### THERESA MANEY

District Administrator

### **JUSTIN SZEWS**

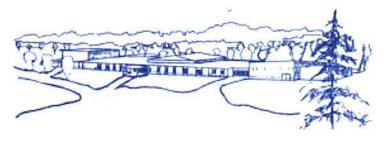
Three Lakes Jr/Sr High Principal

### KARI VOLK

Special Education Director School Psychologist

## **CALEB KLEINHANS**

School Business Manager



# SCHOOL DISTRICT OF THREE LAKES

Jr.High/High School Three Lakes Elementary Sugar Camp Elementary (715) 546-3321 (715) 546-3323 (715) 272-1105

Fax: (715) 546-2828 Fax: (715) 546-4351 Fax: (715) 272-1299

### STEVEN J. GRUSZYNSKI

Three Lakes Elementary Principal Technology Director

### **RYAN BOCK**

School Counselor Dean of Students

### **TODD RIHA**

Sugar Camp Elementary Principal

February 9, 2022

Department of Public Instruction 125 S Webster St Madison, WI 53703

RE: Attendance Data Errata

It has come to our attention that a review of our 2021-2022 snapshot attendance data, the schools in our district were identified as having a high percentage (over 20%) of zero attendance reported. The schools identified with this error are Sugar Camp Elementary, Three Lakes Elementary, Three Lakes High, and Three Lakes Junior High.

Over the summer of 2022, our district made a switch in our SIS from PowerSchool to Infinite Campus. In the transfer of data from PowerSchool to Infinite Campus, the attendance information did not carry over accurately. We have since contacted Infinite Campus and they informed us that our period schedules in all of our 2021-2022 schools showed negative instructional minutes which was causing the zero attendance error and this has since been corrected.

Students in all schools now show an ADA and ADM value consistent with our 2021-2022 school year calendar.

We are continuing to work with Infinite Campus to effectively track student data in an effort to meet compliance measures set in place by the Department of Public Instruction.

If you have any questions or require additional action to resolve this issue, please contact me at 715-546-3496 or tmaney@threelakessd.k12.wi.us.

Sincerely,

Teri Manev

Three Lakes School District Administrator