

Partial Week
Full Funding Attendance Tracking



Garnetta Barnette

Student Tracking Branch

Division of District Support Services

2017

Full Funding Attendance Tracking

To track attendance for a student with an IEP that states they are only required to attend school for a partial week and receive full funding:

Set up an attendance code of PW: Partial Week as shown in the screenshot below.

Path: System Administration>Attendance>Attendance Codes

In the example below, the student’s IEP says the student will come to school Monday, Tuesday, Thursday and Friday. The student should be marked with the Partial Week attendance code for every Wednesday during the effective dates of the IEP. This will prevent the classroom teacher from marking the student absent on Wednesdays when the student isn’t expected to be in class.

Summary Enrollments Schedule **Attendance** Flags Grades Transcript C

+ New Period Detail Daily Detail Attendance Profile Documents

Unknown Excused Unexcused Exempt

KY Daily Attendance					Date	Period	
Enrollment	Present Days	Absent Days	Tardies	Unexcused		1	2
Start Date:	165.00	0.00	0	0	05/10/2017 Wed	PW	
08/11/2016	Enrolled Days: 175 Scheduled Days: 175.00				05/03/2017 Wed	PW	
End Date:							
EHO FTE	BT FTE						
0.00	0.00						

Review the Data

On a regular basis, weekly or monthly, review the student’s attendance to see if adjustments need to be made to the PW days. If the student is absent all week due to illness, the district would not be entitled to any funding for that Wednesday. The partial week attendance code should be changed on that Wednesday to reflect the appropriate code for the student’s actual attendance, such as absent excused due to illness.

Summary Enrollments Schedule **Attendance** Flags Grades Transcript

New Period Detail Daily Detail Attendance Profile Documents

Unknown Excused Unexcused Exempt

KY Daily Attendance				
Enrollment	Present Days	Absent Days	Tardies	Unexcused
Start Date:	158.00	7.00	0	0
08/11/2016	Enrolled Days: 175 Scheduled Days: 175.00			
End Date:				
EHO FTE	BT FTE			
0.00	0.00			

Date	Period	
	1	2
05/10/2017 Wed	PW	
05/03/2017 Wed	PW	
04/28/2017 Fri	ILIE	
04/27/2017 Thu	ILIE	
04/26/2017 Wed	PW	
04/25/2017 Tue	ILIE	
04/24/2017 Mon	ILIE	
04/19/2017 Wed	PW	
04/12/2017 Wed	PW	
04/05/2017 Wed	PW	

The student's record should look like this after the correction:

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KY Daily Attendance				
Enrollment	Present Days	Absent Days	Tardies	Unexcused
Start Date:	158.00	7.00	0	0
08/11/2016	Enrolled Days: 175 Scheduled Days: 175.00			
End Date:				
EHO FTE	BT FTE			
0.00	0.00			

Date	Period	
	1	2
05/10/2017 Wed	PW	
05/03/2017 Wed	PW	
04/28/2017 Fri	ILIE	
04/27/2017 Thu	ILIE	
04/26/2017 Wed	ILIE	
04/25/2017 Tue	ILIE	
04/24/2017 Mon	ILIE	
04/19/2017 Wed	PW	
04/12/2017 Wed	PW	
04/05/2017 Wed	PW	