**2020-2021 ATTENDANCE PROCUDURES**

Under a 100% virtual model, teachers will be expected to take attendance in the school designed Google “Attendance & Participation Tracker” for every synchronous distance learning class as per the distance learning bell schedule. For PowerSchool state and local reporting purposes, schools will record daily attendance in the HR, ADV, or iConnect period. Since teachers will only be recording attendance via the Google “Attendance & Participation Tracker”, this will require registrars to transpose the daily attendance into PowerSchool using the “Attendance & Participation Tracker” as the main source of record keeping. Registrars will need to ensure that any students marked absent during the daily attendance period (HR, ADV, or iConnect) were not present in a later synchronous period for the day. If they were, the attendance for the daily synchronous period must be updated to present for the purposes of daily attendance in PowerSchool.

**The purpose of this procedure is to:**

* Convey procedures, roles, and responsibilities for recording and reporting attendance data in accordant to SB 98.

**The included procedures are:**

1. Daily Classroom attendance procedure
2. Daily absence procedure
3. Weekly classroom attendance procedure
4. Monthly attendance procedure

**Record Retention:**

All attendance records including absence notes need to be recorded digitally in PowerSchool and backups retained for 4 years.

The school leaders is responsible to ensure all staff are trained in the appropriate procedures and that a signed copy is on file as follows:

**Signature Requirement Matrix:**

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|  | Daily Classroom Attendance Procedure | Weekly Classroom Attendance Procedure | Daily Absence Procedure | Monthly Attendance Procedure |
| School Leadership Team (Principals and AP’s) | X | X | X | X |
| School Staff (SOM, Registrar, Front Office Staff + additional site support) | X | X | X | X |
| Teachers | X | X |  |  |

\*individuals who DO NOT have signed procedures on file, shall not conduct attendance record keeping and reporting activities.

A staff roster must be created to track submission of signed procedures. This roster can be maintained locally and should be shared with Home Support Office KM team at [KMHelpDesk@caminonuevo.org](mailto:KMHelpDesk@caminonuevo.org).

**Daily Classroom Attendance Procedure**

This procedure, carried out by the teachers and designated operations staff, helps to ensure attendance record keeping and tracking of all students for the day. Under a 100% distance learning model, attendance will be taken for all synchronous classes. Attendance for students in asynchronous learning on a given day will only be taken during the ADA period. This procedure should be fully completed by the end of every in-person and virtual synchronous class session.

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| Role | Action | Timeline |
| Teacher | 1. All teachers take daily attendance using the Google “Attendance & Participation Tracker”. Attendance must be taken for the current class period only.   Virtual Synchronous Classes – students logging into a virtual synchronous class after the teacher has submitted attendance can be marked “Present” by the teacher.  Teacher Attendance Codes: Present (P) and Unexcused Absent (U) | The first 15 minutes of class. |
| Teacher + Substitute | 1. Exception process when the Google “Attendance & Participation Tracker” is unavailable for use or in case of substitute teacher.     Virtual Synchronous Classes  Teachers and substitutes must take attendance in PowerSchool for all synchronous period meeting that day as per the distance learning schedule.  Substitutes and teachers not able to enter attendance via PowerSchool, should record their attendance on Google Sheet rosters which are to be signed and dated electronically before being shared with the main office. | The first 15 minutes of class. |
| Registrar or Front Office Staff | 1. Registrar scans the Google “Attendance & Participation Tracker” for teachers who have not taken attendance to identify who must be followed up with immediately. | After the first 15 minutes of class |
| Registrar | 1. Registrar must transpose attendance from the Google “Attendance & Participation Tracker” in PowerSchool on a daily basis.    * Registrars will use the roll up attendance column in the tracker as the daily attendance to input into the PowerSchool ADA period. | By 10 AM the day after the attendance date (PS data one day behind) |
| Registrar, Front Office Staff, + Teachers | 1. Modification of Attendance Records:   Every effort should be made to make relevant update to attendance records on the day of the occurrence. Teachers cannot modify attendance after the day of occurrence. | Day attendance is taken |

Signature

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\*By signing this document, you are indicating that you have read and understand this document.

**Daily Absence Procedure**

This procedure, carried out by designated staff, helps to ensure the attendance tracking of all students throughout the day. Under a 100% distance learning model, attendance will be taken for all virtual synchronous classes. Attendance for students in asynchronous learning on a given day, will only be taken during the daily single synchronous period in which ADA will be counted in PowerSchool. This procedure should be fully completed by the end of every school day.

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| Action | Timeline |
| 1. At the end of the day, the registrar scans the Google “Attendance & Participation Tracker” for students marked “Unexcused” absent, to check for discrepancies in attendance codes.   Discrepancy checking: Any student who was marked “Unexcused” for all periods except one, should be double checked.  Any teacher whose attendance is incorrect should be emailed to verify the attendance reported for the scholar and the period in question. The registrar or front office staff will make final corrections.  ADA Period: For attendance tracking purposes in PowerSchool, schools will have one daily period that will count toward ADA.   |  |  | | --- | --- | | Grade Span | ADA Period | | K-5 | HR | | 6-8 | ADV | | 9-12 | iConnect |   If a student is marked “Unexcused” absent in the daily attendance roll up column in the Google “Attendance & Participation Tracker”, the registrar must ensure that the scholar was not present in a later synchronous period. If they were, the attendance for the daily attendance roll up column in the Google “Attendance & Participation Tracker” must be updated to “Present” for the purposes of ADA. An attendance comment should be added with the code change to indicate that the student was present in a later synchronous period. | 20 minutes into last class of the day |
| 1. When the absent student returns to distance learning instruction, the parent is required to call the main office or provide a signed note explaining the reason for the absence. The absence remains “Unexcused” (U) in PowerSchool until a note digitally or physically is received or an absence is verified over the phone. Notes can be accepted via email or text. | Upon return to distance learning instruction |
| 1. Upon receiving an acceptable parent note or call, the designated front office staff or registrar can change the attendance code in PowerSchool to the applicable “Excused” absent code. All parent and doctor notes should be kept on file in the main office. For cases were parent calls to explain absence, the school must record reason electronically in PowerSchool ADA period comment log.   Recommended: Notes can be saved digitally in one drive. Please save notes using the following naming convention:   * + Student Last First\_Date(s) of Absence (YYMMDD)\_Attendance Code (note type #)   + Example: “Doe Jane\_200810\_200812\_E\_(Parent Note #1)   \*Note: Not all parent notes are excused absences if a parent provides a note but the absent is determined unexcused update the “Unexcused” absence with a “Unexcused Absence – Parent Note” (P) | Upon receipt of acceptable written or verbal excuse |

Signature

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| Name | Position | Signature | Date |
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**Weekly Classroom Attendance Procedure**

This procedure ensures all attendance from the previous week is accurate and verified for state reporting. Weekly attendance reports must be physically or digitally signed every week by teacher or administrative staff.

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| Role | Action | Timeline |
| Operations Staff | 1. Front office staff runs the Class Attendance Audit report from PowerSchool for all sections for that week.   Virtual Synchronous Classes  Registrar emails PDF of Class Attendance Audit reports to teachers of synchronous classes and CC the School Operations Manager | On the Monday following the previous week |
| Teacher  Operations Staff | 1. Registrar asks each teacher to verify his/her respective Class Attendance Audit by reviewing the attendance data in the report against the Google “Attendance & Participation Tracker” and making changes if necessary.   Teachers can only make the following changes on his/her class attendance audit:   * + Change a “Unexcused” to “Present”   + Change a “Present” to “Unexcused”   Distance Learning Synchronous Classes  Teachers of virtual synchronous classes should digitally sign and date the front page of the PDF report and email completed report back to registrar.   * + Substitute submit signed digital attendance rosters to be entered into PowerSchool by designated operations staff. These digital reports must be saved in the schools one drive folder.   The registrar must maintain a Class Attendance Audit – Teacher Tracker to track the submission of signed weekly reports. | By Wednesday following the previous week |
| Operations Staff | 1. Designated operations staff reviews all signed Class Attendance Audits and makes teacher-requested changes in the attendance data in PowerSchool. | By the Thursday following the previous week |
| Operations Staff | 1. Storage: Designated operations staff files all signed Class Attendance Audits physically in the main office or digitally in one drive in clearly labeled folders where records are kept and maintained in chronological order with the most recent week on top and teachers in alphabetical order. | By the Friday following the previous week |

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| Name | Position | Signature | Date |
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**Monthly Attendance Procedure**

This procedure ensures all attendance is accurate and verified for LAUSD reporting of classification and statistical reports. For LAUSD reporting calendar of attendance due dates reference page 9.

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| Role | Action | Timeline |
| Registrar | 1. Registrar will run the “Monthly Student Attendance Report” and the “Attendance Summary by Grade Report” from PowerSchool monthly. | The day after the last day of each reporting month end date. |
| Registrar | 1. Registrar will verify that both the “Monthly Attendance Report” and the “Attendance Summary by Grade Report” data match for each grade level:    * Days in Session    * Carry Forward    * Gains    * Losses    * Ending    * OT    * N/E    * IE    * ABS    * ATT   Once the registrar verifies both reports match they should be emailed to the principal for signature. | Two days after the last day of each reporting month end date. |
| Principal | 1. The principal will sign off the “Attendance Summary by Grade” PowerSchool report verifying attendance for the month and emails the signed copy to the KM Director at the home support office. | Two days after the last day of each reporting month end date. |
| KM HSO | 1. Uses the submitted Monthly Attendance Report and Attendance Summary by Grade to produce the Classification and Statistical Reports for LAUSD submission | By the Classification Report Due Date |
| KM HSO | 1. Submits reports for CFO signature and review | By the Classification Report Due Date |
| KM HSO | 1. Collects the signed Classification and Statistical reports from CFO to submit to LAUSD | By the Statistical Report Due Date |

**Monthly Attendance Procedure**

The purpose of this procedure is to ensure all parties are properly trained and informed on the steps to produce the best accurate attendance data for the completion by HSO of their monthly statistical and attendance reports accurately and thoroughly for all external entities.

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| Action |
| Please review and certify below that you have read and understand the instructions and deadlines to complete your school’s daily, weekly, and monthly attendance report [embed link to digital signature tracker] |

**Signatures**

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