


# AP Tool (Romoland)

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■ Lifecycle	In Progress
■ Effort	Medium
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■ Priority Rating	6
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■ Last edited by	 Vikrant
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■ Summary	Attendance recovery platform for Assistant Principals at Romoland School District. Consolidates data into a dashboard, automates attendance management, saves APs time, and improves student outcomes through proactive interventions.

<https://www.loom.com/share/5572e0e2c1814278a337542fb3791d5e?sid=c cd8af41-6769-4472-bd30-8974bf8e0da9>

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# Executive Summary

We are building a transformative attendance recovery platform for Assistant Principals (APs) at Romoland School District that consolidates multiple data sources into a single, actionable dashboard.

This tool addresses California's new attendance recovery legislation (SB 153/176) starting FY 2025-26, positioning Attendly as the first-mover in this critical compliance space.

**Strategic Impact:** This tool will save APs 6-10 hours weekly, help districts recover ~\$2M+ in ADA funding annually, and directly improve student outcomes through proactive intervention.

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## Feature Vision and Principles

### North Star

Transform manual, fragmented attendance management into an intelligent, automated system that empowers APs to focus on student intervention rather than data processing.

## Design Principles

1. **Single Source of Truth** - Eliminate context switching between systems
  2. **Action-Oriented** - Every insight leads to a clear next step
  3. **Compliance-First** - Built-in guardrails for state requirements
  4. **Progressive Disclosure** - Simple for all, powerful for power users
- 

## Technical Architecture

### Data Integration Layer

#### 1. Aeries SIS Integration (Primary Source)

- **Endpoints Required:**

- Student enrollment & demographics
- Daily attendance records (note: period-based for middle school)
- Historical attendance (min. 2 years)
- **Key Requirements:**
  - Real-time sync capability
  - Handle 7-day attendance correction window
  - Track attendance trends (improving/declining)

## 2. i-Ready Integration

- **Data Points:**
  - Overall diagnostic scores (reading & math)
  - Grade equivalent performance
  - Three annual assessment periods (BOY, MOY, EOY)
- **API Considerations:**
  - Bulk data retrieval for district-wide populations
  - Student-level score mapping

## 3. School Status Attend (A2A) Integration

- **Initial Implementation:** CSV upload capability (meeting with Matthew Valdivia to understand if there's a better way)
- **Data Elements:**
  - Truancy & excessive absence letters sent
  - Conference attendance tracking
  - SARB/mediation referrals
  - Parent communication history
- **Future:** Direct API integration

# Core Database Schema

Key Entities:

- Students (master record)
- Attendance\_Records (daily/period tracking)
- Academic\_Performance (i-Ready scores)
- Interventions (letters, conferences, programs)
- Teacher\_Assignments (AR program staffing)
- Recovery\_Sessions (compliance tracking)
- Parent\_Communications (notifications & responses)

## Feature Specifications

### Phase 1: MVP

#### 1. Unified Dashboard

- **Replication Requirement:** Match all fields from "Chronic Absentees - Attendance Overview 24-25" spreadsheet
- **Core Metrics:**
  - Student name, grade, teacher
  - Attendance percentage & days absent
  - Days eligible for recovery
  - i-Ready performance indicators
  - Intervention status (letters sent, conferences)
  - Tardy tracking (new column)

#### 2. Smart Student Identification

- **Algorithm Requirements:**
  - Rank by absence percentage (highest to lowest)

- Apply tiering logic:
  - Tier 1: 1-2 days absent
  - Tier 2: 3-9 days absent
  - Tier 3: >10% chronically absent
- Cross-reference with academic performance
- Flag students 3+ grade levels behind

### 3. Teacher Assignment Workflow

User Flow:

1. View ranked student list
2. Filter by intervention need (math/ELA/EL)
3. Select certificated teacher
4. Bulk assign students (max 20:1 ratio)
5. Add substitute teachers manually
6. Generate assignment confirmation

### 4. Parent Communication System

- **Automated Notifications:**
  - Program enrollment letters
  - Incentive information (if applicable)
  - Accept/decline functionality
  - Response tracking for site visibility
- **Template Requirements:**
  - Multi-language support
  - Customizable by district/site

### 5. Compliance Tracking

- **Recovery Session Rules:**
  - 4 hours = 1 day recovered attendance
  - Maximum 10 days recovery per session
  - Minimum 1-hour increments
  - Standards-based instruction requirement
- **Audit Trail:** All actions timestamped and logged

## Phase 2: Enhanced Features

### 1. Predictive Analytics

- At-risk identification before chronic status
- Day-of-week pattern analysis
- Seasonal trend detection

### 2. SART/SARB Workflow Automation

- Meeting scheduling integration
- Document generation
- Follow-up task management

### 3. Financial Impact Calculator

- Real-time ADA recovery projections
  - ROI dashboard for board reporting
  - Site-level performance metrics
- 

## User Experience Requirements

# Information Architecture

## Main Navigation:

- |— Dashboard (default view)
- |— Student Management
  - | |— Identification & Ranking
  - | |— Assignment to Teachers
  - | |— Individual Student Profiles
- |— Program Management
  - | |— Teacher Roster
  - | |— Session Scheduling
  - | |— Attendance Tracking
- |— Communications
  - | |— Parent Notifications
  - | |— Response Tracking
- |— Reports & Compliance
  - | |— State Reports (P-1, P-2, Annual)
  - | |— Site Analytics
  - | |— Audit Documentation

## Performance Requirements

- Dashboard load time: <2 seconds
- Data refresh: Real-time for Aeries, daily for i-Ready
- Concurrent users: Support 50+ APs per district
- Mobile responsive for field use

## Open Questions / Decisions we need to make

### Technical Questions

1. **Aeries API Rate Limits:** What are the constraints for real-time sync?



2. **i-Ready Data Freshness:** Is daily sync sufficient or do we need real-time?
3. **School Status Attend API:** Timeline for moving from CSV to API integration?
4. **Period vs. Daily Attendance:** How to handle mixed elementary/middle school scheduling?

## Product Questions

1. **Intervention Comments:** Where should we pull existing intervention data from in Aeries?
2. **SART/SARB/Mediation Tracking:** Consolidate all into single "Interventions" module?
3. **Teacher Scheduling:** Should the tool handle time/day assignments or just student-teacher mapping?
4. **Parent Portal Access:** Future consideration for direct parent engagement?

## Business Questions

1. **Pricing Model:** Per-site, per-student, or district-wide licensing?
  2. **Data Retention:** How long to maintain historical records?
  3. **Multi-District Support:** Architecture considerations for scaling?
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# Action Items

## Immediate

- ☐ **Engineering:** Set up development environment with staging Aeries instance
- ☐ **Product:** Finalize dashboard mockups based on spreadsheet template
- ☐ **Data:** Map all fields between systems for ETL pipeline
- ☐ **Design:** Create parent notification templates

## Short-term

- ☐ **Engineering:** Build data ingestion pipeline for all three sources
- ☐ **Product:** Conduct user testing sessions with Manuel and AP team
- ☐ **Engineering:** Implement core dashboard with filtering capabilities
- ☐ **QA:** Establish test scenarios for compliance calculations

## Medium-term

- ☐ **Engineering:** Build teacher assignment workflow
  - ☐ **Product:** Define Phase 2 feature prioritization
  - ☐ **Engineering:** Implement parent communication system
  - ☐ **Business:** Secure additional pilot districts
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## Success Metrics

### User Adoption

- 100% of APs using tool weekly within 60 days
- <10 minutes average time to complete weekly workflow

### Business Impact

- \$500K+ in recovered ADA funding per district annually
- 50% reduction in chronic absenteeism rates

### Technical Performance

- 99.9% uptime during school hours
  - Zero compliance audit failures
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## Risk Mitigation

## Technical Risks

- **Data Quality:** Build validation rules for all imported data
- **API Dependencies:** Implement offline mode with sync capabilities
- **Scale:** Design for 10x current load from day one

## Compliance Risks

- **Audit Requirements:** Partner with state compliance experts
  - **Data Privacy:** Implement FERPA-compliant security measures
  - **Change Management:** Extensive training and documentation
- 

# APPENDIX

## Reference Materials

1. California Audit Guide - Attendance Recovery (p. 47)
2. Current Manual Workflow Documentation
3. Sample Spreadsheet: "[Chronic Absentees - Attendance Overview 24-25](#)"
4. School Status Attend Export: conferencedetailreport.csv

▼ Download

[conferencedetailreport \(1\) \(1\).csv](#)

## Key Stakeholders

- **Romoland District:** Lilly (Sponsor), Manuel (Power User), Margarita (AP), AP Team, Vince (CTO), Matthew (Pupil Services)

- **Attendly:** Vikrant (CEO), Jordan (Product/Engineering) Surya (District Success), Joe (Forward Deployed Engineer)
- **External:** i-Ready Partnership Team, Aeries Technical Support

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*This memo represents our commitment to building not just a tool, but a transformative platform that fundamentally improves how schools support at-risk students. Let's build something extraordinary.*

## Meetings and Context

May 23, 2025 - [Call meeting transcript](#)

- Meeting with Lilly (Head of Afterschool) and Manuel (Associate Principal) at Romoland School District
- Follow up asset from Manuel Machado - [Copy of Chronic Absentees 5.16.25-Attendance Overview 24-25](#) [Google Sheet]

May 30, 2025 - [Call meeting transcript](#)

- Follow up meeting with Lilly and Manuel at Romoland
- ▼ Follow up email from Vikrant sent on May 30, 2025

Lilly and Mr. Machado -

Thank you for the detailed walkthrough today. That was extremely helpful in understanding how the attendance tracking system works and what we need to automate.

### **What I accomplished today:**

- Reached out to Vince about the technical requirements - specifically Aeries API access, i-Ready integration, and the Status Attend system data
- Now have a clear picture of the weekly process and the formulas that drive the student ranking

**Next steps on my end:**

- Send you both a mockup by end of day Monday (June 2nd) so you can review before the AP meeting
- Work with Vince to determine what data we can pull automatically vs. what needs manual input
- Focus on automating the weekly data pull and calculations while maintaining the same ranking logic

**For the AP meeting Wednesday (June 4th):**

- I'll plan to attend at 8:00 AM to present the overview and mockup (please send an invite when you are able to)
- Goal is to get input from the other APs early in the process
- Vince doesn't need to be there for this initial presentation

Mr. Machado - I was impressed by the system you and Vince built. The ranking logic and longitudinal tracking is exactly what we need to make attendance recovery work effectively. Now we just need to automate the manual parts.

Lilly - Thanks for coordinating with Matt about getting time on the agenda. Let me know once that's confirmed.

I'll have something for you both to review by Monday evening.

Vikrant

**▼ Email from Vikrant to Vince (Romoland CTO) on May 30, 2025**

Hi Vince - I hope you're well. Always grateful for your help.

I just finished a detailed the second of two walkthrough meetings with Lilly and Mr. Machado about the attendance recovery feature we've been working on since early this year. As part of this process, Mr. Machado shared a spreadsheet you created to help track absences for him. He walked me through the entire process - from the weekly Aeries queries to the formulas that merge data across the main list, scratch, and weekly tabs. Really impressive work on building that system - and feels pretty manual.

### **What I learned from our meeting:**

- You built the original spreadsheet with formulas that compare student district IDs across tabs to identify new students and calculate attendance percentages
- Mr. Machado runs this process every Friday, making a copy and pulling fresh data from Aeries
- The system tracks enrolled days, absences, and calculates percentages to rank students for attendance recovery eligibility
- Current process is manual but works well - just time-intensive

### **What I need from you:**

1. **Aeries Data Access** - Can we pull the same data you're querying (student name, grade, teacher, ID, enrolled days, absences, present days) via API? I want to automate the weekly data pull.
2. **i-Ready Integration** - Mr. Machado mentioned adding academic data (i-Ready scores for reading/math) would strengthen the parent communication. Do you know if i-Ready has an API we can access? Is this data already in Aeries as well?
3. **Status Attend System** - Lilly mentioned you know about the system that auto-generates truancy letters. Can we pull data on how many letters each student has received?

### **My goal:**

Automate what you built manually so Mr. Machado gets the same ranked list with trend lines, but without the weekly spreadsheet work. Then use that data to auto-invite eligible students to attendance recovery programs.

I'm planning to present a mockup to the AP meeting on Wednesday (June 4th). It would be

I've copied Lilly and Mr. Machado so the two of them can add anything I missed from our discussion.

Thanks,

Vikrant

▼ Email from Vince to Vikrant on June 2, 2025

Hi Vikrant, answers below...

1. My understanding is that you potentially have access to nearly everything through the Aeries API. We just need to enable the appropriate tables. The query that Manuel uses to pull the data from his spreadsheet is something that existed before I helped him fine-tune that process so I don't recall the specifics of what it's pulling, but if he can share the query name with me then I can enable access to the corresponding Aeries table in your API connection. Between that and you seeing the actual query string, I think that will give you all the info you need to pull that data directly through the API.

2. i-Ready data is not in Aeries, and they don't have an API. However, i-Ready does have a process to allow data sharing with third parties. Once the agreements are signed, i-Ready would work with you to establish a process for uploading data to your SFTP or placing it on their SFTP for you to pull (I don't remember which).

3. I know very little about A2A. I interface with the company to ensure that their application is running to pull data from Aeries for them, but that's it. Our Director of Pupil Services Matt Valdivia would be the best resource for the specifics of what A2A does for us.

Thank you,

Vince Butler

Chief Technology Officer

Romoland School District

▼ Email from Vikrant to Vince on June 2, 2025

Perfect - thank you Vince! This is exactly what we need to move forward.

**Next steps:**

1. **Mr. Machado** - Can you share the specific Aeries query name you use for your weekly attendance pulls? Once we have that, Vince can enable the corresponding table in our API.
2. **Matt Valdivia** - Should I reach out to you directly about the A2A system and truancy letter data access?
3. **Vince** - Once Mr. Machado provides the query name, I appreciate you enabling the appropriate Aeries table(s) for us.

**Lilly** - For i-Ready integration, should we proceed or table that for now and focus on automating the core attendance data first. We can always add academic data later once the main system is working?

I just sent the video demonstration in preparation for Wednesday's AP meeting - this keeps things moving in the direction Lilly and Mr. Machado want to go.

Appreciate everyone's help.

Vikrant

▼ Email from Lilly introducing Matthew Valdivia (head of pupil services) on June 2, 2025

Hi Vikrant,

Thank you for the follow up. I'm looping Mr. Valdivia, our director of Pupil Services, into this email thread regarding questions related to A2A. The AP PLC on Wednesday may be the perfect opportunity to discuss the integration of the number of A2A truancy letters as a data point in Attendly. As far as the iReady question, your idea of adding it later is fine. However, let's not forget about it.



Looking forward to seeing what you come up with.

Kind regards,

Lilly

▼ Follow up email from Vikrant sent on June 2, 2025

Lilly and Mr. Machado - As promised, here is the video and walk through (<https://www.loom.com/share/201e9842243642cea41a5df084488dc4>) of the Attendance Recovery incorporating the automation of manual work that Mr. Machado does.

As of the creation of this video I hadn't heard back from Vince, but this will likely be updated once we have access to the data in Aeries - also, looks like we can get data from iReady which will require some work, but nothing crazy.

Looking forward to hearing back from you so I can make updates and adjustments to the work I've done here for Wednesday.

Vikrant

▼ Attendance Recovery System Walkthrough (Loom) - link in June 2, 2025 email

<https://www.loom.com/share/201e9842243642cea41a5df084488dc4>

▼ Loom transcript

0:00 Finally, and Mr Machado, this is the walkthrough of the demo for the attendance recovery system based on the conversation we had last.

0:11 So, what I'm going to do is I'm going to walk you through kind of the home screen. I'm going to walk you through the data import process.

0:17 Student prioritization, intervention tracking, communication, which we're not going to build, but I just needed to go through. Through the process in my own mind, program management, and so let me just walk through the step by step.

0:29 So, 1st of all, it's important for you to know that the data that you're seeing here is actually based off the data that was provided to me in the Google spreadsheet.

0:38 So, if we go to the Google spreadsheet here, I'm using the data in tab

1, and I only went up to row A0.

0:48 So, I'm not pulling in any of the comment data. If you want me to for the demo for the AP meeting, I can go ahead and pull that in, and I'll show you kind of where that fits, but for right now, that's all the data that's coming in here.

0:58 So, we have 877 students. Right now, it's just a scroll through. We can clean up how that looks over time, but that's what I wanted to explain to you in context of what's here.

1:09 So, we're going to get this view right out the gate. It'll tell you kind of, you'll be able to select from what week you want to see data.

1:16 You can see it weekly, you can see it monthly, and you'll see the absence percentage trend data, absence percentage trend data change, because we're using monthly, and then if you needed, you can use kind of an annual version as well, and then there must be like some column inside of there for this,

1:35 but we can clean that up. But now you can see absences by grade level as well, so you can see kind of a percentage here.

1:42 You'll get absences by day of week, and then you'll also be able to see top 10 students needing intervention, and then most improved attendance data.

1:50 For the most part, I think this is accurate right now, just wanting me to get a sense of it. I haven't, like, double-checked my math, but I did, I mean, I've double-checked it and triple-checked my math, because I wanted to just be able to get there.

2:00 So, this is going to be the dashboard view that you see. Now, it's important for you to know that this dashboard view is just for one school, so every school will have their own dashboard view, and then you'll also be able to kind of, once we get more data in Lilly, you'll be able to aggregate that into

2:18 kind of one view, if that's what you choose to do. The next thing is to understand how data importing works.

2:24 I haven't heard that back from Vince just yet, so for now, let's just assume that, Mr. Machado, you're going to take data from ARIES, you're going to download it, and you'll upload it into the platform.

2:33 So here, you'll have the ability to, you don't need this, but other APs may need the ability to download a template, you'll download that

template, you'll go and find the template, it'll open up, and then you will insert all the information you need, and we've provided with some new structure.

2:48 Once that data is uploaded, then it will reflect as new data into the platform. This is just another way, possibly, to, like, import ARIES data, and maybe view historical data, I'm not sure where that's going to fit just yet, but it was just something I was playing around with.

3:06 I showed you the student tracking data, so it'll always be for the elementary school you're looking at. You can go and click on a student.

3:15 And then you can see their card. And so in this case, we're pulling in the data that we've had. We're making up some other data, but you can see the absent attendance metrics here.

3:24 You could log an intervention. I don't think we're going to keep that here. I think we're going to pull that from another source, but you have the ability to log an intervention.

3:30 You can assign them to a program. So if you wanted to automatically just invite them or assign them to a program, you could right from here.

3:40 And then you'll see some program assignments, and then you'll see comments here below. So that data that we didn't pull in, we could pull that in down here and keep it if you wanted to.

3:46 I'm not sure if this data is accurate, but this would give you like an ability to see kind of attendance view, and maybe there's a way you want to see that or some way which we can show that.

3:56 We'll go to back to student tracking and you can see this. You can also select. Different views, so you can change the percentages of what you wanted to see.

4:06 You could also see it for different grades if you wanted to, and then you could also select filtered. I think this will allow you to.

4:13 Okay, it's not there yet, but we need to find a way for it to just select for intervention and it will option auto select the ones that we need.

4:20 This clearly hasn't been built just yet. Thank you. And then you can also scan by teacher, so you can see the teachers and then you can also do probably teachers are associated with a grade.

4:32 So these are all going to be, yeah, 1st and 2nd, and then there's some empty cells here, but that's because that those cells were pulled in from the spreadsheet.

4:40 So if you want, I can redo it and I can get rid of all these ones that are unknown. It'll make it a little bit cleaner.

4:45 But when you see this total count, it's coming from that spreadsheet. We're not going to build a communication feature, but in my mind, I just wanted to work through what this would look like.

4:53 So, in this case, you would go to another tool. You would click on the student. You would initiate kind of an initial notice.

5:00 Here, you have the ability to preview a message if you wanted to send something like that, but we're going to remove that.

5:05 This was just for me. If you want to keep it for the demo, we can, but I don't think we're going to do that.

5:10 Again, you saw this in the last demo, the ability to have programs that are. Specifically for attendance recovery, you can create a new program.

5:17 We also want to be able to see what the attendance was and how effective it was. Maybe there's ways to calculate that, and then lastly, well, not lastly, but before we get to kind of the more interesting part, here's a notification center.

5:28 So, you get notified as a principal. Uh, there's a chronic absence alert. You now know this person has exceeded this average.

5:37 They are now classified as chronically absent. What do you want to do here? Do you want to view the student mark as read or dismiss?

5:43 If we view the student, we actually go right to the student card. Okay, so this isn't linking properly, but you should be able to go right back to the student card, and then here, you can actually view a full, oh, this isn't built yet.

5:55 So, I haven't built this just yet, but you should be able to view a full report of your weekly summary, and we can figure out how you want to download that.

6:01 Okay, this is actually kind of the most interesting part for me, which is, how do we give you insight around what's happening with attendance recovery?

6:10 And this may be not the direction you want to go, but this was something that I was thinking about what that would look like.

6:15 So, I came up with four types of analyses, predictive, pattern, correlation, and comparative. So, on the predictive side, if you run this analysis, and you can pick the grade level if you choose to, you will get

key findings and recommendations.

6:30 You'll see your at-risk predictions. Clearly, this isn't right, because this should be high. That's what Mr. Machado mentioned to me.

6:37 You can see that, and then maybe there's some graph or visualization you can show to you. I don't think this is exactly what you want, but I was just trying to play around with what you might want to see and show you what's possible, but you can honestly reflect on it.

6:49 You can run pattern analysis. So here you can see something like K grade showing the highest average absence rate at 63 students.

7:00 Here's your chronic absence concentration, increasing trend students, students with increasing absences, uh, affecting six students, and then maybe there's like an absences pattern by day of Luke that you can get a sense Um, so that was pattern analysis.

7:18 Here's a comparative analysis. So how do you compare week over week? So overall attendance week over week, chronic absences week over week at risk students based on the last period and then good attendance.

7:32 Key findings again. And then lastly, some type of correlation analysis. Again, not sure if this is what you're looking for.

7:37 We're going to need, um, but we can play around with kind of what type of analytics and analysis you want.

7:42 We want to be able to give this to you in a format that you need. These are currently not available, but this is the walkthrough based on what we said.

7:49 I think the biggest takeaway for me from the last meeting is really the manual work that goes into. Oops, let me get to it.

7:57 The manual work that goes into downloading this data from ARIES and then really kind of working in here to get to the main list.

8:06 And I think we can remove that manual process right out the gate. And once we get the ARIES integrated with the data coming through ARIES, that can get automated here.

8:14 So this is the, uhm, kind of a walkthrough of what we talked about. That's what I wanted to show you, and I'd love your feedback before the AP meeting.

8:25 And if you want to skip ahead until sometime or give me a call, feel free to. Thanks.

▼ Email from Manuel Machado to Vince and thread on June 3, 2025

Good Morning,

The following is the query I run to retrieve the attendance data:

```
LIST STU TCH AHS STU.NM STU.GR TCH.TE STU.ID AHS.SP AHS.EN  
AHS.AB AHS.PR (( 1.0 * AHS.AB/AHS.EN * 100 )) BY AHS.SCL IF ( AHS.SP # 1 )  
AND AHS.EN # 0 AND AHS.YR = "2024-2025" AND AHS.SCL = STU.SC AND  
LOC.U = 0
```

Let me know if you need anything else from me.

Manuel

▼ Email from Vikrant to thread on June 4, 2025

Lilly - Thanks for your help in engaging iReady.

Mr. Valdivia - Nice to meet you. Looking forward to learning more today re: truancy letter integration.

Vikrant

▼ Email from Vince to thread on June 4, 2025

Vikrant,

I updated the API config in Aeries to allow read access for Attendance History (AHS) and Teachers (TCH).

▼ Email from Lilly on June 3, 2025

This is fantastic, Vikrant! You did an excellent job capturing the overall picture. We'll likely have a few more refinements to discuss with the APs tomorrow, but so far, everything is looking great.

▼ Email from Vikrant to Lilly on June 3, 2025

Lilly - I appreciate the feedback. I'll just clean up what I mentioned in the video and will be ready to discuss tomorrow and get feedback on how we can simplify and refine to make it powerful for you, Mr. Machade, and the APs I'll meet with tomorrow.

June 4, 2025 - Call meeting transcript

- Meeting with Romoland School District Associate Principals

▼ Email from Vikrant sent on June 4, 2025

Lilly and Mr. Machado -

Thank you for the detailed discussion during today's call about the Attendance Recovery with the APs. Your enthusiasm and their feedback were incredibly valuable as we refine our approach to building a solution that addresses your specific needs.

Based on our conversation, I've organized all the feature requests into priority categories to ensure we're aligned on what's most critical for a successful implementation.

**Our Top Priorities (Must-Build Features) - I think we still need to prioritize these**

- Middle school period-based attendance tracking for your unique scheduling needs
- Direct Aeries data integration to eliminate manual uploads
- Academic performance context via I-Ready data for informed intervention decisions
- One-click program assignment to streamline the process
- Visual trends of absences to quickly identify patterns

**Coming Soon After Launch**

- SART meeting follow-up tracking for compliance
- Language-based filtering via ELPAC data for targeted ELL interventions
- Pattern analysis by day of week to identify attendance trends
- Predictive "at-risk" identification for proactive intervention

I'm excited about the opportunity to save administrative time and make a meaningful impact on student attendance and success. Your insights about the current manual process have been eye-opening, and we're committed to building a system that genuinely addresses these challenges.

**Next Steps**

1. I will begin work on the Must-Build features unless there's issue with any of the items
2. We have a call scheduled this Friday where we can discuss:
  - Specific structure of middle school attendance data
  - How to get Attend data into the system
  - Parameters for program capacity and assignment prioritization
  - Preferred success metrics beyond time savings

Thoughts?

Thank you again for your partnership. I'm committed to delivering a solution that makes a real difference for your administrative team and ultimately supports better student outcomes.

Vikrant



June 6, 2024 - [Call meeting transcript](#)

▼ Email from Vikrant on June 9, 2025

Margarita -

Thank you for walking us through your attendance process on Friday. It was incredibly helpful to understand the challenges of juggling multiple reports and the desire for a single, reliable tool to ensure no students are slipping through the cracks.

**Here are our key takeaways on what you need:**

- A single source of truth that pulls accurate, full-day absence and tardy data directly from Aeries, correctly calculating for the middle school's period-based schedule
- Clear, actionable dashboards to see the top 20% of chronically absent students, monitor both their growth and decline, and get a "more well-rounded picture" by including data like IEP, 504, and ELPAC status



- To do simple things really well, consolidating the reporting process so you and your team can stop "chasing your tail" and focus on student intervention

**As a next step, our team will get to work on a custom mock-up for you.**

**Here's what we've committed to:**

- **You / Thelma:** Provide an Aeries data query with student absences and present days by Tuesday, EOD
- **Vikrant (Attendly):** Build a new mock-up dashboard based on your data to review at our next meeting

We're excited to build a solution that fits "the needs of the people in the district."

Please let me know if the meeting scheduled for next Friday at 10:00 AM still works for you, Lilly, Manuel, and Thelma.

Vikrant

▼ Email from Margarita on June 10, 2025

Hello Vikrant,

We'd like an extension for the query. We have been short staffed and haven't had a chance to get a query that has all the details we need for your next steps. This is what we have so far: LIST STU LN FN U7 CID GR STU.LF PGM.CD AHS AHS.EN AHS.PR AHS.AB AHS.AE AHS.AU AHS.TD AHS.SU AHS.ISS AHS.ISC AHS.ISI IF AHS.YR = "2024-2025"

When we run this, we are finding errors and/or no information in some sections. We are so close and Ms. Thelma won't quit until she gets it as perfect as possible.

▼ Email from Vikrant to Margarita on June 10, 2025

Margarita - Of course! Thank you for the update and for sharing what you have so far.

No worries on the timeline - we completely understand being short staffed. Please give Ms. Thelma our regards and let her know there's no rush.

Not an Aeries expert by any means but looking at the query you shared, I can see a couple of issues that are likely causing the errors:

1. Missing AHS table in the LIST command

You're selecting AHS fields but didn't include the AHS table in your LIST clause. Try this structure:

```
LIST STU PGM AHS
```

```
STU.LN STU.FN STU.U7 STU.CID STU.GR STU.LF
```

```
PGM.CD
```

```
AHS.EN AHS.PR AHS.AB AHS.AE AHS.AU AHS.TD AHS.SU
```

```
AHS.ISS AHS.ISC AHS.ISI
```

```
IF AHS.YR = "2024-2025"
```

2. Remove the standalone "AHS"

There's a lone "AHS" in your field list that should be removed - it should only appear after LIST, not in the fields.

Quick tips:

- Confirm AHS.YR uses exactly "2024-2025" format in your database
- Empty AHS fields for some students is normal and expected

Happy to troubleshoot further if needed. Take your time - we're here when you're ready.

Vikrant

▼ Email from Margarita on June 11, 2025

Hello!

After many, many attempts, we were able to get as close as we could to clean data.

The query we used is: LIST STU LN FN GR LF STU.CID 504\_PLAN SPECIALED FOSTER ATT\_PERC AHS

```
AHS.EN AHS.PR AHS.AB AHS.AE AHS.AU AHS.TD AHS.SU AHS.ISS IF AHS.YR = "2024-2025"
```

We are missing a couple of sections, including tardies, and no data is being pulled for on campus suspensions.

Looking forward to our Friday meeting.

▼ Email from Vikrant to Margarita on June 11, 2025

Hello! Amazing. Can you send me the data so I can try and build something for Friday?

▼ Follow up asset from Margarita - [Data Trial Attendly 6/11/25](#) [Google Sheet]

▼ Email to from Vikrant to Margarita on June 24, 2025

Hi Margarita - Hope you're having a great summer!

Quick question - how is an absence defined at Ethan A. Chase? Is it based off of one period missed or multiple periods or a certain period? How is it defined inside of Aeries? Do you know?

Thank you!

Vikrant

▼ Email from Thelma to Vikrant on June 24, 2025

Hi Vikrant,

Since we do period attendance, period absences do add up, the problem is that we can't recoup ADA for partial days.

With that said, it would be for full days. On Aeries, we see period absences. Students that are absent all day, 7 periods, also have an all day Absence code.



The above image shows period truancies for 9/23, 9/27, 10/7, 10/8 and 10/11. We also have all day absences for the week of 9/30 - 10/4.

Please let me know if you have further questions. I hope this helps.

▼ Email from Vikrant to Thelma on June 25, 2025

Thelma - Thanks for the quick reply.

So just to confirm we will only consider the student as absent if they miss the entire day (this means they were absent for all 7 periods). Am I understanding it correctly?

Also, what happens if a student is absent for 6 periods, and one teacher "accidentally" doesn't mark them as absent - is that corrected someplace, or is this something that needs to be surfaced? Regardless, I believe it won't impact what we do, but just wanted clarity here so we understand what Aeries will show to us as "absent".

Does this make sense?

Vikrant

▼ Email from Thelma to Vikrant on June 25, 2025

Yes, that is correct. We run an audit period attendance report to correct these errors and ensure data accuracy.

▼ Email from Vikrant to Thelma on June 25, 2025

Thanks Thelma - Super helpful!

So there a chance that depending on when we pull the data from Aeries that there may be errors? Or is there something we need to be mindful of when we do pull attendance/absence data?

Vikrant

June 13, 2025 - Call meeting transcript

July 8, 2025 meeting on-site with Manuel and Lilly (Joe and Surya also attended)

▼ Limitless.ai insights

Here's an executive summary of your July 8, 2025 discussions with the Romoland team (Manuel, Lilly, Joe, Surya):

- School Administration & Software Decisions:
  - You discussed school administration processes and the decision-making involved in selecting software solutions. The conversation included evaluating current systems and considering new options to improve efficiency.
- Attendance Recovery & Compliance Reporting:

- There was a focus on student attendance recovery and compliance reporting. The team reviewed next steps for attendance recovery reporting and introduced relevant team members to support these efforts.
- A recap of previous meetings highlighted ongoing challenges and strategies for improving attendance tracking.
- Project Kickoff: Piloting Software in High Schools:
  - You participated in a project kickoff meeting about piloting new software in high schools. This included outlining goals for the pilot, discussing implementation logistics, and identifying key stakeholders.
- Day-of Feedback from Site Visits:
  - The group transitioned into discussing feedback collected during recent site visits. Insights from these visits were shared to inform future actions and adjustments.
- Upcoming Meetings & Conferences:
  - Plans for upcoming meetings were coordinated, including scheduling details and potential attendees.
  - There was also discussion about upcoming conferences, Jordan's move, paternity leave considerations, and following up with David on outstanding items.

If you'd like more detail on any specific topic or want direct quotes from these discussions, just let me know!

▼ July 8, 2025 Manuel Machado sends us an export of School Status Attend (truancy data)

[conferencedetailreport \(1\) \(1\).csv](#)

- Product Requirements Analysis: AP Tool for Student Data Management
  - Incorporates feedback from Manuel via his [Attendly notes](#) [Google Doc]

