

# SBCUSD SECONDARY ATTENDANCE ACCOUNTING DAILY / WEEKLY / MONTHLY SUMMARY OF BASIC PROCEDURES

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

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## DAILY

**Substitute Teachers** – Obtain a **substitute list** from the secretary. **Highlight** all teachers who require *paper attendance*. (Do not highlight the names of the teachers who will take attendance electronically). If the sub is only required for specific periods, indicate the period(s) on the Sub list. Print a *Weekly Attendance Report by Class* (roster) for highlighted teachers. In the box under Make Page for Each select **Teacher/Period**. On each roster (for *all* periods) **highlight the Teacher Name and Attendance Date** for which attendance is being taken. Advise substitutes to only mark **A** or **T** (no other codes or symbols) and to not erase attendance codes. If a correction is needed, the sub should cross out the incorrect code, write the correct code beside the correction and initial. 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). Short-term and 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 Period X" button to clear the absent teachers name(s) and period from the *Missing Attendance* report. In order to remove teacher's names from the *Missing Attendance* report, **you must enter the "Class Did Not Meet" absence code (3) for every student listed in periods 0 and 8 or 9, click the "Save" button and then the "Mark Attendance As Complete For this Teacher Period X" button.**

**Missing Attendance** – Start producing the *Missing Attendance* report at 3:00 p.m. and remind teachers who failed to submit their attendance for every period of the day. Continue to produce the report until no names appear on the list. If any names appear on the list after two days, produce paper rosters for the missing teachers/periods and file with the sub attendance for the relevant date. Write the teacher name and periods on the sub list from the attendance date to account for the additional rosters. Remember to click the "Mark Attendance As Complete For This Teacher Period X" button after entering each period of manual attendance. Continue to run until no names appear on the list. Only file the cleared missing attendance report. Follow up with your admin if your Missing Attendance report is not clear after the second day.

**\*\*Teachers Must Submit Attendance the first ten minutes of every period, each day.**

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

**Mass Change All Day Code** –Process the *Mass Change All Day Code* function for the previous school day. The last field of the window should reflect the number of periods that meet daily minus one. Run the process again using zero (0) in the last field. **Do not need to print Daily M.C.A.D.C.**

**Clearing Absences** - Post absence notes, tardy notes/passes, early dismissal permits etc.

You **must** post a "Code-Description" from the *Attendance Notes* drop down box for cleared absences.

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

# SBCUSD SECONDARY ATTENDANCE ACCOUNTING DAILY / WEEKLY / MONTHLY SUMMARY

## OF BASIC PROCEDURES

### WEEKLY

**Weekly Attendance Report by Teacher (Rosters)** – Produce and make available to teachers, by the first school day of the week (Monday), for them to sign/date, in ink, and return to you no later than the end of the next school day (Tuesday). When producing, remember to **place a check mark** in the box that says **Include Inactive Students**, and in the box under **Make Page for Each** select **Teacher/Period**. If the Attendance Technician is absent, a **back-up person must complete this procedure**. Use a check-off list to ensure you received a roster back from each teacher<sup>1</sup>. File check-off list with the weekly rosters. 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* or do not print all other versions.

**Attendance Audit Listing** – Produce, print, and reconcile<sup>2</sup>. **Print and file** with “Monthly Report.”

**Course Attendance Audit Listing** – Produce, print and reconcile. When producing, remember to **place a check mark** in the box that says **Include inactive students and Skip Sections Tagged Not to Print**. **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”.

**Gain and Loss Report** – **Uncheck** “Group report by program and grade?” Ensure every *Gain* or *Loss* code has 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.”

**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.”

**Mass Change All Day Code** – Run function for entire month using (number of periods) minus one, and again with Zero (0) in the last field. **Print and file** screenshots of both processes with “Monthly Report.”

**SDC Queries** – Produce, print, and reconcile the *Non SDC Students* and *SDC Students Program Placement Code* queries. **Print and file** screenshots of both values (ensure query terms are visible) 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, H, I, L, & S**. Compare **F** and **H** to **IK12**. 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. Complete all agreements 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)**.

<sup>1</sup> Teachers should not make changes on the weekly rosters. If anything is incorrect, the teacher must provide written instructions on the correction needed. Print and file all correction supporting documents in the student’s attendance file.

<sup>2</sup> Students who meet the “Exception” criteria should not appear on Attendance Audit Listing or Course Attendance Audit listing for more than one attendance month unless there are departmental barriers. If no barriers, contact Positive Youth Development.