

Using the Attendance Works Workbook in Tableau

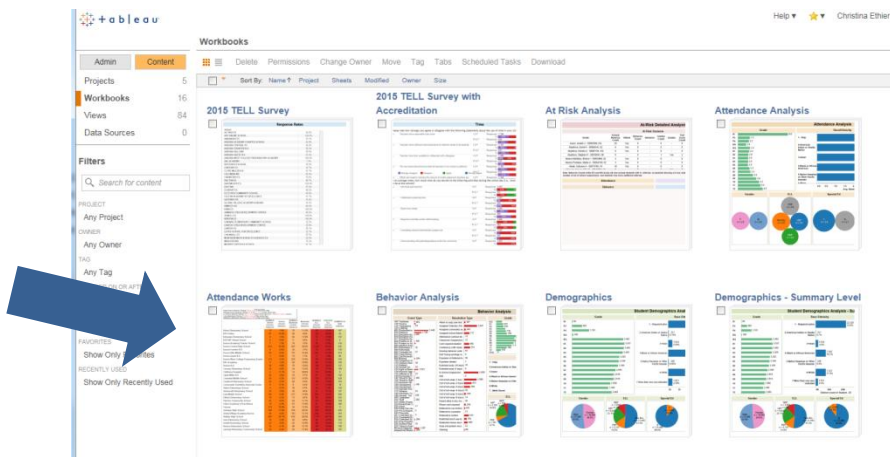
Step 1 – Log in to Tableau



1. Log into Tableau
<https://tableau.aps.k12.co.us>

2. Enter your Network Username and Password. **(Note: This is the user name and password you use to login to the network.)**

Step 2 – Select the Attendance Works Workbook



1. From the Home Screen select the Attendance Works Workbook

- The purpose of this workbook is to provide a “deep dive” into attendance patterns and trends at schools.

Step 3 – Select the Dashboard you want



Once you are in the Attendance Works Workbook, you will need to select one of the thirteen dashboards. These dashboards fall into three types of dashboards: summary by school, longitudinal, and disaggregated.

Summary by School

- Summary by School
- Chronic Absence by School

Longitudinal

- Attendance Over Time
- Chronic Absences over Time

Disaggregated

- Attendance by Grade
- Attendance by Race/Ethnicity
- Chronic Absence by Race/Ethnicity
- Attendance by Gender
- Attendance by Race & Gender
- Attendance by Race & Grade
- Chronic Absence by Race & Grade
- Attendance by IEP
- Attendance by ELL

Note: It is important to understand the definition of

Definitions

Satisfactory Attendance	Missing less than 5% of total school days*.
At-risk Attendance	Missing 5-9.99% of total school days.
Moderate Chronic Absence	Missing 10-19.99% of total school days.
Severe Chronic Absence	Missing 20% or more of total school days.

*The reason for the absence does not matter. In other words, whether the absence is excused or unexcused is irrelevant.

Step 4 – Using the Summary by School and Chronic Absence by School Views

Crosstab of students by attendance category

School Name	NUMBER Severe Chronic Absence	Severe Chronic Absence	NUMBER Moderate Chronic Absence	Moderate Chronic Absence	NUMBER ALL Chronic Absence	PERCENT ALL Chronic Absence	NUMBER At Risk Absence	At Risk Attendance	NUMBER Satisfactory Attendance	Satisfactory Attendance	Total students
13	1.9%	83	12.1%	96	14.0%	197	28.7%	394	57.4%	687	
104	20.4%	47	9.2%	151	29.5%	55	10.8%	305	59.7%	511	
9	1.7%	64	11.8%	73	13.5%	158	29.2%	310	57.3%	541	
0	0.0%	0	0.0%	0	0.0%	0	0.0%	140	100.0%	140	
7	1.3%	26	4.7%	33	6.0%	134	24.3%	395	62.8%	553	
945	36.9%	525	20.5%	1470	57.3%	35	4.1%	305	54.0%	511	
8	0.8%	29	4.1%	35	6.0%	238	43.8%	310	57.3%	541	
57	5.3%	181	16.8%	238	21.9%	11	1.7%	140	100.0%	140	
1	0.2%	10	1.7%	11	1.7%	395	26.0%	69	10.8%	554	
143	10.2%	222	15.0%	365	26.0%	69	10.8%	305	54.0%	511	
8	1.4%	61	11.0%	69	10.8%	137	24.7%	304	54.0%	557	
40	7.2%	76	13.6%	116	18.5%	7	27.8%	214	53.6%	399	
16	4.0%	58	14.5%	74	18.5%	111	27.8%	7	19.4%	36	
4	11.1%	14	38.5%	18	50.0%	152	25.0%	395	64.9%	609	
22	3.6%	40	6.6%	62	10.2%	142	19.6%	561	68.6%	816	
46	5.3%	141	16.3%	187	21.6%	245	28.3%	433	50.1%	865	
22	2.7%	73	8.9%	95	11.6%	160	19.6%	561	68.6%	816	
9	6.1%	6	5.4%	17	11.5%	19	12.8%	112	75.7%	148	
4	0.7%	42	7.2%	46	7.9%	142	24.3%	397	67.9%	585	
15	3.6%	37	8.8%	52	12.4%	130	30.9%	239	56.6%	421	
77	6.3%	228	18.7%	305	25.0%	403	33.0%	512	42.0%	1,220	
19	2.2%	79	9.2%	98	11.4%	224	26.2%	534	62.4%	856	
53	9.2%	69	12.0%	122	21.2%	154	26.7%	300	52.1%	576	

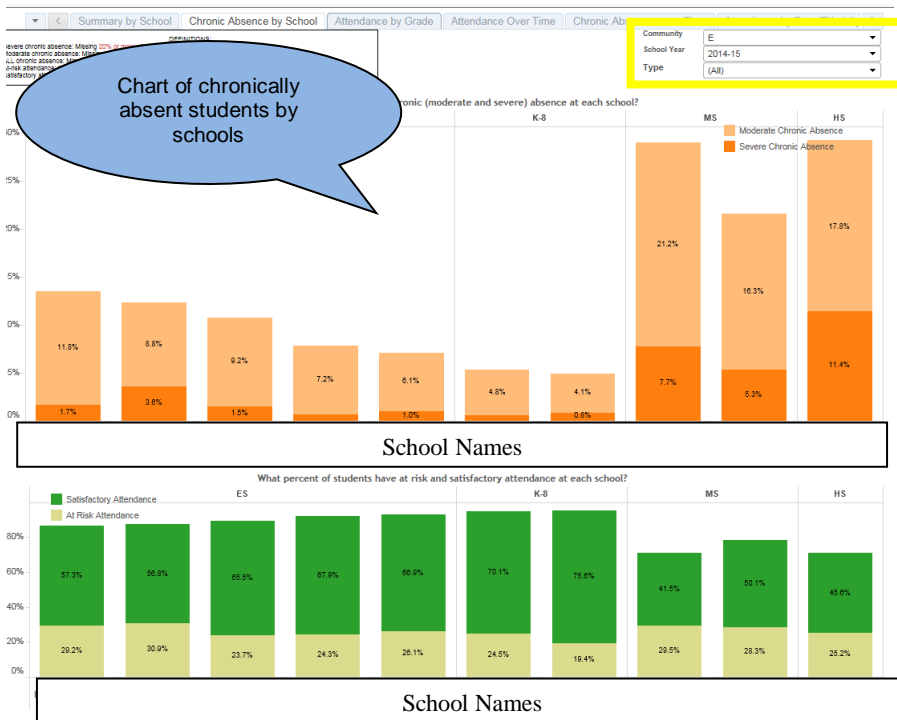
These two views provide summaries for all the schools. The schools that you can see are based on your Infinite Campus security rights.

You can filter this report by:

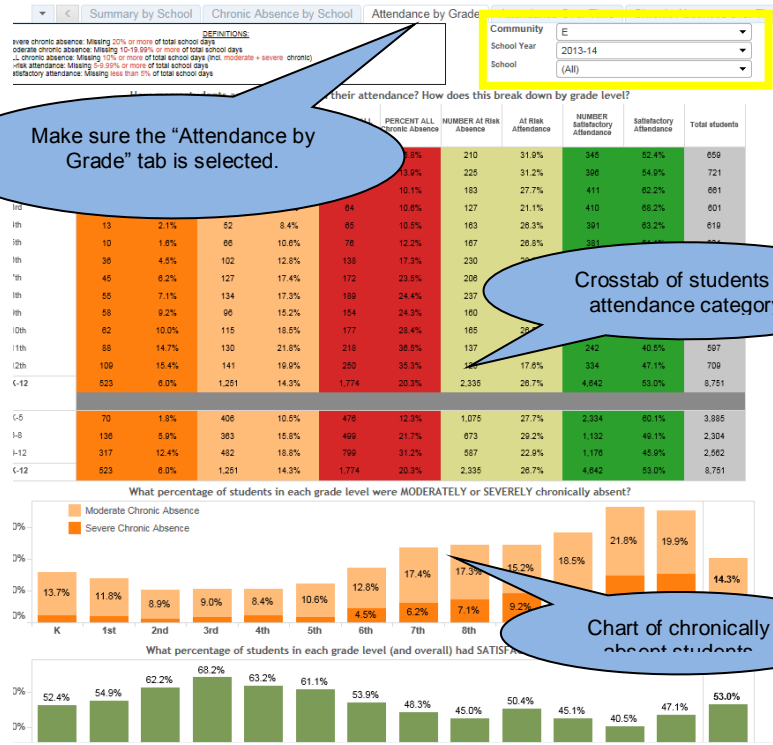
Standard Filters

- Type
- Community
- School Year

Note: If you select a school year that is not complete, you will not get complete data.



Step 5 – Using the Attendance by Grade dashboard



Make sure the "Attendance by Grade" tab is selected.

Crosstab of students by attendance category

Chart of chronically absent students

The Attendance by Grade view provides a detailed analysis of attendance patterns by grades. This dashboard includes a crosstab of all students, a chart of chronically absent students by grade, a chart of students with satisfactory attendance, and a chart of chronically absent students by grade grouping.

This may be useful when trying to identify a specific group of students.

Standard Filters

- Learning Community
- School Year
- School

Step 6 – Using the Attendance Over Time dashboard



Make sure the "Attendance Over Time" tab is selected.

Crosstab by Year and Grade of chronically absent students

Charts of chronically absent students by level

The Attendance Over Time dashboard provides a summary of **longitudinal** attendance patterns. Thereby allowing staff to identify trends over multiple school years.

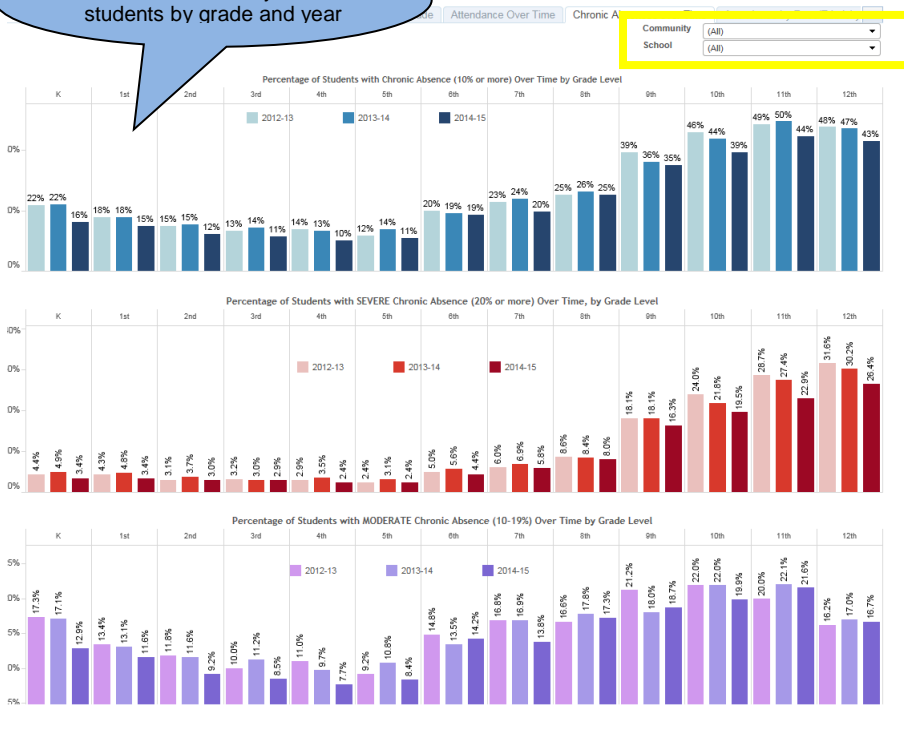
This dashboard has a crosstab of chronically absent students by year and grade level, as well as charts of chronically absent students by grade groupings.

Standard Filters

- Learning Community
- School

Step 7 – Using the Chronic Absence over Time dashboard

Charts of chronically absent students by grade and year



The Chronic Absence over Time dashboard provides a summary of **longitudinal** chronic absence patterns. Thereby allowing staff to identify trends over multiple school years.

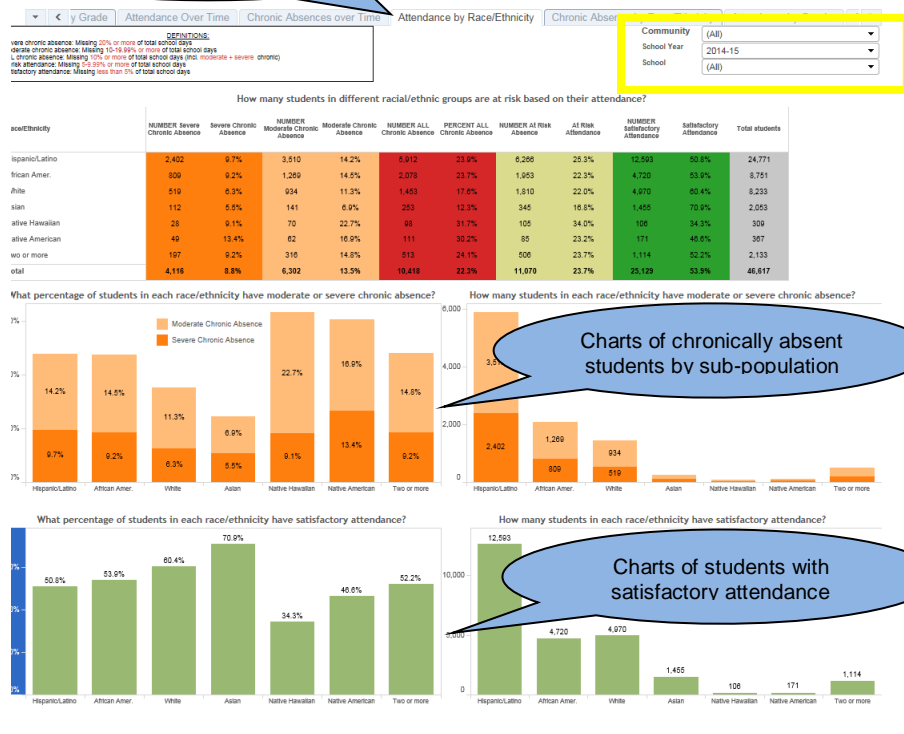
This dashboard has three charts – moderate chronic absence, severe chronic absence, and all students with chronic absence - by grade.

Standard Filters

- Learning Community
- School

Step 7 – Using the Attendance by Race/Ethnicity dashboard

Make sure the "Attendance by Race/Ethnicity" tab is



The Attendance by Race/Ethnicity dashboard provides a summary of attendance patterns by different racial/ethnic sub-populations.

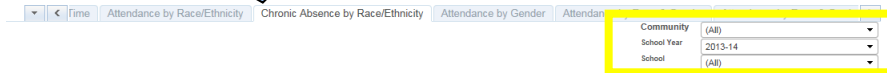
This dashboard has a crosstab of students by each of the 4 attendance categories and four charts. The first two charts provide percentage and counts of students who are chronically absent by racial/ethnic sub-populations. The last two charts provide percentage and counts of students with satisfactory attendance by sub-population.

Standard Filters

- Learning Community
- School Year
- School

Step 8 – Using the Chronic Absence by Race/Ethnicity dashboard

Make sure the “Chronic Absence by Race/Ethnicity” tab is selected.



Race/Ethnicity Prevalence Among Chronically Absent Students (10% or more), by School Level

Percentages are within columns. They represent the proportion of each race/ethnicity that comprises the chronically absent students and all students at each level (K-5, 6-8, 9-12, All K-12).

Race/Ethnicity	K-5				6-8				9-12				All K-12			
	NUMBER ALL Chronically Absent	%Chronically Absent	Total students	% of Total	NUMBER ALL Chronically Absent	%Chronically Absent	Total students	% of Total	NUMBER ALL Chronically Absent	%Chronically Absent	Total students	% of Total	NUMBER ALL Chronically Absent	%Chronically Absent	Total students	% of Total
Hispanic/Latino	1,962	52.4%	12,255	53.2%	1,236	55.6%	5,230	54.1%	3,516	59.0%	7,111	53.1%	6,714	56.3%	24,596	53.4%
African Amer.	809	21.6%	4,173	18.1%	456	20.6%	1,805	18.7%	1,155	19.4%	2,580	19.3%	2,422	20.3%	8,553	18.6%
White	542	14.5%	4,156	18.1%	333	15.0%	1,683	17.4%	766	12.9%	2,373	17.7%	1,643	13.8%	8,212	17.8%
Asian	82	2.2%	944	4.1%	42	1.9%	452	4.7%	240	4.0%	664	5.0%	364	3.1%	2,060	4.5%
Native Hawaiian	35	0.9%	123	0.5%	11	0.5%	40	0.4%	37	0.6%	95	0.7%	83	0.7%	258	0.6%
Native American	31	0.8%	192	0.8%	35	1.6%	83	0.9%	41	0.7%	97	0.7%	107	0.9%	372	0.8%
Two or more	282	7.5%	1,181	5.1%	107	4.8%	375	3.9%	200	3.4%	471	3.5%	588	4.9%	2,027	4.4%
Total	3,743	100.0%	23,024	100.0%	2,222	100.0%	9,668	100.0%	5,957	100.0%	13,391	100.0%	11,922	100.0%	46,093	100.0%

The Chronic Absence by Race/Ethnicity dashboard provides a summary of chronic absence patterns by different racial/ethnic sub-populations.

This dashboard has a crosstab and two sets of charts. The crosstab allows you to identify the percent of students who are chronically absent within a racial/ethnic sub-population and the total percent of students that fall within that racial/ethnic subpopulation. The charts provide a visualization of these two percentages.

Standard Filters

- Learning Community
- School Year
- School

Note: The remaining dashboards in the workbook follow the same layout of the last two dashboards. Some dashboards are combined where space permits.

Crosstab of chronically absent students and all students by sub-population

Charts of chronically absent students and all students by sub-population

Which dashboard(s) do I use to answer which questions?

Question	Dashboard(s)
Is chronic absence getting better or worse at a school?	<ul style="list-style-type: none"> • Attendance Over Time • Chronic Absence over Time
What does chronic absence look like across grade levels?	<ul style="list-style-type: none"> • Attendance by Grade
Is satisfactory attendance getting better or worse at each school?	<ul style="list-style-type: none"> • Attendance Over Time
Do certain racial/ethnic sub-populations of students have more chronic absenteeism?	<ul style="list-style-type: none"> • Attendance by Race/Ethnicity • Chronic Absence by Race/Ethnicity
Do attendance patterns differ for students with and without special needs at each of these schools?	<ul style="list-style-type: none"> • Attendance by IEP
Do attendance patterns differ for students learning English versus those not learning English?	<ul style="list-style-type: none"> • Attendance by ELL