

Intradistrict Communication

DATE: July 22, 2021

TO: Building Principals
Elementary Administrative Assistants
Secondary Attendance Secretaries

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Attendance Code Update and Training Opportunities

For the 2021-22 school year, each school will use an updated set of absence type codes in Skyward, plus a reduced list of absence reason codes and a standard method for entering attendance comments. These codes are uploaded for each school thanks to significant work by Information Systems. An updated code list is attached to this memo.

A brief training is required for all attendance staff. Building administrators may attend at their discretion, but participation by at least one administrator per school site is encouraged. Trainings will be provided via Zoom to allow staff to participate with the least degree of disruption to the workday during one of the busiest times of the year.

Eight training sessions are available:

- Friday, August 6: 9:30 AM, 10:00 AM, 2:30 PM, 3:00 PM
- Tuesday, August 10: 10:00 AM, 10:30 AM, 2:30 PM, 3:00 PM

Participants are asked to select a training and sign up in advance at the link below so that school participation can be recorded. Training sessions may be canceled at 9:00 AM on the same day if no participants have signed up.

[Training Sign-Up Link](#)

Please contact Planning & Enrollment with any questions or concerns.