AERIESCON
Spring 2024

Supplemental Attendance

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Supplemental Attendance

Session Objectives

Upon completion of this Aeries conference session, attendees should be familiar with:

- ✓ Configuration and setup necessary for using Supplemental Attendance Sessions
- ✓ Defining district-owned Supplemental Attendance Programs
- ✓ Configuring site-owned Supplemental Attendance Sessions, including calendar, staff and students
- ✓ Enrolling students in Supplemental Attendance Sessions
- ✓ Including Supplemental Attendance in Grade Reporting/Report Cards
- ✓ Integrating Supplemental Attendance with Student Attendance (ATT)
- ✓ Teacher and staff methods for tracking attendance in Supplemental Attendance Sessions
- ✓ Accessing and running various reports associated with Supplemental Attendance Sessions

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Supplemental Attendance
Session Overview

Supplemental Attendance enables schools to track positive attendance programs in a negative attendance school. Below are some of the benefits to using **Supplemental Attendance** in Aeries®.

- ✓ Sessions can be created in any type of Aeries® school – High School, Elementary, Middle Schools and Continuation schools with positive attendance.
- ✓ The session calendars are not tied to the school calendars. Saturday school and every day tutoring sessions can be created.
- ✓ Attendance can be submitted in the Teacher Portal.
- ✓ Attendance can be scanned in using bar code scanners in Aeries or the Teacher Portal.
- ✓ Grade reporting is available for sessions. Teachers can give grades to students in their sessions. The grades will print on the secondary report cards.
- ✓ Students can be in enrolled in multiple sessions at one time.
- ✓ Student’s classroom attendance is separate from the Supplemental Attendance session attendance.

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Supplemental Attendance Security

Teacher permissions assigned through teacher portal group

- ✓ If “Allow Walk-Ins” option is set up, teachers need **Insert** permissions on ATA
- ✓ To take attendance give **R, I, U** to ATD
- ✓ To access and run class roster report **Read Only** to all tables in supplemental attendance. (Not take attendance)

Supplemental Attendance							
Supplemental Attendance Programs	ATP	✓	☐	☐	☐	☐	☐
Supplemental Attendance Sessions	ATS	✓	☐	☐	☐	☐	
Supplemental Attendance Session Calendar	ATC	✓	☐	☐	☐	☐	
Supplemental Attendance Staff Responsibilities	ATR	✓	☐	☐	☐	☐	
Supplemental Attendance Student Assignments	ATA	✓	✓	☐	☐	☐	
Supplemental Attendance Data	ATD	✓	✓	✓	☐	☐	

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Supplemental Attendance

Clerical/Admin access should be set up by groups

- Read Only Group
- Clerical Group

For the Clerical Group to be able to access the **Supplemental Attendance by Teacher** page, under **Teacher Emulation**, they will require **Read**, **Insert**, and **Update** permissions to the **Supplemental Attendance Data** (ATD) security area.

This allows them to mark attendance as if they are the teacher.

Supplemental Attendance							
Supplemental Attendance Programs	ATP	✔	☐	☐	☐	☐	☐
Supplemental Attendance Sessions	ATS	✔	☐	☐	☐	☐	
Supplemental Attendance Session Calendar	ATC	✔	☐	☐	☐	☐	
Supplemental Attendance Staff Responsibilities	ATR	✔	☐	☐	☐	☐	
Supplemental Attendance Student Assignments	ATA	✔	✔	☐	☐	☐	
Supplemental Attendance Data	ATD	✔	✔	✔	☐	☐	

- To create sessions give R, I, U, D on ATS
- To set up a calendar and assign staff to sessions give R, I, U, D on ATC and ATR
- To assign students to sessions give R, I, U, D on ATA

Supplemental Attendance

Assign **student** rights in portal groups.

- ✓ If students are only going to sign in by scanning a QR code, they only need **Update** to **ATD**
- ✓ If students are going to be able to view their supplemental attendance and sign themselves in to a session through the portal, they need **Read** and **Update** to **ATD**

Supplemental Attendance							
Supplemental Attendance Programs	ATP	☐	☐	☐	☐	☐	☐
Supplemental Attendance Sessions	ATS	☐	☐	☐	☐	☐	
Supplemental Attendance Session Calendar	ATC	☐	☐	☐	☐	☐	
Supplemental Attendance Staff Responsibilities	ATR	☐	☐	☐	☐	☐	
Supplemental Attendance Student Assignments	ATA	☐	☐	☐	☐	☐	
Supplemental Attendance Data	ATD	✔	☐	✔	☐	☐	

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Supplemental Attendance

Supplemental Attendance Tables

- ✓ **ATA**- Student Assignments
- ✓ **ATC**- Attendance Calendar
- ✓ **ATD**- Attendance Data-times entered for students
- ✓ **ATP**- Programs
- ✓ **ATR**- Staff
- ✓ **ATS**- Sessions
- ✓ **STF**- Staff

Fields to Set Up in the **Code Table**

- ✓ **ATP.TY** - Program ATT Type
- ✓ **ATP.TG** - Program Status Tag
- ✓ **ATP.UC1- UC8** -Program Custom User Codes
- ✓ **ATS.TG** - Sessions Status Tag
- ✓ **ATS.UC1 - UC8** -Sessions Custom User Codes
- ✓ **ATA.PR** - Student Participation Reason
- ✓ **ATD.CD** - Attendance Data Comment Code

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Supplemental Attendance

Programs

Supplemental Attendance Programs are District-owned and include basic data and a few options. The options will apply to all sessions for the program.

Examples of the types of programs that can be offered

- Tutoring
- Discipline
- ASES/Afterschool
- Credit Recovery
- Attendance Recovery

Options:

- ✓ If the program will **Allows Walk-Ins**
- ✓ If the program will allow **Student Self Sign-In**
- ✓ Attendance collection method
- ✓ Whether or not to restrict times

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Supplemental Attendance

Sessions

The **Supplemental Attendance Sessions** are **School-owned** and include more in-depth information including room assignment and session start and end times. There are 3 tabs on the Sessions page for the **Calendar (ATC), Staff (ATR)** and **Students (ATA).**

Program Information

Name	Allow Walk-Ins	Start Date	End Date
Discipline Programs	True	8/1/2017	7/2/2018

Supplemental Attendance Session Data

Session #	Name	Program	Room	Low Grd	High Grd	Track	Tag
2	Lunch Detention	DISC - Discipline Programs		9	12		

ClassID	Start Date	End Date	Start Time	End Time	Minutes	School	Max	Total	Boys	Girls	Left
0	8/1/2017	7/2/2018	10:00 AM	4:30 PM	390		30	4	2	2	26

Linked MST Section	Linked ATT Period	Create in Grade Rptg	Grd Rptg Course	Grd Rptg Teacher
1038	0	No		

User1	User2	User3	User4	User5	User6	User7	User8

Notes

Add | Change | Delete | Print Supplemental Attendance Room Student-Self-Sign-In Sheet

Calendar (ATC) | Staff (ATR) | Students (ATA)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/6/2017 ☐	8/7/2017 ☑	8/8/2017 ☑	8/9/2017 ☑	8/10/2017 ☑	8/11/2017 ☐	8/12/2017 ☐
8/13/2017 ☐	8/14/2017 ☑	8/15/2017 ☑	8/16/2017 ☑	8/17/2017 ☑	8/18/2017 ☐	8/19/2017 ☐
8/20/2017 ☐	8/21/2017 ☑	8/22/2017 ☑	8/23/2017 ☑	8/24/2017 ☑	8/25/2017 ☐	8/26/2017 ☐
8/27/2017 ☐	8/28/2017 ☑	8/29/2017 ☑	8/30/2017 ☑	8/31/2017 ☑	9/1/2017 ☐	9/2/2017 ☐

- ✓ Can be linked to an MST section/Teacher
- ✓ Can be included in Grade Reporting
- ✓ Students can be mass added with Analytics

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Supplemental Attendance

Checklist

____ Define **Security** permissions for Supplemental Attendance for users, teachers and students.

____ Define **Supplemental Attendance Codes** for the various Supplemental Attendance dropdowns.

____ Create **Supplemental Attendance Programs**. Examples: Tutoring, Detentions, ASES.

- The Programs record includes basic information that will be applied to all sessions that use this program. Some examples are defining a maximum number of students per program, to Allow Walk-Ins, allow Student Self-Sign-In and defining how much modification teachers can make to the Supplemental Attendance Data records.

____ Create **Supplemental Attendance Sessions** in each school that will be running Supplemental Attendance.
Examples: Before School Tutoring, After School Detention.

- The Sessions record includes various options appropriate for that session. Some examples are date and time ranges when the session is available, grade range of students that can be in the session, linking the session to a Master Schedule Section or to a Teacher, and linking the session to an Attendance period.
- Each session also needs to have a Calendar created, Staff linked to the Session and students added to any non-walk-in sessions or non-linked sessions.

____ Add **Calendars**
____ Link **Staff** to sessions
____ Add **Students** to sessions

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Supplemental Attendance

Checklist (continued)

____ Select **Grade Reporting** options for the Supplemental Attendance Session if the session will be used to create Grade (GRD) records (secondary schools only)

____ Additional setup is required to configure the **Supplemental Attendance to Attendance** process.

- ____ Populate the **Linked Attendance Period** field on the **Supplemental Attendance Sessions** page
- ____ Flag the **Supp Att** field on a **Master Schedule** section when attendance for that section's period should be populated from Supplemental Attendance data instead of the regular Teacher Attendance page.
- ____ Verify that the **Linked Attendance Period** is defined in the **Bell Schedule** on the **School Options** page or on the **Bell Schedule** page
- ____ Configure the **Supplemental Attendance Configuration** page

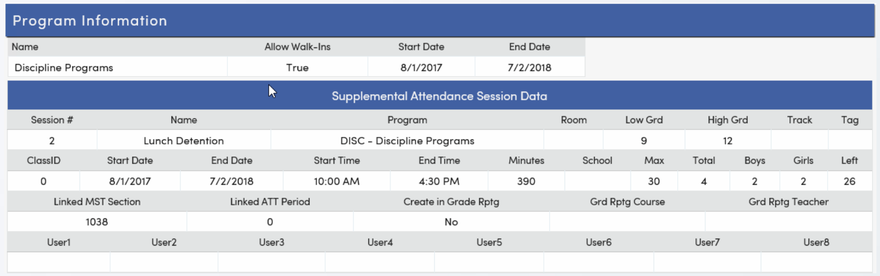
____ Additional setup is required to configure the **Student Self Sign-In**

- ____ Print **Supplemental Attendance Room Student-Self-Sign-In Sheet** if allowing students to self sign-in to a session.

____ Update Attendance **Portal Options** for any schools where teachers will be able to Back Post or Forward Post Supplemental Attendance. An example of this would be allowing teachers to back-post internship hours for work-study programs.

Supplemental Attendance

- ✓ Create a Session – Specify the Room Location



Program Information

Name	Allow Walk-Ins	Start Date	End Date
Discipline Programs	True	8/1/2017	7/2/2018

Supplemental Attendance Session Data

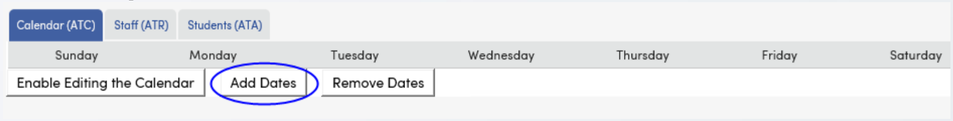
Session #	Name	Program	Room	Low Grd	High Grd	Track	Tag
2	Lunch Detention	DISC - Discipline Programs		9	12		

ClassID	Start Date	End Date	Start Time	End Time	Minutes	School	Max	Total	Boys	Girls	Left
0	8/1/2017	7/2/2018	10:00 AM	4:30 PM	390		30	4	2	2	26

Linked MST Section	Linked ATT Period	Create in Grade Rptg	Grd Rptg Course	Grd Rptg Teacher
1038	0	No		

User1	User2	User3	User4	User5	User6	User7	User8

- ✓ Set up the Calendar for the session – Start/End Dates & Start/End Times



- ✓ Add the teaching staff to the session

Note: In Flex Scheduling Schools you must still have a Teacher record for any staff member that will be doing Supplemental Attendance.

- ✓ Add the students to the session if it is not going to be a walk-in session

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Supplemental Attendance

Add Students to a Session

There are several ways to add students to a session:

- ✓ Add by student numbers or Perm ID on the Students (ATA) tab
- ✓ Add by Master Schedule section number for a secondary school or Teacher # for an elementary school. This will add all students in a section or a class.
- ✓ Add with “Allow Walk-ins” option during Sign In or scanning
- ✓ Add with Aeries Analytics™

Supplemental Attendance

- ✓ Link to a section in the Master Schedule

OR

- ✓ Link to Teacher Number in an Elementary School

Program Information

Name	Allow Walk-Ins	Start
After School Ed & Safety	True	

Supplemental Atten

Session #	Name	Program
4	ASSETs	ASES - After School Ed & Safety

ClassID	Start Date	End Date	Start Time	End Time	Mi
0	7/2/2019	6/28/2020	3:00 PM	6:00 PM	1

Linked MST Section	Linked ATT Period	Create ir
43		

User1	User2	User3	User4

Program Information

Name	Allow Walk-Ins	Start Dat
After School Ed & Safety	True	

Supplemental Attendan

Session #	Name	Program
5	ASES - Sept - May 3 hr	ASES - After School E

ClassID	Linked Teacher	Start Date	End Date	Start Time	End Time
0	628	9/3/2019	5/31/2020	3:00 PM	6:00 PM

User1	User2	User3	User4

This enrolls all students in the section or teacher's class into the Supplemental Session.

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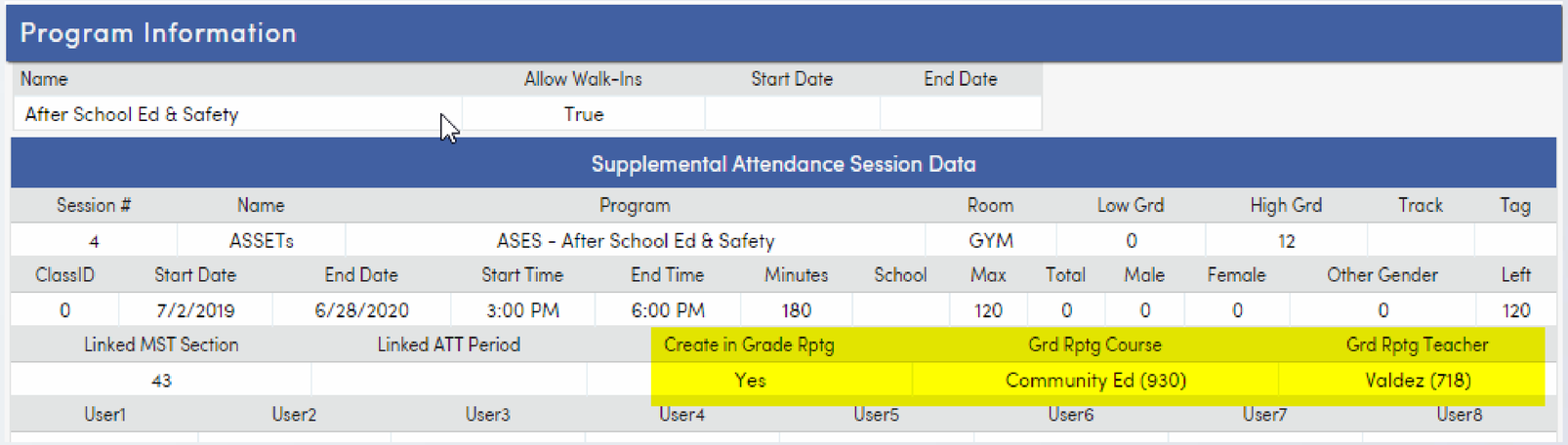
Supplemental Attendance

Grade Reporting

When **Grade Reporting** is initialized for each marking period, students in the session tagged with **Yes** in the **Create in Grade Rptg** field will be included in the GRD table as period 10.



Program Information

Name	Allow Walk-Ins	Start Date	End Date
After School Ed & Safety	True		

Supplemental Attendance Session Data

Session #	Name	Program	Room	Low Grd	High Grd	Track	Tag
4	ASSETs	ASES - After School Ed & Safety	GYM	0	12		

ClassID	Start Date	End Date	Start Time	End Time	Minutes	School	Max	Total	Male	Female	Other Gender	Left
0	7/2/2019	6/28/2020	3:00 PM	6:00 PM	180		120	0	0	0	0	120

Linked MST Section	Linked ATT Period	Create in Grade Rptg	Grd Rptg Course	Grd Rptg Teacher
43		Yes	Community Ed (930)	Valdez (718)

User1	User2	User3	User4	User5	User6	User7	User8

- ✓ It will include students with Supplemental Attendance data within the grade reporting date range and automatically calculate Grade Reporting **Days Enrolled**, **Days Present**, and **Days Absent** based on data in the Supplemental Attendance tables.
- ✓ If the Grade Reporting Option **Enable Hours on Grades/Transcript** is turned on, then Grade Reporting Hours (GRD.HR) will automatically be calculated based on data in the **Supplemental Attendance Data** (ATD) table.
- ✓ This will affect GRD records that are associated with Supplemental Attendance sessions via either the **Linked MST Section** field or the **Create in Grade Rptg** field.

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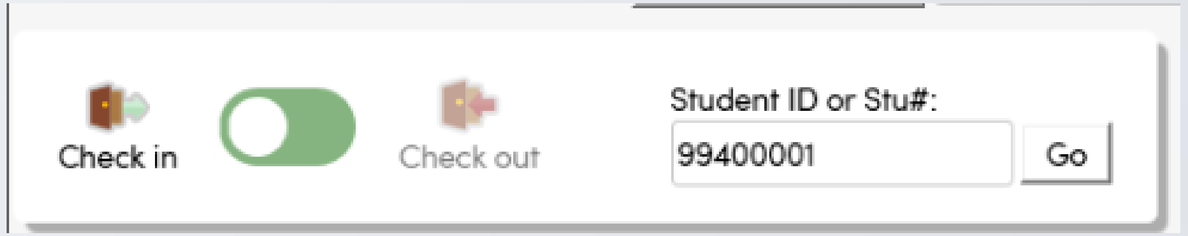
Supplemental Attendance

Teacher Portal Supplemental Attendance

When the teachers log into the Teacher Portal, Supplemental Attendance will be listed on the navigation tree. Options for teachers to take Supplemental Attendance are set up in Portal Options.

- ✓ To enter attendance by student number or perm ID, set the toggle to Check in and then enter a student number or perm ID in the Student ID box and hit the Enter key or click on Go.

- ✓ If the option Allow Walk-ins is selected for the Program, a student number or ID number can be entered for a student not enrolled in the session.



There is a Bug Item that you might want to subscribe to regarding using Student Number for Teachers in the Portal- you can get an Invalid Student Number message
https://ideas.aeries.com/forums/926386/suggestions/40116637

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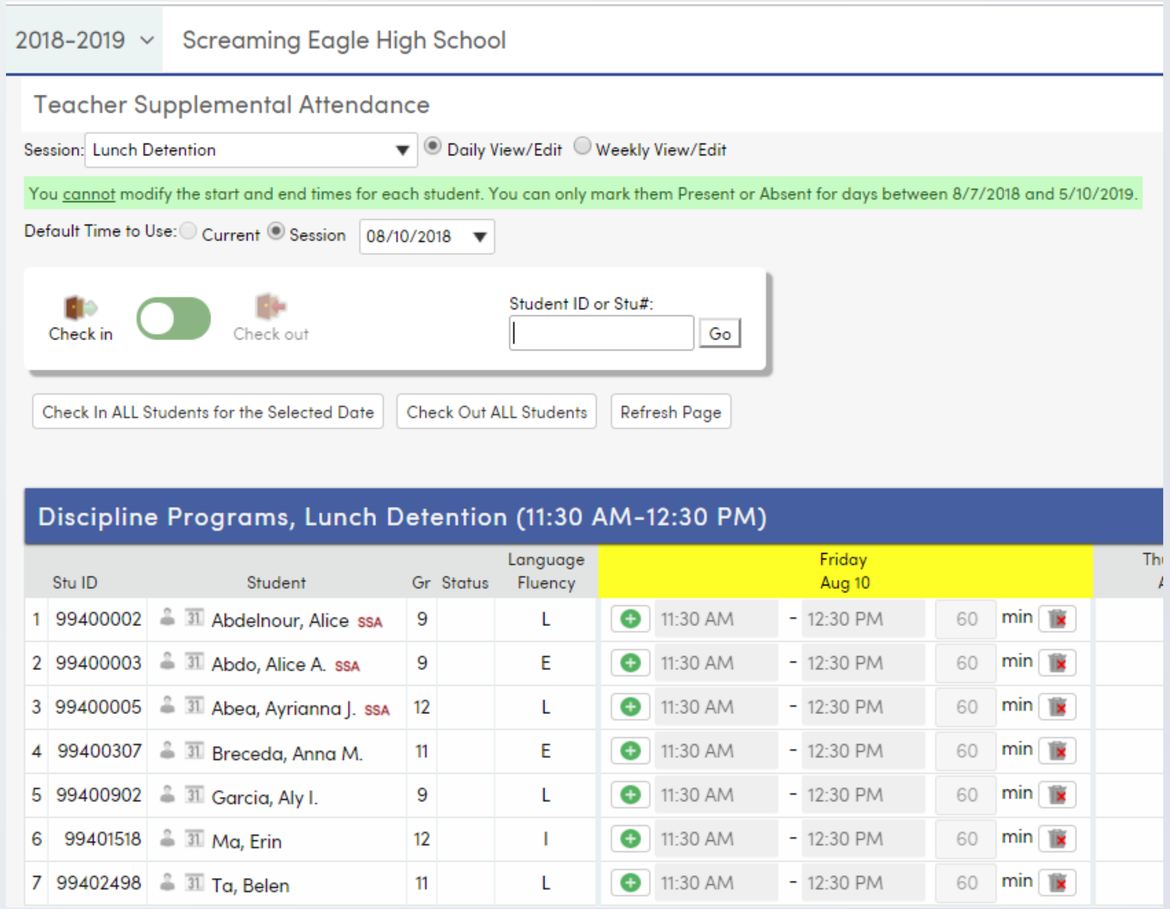
Supplemental Attendance

Daily Supplemental Attendance View

- ✓ Allows attendance to be viewed and entered by day.
- ✓ Click the mouse on the green + sign in the day column for the student. The start and end times will default based on the times defined for the session.
- ✓ Inactive students still enrolled in the session will display but will not display a green + button.



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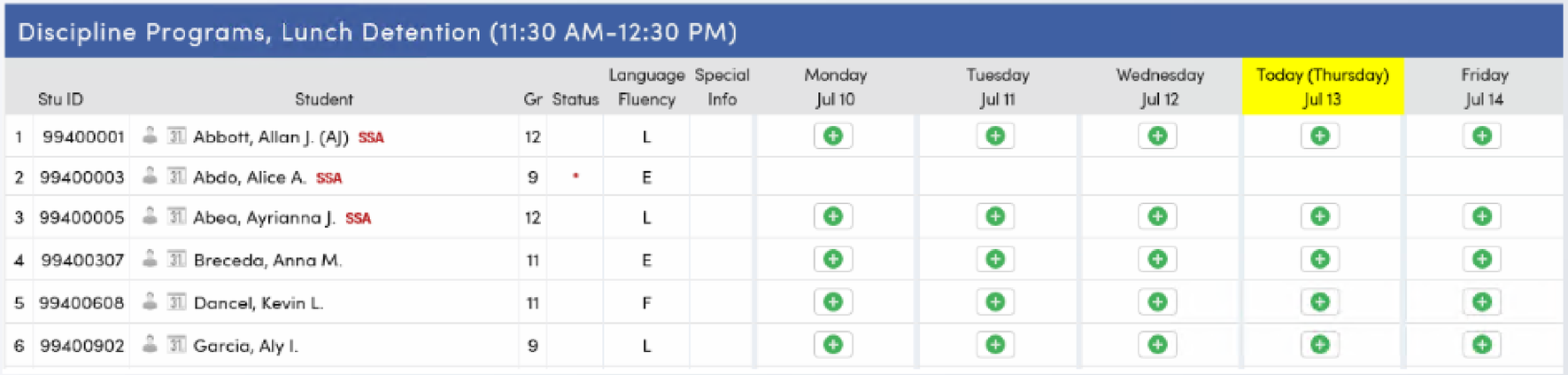
Supplemental Attendance

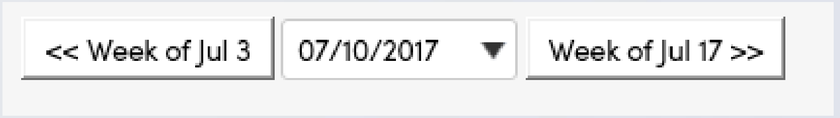
Weekly Supplemental Attendance View



The **Weekly Supplemental Attendance** page allows teachers to take attendance for students a week at a time.

By clicking the green + button the student is marked present. The start and end times will default based on the times defined for the session.

The week navigation buttons can be used to change to different weeks



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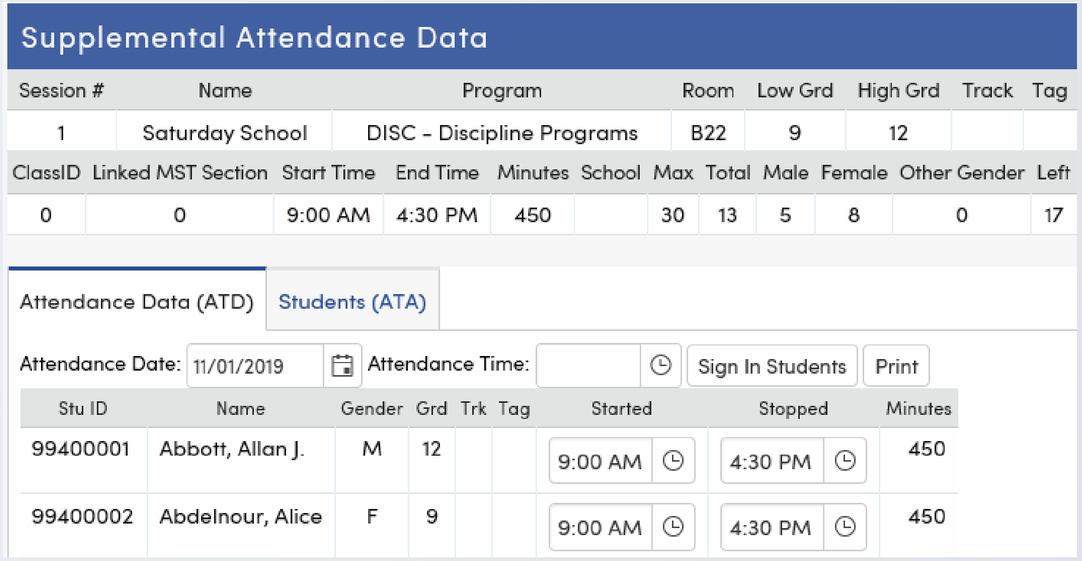
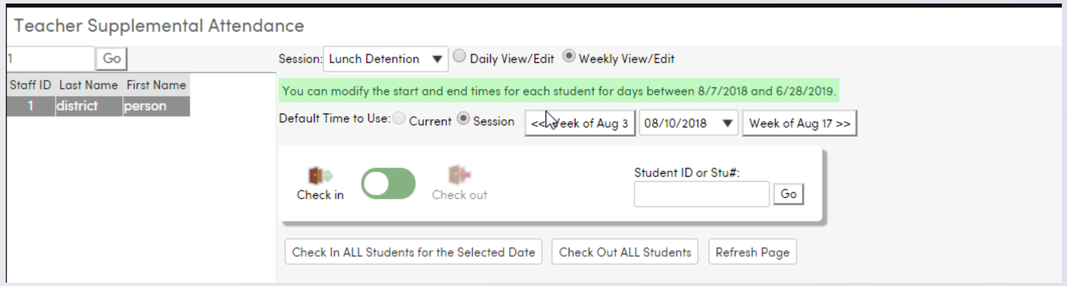
Supplemental Attendance

Clerical Staff Taking Supplemental Attendance

- ✓ Attendance can be entered for students using the Supplemental Attendance Data page by Admins and Users with the appropriate permissions.
- ✓ Click the mouse on the Attendance Data (ATD) tab.
- ✓ The Attendance Date will default to the current day. The date can be changed to submit attendance for a date other than the current day .
- ✓ To sign-in a student, click the mouse on the **Sign In Students** button. This will take a User or Admin to the Supplemental Attendance by Teacher page.
- ✓ Select a teacher from the list.
- ✓ Enter the student ID or student number to sign in and click the mouse on the **Go** button.





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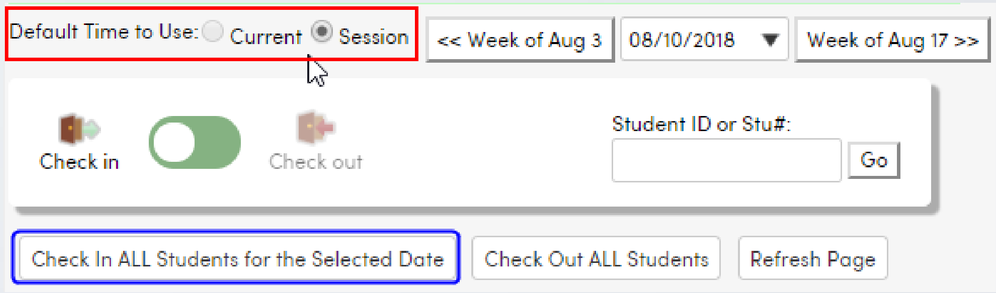
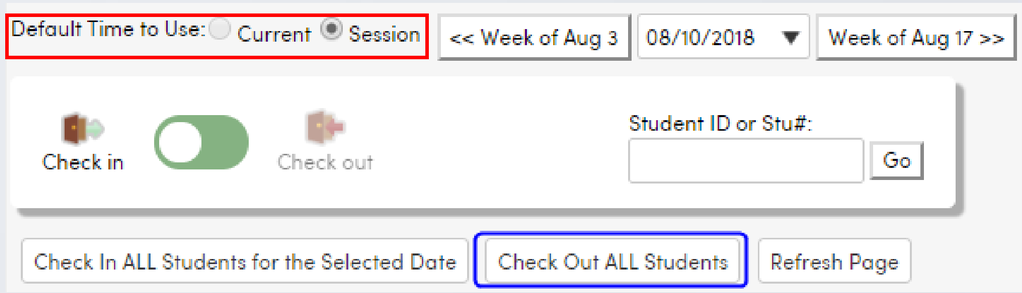
Supplemental Attendance

The **Check in ALL Students for the Selected Da**te button will check in all of the students in the session at once for the selected date.



The start time will be the current time if the **Current** option is selected and it will be the session start time if the **Session** option is selected.

- ✓ The **Check Out ALL Students** button will check out all of the students in the session at once for the selected date.
- ✓ The end time will be the current time if the **Current** option is selected and will be the session end time if the **Session** option is selected.

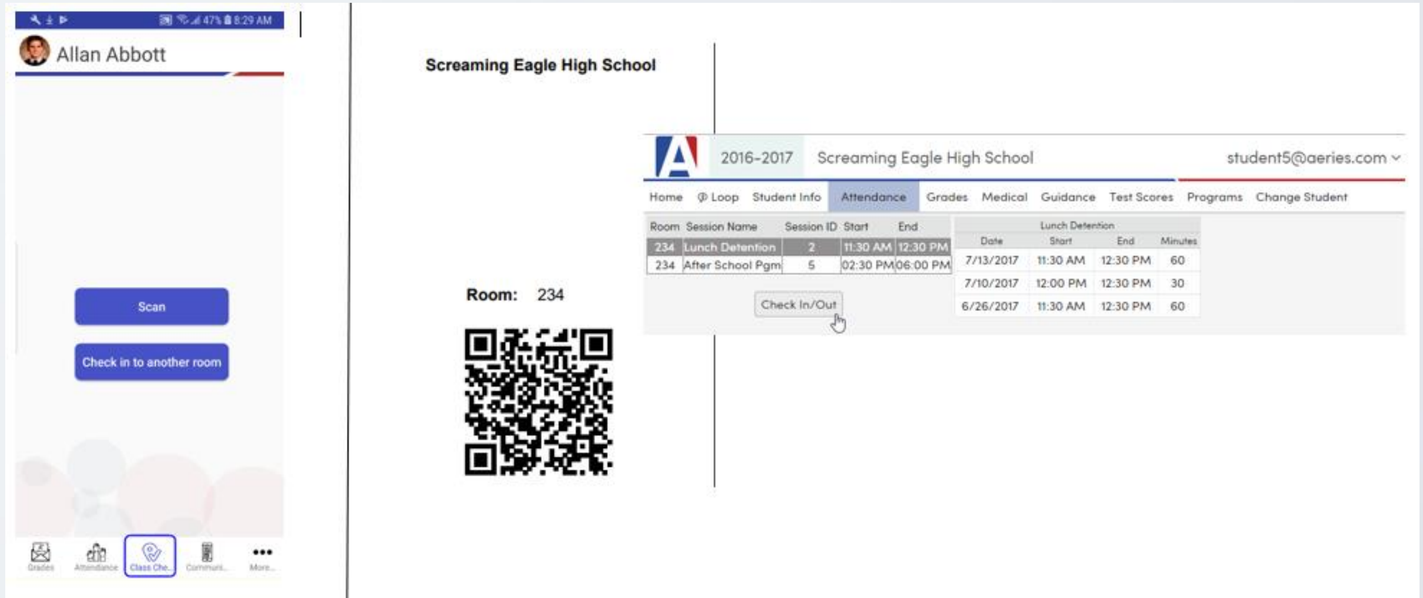


Supplemental Attendance

Student Sign In

Supplemental attendance can be entered by the students with the appropriate permissions by either scanning the QR code for the session using their phone or by logging into the Student Portal and using the **Supplemental Attendance Room Sign** In page.

Students must either already be enrolled in the session, or the supplemental attendance program must allow walk-ins.



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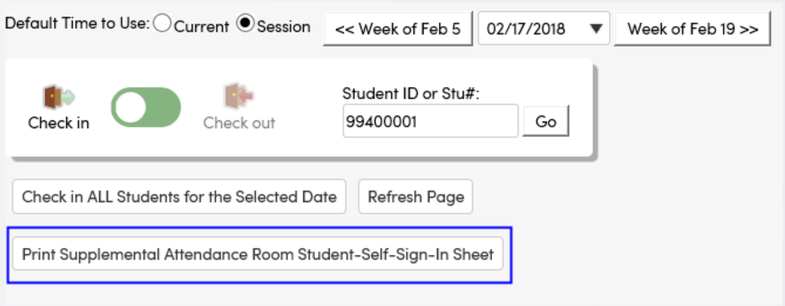
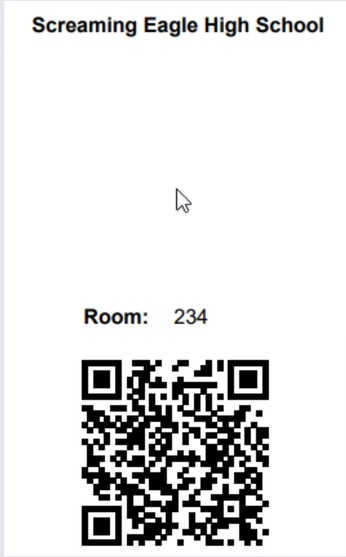
Supplemental Attendance

The Print Supplemental Attendance Room Student - Self-Sign-In Sheet report can be found in View all Reports under the Reports icon on the Navigation Tree.





Printing this will provide a sheet of paper for the selected section with a QR code that students can use to scan and check themselves into a session.
The QR code is based on the Room number of the session.

- It is highly recommended that the sessions defined in the **Supplemental Attendance Sessions** page include the Room number for any sessions that will allow students to self check-in.

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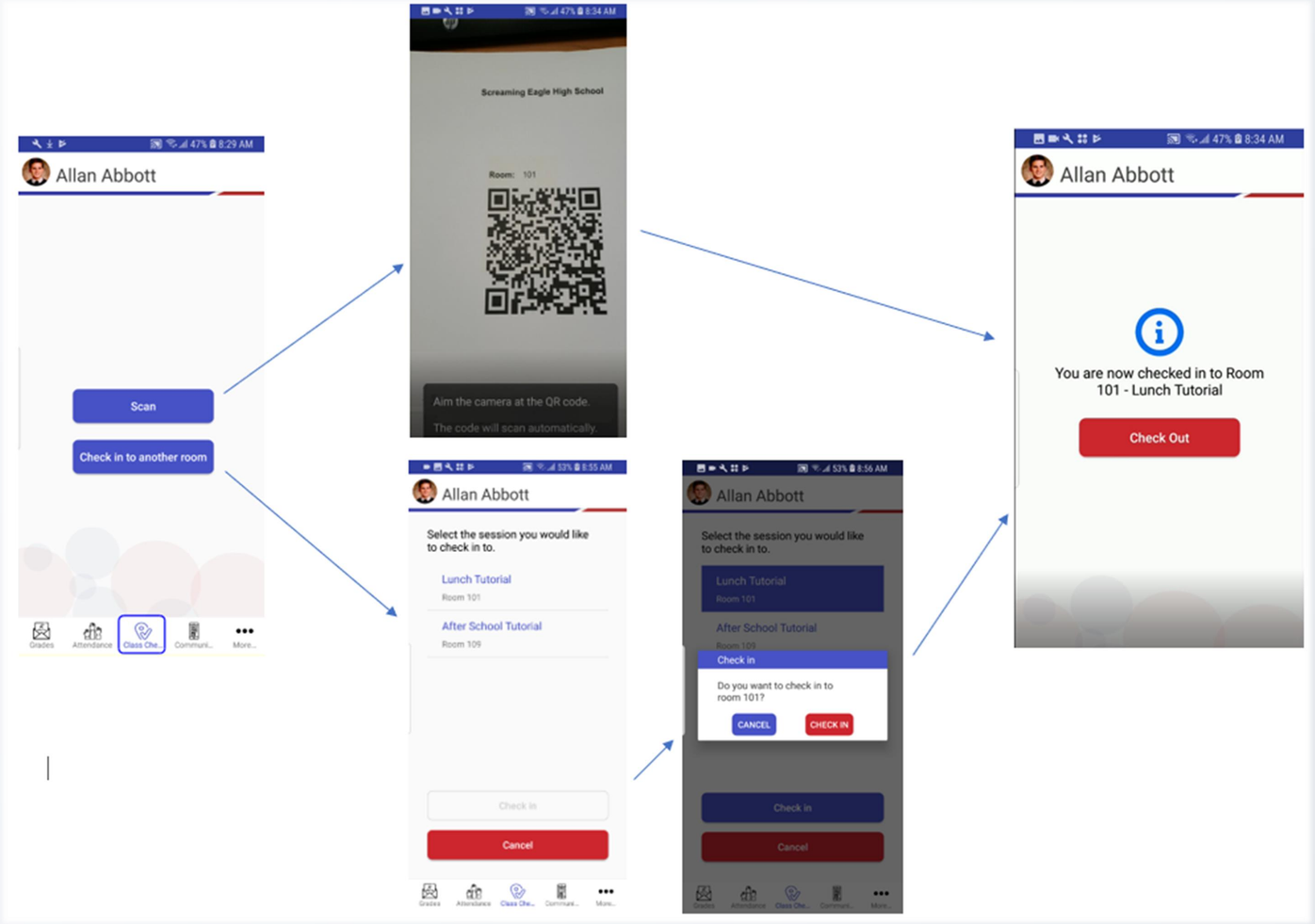

Students can then use the Aeries Mobile app on their mobile device to either Scan the QR code for the session to sign themselves in or they can sign into the session using a Check in to another room button.

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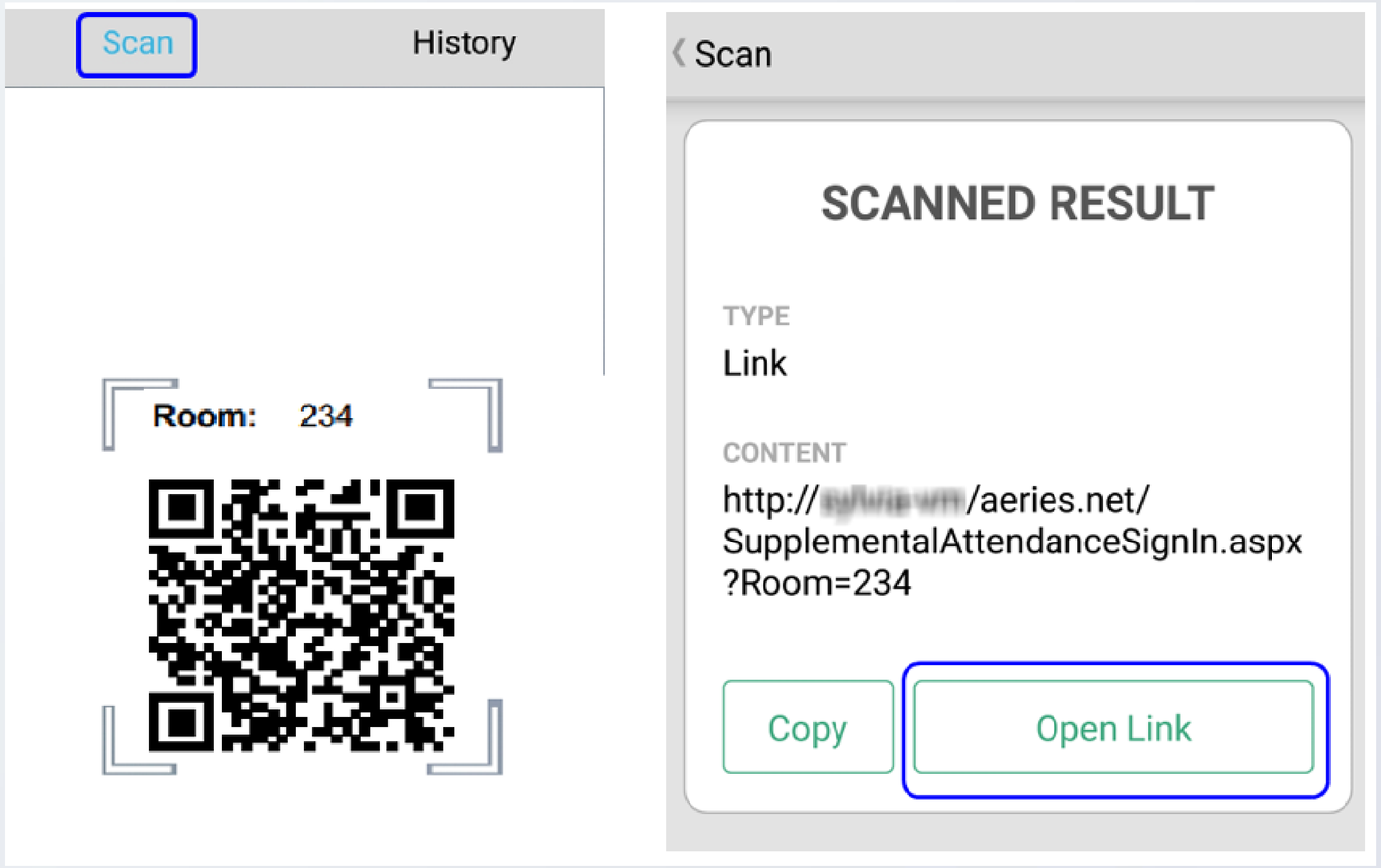
If students do not have the Aeries Mobile App installed on their device, they can use a QR Reader app on their mobile device to scan the QR code for the session to sign themselves in. Once the students scan the QR code, the app will direct them to the Supplemental Attendance Sign In page in the Student Portal. If the students are not already logged into the Student Portal they will need to do so before landing on the page, if the students are already logged into the Student Portal it will open up the page immediately.



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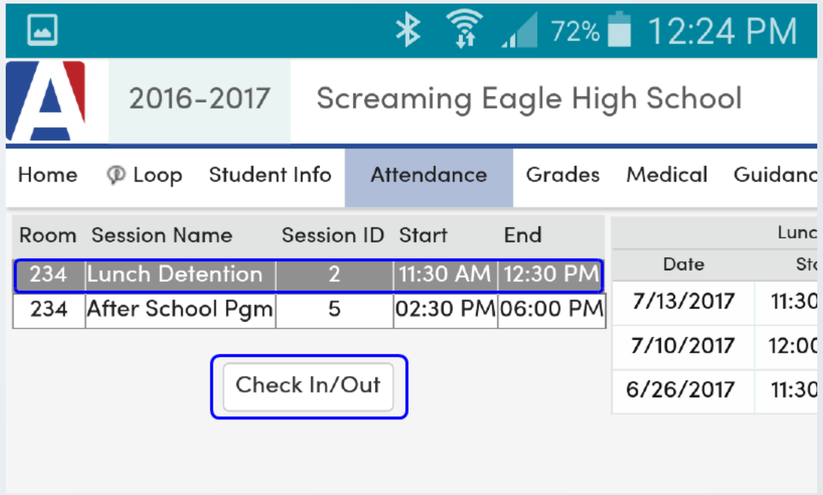
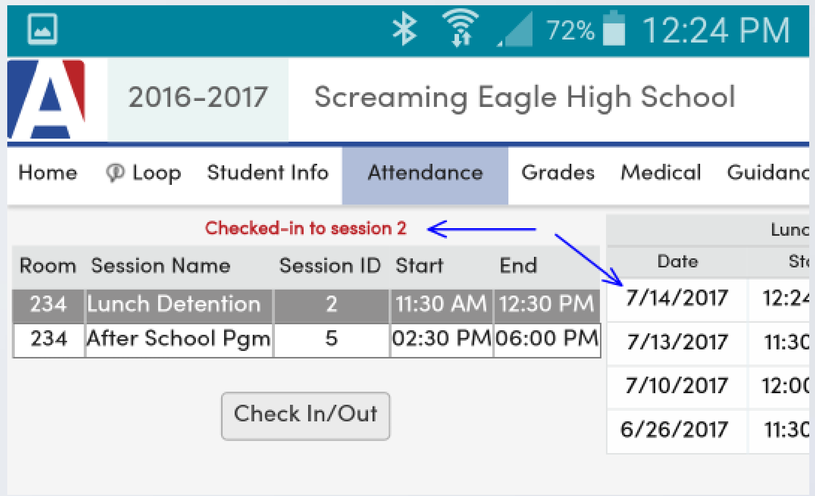
- ✓ If the student is enrolled in more than one supplemental attendance session that meets in that room, they will need to select the session that they would like to log into and then click on the Check In/Out button.

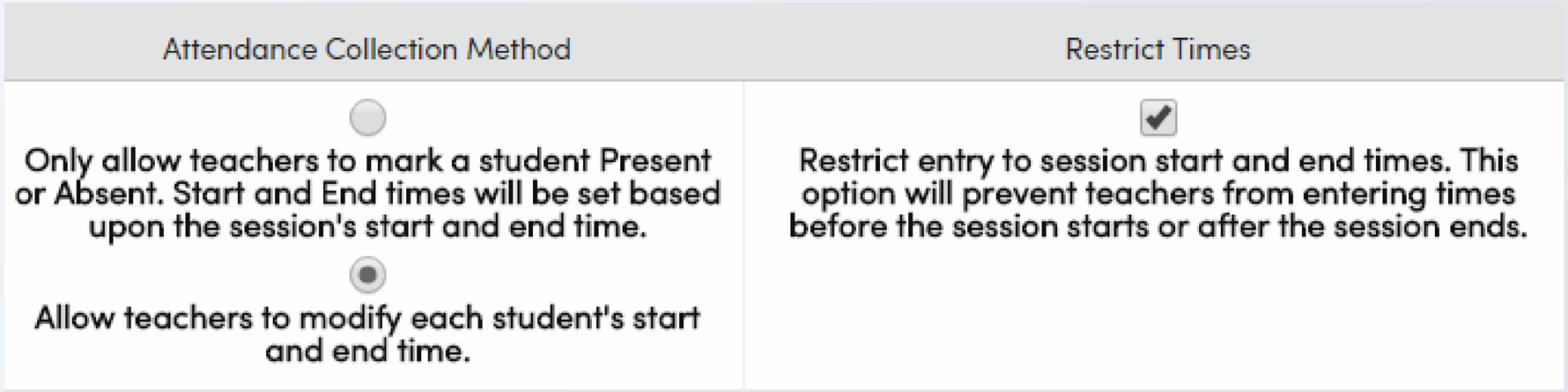


- ✓ If the student is enrolled in only one supplemental attendance session in that room the system will check them in or out automatically. A red message will display above the sessions with either direction on checking into or out of a session, or status of the check in/out.



Supplemental Attendance

The **Supplemental Attendance Program** options for **Attendance Collection Method** and **Restrict Times** that apply to the teachers also apply to the students

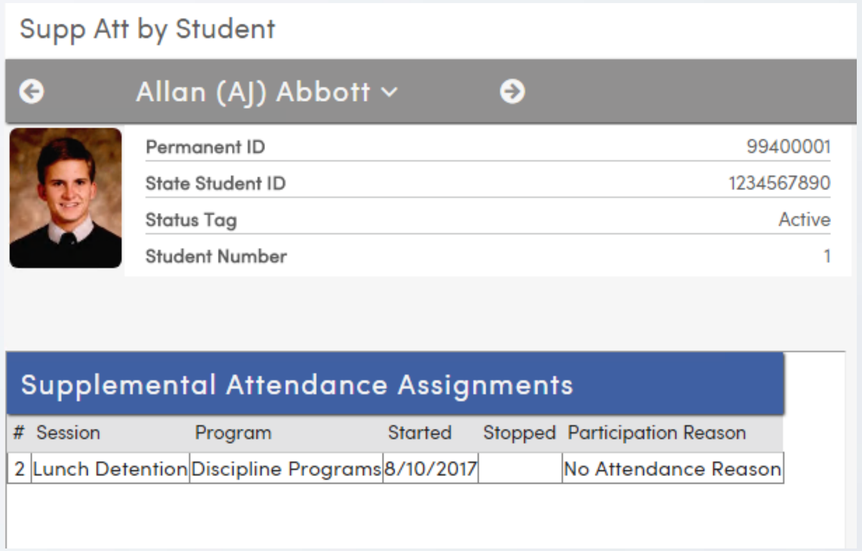


Supplemental Attendance

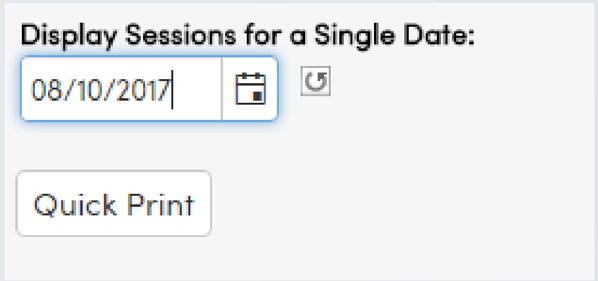
Supplemental Attendance by Student

Viewed by selecting the **Supp ATT by Student** node on the Navigation Tree. This page will display Supplemental Attendance Data and Assignments associated with a student.

The page will display the Session information with Start and Stop dates as well as Start and End Times and Minutes. This page is currently Read Only and found at the School level.



A **Display Sessions for a Single Date** option allows the information to be displayed for the student by a certain date. The **Quick Print** button does a quick print of the information.



Supplemental Attendance

In some situations, it may be appropriate for Supplemental Attendance to link to regular period attendance or, the ATT table . . . Supplemental Attendance to Attendance Processing

- ✓ Supplemental attendance can be linked to regular period attendance. This creates a record in ATT as well as SUP
- ✓ Checking in to a supplemental session will count the student as present in a certain period in ATT
- ✓ Not being checked in to a supplemental session will count the student as being absent in a certain period in ATT

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Supplemental Attendance

Supplemental Attendance Reports

- ✓ **Supplemental Attendance Audit Report -** Use to correct various errors in Supplemental Attendance data. The report can be sorted by Session.
- ✓ **Supplemental Attendance Class List -** Prints a class list. Various options Can be run for specific sessions or all sessions. Sessions can be grouped by Section Number or Class ID. Will only include students enrolled on the report date.
- ✓ **Supplemental Attendance Class Roster -** Various Rosters with different options
- ✓ **Supplemental Attendance Report -** Includes a Supplemental Attendance Summary Report option.
- ✓ **Supplemental Attendance Report (CCLC/ASES and ASSETs)**

Supplemental Attendance

Supplemental Attendance Report (CCLC/ASES and ASSETs) Report

Every year grantees that operated ASES, 21st CCLC, and ASSETs programs in the prior school year need to submit an enrollment and continuous quality improvement report to CDE. CDE provides two Excel templates to aid in the data submission. More information regarding the requirements for these reports, the CDE Excel templates, and additional information regarding the **After-School Education & Safety Program** can be found on CDE's website at http://www.cde.ca.gov/ls/ba/as/

- ✓ The **Supplemental Attendance Report (CCLC/ASES and ASSETs**) in Aeries will create an Excel file which contains enrollment and supplemental attendance totals by school and student for districts that run ASES, 21st CCLC, and ASSETs supplemental attendance programs.
- ✓ The **CCLC/ASES and ASSETs** reports are typically run in the prior year database. The Supplemental Attendance Report (CCLC/ASES and ASSETs) will create an Excel spreadsheet in a format compatible with CDE's reporting templates.

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Supplemental Attendance

Supplemental Attendance Report (CCLC/ASES and ASSETs) Report

- ✓ Supplemental Attendance and Attendance History Summary are used to calculate the information in this report.
- ✓ The data in these tables needs to be accurate prior to running the report.
- ✓ It is recommended to run the Supplemental Attendance Audit Report (available at the school level) and clean up any errors prior to running the Supplemental Attendance Report (CCLC/ASES and ASSETs).
- ✓ The Supplemental Attendance Report (CCLC/ASES and ASSETs) uses the Attendance History Summary (AHS) data to determine the "Days Attended Regular School" in the reporting template
- ✓ The AHS table must be accurate in order to calculate the correct value for this reporting field.

Security Permissions:

- Non-admin users will need Read permissions to the Attendance History Summary (AHS), Supplemental Attendance Programs (ATP), Supplemental Attendance Sessions (ATS), Supplemental Attendance Student Assignments (ATA), and Supplemental Attendance Data (ATD) tables.
- Remember that the permission to these tables needs to be set up for the prior year database as well.

Supplemental Attendance

Supplemental Attendance Report (CCLC/ASES) Report

- ✓ Log into prior year database and navigate to the Supplemental Attendance Report (CCLC/ASES and ASSETs) screen from View All Reports. The report can be run while logged in at either the district level or at the school level. When run at the school level the report will only extract data for the students in that school.
- ✓ Select the ASES or 21st CCLC report option.
- ✓ Select all Attendance Programs (STU.SP) that would be counted as attendance days in the school.
  - Be sure to select the blank "Regular Program" as an attendance program that would be considered as having days present in the school.
- ✓ Select the Supplemental Attendance Sessions at each school that contain the attendance data for the 21st CCLC and ASES programs
  - Selections can be made for 5 separate programs. These correspond with the different programs that need to be reported to CDE

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Supplemental Attendance

Supplemental Attendance Report (CCLC/ASES) Report

- ✓ Download the report to see the summary of students with supplemental attendance records in the selected sessions.
- ✓ The information provided is what is copied into the CDE template provided by the CDE. Annual Outcome-Based Data Report for Evaluation and Continuous Quality Improvement page for the CCLC/ASES programs: CDE website http://www.cde.ca.gov/ls/ba/as/
- ✓ Review and verify the data in columns A – K. This is what is copied from Aeries and pasted into the template provided by CDE using Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	Agency	NM	CDS	CID	BeforeBase	AfterBase	BeforeSupp	AfterSupp3 (Sept - April)	AfterSupp6 (Sept - April)	AfterSupp3B (May - Aug)	AfterSupp6B (May - Aug)	ID	LN	FN
2	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000001	0	0	103	0	0	0	0	99000001	Aadasian	Rob
3	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000002	51	0	0	0	0	0	0	99000002	Aadasian	Rub
4	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000005	0	0	151	0	0	0	0	99000005	Aguilar	Step
5	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000006	0	0	164	0	0	0	0	99000006	Aguinaga	Vale
6	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000007	74	12	0	0	0	0	0	99000007	Alavez	Abel
7	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000008	0	15	0	0	0	0	0	99000008	Albarran	Sha
8	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000010	11	11	0	0	0	0	0	99000010	Albright	Dere
9	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000011	0	2	13	0	0	0	0	99000011	Albright	Jero
10	Eagle Unified School District	Golden Eagle Elementary School	65999990000990	0099000012	130	0	0	0	0	0	0	99000012	Alcazar	Dan
11	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400003	0	14	0	0	0	0	0	99400003	Abdo	Alice
12	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400005	0	13	0	0	0	0	0	99400005	Abea	Ayria
13	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400307	0	10	0	0	0	0	0	99400307	Breceda	Anna
14	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400608	0	6	0	0	0	0	0	99400608	Dancel	Kevi
15	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400902	0	12	0	0	0	0	0	99400902	Garcia	Aly
16	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401222	0	15	0	0	0	0	0	99401222	Hunter	Ron
17	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401537	0	11	0	0	0	0	0	99401537	Magallanes	Tany
18	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401841	0	2	0	0	0	0	0	99401841	Nguyen	Don
19	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099402302	0	13	0	0	0	0	0	99402302	Sanchez-Kennedy	Cori
20	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099402312	0	10	0	0	0	0	0	99402312	Santiago	Osc
21	Eagle Unified School District	Screaming Eagle High School	65999990000001	1554203970	0	9	0	0	0	0	0	99400001	Abbott	Allar

Supplemental Attendance

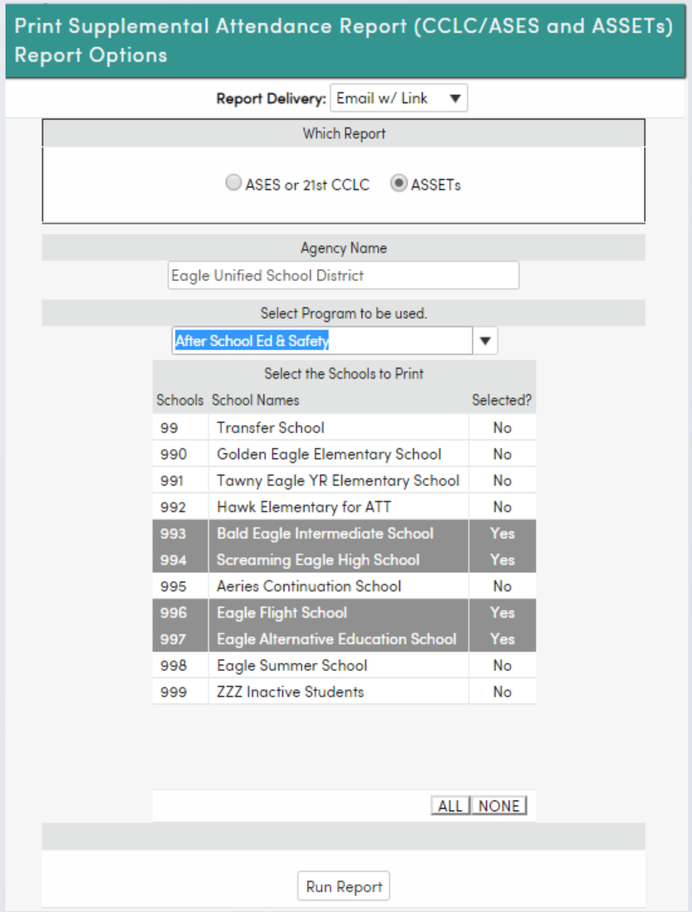
Supplemental Attendance Report (CCLC/ASES) Report

- ✓ Log into the prior year database and navigate to the Supplemental Attendance Report (CCLC/ASES and ASSETs) screen from View All Reports.
- ✓ To create the supplemental attendance report for the ASSETs program. The report can be run while logged in at either the district level or at the school level. When run at the school level the report will only extract data for the students in that school.
- ✓ Select the ASSETs report option.
- ✓ Select all Attendance Programs (STU.SP) that would be counted as attendance days in the school.
- ✓ Be sure to select the blank "Regular Program" as an attendance program that would be considered as having days present in the school.

Supplemental Attendance

Supplemental Attendance Report (ASSETS) Report

- ✓ To create the supplemental attendance report for the ASSETs program log into the prior year database and navigate to the **Supplemental Attendance Report (CCLC/ASES and ASSETs)** screen from **View All Reports**. The report can be run while logged in at either the district level or at the school level. When run at the school level the report will only extract data for the students in that school.
- ✓ Select the **ASSETs** report option.
- ✓ For the 2018-19 school year and forward the **Agency Name** field is needed for the template and defaults to the District name. It can be changed to another value. The data for this field is stored in the District Options (**DPT**) table.
- ✓ Next select the **Supplemental Attendance Program** that contains the attendance data for the ASSETs programs from the **Select Program to be used** dropdown. All schools will be selected by default. Select the schools that provided the ASSETs program.



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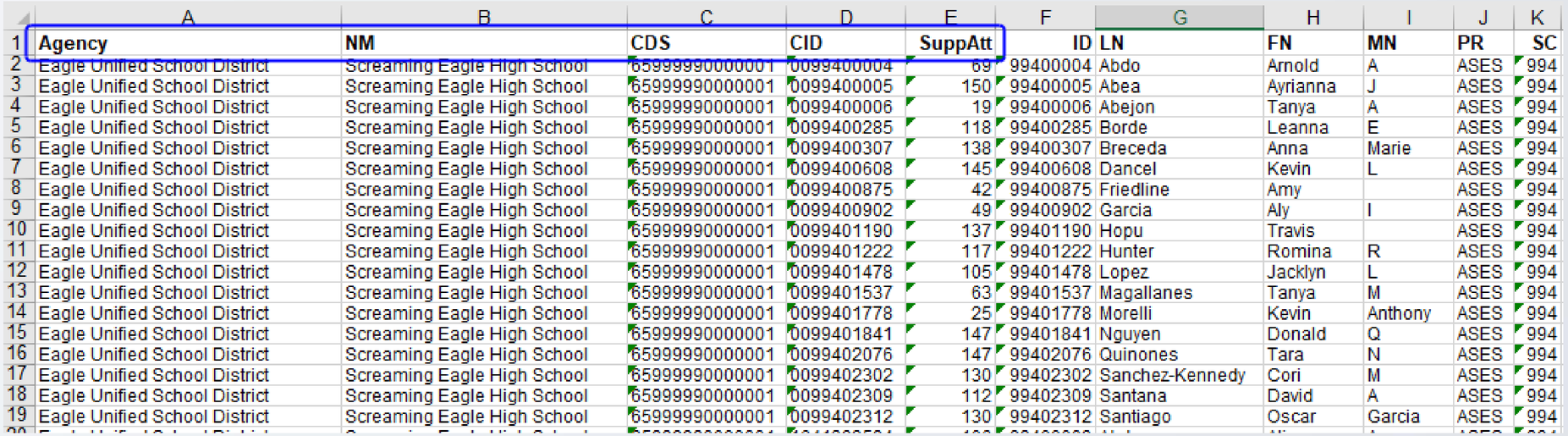
Supplemental Attendance

Supplemental Attendance Report (ASSETS) Report

- ✓ Open the report to reveal the summary of students with supplemental attendance records in the selected program.
- ✓ **Columns A - E (Agency - SuppAtt)** - includes all the information that needs to be provided in the **Outcome Data**
- ✓ Once the **Supplemental Attendance Report (CCLC/ASES and ASSETs)** has been reviewed and verified, the data in columns **A - E** will need to be copied into the template provided by CDE.
- ✓ Please contact CDE for a copy of the spreadsheet template. For more information CDE's website is http://www.cde.ca.gov/ls/ba/as/

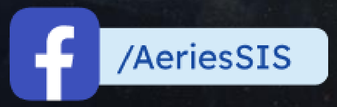


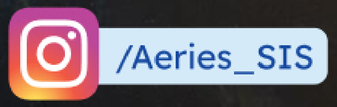
	A	B	C	D	E	F	G	H	I	J	K
1	Agency	NM	CDS	CID	SuppAtt	ID	LN	FN	MN	PR	SC
2	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400004	69	99400004	Abdo	Arnold	A	ASES	994
3	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400005	150	99400005	Abea	Ayrianna	J	ASES	994
4	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400006	19	99400006	Abejon	Tanya	A	ASES	994
5	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400285	118	99400285	Borde	Leanna	E	ASES	994
6	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400307	138	99400307	Breceda	Anna	Marie	ASES	994
7	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400608	145	99400608	Dancel	Kevin	L	ASES	994
8	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400875	42	99400875	Friedline	Amy		ASES	994
9	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099400902	49	99400902	Garcia	Aly	I	ASES	994
10	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401190	137	99401190	Hopu	Travis		ASES	994
11	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401222	117	99401222	Hunter	Romina	R	ASES	994
12	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401478	105	99401478	Lopez	Jacklyn	L	ASES	994
13	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401537	63	99401537	Magallanes	Tanya	M	ASES	994
14	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401778	25	99401778	Morelli	Kevin	Anthony	ASES	994
15	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099401841	147	99401841	Nguyen	Donald	Q	ASES	994
16	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099402076	147	99402076	Quinones	Tara	N	ASES	994
17	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099402302	130	99402302	Sanchez-Kennedy	Cori	M	ASES	994
18	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099402309	112	99402309	Santana	David	A	ASES	994
19	Eagle Unified School District	Screaming Eagle High School	65999990000001	0099402312	130	99402312	Santiago	Oscar	Garcia	ASES	994

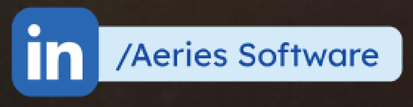
THANK YOU!

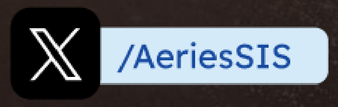
Please take a moment to complete our session survey.

http://aeries.AeriesCon-Session-Feedback-Survey-Spring-2024.alchemer.com/s3/









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