

SBCUSD ELEMENTARY ATTENDANCE ACCOUNTING DAILY / WEEKLY / MONTHLY SUMMARY OF BASIC PROCEDURES

Refer to the *Elementary Attendance Accounting PowerPoint* for Complete Procedures

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DAILY

Enrollment - For Enrollment Procedures refer to: Student Records – 909-880-6615 or Enrollment Placement Services – 909-501-3581.

Withdraw Students - Make sure all required fields are populated in the Record Access Log. Print out “Withdrawal Form” under “Reports” at the bottom of the *Demographic* screen. File in notebook in alpha order or electronic folder. When dropping a student, make sure to drop them back to their last day of *physical attendance*, with the following exceptions: This does not apply to Suspension days (S), Runaway days (R), or Short-Term Independent Studies (H, F). See *Student Withdrawal Guidelines* for further information.

Individual Student Schedule Change – See Attendance Accounting Workshop for instructions.

Teacher Class Changes – Required when a teacher leaves a class either permanently, or will be out for 10 or more days. Ensure the teacher is listed in the *Teacher Data table* at your site. If not, submit a ticket to IT to have the teacher added. Once the teacher is confirmed at your site, e-mail Debbie Nuñez at debbie.nunez@sbcusd.k12.ca.us as soon as possible. Include old teacher name, new teacher name, class grade(s), section number, and effective date. **Do not request class changes through IT.**

Daily Bundle Each school day must have a daily bundle which consists of the Cleared **Missing Attendance** Report, the **Substitute list**, and all **Paper Attendance Rosters** for that date. Staple this bundle and file by date.

- **Substitute List** – Obtain a **substitute list** from the secretary. **Highlight** all teachers who require *paper attendance*. (Do not highlight names if the teacher will take attendance electronically).
- **Paper Attendance Rosters** Print a *Weekly Attendance Report by Class* (roster) for highlighted teachers. On each roster, **highlight** the **Teacher Name** and **Attendance Date**. Advise substitutes to only mark **A** or **T** (no other codes or symbols) and to not erase attendance codes. If a correction is needed, please cross out the incorrect code and write the correct code beside the correction. Collect rosters before the substitute(s) leaves for the day and ensure they contain the substitute teacher’s signature and date in ink, on the front of roster on the signature line (not the back). Even long-term substitutes must sign and date each day. After entering the substitute attendance click the “Save” button and then the “Mark Attendance As Complete For This Teacher” button to ensure that the absent teachers name(s) does not appear on the *Missing Attendance* report. **Teachers Must Submit Attendance in Aeries by 9:20 a.m.**
- **Missing Attendance** – Start producing the *Missing Attendance* report at 9:20 a.m. and notify teachers who have not entered their attendance for the day. Keep producing until all teachers have submitted attendance. After any PM teachers submit their attendance, print a final cleared copy.

Clear Absences - Collect absence notes from teachers and office personnel. Post absence notes, tardy notes, Early Dismissal Permits, Suspensions. You must post a “Code Description” from the *Attendance Notes* dropdown box for absences cleared. (Ensure you post the time of the tardy). Update “A” to “N” if contact is attempted, but unsuccessful.

File Student Documents – All student attendance documents must be filed alphabetically by student (not by teacher or time frame).

Parent Square – Parent Square starts calling parents/guardians regarding absences at 6:00 p.m. Parent Square system will automatically e-mail the daily attendance “Call List” report to the designated attendance personnel. Check this report daily for responses and update attendance codes as applicable. These reports should be saved to a specific folder in *Gmail* for future

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reference as needed. Contact **Cortney Willis Conway** in Attendance Accounting if there is a change in personnel that receive the e-mail.

WEEKLY

Weekly Attendance Report by Class (Rosters) – Produce and print on the last teaching day of the week (usually Friday) and place in the teachers’ boxes for them to sign/date in ink and return to you no later than the first teaching day of the following week (usually Monday). When producing, remember to **place a check mark** in the box that says **Include Inactive Students**. If attendance person is absent, a **back-up person must complete this procedure**. Ensure the signature date is correct when rosters are returned (can’t be dated before the roster is produced and printed). Also post and initial any changes made by the teacher on the roster. Use a check-off list to ensure you received a signed and dated roster back from each teacher. Attach check-off list to the weekly rosters and file with your attendance reports for the month.

Strongly Advised: Each week should be color coded on printer paper (not cardstock) and pastel (not neon)

Week 1: Yellow Week 2: Pink Week 3: Green Week 4: Blue

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).**