

Students

ATTENDANCE SUPERVISION

AR 5113.11

The Superintendent or designee shall appoint an attendance supervisor and any assistant attendance supervisor(s) as may be necessary to supervise the attendance of district students. (Education Code 48240, 48242)

Any person appointed as an attendance supervisor shall be appropriately certificated to perform the work. (Education Code 48241, 48245)

Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent or designee. (Education Code 48240)

The attendance supervisor shall promote a culture of attendance and establish a system to accurately track student attendance in order to achieve all of the following:

1. Raise the awareness of school personnel, parents/guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance
2. Identify and respond to grade level or student subgroup patterns of chronic absenteeism or truancy
3. Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion
4. Ensure that students with attendance problems are identified as early as possible to provide applicable support services and interventions
5. Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates

The attendance supervisor may provide support services and interventions, including, but not limited to, the following: (Education Code 48240)

1. A conference between school personnel, the student's parent/guardian, and the student

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2. Promotion of cocurricular and extracurricular activities that increase student connectedness to school, such as tutoring, mentoring, the arts, service learning, or athletics
3. Recognition of students who achieve excellent attendance or demonstrate significant improvement in attendance
4. Referral of the student to a school nurse, school counselor, school psychologist, school social worker, and other student support personnel for case management and counseling
5. Collaboration with child welfare services, law enforcement, courts, public health care agencies, government agencies, or medical, mental health, and oral health care providers to receive necessary services
6. Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the student and the student's parents/guardians or caregivers
7. In schools with significantly higher rates of chronic absenteeism, identification of barriers to attendance that may require schoolwide strategies rather than case management

Schoolwide strategies may include the implementation of an attendance recovery program operated in accordance with Board Policy/Administrative Regulation 5133.1 - Chronic Absence and Truancy.

8. Referral of the student for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program for a student with disabilities or creating a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973
9. Referral of the student to a school attendance review board (SARB) established pursuant to Education Code 48321 or to the probation department pursuant to Education Code 48263

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10. Referral of the student to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6

Upon receiving any complaint that a parent/guardian or other person having control or charge of a student has violated Education Code 48200-48341, the state compulsory education laws, the attendance supervisor shall investigate the matter and, if a violation is found, shall recommend referral to the SARB. If the district is subsequently notified by the SARB that the parent/guardian continually and willfully has failed to respond to directives of the SARB or the services provided, the attendance supervisor shall refer the matter for possible prosecution in court in accordance with Education Code 48291-48292, as applicable. (Education Code 48290-48292)

The attendance supervisor shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

The attendance supervisor shall annually report student attendance data to the Superintendent or designee and the Governing Board. Such data shall include, by school, grade level, and each numerically significant student subgroup as defined in Education Code 52052, rates of school attendance, chronic absence in which students are absent on 10 percent or more of the school days in the school year, and dropout.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 306

5 CCR 420-424

Ed. Code 1740

Ed. Code 37223

Ed. Code 44266

Ed. Code 46000

Ed. Code 46010-46015

Ed. Code 46110-46120

Description

[Explanation of absence](#)

[Record of verification of absence due to illness and other causes](#)

[Employment of personnel to supervise attendance](#)

[Weekend classes](#)

[Attendance supervisor certification](#)

[Attendance records](#)

[Absences](#)

[Attendance in kindergarten and elementary schools](#)

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<i>Ed. Code 46140-46148</i>	<u>Attendance in junior high and high schools</u>
<i>Ed. Code 46211</i>	<u>Attendance recovery programs</u>
<i>Ed. Code 48200-48208</i>	<u>Children ages 6-18; compulsory full-time attendance</u>
<i>Ed. Code 48240-48246</i>	<u>Supervisors of attendance</u>
<i>Ed. Code 48260-48273</i>	<u>Truants</u>
<i>Ed. Code 48290-48297</i>	<u>Failure to comply; complaints against parents</u>
<i>Ed. Code 48320-48325</i>	<u>School attendance review boards</u>
<i>Ed. Code 48340-48341</i>	<u>Improvement of student attendance</u>
<i>Ed. Code 48400-48403</i>	<u>Compulsory continuation education</u>
<i>Ed. Code 52052</i>	<u>Accountability; numerically significant student subgroups</u>
<i>Ed. Code 52060-52077</i>	<u>Local control and accountability plan</u>
<i>Ed. Code 60901</i>	<u>Chronic absence</u>
<i>Pen. Code 270.1</i>	<u>Chronic truancy; parent/guardian misdemeanor</u>
<i>W&I Code 11253.5</i>	<u>Compulsory school attendance; eligibility for aid</u>
<i>W&I Code 601-601.5</i>	<u>Habitually truant minors</u>
Management Resources	Description
<i>California Department of Education Publication</i>	<u>School Attendance Review Board Handbook, 2015</u>
<i>Website</i>	<u>California Department of Education: Attendance Improvement</u>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>Attendance Works</u>
<i>Website</i>	<u>California Association of Supervisors of Child Welfare and Attendance</u>
<i>Website</i>	<u>California Department of Education</u>
<i>Website</i>	<u>CSBA</u>

Cross References

Policy	Description
0460	<u>Local Control And Accountability Plan</u>
0460	<u>Local Control And Accountability Plan</u>
0500	<u>Accountability</u>
1400	<u>Relations Between Other Governmental Agencies And The Schools</u>
5112.1	<u>Exemptions From Attendance</u>
5112.1	<u>Exemptions From Attendance</u>
5112.5	<u>Open/ Closed Campus</u>
5113	<u>Absences And Excuses</u>
5113	<u>Absences And Excuses</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.12	<u>District School Attendance Review Board</u>

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5113.12	<u>District School Attendance Review Board</u>
5113.2	<u>Work Permits</u>
5113.2	<u>Work Permits</u>
5126	<u>Awards For Achievement</u>
5126	<u>Awards For Achievement</u>
5131	<u>Conduct</u>
5141.6	<u>School Health Services</u>
5141.6	<u>School Health Services</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.2	<u>Suspension And Expulsion/Due Process (Students With Disabilities)</u>
5146	<u>Married/Pregnant/Parenting Students</u>
5147	<u>Dropout Prevention</u>
6142.4	<u>Service Learning/Community Service Classes</u>
6142.6	<u>Visual And Performing Arts Education</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145.2	<u>Athletic Competition</u>
6145.2	<u>Athletic Competition</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6164.2	<u>Guidance/ Counseling Services</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>
6164.6	<u>Identification And Education Under Section 504</u>
6164.6	<u>Identification And Education Under Section 504</u>
6173	<u>Education For Homeless Children</u>
6173	<u>Education For Homeless Children</u>
6173-E(1)	<u>Education For Homeless Children</u>
6173-E(2)	<u>Education For Homeless Children</u>
6173.1	<u>Education For Foster Youth</u>
6173.1	<u>Education For Foster Youth</u>
6173.2	<u>Education Of Children Of Military Families</u>
6173.2	<u>Education Of Children Of Military Families</u>
6175	<u>Migrant Education Program</u>
6175	<u>Migrant Education Program</u>
6183	<u>Home And Hospital Instruction</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>

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Regulation

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PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California