the report would have to be sent using a secured method because it contains student identifiable information that violates FERPA laws. Additionally, this would cause additional work for the technical school clerk when the high school can simply run the KTS Attendance by School report, which reflects real-time attendance information from the technical school.

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22.	Q	They said that a 1st period tardy is supposed to go through the office. I understand that and why it needs to be done. What if they are tardy 3rd period? Does that not need to through the office as well?
	A	If that is your school policy, then yes. However, there is no state level requirement for it.
23.	Q	Is it all right for the tech students to check out at the high school instead of the tech center when the student is checking out during a tech class time since our tech office is just down the hallway in the same building?
	A	If on the same campus, and you have an understanding with your feeder school that all students will come to their office to sign in and out, then there is no need to maintain a duplicate sign in/out sheet at the technical school.
24.	Q	We have a problem with the teachers just saving on classroom monitor without verifying actual class attendance, how do we fix this?
	A	All teachers are required, by Kentucky Law, to post accurate attendance each period. I would suggest communicating this fact to each teacher. Set a time frame to allow teachers to post (i.e. teachers should have their attendance posted within 10 minutes after class begins). Communicate that timeline to the teachers. Clerks at the technical schools should use the Classroom Monitor (Attendance > Classroom Monitor) each period to verify that teachers have posted. Those who do not post should receive a call from the office staff reminding them to post. Teachers who are habitual about not posting attendance should be reminded that Kentucky Law mandates them to post accurate attendance each period. It is at the principal's discretion if any further steps are needed to assist with teachers understanding of what is required.
25.	Q	Won't the ATC attendance that sync's to the high school catch skippers? Then you can change the code to skipping.
	A	It is possible that it could catch skippers, but keep in mind that the sync happens at night so it would be the next day before the high school attendance person reviews it. If it were a potential safety issue where a student actually left the school property, you would not know that at the time. For this reason, the KTS Attendance reports are still valuable for use in conjunction with the sync process.
26.	Q	Tech school - I have to call one of my district schools each period with attendance. Shouldn't they be able to see our attendance at the high school?
	A	Yes. High school attendance clerks can see technical school attendance through the KTS Attendance by School report. This report reflects real-time attendance data. This report can be accessed at both high school and technical school and run as often as needed.
27.	Q	I have always told our teachers to never mark a student tardy to class in IC. I can't remember when I was instructed to do that, but has that recommendation changed recently, or have I just not been paying attention?
	A	I think the requirement that an attendance code never be mapped to tardy was misinterpreted to say that a student should never be marked tardy in IC. KDE worked with Infinite Campus to make sure that if a student missed the minimum amount of time it would count as a half day absent, even if it was the

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		sum of a tardy in the morning and an early dismissal in the afternoon. In order to make that work we were told to map tardies to absent.
28.	Q	Our main feeder school requires kids to check in / check out thru them. So, I just note the check in/out time in I/C based on when they call me to check in/out the child. Is that wrong?
	A	If on the same campus, and you have an understanding with your feeder school that all students will come to their office to sign in and out, then there is no need to maintain a duplicate sign in/out sheet at the technical school.