

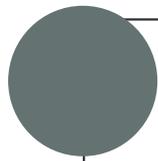


CHRONIC ABSENTEEISM IN STUDENT PROFILE

DECISION ANALYTICS & INFORMATION MANAGEMENT

Looking to drive instructional decisions based on your school's chronic absenteeism data? Want to become a pro at using your Power BI dashboards?

This guide aims to walk Shelby County's school administration teams through the chronic absenteeism data available in the Student Profile dashboard on Power BI and even gives some tips and tricks on how to be a Power BI "Power User."



Where can I find a list of At Risk and/or chronically absent students?

[Student Profile Dashboard](#)

If there is a team member at your school who monitors this data and does not have access, email DAIM@scsk12.org with the user's email address.

LOG IN TO POWERBI

Logging into Power BI is as easy as logging into your SCS email account.

[CLICK FOR HOW-TO INSTRUCTIONS](#)



Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

If you have more questions or need support on the data in the dashboard, contact our helpdesk at DAIM@scsk12.org. We take pride in our responsiveness and excellent customer service!

Chronic Absenteeism Overview

How does TDOE define chronic absenteeism?

Missing school for any reason (excused, unexcused, suspended/expelled) for 10 percent or more of enrolled instructional days.

Chronic Absenteeism Trigger

10%

of

Enrolled Instructional Days

missed for any reason.

Why does SCS measure chronic absenteeism?

Chronic absenteeism represents the threshold at which research indicates most students are at risk of negative academic and social consequences. As a result, it is also a part of district and school accountability called the Chronically Out-of-School Indicator. **It's important we intervene while students are still considered "At Risk."**

Are there legal implications?

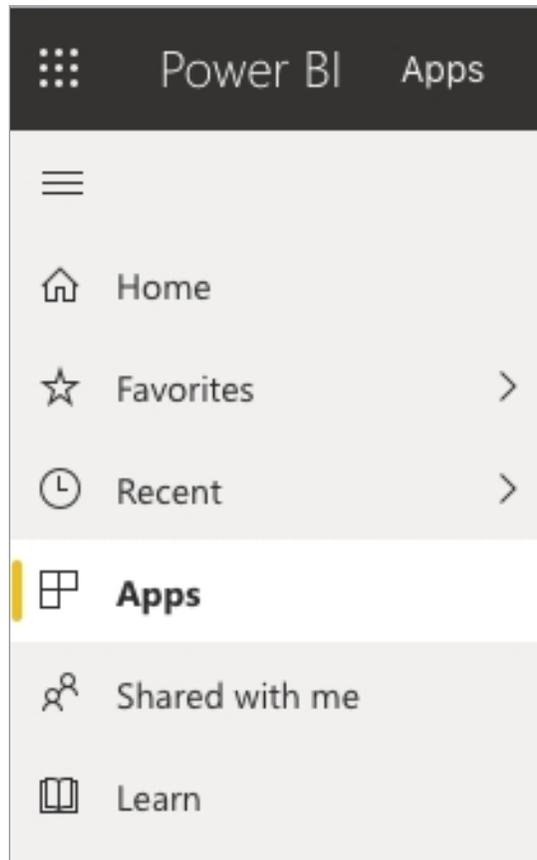
Yes! **Truancy can have devastating legal consequences for families.** This is why it is SO IMPORTANT that we intervene before a student has 5 unexcused absences and implement strong practices around data quality (e.g. teachers keep accurate records of daily attendance, school leadership ensures daily cleaning of data for accuracy.).

For more information, click here to visit The Tennessee Department of Education website.

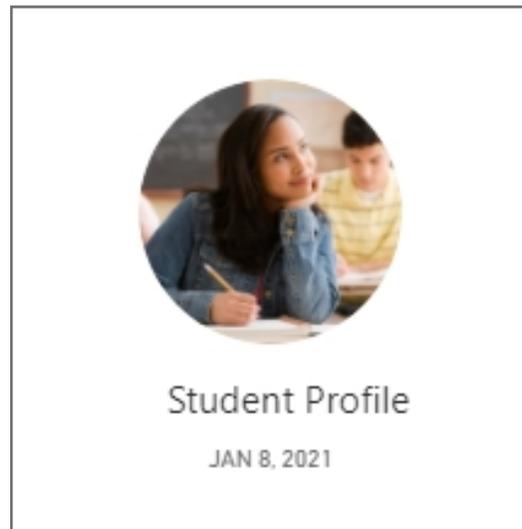
FIND A BUG, NEED SOME HELP, OR WANT TO MAKE A REQUEST? EMAIL US AT DAIM@SCSK12.ORG.

Finding the Student Profile Dashboard

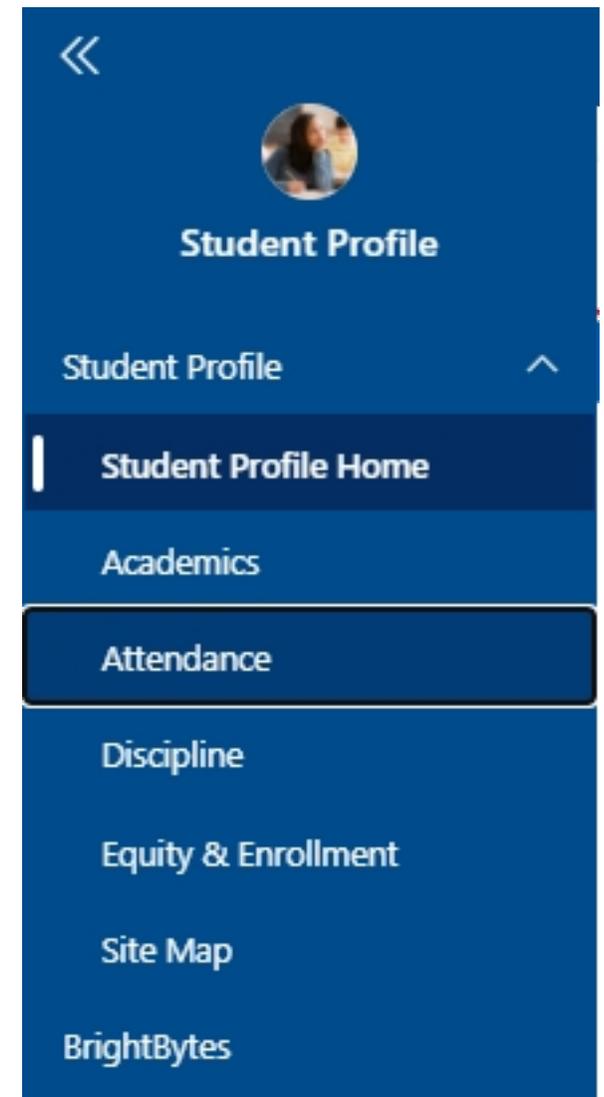
[LOG INTO POWER BI AND SELECT APPS](#)



CLICK STUDENT PROFILE



CLICK TO VISIT PAGES IN THE MENU

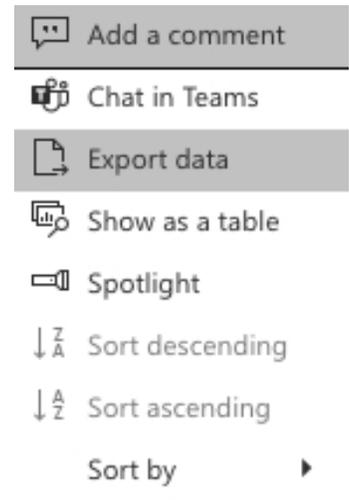


Power BI Tips & Tricks

How do I share data with my staff?

EXPORT DATA FROM TABLES

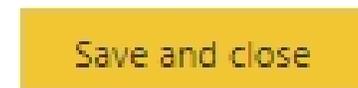
Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."



How do I subscribe to emailed reports?

SUBSCRIBE TO EMAIL REPORTS

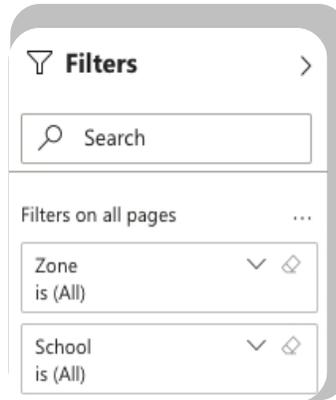
Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."



Power BI Tips & Tricks

KNOW YOUR FILTERS

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!



RESET TO DEFAULT

Reset to default Bookmarks

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

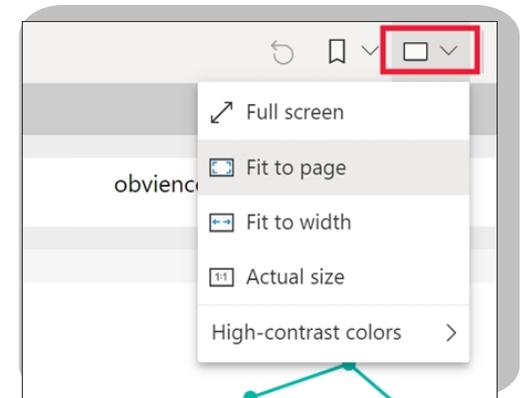


INTERACTIVE CHARTS & TABLES

Most of the charts and tables in Power BI are interactive with the rest of the visuals on the page. If you click a chart, the table on the page will filter to just that data and vice versa. This is particularly helpful if you are interested in looking for possible relationships between variables or if you want to quickly filter a table.

RESIZE YOUR SCREEN

Options in the View menu give you flexibility to display report pages at the size and width you choose.



Finding what you need in the dashboard

Your Questions

The Page

The Actions

What percentage of students are chronically absent?

Attendance

Log onto the Student Profile dashboard every 20-days to monitor changes in this state accountability indicator.

In which grades is chronic absenteeism most common?

Attendance

Review trends (e.g across grades, race, and high needs populations) with your teams and identify action steps.

Who are my Chronically Absent or "At Risk" students?

Attendance
Absence Details

Export a list of chronically absent students. Review with leadership and data teams to evaluate existing interventions and discuss next steps.

Which absence codes are most common?

Attendance
Attendance Codes

Review frequency of attendance codes in the last week, month, semester/quarter, and year. Review trends (e.g across grades, race, and high needs populations) with your teams and identify action steps.

Attendance - Overview

ON THIS PAGE At a glance, monitor key attendance measures, such as percentage of chronically absent students.

1

REVIEW TOP CARDS

Evaluate if chronically absent indicator has changed since last 20-day period.

2

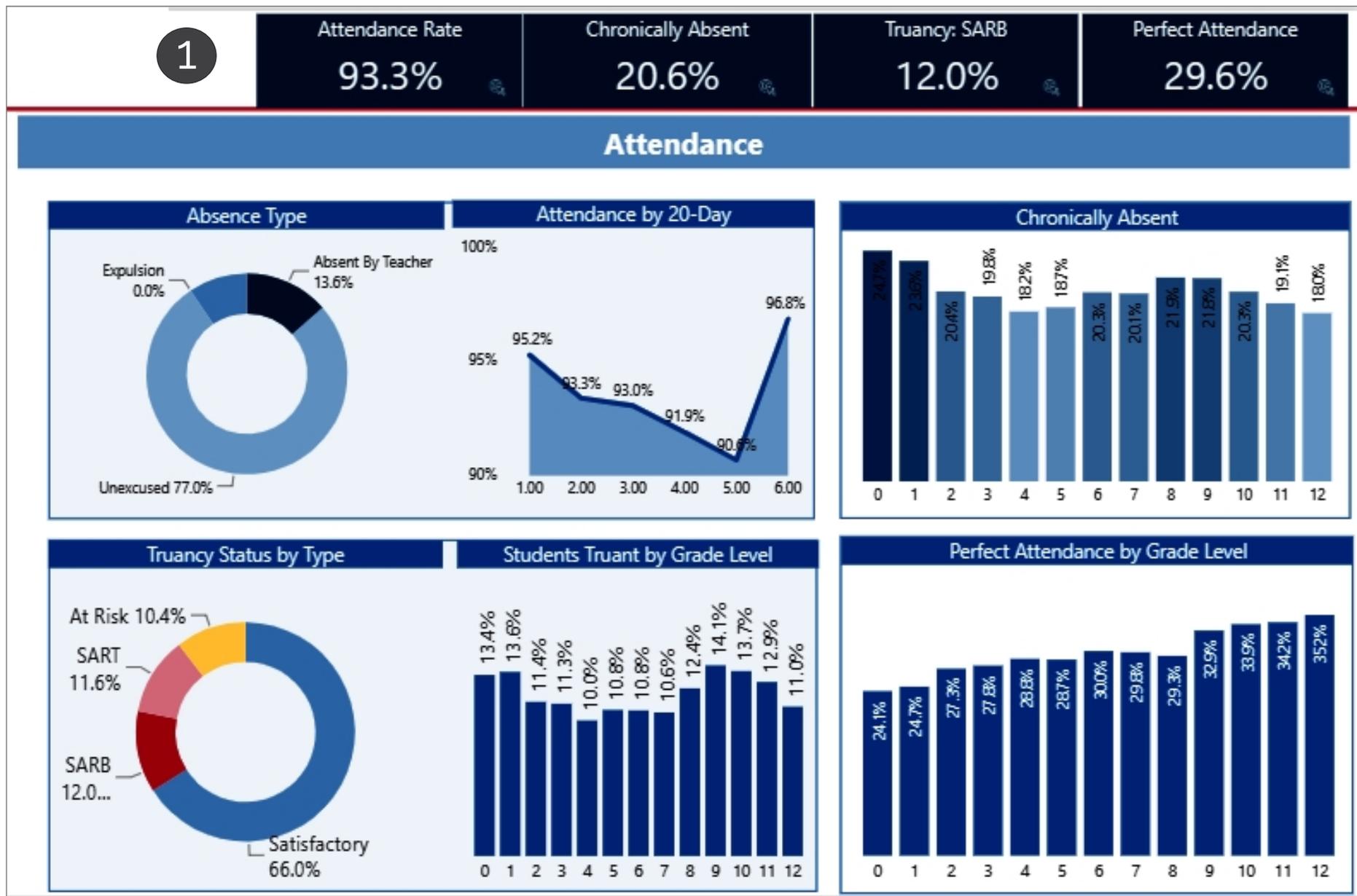
CHRONICALLY ABSENT BY GRADE

Look for certain grade levels with a greater proportion of chronically absent students.

3

FILTER PANE

Use filter pane to drilldown to data by different student groups.



3

2

NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.

Absence Details

ON THIS PAGE Generate a list of chronically absent students and their relevant attendance data.

1 SELECT SUB-PAGE
Click on the Attendance Details page adjacent to the main menu.

2 SELECT BAR CHART
Select "At Risk" or "Chronically Absent" in bar chart to get a list of these students.

3 REVIEW TABLE
Sort the table by different fields to uncover trends.

4 EXPORT TABLE TO CSV
Review Power BI Pro Tips on Page 4 for detailed How-to instructions.

1

2

3

4

School Year	PSID	Last Name	First Name	Middle Name	School	Grade Level	Chronic Absentism Status	Truancy Status	Days Enrolled	Absent	Attendance Rate	Daily Tardies
2020-2021						0	Chronically Absent	Satisfactory	94	17	81.9%	57
2020-2021						5	Chronically Absent	Satisfactory	88	29	67.0%	53
2020-2021						4	At Risk	SART	80	6	92.5%	52
2020-2021						11	Satisfactory	Satisfactory	80	4	95.0%	49
2020-2021						5	At Risk	Satisfactory	93	7	92.5%	48
2020-2021						10	Satisfactory	Satisfactory	80	0	100.0%	47
2020-2021						0	Chronically Absent	At Risk	94	19	79.8%	46
2020-2021						8	Satisfactory	Satisfactory	93	0	100.0%	43

NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.

Attendance Codes

ON THIS PAGE

Identify frequently occurring attendance codes and students to guide intervention planning.

1

SELECT SUB-PAGE

Click on the Attendance Codes page adjacent to the main menu.

2

ADJUST SLIDER

Move circle to identify if frequency of codes change during different time periods.

3

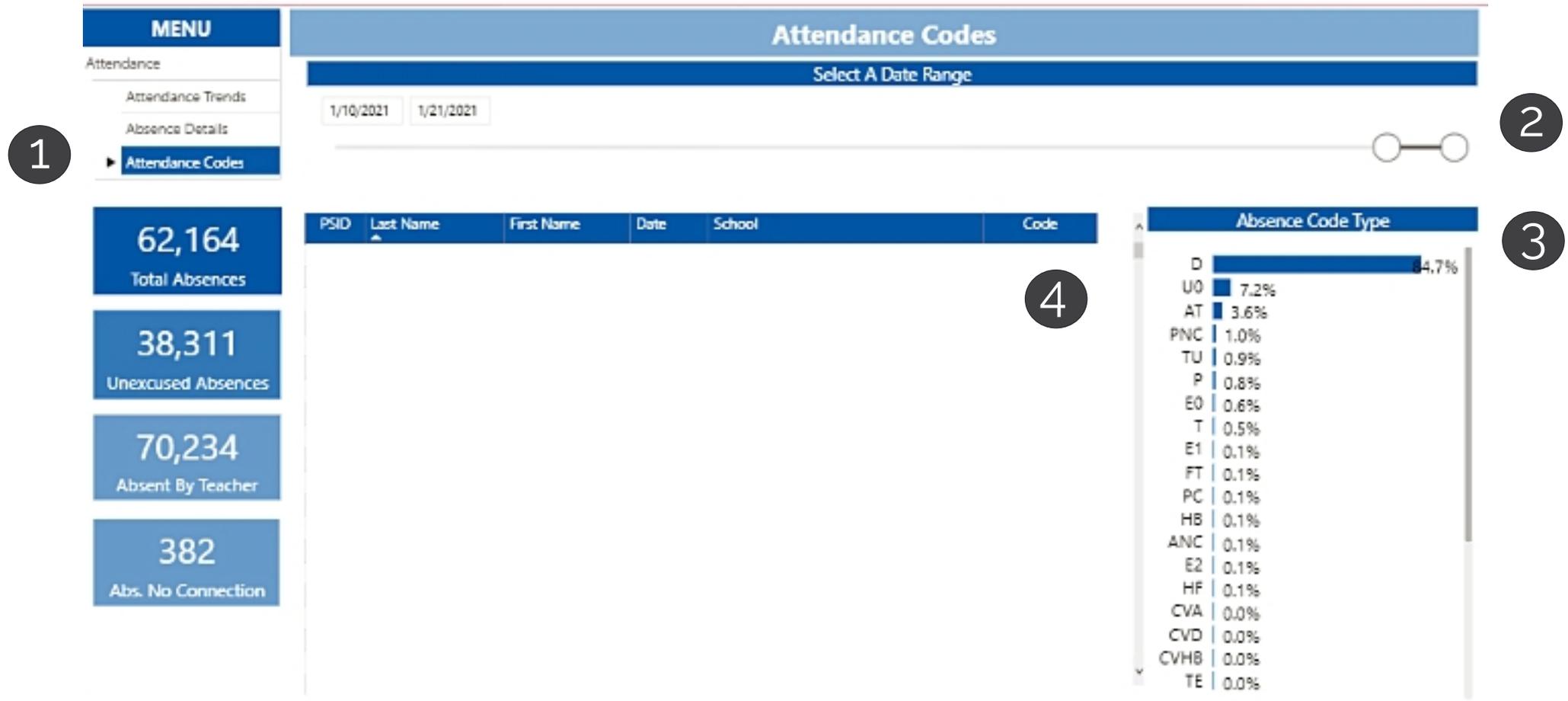
SELECT BAR CHART

Click on attendance code bar in chart to filter table.

4

EXPORT TABLE TO CSV

Review Power BI Pro Tips on Page 4 for detailed How-to instructions.



NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.