

Attendance Aggregation Refresh

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The Attendance Aggregation Refresh (AAR) tool is used to recalculate and update the Attendance Day Aggregation table, from which the Chronic Absenteeism calculation is derived. The Federal definition of Chronically Absent is when the student has missed 10% or more of their scheduled days.

Attendance Aggregation Refresh ★

System Administration > Attendance Setup > Attendance Aggregation Refresh

Attendance Aggregation Refresh

The Attendance Aggregation Refresh Tool forces a manual update of aggregate attendance data for all students in the selected calendar(s). This data is used for absenteeism calculations and other attendance reporting in Campus. Attendance aggregation is automatically updated each night and includes the previous day's attendance information and any other attendance modifications (excluding calendar and course level changes). Manually performing this refresh only needs to be done when:

- A calendar or course level change modifies attendance in the past.
- Today's attendance data, or recent attendance modifications, need to be included prior to the nightly automatic run.
- Aggregate attendance data needs to be calculated for past calendars.
- Other applications at your district also collect attendance information that needs to be included in the automatic run (these are applications outside of Infinite Campus tools).

It is recommended that this task be completed after school hours and for a limited number of calendars at a time. Selecting all calendars for a district at one time may compromise performance for all users.

NOTE: Calendar level changes affecting attendance do not refresh aggregation data. If such modifications are made, this tool should be run to update existing aggregation data.

Find more information about this tool [here](#).

Select Calendars

Which calendar(s) would you like to select?

active year
 list by school
 list by year

19-20

- 19-20 Arthur Elementary
- 19-20 Carter Middle
- 19-20 Cleveland Elementary
- 19-20 Fillmore Middle School
- 19-20 Harrison High
- 19-20 Lincoln Elementary
- 19-20 Taylor K-8
- 19-20 Van Buren High School
- KG 19-20 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 12/20/2019 and 12/27/2019

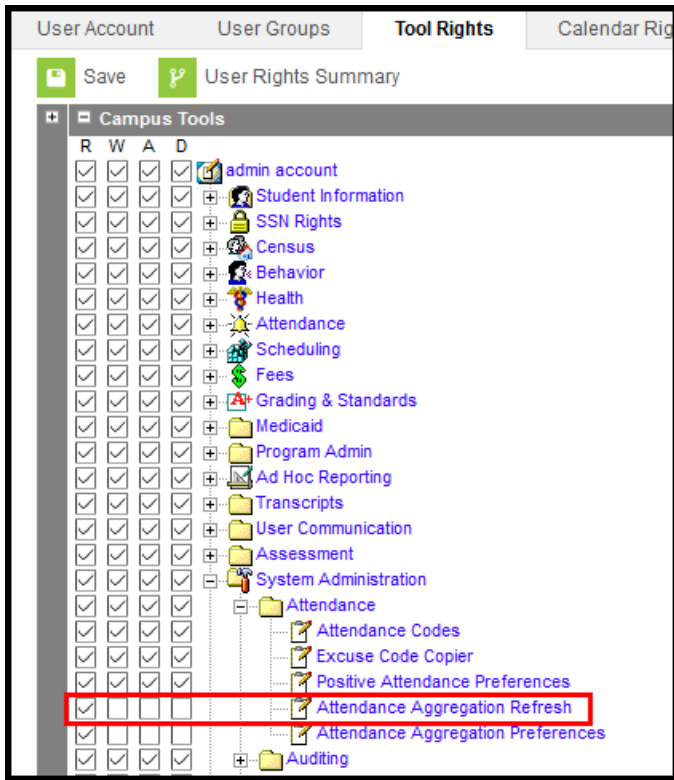
Batch Queue List			
Queued Time	Report Title	Status	Download

Attendance Aggregation Refresh

Tool Rights

For full access to the Attendance Aggregation Tool, users need to be assigned **R** rights to:

- System Administration > Attendance > **Attendance Aggregation Refresh**



Attendance Aggregation Refresh

Attendance Refresh Logic

For most attendance recording, this tool does NOT need to be run. A quartz job has been added to your district's database that runs every night and stores attendance data from the most recent school day where attendance was taken.

The quartz job processes the following:

- Attendance for a specific day for a specific person
- Attendance for all students on a specific day and calendar
- All attendance taking days for all students in a particular calendar.

The quartz job is built to capture all attendance that was recorded for an attendance day and any roster changes, as listed in the table below.

Tool	Action	Location
Student Attendance	Addition of a new Attendance Event Modification (edit) of existing Attendance Event	Student Information > General > Attendance
Attendance Wizard	Recording of attendance using any available mode	Attendance > Attendance Wizard

Tool	Action	Location
Classroom Monitor	Recording of attendance	Attendance > Classroom Monitor
Daily Attendance	Recording of attendance	Attendance > Daily Attendance
Teacher Attendance	Recording attendance for a period	Instruction > Attendance
Teaching Center	Recording attendance for a period	Instruction > Teaching Center
Behavior Management	Recording of behavior-related attendance event (expulsion, suspension, etc.)	Behavior > Behavior Management > Add Resolution > Resolution Details > Attendance Code
Enrollment End Batch	Ending student enrollments	System Administration > Student > Enrollment End Batch
Post Diplomas	Assignment of received diplomas	Program Admin > Course Plan Admin > Post Diplomas
Walk-In Scheduler	Modification of Course Section (delete, end date, start date, load, unload, end, restore, etc.)	Student Information > General > Schedule > Walk-In Scheduler Student Information > Counseling > General > Schedule > Walk-In Scheduler
Schedule Wizard	Any change to courses in the active trial AFTER the term has begun	Scheduling > Schedule Wizard
Responsive Scheduling	Modification to sections	Scheduling > Responsive Scheduling Campus Instruction > Responsive Scheduling Portal > Responsive Scheduling
Course Section Changes	Section Roster changes	Scheduling > Courses > Course > Section > Roster Setup Scheduling > Courses > Course > Section Roster Batch Edit

However, there are some situations where modifications to attendance is not captured. When the following actions occur, use AAR to capture any attendance and/or section roster changes related to these actions. It is assumed that these actions are being performed AFTER the start of the school year:

Tool	Action	Location
Enrollment Information	<p>Modification of Enrollment Start Date</p> <p>Modification of Enrollment End Date</p> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>In most cases, the end date added on an enrollment record would also be added to section roster information, in which case that action would be captured in the quartz job. This change only applies when the section roster information is NOT updated.</p> </div>	<p>Student Information > General > Enrollment > Start Date, End Date</p> <p>Census > People > Enrollments > Start Date, End Date</p>
Course Information	<p>Modification of a course recording attendance</p> <p>Modification of a course being marked active</p>	<p>Scheduling > Courses > Course > Attendance</p> <p>Scheduling > Courses > Course > Active</p>
Calendar Information	<p>Modification of Calendar Days</p> <ul style="list-style-type: none"> • Day Reset • Day Rotation • Day Details • Multi-Day Events 	<p>System Administration > Calendar > Calendar > Days > Day Reset, Day Rotation, Multi-Day Event, System Administration > Calendar > Calendar > Days > Instruction, School Day, Attendance</p>

Tool	Action	Location
Calendar Information	Modification of Calendar Periods <ul style="list-style-type: none"> • Changes to period start/end times • Marking a period as non-instructional (when previously marked as instructional) • Marking a period as instructional (when previously marked as non-instructional) • Altering Lunch Time minutes 	System Administration > Calendar > Calendar > Periods > Period Info, Non-Instructional, Lunch Time

Values must be entered into the Calendar Period Start and End Time fields.

Attendance Aggregation Quartz Job

The quartz job is automatically added to district databases when the Campus.1821 Release Pack is taken.

The quartz job checks all calendars for the active school year. If the previous day in a calendar was an attendance-taking day, it aggregates student attendance data for that day, and generates a record in the **AttDayAggregation** table for each student who was scheduled into one or more instructional periods. It also updates any previously generated aggregation data where changes to the underlying Attendance and/or Roster data have been detected. The generated aggregation data provides totals across all instructional periods for a day, including statistics such as scheduled minutes, absent minutes, unexcused absent minutes, and the most common excuseID (where applicable). This data is then made available on individual students' Attendance tab (in the Chronic Absenteeism Information section), and can be pulled into a report using Ad hoc Reporting tools, and is used for other reporting.

Things to know about this quartz job:

- The quartz job is set to run at 3:45 am each morning.
- There is no tooling available for accessing this job or for turning it off.
- This quartz job has been through several performance tests and the amount of time needed for the quartz job to do the processing has been minimized. The quartz job is scheduled to run when there are few if any active users utilizing the system, so the impact on performance is minimal.

Manually Trigger Attendance Calculation Update

For up-to-the-minute attendance information, manually trigger an attendance refresh. When manually run BEFORE 11am, the current day's attendance data is NOT included. When manually

run AFTER 11am, the current day's attendance data is included.

Perform this task after school hours and for a small calendar set.

1. Select the Calendar(s) for which to process attendance updates. Calendars can be selected by the active year, by school or by year.
2. Click the **Submit to Batch** button. The Attendance Aggregation Refresh tool processes and is listed in the Batch Queue list. When it is completed, a report that lists the calendars that were updated is available by clicking the Get the Report link in the Batch Queue list.

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Attendance Aggregation Refresh

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KG 19-20 Cleveland Elementary

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 12/20/2019 and 12/27/2019

Batch Queue List	Report Title	Status	Download
12/27/2019 08:46:43 AM	Attendance Aggregation Refresh	Completed	Get the report

Records:1
calendarName
19-20 Harrison High

Attendance Aggregation Refresh Report

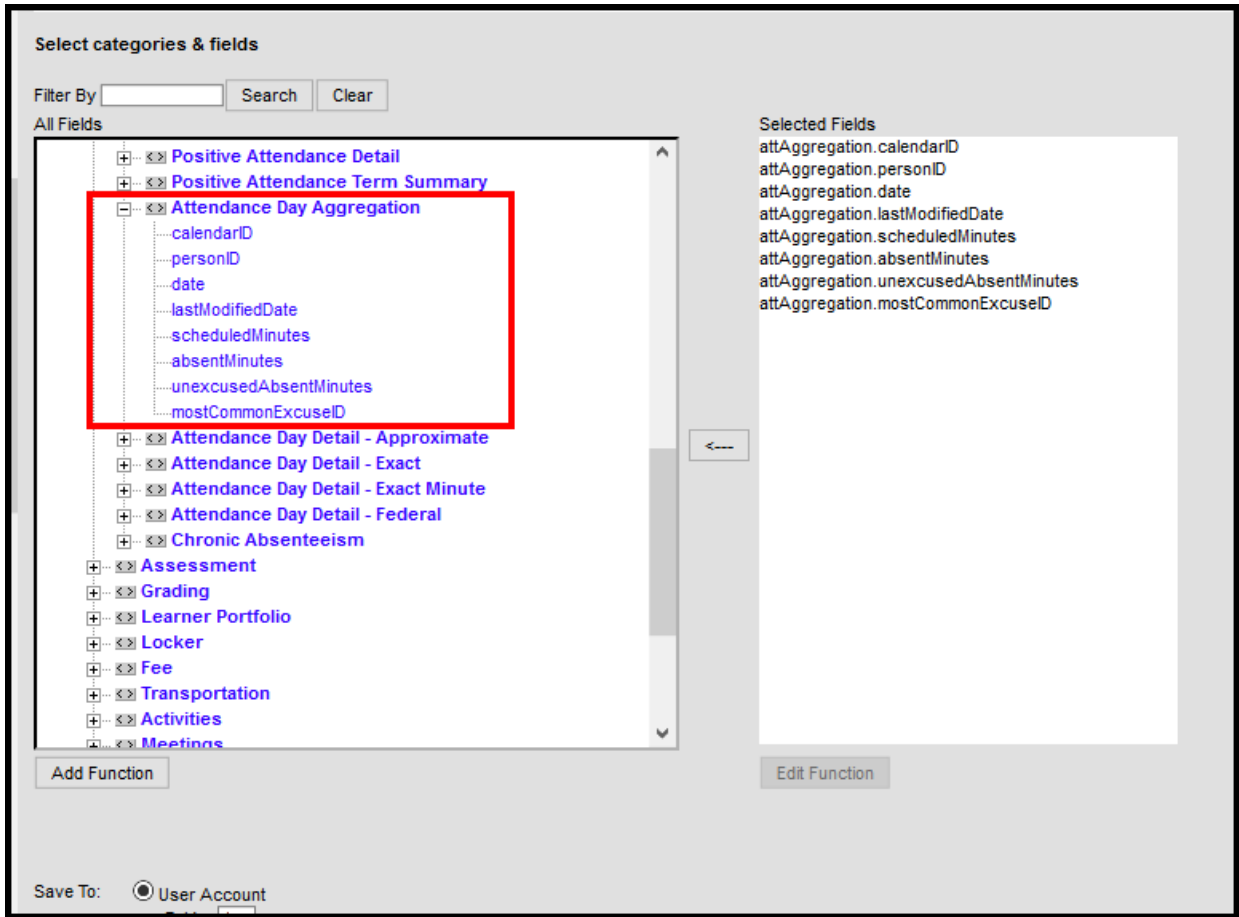
The Refresh tool updates the following attendance fields:

- Date
- Last Modified Date
- Scheduled Minutes
- Absent Minutes
- Unexcused Absent Minutes
- Most Common Excuse ID

Aggregation Table Information in Ad

hoc Reporting

Attendance Aggregation fields are available in the Query Wizard for **Student Data Types**. The fields are available within the **Attendance > Attendance Day Aggregation** folder.



Aggregation Table Ad hoc Fields