Responding to COVID-19:
Tools to help you track and report remote learning attendance –

How do schools track attendance in the time of COVID-19? We can help.

We have three approaches to helping you report and analyze remote learning attendance:

1) Remote Learning Attendance Tool

2) Automated Daily Attendance Tracker - using Google log ins

3) Teacher Driven Daily Attendance Tracker

Contact us for more information:
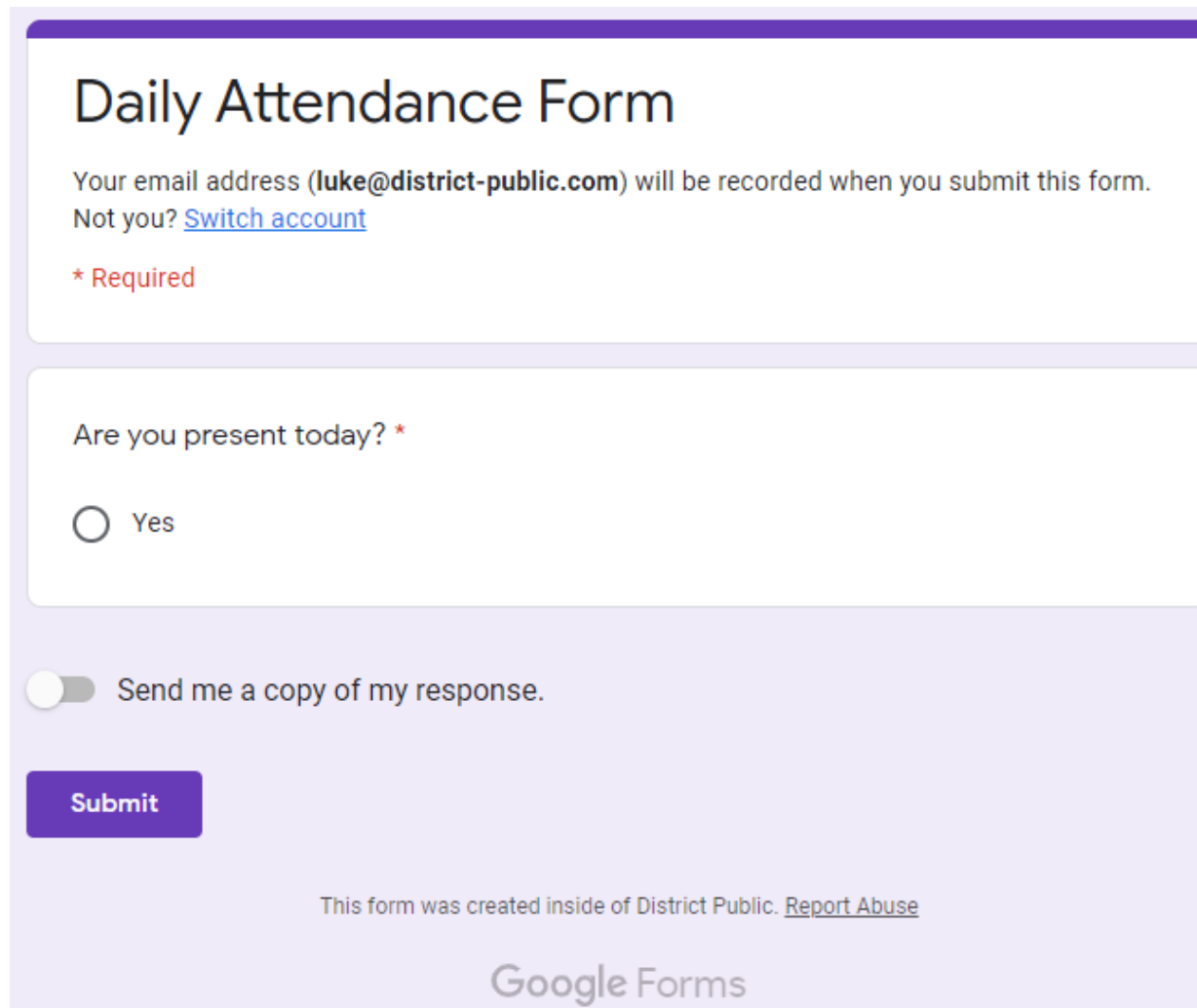T: 347-466-1034
E: luke@district-public.com
www.district-public.com

1. Remote Learning Attendance Tool

Students in the COVID-19 remote learning environment respond to a single question Google Form each day. That information is then tracked, analyzed, and prepared for upload to the DOE attendance system.

Here's how it works:

1. Students will respond to a single question Google Form each day, when logged into the email address they are using for Google Classroom.

2. If students answered their Google Form in time, they are marked "On Time". If they answer late, they are marked "Late".

OSIS	Student Name	Grade	Class	Attendance since 3/23/20	Attendance rate - last 10 school days	4/7/2020	4/6/2020	4/3/2020	4/2/2020	4/1/2020	3/31/2020	3/30/2020	3/27/2020	3/26/2020	3/25/2020
			604	0%	0%	--	--	--	--	--	--	--	--	--	--
			703	0%	0%	--	--	--	--	--	--	--	--	--	--
			802	0%	0%	--	--	--	--	--	--	--	--	--	--
			703	0%	0%	--	--	--	--	--	--	--	--	--	--
			802	0%	0%	--	--	--	--	--	--	--	--	--	--
			604	0%	0%	--	--	--	--	--	--	--	--	--	--
			702	0%	0%	--	--	--	--	--	--	--	--	--	--
			703	0%	0%	--	--	--	--	--	--	--	--	--	--
			702	0%	0%	--	--	--	--	--	--	--	--	--	--
			601	0%	0%	--	--	--	--	--	--	--	--	--	--
			601	0%	0%	--	--	--	--	--	--	--	--	--	--
			802	0%	0%	--	--	--	--	--	--	--	--	--	--
			704	0%	0%	--	--	--	--	--	--	--	--	--	--
			602	0%	0%	--	--	--	--	--	--	--	--	--	--
			701	0%	0%	--	--	--	--	--	--	--	--	--	--
			703	0%	0%	--	--	--	--	--	--	--	--	--	--
			802	0%	0%	--	--	--	--	--	--	--	--	--	--
			603	0%	0%	--	--	--	--	--	--	--	--	--	--
			701	0%	0%	--	--	--	--	--	--	--	--	--	--
			703	0%	0%	--	--	--	--	--	--	--	--	--	--
			702	0%	0%	--	--	--	--	--	--	--	--	--	--
			704	0%	0%	--	--	--	--	--	--	--	--	--	--
			603	0%	0%	--	--	--	--	--	--	--	--	--	--
			803	0%	0%	--	--	--	--	--	--	--	--	--	--
			603	0%	0%	--	--	--	--	--	--	--	--	--	--
			703	0%	0%	--	--	--	--	--	--	--	--	--	--
			601	0%	0%	--	--	--	--	--	--	--	--	--	--
			602	0%	0%	--	--	--	--	--	--	--	--	--	--
			604	0%	0%	--	--	--	--	--	--	--	--	--	--
			602	0%	0%	--	--	--	--	--	--	--	--	--	--
12345678	Davenport, Luke	7	703	23%	30%	--	--	--	--	On Time	Late	On Time	--	--	--

3. Students' attendance results are summarized in a sortable, filterable sheet.

Student Attendance Sorter

OSIS	Student Name	Grade	Class	Gender	Ethnicity	IEP	ELL	Students in Temp Housing	2018-19 School Year	2019-20 - pre-Remote Learning	2019-2020 Since Remote Learning (3/23/20 - present)	Change
		7	702	M	Hispanic	Y	Y		98.9	97.4	0.0	-97.4
		7	703	M	Hispanic		Y		97.8	98.7	0.0	-98.7
		7	702	F	Black				89.9	85.7	0.0	-85.7
		6	601	F	Hispanic			Y	93.8	94.8	0.0	-94.8
		6	601	F	Hispanic	Y			94.4	94.8	0.0	-94.8
		8	802	F	Hispanic	Y				100.0	0.0	-100.0
		7	704	F	Hispanic				100.0	100.0	0.0	-100.0
		6	602	M	White				98.3	97.4	0.0	-97.4
		7	701	M	Hispanic				100.0	100.0	0.0	-100.0
		7	703	M	Hispanic			Y	100.0	98.7	0.0	-98.7
		8	802	F	Hispanic				88.8	81.8	0.0	-81.8
		6	603	M	Hispanic		Y		92.7	98.7	0.0	-98.7
		7	701	F	Hispanic				95.5	94.8	0.0	-94.8
		7	703	F	Hispanic				94.9	92.2	0.0	-92.2
		7	702	F	Hispanic	Y	Y		93.3	92.2	0.0	-92.2
		7	704	M	Hispanic				99.4	98.7	0.0	-98.7
		6	603	F	Hispanic				94.9	93.5	0.0	-93.5
		8	803	M	Hispanic				96.6	90.9	0.0	-90.9
		6	603	M	Hispanic				97.2	83.1	0.0	-83.1
		7	703	F	Hispanic				97.8	96.1	0.0	-96.1
		6	601	M	Hispanic	Y	Y		98.9	98.7	0.0	-98.7
		6	602	M	Hispanic		Y		94.9	90.9	0.0	-90.9
		6	604	M	Hispanic				97.2	100.0	0.0	-100.0
		6	602	F	Hispanic	Y			97.2	100.0	0.0	-100.0
12345678	Davenport, Luke	7	703	M	White		Y		98.8	94.8	23.1	-71.7

4. Results are summarized by grade and subgroup.

General Information

	# Students	2018-2019	2019-2020 pre-Remote Learning	2019-2020 Since Remote Learning (3/23/20 - present)	Change pre RL to RL	Pct >= 90% Attendance			Change
						2018-2019	2019-2020 pre-Remote Learning	2019-2020 Since Remote Learning (3/23/20 - present)	
School Average	**320**	**95.5**	**95.3**	**0.3**	**-95.1**	**77%**	**78%**	**78%**	**+1%**
Grades:									
6th Grade	119	93.1	94.4	0.0	-94.4	84%	78%	78%	-6%
7th Grade	116	95.5	95.3	0.3	-95.1	77%	78%	78%	+1%
8th Grade	85	93.8	93.3	0.0	-93.3	72%	69%	69%	-3%
Subgroups:									
Females	147	94.2	94.4	0.0	-94.4	84%	78%	78%	-6%
Males	173	94.1	94.5	0.2	-94.3	77%	78%	78%	+1%
IEP Students	68	92.4	93.3	0.0	-93.3	72%	69%	69%	-3%
ELL Students	64	93.8	94.4	0.5	-93.9	86%	78%	78%	-8%
Black Students	29	94.4	95.7	0.0	-95.7	79%	79%	79%	+1%
Hispanic Students	265	94.0	94.2	0.0	-94.2	80%	76%	76%	-4%

5. The tool populates a sheet that can be copied and pasted into the DOE remote learning daily attendance reporting tool.

Step 2: Copy and paste <u>as values</u> from the tab "Copy&Paste to DOE Spreadsheet Tool" in the DP Remote Learning Attendance Tool, cells A1 to E2000, into cells A3 to E2000 of this spreadsheet tab. Be sure to paste as values (so the values in the cells, not the formulas, are copied over). Double check that the dae in E3 of the DP Remote Learning Attendance tool is for the current date.

OSIS	Student Name	Grade	Class	4/3/2020
		7	702	No
		6	601	No
		6	601	No
		8	802	No
		7	704	No
		6	602	No
		7	701	No
		7	703	No
		8	802	No
		6	603	No
		7	701	No
		7	703	No
		7	702	No
		7	704	No
		6	603	No
		8	803	No
		6	603	No
		7	703	No
		6	601	No
		6	602	No
		6	604	No
		6	602	No
12345678	Davenport, Luke	7	703	No

◄ ► | 1. Copy&Paste from DOE tool | **2. Copy&Paste from Attnd Tool** | 3. Copy&Paste to DOE tool

2) Automated Daily Attendance Tracker - using Google platform log ins

We can support schools where all students are using Google Applications for Education in the COVID-19 remote learning environment to use their students' log in data to track attendance/interactions.

Here's how it works:

1. District Public will provide instruction on how to download Google Classroom user data. When logged in as an Admin, go to Users → Download all Users.

First Name [Req	Last Name [Req	Email Address [Required]	Password [R	Password H:	Org Unit Pat	New Primary	Status [REAI	Last Sign In [READ O
			****		/Tranferred Students		Active	Never logged in
			****		/		Active	2016/10/24 7:43:33
			****		/		Active	Never logged in
			****		/Tranferred Students		Active	Never logged in
			****		/Active Students		Active	2020/03/18 7:31:44
			****		/Active Students		Active	2020/04/04 19:56:31
			****		/Alumni		Active	2018/11/11 17:45:03
			****		/Alumni		Active	2020/01/01 16:44:58
			****		/Active Students		Active	2020/03/30 23:43:04
			****		/Active Students		Active	2020/03/24 11:18:22
			****		/Active Students		Active	2020/03/31 9:30:43
			****		/		Active	2018/05/20 15:47:55
			****		/		Active	2019/09/11 11:03:58
			****		/Tranferred Students		Active	2019/01/18 7:46:09
			****		/		Active	Never logged in
			****		/Alumni		Active	2019/05/15 6:52:39
			****		/Tranferred Students		Active	Never logged in
			****		/		Active	Never logged in
			****		/		Active	2020/03/31 14:59:09
			****		/Active Students		Active	2020/04/02 18:05:11
			****		/Tranferred Students		Active	Never logged in
			****		/Active Students		Active	2020/03/31 13:31:08
			****		/Alumni		Active	2020/01/21 2:51:52
			****		/		Active	2020/03/30 9:47:07
			****		/Active Students		Active	2020/04/01 2:17:06
			****		/Active Students		Active	2020/04/04 19:29:06
			****		/Tranferred Students		Active	Never logged in
			****		/Tranferred Students		Active	Never logged in
			****		/		Active	Never logged in
			****		/		Active	2016/06/02 10:23:11
			****		/		Active	2018/09/26 11:18:15
			****		/Active Students		Active	2018/10/16 6:54:35

2. We will provide you simple, step-by-step instructions, along with a tool that will allow you to use Google Classroom user data to identify whether a student logged in on that day or not.

That data is then extracted and used to produce a spreadsheet that you can copy and paste into the DOE's remote learning attendance daily report.

Student ID	Student Last Name	Student First Name	Grade Level	Official Class	active today	most recent sign-in	active last X days	active since [date]
			12	V4B	No	2020/04/03 14:47:59	No	Yes
			9	Y11	No	2020/01/14 7:40:01	No	No
			12	U41	No	#N/A	No	No
			11	W31	No	2020/04/01 14:56:34	No	Yes
			11	W31	No	2020/04/02 12:17:10	No	Yes
			9	Y11	No	2020/03/30 13:19:53	No	Yes
			9	Y1A	No	2020/04/01 16:28:02	No	Yes
			10	X21	No	2020/04/02 16:39:17	No	Yes
			11	V31	No	2020/04/01 10:19:46	No	Yes
			12	V41	No	2020/04/01 10:19:46	No	Yes
			9	Y1A	No	2020/03/26 20:23:53	No	Yes
			11	W3A	No	2020/03/24 19:04:23	No	Yes
			9	Y1A	No	2020/04/01 14:39:39	No	Yes
			11	W3A	No	2020/04/04 14:48:57	No	Yes
			9	Y11	No	2020/03/19 8:41:08	No	No
			12	V41	No	2020/04/03 18:02:32	No	Yes
			12	V44	No	2020/04/02 13:36:55	No	Yes
			10	X2C	No	2020/04/04 12:55:11	No	Yes
			11	W3B	No	2020/04/01 10:09:32	No	Yes
			11	W3A	No	2020/04/01 8:03:48	No	Yes
			10	X21	No	2020/03/25 17:06:23	No	Yes
			9	Y1A	No	2020/04/01 12:01:20	No	Yes
			10	X21	No	2020/03/31 20:12:44	No	Yes
			10	X21	No	2020/04/05 6:57:05	No	Yes
			9	Y1A	No	2020/03/23 21:01:46	No	Yes
			10	X2A	No	2020/04/03 9:08:04	No	Yes
			12	V41	No	2020/04/03 15:42:20	No	Yes
			12	U4C	No	2020/04/02 6:45:25	No	Yes
			10	X2C	No	#N/A	No	No
			12	V41	No	2020/03/23 11:34:17	No	Yes

3) Teacher Driven Daily Attendance Tracker

For schools in the COVID-19 remote learning environment where teachers are interacting with students in multiple ways and need to input their own students' attendance, we can set up an easy-to-use, individual teacher tracker that equips school leaders with a class, grade, and schoolwide view of attendance.

Here's how it works:

1. With data provided by the school, District Public will create a Google Sheet with a tab for each class's roster. Teachers then select "Present" or "Absent" each school day. This is then summarized by week, and cumulatively for the entire remote learning period.

										Total cumulative attendance since 3/23	78.3%			
										Average attendance for each week	72.2%			
Enter data in Yellow filled cells										Average daily attendance	52.2%	56.5%	82.6%	82.6%	87.0%

OSIS	Student Last Name	Student First Name	Grade	Class	Teacher	IEP	ESL	Gender	Grade Code	3/23/2020	3/24/2020	3/25/2020	3/26/2020	3/27/2020
			1	301				M	110	Present	Present	Present	Present	Present
			1	301				F	110	Present	Present	Present	Present	Present
			1	301		SP,OT	EX	M	110	Present	Present	Present	Present	Present
			1	301		SP,OT	CM	M	110	Present	Present	Present	Present	Present
			1	301			EX	M	110	Absent	Absent	Present	Absent	Absent
			1	301			EX	M	110	Absent	Absent	Present	Present	Present
			1	301			CM	F	110	Present	Present	Present	Present	Present
			1	301				F	110	Absent	Absent	Absent	Absent	Absent
			1	301				F	110	Present	Present	Present	Present	Present
			1	301				M	110	Present	Present	Present	Present	Present
			1	301				F	110	Present	Present	Present	Present	Present
			1	301				F	110	Present	Present	Present	Present	Present
			1	301			TR	M	110	Absent	Absent	Present	Absent	Present
			1	301			EX	F	110	Absent	Absent	Absent	Present	Present
			1	301			EX	M	110	Absent	Present	Present	Present	Present
			1	301				M	110	Present	Present	Present	Present	Present
			1	301			EN	M	110	Absent	Absent	Present	Present	Present
			1	301			CM	F	110	Absent	Absent	Absent	Present	Present
			1	301			CM	F	110	Present	Present	Present	Present	Present

2. That data is then extracted and used to produce a spreadsheet that school leaders can use to identify patterns and trends in daily, weekly, and cumulative remote learning attendance

							Schoolwide Daily Average-->	62.1%	67.3%	70.9%	73.9%	72.3%

Please do not make changes to this tab - it is automated based on formulas. If you are trying to enter your students' attendance data, please do so in your class tab (e.g. K-209)

Number of students PreK-2nd Grade	338	Number of students 3rd-5th Grade	253	Total number of students	591	Daily Average Attendance Grades 3-5-->	58.5%	66.0%	67.6%	71.9%	67.6%
PreK - 2nd Grade Average Attendance - cumulative since 3/23	74.8%	3rd Grade - 5th Grade Average Attendance - cumulative since 3/23	68.4%	Schoolwide Average Attendance - cumulative since 3/23	72.0%	Daily Average Attendnace Pre-K - Grade 2-->	64.8%	68.3%	73.4%	75.4%	75.7%

OSIS	Student Last Name	Student First Name	Grade	Room	Teacher	IEP	ESL	Gender	Grade Code	3/23/2020	3/24/2020	3/25/2020	3/26/2020	3/27/2020
			PK	201						Absent	Absent	Absent	Present	Present
			PK	201						Present	Present	Present	Present	Present
			PK	201						Absent	Present	Present	Present	Present
			PK	201						Absent	Absent	Present	Present	Present
			PK	201						Absent	Present	Absent	Absent	Absent
			PK	201						Present	Present	Present	Present	Present
			PK	201						Absent	Absent	Present	Present	Absent
			PK	201						Present	Present	Present	Present	Present
			PK	201						Present	Present	Present	Present	Present
			PK	201						Absent	Absent	Present	Present	Present
			PK	201						Present	Present	Present	Present	Present
			PK	201						Absent	Present	Present	Present	Present
			PK	201						Absent	Absent	Absent	Absent	Absent
			PK	201						Absent	Absent	Absent	Present	Present
			PK	201						Present	Present	Present	Present	Present
			PK	201						Absent	Absent	Present	Present	Present
			PK	201						Present	Present	Present	Present	Present
			PK	201						Absent	Absent	Present	Present	Present
			PK	202						Present	Present	Present	Present	Present
			PK	202						Absent	Absent	Absent	Absent	Absent
			PK	202						Absent	Absent	Absent	Absent	Absent
			PK	202						Present	Present	Present	Present	Present
			PK	202						Present	Present	Present	Present	Present

3. That data is then extracted and used to produce a spreadsheet that you can copy and paste into the DOE's remote learning attendance daily report.

Copy and paste as values these columns into the DOE daily attendance tool...   *...And the column with today's date*

Student ID	Student Last Name	Student First Name	Grade Level	Official Class	3/23/2020	3/24/2020	3/25/2020	3/26/2020	3/27/2020
			PK	201	No	No	No	Yes	Yes
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	No	Yes	Yes	Yes	Yes
			PK	201	No	No	Yes	Yes	Yes
			PK	201	No	Yes	No	No	No
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	No	No	Yes	Yes	No
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	No	No	Yes	Yes	Yes
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	No	Yes	Yes	Yes	Yes
			PK	201	No	No	No	No	No
			PK	201	No	No	No	Yes	Yes
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	No	No	Yes	Yes	Yes
			PK	201	Yes	Yes	Yes	Yes	Yes
			PK	201	No	No	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	No	No	No	No	No
			PK	202	No	No	No	No	No
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	Yes	Yes	Yes	Yes	Yes
			PK	202	No	No	No	No	No
			PK	202	Yes	Yes	Yes	Yes	Yes

+ ☰   🔒 Copy&Paste into DOE spreadsheet ▾   🔒 Summary ▾   PreK - 201 ▾   PreK - 202 ▾   PreK - 205 ▾   PreK - 206 ▾