

The report 'Daily Truant List' (ATT590R), and its associated parameter form 'Daily Truant List' (ATT590P) have been created to report students who are truant. Truancy means students who missed one or more of their scheduled classes on a given day without the absence being authorized i.e., having an 'office reason'.

As well, Teacher Assistant alerts can be created, notifying teachers of students who are on the Daily Truant List with an alert notification. These alerts can be reviewed in Alerts/Follow-Up Observations (TA) (TAW215).

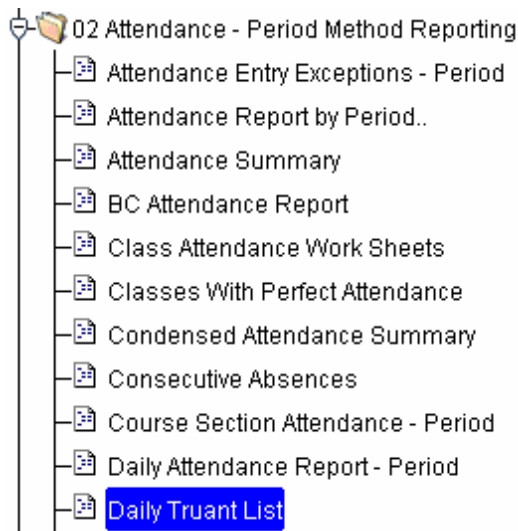
Step 1

A student is marked absent in a course (with no office reason).

<input checked="" type="checkbox"/>	MAF--11--Y	02	Burke, Adrien
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Step 2

Someone from the office runs the Daily Truant List. This list is found on the Reports Tree under 02 Attendance – Period Method Reporting > Daily Truant List



The Daily Truant List parameter screen allows one to:

- Create just a report of students who qualify as 'truant' i.e., 1 (or more) period absence that is not authorized.

OR

- Create a report of students who qualify as 'truant' AND notify the appropriate teachers with an alert.

Daily Truant List

School: Dawson Mountain Sec School School Year: 2007/2008
Home Room Semester: 2

Report Title
Daily Truant List

Attendance Date: 24-MAR-2008 +

Less than All Scheduled Periods
 Preview without saving alerts

Set Alerts for Pupils:
 Don't set any alerts
 For period [] only
 To all their current scheduled teachers



Alert Start Date: 24-MAR-2008 +
End Alert After: 1 School Days
Alert End Date: 25-MAR-2008

Alert Type:
Behavioural

Alert Message:
Be advised this student is on the truancy list.

Sort by: Student Number

Run in Background? No

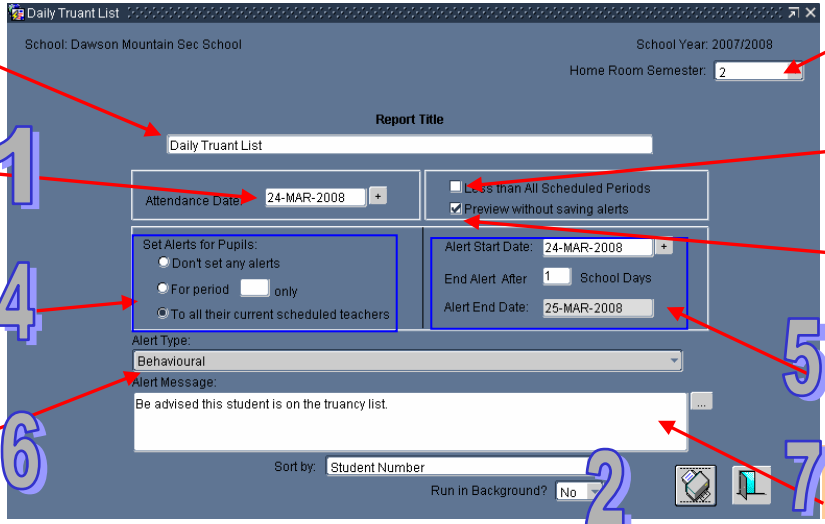



To produce a Daily Truant List and/or to create alerts for teachers, follow the information and directions outlined below

Pathway: 02 Attendance – Period Method Reporting > Daily Truant List

The report 'Daily Truant List' (ATT590R), and its associated parameter form 'Daily Truant List' (ATT590P) have been created to report students who are truant. Truancy means students who missed one or more of their scheduled classes on a given day without the absence being authorized i.e., having an 'office reason'.

Furthermore, Teacher Assistant alerts can be created, notifying teachers of students who are on the Daily Truant List with an alert notification. These alerts can be reviewed in Alerts/Follow-Up Observations (TA) (TAW215).



The screenshot shows the 'Daily Truant List' parameter form. It includes fields for 'Report Title', 'Attendance Date', 'Alert Start Date', 'Alert End Date', 'Alert Type', and 'Alert Message'. There are also checkboxes for 'Less than All Scheduled Periods', 'Preview without saving alerts', and 'Set Alerts for Pupils'. A printer icon is visible at the bottom right.

1. Change the Report Title as appropriate.

2. Set the date for which you would like to run the truant list - defaults to today's date.

3. This block defaults to "Don't set any alerts". Optionally, you can set alerts in TA for all Truant Students' current scheduled teachers or only those in a given period.

4. Choose an Alert Type as found in the list of values on Alerts/Follow-up Observations (TA).

5. This is the homeroom semester that will appear on the report.

6. Tick this box if you want to exclude students who were absent all day.

7. Check this box to simply preview the report without setting any alerts in TA.

8. Set the start date of the alert and the number of days you would like alert to display in TA.

9. Enter the message you want communicated to teachers.

Steps:

1. Select the Attendance Date you would like to run the Daily Truant List for.
2. Select how you would like the report to sort by.
3. Using the remaining program default settings, run the report by clicking on the printer icon, verifying the results. The report that is produced is the Daily Truant List. If you intend to send alerts to teachers, this step helps ensure the correct students are being selected before you create the alerts. Modify attendance data as necessary before creating the alerts (steps 4-7).
4. Choose to set alerts for pupils for a given period or for all scheduled courses.
5. Choose when you would like the alert to become active and for how long.
6. Choose an Alert Type.
7. Create an Alert Message.
8. Click on the printer icon once more.

When you run the Daily Truant List, the following report is produced:

Student Name#	Grade	Student's Phone	Living With	Work Phone	Per Class	YTD Abs	Abs	Per Class	YTD Abs	Abs	
Burke, Adrien	11	(250)655-8696	Mother	(250)655-9810	1	MAF-11-Y-02	(A0,E0,U0,L0)	A:	2	MPE-11-Y-02	(A0,E0,U0,L0)
246082	Homeroom: 2008		Rose Burke								
	Auth	Exc	Unexc	Total	Lates	Father	(250)655-3356	3	MCH-11-Y-02	(A0,E0,U0,L0)	
						Carson Burke		4	MGB-11-Y-02	(A0,E0,U0,L0)	
YTD Absences:		0	0	1	1	0					

of students: 1

Alert Generated for All Periods

Observation Type: Behavioural
 Start Date: 24/03/2008
 Alert Message: Be advised this student is on the truancy list.

Teacher Name: **Adlem, Steve**

Pupil Number	Student Name
246082	Burke, Adrien

Teacher Name: **Nolan, Bernadette**

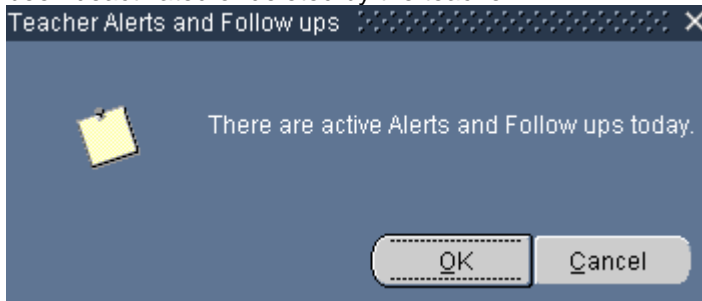
Pupil Number	Student Name
246082	Burke, Adrien

Teacher Name: **Dotvin, Travis**

Pupil Number	Student Name
246082	Burke, Adrien

Step 3

If you have decided to alert teachers to students on the Daily Truant List, the following Alert will pop up when a teacher first enters TA and every 30 minutes thereafter until the Alert has been deactivated or deleted by the teacher.



Step 4

Should a teacher click OK to the pop up, they will be taken to the Alerts/Follow-up Observations (TA) screen (TAW215). If teachers wish to access this screen at a later time, they can follow this pathway to reach this screen: TA Start Screen > Other Features > Alerts/Follow ups.

Accessing the Observations tab on the Student Demographics (TA) screen (pathway: TA Start Screen > Basic Demographics > Observations tab), allows teachers full write access to these truancy alerts.

Student Demographics (TA)

Pupil Number: 246082 Usual Last Name: Burke Suffix: Preferred First Name: Adrien Gender: M Birth Date: 21-NOV-1989 Grade: 11 Middle Name: Leey

Demographics Parents / Emergency C... Medical Schedules Observations Teams Programs Fees/ Assistance

Date	Teacher	Type	Shared Access
24-MAR-2008 12:57:50	Adlem, Steve	Behavioural	<input checked="" type="checkbox"/>
24-MAR-2008 12:57:50	Nolan, Bernadette	Behavioural	<input checked="" type="checkbox"/>
24-MAR-2008 12:57:50	Potvin, Travis	Behavioural	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Observations History

Alert Follow up

Activation Date: 24-MAR-2008
Completion Date: 25-MAR-2008

Narrative

Be advised this student is on the truancy list.

ADD DEL