Credit/Grade Review Report

MISD

Management Technology Helpdesk

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Credit/Grade Review Report

The Credit/Grade Review Report lists students in credit review status in a school semester. The Credit/Grade Review Report works with the Absent/Tardy letter program. A student is put in credit review status by entering a special absent code on the date the credit review limit was reached. For example: a student has seven (7) excused absences as of October 1. The October 1 absent code for the student is changed to the special credit review absent code, indicating the date the credit review limit was exceeded.

The Credit/Grade Review Report lists the students in credit review status at the end of the semester, showing absences after reaching the credit review limit. The program reports the absences using PowerSchool attendance points. Absent codes with attendance points greater than zero are printed in the report.

If the student's section is split between two or more consecutive periods, and attendance is taken in the periods, then the program only prints the attendance dates once. The sum of the attendance points is also only for one period. If the credit review absent code is entered for more than one of the section periods, then the report will print the data for that period. This feature is performed using the attendance point option.

Utica school systems do not use attendance points. The program has an option to ignore the attendance points for Utica schools, referring to specific absent and tardy codes specified by the Utica school district.

Version Change History

Version 1.01 The Oracle connection string for Utica schools was added so that their systems were not required to have the special sign-in file for connecting to the database.

The print option was added to select printing the excused/un-excused absent or tardy codes in the report. An option was added to print the last credit review date or all the credit review dates in the specified time period.

Version Change History 1.02

Credit review analysis is done from the first credit review date occurrence, not subsequent ones, using the all credit review date option.

Current Version 1.3 May 2015

The option to print the all the credit review dates was expanded to list the first credit review date, with the succeeding credit review dates in the same list of absent codes. The report treats the second, third, etc. credit review credit review code entry as an un-excused absence, using the option to exclude printing the students that have less than a specified number of absences after the first credit review entry.

PowerSchool Requirements

A special absent code must be defined in PowerSchool, indicating a credit review limit was exceeded during the school semester. The credit review absent code must have the same number of attendance points assigned as the absent code that it is replacing. The credit review limit will normally be exceeded for too many excused or un-excused absences. If the attendance points are not the same for the credit review absent code, then the Absent/Tardy Letter program will calculate different results after the credit review code has been entered in PowerSchool.

If the student has more than one credit review absent code entered during the reporting period, then the program refers to the last credit review absent date.

PowerSchool Report Options

The Credit/Grade Review Report creates a PDF report file. The PDF report file is saved in the same directory as the attendance letters. A separate report is created for each school building.

An option is provided to:

- Indicate the report is for all school districts (attendance points) or for Utica schools.
- The output report is sorted by student name or teacher name. If the report is sorted by teacher name, then a separate page is printed for each teacher.
- An option to include absent and tardy codes, or absent codes only is provided. This corresponds with the Absent/Tardy Letter calculation options.
- An option to print the last credit review codes or all the credit review codes in the time period is available.
- An option to include printing the excused or un-excused absent codes in provided.
- An option to include printing the excused or un-excused tardy codes in provided.

A from date and to date is entered for the school semester period.

The credit review code is specified using a combo box in the report options. Absent codes are selected by school building.

Students can be ignored with less than a specified number of absent/tardy codes after the credit review date. To report all the students with a credit review code, then enter zero (0) in the "number absent after credit review status" field.

The report can be run for students in selected grade levels.

Report Information

The report contains the student name, grade, course period number, course name, teacher name, and last credit review date and code. A sub-detail line lists the student absent/tardy codes and dates entered in PowerSchool after the credit review date.
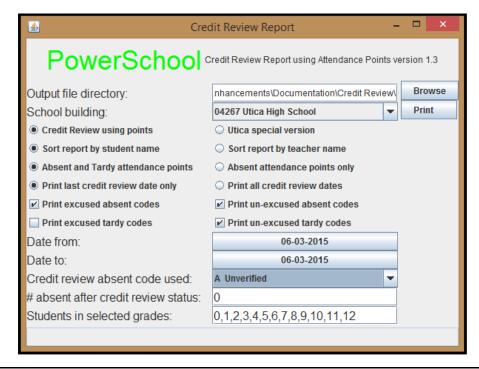
The general report option prints the sum of the attendance points for the student in the school semester (from date and to date). The Utica report option prints the count of the excused and un- excused absent/tardy codes for the student in the school semester (from date and to date).

Credit/Grade Review Report Option Screen

- Attendance point or Utica school report option.
- Identify the file directory where the Credit/Grade Review Report is created. This directory should be used each time you run the program. Also keep a copy of your special sign-in file here for convenience.
- Choose the school building the letters are created for.
- Sort by student name or teacher name.
- Absent and tardy attendance points or absent attendance points only.
- Enter the 'from' date and 'to' date for the school semester.
- Select the credit review absent code used by your school district.

Click on the "Browse" button to select and choose the output file directory where your PDF report file is saved (and where your special sign-in file is).

Click on the date buttons to change the date. A pop-up calendar will appear to make a selection. The dates default to the current date.

Utica Schools Special Note!

Click on the Utica special version radio button first then select the output file directory using the browse button. This will connect to your database. The other school districts are connected to the database by selecting the output file first, which has a special file for connecting to the database.

Click on the Print button to create the report. You will see a progress bar on the left. The PDF report file name is "pdfCreditReview<xxxxx>.pdf" where <xxxxx> is the school building number. To view the report, open it from its saved location.

Please insure the absent and tardy calculation option matches the attendance letter parameter and the correct credit review status code is selected for your school district.

Error Messages

Error messages are displayed on the bottom of the screen.

Error missing output file directory to create the report.
> Please select an output file directory to create the report file.

Error a building must be selected for the report.
> The report is run for individual school buildings. Select a building number in the combo box.

Error excused or un-excused absent code must be checked.
> The report should print at least one type of absent code for review purposes.

Error excused or un-excused tardy code must be checked.
> The print absent and tardy code option is on. With the tardy review option set, one of the tardy code types is expected to be printed.

Error a credit review code must be selected for the report.
> The credit review code is used to identify students in credit review status. Select the credit review code in the combo box.

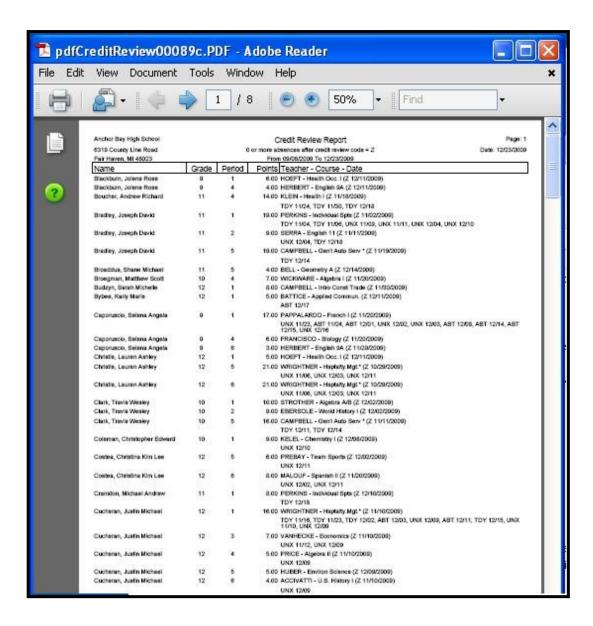**Error # absent after credit review required (0..30)**
> Enter the value "0" to select all students in credit review status. The program will accept a number between 0 and 100, with no more than 30 is to be expected.

Error list of grade levels are required (1,2,3...)
> A list of grade levels is required. Enter a list of grades "0,1,2,3,4,5,6,7,8,9,10,11,12" to include all grades in the school building.
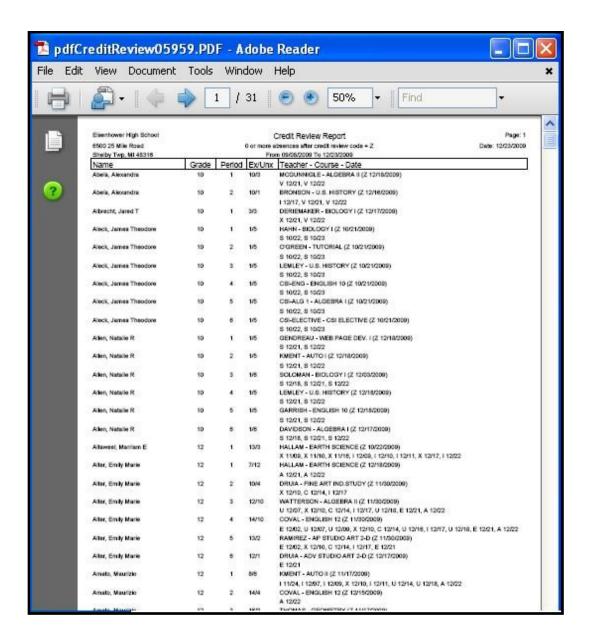
Sample Credit/Grade Review Report

The general report option prints the sum of the attendance points for the student, during the reporting period. The sum of the attendance points is an indicator for excessive absenteeism.

Sample Credit/Grade Review Report for Utica School District

The Utica report option prints the count of excused and un-excused absent codes for the student, during the reporting period. The absentee counts are used as an indicator for excessive absenteeism.

Absent/Tardy Codes Calculations

All absent/tardy codes must be defined in PowerSchool for each school building and are reported in a similar manner.

Cod	Description	Category
A	Unexcused	Un-excused
C	Court	Excused absent
E	Early dismissal	Excused absent
F	Funeral	Excused absent
H	Hospital	Excused absent
I	Illness	Excused absent
O	Other	Excused absent
R	In school	Excused absent
S	Suspended	Un-Excused absent
U	Unexcused	Un-excused
V	Vacation	Excused absent
X	Excused	Excused absent
Z	Credit Review	Excused Absent
Q	Excused tardy	Excused tardy
T	Tardy	Un-excused
Y	10-minute tardy	Un-excused absent