

From: Jenkins, Becky - Division of School Data Services
Sent: Monday, August 31, 2020 4:35 PM
To: All State KSIS Contacts
Subject: FW: New Attendance Code - No COVID Virtual Participation

KSIS Contact:

FYI - The information below was sent to district directors of pupil personnel this afternoon.



Becky Jenkins

KSIS Service Lead, Division of School Data Services
Office of Education Technology
Kentucky Department of Education
300 Sower Blvd.
Frankfort, KY 40601
(502) 564-2020, ext. 2475
Email: becky.jenkins@education.ky.gov

*In response to the COVID-19 crisis, our focus at the Kentucky Department of Education is three-fold – **Educate, Feed and Support**. We are committed to providing guidance and solutions that focus on educating and feeding our children and providing support to our districts. For more information about KDE's response to COVID-19, visit: <http://bit.ly/KDEcovid19>. Questions? You can call (502) 892-6968 or e-mail covid19@education.ky.gov. #TeamKDE #TeamKentucky*

This email may contain confidential data or information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail, and you are requested to notify the sender immediately.

From: Devine, Ronda - Division of District Support
Sent: Monday, August 31, 2020 3:42 PM
Subject: New Attendance Code - No COVID Virtual Participation

New Attendance Code - No COVID Virtual Participation

Code: NCVP
State Code: No COVID Virtual Participation
Status: Absent
Excuse: Unexcused
Check: Use code in virtual attendance posting
(See screenshot below)

A new state attendance code for virtual participation has been created as absent/unexcused.

This code can be used to write participation to the attendance data table. **This code does not have to be used but is available for districts if they choose to use it.** If a district makes the choice to use this attendance code in virtual attendance posting, a student who does not participate anytime during the day will be shown with an unexcused absence for that day. If the student's participation then changes, the code will be updated and removed after the next day. Under "Posting Virtual Attendance" the code is selected in the "Attendance Posting Code" drop down. This code is written back to the attendance table. This standard code notes that the absence is related to COVID participation and will be easily identifiable in the future.

As with other attendance, anything entered by the office will override participation/attendance entered by the teacher. If a student was entered as not participating, but then provides a note to the office that he/she was sick, the excused absence entered at the office will override this unexcused participation attendance just like it has in the past.

This code will allow participation to be seen on a student's attendance tab and in parent portal. Without an attendance code tied to it, a student's attendance tab and parent portal accounts would not show anything if they were not participating. This will assist the office staff and principals/counselors to be able to check in on students and for parents to be able to see when students weren't participating.

Districts do not have to write participation to the attendance tables using this attendance code. It is entirely up to the district. If you chose to just mark participation and not write this code (or any other) to the attendance table, the participation report that is currently being created will work properly. This process can also be turned off if your district tries the code and then chooses not to use it. Since KDE will not pull attendance data for funding, it will not matter if it is used and then turned off.

These codes may be helpful to districts for truancy issues. With these codes, districts should be able to run the attendance reports as done in the past.

Path - System Administration - Attendance - Virtual Attendance Preferences

participation. Attendance codes need to be defined in System Admin > Attendance > Attendance Codes before setting up attendance preferences are specific to the calendar selected in the toolbar.

Index Search

Search Campus Tools

- » Attendance
- » Scheduling
- » Activity Registration
- » Fees
- » Grading & Standards
- » Medicaid
- » Program Admin
- » Ad Hoc Reporting
- » User Communication
- » Assessment
- » **System Administration**
 - » **Attendance**
 - Attendance Codes
 - Excuse Code Copier
 - Attendance Aggregation Refresh
 - Attendance Aggregation Preferences
 - Attendance Refresh
 - » **Virtual Attendance Preferences**
- » Auditing
- » Batch Queue
- » Calendar
 - Calendar
 - Calendar Wizard

Enable Virtual Attendance

Disable Classroom Attendance

Participation-Based Entry

Allow student attendance check in Allow Parent to enter student attendance check in

Check in once per day
 12:00 AM Start Time 11:59 PM End Time

Check in once per course/section

Between the Period Start and End Times

Set Time
 12:00 AM Start Time 11:59 PM End Time

Allow teacher to mark student participation for previous 10 days.

Allow teacher to override participation after student has checked in.

Posting Virtual Attendance

Enable Virtual Attendance Posting

08/31/2020 Posting Job Start Date

Daily Frequency

11:59 PM Time

08/31/2020 Attendance Posting Start Date

NCVP : No COVID Virtual Participation Attendance Posting Code

Save



Ronda Devine

Branch Manager, Student Tracking and Data Branch
 Division of District Support
 Office of Finance and Operations
 Kentucky Department of Education
 300 Sower Building, 4th Floor
 Frankfort, KY 40601
 (502)564-5279, ext. 4444
ronda.devine@education.ky.gov

*In response to the COVID-19 crisis, our focus at the Kentucky Department of Education is three-fold – **Educate, Feed and Support**. We are committed to providing guidance and solutions that focus on educating and feeding our children and providing support to our districts. For more information about KDE’s response to COVID-19, visit: <http://bit.ly/KDEcovid19>. Questions? You can call (502) 892-6968 or e-mail covid19@education.ky.gov. #TeamKDE #TeamKentucky*

This email may contain confidential data or information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail, and you are requested to notify the sender immediately.