Attendance Refresh (Kentucky)

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PATH: *System Administration > Attendance > Attendance Refresh*

Tool Rights | Attendance Recalculation

The Attendance Refresh tool allows a Kentucky system administrator to manually trigger a rebuild of the Attendance Summary table and run the Attendance Recalculation stored procedure which rebuilds the Attendance Summary table.

> This tool should NOT be used for general maintenance. Please see the usages scenarios that accompany the following sections.
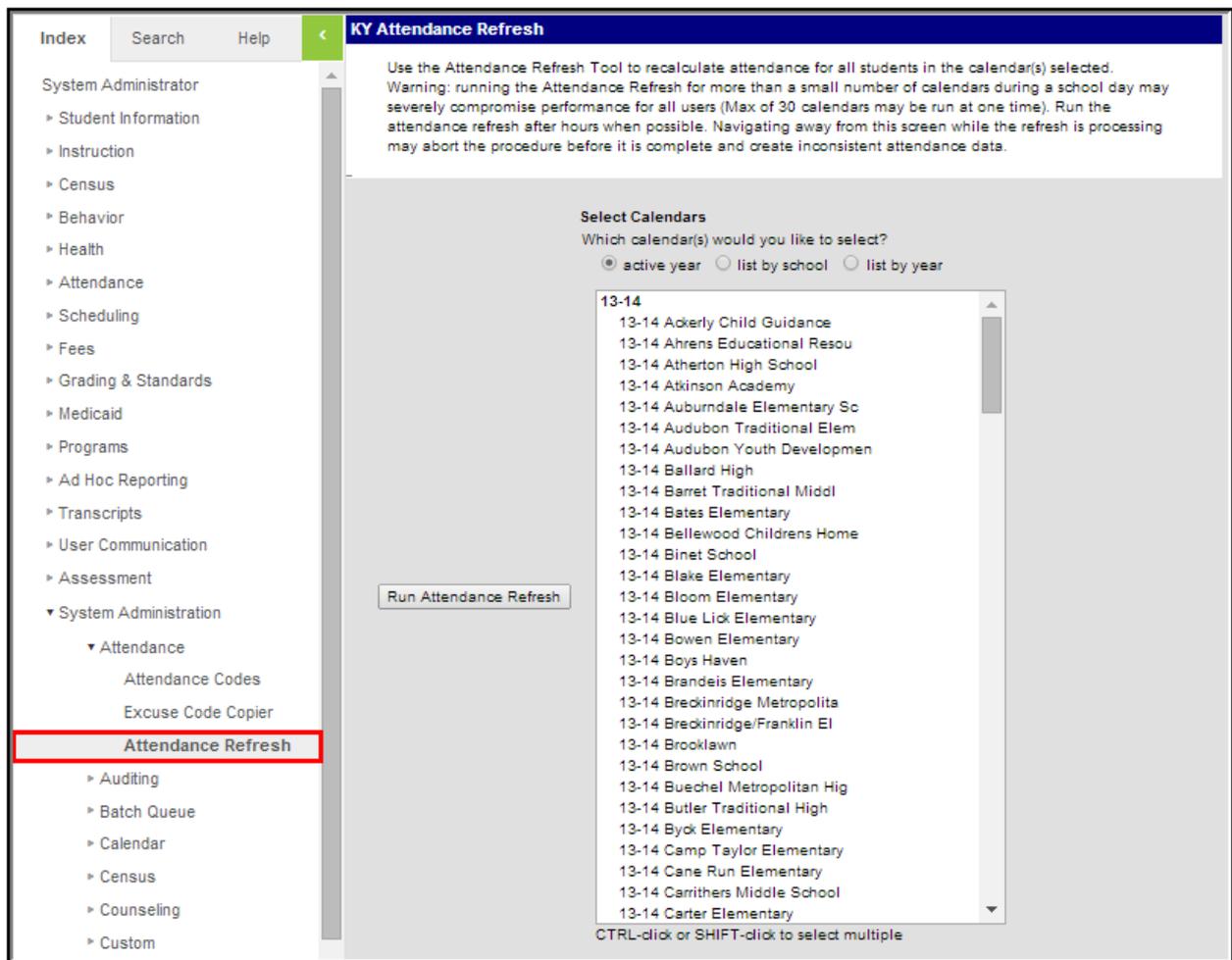

Image 1: Attendance Refresh Tool

Tool Rights

Attendance Refresh tool rights provide all or nothing access. Users assigned **R**(ead), **W**(rite), **A**(dd) or **D**(elete) tool rights have the ability to run the Attendance Refresh tool.
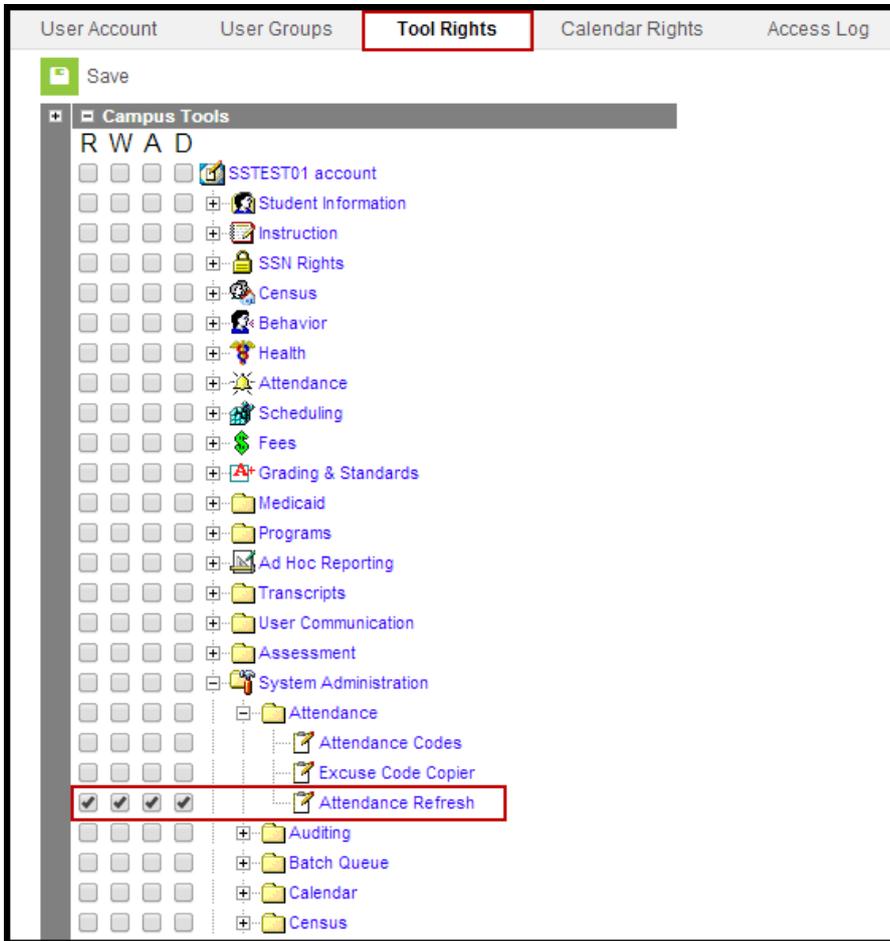

Image 2: Attendance Refresh Tool Rights

Attendance Recalculation

Attendance totals are updated and a rebuild of the Attendance Summary table initiates (*KYAttDailySummary)* once the **Run Attendance Refresh** button is selected on the editor.

Attendance totals are cleaned and repopulated with data in the underlying attendance tables using the *fixAttendance* SQL stored procedure and the Summary table is refreshed using a SQL stored procedure.

Recalculation Logic for All Day Absences

The following logic us used when recalculating all day absences:

- Recalculation first cleans up the Attendance Table. If a record exists in a period during which

the student is not scheduled, the period is checked as non-instructional, the period is outside of the school day, or during which the student is scheduled in a non-attendance course, recalculation logic removes that record.

- Once cleanup is done, recalculation logic assumes all remaining period records for the given day are valid and proceeds to look at the Check In/Check Out table to see if there is a time stamp.
- If not, recalculation logic assumes the event was an all day absence and returns to the Attendance table and fills those periods with present minute info (0 in the case of an all day absence) excuse, ID and other information.
- If a time stamp exists, recalculation logic considers this a Check in/ Check Out event.
- Attendance is not recoverable if the time period of the attendance is moved entirely outside of a schedule, term or enrollment. In these cases the cleanup has occurred and removed the Attendance Table entries, leaving nothing to recover for All Day absences.

Recalculation Logic for Check In/Check Out Events

The following logic us used when recalculating Check In/Check Out events:

- When there is a time stamp on the Check in/Check out table, recalculation logic uses the time stamp to determine the present minutes in each period and then assigns those present minutes values to the Attendance Table on a period-by-period basis. Recalculation also places excuse and ID information in the relevant periods according to the timestamp on the Check in/Check out table.
- Recalculation logic can do "insert" or "delete" on Check in/Check out events on the Attendance Table.
  - Recalculation does and Insert when a check in/checkout timestamp for a given time already exists on the Check in/Check out table and a setup change (schedule, course change, etc) occurs.
  - When a scheduled time is removed completely via the walk in scheduler, recalculation does a delete.

Recalculation Logic for Teacher Attendance

Recalculation logic will modify Teacher Attendance if the attendance goes out of schedule or into schedule based on setup or schedule changes.

- If a period of Teacher Attendance goes out of schedule (eg, a day is shortened to start at 12:00pm, and a Teacher Attendance tardy was already recorded for 1st period, from 9-10am) or if the teacher attendance is for an attendance course scheduled in a non-instructional period, recalculation logic deletes the teacher attendance from the attendance table.
- If that same period is brought back into scheduled (eg, the start time on the day is removed, making it a full day again) the Teacher Attendance has already been lost and cannot be recovered.

Scenarios for Recalculation

To preserve data integrity, Infinite Campus suggests refreshing data via the Attendance Refresh tool in the following scenarios:

- After using the Schedule Wizard. This is critical for ensuring attendance data is accurate for all

course sections.

- When a bug is discovered that affects the *AttendanceKY* (which holds raw daily and teacher attendance data) or the *AttendanceCheckInOut* table (which holds raw check in/out attendance data) . This tool will clean up data in both tables. **Please contact Infinite Campus Support before using the tool.**

> For any other scenario not mentioned above where attendance data is not displaying correctly, districts should contact Campus Support.

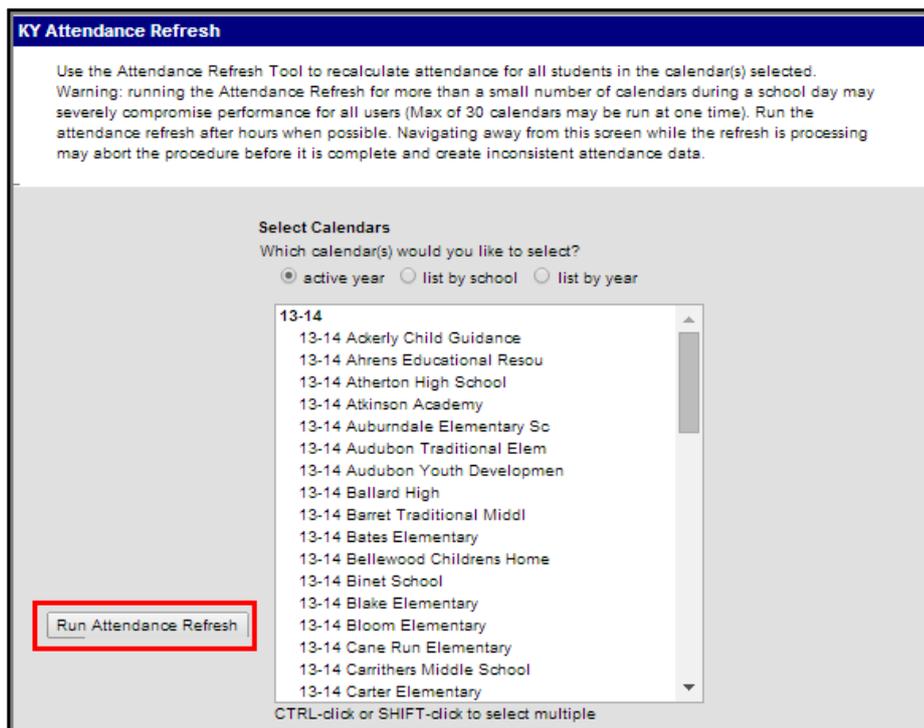## Triggering an Attendance Refresh

Image 3: Triggering an Attendance Refresh

1. Select a sorting method for the district calendars from the Select Calendars area:
   - ***Active Year*** - Shows only calendars from the currently active school year, which is determined by the School Years tool. (This is NOT based on the year displayed in the Year field of the Campus toolbar.)
   - ***List by School*** - Shows all calendars, sorted by the school to which they are assigned.
   - ***List by Year*** - Shows all calendars, sorted by the year to which they are assigned.

2. Select the calendars for which attendance totals should be recalculated.

> Infinite Campus recommends using this tool at a time of low system usage to protect system performance. No more than ten calendars may be selected at a time; for best results, select only a few calendars at a time.

3. Click **Run Attendance Refresh** to recalculate attendance totals and rebuild the Summary Table for the selected calendars.
4. Click **OK** on the verification window.

Initiating an attendance refresh, navigating away from the tool and performing an action like rescheduling courses or changing calendar values may result in unexpected results.