Attendance Accounting

Items that will be discussed during this workshop

- Calendar Creation
- Roles and Responsibilities
- Recording of Attendance
- Attendance Reporting Periods

Calendar Creation

How to maximize your ADA

Calendar Strategies to Increase ADA

Strategically moving the P-2 cut-off date one or two weeks before the Spring Break period is an advantage and should result in a higher percentage of attendance reported at P-2.

However, in a high growth district, where ADA grows during the year, you may do the opposite and try to move the P-2 as close to April 15 as possible.

Build School Calendars to Maximize ADA

- **First Day of School:**

  - Avoid the days(s) right before or after major holidays as this typically results in low attendance

- **End of P-2 cut-off:**

  - Consider the effect of winter and spring breaks on attendance

- **Holidays:**

  - When possible, place on a Friday or Monday. Consider intersession breaks at key times through the year

- **School Events:**

  - Hold special activities where key industry has busy times

The Basic Calendar rules

- Number of school days can vary from school to school
  - A traditional program cannot have fewer than 180 school days

  - Instructional Minutes Required
    - Kindergarten   36,000
    - 1-3   50,400
    - 4-8   54,000
    - 9-12   64,800

Using the Calendar to Increase ADA

- **Design cutoff date for P-2 to Maximize ADA**
  - **Shorten calendar to avoid lower than average ADA days, lengthen it to capture higher-than-average ADA days.**
  - **Generally, the earlier the cutoff the better due to:**
    - Higher dropouts in second semesters
    - Higher migrant enrollment in fall
    - Higher illness in winter
  - **In some communities, the opposite is true due to:**
    - New development that increases enrollment
    - Higher migrant enrollment in late March, early April
  - **Look at your history over recent years**
    - The cause doesn't matter, just the effect

To Count or Not to Count

- Attendance Periods are 4 weeks in length starting with the week that contains the first day of school.
  - Only option is Christmas/Winter Break
    - Count both in a four-week period.
    - Count one in a four-week period making a five week period.
    - Count neither in a four week period making a six week period

Increase ADA by Moving the Winter Break

- **A School month is 20 days or four weeks**
  - **Irregardless of the day school starts, the weeks begin on Monday**
  - All, part, or none of the Winter Break may be counted toward a school month.
  - All other holidays do count toward a school month

P2 Reporting Scenarios

Scenario 1: Count both weeks of Winter Break-Creates a 4 -week Period **P2-March 22**

Month 1	Month 2	Month 3	Month 4	Month 5	**Month 6**	Month 7

Scenario 2 Count one week of Winter Break-Creates a 5-Week Period **P2-April 5**

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	**Month 7**

Scenario 3 Count none of Winter Break-Creates a 6 Week Period **P2-April 12**

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	**Month 7**

Roles & Responsibility

Outlining your duties

Teachers & Administration Office Staff

Teachers

- Accurately document student attendance daily

- At least once a day submit to the school office an attendance report listing names of all students who are absent and present

- Notify Administration of any students with excessive absences

- Must sign and date the attendance reports and forms

Administration Office Staff

- Accurate and timely maintenance of attendance records

- Knowledge of state and local attendance accounting policies

- Knowledge of the rules and regulations that apply to excused absences

- Ensure that attendance records are properly stated, retained, and have "auditable" documentation

Monthly audit and monitoring

▶ At the end of every reporting month the enrollments and attendance should be audited. **These monthly audits should be performed by another person, separate from the person that processed the enrollments and attendance**

  ▶ The enrollment audit can be facilitated by completing the report of Enrollment and Class Changes forms and reviewing the Status Changes report in Q

  ▶ The attendance audit can be facilitated by completing the Attendance Workbook entries for the current reporting month with the totals from the ADA/ADM report in Q

  Both of these audits should be performed and in balance prior to submitting any reports to BSA for review.

BSA Office Staff

- Audit Monthly Attendance Reports
- Audit P1, P2, and Annual Attendance Reports prior to submitting to County Office of Education
- Facilitate calendar creation

Reporting Attendance

Documenting your ADA

Monthly Enrollment & Attendance

Sites must ensure the detailed monthly reports are accurate. This information is used by the district to prepare the summary submitted to the state

Enrollment Reports
- ❑ School sites must reconcile information on hand to the computer generated enrollment report ("Q")
  - ❑ Begin with the previous month's ending enrollment
  - ❑ Add new students for current school month
  - ❑ Subtract dropped students
  - ❑ This should agree with computer print-out for end of month enrollment
  - ❑ The monthly report should be reviewed for accuracy, signed by an Administrator and then submitted to BSA

Attendance Reports

❑ Post all applicable attendance information to the attendance system

❑ Verify that all corrections are input and properly supported

❑ Print-out attendance report

❑ Total attendance data for the school month

❑ Complete monthly attendance worksheet forms as required and submit to the BSA for review and audit

❑ **All revisions should be forwarded to BSA in a timely manner**

Entries should be in ink for all manually kept records. The attendance system must contain necessary elements of clear and complete audit trail from classroom, through the central data gathering and processing, to final reports.

- **Attendance may be recorded as 'Negative or Positive"**
  - Negative-students assumed present unless recorded as absent
  - Positive- students assumed absent unless recorded as present
- **Teachers are required to take attendance:**
  - Once a day for elementary
  - Each period for secondary
  - Each hour for hourly programs

- **Verification of Absences can only be done by a district employee**
  - Teacher
  - Attendance supervisor
  - Any other qualified district employee assigned to make such verifications
- **Administration Staff must reconcile enrollment information and verify the accuracy of the attendance reports on a monthly basis.**

Attendance Documents

The Audit Trail

▶ Teacher Roll & Attendance Sheets (signed)

▶ Weekly & Monthly Attendance reports, including any corrections

▶ Absence Notes, off campus permits, and tardy slips

▶ Bell Schedule & Instructional Minutes Calculation

Record Retention (title5, CCR § 430-438)

▶ Class I Permanent

  ▶ ADA, including P-1, P-2, and Annual Attendance

  ▶ Pupil enrollment including transcript

▶ Class II Optional

  ▶ Progress reports, health records, access logs

▶ Class III Disposable

  ▶ Attendance records not classified as Permanent or Optional, maintain for 3 years.

Attendance Reporting Periods

Dates to remember

The State reporting periods are broken up over 3 dates. Funding occurs based on the data submitted.

Reporting Period

- **P-1**
  - All full school months prior to Dec 31
- **P-2**
  - All full school months prior to Apr 15
- **Annual**
  - July 1- June 30