

Welcome  
BACK  
TO  
SCHOOL

A vibrant, hand-drawn style graphic for 'Welcome Back to School'. The text is arranged in four lines: 'Welcome' in a black cursive font with a red underline; 'BACK' in large, bold, multi-colored block letters (red, yellow, blue); 'TO' in blue block letters; and 'SCHOOL' in large, bold, multi-colored block letters (red, orange, white, yellow, red, orange). The graphic is decorated with various school-related icons: a red paper airplane, a ruler, a yellow pencil, an open book, a yellow pencil sharpener, and several small stars in red, yellow, and orange. A large yellow pencil lies horizontally at the bottom.

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**Elementary Attendance  
Workshop 2025-2026**

PRESENTED BY:  
ATTENDANCE  
ACCOUNTING  
JULY 2025

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# Attendance Accounting Team



Debbie Nuñez - [debbie.nunez@sbcusd.k12.ca.us](mailto:debbie.nunez@sbcusd.k12.ca.us)

909-381-1146 Elementary Sites L-Z, Anderson,  
Harmon

Rudy (Rodolfo) Maldonado  
[rodolfo.maldonado@sbcusd.k12.ca.us](mailto:rodolfo.maldonado@sbcusd.k12.ca.us)

909-388-6175 Elementary Sites A-K, Secondary,  
Continuation

Cortney Willis Conway  
[Cortney.WillisConway@sbcusd.k12.ca.us](mailto:Cortney.WillisConway@sbcusd.k12.ca.us)

909-381-1147 All district sites, Home and Hospital,  
Charter Schools



*Alina Acedo*

# Why is attendance so important?



- **Compliance** with Ed Code and Compulsory Attendance Law
- **Communication:** Parents rely on accurate, real time attendance for a variety of reasons.
  - Mistakes and lateness damages our credibility with the family if a student appears to be present, but is not.
- **Safety/Emergency Liability** When an emergency occurs, it is important to account for all students who are on campus.
- **Funding:** Approximately 80% of all district funds come from attendance
  - ADA= Average Daily Attendance (aka Apportionment).
  - Each student earns one unit of ADA for every day of attendance, even if present only a portion of the day.
  - The current ADA rate is approximately \$83.00 per student per day.

# Attendance Accounting Website

[https://sbcusd.com/district\\_offices/business\\_services\\_division/attendance\\_accounting](https://sbcusd.com/district_offices/business_services_division/attendance_accounting)

## Attendance Accounting

|                                       |
|---------------------------------------|
| Accounts Payable                      |
| Accounting Services                   |
| <a href="#">Attendance Accounting</a> |
| Employee Benefits                     |
| Facilities/Operations                 |
| Financial Reports                     |
| Fiscal Services                       |
| Information Technology                |
| Nutrition Services                    |
| Payroll                               |
| Purchasing                            |



- 2025 Workshop PowerPoints
  - [Elementary Attendance Workshop 2024-25](#)
  - [Secondary Attendance Workshop 2024-25](#)
- Attendance Calendars
  - [2024-25 Attendance Master Calendars](#)
- Attendance Accounting Resources
  - [Elementary Attendance Accounting Summary](#)
  - [Secondary Attendance Accounting Summary](#)
  - [Attendance Reason Codes](#)
  - [CASBO Attendance Accounting Information Guide](#)
  - [2023-24 Elementary School Scheduling](#)



Jim Cunningham  
Director

Miguel Villalobos  
Secretary III  
[Email](#)

Contact information (numbers & emails), training PowerPoints, and resources are available for you to download or print.

# Attendance Accounting Resources Drive

## [Attendance Resources Drive](#)

Bulletins

Attendance Codes

Helpful information

Getting Started

Archives of important information

Supplemental Trainings

## [IK12 Bell Schedule User Resource Drive](#)

How-to's for bell schedules includes quick guides, detailed slideshows, and recordings of past training sessions.

Links available in my email signature line. Bookmark the links as these items are updated regularly

|                                                                                     |                                                                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 2024-25 Newsletter Archives                                                                                                                                                   |
|  | Elementary Specific Resources                                                                                                                                                 |
|  | Secondary Specific Resources                                                                                                                                                  |
|  | 2024-25 Schools Attendance Personnel List                                                  |
|  | 2025-26_SchoolCalendar.pdf                                                                 |
|  | Absence Clearing and the Five-Day Window- For Staff Only.pdf                               |
|  | Access to Student Information-Student Access.pdf                                           |
|  | Attendance Reason Codes - Revised 3-28-2025 (1).pdf                                        |
|  | Bulletin AA 25-004 Soft Opening of the 2024-25 Bell Schedules Changes Via InformedK12.pdf  |
|  | Bulletin AA 25-010 2024-25 Attendance Record Retention.pdf                                 |
|  | Bulletin AA 25-011 Mandatory Attendance Accounting Workshop 2025-26.pdf                    |
|  | Bulletin SS_24-25. Student Drops_No Shows.pdf                                              |

Cortney Willis Conway  
Attendance Accounting, SBCUSD  
(909) 381-1147  
M-F 8:00AM- 4:30 PM Pacific  
Closed major holidays.  
SBCUSD Links  
[Attendance Resources Drive](#)  
[IK12 Bell Schedule User Resource Drive](#)

# Attendance Calendars

Attendance month dates

Reports due dates

Collaboration days

| SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT |       |     |          |    |    |       |    |          |       |     |     |    |          |    |    |    |    |          |    |    |    |    |    |    |
|---------------------------------------------|-------|-----|----------|----|----|-------|----|----------|-------|-----|-----|----|----------|----|----|----|----|----------|----|----|----|----|----|----|
| 2025-2026 SCHOOL ATTENDANCE CALENDAR        |       |     |          |    |    |       |    |          |       |     |     |    |          |    |    |    |    |          |    |    |    |    |    |    |
| DATE                                        |       | Sch | 1st WEEK |    |    |       |    | 2nd WEEK |       |     |     |    | 3rd WEEK |    |    |    |    | 4th WEEK |    |    |    |    |    |    |
| From                                        | To    | Mo  | Mo       | Tu | We | Th    | Fr | Mo       | Tu    | We  | Th  | Fr | Mo       | Tu | We | Th | Fr | Mo       | Tu | We | Th | Fr |    |    |
| 8/4                                         | 8/29  | 1   | Min/ 0   | 0  | 0  |       |    | CD 0     |       |     |     |    | CD       |    |    |    |    | CD       |    |    |    |    |    |    |
| 9/1                                         | 9/26  | 2   | 1-Sep    | 2  | 3  | 4     | 5  | 8        | 9     | 10  | 11  | 12 | 15       | 16 | 17 | 18 | 19 | 22       | 23 | 24 | 25 | 26 |    |    |
| 9/29                                        | 10/24 | 3   | CD       | 29 | 30 | 1-Oct | 2  | 3        | 6     | 7   | 8   | 9  | 10       | 13 | 14 | 15 | 16 | 17       | 20 | 21 | 22 | 23 |    |    |
| 10/27                                       | 11/21 | 4   |          | 27 | 28 | 29    | 30 | 31       | 3-Nov | 4   | A-1 | 5  | 6        | 7  | 10 | 11 | 12 | 13       | 14 | 17 | 18 | 19 | 20 | 21 |
| 11/24                                       | 12/19 | 5   |          | 24 | 25 | 26    | 27 | 28       | 1-Dec | 2   | 3   | 4  | 5        | 8  | 9  | 10 | 11 | 12       | 15 | 16 | 17 | 18 | 19 | 20 |
| 1/5                                         | 1/30  | 6   | 5-Jan    | 6  | 7  | 8     | 9  | 12       | 13    | 14  | 15  | 16 | 19       | 20 | 21 | 22 | 23 | 26       | 27 | 28 | 29 | 30 |    |    |
| 2/2                                         | 2/27  | 7   | CD       |    |    |       |    |          |       | A-2 |     |    |          | 16 | 17 | 18 | 19 | 20       | 23 | 24 | 25 | 26 | 27 | 28 |
| 3/2                                         | 3/27  | 8   | 2-Feb    | 3  | 4  | 5     | 6  | 9        | 10    | 11  | 12  | 13 | 16       | 17 | 18 | 19 | 20 | 23       | 24 | 25 | 26 | 27 |    |    |
| 3/30                                        | 4/24  | 9   | CD       | 30 | 31 | 1-Apr | 2  | 3        | 6     | 7   | 8   | 9  | 10       | 13 | 14 | 15 | 16 | 17       | 20 | 21 | 22 | 23 | 24 | 25 |
| 4/27                                        | 5/22  | 10  | CD       | 27 | 28 | 29    | 30 | 1-May    | 4     | 5   | 6   | 7  | 8        | 11 | 12 | 13 | 14 | 15       | 18 | 19 | 20 | 21 | 22 | 23 |
| 5/25                                        | 6/4   | 11  | 25       | 26 | 27 | 28    | 29 | 1-Jun    | 2     | 3   | 4   | 5  | 8        | 9  | 10 | 11 | 12 | 15       | 16 | 17 | 18 | 19 |    |    |

Conference days

Minimum days

First day of School is a Minimum Day: 1:00 Release Time

Pay special attention to the report due dates at Thanksgiving, Winter, Spring, and Summer breaks. Do you notice anything unusual about the time period to run your reports? Prepare early for all breaks!

# SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

2025-2026 SCHOOL ATTENDANCE CALENDAR      **Elementary Schools (Collaboration Monday)**

| DATE  |       | Sch | 1st WEEK       |           |           |            |            | 2nd WEEK      |           |               |           |           | 3rd WEEK |    |            |    |    | 4th WEEK |    |    |            |            | Legal Holi | Non-Teaching<br>and Local Ho | Days Tau |
|-------|-------|-----|----------------|-----------|-----------|------------|------------|---------------|-----------|---------------|-----------|-----------|----------|----|------------|----|----|----------|----|----|------------|------------|------------|------------------------------|----------|
| From  | To    | Mo  | Mo             | Tu        | We        | Th         | Fr         | Mo            | Tu        | We            | Th        | Fr        | Mo       | Tu | We         | Th | Fr | Mo       | Tu | We | Th         | Fr         |            |                              |          |
| 8/4   | 8/29  | 1   | Min/0<br>4-Aug | 0<br>5    | 0<br>6    | 7          | 8          | CD<br>11      | 12        | 13            | 14        | 15        | CD<br>18 | 19 | 20         | 21 | 22 | CD<br>25 | 26 | 27 | 28         | 29         | 0          | 0                            | 20       |
| 9/1   | 9/26  | 2   | 1-Sep          | 2         | 3         | 4          | 5          | CD<br>8       | 9         | A-1<br>10     | 11        | 12        | CD<br>15 | 16 | 17         | 18 | 19 | CD<br>22 | 23 | 24 | 25         | 26         | 1          | 0                            | 19       |
| 9/29  | 10/24 | 3   | CD<br>29       | 30        | 1-Oct     | 2          | 3          | 6             | 7         | A-2<br>8      | 9         | 10        | CD<br>13 | 14 | 15         | 16 | 17 | CD<br>20 | 21 | 22 | 23         | 24         | 0          | 2                            | 18       |
| 10/27 | 11/21 | 4   | 27             | 28        | 29        | Conf<br>30 | Conf<br>31 | Conf<br>3-Nov | Conf<br>4 | Conf<br>A-3 5 | Conf<br>6 | Conf<br>7 | CD<br>10 | 11 | 12         | 13 | 14 | CD<br>17 | 18 | 19 | 20         | 21         | 1          | 0                            | 19       |
| 11/24 | 12/19 | 5   | 24             | 25        | 26        | 27         | 28         | CD<br>1-Dec   | 2         | A-4<br>3      | 4         | 5         | CD<br>8  | 9  | 10         | 11 | 12 | 15       | 16 | 17 | Min<br>18  | A-5        | 2          | 4                            | 14       |
| 1/5   | 1/30  | 6   | 5-Jan          | 6         | 7         | 8          | 9          | CD<br>12      | 13        | 14            | 15        | 16        | 19       | 20 | 21         | 22 | 23 | CD<br>26 | 27 | 28 | 29         | 30         | 1          | 5                            | 14       |
| 2/2   | 2/27  | 7   | CD<br>2-Feb    | 3         | 4         | 5          | 6          | 9             | 10        | A-6<br>11     | 12        | 13        | 16       | 17 | 18         | 19 | 20 | 23       | 24 | 25 | Conf<br>26 | Conf<br>27 | 2          | 0                            | 18       |
| 3/2   | 3/27  | 8   | Conf<br>2-Mar  | Conf<br>3 | Conf<br>4 | Conf<br>5  | Conf<br>6  | CD<br>9       | 10        | A-7<br>11     | 12        | 13        | CD<br>16 | 17 | 18         | 19 | 20 | 23       | 24 | 25 | 26         | 27         | 0          | 5                            | 15       |
| 3/30  | 4/24  | 9   | 30             | 31        | 1-Apr     | 2          | 3          | CD<br>6       | 7         | 8             | 9         | 10        | CD<br>13 | 14 | 15         | 16 | 17 | CD<br>20 | 21 | 22 | 23         | 24         | 0          | 5                            | 15       |
| 4/27  | 5/22  | 10  | CD<br>27       | 28        | 29        | 30         | 1-May      | CD<br>4       | 5         | A-9<br>6      | 7         | 8         | CD<br>11 | 12 | 13         | 14 | 15 | CD<br>18 | 19 | 20 | 21         | 22         | 0          | 0                            | 20       |
| 5/25  | 6/4   | 11  | 25             | 26        | 27        | 28         | 29         | Min<br>1-Jun  | Min<br>2  | Min<br>3      | Min<br>4  | A-10<br>5 | 8        | 9  | A-11<br>10 | 11 | 12 | 15       | 16 | 17 | 18         | 19         | 2          | 10                           | 8        |

# Opening Day *Enrollment* Count

## Do Count:

- On the first day: “warm seats” (Sits in class, any amount of time)

The **attendance person** at each site will go class to class and physically count heads on the first day. Count student where they are, regardless of Aeries enrollment.

- **Paakuma & VA upper grades:** Choose one period (usually period 2 or 3) to count. Must be the ***same period*** every day of the count.

Do not count:

Students who have not shown up at school (VA- No activity as of count time)

## Counting SDC Students

Do not count SDC in their grades. Count them under the SDC column ONLY!

**Must submit the counts by 1:30 pm by emailing  
to Cortney Willis Conway & Delia Franco**

On your attendance calendar- marked  
with an "O"

[illegible][illegible]

# Opening Day *Enrollment* Count

## Enrollment Count, not Attendance count

Count all students who have physically shown up, even if they are absent on count day. ***If they came one day, they should still be counted.***

### Day count 2, 3 or 4:

- Do the count from Aeries; do not need to go class to class.
- Make sure the teachers have done their attendance
- Count all student on the roster who have 1 *or more* days of attendance, even if they are absent on that count day.

### Do not count:

Students who have **0** days of attendance 8/4-8/11, and are enrolled

Students who have dropped

If you have any questions please call Attendance Accounting. These counts must be **accurate**.

Make sure to enroll and drop students as quickly as possible

Please identify all no shows ASAP!

The totals should NEVER GO DOWN, only UP as more students start attending

# Bell Schedules

Submitted exclusively through *Informed k12*

- 2025-26 Bell Schedules were due May 15, 2025
- Please contact M&O for ringing bell scheduling

We are no longer accepting emailed or printed versions bell schedules or change requests

## Initiators

Please double check them for accuracy *before advancing* to the 25/26 Principal.

*If a site has a Principal change either over summer or during the year, that site must submit new bell schedules approved by the new Principal within two weeks.*



San Bernardino City Unified School District

ELEMENTARY SCHOOL (GRADES 1 - 6) BELL SCHEDULES

Regular Day • Minimum/Collaboration/Conference Day

SUBMISSION TYPE: Initial Schedule

AMENDED EFFECTIVE DATE:

SPECIFIC DATE(S):

SCHOOL SITE:

SCHOOL YEAR: 2025/2026

Leave any segments that do not apply to your school site blank – [CLICK HERE](#) to access Accounting Services memo and other resources.

Segments Needed: 1-4 Segments

GRADES 1-6 BELL SCHEDULES

REGULAR BELL SCHEDULE: FULL DAY

MINIMUM/COLLABORATION/PARENT CONFERENCE DAY

| Grade(s)                      | Start Time | End Time | Total Hrs | TOTAL MINUTES         |
|-------------------------------|------------|----------|-----------|-----------------------|
| 1-3                           | 8:50 AM    | 10:30 AM | = 1.67    | ( 100 minutes)        |
|                               | 10:30 AM   | 10:40 AM | = 0.17    | Recess 10 mins.       |
|                               | 10:40 AM   | 11:30 AM | = 0.83    | ( 50 minutes)         |
| Lunch + L-Recess              | 11:30 AM   | 12:00 PM | = 0.50    | Lunch 30 mins.        |
| Must = 45 mins.               | 12:00 PM   | 12:15 PM | = 0.25    | Lunch Recess 15 mins. |
|                               | 12:15 PM   | 2:15 PM  | = 2.00    | ( 120 minutes)        |
|                               | 2:15 PM    | 2:25 PM  | = 0.17    | Recess 10 mins.       |
|                               | 2:25 PM    | 3:30 PM  | = 1.08    | ( 65 minutes)         |
| TOTAL MINUTES OF INSTRUCTION: |            |          |           | 335 MINUTES           |

| Grade(s)                      | Start Time | End Time | Total Hrs | TOTAL MINUTES         |
|-------------------------------|------------|----------|-----------|-----------------------|
| 1-3                           | 8:50 AM    | 10:30 AM | = 1.67    | ( 100 minutes)        |
|                               | 10:30 AM   | 10:40 AM | = 0.17    | Recess 10 mins.       |
|                               | 10:40 AM   | 11:30 AM | = 0.83    | ( 50 minutes)         |
| Lunch + L-Recess              | 11:30 AM   | 11:50 AM | = 0.33    | Lunch 20 mins.        |
| Must = 30 mins.               | 11:50 AM   | 12:00 PM | = 0.17    | Lunch Recess 10 mins. |
|                               | 12:00 PM   | 1:00 PM  | = 1.00    | ( 60 minutes)         |
|                               |            |          |           | Recess mins.          |
|                               |            |          |           | ( minutes)            |
| TOTAL MINUTES OF INSTRUCTION: |            |          |           | 210 MINUTES           |

| Grade(s)                      | Start Time | End Time | Total Hrs | TOTAL MINUTES         |
|-------------------------------|------------|----------|-----------|-----------------------|
| 4-6                           | 8:50 AM    | 10:45 AM | = 1.92    | ( 115 minutes)        |
|                               | 10:45 AM   | 10:55 AM | = 0.17    | Recess 10 mins.       |
|                               | 10:55 AM   | 12:15 PM | = 1.33    | ( 80 minutes)         |
| Lunch + L-Recess              | 12:15 PM   | 12:45 PM | = 0.50    | Lunch 30 mins.        |
| Must = 45 mins.               | 12:45 PM   | 1:00 PM  | = 0.25    | Lunch Recess 15 mins. |
|                               | 1:00 PM    | 2:30 PM  | = 1.50    | ( 90 minutes)         |
|                               | 2:30 PM    | 2:40 PM  | = 0.17    | Recess 10 mins.       |
|                               | 2:40 PM    | 3:30 PM  | = 0.83    | ( 50 minutes)         |
| TOTAL MINUTES OF INSTRUCTION: |            |          |           | 335 MINUTES           |

| Grade(s)                      | Start Time | PEnd Time | Total Hrs | TOTAL MINUTES         |
|-------------------------------|------------|-----------|-----------|-----------------------|
| 4-6                           | 8:50 AM    | 10:45 AM  | = 1.92    | ( 115 minutes)        |
|                               | 10:45 AM   | 10:55 AM  | = 0.17    | Recess 10 mins.       |
|                               | 10:55 AM   | 12:15 PM  | = 1.33    | ( 80 minutes)         |
| Lunch + L-Recess              | 12:15 PM   | 12:35 PM  | = 0.33    | Lunch 20 mins.        |
| Must = 30 mins.               | 12:35 PM   | 12:45 PM  | = 0.17    | Lunch Recess 10 mins. |
|                               | 12:45 PM   | 1:00 PM   | = 0.25    | ( 15 minutes)         |
|                               |            |           |           | Recess mins.          |
|                               |            |           |           | ( minutes)            |
| TOTAL MINUTES OF INSTRUCTION: |            |           |           | 210 MINUTES           |

# Bell Schedule Change Requests

**Specific Date(s):** If the change is for certain days, and then the schedule will go back to normal

**Amended:** If the schedule is changing and will be in effect until further notice

**Effective Date:** The date(s) the new schedule should be applied.

All *non-emergency* changes during the school year requests must be *received* **10 business days in advance** in Attendance Accounting (Step 3) through InformedK12.

Most common change requests

- Testing Days

- Assembly Days

All changes must have the same instructional minutes as the scheduled calendar day

Click on the link on the bell schedule form for more information

SCHOOL SITE:

SCHOOL YEAR: 2025/2026

Leave any segments that do not apply to your school site blank – [\[CLICK HERE\]](#) to access Accounting Services memo and other resources.

# Emergency Minimum Day or Closure

Ik12, but not restricted by the 10 day window.

*True* emergency situation, not just that someone forgot to submit it or changed their mind last minute.

Must accurately record the time the school day started or ended and include any recess or lunch times that occurred before the closure.

If the closure or reduced day was due to a threat (substantiated or unsubstantiated), you must provide a police report to Attendance Accounting.

Principals do not have authority to close a school for partial or full days without approval from the BOE, Superintendent, the Safety Office, Accounting Services, and/or Human Resources.



# Before start of school Checklist

1. See Checklist
2. Email the completed cover page to Debbie, Rudy, or Cortney that you are done by July 31st 3:00
3. Three schools will be drawn at random to receive a \$15 Starbucks card.
4. Winning school will be spot checked If they aren't done, disqualified.
5. One winner per school.
6. Still required, even if you choose not to enter for the drawing
7. **Home and Hospital, Anderson:** Please pickup the *Elementary* Checklist
8. **Virtual Academy:** Please see the *Secondary* Checklist



# General Daily Office Procedures

## See DAILY/WEEKLY/Monthly SUMMARY OF BASIC PROCEDURES (IN YOUR PACKET)

- *Teachers* update absent students to **T-tardy** if they arrive in the classroom anytime from 8:51-9:20
  - Office staff enters attendance codes & notes before 8:50 if given notice
- *Office staff* change absent to **W-Tardy +31** minutes if they arrive in the office, starting at 9:21.
  - Enter time of arrival and reason in Attendance notes. Shred tardy slips after they have been posted.
- Complete Early Dismissal forms for pickups.
- File all other original documents in student attendance files.
- Slash and initial *all documents* as they are entered into Aeries
- Make sure to clear absences and post all attendance notes in a timely manner
  - Clear all unverified absences by calling.
  - If no answer, left message, wrong number change "A" to "N" to document all contact attempts.

Example of  
Slash and Initial  
*CW*

# Enrollment and Placement Services

***Only staff who have received training on imports should perform imports!***

Do not share passwords. If someone else at your site wants to help out from time to time, they need to sign up for the training.

All enrollments are done online. Enrollment and Placement Services STRONGLY recommends all sites provide an enrollment station/device for parents who might not have access to a device or internet (Laptop, Ipad, Dedicated Station)

- No device? Enrollment and Placement Services is now located at the new Welcoming Resource Center:  
**746 N. E Street, first floor**

Please check your emails daily and import new students as quickly as possible

***Note from IT and Student Records:*** Before you import a student, review their data. Ensure everything is correct and does not create a duplicate or incomplete record for a student.

Make sure to give student a class!

***Do not assign teachers through Demographics!***

# Enrolling Students- Attendance Activation

IF THE STUDENT GOES TO  
CLASS THE SAME DAY THEY  
ENROLL:

activate attendance and  
let their teacher know they  
got a new student.

Students must be given  
the option of attending,  
even if waiting for  
placement.

You cannot tell a student  
to come back another  
day if they would like to  
attend, even if you don't  
think the placement is  
the most appropriate.

IF THE STUDENT DOES NOT START  
RIGHT AWAY

complete all enrollment steps,  
stopping short of clicking the  
“Update Attendance” button  
until they show up

\* Does not apply to the first day of  
school: All students enrolled as of the  
first day of school should be activated,  
including all roll over students and  
summer enrollments.

If you have any questions about enrollments call Enrollment and Placement Services (909) 889-7576 or visit their website:

<https://www.sbcusd.com/departments/student-services-division>

# Class Sizes

Class sizes have maximum limits by grade level per Teacher bargaining agreement:

TK= 20:1

K-3= 24:1

4-6= 33:1

SDC has additional class size/staffing restrictions

For the first few weeks of school, if a student wants to enroll, do not worry about class sizes. Always enroll a student who wants to enroll, even if the class might be overloaded on Aeries.

For combo classes, class size is determined by the lowest grade

Virtual Academy Teachers are covered under the same bargaining agreement. Class sizes at VA must be consistent with on campus class sizes.

| Master Schedule |        |       |         |                |              |                       |                          |                                |                                     |                                     |                                     |                                     |                                     |                          |  |
|-----------------|--------|-------|---------|----------------|--------------|-----------------------|--------------------------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--|
| Section         | Period | Blk   | Sem     | Class Calendar |              | Course                | Teacher                  |                                |                                     | Role                                | Highly Qlfd Tchr                    |                                     | Room                                | Tag                      |  |
| 10              | 0      | 1     | Y       |                |              | Y002 - Elem 2nd Grade |                          |                                |                                     |                                     | A                                   |                                     | B4                                  |                          |  |
| Credit          | School |       | Prgm    | Hrly Prg       | Exclude      | ADA                   | Supp Att                 | Tch#2                          | Role                                | HQT                                 | Tch#3                               | Role                                | HQT                                 | MultiTchr                |  |
| 0.00            |        |       | 300     |                |              |                       | <input type="checkbox"/> |                                |                                     |                                     |                                     |                                     |                                     |                          |  |
| Grd Range       | SchGrp |       | TmCrsgp | Team#          | SemGp        | Track                 | Gender                   | SplitTerm                      | Mon                                 | Tue                                 | Wed                                 | Thu                                 | Fri                                 | Sat                      |  |
| 2-2             |        |       |         | 0              |              |                       |                          | MTWTF                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |
| Class ID        | Max    | Total | Male    | Female         | Other Gender |                       | Left                     | Multi-School Gradebook Enabled |                                     |                                     |                                     | Attendance Ruleset                  |                                     |                          |  |
| 0               | 24     | 23    | 15      | 8              | 0            |                       | 1                        | <input type="checkbox"/>       |                                     |                                     |                                     |                                     |                                     |                          |  |
| Exempt from     |        |       |         |                |              |                       |                          |                                |                                     |                                     |                                     |                                     |                                     |                          |  |

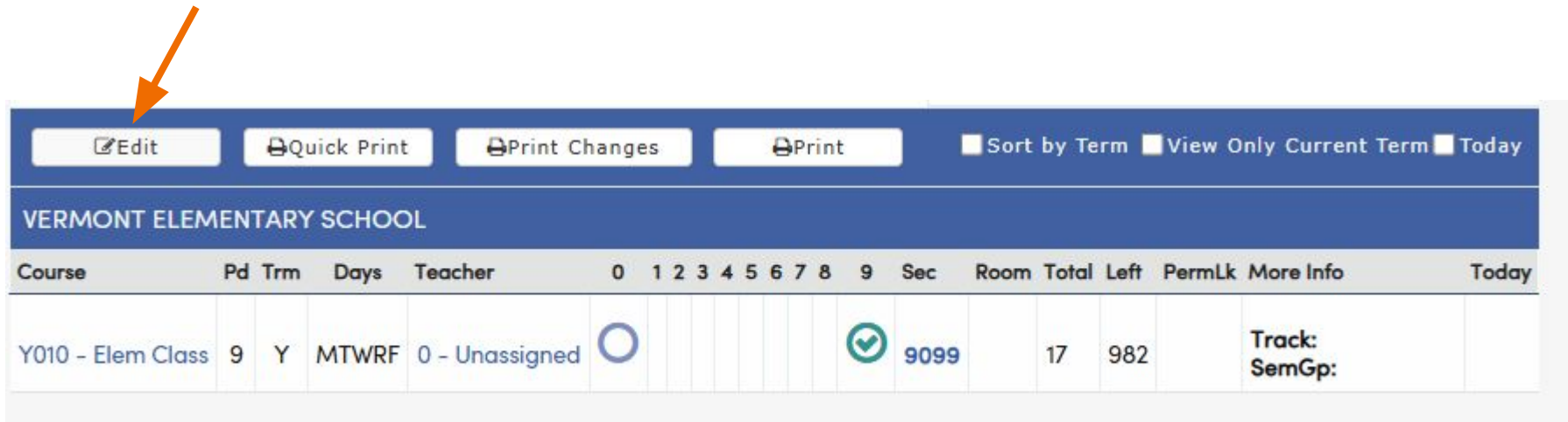
Exempt from

# Individual Student Class Change

*When are they required?* Whenever an individual student needs to move from one class to another at the same school

*Grade change, Placement change, class balancing, parent request*

1. Start on the student's profile. Pages-> Student Data -> Scheduling -> Classes
2. Click the Edit button



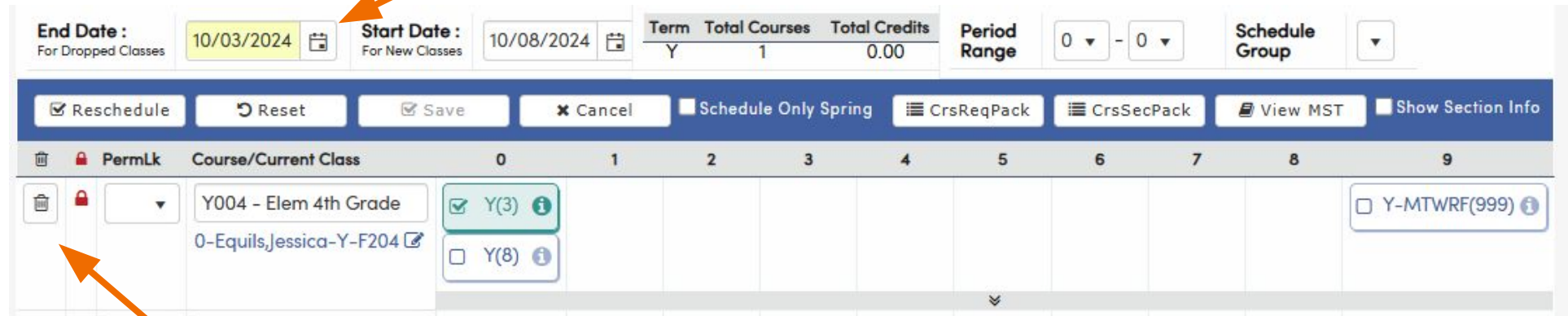
The screenshot shows a software interface for managing student classes. At the top, there is a blue header bar containing several buttons: 'Edit' (with a pencil icon), 'Quick Print', 'Print Changes', and 'Print'. To the right of these buttons are three checkboxes: 'Sort by Term', 'View Only Current Term', and 'Today'. Below the header bar is a dark blue section labeled 'VERMONT ELEMENTARY SCHOOL'. Underneath this is a table with columns for 'Course', 'Pd', 'Trm', 'Days', 'Teacher', and a series of numbered columns (0-9) for different sections. The first row of data shows 'Y010 - Elem Class' in the 'Course' column, '9' in 'Pd', 'Y' in 'Trm', 'MTWRF' in 'Days', and '0 - Unassigned' in 'Teacher'. The '0' column has a blue circle icon, and the '9' column has a green checkmark icon. To the right of the numbered columns are columns for 'Sec' (containing '9099'), 'Room' (containing '17'), 'Total' (containing '982'), 'PermLk', 'More Info' (containing 'Track: SemGp:'), and 'Today'.

| Course            | Pd | Trm | Days  | Teacher        | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Sec  | Room | Total | Left | PermLk | More Info     | Today |
|-------------------|----|-----|-------|----------------|---|---|---|---|---|---|---|---|---|---|------|------|-------|------|--------|---------------|-------|
| Y010 - Elem Class | 9  | Y   | MTWRF | 0 - Unassigned |   |   |   |   |   |   |   |   |   |   | 9099 | 17   | 982   |      |        | Track: SemGp: |       |

# Individual Student Class Change cont.

## 3. Remove the student from the outgoing class

A: Make sure the date in the End Date box is the last date the student sat in the old class (wherever the student sat in the morning)



The screenshot shows a web interface for managing student class changes. At the top, there are fields for 'End Date' (10/03/2024) and 'Start Date' (10/08/2024). Below these are buttons for 'Reschedule', 'Reset', 'Save', and 'Cancel'. A table below the buttons shows the current class record for 'Y004 - Elem 4th Grade' with a trash can icon in the first column. An orange arrow points from the 'End Date' field to the 'Trash Can symbol' in the first column of the table. Another orange arrow points from the 'Trash Can symbol' to the 'Save' button.

| End Date :<br>For Dropped Classes | Start Date :<br>For New Classes | Term | Total Courses | Total Credits | Period Range | Schedule Group |
|-----------------------------------|---------------------------------|------|---------------|---------------|--------------|----------------|
| 10/03/2024                        | 10/08/2024                      | Y    | 1             | 0.00          | 0 - 0        |                |

Buttons: Reschedule, Reset, Save, Cancel, Schedule Only Spring, CrsReqPack, CrsSecPack, View MST, Show Section Info

| PermLk | Course/Current Class                             | 0                                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9                                     |
|--------|--------------------------------------------------|------------------------------------------|---|---|---|---|---|---|---|---|---------------------------------------|
|        | Y004 - Elem 4th Grade<br>0-Equils,Jessica-Y-F204 | <input checked="" type="checkbox"/> Y(3) |   |   |   |   |   |   |   |   | <input type="checkbox"/> Y-MTWRF(999) |
|        |                                                  | <input type="checkbox"/> Y(8)            |   |   |   |   |   |   |   |   |                                       |

B: Click on the *Trash Can symbol* next to the current class record to remove the class, and click *Save*.

# Individual Student Class Change cont.

*Tip:* Enter the Start Date to automatically update the *Course Attendance* and *Attendance Enrollment* when you are adding a class.

4. Add the student to the new class: Click the *View MST* button

End Date : 10/03/2024 Start Date : 10/08/2024 Term : Y Total Courses : 1 Total Credits : 0.00 Period Range : 0 - 0 Schedule Group : [dropdown]

Reschedule Reset Save Cancel Schedule Only Spring CrsReqPack CrsSecPack View MST Show Section Info

| PermLk                   | Course/Current Class                             | 0                                        | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8                                     | 9 |
|--------------------------|--------------------------------------------------|------------------------------------------|---|---|---|---|---|---|---|---------------------------------------|---|
| <input type="checkbox"/> | Y004 - Elem 4th Grade<br>0-Equils,Jessica-Y-F204 | <input checked="" type="checkbox"/> Y(3) |   |   |   |   |   |   |   | <input type="checkbox"/> Y-MTWRF(999) |   |
|                          |                                                  | <input type="checkbox"/> Y(8)            |   |   |   |   |   |   |   |                                       |   |

5. Click on the Green circle with the white + sign associated with the new class. Then close the window by clicking the X in the top right corner.

| Add | #  | PD | SM | DY    | CrsID | Title          | Dp | Tch# | Name               | Rm#  | Gn | Lo | Hi | Mx | Tot | Left | Wait | SchGp | TmCrsGp | Tm# |
|-----|----|----|----|-------|-------|----------------|----|------|--------------------|------|----|----|----|----|-----|------|------|-------|---------|-----|
|     | 1  | 0  | Y  | MTWTF | Y010  | Elem Class     | Y  | 14   | Gomez,Norma        | A5AM |    | -1 | -1 | 20 | 0   | 20   |      |       |         |     |
|     | 2  | 0  | Y  | MTWTF | Y000  | Elem Kinder    | Y  | 7    | Schrader,Elizab... | A2   |    | 0  | 0  | 24 | 0   | 24   |      |       |         |     |
|     | 3  | 0  | Y  | MTWTF | Y000  | Elem Kinder    | Y  | 12   | Guzman,Claudia     | F102 |    | 0  | 0  | 24 | 0   | 24   |      |       |         |     |
|     | 5  | 0  | Y  | MTWTF | Y000  | Elem Kinder    | Y  | 24   | Bautista,Bianca    | A1   |    | 0  | 0  | 24 | 0   | 24   |      |       |         |     |
|     | 6  | 0  | Y  | MTWTF | Y001  | Elem 1st Grade | Y  | 31   | Reyes,Nancy        | B6   |    | 1  | 1  | 24 | 0   | 24   |      |       |         |     |
|     | 7  | 0  | Y  | MTWTF | Y001  | Elem 1st Grade | Y  | 68   | Madrigal,Anace...  | B2   |    | 1  | 1  | 24 | 0   | 24   |      |       |         |     |
|     | 8  | 0  | Y  | MTWTF | Y001  | Elem 1st Grade | Y  | 8    | Estrada,Shelly     | B5   |    | 1  | 1  | 24 | 0   | 24   |      |       |         |     |
|     | 10 | 0  | Y  | MTWTF | Y002  | Elem 2nd Grade | Y  | 2    | Guthrie,Kathleen   | B4   |    | 2  | 2  | 24 | 0   | 24   |      |       |         |     |

# Individual Student Class Change cont.

6. Confirm the **Course Attendance** dates (Pages -> Student Data -> Scheduling -> Course Attendance

**A:** The previous class has the correct Stop Date: The last date the student attended in this class (Wherever the student sat in the morning)

**B:** The new class has the correct Start Date: The first day the student attends the new class

**Remember:** The Start and Stop dates cannot overlap, and there cannot be gaps

|                                                                                   | Section | Pd | Trm | Class Cal | Crs ID | Course Title   | Teacher                        | Room | Start Date | Stop Date  |
|-----------------------------------------------------------------------------------|---------|----|-----|-----------|--------|----------------|--------------------------------|------|------------|------------|
|  | 17      | 0  | Y   | MTWTF     | Y004   | Elem 4th Grade | Espinoza,Hannah (17)           | F204 | 8/5/2024   | 10/3/2024  |
|  | 37      | 0  | Y   | MTWTF     | Y004   | Elem 4th Grade | SUB Reckard Cachua,Andrea (37) | C2   | 10/8/2024  | 11/13/2024 |
|  | 38      | 0  | Y   | MTWTF     | Y004   | Elem 4th Grade | Equils,Jessica (5)             | F204 | 11/14/2024 | 6/5/2025   |

7. Confirm the Attendance Enrollment matches the Course Attendance

|                                                                                       |            |   |   |  |                                |     |   |
|---------------------------------------------------------------------------------------|------------|---|---|--|--------------------------------|-----|---|
|  | 11/14/2024 | E | 4 |  | 5 - Equils,Jessica             | E0  | 0 |
|  | 11/13/2024 | L | 4 |  | 37 - SUB Reckard Cachua,Andrea | 440 | 0 |
|  | 10/8/2024  | E | 4 |  | 37 - SUB Reckard Cachua,Andrea | E0  | 0 |
|  | 10/3/2024  | L | 4 |  | 17 - Espinoza,Hannah           | 440 | 0 |
|  | 8/5/2024   | E | 4 |  | 17 - Espinoza,Hannah           |     | 0 |

+ Add New Record

# Capping Information

Students are capped *Last Enrolled by GRADE Level*.  
We do not cap special ed or students with a permit such as signature program or homeless/foster **except** RCS students *are subject to* capping though.

To find: 1. Run a QUERY: Enrollment for Particular Grade Level

| Sort By:                                     | Query Name ▼               | Query Name Filter:                                                                                                                                                                                                            | Particular | Author Filter: |  |
|----------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|--|
| Query Name                                   | Author                     | Query                                                                                                                                                                                                                         |            |                |  |
| Enrollment for Particular Grade Level        | SBC-DISTRICT\JuanitaUpshaw | LIST STU ID LN FN GR IT IT? ED RDT BY RDT LN FN IF GR = 1                                                                                                                                                                     |            |                |  |
| Google Classroom Code for Particular Student | SBC-DISTRICT\SarahCastanon | LIST STU SEC MST MSS CRS TCH STU.ID STU.NM STU.GR CRS.CO CRS.CN MST.PD MST.SE TCH.TE MSS.NM MSS.SV MSS.DTS BY MST.PD IF STU.TG = " " AND ( MSS.NM = "Website_AccessCode" OR MSS.NM = "Website_URL" ) AND STU.ID = "#####"     |            |                |  |
| Google Classroom Code for Particular Teacher | SBC-DISTRICT\SarahCastanon | LIST STU SEC MST MSS CRS TCH STU.ID STU.NM STU.GR CRS.CO CRS.CN MST.PD MST.SE TCH.TE MSS.NM MSS.SV MSS.DTS BY MST.PD STU.NM IF STU.TG = " " AND ( MSS.NM = "Website_AccessCode" OR MSS.NM = "Website_URL" ) AND TCH.TN = "##" |            |                |  |

E-60 Capping Notification  
Once received:  
1. Contact Parent  
2.Send CUM to the new school (do not wait for a separate CUM request).  
*Always make a note in the Record Access Log!*

2. Change the grade level before running

Query

LIST STU ID LN FN GR IT IT? ED RDT BY RDT LN FN IF GR = 1

3. Run a separate query for every grade at your site

**CAPPING:**  
District Policy, not optional  
Eligible to return once space is available (optional)  
However, only offered once. If they decline, then that space will be offered to the next eligible family.

**Be Still:**  
Optional after Nov 1: If the student moves (within district boundaries), and their home school changes

Both only valid for the remainder of the current school year.

# Capping Home School Responsibilities:

As soon as you receive the E-60 form:

| <i>Communication</i>                                                                                                                                                                                                                           | <i>Aeries and CUM</i>                                                                                                                                         | <i>Issue Bus Pass</i>                                                                             | <i>Track</i>                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Contact the Parents (do not wait until the last day)</p> <ul style="list-style-type: none"><li>• Siblings</li><li>• School request</li></ul> <p>Do not make promises, but let them know we will take these into consideration if we can</p> | <p>Ensure their Aeries record is complete: Immunizations, proof of address, proof of birth, contacts</p> <p><b><i>DO NOT FORGET RECORD ACCESS LOG</i></b></p> | <p>Even if the parent says they don't need it, always issue the bus pass from the home school</p> | <p>When space opens up at your site, first capped is first invited back. Parents can opt out for the remainder of the school year, but the offer is one time only.</p> |
| <p>Address any concerns or questions. If you are unsure, or if the conversation escalates: refer them to your admin <b><i>NOT THE CAPPING OFFICE</i></b></p>                                                                                   | <p>Ensure the CUM or Dummy CUM is <u>complete</u>. Send to receiving school as soon as done.</p>                                                              | <p>Receiving school can issue replacements after they start at their site</p>                     | <p>Students will not be capped in back to back years.</p>                                                                                                              |

Be Still or Capping team Questions:  
Delia Franco & Ciria Sonnenburg  
Human Resources Certificated 909-891-1000

# Kindergarten/TK Birth Range

| Birth date range start | Birth date range end | Grade level                                 |
|------------------------|----------------------|---------------------------------------------|
| 9/2/2021               | Or later             | Contact Elementary Instruction for approval |
| 9/2/2020               | 9/1/2021             | Transitional Kindergarten*                  |
| 9/2/2019               | 9/1/2020             | Kindergarten                                |
| 9/2/2018               | 9/1/2019             | First Grade                                 |

Enroll new students into their age appropriate grade level, unless you receive documentation from a previous school that they were retained or advanced. If a parent requests a different grade level, refer them to Elementary Instruction for assessment.

*\*TK: If the student turns 5 on or before 9/1/2025, we can claim ADA from the first day of school. If they turn 5 after that, then we can only claim ADA starting on their fifth birthday.*

*To find: run the Attendance Audit Listing*

# Parental Agreement to Cont. Kindergarten Form

See Bulletin AA 25-009 issued May 19, 2025

Must be on file (at the second year of Kinder) if:

1. Student age eligible for kinder, but enrolled in TK
2. Student repeating kinder for a second year
3. Students in kinder, then placed in TK, then start kinder the following year again.
4. Forms should be completed near Kindergarten anniversary date.
5. ***Each form version is only valid for the year issued.*** Pay attention to the dates listed

California Department of Education  
Kindergarten Continuance Form  
Parental Agreement for Pupil to Continue in Kindergarten  
Reflects Amendments to California Education Code Sections 46300 and 48011, effective January 1, 1992

Name of Pupil: \_\_\_\_\_

Kindergarten Attendance Anniversary Date: June 5, 2025

Name of School Official Approving for District: \_\_\_\_\_  
(Principal)

INFORMATION FOR PARENT OR GUARDIAN

California law provides that after a child has been lawfully admitted to a kindergarten and has attended for a year, the child shall be promoted to the first grade unless the school district and the child's parent/guardian agree to having the child continue to attend kindergarten for not longer than one additional year. This rule applies whether a child begins kindergarten at the beginning of a school year or at some later date, so that a child who begins kindergarten in January, for example, shall be promoted the following January unless there is formal agreement to have him or her continue in kindergarten. Because kindergarten-age children often do not develop at steady or predictable rates, the California Department of Education recommends that approval for a child to continue not be given until near the anniversary of a child's admittance to kindergarten.

I agree to having my child (named above) continue in kindergarten until June 2026  
(may not be more than one year beyond anniversary).

Signature of Parent/Guardian \_\_\_\_\_ Date\* \_\_\_\_\_

Printed/Typed Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*Parent must sign and date or the agreement is not valid.

Revised: 5/20/2009 (CDE)  
Revised: 05/01/2025 (SBCUSD)

We must keep a copy of this form on site to claim ADA, even if the student attended Kinder in another district. If the student has one in his or her CUM, the site must make a copy to keep on site for audit purposes (even if student leaves your site). The *original* stays in the CUM.

If you cannot locate the form in the CUM, contact the previous district. If the parents have not signed one, they must sign our form or the student's program must be changed to NO ADA for the entire year.

# Teacher Class Changes

*When are they required?* Whenever an assigned teacher leaves a class either permanently, or temporarily for 10+ days

*Maternity/Paternity*

*Sick leave 10+ days*

*Leave of Absence 10+ days*

*Resigns/Retires/Promotes*

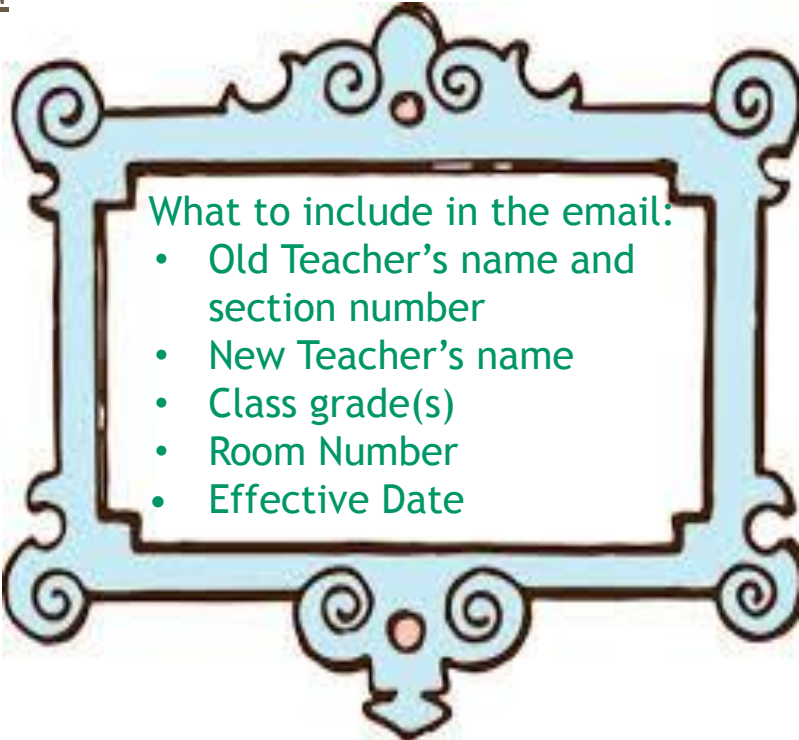
*Stays at site, but changes classes*

*The site will need to confirm the new teacher is added to the Teacher Data Table:* If the new teacher is new to your site, submit a ticket to IT to have them added to your teacher data table before requesting the class change.

*Reminder: Site staff (including secretaries and attendance staff) are not permitted to perform a class change. If your site disregards this direction, it will be your responsibility to fix any errors.*

# Teacher Class Changes cont.

- Email Debbie Nuñez **IMMEDIATELY** with any changes of teachers during the school year. Do not wait weeks or months later... affects district attendance average time
- The new teacher must already be assigned in your site's Teacher Data Table.
- If possible, please notify Debbie *before* the new teacher takes over.
- If the class change is backdated, the attendance person will manually **Mark Attendance As Complete** for all previous days as soon as the changes have been entered.



#### What to include in the email:

- Old Teacher's name and section number
- New Teacher's name
- Class grade(s)
- Room Number
- Effective Date

# Teacher Attendance

Subject: 2025-26 Attendance Procedures for Elementary School Teachers

**Action Required: Distribute this bulletin to all teachers at your school site. Obtain the bottom signed certification from all teachers by **August 29, 2025**. Ensure new teachers (including long term substitutes) that arrive during the school year also receive the bulletin and sign the certification when they start. All teachers are responsible for reading and adhering to these procedures.**

## Distribute and Collect Signatures

- File must have a checklist with all teachers
- New teachers during the school year

Do not create “cheat sheets” of the bulletin for the teachers.

If there are any questions or concerns regarding teacher and office staff attendance responsibilities, refer to this bulletin for the current year to determine if there is district direction.

If the questions are not addressed within the bulletin, consult with your site administrator.

Let Attendance Accounting know if any issues arise at your site that should be considered for future school years.

# No Internet or Electricity Access

It is the *teacher's responsibility* to print out rosters for their class at the beginning of each week for emergencies such as no power or internet.

If teachers fail to follow the above procedure:

1. Please contact nearest school to access Aeries and print rosters.
2. If you cannot contact nearest school, then call Attendance Accounting so we can run the rosters. Someone from your site can come pick them up.
3. Teachers enter their own attendance into Aeries once power is restored.

## TEACHERS – PLEASE BE AWARE OF THE FOLLOWING ITEMS:

1. At the beginning of each week, print a *Weekly Attendance Report by Class* to be used for taking manual attendance in emergency situations (power outage, network outage, fire and earthquake drills, teacher goes home ill and another teacher covers the class, etc.). Teachers enter the attendance into Aeries once the emergency situation is completed.
2. Take accurate attendance the **first 30 minutes** of the day.
3. Changes to submitted attendance should be done by completing a "*Student Present/Absent Verification*" form (BU-40) and submitting it to the attendance office no later than the next work day.
4. The *Weekly Attendance Reports by Class* are printed for the completed week by office staff and distributed to teachers. They must be signed and dated in ink, and returned to the Attendance office no later than the first school day after the end of the school week. The date must include the month, day and year.
5. A roster audit will be conducted at random to ensure compliance with state mandates and attendance requirements.
6. The site's audit report will be forwarded to the principal, principal's evaluator, Business Services, and Student Services.
7. No district staff may deny recess to any student except in instances of immediate physical harm to the student or peers.



If you have any questions, please call Attendance Accounting at (909) 381-1147.

# Frontline Campus User Instructions for Sublist

Login to Frontline

Switch Profile to Campus User

Under Reports-> Absence Report (Attendance Accounting)

Click "Run with New Filters"

On the report screen the only thing you touch is the dates- Do not check, uncheck, delete or add anything else on this screen. Click Run

On the next screen, leave all of the default selections except:

- Uncheck **HTML**, Check **Excel** for report delivery

- In the box where your email is populated, be sure to enter your site's attendance staff's email to receive the report. Optional to delete yours, but for sure add theirs

- You can add as many emails to receive the report as you need. Insert a semicolon between emails

If you need assistance, search for the help icon on Frontline

*We created this page as best as we could from memory. If there are mistakes or something is missed, please let Attendance Accounting know and we will update it*

# Substitutes and Paper Rosters

Get the sublist from Frontline from secretary

On the Sub list: Highlight the **TEACHER NAME** who *requires a paper roster*

-Not everyone on the list will need a roster if they will take attendance in the morning.

For each highlighted teacher, print the *Weekly Attendance Report by Class* on white paper. Highlight the **TEACHER NAME** and **ATTENDANCE DATE**

*\*Do not use Class Rosters for Sub Attendance. It does not include all legally required fields.*

# Substitutes and Paper Rosters cont.

Instruct Substitute teachers:

- Take attendance in *Ink*
- Only write T or A, no other codes.
- If the sub does take attendance in pencil, *they should never erase markings*. Any changes need to be clearly documented by the sub.
- No one except the sub should ever write or make changes to attendance on a sub roster

When it is returned, ensure all pages are signed IN INK and fully dated (including year). Must be returned daily, before sub leaves campus.

1. Attendance staff will post the Attendance into Aeries as soon as possible, same day.
2. Click the box to “Mark Attendance as Complete” for each teacher/period.
3. Initial at the bottom of the column, under the attendance date to signal that the attendance has been entered.
4. File in the daily bundle

- ★ *Do not make changes on Paper Rosters, especially after they are signed.* Any changes to teacher attendance must be supported by other documentation, such as a BU-40 or email.
- ★ The only change that does not require documentation is an Absence to a Tardy by the office staff.
- ★ If a teacher did not submit attendance and no longer has access to that date, follow the same process as sub rosters. There must be a note on the roster explaining the reason for paper attendance.

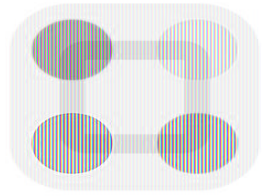
# Missing Attendance Report

Must be one clean report per day

Run multiple reports starting around 9:30. Contact teachers on the list each time. Continue to run until no teachers remain

Run report again, the following morning... teachers listed need to submit via Aeries or enter manually on roster. If teacher decides to do manual, make sure to post attendance and "Mark Attendance as Complete for this teacher-period". File with sub rosters.

- Continue to run report until the list comes out clean. Bundle cleared Missing Attendance Report, Smartfind substitute list, and all manual attendance. Staple all three for each date. *There should always be one bundle per day.* File by date with *Weekly Attendance Reports*.
- Notify your admin if any teachers are habitually late taking attendance.



# ParentSquare

Contacts parents nightly. Calls all students with **A** or **N** for the day.

***Update tardies, and cleared attendance daily as much as possible***

*Phone Call, Email, Text, App Notification*

Text or email: Parents are able to respond to the notice to avoid needing to call. Ask Cortney about more info if you would like this enabled for your site.

Up to 3 staff per site can receive the ParentSquare notice report.

Do not print, but should be reviewed for invalid contact info and saved in email or a digital file for the year.

Wrong contact info should be updated in Aeries as soon as possible

Changes in staff who should receive the ParentSquare call log go to Cortney.

If you change sites, and need to receive it at the new site IT must assign you to the site, and then email Cortney to assign the permissions.

All other issues DO need to go to IT (email filters, name change et c).

TIME FOR A  
*Break*

A simple line drawing of a coffee cup with a lid and a small flame or steam coming out of the top. It is positioned to the right of the word 'Break'.

**15:00**

# Clearing Absences

Absences are **CLEARED** as soon as we know a **reason** for an absence. The absence may be excused or unexcused, it is still cleared.

## How to read the Absence Reason Codes Table

- 1. Can this code be used at your site?
- 2. Is an attendance note in Aeries required for this code?
- 3. Do you need to physically file anything when using this code?
- 4. The attendance code to enter in Aeries
- 5. Is this code ADA eligible?
- 6. Definition and circumstances by code
  - a. Check for use restrictions such as I-Immunizations

| 1 2 3 4 5 6 SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT |               |      |            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------|---------------|------|------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ATTENDANCE ACCOUNTING ABSENCE REASON CODES              |               |      |            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ELEM/ SEC                                               | Att. Nts Code | File | ATTN. CODE | ADA Eligibility | ABSENCE REASON                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| E & S                                                   | N/A           | N/A  | A          | No              | Absent - Unresolved absence; no ADA. EC 48260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| E & S                                                   | Yes           | No   | N          | No              | Non Verified - To be used when contact has been attempted with the parent or guardian, i.e., message left on phone machine, call placed by automated dialing system, absence verification form sent home with student, home visit form left at house requesting parent/guardian to call the school to clear absences, etc. Use this code while you are waiting for a response from the parent/guardian; no ADA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| E                                                       | Yes           | No   | W          | Yes             | Tardy Unexcused 31 Plus - Code used when a student is late to school or class 31 minutes or more due to an unexcused reason; considered present and ADA is claimed for the day. EC 48260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| E & S                                                   | Yes           | *No  | X          | No              | Truant - A student initiated absence when a parent, teacher or school administrator verified that the student was truant; no ADA. Exit Code:140 or 400 if student is 18+- Only use if directed by Positive Youth Development EC 48260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| E & S                                                   | Yes           | *No  | U          | No              | Unexcused - Parent initiated absences not verified as excusable (shopping, missed bus, no transportation, overslept, babysitting, out of town, no clean clothes, inclement weather, parent will not give reason for an absence, etc.); no ADA. EC 48260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| E & S                                                   | No            | Yes  | D          | No              | Doctor/Dental Verified - Absence due to a doctor or dental appointment that is verified by a document from the doctor and/or dentist office; No ADA. EC 48205                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| E & S                                                   | Yes           | Yes  | B          | Yes             | Early Dismissal-Excused - Code used when a student leaves school prior to regular dismissal time due to an excused reason, as per "excused" and "personal needs" reason; ADA approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| E & S                                                   | Yes           | Yes  | C          | Yes             | Early Dismissal-Unexcused - Code used when a student leaves school prior to regular dismissal time due to an unexcused reason; ADA approved. EC 48260                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| E                                                       | Yes           | Yes  | 5          | Yes             | Student Left and Returned - Code used when a students leaves school "Early Dismissal" and returns in the same day. Attendance note must be entered to indicate time of "Early Dismissal" and the time that the student returned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| E & S                                                   | Yes           | *No  | E          | No              | Excused - Absence due to illness; quarantine under the direction of a county or city health officer; medical, dental, optometric, or chiropractic services (when reported by the parent/guardian); attending the funeral services of a member of his or her immediate family (mother, father, grandmother, grandfather, caregiver, spouse, son, daughter, brother, sister, or any relative living in the immediate household of the student) (one day in California and three days outside California); maximum of five (5) days for head lice (per incident); jury duty; illness or medical appointment during school hours of a child of whom the pupil is the custodial parent; serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code; exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease; maximum of five (5) days for the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position; no ADA. EC 48205 |
| E & S                                                   | No            | No   | I          | No              | Immunization - An excused absence for up to five days following district notification of the parent or guardian to obtain immunization for any student who has not been immunized; exclusion for failure to present evidence of immunization; no ADA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Do not use these exit codes unless instructed by PYD!

W-Tardy +31 min is legally considered a TRUANCY

|     | Attendance Note Code                          | File                                                               |
|-----|-----------------------------------------------|--------------------------------------------------------------------|
| Yes | You must select a note in the drop down code  | Must have a note in the file                                       |
| No  | No note in the drop down needs to be selected | No note needs to be filed                                          |
| *No | N/A                                           | Must file written communication if received. See above explanation |

If a student is tardy and has early dismissal on the same day, keep the attendance code as tardy, but add an additional note for the early dismissal. Keep the Early Dismissal form in the student file.

# How To: Attendance Code and Note Drop Down box

Pages -> Student Data -> Attendance

## Attendance Code

Click in the small box to the right of the attendance date. It may be blank, or there may already be a code. Type the single digit for the correct Attendance Code from the list. Aeries will save automatically.

The screenshot shows the 'Attendance' section of the Student Data page. At the top is a student profile with fields for Student ID, State Student ID, Status Tag, Student Number, Grade, Age, Birthdate, and Gender. Below this is the 'Attendance Calendar' table. A green arrow points to a small dropdown box next to the date 08/20 in the calendar.

| Monday          | Tuesday | Wednesday | Thursday | Friday          |
|-----------------|---------|-----------|----------|-----------------|
| 08/04           | 08/05   | 08/06     | 08/07    | 08/08           |
| 08/11           | 08/12   | 08/13     | 08/14    | 08/15           |
| 08/18           | 08/19   | 08/20 A   | 08/21 A  | 08/22 A         |
| 08/25           | 08/26   | 08/27     | 08/28    | 08/29           |
| 09/01 # HOLIDAY | 09/02   | 09/03     | 09/04    | 09/05           |
| 09/08           | 09/09   | 09/10     | 09/11    | 09/12           |
| 09/15           | 09/16   | 09/17     | 09/18    | 09/19           |
| 09/22           | 09/23   | 09/24     | 09/25    | 09/26           |
| 09/29           | 09/30   | 10/01     | 10/02    | 10/03 # HOLIDAY |
| 10/06 # HOLIDAY | 10/07   | 10/08     | 10/09    | 10/10           |

## Attendance Note

1. Click on comment bubble for the relevant date

The screenshot shows the 'Attendance Calendar' table. An orange arrow points to a comment bubble icon next to the date 08/20 in the calendar.

| Monday          | Tuesday | Wednesday | Thursday | Friday          |
|-----------------|---------|-----------|----------|-----------------|
| 08/04           | 08/05   | 08/06     | 08/07    | 08/08           |
| 08/11           | 08/12   | 08/13     | 08/14    | 08/15           |
| 08/18           | 08/19   | 08/20 E   | 08/21 A  | 08/22 A         |
| 08/25           | 08/26   | 08/27     | 08/28    | 08/29           |
| 09/01 # HOLIDAY | 09/02   | 09/03     | 09/04    | 09/05           |
| 09/08           | 09/09   | 09/10     | 09/11    | 09/12           |
| 09/15           | 09/16   | 09/17     | 09/18    | 09/19           |
| 09/22           | 09/23   | 09/24     | 09/25    | 09/26           |
| 09/29           | 09/30   | 10/01     | 10/02    | 10/03 # HOLIDAY |
| 10/06 # HOLIDAY | 10/07   | 10/08     | 10/09    | 10/10           |

The screenshot shows the 'Attendance Notes' section. It has a button labeled 'Add' with a plus icon. An orange arrow points to the 'Add' button.

Attendance Notes

☐ View All Notes

No Attendance Notes found.

2. Click Add

*Any time you touch attendance, always add an attendance note*

# Attendance note drop down box Cont.

3. Must select reason in code-description

4. Save note

| ATT Date  | Pd | Code - Description   | distr |
|-----------|----|----------------------|-------|
| 8/20/2025 | 0  | Illness per Father ▼ | distr |

vomiting

If an absence is cleared due to illness, do not ask probing questions about the nature of the illness or symptoms due to HIPAA/FERPA.

However, you *can* include whatever relevant information they *voluntarily* provide in the attendance note.

Select the most appropriate note code (or use the shortcut) ILM, EDO etc.

Example: parent calls in saying student is sick, go to date of absence, add new record, and select from the drop down menu, illness per mother, illness per father, illness per other.

**Attendance Code 4:** “CFS” Child and Family services/incarceration

**Attendance Code 5:** “SLR” Student Left and Returned to your site. There should be an attendance note for the time the student left, and another note for the time the student returns.

*If a student is Tardy and has Early Dismissal on the same day, keep the Attendance code “T”, “W” or “Q” for the attendance code. There should be a note for the time the student arrives, and another note for the time the student leaves.*

# Student Attendance Files

We are required to file all Original Documents

**Original documents:** Anything that is created outside of the district.

Early Dismissal Slips (parent signature), Doctor notes, written notes from home

Digital notes are also considered Original Documents

Print all emails, texts, and ParentSquare\* messages

Files should be **by student** in alphabetical order. *Not by teacher or month*

Reminder: All *disposable* student information needs to be shredded!

Tardy slips, student ID's written down, Absence Logs, notes you take during a phone call etc...

If you do not have a shredder on site, fill out a Shred Request on Informed K-12

*Locked Filing Cabinet, Keep papers covered if you are not able to file it all right away!*

**Keep in mind:** There are sensitive information in these files and students observe a lot.

Kids will talk if they see something about one of their friends. Be respectful and responsible!

\*Black out information that does not apply to this student before filing

# Print Student Attendance File Labels

Every student must have an attendance file, even if there is nothing in it. These are for attendance records that stay at the school, even if the student drops. Every student must have a file in case of sudden staff absence or change

To print student attendance file labels:

- 1. Query > Load > Query Name Filter (att) > “ATT -Enrolled After Labels”

| Sort By:                                        | Query Name                 | Query Name Filter:                                                                                                                   | Labels | Author Filter: |  |
|-------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|--|
| Query Name                                      | Author                     | Query                                                                                                                                |        |                |  |
| AR LABELS                                       | SBC-DISTRICT\YadhiraRojas  | LIST STU TCH STU.LN STU.FN \ TCH.TE \ STU.GR BY TCH.TE                                                                               |        |                |  |
| ATT - Enrolled After Labels                     | SBDOM\chainadphanngam      | LIST STU ATT STU.NM STU.MI \ STU.ID "GRADE:" STU.GR \ STU.BD IF ATT.CD = E AND ATT.RS # E0 AND ATT.DT > 09/05/2008                   |        |                |  |
| Next Year Mailing Labels **CHANGE SCHOOL CODE** | SBC-DISTRICT\JuanitaUpshaw | LIST STU "TO THE PARENT/GUARDIAN OF:" NG \ FN MI LN SF \ AD \ CY ST ZC ZX BY STU.NM IF ( STU.TG = " " OR STU.TG = "*" ) AND NS = 144 |        |                |  |
| VPC Labels - PreEnrolled                        | SBC-DISTRICT\JuanitaUpshaw | LIST STU NM \ PG \ "ID:" ID " " "PH:" TL \ "VPC:" VPC BY NM IF TG = "*"                                                              |        |                |  |

- 2. Change Date! (To capture all summer enrollments use 07/01/2025). Click Run. You will get a popup to preview the student information.

## Query

LIST STU ATT STU.NM STU.MI \ STU.ID "GRADE:" STU.GR \ STU.BD IF ATT.CD = E AND ATT.RS # E0 AND ATT.DT > 07/01/2024

- 3. Close the pop up and then select “Labels” from the Query menu. Another window will appear with a button to “Print Report”. Make sure report format is set to PDF and click Run report.

Report Viewer

Print Query Labels

Report Options

Report Format: PDF

Report Delivery: None

In order to properly print onto Avery 5160 Labels, when you have this report viewable in Adobe Acrobat Reader, before printing, you must set the "Print Scaling" property to "None". You can do this in Adobe Acrobat Reader by adjusting the "Scaling" setting on the Print Dialog or if you are using a different version of Acrobat, by clicking on File --> Document Properties --> Advanced Tab --> Print Scaling --> "None"

Run Report

- 4. Continue to print labels periodically throughout the year (changing the date to the last run date) to ensure every student has a file. Track the dates you last printed labels to avoid duplicates

On the days that you print, we recommend to wait until the end of the day so that the next time you need to print, you don't miss any enrollments or double print enrollments from that date.

# SBCUSD Board Policy Regarding Excusable Absences

The Board for SBCUSD has written policy that determines when an absence may be excused.

SBCUSD.com -> Board of Education -> Board Policies -> 5000 Students -> 5113: Absences and Excuses

*It is the responsibility of any person clearing absences to be familiar with our district's acceptable excusal policies and reasons.*

**Use your best judgment or check in with your admin if you think a situation is questionable.**

## ***Special note about K- Personal needs***

- *"K" up to 5 times per year without prior approval.*
- *Beyond that must be approved by your admin, or district department.*
  - **Parent Request:** physical note in attendance file, limited to 5 days
  - **Admin or direction from a district office:** attendance note in Aeries that indicates who approved/directed it to be used. Applicable dates will be detailed.

**D- Doctor/Dentist:** Doctor's notes can only be applied to multiple dates if there are **explicit** start and end dates.

- If there no end date is stated, the D may only be applied to the *issue date or appointment date*. For example,
- if the note says something along the lines of "until further notice" we can use "D" for the date the note was issued, and any other absence related to this note may be excused (or unexcused if the student's absences become excessive. Consult your Admin or PYD if you are unsure.

# 5 Day Rule

<https://www.sbcusd.com/students/student-parent-handbook>

*Absences need to be cleared within 5 days* (The day of the absence is day 1)

If the 5 day window has expired, and parent attempts to clear:

**Do not** change the attendance code in Aeries

**Do** add an *attendance note* with the reason given, but indicate that it was beyond the 5-day window.

Include the received date and any other information (such as if any documentation was provided)

**If you receive a note:** Must keep, but separate (since not changing Aeries)

One envelope for the whole school by year labelled “*2025-26 Notes received after 5-day window*”

STRONGLY recommend a *Received Date* stamp

**Doctor Note Exception:** You may change the code in Aeries only *IF*: 1. A doctor/dentist note is provided *AND* 2. the absence was already cleared *AND* 3. The original reason given is related.

***The 5-day rule does not apply to staff communication, or mistakes in attendance***

-Parent gave note to a teacher, and teacher did not pass along right away: honor that communication, even if it is late getting to you.

-Mistake is made by the office or the teacher: correct the mistake as soon as it is discovered (regardless of how long ago). Ensure all documentation is noted, collected, and retained.

# SART and SARB

When anyone clears attendance, always check for an Attendance Flag in the top right corner of the Attendance Screen before changing Aeries

If you see a flag with “*See note on XX date*” student has an active SART agreement. Check the date to be sure

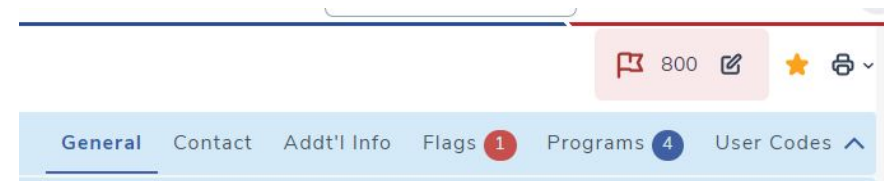
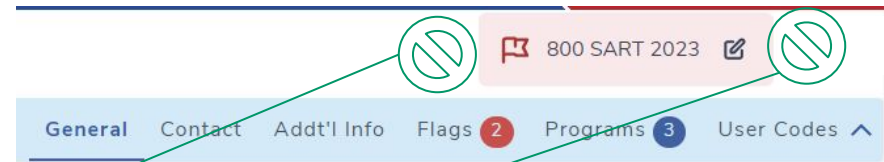
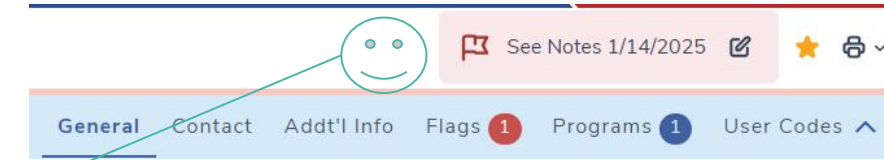
The word SART should not be used in flags. please edit the flag to remove the word *SART*. Flags should only direct to the attendance date.

Also, if you come across a flag that is from a previous school year, edit or remove the expired flag, leaving anything that is still current.

If you see a flag with “800”, that means the student has an active SARB agreement.

Do not add or delete 800 flags. Contact PYD if an 800 flag should be updated

If a flag has 800 AND outdated SART info, *EDIT* the flag to remove the SART data, but do not delete the 800

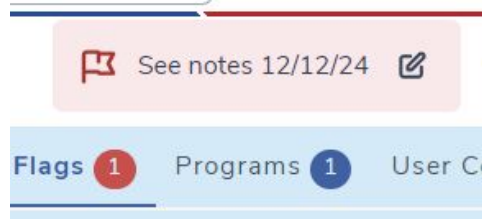


# SART/SARB Absence Clearing

*When a student is under a SART or SARB agreement, absences can only be excused by a Doctor or Dentist note, even if the reason would normally be excused.*

Example: "Absence due to illness" the first few months of the year are excused for this student. However the absences became excessive. This student had a SART meeting on **12/12/2024**. . After the SART meeting, the next 2 absences were still due to illness, however the absences are now *unexcused due to SART*, unless the parent provides a Doctor or Dentist Note.

*Notice the frequency reduced after the SART meeting.*



| Daily Absences |      |             |
|----------------|------|-------------|
| Date           | Code | Rsn for Abs |
| Thu 03/20/2025 | B    | ED EXC      |
| Wed 03/19/2025 | B    | ED EXC      |
| Fri 02/21/2025 | B    | ED EXC      |
| Wed 02/19/2025 | U    | UNEXCUSED   |
| Wed 02/05/2025 | U    | UNEXCUSED   |
| Mon 12/02/2024 | Q    | TD-EXCUSED  |
| Fri 11/22/2024 | C    | ED UNEXC    |
| Fri 11/15/2024 | A    | ABSENT      |
| Fri 11/08/2024 | E    | EXCUSED     |
| Thu 11/07/2024 | E    | EXCUSED     |
| Wed 11/06/2024 | E    | EXCUSED     |
| Tue 11/05/2024 | B    | ED EXC      |
| Thu 10/24/2024 | E    | EXCUSED     |
| Fri 10/18/2024 | A    | ABSENT      |
| Thu 10/17/2024 | E    | EXCUSED     |
| Tue 10/15/2024 | E    | EXCUSED     |
| Mon 10/14/2024 | E    | EXCUSED     |
| Thu 10/03/2024 | E    | EXCUSED     |
| Wed 10/02/2024 | E    | EXCUSED     |
| Tue 09/10/2024 | B    | ED EXC      |
| Fri 08/30/2024 | B    | ED EXC      |
| Thu 08/29/2024 | B    | ED EXC      |
| Wed 08/28/2024 | B    | ED EXC      |
| Tue 08/27/2024 | C    | ED UNEXC    |
| Wed 08/21/2024 | B    | ED EXC      |
| Tue 08/13/2024 | E    | EXCUSED     |
| Mon 08/12/2024 | E    | EXCUSED     |
| Thu 08/08/2024 | A    | ABSENT      |

## Reducing Absences

*Hazel Health* and *Telehealth* visits can help with assessing and treating issues that students would historically miss. These visits are considered Doctor notes, as long as documentation is printed.

FYI Health Aid alone is not considered a Dr. Note, but may be considered excused. Check with PYD  
Work with your health aid to print a screenshot from Aeries if you use Hazel Health (if you don't have permissions to see the Medical tab)

*If using Hazel Health, please be careful to only print confirmation that the student is excused by Hazel Health. Redact or avoid printing any unrelated or sensitive medical information that might be visible. This is only for the Attendance file so the actual diagnosis is not relevant to attendance. The point is only to justify a "D" attendance code.*

*For more information on SART/SARB, Please contact Positive Youth Development  
(909) 880-6812*

# Correcting Teacher Attendance

Teachers have access to make changes for the current day, and the previous day from 7:00 am - 5:00 pm.

- Teachers cannot change attendance after the office has updated the code

If the teacher needs to make a change and cannot do it in Aeries, the preferred method is a BU-40. File the completed BU-40 in the Student Attendance File.

If you run out of BU-40 forms, you can order more through Printing Services (possible charge) or request a printable file from Attendance Accounting.

Teacher can also email the attendance person.

*All attendance change directions from teachers must be either on a BU-40, or email.*

## STUDENT PRESENT/ABSENT VERIFICATION

was present/absent on

Student's Name \_\_\_\_\_

Date \_\_\_\_\_

*For Secondary Schools Only:*

*Period*

Hour

***To maintain the integrity of the system, no changes will be made to the attendance roll sheet or scan sheet. All changes must be reported on this form.***

Check applicable box:

☐ Present

Comments:

**If the student was marked *Absent*, but was actually *Present* or *Tardy*, Teacher should check “Present”, and indicate if Present or Tardy in the comments. (include tardy time). Teacher to **print, sign and date** where indicated.**

☐ Absent

Comments:

If the student was *not* marked absent, but should have been, teacher should check “Absent” and enter a comment.

Please print teacher's name here:

Teacher's Signature

Verification Date

**San Bernardino City Unified School District**

Form: BU 40 (6/98)

Ensure absence is entered. Excuse or Un-excuse the absence whenever possible. Slash and Initial when completed

## Attendance

### Action:

Change attendance code to **Y** if the student was ***Present and on time.***

Change the attendance code to a **tardy code** if the notes indicate **tardy**. Slash and initial when completed,

If the teacher confirms the student was present and on time but does not fill out a BU-40, use **P-Present**.

The teacher has the final say if an attendance code is challenged.

# InformedK12 - Attendance

*Required for all Attendance Staff:*

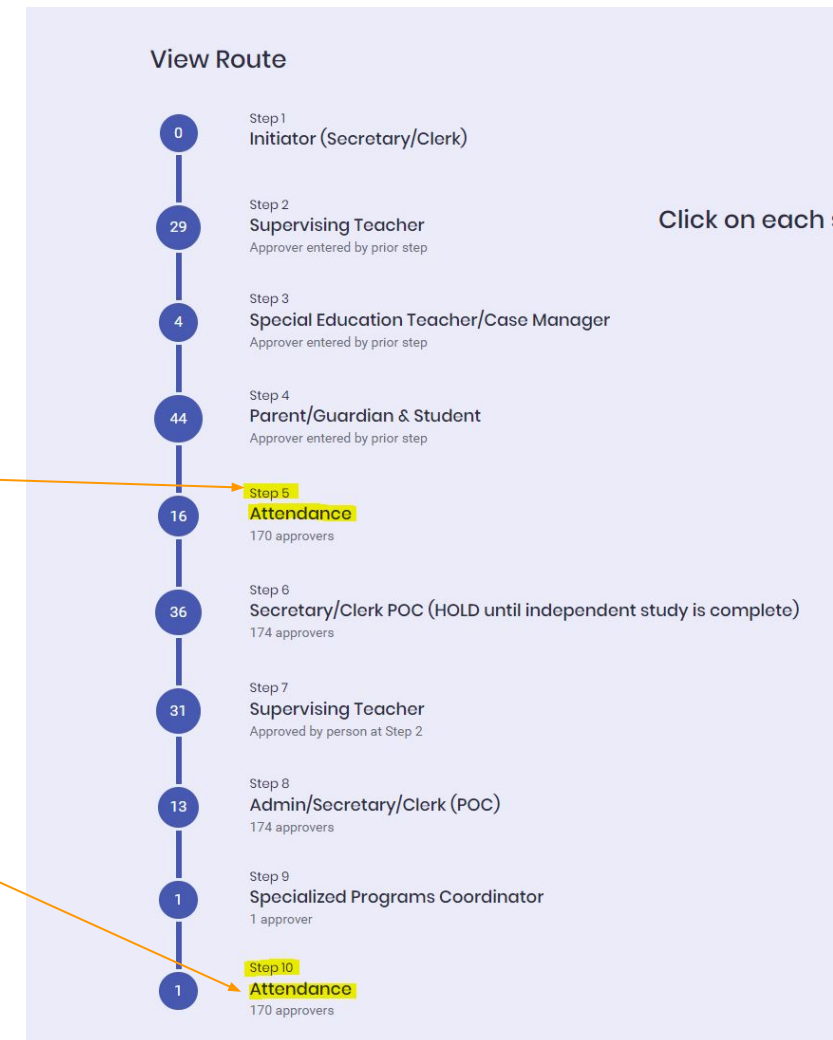
STIS Agreements English

STIS Agreements Spanish

Even if someone else at your site oversees STIS, you are responsible for checking that the Attendance Enrollment and Attendance codes are entered and correct to ensure the student receives credit for their work, and your school receives all funding.

Attendance, Secretaries, Admins: **Make sure you are assigned to your current school site!**

As staff move around, sometimes the IK12 assignments don't follow. If you need to update your profile, send an email to *Tanya Burrows* to update your information asap!



# Withdrawing Students AKA Dropping Students

Run Aeries Withdrawal Form once you dropped the student. This way all the important information will automatically populate. (Not necessary the first two weeks of school, up until PYD No Show Drop date)

Drop student in a two step procedure:

- Put leave status/leave date (the last day the student was on campus, suspension, Runaway or STIS. Override all other absences)
- Update attendance

Use the correct Withdrawal Status and code

Make sure the leave dates in Demographics, Course Attendance and Attendance Enrollment match.

File Withdrawal form in a binder (alphabetical order) or electronic folder.

- **Always** fill out Record Access Log.
  - Be as detailed as possible, especially if student is leaving the district.
  - Include name, contact information, address where CUM is sent, and who requested the drop

MONTEREY ELEMENTARY SCHOOL  
704 E MONTEREY AVE  
SAN BERNARDINO, CA 92410  
(909) 388-8301 | Fax (909) 381-6031

Student Withdrawal Report

Student ID: [Redacted] Age: 7 Student ID: [Redacted]  
Student Name: [Redacted] Sex: F State Stu ID: [Redacted]  
Address: [Redacted] E/C: [Redacted] Leave Date: [Redacted]  
City: [Redacted] Grade: 1 Enter Date: [Redacted]  
Counselor: [Redacted] Locker: [Redacted]  
Last Day Attended: [Redacted]

Reason for leaving: Grade K-8 Withdrawal

New Address: \_\_\_\_\_

Next School: \_\_\_\_\_

Authority for Withdrawal: \_\_\_\_\_

| Sec# | Per | CrslD | Course Title | Rm# | Teacher | Mark | Citz | W/H | Credits Earned / Max | Signature |
|------|-----|-------|--------------|-----|---------|------|------|-----|----------------------|-----------|
|      |     |       |              |     |         |      |      |     |                      |           |

\* Please sign above and show average grade from the beginning of the current semester to the present time.

Clearance: \_\_\_\_\_

ID Card: \_\_\_\_\_

Library Books: \_\_\_\_\_

Bookkeeper: \_\_\_\_\_

Locker: \_\_\_\_\_

Attendance: \_\_\_\_\_

Administration: \_\_\_\_\_

Additional Info: \_\_\_\_\_

# Drop Procedures for Students with IEPs

Presented by Sean MacDuffee

# Dropping Procedures for Students with Special Education

- Dropping students with IEPs for non-attendance
- Dropping students with IEPs for enrollment in Private or Charter
- Dropping students with IEPs for enrollment outside of SBCUSD
- Dropping adult student with IEPs

# Dropping Students with IEPs for Non-Attendance

- **Step 1: Document Attempts to Re-Engage**
  - Phone Call
  - Email
  - Community Resource Worker Home Visit
  - Positive Youth Development (PYD) - ATLAS
  - Student Attendance Review Team (SART)
  - Student Attendance Review Board (SARB)
  - Wellness Check - CHEW
- **Step 2: Schedule IEP Meeting (If needed)**
- **Step 3: Contact Special Education (SpEd) Point of Contact (POC)**
  - Provide documentation of re-engagement efforts
  - Provide attendance record
- **Step 4: POC will Generate Prior Written Notice (PWN)**
- **Step 5: Drop Student**

# Dropping students parentally enrolled in Private or Charter School

- **Step 1: Parent notifies site of intent to enroll student in charter or private school**
  - **DO NOT Drop the student at this point.**
  - **Inform parent that we must verify enrollment before we can drop**
- **Step 2: Special Education Department verifies enrollment at outside location**
  - **CALPADs/SEIS/Records Request**
  - **If verified, student may be dropped**
- **Step 3: Compliance Team Monitoring**
  - **If not verified, compliance team will monitor changes and contact parent via PWN**
- **Step 4: Drop Student after new enrollment confirmed**

# Dropping student leaving SBCUSD

- **Step 1: Verify Family Has Moved**
  - **Site's Community Resource Worker or ATLAS may assist in verification**
- **Step 2: Contact Special Education POC**
- **Step 3: POC Generates PWN**
- **Step 4: Drop Student**

# Dropping Adult Student

- **Step 1: Offer to hold an IEP meeting**
  - Review program and service options
- **Step 2: Contact Special Education POC**
  - Provide documentation for efforts to re-engage student
  - Provide student enrollment/attendance history
- **Step 3: POC Generates PWN**
- **Step 4: Drop Student**

# Any SPED Questions?

Ask your site POC

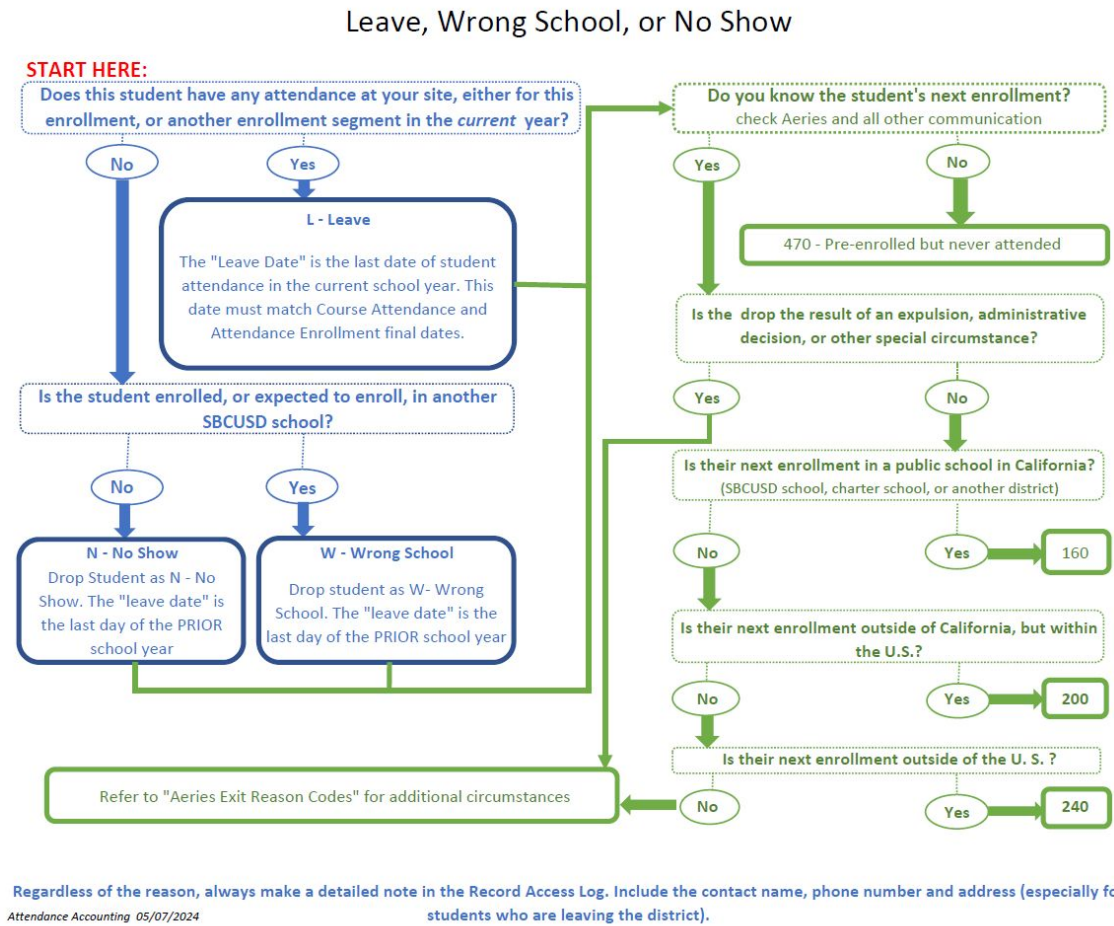
# Student in Foster or Homeless?

Notify your ATLAS Liaison BEFORE dropping!!!!

Students cannot be dropped for non attendance unless they have been referred to SART and SARB and PYD has directed the drop.

Before requesting a drop for non attendance: You must make conscientious efforts to locate missing students. All attempts must be documented in Aeries- Attendance Notes or Visitation

Schools should also consult PYD: if a parent requests to drop a student under a SART or SARB contract, and you have not received a record request from another school or district



**\*IMPORTANT\***

BEFORE PROCESSING A DROP

Always check if the student has an IEP or is identified as Homeless or Foster. If yes to either, contact SPED POC or your A.T.L.A.S liaison before dropping (not after)



# Withdrawal Status Tag and Codes (Most common)

- **Leave: 160** (Student has at least one attendance date, and is in another CA School)  
Sometimes there will be a more specific drop *status and code*, such as X-expulsion. These are still considered *Leave* codes, but are more specialized and reserved for specific circumstances.
- **No Show: 470** (Pre-enrolled but never attended, not in another district school)
- **Wrong School: 160 or 470** (Pre-enrolled but *never* attended, and **is** enrolled in a district school)
- Moved out of State, but still within the U.S.: 200
- Moved out of Country: 240
- **N or W wipes out *all* attendance and gradebook data for the entire year. If the student attended AT ALL during the school year (even if they dropped earlier in the year, are expected to return but do not show), you should *not use* N or W.**
- For more information, please see the "*Student Withdrawal Guidelines*" and Aeries Exit Reason Codes

Do NOT use 140 unless specifically directed by PYD. This will count against your site as a drop out for the prior school year!!!  
If you are not sure where they went, use 470

# Short Term Independent Study

Presented by Tanya Burrows

Short Term Independent Study 2025-26

# Weekly Reports

Every Friday (or last day of the week) after all teacher attendance has been input into Aeries, run the "Weekly Attendance Report by Class"

Make page for each Teacher/Period

Print on the weekly assigned colored paper

put in each teacher's box, or place at designated pick up point.

Each week NEEDS a Teacher check off list to confirm all rosters are accounted for.

## **DO NOT MAKE CHANGES ON THE WEEKLY ROSTER**

Changes/Errors require a BU-40. File in student attendance file.

Teachers must sign and date in INK no later than the following school day (if the following Monday is a holiday, then Tuesday is acceptable).

DO NOT ACCEPT signatures that are backdated- **audit finding**. If it is late, please indicate a reason why it is late.

If teacher left suddenly, can also be signed by admin

If it is the last day before a major holiday, teachers must sign before they leave.

Thanksgiving

Winter Break

Spring Break

Summer Break



# Monthly Attendance Reports

**\*Review all reports below for accuracy and make any necessary corrections\***

Only clean reports should be printed/filed!

If you produce a report and there is an error- do not file.

Instead, correct the error and produce the report again. Shred reports with errors. Only file it once there are  
**NO ERRORS**

MONTHLY

Do not file reports that contain errors. If any report shows an error when it is run, you must make the corrections in Aeries and run the report again. Only file the Reconciled versions, shred all other versions.

**Attendance Audit Listing** – Produce, print, reconcile. **Print and file** with “Monthly Report.”

**Course Attendance Audit** – Produce, print and reconcile. When producing, remember to **place a check mark** in the box that says **Skip sections tagged not to print and Include Inactive students**. **Print and file** with “Monthly Report.”

**Gain and Loss Report** – Uncheck “Group report by program and grade?” Ensure each Gain or Loss code as a reason code (No blanks). Reconcile as needed. *First day of School: Gain codes do not need a Reason code, but all Loss entries still need a reason.* **Print and file** with “Monthly Report.”

**Missing Attendance** – Produce report for the entire attendance month and make sure no teachers are listed. **Print and file** with “Monthly Report.”

**Suspension Attendance Listing by Student** – Check “Include Inactive Students” and “Hide Comments”. Ensure all listed dates have Suspension attendance codes, the **number of days** and the **count of dates** are consistent, and no suspension records overlap. If the student attended any class time before the incident, calculate the instructional minutes from *school start to the time the student left campus*. If 240 + instructional minutes, use the L- SUSP ADA code for that day. **Print and file** with “Monthly Report.”

**SDC Queries x 2** – Schools with SDC students will produce, print, and reconcile the “Non SDC Students” and “SDC Students Program Placement Code” queries. Schools without SDC students will **only** produce, print, and reconcile the “SDC Students Program Placement Code” query. **Print and file all queries for your site** with “Monthly Report.”

**Students with Absences** – Check box **Include Inactive Students**. Minimum absences to print should be “1.”

Next to **CODES**, click on **NONE** to remove all check boxes. Place a check mark next to **F, G, H, I, O, L, & S**. Compare F and H to IK12. **Confirm there are no G and O** (Codes for Secondary sites only). Ensure I code has no more than **5 days** per student. Compare L and S to the Suspension listing. Reconcile as needed. **Shred when completed (do not file).**

**STIS Attendance Codes**- Log into InformedK12 and access both the **STIS English Agreement** Folder and **STIS Spanish Agreement** folder. Ensure all agreements that are **at or beyond Step 5** have STIS Attendance Codes and Attendance Enrollment for all contracted days. Ensure all contracts that are **at Step 10 or Completed** have the correct number of **funded** days entered into Aeries. All agreements should be marked “Complete” after entering the funding into Aeries. **(Nothing to print or file.)**

**Monthly Attendance Report** – Produce and review for accuracy. Review and reconcile as needed. **Shred when completed (do not file).**

**Monthly Attendance Summary** – Produce and review for accuracy. Reconcile as needed. Produce again if reconciliation/corrections were needed **(do not file).**

SBCUSD Attendance Accounting 6/18/2025

DUE DATE

|         |                    |                     |
|---------|--------------------|---------------------|
| MONTH 1 | September 10, 2025 | 8/4/25 – 8/29/25    |
| MONTH 2 | October 8, 2025    | 9/1/25 – 9/26/25    |
| MONTH 3 | November 5, 2025   | 9/29/25 – 10/24/25  |
| MONTH 4 | December 3, 2025   | 10/27/25 – 11/21/25 |
| MONTH 5 | December 19, 2025* | 11/24/25 – 12/18/25 |

**\*Site staff run and reconcile all back-up reports for Month 5 EXCEPT  
Monthly Attendance Summary (11/24/25 – 12/18/25) no later than  
December 19, 2025. Retain copies in your files as usual.**

New or need a refresher? Call or email Attendance Accounting to schedule an on site training. We will come out and walk you through the Month 1 reports until Sept 9th. FCFS

# Suspension Attendance

Reports-> Suspension Attendance Listing

All Suspensions show up on the **Suspension Attendance Listing**

- Include Inactive Students
- Hide Discipline Comments

Check **Days Count** matches the **number of dates** listed

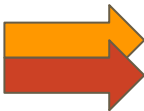
All dates must have a suspension attendance code in the **All Day column**

S's and L's have to have an Assertive Discipline Record

Use L if the student attended for at least 240 minutes and the incident date is the first day of the suspension.

Not an Early Dismissal if the date is input as a suspension date.

Detailed slideshow in the Attendance Accounting Resource Drive



Print Suspension Attendance Listing by Student

Report Options

Report Format: PDF

Report Delivery: None

Select Discipline Table

Define Suspension by

☒ ADS - Assertive Discipline

☐ DIS - Discipline

☐ Select ADS.CD

☐ Select DSP.DS

☐ Select DSP.ST

☒ Use SOC Table

☐ Bypass students with valid Suspension codes (ABS.SU)

☒ Include inactive students

☒ Hide Discipline Comments

☒ Limit to Current School

Select Discipline Dates

Start Date: 08/04/2025

End Date: 08/29/2025

| Date       | Code | Disp | SusTg | Days | Hours | Att Dates  | All |
|------------|------|------|-------|------|-------|------------|-----|
| 08/28/2024 | A5   | SUS  | S     | 2.00 | 0.00  | 08/29/2024 | S   |
|            |      |      |       |      |       | 08/30/2024 | S   |
| 03/14/2025 | AA   | SUS  | S     | 1.00 | 0.00  | 03/17/2025 | S   |
|            |      |      |       |      |       |            |     |
| 02/06/2025 | AA   | SUS  | S     | 2.00 | 0.00  | 02/06/2025 | L   |
|            |      |      |       |      |       | 02/07/2025 | S   |
|            |      |      |       |      |       |            |     |
| 11/08/2024 | H    | SUS  | S     | 2.00 | 0.00  | 11/12/2024 | S   |
|            |      |      |       |      |       | 11/13/2024 | S   |

# A note about Mentors

Mentors are an excellent resource to acclimate new staff to the district climate, rights and responsibilities as an employee, and develop interpersonal communications with other employees and families.

***However, mentors are not trainers, and should not act as a liaison between the mentee and Attendance Accounting.***

If a mentee has questions about current Attendance policies procedures or records, mentors should give guidance on how to find the information for themselves. It is better for the *mentee* to contact us, than for a mentor to find out on their behalf.





- SBCUSD Schools have two opportunities to be selected for audit: *Internal Audit* performed by Attendance Accounting, and the *External Audit* performed by our District contracted auditing agency.
- All district schools are subject to audit. Opting out is not an option.
- It is possible to be selected for both internal and external audit in the same year, or in back to back years.

# Internal Audits

Attendance Accounting performs internal audits to ensure the district is operating consistently according to CDE and district standards. This is the opportunity to ensure all mistakes are identified and addressed before the external auditors arrive.

## What to Expect

When a school is picked, the site will be notified of the month we are auditing and arrange a time for the visit.

There is nothing to prepare as we are always looking at a month that has already completed.

- We may ask you to email specific items in order to best emulate the external audit visits. Instructions will be given to those sites that are selected

Once the review is completed, we will meet with you and the Principal to go over the results.

If anything is noted, it must be fixed within one month, or before the external auditors arrive (whichever is first), as well as adopted going forward.

Anything noted in the month audited must be fixed and applied in *all* months, not just the one audited.

# External Audits

External auditors review our files to ensure we are reporting attendance (and ASB) accurately. Issues discovered during an external audit have serious consequences that may result in financial penalties for the school or entire district.

## What to Expect

- Selected Schools will be notified by Accounting Services of the time and date the auditors will arrive.
- Send documents in advance. Call Attendance Accounting for any questions
- Once the review is completed, the auditors will discuss their findings with the Principal, if any.
  - If anything is noted, the auditors will request a signature from the Principal with an explanation of the issue and next steps.

Please call Attendance Accounting once the auditor leaves so we can check on how it went. We like to know what questions they asked, documents they requested on site, and if they provided any feedback verbally.

# Attendance Record Retention

1. School Year (or Fiscal Year)
2. Types of records
3. Destroy Date
4. Labelled securely on all sides. Tape down any wrinkled edges so the label does not get ripped off in transport
5. Try not to tape the lid or handles closed in case you need to access it again
6. Keep **current year** and **previous year on site**. You may send older years to the warehouse, as long as they are accessible for the full 4 years



# Reminders

Do not share passwords

Attendance Accounting does not oversee summer school. All summer school questions should go to your Principal.

Read all bulletins carefully.

Some bulletins come out a little before you need them

file them so that you can find them again

Call us if you have any questions and can't find the answer in the resources

Attendance Resource Drive:

[https://drive.google.com/drive/folders/19vXOcOGvK2SzsLqAELJ8tOLVHAIDwQ\\_t](https://drive.google.com/drive/folders/19vXOcOGvK2SzsLqAELJ8tOLVHAIDwQ_t)

# Closing the 25-26 Year/Prepping for the Next Year

Students who attend through the end of the year, but informed will not be coming back/Student will not roll over next school year:

- Go to Student Data 2 and fill in the **End Of Year** information.
  - If they are moving out of our District, but staying in California, you will use 160 and 999 as the next school.
  - If they are moving out of the state, you will use 200 and 999 for the Next School.
  - If they are moving out of the country, you will use 240 and 999 as the school.
- Regardless of where they are going, do not **drop** them in the outgoing school year; they should stay active in demographics
- Don't forget to fill out the Record Access Log with pertinent information, such as who you spoke to and where they said they were moving.

Pre-enrolled, but student will not be coming to this school after all:

- Drop Student as either L- Leave W- Wrong School or N- No Show. (See flow chart for which one applies)
- If the option is W or N: Go to *Student Data 2* and confirm accuracy in the **Summer Withdrawal** information.

## 2025-26 Attendance Files:

Box up all your Attendance files for the 25-26 school year and make sure they are properly labelled with the destruction date. *You must keep 2024-25, and 2025-26 records on site.* Contact the Warehouse to arrange for storage of prior year boxes.

Before leaving for summer break go over your Master Schedule and make all changes for next school year and start assigning students with next year's teacher. Make sure you are in **Scheduling Master** when making all changes and scheduling students.

# Special Reports

- ▶ Perfect Attendance Report
  - *Codes to count as Non-Perfect Attendance:* Leave checked any codes that would *disqualify* a student from perfect attendance. Uncheck Y, P, or Z
- ▶ Students with Good Attendance Report: Set the dates and the maximum number of absences
- ▶ Students With Absences
  - Click the block that says “None” (this removes *all* checks). Then select the codes you want to see (up to 10 codes).
  - Click the box *Include Inactive students* and set the *Minimum # of Absences to Print* to “1”. Run report
- ▶ Report cards - This report should be run by teachers, not office staff. If they are having issues, they will need to contact IT

Print Students With Perfect Attendance  
Report Options

Report Format: PDF  
Report Delivery: None

Print..?  
☒ Perfect Daily Attendance  
☐ Perfect Daily Att by Teacher

Start Date: 08/05/2024  
End Date: 08/31/2024

Print ONLY students enrolled on or before this date: 08/31/2024

Select Codes to Count as "Non-Perfect Attendance"

| Print                               | Code | Description | Abbr |
|-------------------------------------|------|-------------|------|
| <input checked="" type="checkbox"/> | 3    | DS NT MEET  | 3    |
| <input checked="" type="checkbox"/> | 4    | CFS         | 4    |
| <input checked="" type="checkbox"/> | 5    | ST LFT RT   | 5    |
| <input checked="" type="checkbox"/> | 7    | ASYN        | 7    |
| <input checked="" type="checkbox"/> | 8    | SYNC        | 8    |
| <input checked="" type="checkbox"/> | 9    | DL NT ENGD  | 9    |
| <input type="checkbox"/>            | A    | ABSENT      | A    |
| <input type="checkbox"/>            | B    | ED EXC      | B    |
| <input type="checkbox"/>            | C    | ED UNEXC    | C    |
| <input type="checkbox"/>            | D    | DR/DEN VER  | D    |
| <input type="checkbox"/>            | E    | EXCUSED     | E    |
| <input type="checkbox"/>            | F    | IS FND      | F    |
| <input type="checkbox"/>            | G    | INHSE DET   | G    |
| <input type="checkbox"/>            | H    | IS UNFND    | H    |

Run Report

Print Students With Good Attendance  
Report Options

Report Format: PDF  
Report Delivery: None

☐ Select absence codes to count.

Start Date: 08/05/2024  
End Date: 08/31/2024

Enter the maximum number of absences a student can have.  
3

Run Report

Print Students With Absences  
Report Options

Report Format: PDF  
Report Delivery: None

Include Inactive Students: ☒  
Sort by Teacher: ☐

Select Absence Codes to Summarize Only the first 10 Absence Codes will Display

| Codes                                 | All                                 | None                     |
|---------------------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> C            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> D            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> E            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> F | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> G | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> H | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> I | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> J            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> K            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> L            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> N            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> O            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> P | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Q            | <input type="checkbox"/>            | <input type="checkbox"/> |
| <input type="checkbox"/> R            | <input type="checkbox"/>            | <input type="checkbox"/> |

Minimum # of Absences To Print: 1

Run Report

# Custom Query

If you would like a custom or unique report, our first suggestion is to browse all reports and queries saved for your site to see if it already exists

Try searching for generic keywords such as “attendance” or “kinder” (or whatever information you are interested in)

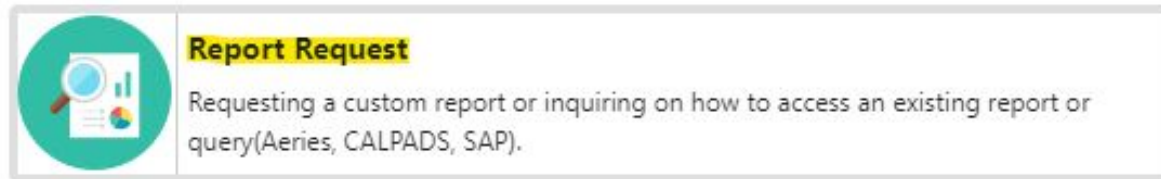
If there is not one already available, submit a ticket to IT using the help button on every district desktop

There is an option specifically to request an Aeries Report.

Be sure to include all criteria you would like to see such as grade, student name, student ID, teacher, program etc... anything that you want displayed on the report.

You may also be interested in taking the district offered class specific to Queries and Labels

To request a query or report



<https://sbcusd.incidentiq.com/>

Live Class



Video

## Training Videos

Training Courses

Training Calendars

Training Registration

Quick Reference Guides

[Training Videos](#)

[Aeries Query](#)

[Google Forms](#)

[Microsoft Office Mail Merge & Mail Merge Manual](#)

# Attendance Dashboard

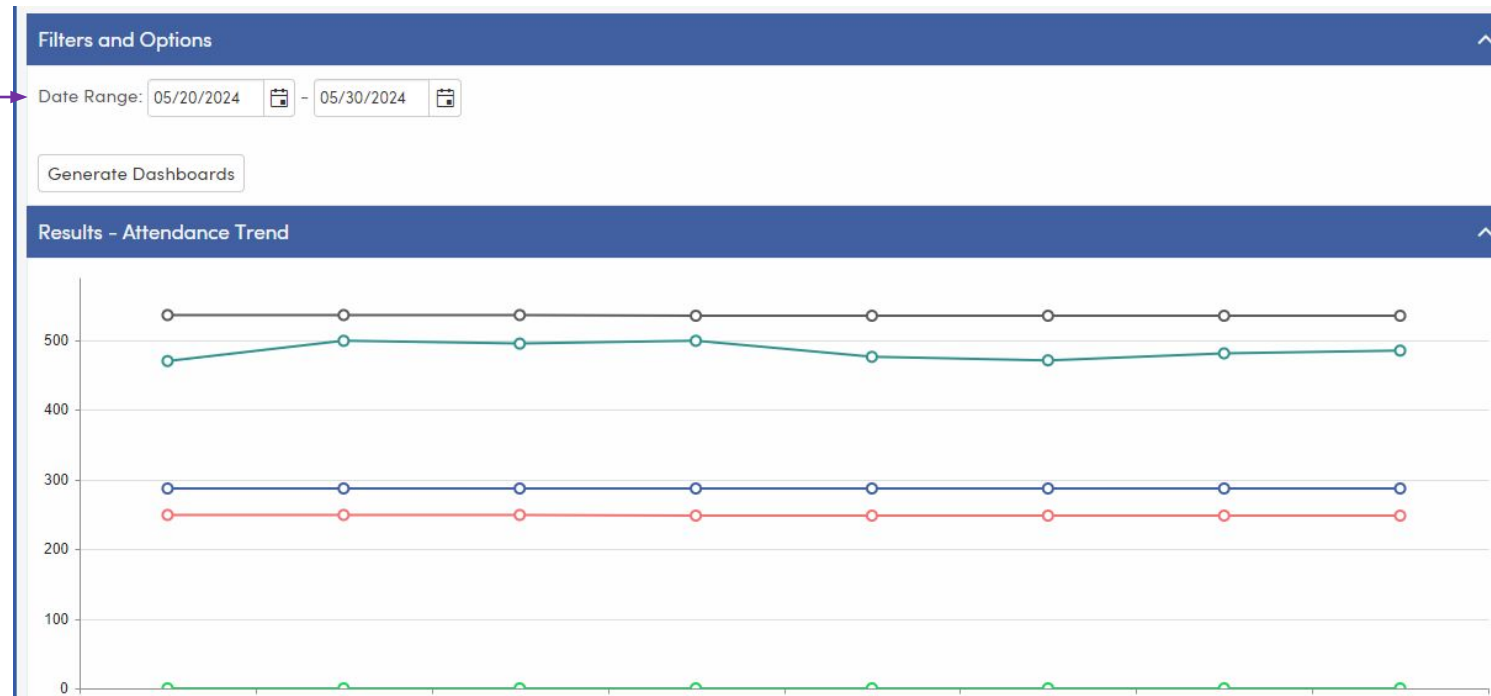
- You can select which date range you can see daily attendance
- Pages > Attendance Accounting > Attendance Dashboard > Filters and Options > Select Date Range

Select desired date range

## Formula for Attendance Percentage

Present  $\div$  Total Enrollment = Percentage

Your Monthly Attendance Summary shows your official Attendance Percentage by Month.





# Thank you!



For In-person trainings email  
Debbie Nuñez, Rudy Maldonado  
or  
Cortney Willis Conway