|  |  |
| --- | --- |
| **A black and blue text  Description automatically generated** | **United Way Attendance Matters**  **Meeting 9/29/24** |

**Synergy Attendance Reports**

ATD401 / ATD402

* Date range
* Continuous absences (ATD402)
* If using for period attendance, set All Day Code in Mass Change Attendance Definition
* Runs at district or school level
* Includes student name, grade level, contact information
* Output to Excel to further refine or summarize

**Synergy Admin Report (SQL Query)**

Student Total Absence

* Absence percent for each student
* Date range
* Filters for absence percent, grade level, homeroom
* Output to Excel to further refine or summarize

**Synergy Query (Pull of Raw Data to Use in Excel)**

Daily Attendance Detail

Period Attendance Detail

**Synergy Attendance Letter**

* Define how Synergy calculates an absence by percentage, database value, etc.
* Create letters and/or email messages to print/send based on number of absences
* Letters can attach to PVUE Documents and require acknowledgement
* Reports run in high detail mode contain additional information

1. Attendance Definition – set district level definition(s)
2. Mail Merge Letter – set district or school level letter(s)
3. Email & Message Content – set district level email content
4. Attendance Letter – set school level using above

**Resources:**

Edupoint Mail Merge 2.0 Guide

Edupoint Attendance Administrator Guide

* Attendance Definition – Page 144
* Attendance Letter – Page 130

Edupoint ETN-SIS-2025\_622700\_Attendance\_Letters\_V2-Ability\_To\_Email\_Letters\_To\_Parents.pdf

ETC Full Support Clients – Call ETC

Edupoint Clients – Call Edupoint

**Examples:**

**Mass Change Attendance Definition “Set All Day Code”**

A screenshot of a computer

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A screenshot of a computer

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**Examples:**

**Attendance Definition**

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A screenshot of a computer

Description automatically generated

**Examples:**

**Mass Change Attendance Definition “Set All Day Code”**

A screenshot of a computer

Description automatically generated

**Query Text**

**Daily Attendance Detail**

Student R0, K12.EnrollmentInfo.StudentSchoolYear R1, K12.EnrollmentInfo.StudentEnrollment R2, Revelation.OrganizationInfo.RevOrganizationYear R17 (OrganizationYearGU,R1.OrganizationYearGU,Outer), K12.AttendanceInfo.StudentDailyAttendance R3, K12.AttendanceInfo.Setup.SchoolAttendanceReasons R12 (CodeAbsReasSchYearGU,R3.CodeAbsReas2GU,Outer), K12.AttendanceInfo.Setup.SchoolAttendanceReasons R15 (CodeAbsReasSchYearGU,R3.CodeAbsReas1GU,Outer), K12.AttendanceInfo.Setup.DistrictAttendanceReasons R14 (CodeAbsReasGU,R12.CodeAbsReasGU,Outer), K12.AttendanceInfo.Setup.DistrictAttendanceReasons R16 (CodeAbsReasGU,R15.CodeAbsReasGU,Outer), Revelation.OrganizationInfo.RevOrganization R18 (OrganizationGU,R17.OrganizationGU,Outer), Revelation.OrganizationInfo.RevYear R19 (YearGU,R17.YearGU,Outer)

COLS R0.FormattedName (1.5in,'Student Name',,PageBreak,Group1), R0.SisNumber (.75,'School ID',,,Group1), R0.EdfiID (.75,'State ID',,,Group1), R1.Grade (0.5in,,,,Group1), R18.OrganizationName (2.5,'School',,,Group1), R3.AbsDate (.7,'Date'), R3.AbsFte1 (0.6in,'AM',,,,,,Code), R16.Type (.6,,,,,,,Code), R16.Abbreviation (.6,'Code'), R3.AbsFte2 (0.6in,'PM',,,,,,Code), R14.Type (.6,,,,,,,Code), R14.Abbreviation (.6,'Code'), R3.Note (3), R3.ArrivalTime (.7,'Arrival'), R3.DepartTime (.7,'Departure')

If R3.AbsDate Not =

Sort R0.FormattedName, R3.AbsDate

**Period Attendance Detail**

Student R0, K12.EnrollmentInfo.StudentSchoolYear R1, K12.EnrollmentInfo.StudentEnrollment R2, Revelation.OrganizationInfo.RevOrganizationYear R7 (OrganizationYearGU,R1.OrganizationYearGU,Outer), K12.AttendanceInfo.StudentDailyAttendance R3, K12.AttendanceInfo.StudentAttendancePeriod R4, K12.AttendanceInfo.Setup.SchoolAttendanceReasons R5 (CodeAbsReasSchYearGU,R4.CodeAbsReasGU,Outer), K12.AttendanceInfo.Setup.DistrictAttendanceReasons R6 (CodeAbsReasGU,R5.CodeAbsReasGU,Outer), Revelation.OrganizationInfo.RevOrganization R8 (OrganizationGU,R7.OrganizationGU,Outer), Revelation.OrganizationInfo.RevYear R9 (YearGU,R7.YearGU,Outer)

COLS R0.FormattedName (1.5in,'Student Name',,PageBreak,Group1), R0.SisNumber (0.75in,'School ID',,,Group1), R0.EdfiID (0.75in,'State ID',,,Group1), R1.Grade (0.5in,,,,Group1), R8.OrganizationName (2.5in,'School',,,Group1), R3.AbsDate (0.7in,'Date'), R4.BellPeriod (0.5in,'Prd'), R6.Type (0.5in,,,,,,,Code), R6.Abbreviation (0.5in,'Code',,,,,,Code), R3.Note (3in,'Note Daily'), R4.Note (2.5in,'Note Period'), R4.ArrivalTime (0.7in,'Arrival'), R4.DepartTime (0.7in,'Departure')

If R3.AbsDate Not =

Sort R0.FormattedName, R3.AbsDate, R4.BellPeriod

**Synergy Admin Report (SQL) “Student Total Absence”**

s.LAST\_NAME [Last Name]

, s.FIRST\_NAME [First Name]

, s.SIS\_NUMBER [Perm ID]

, s.GRADE\_LEVEL [Grade]

, s.GENDER\_DESC [Gender]

, s.RESOLVED\_ETHNICITY\_RACE\_DESC [Resolved Race/Ethnicity]

, s.ENTER\_DATE [Enter Date]

, te.TOT\_ENRLL [Total Days Enrolled]

, ISNULL(att.TOT\_ABS,'0.00') [Total ABS]

, ISNULL(cast(cast(cast(att.TOT\_ABS as decimal(18,2))/cast(te.TOT\_ENRLL as decimal (18,2))\*100 as decimal(18,2)) as varchar(6)),'0')+ ' %' as [ABS Percent]

, s.ORGANIZATION\_NAME [Current School]

from dbo.vETC\_Student s

left join ( select

satt.STUDENT\_GU

, YEAR

, sum(CAST(abs\_amount as decimal(3,2))) TOT\_ABS

from rev.EPC\_EDFI\_STU\_SCH\_ATT satt

join dbo.vETC\_Student s on satt.STUDENT\_GU = s.STUDENT\_GU

and s.ORGANIZATION\_YEAR\_GU = @ORGANIZATION\_YEAR\_GU

where EVENT\_DATE between @FROM\_DATE and @TO\_DATE

group by satt.STUDENT\_GU, YEAR

) att on s.STUDENT\_GU = att.STUDENT\_GU

and (s.SCHOOL\_YEAR + 1) = att.YEAR

left join (select

s.STUDENT\_GU

, s.ORGANIZATION\_YEAR\_GU

, count(sc.DATE) TOT\_ENRLL

from dbo.vETC\_Student s

join dbo.vETC\_School\_Calendar\_Dates sc on s.ORGANIZATION\_YEAR\_GU = sc.ORG\_YEAR\_GU

and (s.TRACK\_GU is null or s.TRACK\_GU = sc.TRACK\_GU)

and sc.IN\_SESSION = 'Y'

and sc.DATE between @FROM\_DATE and @TO\_DATE

group by STUDENT\_GU, ORGANIZATION\_YEAR\_GU

) te on s.STUDENT\_GU = te.STUDENT\_GU

and s.ORGANIZATION\_YEAR\_GU = te.ORGANIZATION\_YEAR\_GU

where s.ORGANIZATION\_YEAR\_GU = @ORGANIZATION\_YEAR\_GU

and s.ACTIVE\_STATUS\_RECORD = 1

and s.LEAVE\_DATE\_RAW is null

Order by s.LAST\_NAME, s.FIRST\_NAME

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select

DATE as FROM\_DATE

, DATE as TO\_DATE

from dbo.vETC\_School\_Calendar\_Dates

where ORG\_YEAR\_GU = @ORGANIZATION\_YEAR\_GU

and IN\_SESSION = 'Y'