

Truancy Tracking System User Guide

The Truancy Tracking System simplifies administrative tasks related to monitoring student attendance, identifying truancy issues, and managing mediation appointments. This user guide describes how to use various buttons and features available within the system.

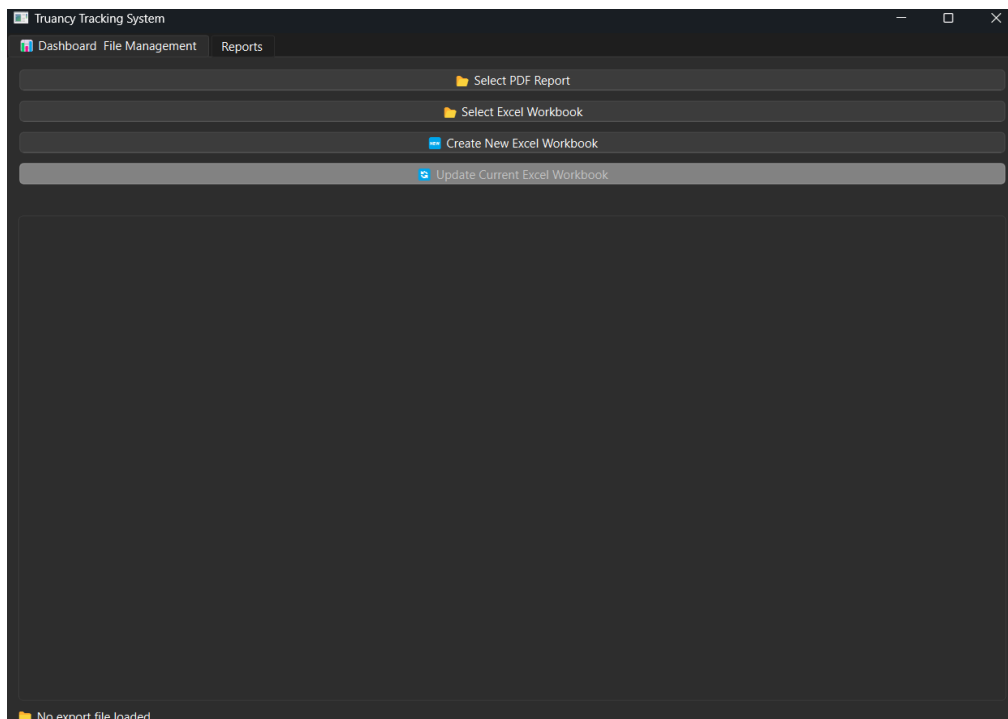
To install the Excel DB Manager:

- Unzip the provided software package.
- Locate the setup executable and run it by double-clicking.

Follow the on-screen prompts to complete the installation.

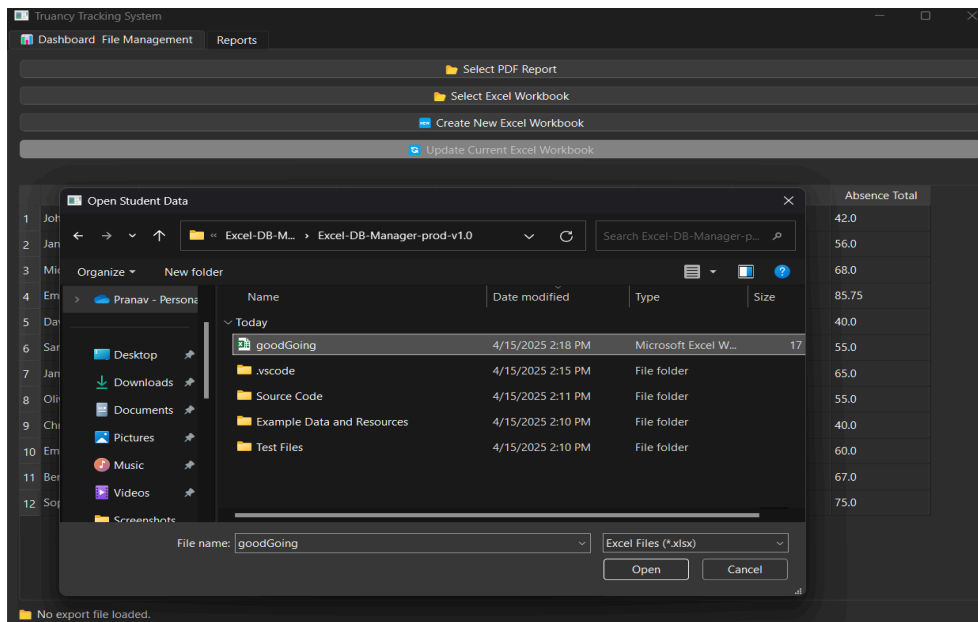
Step 1: Launching the Application

- Open the Truancy Tracking System application.
- You will see two main tabs: **Dashboard** and **Reports**.



Step 2: Loading the Existing Excel Workbook

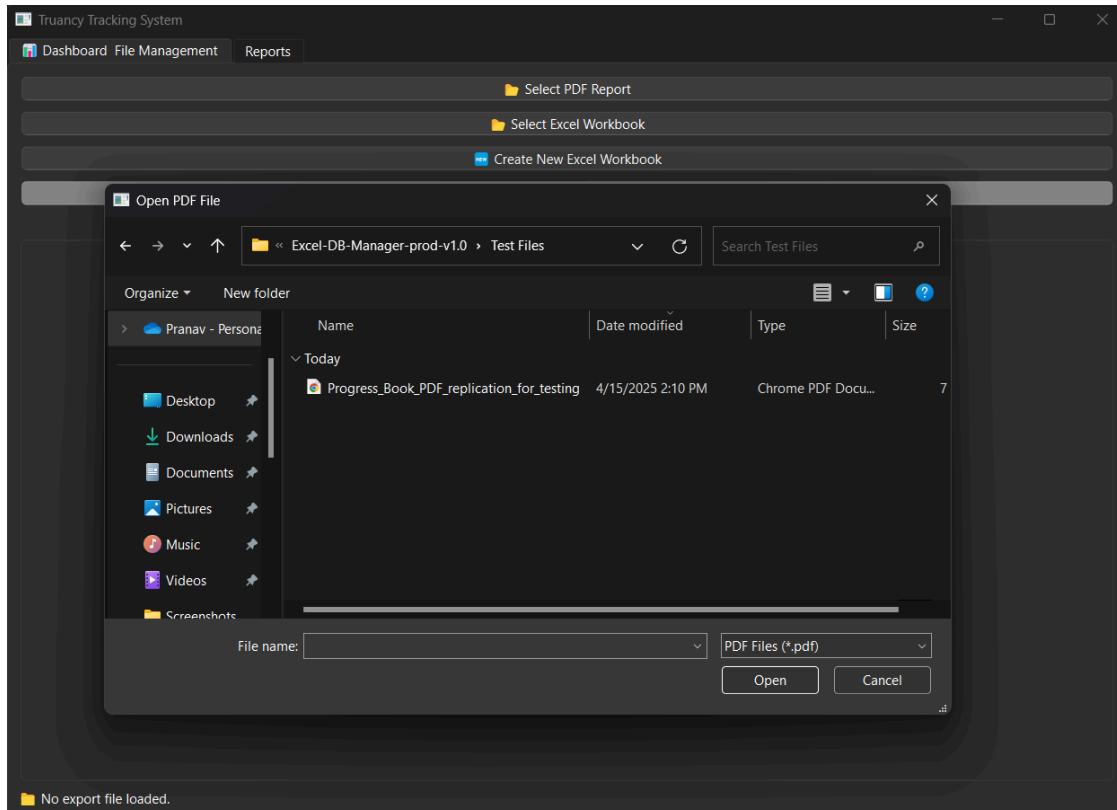
- Go to the **Dashboard** tab.
- Click on the **Select Excel Workbook** button.
- A file selection window will open. Navigate and select your existing Excel workbook that contains previous weeks' truancy data.
- After selection, your data (Week 1 through Week 8 in this case) will load into the application.



ID	Last Name	First Name	Age	Grade	Custodian	Address	Suspension Hours	Excused Absences	Unexcused Absences	Total Absences
929906	Michael	Lauren	105	689			40	13	78	78
629775	Lord Sidious, God King o	John	404	750			5	68	68	68
104814	Marie	John	180	463			62	10	68	68
846557	Lauren	Lord Sidious, God King o	752	899			53	33	68	68
719790	Lauren	Marie	822	194			17	94	94	94
538388	Susan	John	813	978			88	54	59	59
740528	Lauren	Lord Sidious, God King o	365	809			24	59	59	59
701380	Lauren	John	476	479			56	87	87	87
963095	Michael	Lord Sidious, God King o	82	728			95	59	59	59
408540	Susan	John	482	675			78	29	29	29
440599	Lord Sidious, God King o	Lord Sidious, God King o	101	116			12	70	10	10
679282	Marie	John	23	407			94	72	86	86

Step 3: Selecting the Current Week's PDF Report

- Still on the **Dashboard** tab, click on the **Select PDF Report** button.
- In the file selection dialog, navigate to the PDF report for the current week.
- Select and open the PDF file.



Step 4: Viewing Loaded Data

- After selecting the PDF, the application will display the loaded data directly in the main interface.
- You can verify the newly loaded student information, including fields like:
 - First Name
 - Last Name
 - Student ID

- Age
- Grade
- Excused/Unexcused Absences
- Medical Absences
- Absence Total

The screenshot shows the 'Truancy Tracking System' interface. At the top, there are tabs for 'Dashboard', 'File Management', and 'Reports'. Below the tabs are four buttons: 'Select PDF Report', 'Select Excel Workbook', 'Create New Excel Workbook', and 'Update Current Excel Workbook'. The main area displays a table with student data. The table has columns for First Name, Last Name, ID, Age, Grade, Excused, Unexcused, Medical, and Absence Total. The data is as follows:

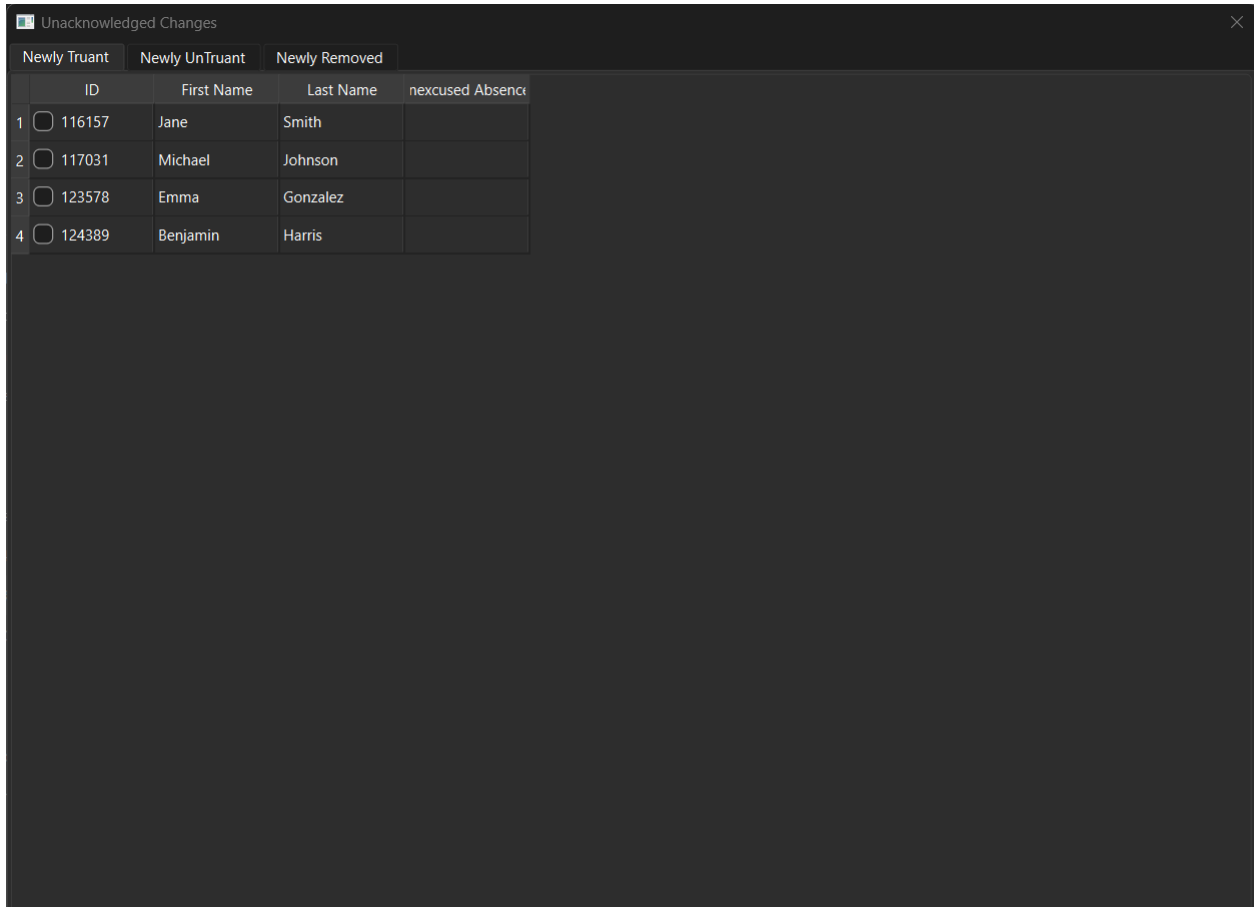
	First Name	Last Name	ID	Age	Grade	Excused	Unexcused	Medical	Absence Total
1	John	Doe	115936	8	02	42.0	0.0	31.17	42.0
2	Jane	Smith	116157	12	05	6.0	50.0	0.0	56.0
3	Michael	Johnson	117031	10	03	6.0	62.0	6.0	68.0
4	Emily	Davis	118245	7	01	85.75	0.0	0.0	85.75
5	David	Brown	118678	9	03	30.0	10.0	12.0	40.0
6	Sarah	Wilson	119789	11	04	20.0	35.0	5.0	55.0
7	James	Taylor	120451	10	05	15.0	40.0	10.0	65.0
8	Olivia	Martinez	121874	8	02	50.0	5.0	0.0	55.0
9	Christopher	Lee	122965	7	01	25.0	15.0	8.0	40.0
10	Emma	Gonzalez	123578	12	05	18.0	42.0	4.0	60.0
11	Benjamin	Harris	124389	10	03	12.0	55.0	3.0	67.0
12	Sophia	Rodriguez	125674	9	02	70.0	0.0	5.0	75.0

At the bottom of the interface, there is a message: 'No export file loaded.'

Step 5: Updating the Excel Workbook with New Data

- Click on the **Update Current Excel Workbook** button.
- A new window titled **Unacknowledged Changes** will open, showing three sections:
 - **Newly Truant:** Students newly classified as truant based on current data.
 - **Newly UnTruant:** Students no longer classified as truant.

- **Newly Removed:** Students removed from the tracking list.
- Review and acknowledge these changes by checking the respective checkboxes (optional) and then close the window by clicking the **X** button.



The screenshot shows a window titled "Unacknowledged Changes" with a close button (X) in the top right corner. The window contains a table with four tabs: "Newly Truant", "Newly UnTruant", "Newly Removed", and "Unexcused Absence". The "Newly Truant" tab is selected. The table has four columns: "ID", "First Name", "Last Name", and "Unexcused Absence". There are four rows of data, each with a checkbox in the "ID" column.

	ID	First Name	Last Name	Unexcused Absence
1	<input type="checkbox"/> 116157	Jane	Smith	
2	<input type="checkbox"/> 117031	Michael	Johnson	
3	<input type="checkbox"/> 123578	Emma	Gonzalez	
4	<input type="checkbox"/> 124389	Benjamin	Harris	

Step 6: Verifying Updates in Excel

- Open your Excel workbook directly.
- You will notice:
 - A new **Summary** tab containing clearly summarized data indicating:
 - **Additions:** New students marked as truant.
 - **Changes:** Updates to existing student records.

■ **Removed:** Students removed from tracking.

- A new **Week 9** tab will appear with updated data integrated from the PDF report, combined with the past 8 weeks' historical data for comprehensive tracking.

Student	Unexcused Absences	Medically Excused	Suspension Hours	Excused Absences	Misc. Hours
Doe, John	0.0	31.17	0.0	42.0	0
Smith, Jane	50.0	0.0	0.0	6.0	0
Johnson, Michael	62.0	0.0	0.0	6.0	0
Davis, Emily	0.0	0.0	0.0	85.75	0
Brown, David	10.0	12.0	0.0	30.0	0
Wilson, Sarah	35.0	5.0	0.0	20.0	0
Taylor, James	40.0	10.0	0.0	15.0	0
Martinez, Olivia	5.0	0.0	0.0	50.0	0
Lee, Christopher	15.0	8.0	0.0	25.0	0
Gonzalez, Emma	42.0	4.0	0.0	18.0	0
Harris, Benjamin	55.0	3.0	0.0	12.0	0
Rodriguez, Sophia	0.0	5.0	0.0	70.0	0

Student	Unexcused Absences	Medically Excused	Suspension Hours	Excused Absences	Misc. Hours
Michael, Lauren	74	0	40	13	0
Lord Sidious, God King of Mankind, John		0	5	68	0
Marie, John	62	0	62	-10	0
Lauren, Lord Sidious, God King of Mankind		0	53	33	0
Lauren, Marie		0	-17	94	0
Susan, John		0	88	54	0
Lauren, Lord Sidious, God King of Mankind		0	24	59	0
Lauren, John	80	0	56	87	0
Michael, Lord Sidious, God King of Mankind		0	95	59	0
Susan, John		0	78	29	0
Lord Sidious, God King of Mankind	10	0	12	70	0

id	Last Name	First Name	Age	Grade	Custodian	Address	Suspension Hours	Excused Absences	04/15/25 Unexcused Abs	Total Abs
929906	Michael	Lauren		105	689		40	13		
629775	Lord Sidious, God King of Mankind	John		404	750		5	68		
104814	Marie	John		180	463		62	-10		
846557	Lauren	Lord Sidious, God King of Mankind		752	899		53	33		
719790	Lauren	Marie		822	194		-17	94		
538388	Susan	John		813	978		88	54		
740528	Lauren	Lord Sidious, God King of Mankind		365	809		24	59		
701380	Lauren	John		476	479		56	87		
963095	Michael	Lord Sidious, God King of Mankind		82	728		95	59		
408540	Susan	John		482	675		78	29		
440599	Lord Sidious, God King of Mankind	Lord Sidious, God King of Mankind		101	116		12	70		
679282	Marie	John		23	407		94	72		
115936	Doe	John	8	02			0.0	42.0	0.0	628.0
116157	Smith	Jane	12	05			0.0	6.0	50.0	628.0
117031	Johnson	Michael	10	03			0.0	6.0	62.0	628.0
118245	Davis	Emily	7	01			0.0	85.75	0.0	634.0
118678	Brown	David	9	03			0.0	30.0	10.0	600.0
119789	Wilson	Sarah	11	04			0.0	20.0	35.0	620.0
120451	Taylor	James	10	05			0.0	15.0	40.0	630.0
121874	Martinez	Olivia	8	02			0.0	50.0	5.0	635.0
122965	Lee	Christopher	7	01			0.0	25.0	15.0	610.0
123578	Gonzalez	Emma	12	05			0.0	18.0	42.0	625.0
124389	Harris	Benjamin	10	03			0.0	12.0	55.0	640.0
125674	Rodriguez	Sophia	9	02			0.0	70.0	0.0	645.0