

2024-25 MONTHLY ATTENDANCE PREPARATION CHECKLIST

ATTENDANCE MONTH		DUE DATE TO BUSINESS		ATTENDANCE MONTH		DUE DATE TO BUSINESS	
Month 1	Aug 8 - 30	September 6, 2024		Month 7	Jan 20 - Feb 14	February 25, 2025	
Month 2	Sep 2 - 27	October 4, 2024		Month 8	Feb 17 - Mar 14	March 21, 2025	
Month 3	Sep 30 - Oct 25	October 31, 2024		Month 9	Mar 17 - Apr 11	Months 1 - 9 Run Period 2 Report Due April 17, 2025	
Month 4	Oct 28 - Nov 22	December 4, 2024		Month 10	Apr 14 - May 9	May 16, 2025	
Month 5	Nov 25 - Dec 20	Months 1 - 5 Run Period 1 Report on Dec 20th Due December 20 (before break)		Month 11	May 12 - Jun 6	Months 1 - 12 Run Period Annual Report Due after suspensions are reviewed - Business will advise	
Month 6	Dec 23 - Jan 17	January 24, 2025		Month 12	June 9 - 10		

1. INPUT IN INFINITE CAMPUS / DOCUMENTATION

- Enroll new students
- Assign Section(s)
- Independent Study (IS1 or IS2 in Infinite Campus – change all **completed** IS contracts to IS2 – we do not get ADA for IS1)
- Absences
- End Status for students who have left
- Signed Independent Study contract with sample of work

2. RUN & SIGN MONTHLY ATTENDANCE SUMMARY REPORT - Index > CA State Reporting > Monthly Attendance Summary (Run Report for ALL ATTENDANCE CATEGORIES and ALL GRADES)

3. CHECK REPORT FOR COMMON ERRORS LISTED BELOW BEFORE SENDING IN YOUR REPORT!

<input type="checkbox"/>	"NC" COLUMN IS ONLY ZEROES	<p>Correct numbers other than "0" in the NC column – non-zeroes in the 'NC' column mean a student was not rostered into a class for one or more days during the attendance month. Run the Monthly Attendance Register (Index > CA State Reporting > Monthly Attendance Register) to identify the student(s) with a '#'. The example below shows one student with 9 days not rostered into a class indicated by the #. After identifying the student, check their 'Schedule' tab to ensure that the start date and/or end date matches their enrollment start/end date and re-run the Monthly Attendance Summary report.</p>																																																																																																																																																																									
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		<p>Remove extra attendance category - Run the Monthly Attendance Register and extract the wrong category that is showing on your report. Once identifying the student, (see example below) change the attendance funding category on the student's current enrollment to the appropriate code and re-run the Monthly Attendance Summary.</p>																																																																																																																																																																									
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4. RUN SHORT TERM INDEPENDENT STUDY LOG – Index > Attendance Reports > Short Term IS

5. INCLUDE THE FOLLOWING WITH YOUR ATTENDANCE REPORT AND SEND TO: MJ KANGA, BUSINESS OFFICE

- Monthly Attendance Summary Report - signed by Principal and School Secretary/Attendance Clerk
- Short Term Independent Study Log Report from Infinite Campus

BEFORE SUBMITTING YOUR ATTENDANCE REPORT, PLEASE CHECK OFF STEPS 1-4 ABOVE TO INDICATE COMPLETION AND NO ERRORS!