ACTR-How to Review for Deletions

* + When running an ACTR for the first time the attendance date range is the first date of school through the current date. The modification date range will be the same as the attendance date range.
  + When running monthly the attendance date range is the first date of school through the current date. The modification date range is the date the report was last generated through the current date.

* + Include all attendance audit records by selecting the middle button.
  + Leave the format as CSV

* + Generate
  + The document may show that you need to save it first or it will appear in the bottom left corner.

* + Open the attachment
  + Save the report to the school’s public drive in a folder titled “ACTR”. The name of the file should be the modification date range and the file type should be Excel Workbook.
  + Expand your rows.
  + Delete the stateID column
  + Freeze top rows
  + Click on column A row 1, select View on the toolbar, then click freeze panes and then freeze top row.
  + Create a formula
    - In column P row 1 enter the title “Days Between”
    - Go to column P row 2 and enter the formula below
      * =days360(click column D row 2, click column f row 2) then hit enter
      * Using your mouse hover over the bottom right corner of column P row 2 until you see a plus sign. Once you see the plus sign and double click. The formula will now copy down through the entire column.
  + Create a new worksheet to the workbook and re-name it “Deletes”
  + Go back to the original tab and filter it according to the steps below to look for deletes.
    - Click in cell K1 and select the home tab on the toolbar, then Sort & Filter then filter.
    - Click in cell K1 and select the arrow for the dropdown. Click “select all” to deselect all options. Select delete and click ok.
    - Click the empty cell in the top left corner of the spreadsheet (this will highlight the entire spreadsheet).
    - Right click to copy all data
    - Click on the new worksheet you created titled “Deletes”.
    - In the delete spreadsheet click the box in the top left corner to highlight the entire spreadsheet, then right click and paste.
    - Expand your columns
    - Click on original worksheet
    - Hit ESC to deselect the highlighted cells
    - Click on cell K1 and clear your filter by going to the Sort & Filter button and hit clear.
    - Click on the Deletes worksheet to begin reviewing deletes.
* Freeze top rows of the Deletes worksheet
  + Click on column A row 1, select View on the toolbar, then click freeze panes and then freeze top row.
  + In the box below is the information you are looking for when reviewing an ACTR for deleted attendance.

What to Review

1. Review anything deleted a day or more from the attendance event to ensure it was not deleted in error.
2. Anything deleted 30 days or more from the attendance date. Ensure supporting documentation is in the student’s attendance file.
3. Anything deleted by a counselor or administrator should be reviewed to ensure it was not deleted in error.
4. Anything deleted by Central Enrollment staff is typically due to a withdrawal.

* Click on the cell P1 and click the Sort & Filter button then filter.
  + Select the dropdown arrow in the box
  + Click on Number Filters, then Greater Than.
  + You will get a new box. In this box for the “is greater than” enter 0. Then click ok.
* Highlight any deletes that did not occur on the date of the initial attendance entry by following the directions below.
  + Click the first cell in the first row under column A. Select the “Shift” key. While holding the Shift key hit the right arrow as it selects all columns through column Q.
  + While holding the Shift key hit Ctrl and the down arrow. This will select all rows.
  + Highlight the rows by choosing the fill color option from the toolbar and the color. Click on more colors and select the pale yellow.
* Highlight any deletes that occurred more than 29 days from the attendance date by following the directions below.
  + - Click in column P1.
    - Go down to numbers filter and click on it.
    - Click greater than
    - Enter 29 in the box
    - Click ok.
  + The results shows anyone with attendance deleted 30 days or more from the attendance date.
  + Highlight any deletes that occurred more than 29 days from the attendance date by following the directions below.
    - Click the first cell in the first row under column A. Select the “Shift” key. While holding the Shift key hit the right arrow as it selects all columns through column Q.
    - While holding the Shift key hit Ctrl and the down arrow. This will select all rows.
    - Highlight the rows by choosing the fill color option from the toolbar and selecting the color bright yellow.
    - Go back to cell P1 and click on filters and clear all filters.
  + Now we are going to look for counselor and administrator deletes.
    - Click the dropdown arrow in cell G1.
    - Click Select All to deselect everyone.
    - Click on boxes next to the name of each counselor and administrator and click ok.
    - Click the first cell in the first row under column A. Select the “Shift” key. While holding the Shift key hit the right arrow as it selects all columns through column Q.
    - While holding the Shift key hit Ctrl and the down arrow. This will select all rows.
    - Highlight the rows by choosing the fill color option from the toolbar and then more colors, and then choose a purple color.
    - Click on any cell in the top row.
    - Go to Sort & Filter and clear all filters.
  + Now we are going to look for anything deleted by Central Enrollment in error.
    - Click the dropdown arrow in cell G1.
    - Click Select All to deselect everyone.
    - Click on boxes next to the name of any staff at Central Enrollment and click ok.
    - Click the first cell in the first row under column A. Select the “Shift” key. While holding the Shift key hit the right arrow as it selects all columns through column Q.
    - While holding the Shift key hit Ctrl and the down arrow. This will select all rows.
    - Highlight the rows by choosing the fill color option from the toolbar and choose the color orange.
    - Click on any cell in the top row.
    - Go to Sort & Filter and clear all filters.
* Now we are ready to review the report by following the steps below.

1. Anything highlighted should be reviewed to make sure that it was a valid delete and has supporting documentation. Make sure to review the District Guidelines for Verifying Proper Attendance Coding and Correcting Attendance Data Errors for directions on re-entering any attendance deleted in error.
2. Deletions by counselors and administrators should be reviewed by (or with) the individual that made the deletion. They need to notify you as to whether the deletion was appropriate or if it needs re-entered. Please ensure that if it was appropriate, that the supporting documentation (in accordance with the guidelines) is in the student’s attendance file.
3. Each secretary should review any deletes they made. They need to notify you as to whether the deletion was appropriate or if it needs re-entered. Please ensure that if it was appropriate the supporting documentation (in accordance with the guidelines) is in the student’s attendance file.
4. Pay special attention to any deletions that were made over 30 days, to ensure that Principal approval was received via email and documentation is in the student’s attendance file (or daily attendance file, if for multiple students).

*Type any corrections needed onto column Q and title the column “Comments”.*