

## Preparation for Pupil Count Elementary Schools

The most important thing that we have learned from previous year's October Count is that we must clean up the student data before the Count period. Making sure that the student is enrolled properly and is assigned to a teacher is one way to prepared for the October Count; however, there are several other reports that facilitate an accurate Count.

### **COUNT WINDOW September 24 – October 8**

### **Count Day October 1**

1. Run Data Quality reports frequently to check for data errors
2. Verify that every student is assigned to a teacher (class)
3. Run Classroom Monitor **everyday** once school begins to verify accurate attendance records
4. Print out Classroom Blank Spreadsheets in the event a teacher is absent
5. Create Ad Hoc Reports in IC that will be used to print out necessary reports during the Count

## 1. Data Quality Reports

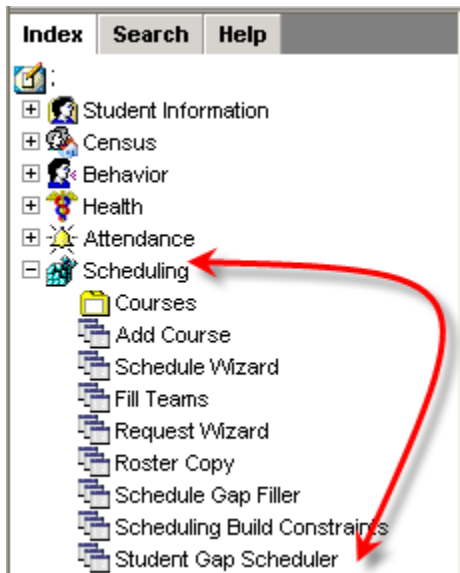
The Data Quality reports should be checked for data discrepancies continually once school staff has returned in the fall. The reports are run in IC against the appropriate calendar year and may be updated throughout the year with changes made by CDE.



## 2. No Schedules Report

The Student Gap Scheduler report in IC should be used to find those students with gaps in their schedule or, have no schedule at all. Students are funded based upon their schedule for one half of a school year on Count Day. Run this report for the term(s) which covers that time period. You should run this report against an AD Hoc filter of actively enrolled students.

### **How to Run Student Gap Scheduler:**



Which students would you like to include in the report?

Grade: All  
PK  
K  
KA **Run this report for only active students (create a filter with end date is null for each grade level)**

Ad Hoc Filter: Active Students 1st grade ▼ →

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Which report type would you like?

Summary report lists students' gap periods.  
Detail report lists students's schedule in the selected schedule grid.

Summary  Detail →

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Which periods would you like to include in the report?

Schedule <input checked="" type="checkbox"/>			
	Term Schedule Terms <input checked="" type="checkbox"/>		
	Term 1 <input checked="" type="checkbox"/>	Term 2 <input checked="" type="checkbox"/>	Term 3 <input type="checkbox"/>
	AM-PM <input checked="" type="checkbox"/>	AM-PM <input checked="" type="checkbox"/>	AM-PM <input type="checkbox"/>
Period AM <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Period PM <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Uncheck any term that is not in the first half of the school year

→

When you check the Term Schedule Terms – all terms will become marked. Uncheck any term that is not in the first half of the school year.

Generate Report

### Sample of Student Gap Scheduler

These active 4th grade students have not been assigned to a teacher:

Student	Schedule	
Jose A Student Number: Grade: 04 Gender: M Gaps: 4	Term 1	Term 2
	AM-PM	AM-PM
	Period AM	
	Period PM	
Fernando . Student Number: Grade: 04 Gender: M Gaps: 4	Term 1	Term 2
	AM-PM	AM-PM
	Period AM	
	Period PM	

### 3. Classroom Monitor

Teachers should be taking accurate attendance in IC. Schools should develop an instructional sheet for teachers detailing the process they are to use, emphasizing the importance of accuracy. If the student has withdrawn from the class, the teacher should communicate that to the registrar or attendance staff immediately.

Remember that the withdrawal date is the last date that the student attended school.

- Run Classroom Monitor and verify that all attendance is entered
- Process student enter or withdrawal activity on a timely basis

#### **How to run Classroom Monitor:**

Located under Attendance, print out the Classroom Monitor:

**Classroom Monitor**

This tool monitors classroom attendance.

Date: 09/24/20 Refresh Print

Teacher Dept Contact

**Enter in date and refresh - then print reports**

#### **Sample Classroom Monitor:**

##### INCOMPLETE TEACHER ATTENDANCE REPORT

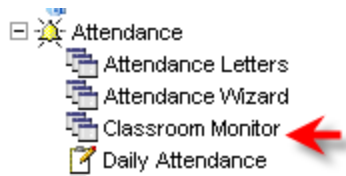
TEACHER	PERIOD	COURSE-SECTION	NAME
Jessica	AM	E400-26	Fourth Grade
Jessica	PM	E400-26	Fourth Grade
Ellen	AM	E500-18	Fifth Grade
Ellen	PM	E500-18	Fifth Grade
Amy	AM	E200-15	Second Grade
Amy	PM	E200-15	Second Grade
Kathy	AM	EK00-20	Preschool
Kathy	PM	EK00-20	Preschool

Follow up with all teachers that have not taken attendance. This report would return blank if all teachers have taken attendance. There are a few instances in which there would be teachers names returned even though attendance has been taken. For example, if there was a substitute and the attendance clerk has to enter the information from the signed Classroom Blank Spreadsheet, or if the school is working off of signed class rosters and manually inputting the teacher's information. In this case, all signed class rosters need to be kept at the school.

#### **4. Preparing for a substitute teacher**

In the event that a teacher is unable to take attendance electronically, the school should prepare for a substitute teacher taking attendance manually. Teachers should print out and have available their class list by printing a Blank Spreadsheet found under Instruction/Reports/Blank Spreadsheet.

In the event the teacher did not prepare for a substitute, the school can print out a class list from the Classroom Monitor in IC.



Find the specific course in which a substitute will manually take attendance and verify that the date is accurate before printing out the report. Substitute teachers are required to mark any absences or tardy students, verify the date, add any new student information, and sign before turning into school attendance staff to be input.

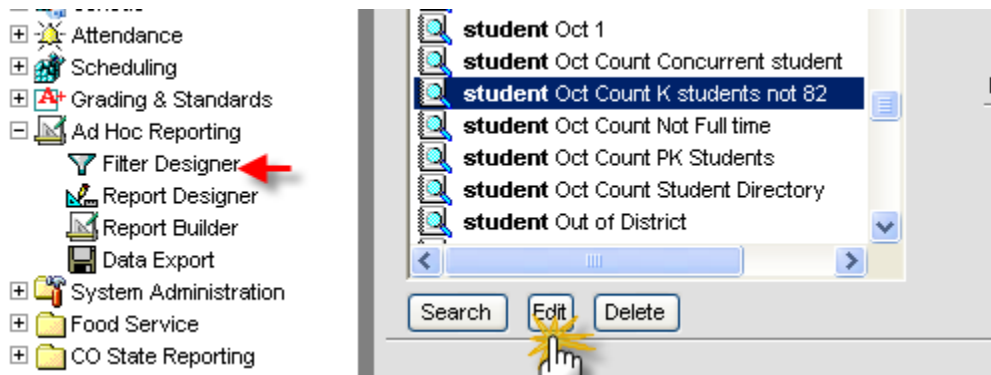
During October Count:

- Substitute teachers must be provided with the appropriate Class Roster sheet.
- The attendance office should keep a daily checklist of sheets turned in, and follow up on those not turned in.
- Schools should establish a procedure for collecting sheets each day. Be sure to have all attendance entered before running required reports.
- The Spreadsheet or Classroom Monitor, along with any other documentation from the teachers, is to be retained by each school as backup.

## 5. Creating Ad Hoc Reports

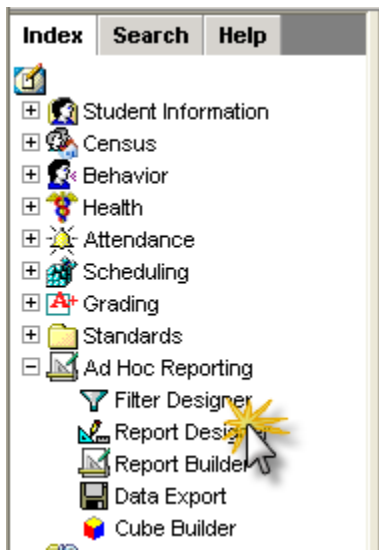
During October Count, there will be several Ad Hoc Reports that will have to be run to create reports as backup. Please create the following filters in preparation of exporting data for those reports. Additional information regarding the function of the Ad Hoc Reports will be part of the October Count training in September:

**\*\*\*If you created filters under your user id last October Count, you will only need to edit the existing saved filter (update the date):\*\*\***




Edit all of the enrollment dates to be 10/1/10 on the four AD Hoc Reports on the following pages.

If you need to create the filters:




**Create a New Filter**

Create a new Filter using the Query Wizard 

Create a new Filter using the Selection Editor

Create a pass-through SQL Query

**Filter Data Type**

Student 

Census/Staff

Course/Section



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The data fields for the Ad Hoc Reports can be found in Student Demographics, and Student Learner. Please create the following Queries under your user name in preparation of the Count:

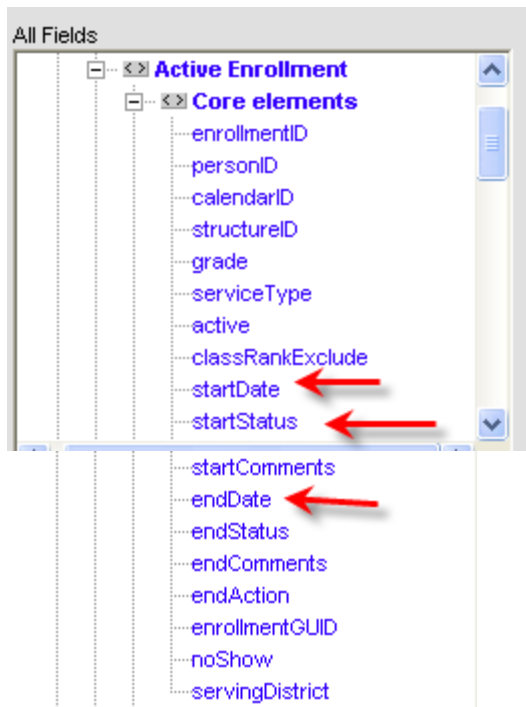
**Ad-Hoc Query Editor**

Query Name:

All Fields

- Student
  - Demographics 
  - Learner 
  - Active Enrollment
  - Core elements
  - Graduation elements
  - State Reporting element
  - Special Ed elements
  - Custom Enrollment
- Enrollment History
- Membership Day Counts
- Programs





Query Name:

Field	Operator	Value	Data E Output
student.studentNumber			<input checked="" type="checkbox"/>
student.lastName			<input checked="" type="checkbox"/>
student.firstName			<input checked="" type="checkbox"/>
student.grade			<input checked="" type="checkbox"/>
student.startDate	<=	10/01/2010	<input checked="" type="checkbox"/>
student.startStatus	=	95	<input checked="" type="checkbox"/>
student.endDate	IS NULL		<input checked="" type="checkbox"/>

Organized To:

Query Name:

Field	Operator	Value	Data Output
student.studentNumber			<input checked="" type="checkbox"/>
student.lastName			<input checked="" type="checkbox"/>
student.firstName			<input checked="" type="checkbox"/>
student.grade	IN	(01,02,03,04,05)	<input checked="" type="checkbox"/>
student.startDate	<=	10/01/2010	<input checked="" type="checkbox"/>
student.startStatus			<input checked="" type="checkbox"/>
student.endDate	IS NULL		<input checked="" type="checkbox"/>
activeEnrollment.stateFundingCode	<>	80	<input checked="" type="checkbox"/>

Query Name:

Field	Operator	Value	Data Output
student.studentNumber			
student.lastName			
student.firstName			
student.grade	=	PK	
student.startDate	<=	10/01/2010	
student.startStatus			
student.endDate	IS NULL		
activeEnrollment.stateFundingCode			

Query Name:

Field	Operator	Value	Data Output
student.studentNumber			
student.lastName			
student.firstName			
student.grade	=	KG	
student.startDate	<=	10/01/2010	
student.startStatus			
student.endDate	IS NULL		
activeEnrollment.stateFundingCode	<>	82	

If you have any questions on where to find the above fields, please let me know.